STUDENT RESOURCE BOOK

Part-I

NMIMS (Deemed-to-be) UNIVERSITY

Message from Vice-Chancellor

Welcome, and Congratulations on joining NMIMS!

You have joined an institution that has the legacy of developing some of the most successful professionals and industry leaders.

NMIMS is ranked among India's top universities and has been awarded global and national accreditations at the highest level. Our School of Business Management is AACSB-accredited, and five of our Engineering programs are ABET-accredited. You have joined the University, which has a successful track record of growth. We believe in sustaining the quality of education through our assurance of the learning process and by offering a world-class learning experience. NMIMS strives toward excellence in all its endeavors. NMIMS students and faculty have earned national and global recognition. Our research and industry partnership is comparable to the best in the world.

The four pillars of NMIMS building blocks are: (a) knowledge creation that is relevant and applied, helping Society to know the unknowns, demonstrating leadership and meeting expectations in knowledge creation, and (b) enhancing teaching and learning through "Assurance of Learning" System, (c) making NMIMS known/recognized for its academic excellence and the most preferred institution of learning, and (d) aligning stakeholders and meeting their aspirations. NMIMS aims to work towards these building blocks through a culture of dialogue, collaboration, and mutual trust.

The University's innovativeness is borne by many programs visualized in a value-driven manner. NMIMS has 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 heart, 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's ethos 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 School 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 (SRB) 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 by the institution.

Please spend some time and go through this information carefully so that you do not miss any opportunity that NMIMS may have to offer you. The SRB contains a Student Undertaking page at the end of the document, which you are required to sign and submit to your course coordinator by the suggested date.

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

Dr. Ramesh Bhat
Vice Chancellor

Content

Sr. No.	Details	Page No.
I	**PART I (Rules and Regulations)**	
1.	About these Guidelines	1
2.	General Guidelines	1
3.	Attendance rules for all schools	7
4.	Academic Guidelines	8
5.	Interdisciplinary Offerings	9
6.	Choice-Based Credit System (CBCS)	9
7.	Examination Guidelines	10
8.	Policy on Award / Prizes and Dean's Director's List	19
9.	Guidelines for Scholarships	19
10.	Guidelines for Admission Cancellation / Payment of Fees / Academic Break /Re-admission / Submission of Documents / Admission Deferment	20
11.	Library Rules and Regulations	23
12.	List of E-resources subscribed by NMIMS across all campuses	24
13.	Guidelines for the Use of Computing Facilities	25
14.	Guidelines for using the Student Portal	27
15.	Feedback Mechanism	28
16.	Mentoring Programme / Psychologist and a Counsellor	28
17.	Rules for Participating in National/ International Level Contests	30
18.	Guidelines for Convocation	30
19.	Roles and Responsibilities of Class Representative and Student Council	31
20.	Interface with the Accounts Department	32
21.	University level - Ant-Ragging Squad and Committee / Women Grievance Redressal Cell/Internal Complaints Committee/University Student Grievance Redressal Cell / Caste Based Discrimination by SC/ST/OBC students / Equal Opportunity Cell Committee / Ombudsman	33
22.	Safety Guide for Students on Floods, Fire, and Earthquakes	36
23.	List of website categories that are blocked	38
24.	NMIMS Infoline	39
25.	People you should know	40
	Annexures 1. Application of Absence **International Student Exchange Programme Forms** 2. Application form for NMIMS Students for Applying for the Student Exchange Programme 3. Application form – Exchange Students – Incoming 4. Application form – NMIMS Exchange Students 5. Student Exchange Programme – Undertaking 6. Student Exchange Programme (Visa Application) **Examination** 7. Application for availing the facility of a Scribe/Writer during Examinations due to Permanent /Temporary Physical Disability / Learning Disability **Accounts** 8. Application for Duplicate Fee Receipt 9. Application for Refund **Admission** 10. Application for Migration Certificate **Others** 11. Clearance Certificate 12. Any Additional forms to be added by the School 13. Undertaking from students for HBS Cases & Articles 14. Student undertaking with respect to the Student Guidelines	41-60

Student Guidelines
(With effect from June 2025)

1   About these Guidelines:

1.1   These guidelines provide norms for the 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 2025 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 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. Any such changes will be communicated to 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   If any changes in guidelines of SRB by the university, it will be communicated to the students.

1.8   Any dispute and/or litigation arising between student/s and the University/college/school shall be subject to the jurisdiction of the Mumbai Court only.

2   General Guidelines:

Code of Conduct:

2.1   The cleanliness of the premises must be maintained by everyone in the NMIMS at all points.

2.2   Only drinking water is allowed inside the classroom. Eatables are strictly prohibited inside the classroom.

2.3   The use of cell phones on campus is **not** permitted. Any student found using a cell phone on campus would be penalized as per the regulations in force from time to time.

2.4   The students are requested to park their vehicles outside the premises at the places notified by the MCGM. NMIMS shall not bear any responsibility for the students vehicles parked outside the premises.

2.5   Any problem about 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 in writing to the Assistant Registrar /Dy.Registrar/ Dean/Directors of the school/ Registrar, NMIMS.

2.6   The mode of Communication with students is via the 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.

2.7   The student should ensure the receipt of the NMIMS email ID for official communication.

2.8 In case of Lecture Cancellation, the course coordinator will inform said changes to class representatives/ respective students through the Student Portal /email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, or lecture cancellations directly with the faculty on their own.

2.9 The students should not communicate directly with faculty members for selection of any elective course. They must route their option through Course Co-ordinators or Program Chairs.

2.10 Classrooms are fitted with LCD projectors / Smart Boards for the utility of the faculty and the students. In case a student requires an LCD / Smart Board for his/her presentation, he/she must make a prior booking through the course coordinator. Portable LCDs, if required are allotted on a first-come first-served basis.

2.11 All students are provided with an Identity Card, which they are required, to wear **mandatorily**. Entry is strictly through an Identity Card and will be monitored by the NMIMS authorities. A penalty will be levied / action will be taken for this non-compliance. If the student misplaces the original ID card, a duplicate ID card will be issued by the school by paying a prescribed fee. An ID card is used for access control to the NMIMS campus.

2.12 Students should make use of flap barriers (wherever deployed and operational) to enter/exit school premises. Biometric Print plus ID card is a mandatory requirement at NMIMS.

2.13 Students must not use the ID card of any other student; in case it is noticed, both students shall be penalised.

2.14 In case a student forgets to carry an ID card, they should approach security and complete the process to get the requested access. Any grievances related to the ID Card should be raised to biometricregistration@svkm.ac.in.

2.15 Fire drills are demonstrated to all the students, and hence students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas 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 offense and shall attract punishment.

2.16 Any person resorting to physical fights will amount to ragging and appropriate legal action will be viewed accordingly by the disciplinary committee.

2.17 If any student during the tenure of studentship has a police case in his/ her name, he/she is liable for appropriate action by the management/disciplinary committee as per the rules and regulations in force from time to time.

2.18 Any comments posted in social media or print attempting to bring disrepute and defame the University shall be treated very seriously and shall attract severe and strict disciplinary action.

2.19 NMIMS has a zero-tolerance policy towards misbehaviour, discrimination of gender sensitivity, racial discrimination, indulgence in unethical practices, including possession and consumption of drugs, alcoholic drinks, harassment, violence, non-obedience, non-compliance and any action that will bring disrepute/defame to the University, etc. by any student. The university shall take strict legal action against the defaulters in accordance with the rules & regulations in force from time to time.

2.20 The University will reserve the right to take action appropriately against all the defaulters including outsiders, who shall be part of the above illegal act/s.

2.21 Photography, filming, videotaping and audio-taping in the Campus premises/ University are strictly prohibited. A student found guilty of the said act will be dealt with appropriately as per the rules and regulations of the University

CODE OF CONDUCT	LINE OF ACTION
Alcohol and Other Drugs 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 & selling or using differently from the prescribed use or by someone other than the person for whom it was prescribed.	a. With immediate effect, suspension from college if the student is not able to justify/prove the reasonable ground for carrying or possessing the said drugs. b. Suspension from college pending an enquiry. c. If found guilty, concerned student shall be punished in accordance with the rules and regulations, which may include rustication from the school / campus / hostel. d. In case the student is involved and found guilty of selling the drugs, appropriate legal action under the Narcotic Drugs Act 1985 will be taken.
Assault, Endangerment or Infliction of Physical Harm Physical restraint, assault or any other act of violence or use of physical force against any member/staff/security of the campus or any act that threatens the use of physical force.	Upon written complaint, with immediate effect - Suspension from attending college pending an enquiry.
Banners, Chalking and Posters Defacing of Campus property using Banners, Chalking, Posters, etc..	Severe disciplinary action will be taken.
Bullying, Intimidation, and Stalking **Bullying.** Bullying includes any electronic, written, verbal or physical act/body, gesture or a series of acts of physical, social or emotional domination that is intended to cause physical or substantial mental and emotional harm to another person or group. **Intimidation**. Intimidation is any body, gesture, 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. **Stalking.** Stalking is engaging in a course of conduct, repeated acts or communication towards another person, including the unauthorized following, which demonstrates either an intent to put another person in fear of bodily injury or cause the person substantial mental and emotional distress.	a. Upon written complaint with immediate effect - Suspension from attending college pending enquiry. b. Any person resorting to such an act will amount to ragging and strict appropriate legal action will be taken.
Discrimination, Including Harassment, Based On a Protected Class 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.	a. Upon written complaint with immediate effect Suspension from attending college pending enquiry. b. If found guilty , shall be punished in accordance with the rules and regulations, which may include rustication from the school / campus / hostel.

CODE OF CONDUCT	LINE OF ACTION
Disorderly Conduct Excessive noise, which interferes with classes, school offices or other activities; Unauthorized entry into an area or a closed meeting. 1 Conduct that restricts or prevents faculty, staff or student employees from performing their duties, including interruption of meetings, classes or events; 2 Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others.	a. Warning for first default. b. If default continues/repeated defaulters students shall be abstained from attending the effective lecture/event.
False Representation Provide false information or make a 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).	a. Upon knowledge of false representation the student shall be suspended with immediate effect from attending college pending enquiry. b. If found guilty in the enquiry, shall be punished in accordance with the rules and regulations which may include rustication from the school/ campus / hostel.
Fire Safety Tampering, interference, misuse, causing damage and/or destruction of fire safety and fire prevention equipment	Severe disciplinary action will be taken.
Theft, Vandalism, or Property Damage Theft, negligent, intentional, or accidental damage to personal or University / SVKM property/ies	a. Suspension from attending college pending enquiry. b. Rustication from the school / campus / hostel.
Unauthorized Entry or Access / Unauthorized Use of School Facilities or Services Unauthorized entry into or presence within enclosed NMIMS / SVKM buildings or areas, construction sites, and student rooms or offices, even when unlocked, is prohibited.	a. Upon knowledge of the same concern student/s shall be suspended with immediate effect from attending college pending enquiry. b. If found guilty in the enquiry, concern student shall be punished in accordance with the rules and regulations which may include rustication from the school / campus / hostel
Weapons and Fireworks Possession or use of firearms including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment, knives etc. Possession or use of fireworks, dangerous devices, chemicals, or explosives within the premises of NMIMS / SVKM.	a. Upon knowledge of the same, concern student/s will be suspended with immediate effect from attending college pending enquiry. b. If found guilty in the enquiry, concern student shall be punished in accordance with the rules and regulations which may include rustication from the school / campus / hostel.

2.22   **Discipline Norms and Penalty:**

2.22.1   A disciplinary committee constituted in each school, to look into all cases of indiscipline related to students. The committee comprises the 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 Vice Chancellor of the University. On approval by the Vice Chancellor, action will be initiated by the school. **For names of committee members at the school level, refer to part II of SRB.**

2.22.2   The woman Grievance Redressal committee constituted in each school comprises the 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 to part II of SRB.**

2.22.3   NMIMS campus including premises of all schools/colleges and hostels are earmarked as a non-smoking zone. Possession and Consumption of alcoholic beverages / toxic materials/and cigarettes students present on the campus under the influence of alcohol/ toxic materials/ addictive materials is a serious offense. Any student found consuming any objectionable material (alcohol, illicit drugs, controlled substances including stimulants, depressants, narcotics, or hallucinogenic drugs) will be rusticated from the hostel, school and the campus with immediate effect

2.22.4   Impersonation will also lead to suspension pending the enquiry and upon found guilty to be rusticated with immediate effect and subsequent deletion of the student's name from the roll of the University after enquiry.

2.22.5   Students indulging in Sexual Harassment will also be liable to strict disciplinary action as per University norms. Shall be suspended with immediate effect pending the enquiry. Upon found guilty the student shall be rusticated.

2.22.6   In all matters of indiscipline and indecent behaviour, the Chancellor of the University will be the appellate authority. The ombudsman is appointed by the University, who would look into such cases referred by the 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 the gravity of the Act and outcome of the enquiry, the student can be rusticated from the school. NMIMS will not be held responsible for any actions that will be initiated by the regulatory authority like police, corporation etc.

2.23   **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.

Students are required to be dressed decently Tank tops, Midriff tops, Belly-tops, Sweatshirts, Spaghetti-strap dresses, Half pants, Shorts, Short skirts, Sweatpants, Exercise pants, Ripped or torn jeans, and bathroom slippers, Flip-flops are not allowed).

For all functions of the School/ University, including Guest lectures, seminars and conferences, attendance is mandatory and students are required to dress in formals, Institute blazer, Tie/ Cravat, and Lapel Pin.

2.24   **Punctuality**

2.24.1   Classes will begin on time. Late coming is not permitted. Faculty have the authority to restrict latecomers to enter the classroom.

2.24.2   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. A record of attendance will be kept. The school/NMIMS reserves the right to declare compulsory attendance for any event on or off campus. Absenteeism in 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.

2.24.3   Students are required to be in the 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.

2.24.4   Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the school/University or the faculty concerned. Students cannot approach faculty members or others to change or extend deadlines.

3.0   Attendance and leave of absence guidelines for all students:

    3.1   **Attendance Guidelines**

        3.1.1   A student is required to monitor his /her own attendance regularly. All doubts regarding attendance should be clarified with the concerned faculty within the 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 informing of his/her presence and, if required, to justify his/her stand.

        3.1.2   Attendance reports of all the students would be displayed on the notice board / Student Portal monthly. If a student has any issue or finds any discrepancy in his/her attendance, he/she should inform the office in writing regarding the same within 3 days of the publication of the 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 absences, prior intimation through a prescribed application form is to be given to Course Coordinator. In emergent situations, intimation must be given to Course Coordinator preferably by email within 24 hours of the absence. Any absence without written intimation will be treated as unapproved and will be reflected in the records as such.

        3.1.4   It is the sole responsibility of the student to confirm his / her email ID and parents' email ID with the school academic office.

        3.1.5   Parents of the students shall be informed of the attendance record of their ward if the student has less than 80% attendance monthly through email/SMS. Students have to notify the office in case of a change in any contact information of their parents. Parents may be called to the school to discuss the consequences of remaining absent.

        3.1.6   Students must refrain from approaching the visiting and full-time faculty members for attendance-related issues and exemptions. They must apply to the concerned coordinator for necessary approvals.

        3.1.7   If the student remains absent due to any medical issues he/she should submit a medical certificate along with a copy of all the medical reports to the office within 3 days of resuming classes after medical leave. No certificate shall be entertained under any circumstances thereafter.

        3.1.8   Final attendance of the Trimester/Semester will be published on the Student Portal / Notice board after the end of the session. If the student has any issues regarding attendance will notify the Dean/Director of the campus in writing. The Dean/Director will ensure that data is factual and will act accordingly.

3.2 Attendance rules for all schools

To ensure satisfactory attendance and engagement, 100% attendance in all subjects/courses is expected. However, exceptions can be made for valid medical reasons, personal reasons, and participation in extra-curricular and co-curricular activities, placement activities, institutional work, and other approved activities. A relaxation of up to 20% absence may be granted in such cases.

3.2.1 Eligibility for Examinations:

Students who have maintained 80% or higher attendance in individual courses during a trimester/semester are eligible to appear for the respective trimester/semester-end examinations.

Attendance is considered from the date of commencement of each semester/trimester.

In case of any delay in the admission process of any particular student/ lateral admission case, attendance will be considered from the date of such admission.

The decision taken by the University will be final and binding upon everyone.

Attendance requirements are summarised hereunder:

100% Attendance in each subject is expected.

Attendance% (In Individual Courses)	Remarks
80% and above In individual courses	Eligible to appear for Trimester/Semester End Examinations.
Below 80% in the individual courses.	Students will be required to take re-admission. Students can opt i) Re-admission in the same Semester/Trimester OR ii) re-admission in the full year of the program in the subsequent academic year

4. Academic Guidelines

4.1 Credit Structure

Credit structure is defined in terms of contact hours assigned for various academic components of a program. This includes classroom 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 programs the credit specifications are as follows:

Details	Credit	Equivalence in hours in 10 weeks of Trimester
Theory Courses	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 programs the credit specifications are as follows:

Details	Credit	Equivalence in Hours in 15 weeks of Semester
Theory Courses	1 credit	15 hrs.
Laboratory Course / Studio activities	1 credit	30 hrs.
Tutorial Courses (Applicable for Technical Schools only)	1 credit	15 hrs.
Workshop-based activities *	1 credit	30 hrs.
Seminar / Group Discussion (Subject to schedule throughout the semester)	1 credit	15 hrs.
Project work & Dissertation	1 credit	30 hrs.
Internship (Max of six credits per semester)	1 credit	30 hrs. per week
Field-based Learning/Practices / Projects	1 credit	30 hrs.
Community Engagement and Service #	1 credit	30 hrs.

*Workshop-based activities: Courses involving workshop-based activities require the engagement of students in hands-on activities related to work/vocation or professional practice. Every student is engaged in performing a skill-based activity related to specific learning outcome(s).

 # Community Engagement and Service: The Curricular component will involve activities that would expose students to the socio-economic issues in society so that the theoretical learnings can be supplemented by actual life experiences to generate solutions to real-life problems. 30 hrs of contact time per credit in a semester along with 15 hrs of activities such as preparation for community engagement and service, preparation of reports, etc., and independent reading and study. Thus, the total learner engaged time would be 180 hours for a 4-credit course.

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

4.3 Duration of examination
    4.3.1   Minimum duration of Mid -Term Examinations: 1 hr.
    4.3.2   Minimum duration of Term End Examinations: 2 hrs.
    4.3.3   Examination duration can also be more than the above specified time as defined by respective schools.

4.4 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 requirements of school/program). The Faculty has the flexibility to formulate and implement an 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 the commencement of course delivery.

4.5   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.

4.6   The minimum 15 number of students or 40% of the total number of students to offer an elective course/s on the basis of the total number of students registered in that particular elective courses.

4.7   Project Guidelines:
    4.7.1   From time to time Faculty may assign projects to students in their courses.
    4.7.2   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, the worldwide web, etc. Similarity index / plagiarism is a serious offense, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered misconduct in terms of NMIMS policies and will be dealt with as per the rules of NMIMS.
    4.7.3   All policies regarding confidentiality and discipline need to be adhered to by the student.
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 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 the 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 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.

Note: For any academic grievance, student may write on grievance.academic@nmims.edu.

7. 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 the Disciplinary procedure of NMIMS. Severe penalty would be imposed on the students who are found to be involved in the adoption of unfair means (UFM) in the examinations.

7.1 Discipline in the Examination Hall

7.1.1 Students must know their Roll Number and Student No. and carry their respective University ID card during exams. Admission to the examination hall may be denied if University identity card is not produced.

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. Such students will be required to seek written approval from the Dean/Director of the respective school / Campus or faculty member nominated by the Dean/Director to allow 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. 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 and attendance recording 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, 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 on the date, time and place published in the timetable, will have an 'Absent' remark in attendance and grade sheet. Opportunity for re-examination will be given according to the rules and regulations. No special re examination will be conducted for such students.

7.1.7 Students should occupy their respective seats as per the seating plan displayed on notice board/door plan.

7.1.8 Students are required to have and keep ready their University Identity Cards issued by SVKM's NMIMS and they must produce these same 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 subject to approval from the Dean/Director of the School / campus.

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 / she 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, smart watch, health band with data storage communication facility, in ear Bluetooth speaker, micro scanner, micro phone, micro camera, micro speaker, memory based modules, Wi-Fi enabled modules, earbuds, storable/programmable calculators, laptop, Bluetooth devices or any other similar electronic gadgets/devices/things unless specifically permitted. Any such material found in possession of the student will be confiscated, **University reserves the right to keep such material in its custody till the time investigation into alleged violation of rule/malpractice is completed.** (ii) smoke in the examination hall, (iii) bring eatables/ drinks in the examination hall (iv) speak or communicate in any manner (gestures or otherwise) 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, needless to mention that the girl student shall be frisked by the lady supervisor.

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 will be QR 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 sheet/s 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 the rules and appropriate action will be taken against such candidate/s.

7.1.18 Students should not write anything on the question-paper, unless there is any typographical error/ change to be carried on the question paper on room supervisor's instructions. Else, it will be treated as an act of use of unfair means.

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. The student 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 Persons with Disabilities (PwD) (Divyangjan) (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, well in time.

7.2.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (Annexure 6) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance. The application should be approved by respective school Dean/Director before forwarding to examination section.

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, compensatory time of 20 minutes per hour will be allowed to such students. E.g. for the examination of two hours, 40 minutes compensatory time will be allowed.

7.3.5 The Examination in Charge of the School/Campus 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 additional time of 20 minutes per hour. E.g. for the examination of two hours, 40 minutes extra time will be allowed.

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 competent 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 University's rules and regulations and 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	A student is found in possession / making use of any electronic device (including mobile phone, smart watch, health band (with data storage/communication facility), In ear Bluetooth speaker, micro-scanner, micro- phone, micro-camera, micro-speaker, memory-based modules, Wi-Fi enable modules, any other electronic gadgets etc.) or any other item of such type or communication gadget in the Examination Hall.	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. 3,4,5,6,7 **
2	A student is found in possession / making use of any unauthorized material like written/printed/photocopied note/written on the dress, clothes or body parts, written on the chair, table, desk or any other furniture items or room walls, floors etc. on university properties, calculator, scale, eraser, handkerchief, instrument box, any other material relevant to the examination irrespective of whether it was used or not used.	Annulment of the performance of the student at the University Examination in full. *
3	Possession of another student's answer book or supplementary sheet.	Exclusion of both the students from concerned University Examinations for one additional examination. **
4	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. **
5	Mutual/ Mass copying.	Exclusion of all the students from concerned University Examination for two additional examinations. **
6	Smuggling in or smuggling out of answer books as copying material.	Exclusion of the student from concerned University Examination for three additional examinations. **
7	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. **
8	Smuggling in written answer book as copying material and forging the signature of supervisor.	Permanent Expulsion from the University.
9	Attempt to forge the signature of the supervisor on the answer book or supplementary sheet.	Permanent Expulsion from the University.

10	Interfering with or counterfeiting of University seal or answer books or office stationery used in the examination with the intention of misleading the authorities.	Permanent Expulsion from the University.
11	Answer book or supplementary sheet written outside the examination hall or any other insertion in the answer book.	Permanent Expulsion from the University.
12	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination.	Permanent Expulsion from the University.
13	Using obscene language/ violent threats inside the examination hall by a student at the University examination to room supervisor/ any other authority.	Permanent Expulsion from the University.
14	Impersonation for a student or impersonation by a student in University or other examinations.	Permanent Expulsion from the University.
15	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.
16	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.
17	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication.	Annulment of the performance of the student at the University Examination for the subject during the examination of which student made an appeal.
18	A student is found to be snatching the answer book of other examinee/s.	Annulment of the performance of the student at the University Examination in full. *
19	A student is found to be tearing or tampering his/her answer book inside or outside the examination hall.	Annulment of the performance of the student at the University Examination in the subject concerned.
20	A student is found to be disrupting the smooth conduct of Examination in any way because of which other students were unable to write the examinations for substantial amount of time.	Annulment of the performance of the student at the University Examination in full. *
21	A student is found communicating or attempting to communicate directly or through a relative, guardian, friend or any other person with an examiner with an object of influencing him/her in the award of marks.	Violation of code of conduct - strict warning.
22	A student has used abusive or obscene language in the answer book.	Annulment of the performance of the student at the University Examination in the subject concerned.
23	A student is found to be talking/chatting to a person/another student outside the examination-hall while going to the Bio- break, for drinking water etc. during the examination period. Providing help to other student outside the examination hall during the examination period (Even though the said student has not appeared at the said examination/s).	Annulment of the performance of the student at the University Examination in full. *
24	Dictating answers from outside to the student who is sitting inside the examination hall. Receiving answers from student outside the examination hall.	Annulment of the performance of the student at the University Examination in full. *

25	A student leaves the examination hall without handing over his/her answer book to the invigilator concerned and takes it away with him/her.	Annulment of the performance of the student at the University Examination in the subject concerned.
26	A student is found to have sought/ received help from other students or giving help to other students through passing some written material/electronic device/answer book/supplement /question paper/examination stationery pertaining to the questions set in the paper concerned.	Annulment of the performance of the student at the University Examination in full. *
27	A student is found to be guilty of swallowing or destroying any note or paper or any other material found with him/her and thereby destroying the evidence.	Annulment of the performance of the student at the University Examination in full. *
28	A student is guilty of assault or inflicting any injury on invigilator on duty or the other staff working at the examination.	Permanent Expulsion from the University.
29	The offence which has been detected after the Examination/declaration of the result/award of the degree.	Annulment of the performance of the student at the University Examination in full. * And the Grade sheet & Degree Certificate to be treated as null & void and to be recalled.
30	A student involved in malpractices at Practical / Dissertation / Project report / Online Examination / Procter examinations	Shall be dealt with as per the punishment provided for the theory examination.
31	All other malpractices not covered in the aforesaid categories.	Shall be decided by Unfair Means Inquiry committee on individual merits of case.
32	Second/subsequent case(s) of UFM reported against a student in the same academic year.	Annulment of the performance of the student at the University Examination in full.* Expulsion from the University for a period of one year from the decision taken by University.
33	Student involved in uses of Unfair Means more than two occasions in different examination sessions (Semester/Trimester).	Permanent Expulsion from the University.

Note 1	* The Term "Annulment of Performance in full" includes performance of the student at the Theory /Computer based exam/ Viva/ Jury /Practical examination of semester/trimester concerned, but does not include performance at internal continuous assessment / Term work, project work with its term work & project submission.
Note 2	Student found in possession means a student , reported in writing, as having been found in possession of unfair means material by the invigilator or member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Invigilator / Sr. Supervisor or any other authorized person to the Controller of Examinations or Dean or any officer authorized in this behalf.
Note 3	Material related to the subject of examination means and includes, if the material is produced as evidence (excluding electronic gadgets), any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clauses, above, the presumption shall be that the material did relate to the subject of the examination.
Note 4	Refusing to give written statement, refusing to receive show cause notice, absenting from enquiries - final decision of UFM Committee will be binding on student.
Note 5	Students should note that material found with him / her during the examination would be confiscated and would be returned back after completion of inquiry on the basis on application.

Practical/Dissertation/Project Report Examination:

    7.5.3   **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.**

    7.5.4   **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 (as regards evaluation of answer books/answer scripts)**

(Providing Soft/ Photo copies of answer books/answer scripts to the candidates and Revaluation)
The Grievance Redressal Mechanism as regards evaluation of answer books/answer scripts 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 / Labs / oral examinations/ viva/ jury/ 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 (Result Portal – SAP)**. 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 books/Answer Scripts**: 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.

<div align="center">**OR**</div>

        b)   **Re-evaluation of the Answer book/Answer Script:** Under this process, a student will have to first apply for the soft copies/ photocopy/ies of the answer book/s and subsequently apply for re-evaluation of the said answer book/s after **going through the answer book/answer script and synoptic answers**. While making application for revaluation, such student will have to **compulsorily** write specific question/s that needs to be re-evaluated with specific reason/s as to why he/she is seeking revaluation of answer/s. **It will be mandatory for such student to write clear and specific reason/s for the request of re-evaluation of the desired questions in the light of the synoptic answers.** Answer books/Answer Scripts will not be revaluated in case student does not provide clear and specific reasons or if the required column/space is left blank in the revaluation application. In such cases, fees paid will not be refunded.

        c)   **Students will not be eligible to apply for revaluation if they do not apply for a Photocopy(ies) of their answer script/s.**

        d)   During the revaluation process, only the answers to the questions for which the student has raised a grievance accompanied by valid reasons stated in the revaluation application submitted through the student portal will be re-evaluated. If a student has challenged specific question/s, only those particular answer/s will be reviewed in light of the reasons provided. The original marks awarded to all other answers (which have not been challenged) will remain unchanged.

        e)   No other mode of communication regarding revaluation will be accepted. Students are advised **not** to send separate emails or applications about revaluation to any other authorities within the School, Campus, or University.

    7.6.6   After the result declaration on **Student Portal (Result Portal – SAP)**, 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: 17th October
Application for Verification of Answer book/Answer Script	Within 3 days from the date of result declaration	Example: 20th October
Application for Photocopy of the Answer book/Answer Script	Within 2 days from the date of result declaration including holidays	Example: 19th October

	Latest on the 2nd day from the date of result declaration including holidays i)Answer Script/s will be available on student portal immediately on successful submission of application. ii) Link of E-copy of answer scripts will also be available on the payment receipt sent on students registered email ID.	Example: 19th October
Receipt of the E-copy of Answer book/Answer Script		
Application for Re-valuation of the answer scripts	**Within 3 days from the date of result declaration** including **holidays**	Example: 20th October till 16.00 hrs.

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 Copies of the answer scripts provided by the University are only for Grievance Redressal mechanism and do not have any evidentiary value.

7.6.9 The Photocopy (ies) so obtained by the examinee/candidate shall be for his/her exclusive and relevant use only. Any other person can not use the said answer script/s to dispute or challenge the quality of assessment or quantum of marks assigned to the answer there-in.

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 a student for re-evaluation shall be forwarded to the designated Examiner or Subject Expert. The Examiner/Expert will review the relevant portions of the answer book specifically in light of the reasons provided by the student in the re-evaluation application. Re-evaluation shall be carried out only for the particular question(s) that the student has identified and substantiated with valid reasoning. The marks awarded to all other answers, which were not challenged by the student, shall remain unchanged.

After following the process of re-evaluation under the Grievance Redressal, effect will be given to change in original marks after re-evaluation, if any, as under:

a) Wherever the difference in marks is less than or equal to 20 percent (20 included) (irrespective of whether marks increase or decrease during revaluation process), marks awarded after revaluation will be considered as final and communicated to the student concerned.

In such cases the marks originally obtained by the candidate in the subject/s shall be treated as null and void.

b) Wherever the difference in marks is more than 20 percent (i.e. 20.01 and above) (irrespective of whether marks increase or decrease during revaluation process).

Second revaluation of the said answer book shall be done by the examiners/subject experts from approved panel and best marks between first revaluation and second revaluation shall be considered as final marks obtained in the subject/s (fractional marks if any shall be rounded off to the next integer).

In such cases the marks originally obtained by the candidate in the subject/s shall be treated as null and void.

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

ii. The examiner/s for re-evaluation will be appointed by the Controller of Examinations from the panel of examiners/experts.

iii. The above difference in marks (between original evaluation and first/second re-evaluation) in percentage term shall be with reference to the maximum marks of the term end examination of the respective subject.

iv. The marks awarded by examiner/s in re-evaluation (as mentioned above) and amendment in result, if any shall be final and binding on the student and shall not be challenged. Once the re-evaluation result is declared, request to retain the original marks will not be entertained under any circumstances.

v. 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.

vi. In any case, the photo copies of re-evaluated answer-books shall not be provided to the student/s.

7.7 Grace Marks Rule

7.7.1 A candidate failing in one or more subjects will be given grace marks up to 2 per cent of the marks on the aggregate marks of the subjects in which he / she has appeared, subject to maximum of 6 marks overall and in individual subject not more than 3% of maximum marks allotted to the subject.

7.7.2 The subject/s in which Grace marks will be given will be based on the data of the examination of the semester/trimester. The decision of the University in this matter will be final.

7.7.3 Grace marks will be awarded only for term-end examination component of regular and re-examination. Grace marks will never to be awarded on ICA (Internal Continuous Assessment) component.

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).

Note: If any change in examination system by the university, it will be communicated to the candidates.

7.8 Internal Continuous Assessment (ICA)

7.8.1 All components of ICA should be defined while designing the course syllabus by a faculty member. Those components and their weightage should be shared with the students at the start of the trimester/semester.

7.8.2 **Broad Categories** of ICA components should be consolidated into the following categories:
Please ensure a minimum 3 and a maximum 5 ICA components are selected

a. Test 1 (Mandatory Component)	g. Term Work
b. Test 2	h. Case Study
c. Assignment	i. Viva / Presentation
d. Lab Work	j. Quiz
e. Class Participation	k. Group Discussion
f. Project Work	l. Others

7.8.3 **Distribution of Marks:** Distribution of Marks for ICA components must be justifiable as per the weightage of the course contents. The single ICA component should not be more than 20% of the total ICA marks.

7.8.4 **Conduct of ICA components:** A timetable for the conduct of ICA Components should be included in the academic calendar, OR a timetable should be shared with the students within two weeks of the commencement of the classes.

7.8.5 **ICA components Evaluation:** A faculty must use Rubrics to evaluate the ICA component. All the students shall be informed of the component-wise marks obtained by them within seven days of the conduct of ICA components by the respective faculty member or via the students' portal. Students are responsible for checking their marks on the portal.

7.8.6 **ICA Marks submission to exam Dept.:** The final marks obtained by students for each ICA component, irrespective of whether the course has TEE or only ICA should be submitted on the student portal **before the start of the Term End Examinations.**

7.8.7 **Passing Criteria for ONLY ICA course:** For a course that has only internal continuous assessment components and has no Term End Examination must be considered as an ONLY ICA course. The passing criteria for such ONLY ICA courses will be at 40% minimum of total of ICA marks.

If a student does not satisfy the passing criteria of 40%, there will be no re-examination for Only ICA Courses. If a student does not pass only ICA course, he/she must take re-admission in the same trimester/semester of the subsequent academic year of the program, or may opt for re-admission for the entire year of the program, provided they fulfill the eligibility criteria for re-admission mentioned in SRB. The student who fails in any only ICA Course may not be allowed to appear in the Term End Examinations of other courses.

7.8.8 **Grace Marks:** Grace Marks will never be awarded on the ICA (Internal Continuous Assessment) component, irrespective of whether the course has TEE or only ICA components.

7.8.9 **ICA unfair practice penalties:**
The adoption of unfair means by the candidaters during the ICA component examinations is treated seriously, and appropriate penalties are imposed after following the University's rules and regulations and principles of natural justice.
 a. The ICA component for which the unfair practice is reported that component will get cancelled and will not be considered for evaluation.

 b. In case of a project/assignment, if the student is allowed to resubmit, the student will be awarded 50% of the total marks or actual marks, whichever is lower. For group project/assignment, this applies to all students in the group.

 c. Depending on the severity of the adoption of nature of unfair means, the University is liable to punish the student as deemed fit.

 d. Such student shall not be considered for Dean's list and scholastic awards, student leadership positions on campus, final placement, and internship opportunities, amongst other possible actions by the School.

Note: All disputes and representations related to ICA unfair practice will be handled by the respective school-level Disciplinary Committee headed by the Dean/Director and Program Head.

General Guidelines:
a. In order to receive the degree, diploma, or certificate, the student will have to pass all the courses (Credit/Non-Credit) of all the years.

b. **Grievance Redressal:** In case a student is not satisfied with the marks or has any discrepancy with the marks received by him/her in any ICA component of a Course, he/ she may be directed to the concerned faculty member via Program Head / Dean / Director. The final marks obtained in ICA components should be submitted on the student portal before the start of the Term End Examinations.

c. In case of any disputes / differences, the decision of the University shall be final and binding on the students.

d. **Modification in Criteria/rules:** On the recommendation of the Board of Studies of the School 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.

8. **Policy on Award / Prizes and Dean's / Director's list**:
    8.1 One prize will be awarded where number of students in the batch/stream is between 01 and 20, two prizes will be awarded where number of students in the batch/stream is between 21 and 59, and three prizes will be awarded where number of students in the batch / stream is > 60.
    8.2 The criteria for award of prizes will be highest CGPA obtained by the students in the examinations of all the years of the program on programme completion.
    8.3 For the above purpose, count of students at the final year of the programme will be considered.
    8.4 In case of exactly the same CGPA obtained by two or more students for a particular rank, same medal may be given to the students and second and third (Silver & Bronze) medal may be given to the next ranking students.
    8.5 Rankings would always be decided at University level.
    8.6 Students should have passed all examinations in single attempt.
    8.7 Lateral admission cases may be considered for ranking purpose
    8.8 Students obtaining F grades/ATKT/ involved in unfair means or any misconduct will be ineligible to be listed in the Rank Holder List and Dean's/ Director's list.
    8.9 The students who opt for Student Exchange program in any trimester/semester would be considered if he/she is eligible as per above criteria. However, performance at the partner University shall not be considered for award.

    8.10 **Dean's/ Director's List:**
        8.10.1 10% of the batch (top 10% students) on the basis of highest CGPA will be considered to be eligible to be in Dean's/ Director's List and will get a certificate at the end of the programme. (SBM Mumbai / Campus gives yearly).
        8.10.2 The Dean's/ Director's list would be for each programme/ stream at each campus.

9. **Guidelines for Scholarships:**
    9.1 Each year there are several student awards and scholarships announced for different schools/programs of NMIMS (as applicable school wise).
    9.2 Students are advised to apply for awards and participate in the process enthusiastically.
    9.3 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.
    9.4 Certificate of merit to be given by Dean at school level.
    9.5 The students of NMIMS can avail national scholarship under the below mentioned schemes.
        - Central Sector Scheme of Scholarships for College and University students - Department Of Higher Education
        - Merit-Cum-Means Scholarship For Professional And Technical Courses Cs - Ministry Of Minority Affairs
        - Post Matric Scholarship Schemes Minorities CS - Ministry Of Minority Affairs
        - Prime Minister's Scholarship Scheme For Central Armed Police Forces And Assam Rifles
        All the scholarships offered by UGC are available for students to apply.
    9.6 A student who wish to apply for scholarship will have to go through school academic office.

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

10.1 Admission Cancellation procedure:

For cancellation of admission, the student needs to apply online the application for cancellation of his / her seat along with original fee receipt and cancelled cheque (having account holders name either parent or student personal account) to the admission department (if cancellation is before commencement of the programme).

- The First year candidates who have paid the fees for the academic year can withdraw the admission and be eligible for refund as per the NMIMS refund policy informed and agreed upon during the admission process.
- The student who wishes to withdraw admission should fill the application form using the url https://nmims.edu/admission-cancellation available on our website nmims.edu. Withdrawal request can be applied only through this link.
- Request before commencement: the admission department will process the document with the necessary approvals.
- Request post the commencement: the candidate will have to get the Clearance /No dues from all the concerned departments of the School.
- Once the process is completed, the refund of the fees (if applicable) shall be processed.
- Refund of fees, if any, will be credited to the bank account details provided by the applicant in the application. If any dues are to be collected, that will be deducted before a refund of the fees.

10.2 Payment of fees:

10.2.1   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.

10.2.2   Non-payment of fees within the stipulated time including the late fee period will attract cancellation of the studentship from that program.

10.3 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 :

i.   The academic break can be granted to any student by respective Dean/Director of School/campus.
ii.   The maximum period for an academic break is one year only.
iii.   In the executive programmes is upto two years. This will be allowed subject to Deans approval.

10.3.1 Eligibility for Academic Break:

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

a.   Serious personal medical reasons involving hospitalization, if required and supported by documents.
b.   Serious 'family' related issues.
c.   Financial constraints.
d.   In executive programme, temporary transfer to other country / city or Financial crisis/Maternity/ shift of duties/additional assignments at the work place .
e.   The Dean/Director of respective school will approve the academic break and forward the application of the student to concerned departments for necessary process.

10.3.2   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.

Students will be required to take re-admission in case of Academic Break, a student can opt

Re-admission in the same Semester/Trimester
OR
Re-admission in the full year of the program in the subsequent academic year

10.3.3   **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.

a.   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.

b. 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.

c. If a student has approval for an academic break on health grounds and has less than 20% attendance, the 25% fee for re-admission could be waived off as the student has not availed any facility of the institute and has not attended classes due to health reasons. The Dean / Director of the school may forward such cases to the VC office for approval.

Academic break	Fees to be paid at the time of admission after the academic break
• Informed before the commencement of the academic year.	100% total fee prevalent.
• Informed after commencement, not attended classes and fees not paid.	100% total fee + 25% readmission (prevalent).
• Informed during the semester / trimester fees not paid for the current year.	100% total fee + 25% readmission (prevalent).
• Informed during the academic year and fees paid for that year.	25% of total fees as readmission fees prevalent that year.

10.4 Re-admission rules:
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 program.

Students can take re-admission in the said year / term of the program only once. He/she can take re-admission in different years/term as long as the total period of the program does not exceed the validity period of that program. Admission to the subsequent years is subject to the maximum duration permissible for completion of the program (in years). Such admissions will be at the student's own risk of non-completion of the program during the maximum permissible duration (in years).

Sr. No.	Duration of the program (in years)	Maximum duration permissible for completion of the program (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 to the next academic year, either as per the passing standards of the respective program or any other reason as per academic rules, then the student will not be given a second chance for re-admission in the same year of the program. For more details, please refer to **Part II of SRB.**

10.5 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 the admission department will lead to the 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.

10.6   Admission Deferment:

The following rules are applicable to all the programs of NMIMS.

10.6.1 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 the** commencement of that program stating the reasons for admission deferment. Admission deferment can be approved only for one year.

10.6.2   Who can apply:

- Serious medical illness.
- Serious family related reasons.
- The candidate is 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.

10.6.3   Process for Admission deferment:

10.6.3.1   Deferred admission may only be granted to first year students who have paid the required non-refundable enrolment deposit.

10.6.3.2   The admission department will scrutinize all the applications and forward them with comments to the 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 along with the supporting documents. NMIMS decision with respect to this will be final and will not be challenged.

10.6.3.3   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.

10.6.3.4   The letter of deferment of admission will be issued by admission department to the applicant.

10.6.3.5   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.

10.6.3.6   Financial aid offers cannot be deferred. Students must reapply for financial aid.

10.6.3.7   Admitted 'Transfer' students are not eligible for deferred admission.

10.6.3.8   Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.

10.6.3.9   Once the program has commenced, then even though the applicant may have not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

11 Library Rules and Regulations:

11.1 Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and 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.

11.2 Access to the NMIMS Library is restricted to faculty /staff and students of the NMIMS who have a currently valid identification card issued by NMIMS and to such other persons as may be authorized by the Librarian.

11.3 Students must carry their NMIMS student ID card, and faculty / staff must carry their NMIMS staff identity card to get entry and to use the Library and must produce this when required by an authorized person. This card must be used only by the member to whom it is issued.

11.4 Bags and other personal possessions should not be left unattended for security reasons. The Library is not responsible for damage to or theft of private property.

11.5 Silence is to be maintained 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. Violating the rules will lead to a student's penalty and /or three week suspension.

11.6 The consumption of food and beverages (except for bottled water) and personal audio equipment are not permitted in the Library.

11.7 Photography, filming, videotaping and audio-taping in the Library are strictly prohibited.

11.8 Personal equipment should not be used without the prior permission of the Librarian.

11.9 Users are required to comply with copyright regulations as displayed by the photocopiers.

11.10 Data retrieved from the Library's electronic resources/tools like plagiarism check software *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 those mentioned above. Use of the data is not permitted for consultancy / services leading to commercial exploitation of the information for work of significant benefit to the employer of students on an 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.

11.11 Removing any material from the Library must be appropriately authorized and recorded. Damage to or unauthorized material removal of material constitutes a severe offense and may lead to a fine or disciplinary action.

11.12 Borrowing entitlement: Two books for ten days. One-time renewal is possible if the book is not in demand. As the Library is RFID enabled, the issue of the books will be done at self-check-in kiosk only.

11.13 A 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 be notified of due by email. If fines or charges are outstanding, borrowing rights will be withdrawn, and passwords for accessing electronic services will be withheld until those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.

11.14 Users are responsible for material borrowed on their cards. They 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 the payment is outstanding.

11.15 Students must wear appropriate dress (Bermuda, half pants, Short skirts, and Bathroom slippers are not allowed).

11.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.

11.17 The award of NMIMS qualification will be deferred until all books and other library materials have been returned and outstanding fines/charges paid.

11.18 For a list of electronic resources / Databases refer annexure.

11.19 All library users should take care of pandemic precautionary measures.

11.20 **List of E-resources subscribed by NMIMS across all campuses**

Sr. No.	Database Category	Name of Database
1.	**LIBRARY DATABASE/OPAC**	Koha (AMC)
2.	**GRAMMAR Check Software**	Grammarly
3.	**e-JOURNAL DATABASES**	EBSCO
4.		Economic and Political Weekly
5.		JSTOR
6.		Current Science
7.		Ergonomics in Design
8.		Communication Art
9.		Design Journal
10.	**Engineering DATABASES**	DELNET
11.		IEEE
12.		IET Journals
13.		NPTEL
14.	**e-Books DATABASES**	Pearson E-Books
15.		e-KUMBH
16.		UGC e-BOOKS
17.		NDLI e-Books
18.	**RESEARCH DATABASES**	CMIE:Prowess IQ
19.		EventStudyTools
20.		EViews 8
21.		ISI Emerging Markets
22.		SPSS: AMOS
23.		STATA
24.	**COMPANY DATABASE**	Capitaline AWS
25.	**STATISTICAL DATABASE**	IndiaStat
26.		EPWRF India Time Series
27.	**LAW DATABASES**	Hein Online
28.		Live Law
29.		Manupatra
30.	**CASE STUDY DATABASE**	Harvard Business School Publishing
31.	**FINANCE LAB**	Bloomberg
32.	**SWAYAM / NDLI**	SWAYAM
33.		National Digital Library

12   Guidelines for the Use of Computing Facilities:

12.1   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 is dynamically updated based on their defined global category. If any specific website requires to be accessed that is blocked with inappropriate content, request to send an email to ITHelpdesk@nmims.edu. We will check the content of the website and found appropriate for access; necessary access will be granted.

12.2   You are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in the 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 from the Computer Centre.

12.3   Internet access for students will be as per the NMIMS policy. Any change request has to be routed through the Registrar in writing.

12.4   Food and/or beverages are allowed only in the cafeteria. Food and/or beverages (except drinking water) will not be permitted in the Computer Centre. Smoking is not permitted on the Campus premises.

12.5   It is important to note that all the SVKM/NMIMS premises are deployed with CCTV surveillance equipment and all the areas of the premises are recorded 24x7.

12.6   It is important to note that all SVKM/NMIMS is monitoring the network 24x7. All actions and logs are stored and recorded. SVKM/NMIMS has the rights to record all actions by students on the network and use them appropriately.

12.7   The students of NMIMS are provided with 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.

12.8   The use of NMIMS computing facilities for students' commercial gain is prohibited.

12.9   Not to use/install third-party software to bypass campus Network security policies. It is prohibited and may lead to further disciplinary action.

12.10   Students residing in college hostels are not to touch or tamper with the WiFi routers and other network infrastructure installed at hostels. If any such incidents are found, they may lead to disciplinary action.

12.11   Computer Centre facility will be provided on priority to the students of the concerned programs, where using a Laptop is not compulsory.

12.12   Students are not allowed to connect personal pen drives/ Laptops to the systems/smartboard installed in the classrooms.

12.13   **All students will be given NMIMS email id on Microsoft Office 365** and internet authentication id. They are permitted to access the internet in the computer centre or on their own laptop through this id and password only. Action will be taken against any misuse of the internet and email Id is seen.

12.14   Students will get a Microsoft email id for official email correspondence and to use MS Teams for online lectures and regular updates from University/School/College.

12.15   Do not provide sensitive personal information (like passwords) over email.

12.16   Students will get 15 GB of space in OneDrive to store documents for education purposes.

12.17The 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.

12.18   It is the student's responsibility to ensure that the student's activities do not contravene these or any other laws.

12.19   Students using personal laptops or any other devices for accessing campus infrastructure should have updated with the latest operating system (Windows / Mac) and antivirus patches.

12.20   Students must comply with all requests or instructions issued by any Information Systems staff with respect to the use of NMIMS computing facilities.

12.21   Improper behaviour towards staff in the computer lab and/or while using computing facilities will result in disciplinary action.

12.22   NMIMS endeavours continually to provide a high level of service with regard the computing facilities. In case there is some problem with any of the services, students should lodge a written complaint in the Complaints Register available in the Computer Lab. No action will be taken on any verbal complaint.

12.23   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. You must regularly check the notice boards/ email and plan your use of the facilities accordingly.

12.24   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.

12.25   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 submitted by respective Disciplinary Committee. This may seriously affect your ability to complete your course of study satisfactorily.

12.26   If any student comes across any security incidents, please contact reportsecurityincidents@svkm.ac.in

12.27 These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of Computing Facilities at NMIMS.

12.28 Use only your 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 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.

12.29 It is recommended that a strong password 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 words spelled completely.

12.30 Use of any faculty member's user name and password to access the IT infrastructure, including smartboards is prohibited and may lead to disciplinary action.

12.31 You should not copy or share others' data resulting in data theft of any kind under the IT Act. Any act of such nature, if found then the concerned student shall give an explanation as to the said act amounts to theft. If the authority does not find the explanation given as satisfactory, then the said student shall be penalised as per the rules and regulations framed by the University from time to time.

12.32 Do not use or adopt any name or alias or user reference, whether real or fictitious, other than your own.

12.33 Request to be placed only for the required resources or access rights that you need.

12.34 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.

12.35 Removal, borrowing, connecting, or disconnecting of any IT equipment is not permitted. Neither deliberately introduce 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.

12.36 Do not in any way cause any form of damage to the NMIMS IT facilities nor to any of the accommodation or services associated with them.

12.37 Without the 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

12.38 Do not initiate or perpetuate any chain email message. Do report immediately to the 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.

12.39 Students do not click on links or attachments from senders that they do not recognize or ask for something that is not regular.

12.40 You should not deliberately create, display, produce, store, circulate, or transmit defamatory or libelous material.

12.41 Transmission of unsolicited commercial or advertising material on the NMIMS network / Campus is prohibited.

12.42 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.

12.43 Never monitor, read and disrupt network traffic inside the campus.

12.44 Do not make deliberate unauthorised access to facilities or services accessible via the NMIMS Local Area Network (LAN).

12.45 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.

12.46 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.

12.47 You must adhere to the terms and conditions of all license agreements relating to IT facilities, which you use including software, equipment, services, documentation and other goods.

12.48 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.

12.49 Students are prohibited from viewing any Pornographic material in the computer Centre or on any other computer or IT system inside the NMIMS campus or storing child pornography, Playing Games, hacking into networks and other computers, spamming and sending junk mail, and causing damage to the IT infrastructure. If found so, appropriate disciplinary action will be taken.

12.50 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.

12.51 Students' requests related to additional Internet Bandwidth requirements for special access to events, a request should reach the IT helpdesk minimum 72 hours in advance.

12.52 Do not interfere with or change any hardware or software; if you do, appropriate action will be taken to make it right.

12.53 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.

12.54 Game software loading onto, or playing games software on, the IT facilities unless required for academic purposes.

12.55 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.

12.56 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.

12.57 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.

12.58 *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.

12.59 Student requests related to additional internet Bandwidth requirements & any IT-related special access to any events, a request should reach IT helpdesk a minimum of 72 hours in advance with approval of HOD or Registrar, inform via Email and an IT request form.

12.60 Students are not allowed to change the default settings of Desktops/smartboards installed in the classrooms, Conference Rooms & Board rooms (except prior approval intimation).

13 Students Portal (Learning Management System):

13.1 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.

13.2 URL: Access Portal through https://portal.svkm.ac.in/usermgmt/login

13.3 Login Policy: Default User ID is Student's SAP number and the Password will be mailed by the Admin / Course Coordinator

13.4 Change Password: Students are recommended to change their password after first login for safe surfing.

13.5 Forgot Password: If students are not able to login with current password or forgot password then can reset their password by click on Forgot Password option.

13.6 Email Update: Users need to change/update their email id & contact number for getting regular notifications.

13.7 Course links: Your login will contain only the current trimester/semester course list.

13.8 Announcements: Announcements related to the course, exam timetable and other activities are published in the Announcements section.

13.9 ICA: Display ICA (Internal Continuous Assessment) marks on LMS Portal

13.10 Library: It will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.

13.11 Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally.

13.12 Assignments / Assessments: Assignments can be uploaded and will be graded by faculty. Online scores will be stored. All types of assessments can be conducted online.

13.13 Academic Content: Syllabus, SRB, Teaching Scheme, Class Time-table, etc. can be uploaded.

13.14 Course Content: All course related reading materials (ppts/notes/videos/links) can be published.

13.15 Assessment (Internal): ICA based tests can be conducted on the Portal. Internal marks for respective courses will be published on the Students Portal.

13.16 Faculty Feedback: Faculty Feedback is accepted online for respective trimester/semester.

13.17 Groups: Groups can be created by faculty for assessments, File Exchange, Message, etc. for their Courses.

13.18 Forum: This feature can be used by students and faculty to interact and discuss topics related to their respective courses.

13.19 Hostel Application: Students can book Hostel through the portal (where online admissions are done and full payment is completed)

13.20 Mobile Application: available for student attendance, assignment, survey, Display ICA marks, and notification can be viewed.

13.21 Student Service: Students are benefitted from students' portal for Name validations as required for mark sheets, photo upload, and Letters of recommendation (LOR), whenever required. Registration and allocation process for CBCS and Interdisciplinary courses.

13.22 Selection of Electives: options are available for MPSTME (Mumbai / Shirpur) students to choose Open Electives.

13.23 The student grievance processes have been incorporated into the Learning Management System (LMS)

13.24 Online survey feature has been implemented in the student portal.

Help – Assistance: mail to portal_app_team@svkm.ac.in or phone no: 022 - 46152650

14 Feedback Mechanism:

NMIMS has a well-established online feedback mechanism through the Student Portal for communication of perceptions. The components of this feedback mechanism are:

14.1 Feedback at the end of the third week of every trimester/Semester. Dean / Director /Programme Chairperson/HOD will meet students personally, if applicable.

14.2 Online Feedback through the 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.

    14.2.1 All students should get involved in this mechanism seriously, as it truly helps the NMIMS improve the quality of services and teaching provided.

    14.2.2 These are open-ended questions in which students can reflect on learning and teaching aspects of the course.

    14.2.3 NMIMS uses feedback to improve the teaching-learning process proactively.

    14.2.4 While sharing the feedback to the faculty members, the student's identity is kept confidential.

15 Mentoring Programme / 'Psychologist and a Counsellor':

15.1 **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 the selection of courses, and help identify resources needed by all students. Do meet your faculty mentor regularly, as per their convenience and availability.

15.2 **Psychologist and a Counsellor:**

A Psychologist is a non-judgmental, qualified professional who understands, ensures privacy and confidentiality and guides you by giving choices so that you make the right decision. This process is facilitated using realistic, structured, and research-based therapy.

Managing emotions is vital to ensure all-rounded progress in life. We need to break down the old walls of myths and misconceptions to learn something new. Visiting a counsellor (Psychologist) enables us to relearn more helpful, progressive, reality-based thinking.

Personal counselling is essential at every step in life, even at the corporate level. What we think about situations affects our subconscious mind and interferes with our present-day life.

As human beings, at any given time in life, we could go through challenges and have no one to share with 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 judgmental instead of understanding and supporting) "I feel people invalidate my feelings."

    v. "I do not know whom to share my feelings with. Where do I seek help? Who will be able to help me?"

Have you had any of these repetitive thoughts or faced a rejection that you cannot cope with?

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

Just as we would treat a sprain with some ointment, we try to heal our emotional pain independently. When the sprain is not healing, we visit the doctor, and similarly, one sees the psychologist sometimes when we are unable to clear our emotional challenges on our own. The counsellor needs to check how deep your wound is, and usually, you are helped through therapeutic counseling.

We may be unaware of our behaviour's implications on others, but it eventually could affect our relations in daily life at home, in class, or at work. When past emotional situations are not dealt with therapeutically, we could develop unhealthy negative thoughts and feelings that we need to be aware of. They could again lead to complications and affect our performance, decision making, logical thinking, studies, relationships, and career. This continued stress can gradually affect our body and physiological health, causing hypertension, respiratory ailments, gastrointestinal disturbances, migraine and tension headaches, skin conditions, and ulcers. Understanding the mind-body connection is essential.

The biggest myth is that being emotional is to be weak, so often, we push all our emotional issues under the carpet and then take up unhealthy habits like smoking, drinking, and substance abuse to escape from our reality. We hope to feel better, which lasts only for a short time. On the other hand, creating long-term damage may lead to unhealthy dependency.

NMIMS wants to ensure the holistic development of the students. We understand that to perform at your highest potential in your academic journey, your emotions and mental health need to be well-regulated and balanced. Therefore, have appointed a team of psychologists who you can connect with via call or email and set up a session to discuss any concerns that may be affecting you.
(022-42332225 or email Nazneen.raimalwala@nmims.edu /
 022-42334090 or email ketaki.gokhale@nmims.edu) – for MPSTME students.

World Health Organization 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

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

    16.1   All contest notices, posters, letters, and 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
      The respective school heads will make the classification of a contest in Grades A/B/C.

    16.3   The classification of the contest will determine the selection, reimbursement, and appraisal of the students.

    16.4   **Reimbursements** (Applicable only for National Contest)

        16.4.1   Students going for GRADE A will be provided with 100% reimbursement for travel (Non A/C Sleeper class/ 3 tier) to and fro from the contest destination.

        16.4.2   Students going for GRADE B and C contests will be provided 100% reimbursement for travel (Non A/C Sleeper class/ 3 tier) to and fro from the contest destination, provided that they have won the contest (1st or 2nd place only).

        16.4.3   All reimbursements are subject to the approval of the head of the school and are hence subject to change.

        16.4.4   All reimbursements will be made only after the student has returned from the contest. All bills, tickets for the travel and copy of certificates will have to be retained and submitted.

        16.4.5   All students claiming the reimbursement will have to submit all details to the AR / DR of the school for processing through the accounts department.

    16.5   **Contest Winners:**
          Any student who has won any contest is required to provide full details of the contest and the 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 Convocation**

    17.1   The Annual Convocation will be held for all Full Time and Part Time programs of NMIMS.

    17.2   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.

    17.3   In case any student is found ineligible to receive a 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.

    17.4   Students will be given a set of guidelines by school authorities, and they are required to follow these guidelines for the effective conduct of the event.

18   Roles and Responsibilities of Class Representative and Student Council

18.1 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 the 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.   CRs cannot cancel / reschedule lectures directly with the Faculty
vi.   Any additional responsibility assigned by school heads.

18.2   Student Council:

NMIMS University Students' Council (NUSC)

The NMIMS University Students' 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 the student council body at the University level 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 the Students Council include:

- 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 the holistic development of all students.
- Promoting and publishing student success stories on social media platforms and forums to garner responses for the various accolades and accomplishments.
- Organize activities that 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 the Dean/Director/Head of the respective school. The NUSC comprises executive committee positions, i.e., President, Vice President, General Secretary, and Treasurer, along with Head of Departments and other council members representing schools and campuses across NMIMS University. The executive committee represents and coordinates with the council members for various activities, and every academic year is selected through a formal selection procedure (consisting of voting and personal interviews, etc.) involving the Faculty Advisor/ faculty members & existing Council members.

18.3 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, and 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 the School & existing Council members. The major roles & responsibilities include:

18.3.1 To serve as a formal communication channel between the students, faculty, and administration.
18.3.2 To navigate all student-related activities at NMIMS and facilitate a better life on campus.
18.3.3 To spearhead the organisation & co-ordination of the Corporate Festival, the Cultural Festival, & other Events.
18.3.4 To assist all public relations activities and supervise student publications & newsletters at NMIMS
18.3.5 All the cell activities have to be routed through the President of the cell, General Secretary of Council (Budget and Release of Money), HOD/Dean/Director, Accounts Department – in case of Release of Money.
18.3.6 Communication and Invitations of events/guest lecturers / workshops etc., conducted by cells and council have to be informed to the HOD/Dean/Director, well in advance.
18.3.7 For the major events before a formal invitation to be given to all the senior management
18.3.8 Submit a trimester/semester report at the end of every trimester/semester to the faculty In-charge.
For more school-specific details, kindly refer to Part II of SRB.

19. Interface with Accounts:

19.1 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.

19.2 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.

19.3 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.

19.4 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.

19.5 Hostel Deposit Refund:
Location: NMIMS Accounts Department
Procedure:
19.5.1   Please procure the signature of the Hostel in-charge on the receipt.
19.5.2   Submit the signed Hostel Deposit Receipt to the Accounts Department along with the Application for Refund as per Annexure 9.
19.5.3   Please attach a copy of cancelled cheque for your account or your parents' account. Same particulars of the bank account to which the refund is to be sent are to be mentioned on the Application for Refund form.
19.5.4   Please allow 3 weeks for the issue of the Refund.

19.6 Library Deposit and Security Deposit Refund:
Location: Course Coordinator
Procedure:
19.6.1   On completion of the program (course), the course coordinator would co-ordinate with all students for Student Bank account details (for NEFT Transfer). The same is required for a refund of the Library and Security Deposit
19.6.2   Please allow 3 weeks for the issue of the Refund through NEFT

20. **University level: Anti-Ragging squad and Committee / Women Grievance Redressal Cell / Internal Complaints Committee / University Student Grievance Redressal Cell / Caste Based Discrimination by SC/ST/OBC students / Equal Opportunity Cell Committee / Ombudsman.**

20.1 **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 of 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 the University level and School level, please refer to Part II of SRB.

Committee members will be modified if there is any change.

It is mandatory as per the Hon. Supreme Court & UGC/MHRD Regulations that all students fill in an Anti Raging Undertaking, each year. To make the process easy MHRD has developed an ONLINE Facility. You are requested to fill in the College name followed by SVKM's NMIMS Deemed to be University while filling out the online form. Students can fill out an Undertaking ONLINE at any of the links: **www.amanmovement.org** (OR) **www.antiragging.in**.

Anti-Ragging squad committee (applicable only for Mumbai Campus)

University Level				
	Name	**Designation**	**E-mail ID**	**Contact no.**
1.	Dr. Meena Galliara	Chairperson	Meena.Galliara@sbm.nmims.edu	022 42355807
2.	Prof. Sooraj Namboodiri	Member	sooraj.namboodiri@nmims.edu	022 42352244
3.	Dr. Rimi Moitra	Member	rimi.moitra@nmims.edu	022 42355736
4.	Dr. Niladri Bagchi	Member	Niladri.bagchi@nmims.edu	022 42355723
5.	Dr. Ginpreet Kaur	Member	Ginpreet.Kaur@nmims.edu	022 42352035
6.	Dr. Rajesh Maurya	Member	rajesh.maurya@nmims.edu	022 42359747
7.	Prof. Rishabh Dwivedi	Member	rishabh.dwivedi@nmims.edu	022 42350383
8.	Mr. Sushil Jain	Member	sushil.jain@nmims.edu	022 42355849
9.	Dr. Manoj Nikam	Member	Manoj.Nikam@nmims.edu	022 42352230
10.	Dr. Manas Vishwaroop	Member	manas.vishwaroop@nmims.edu	022 42355555
11.	Prof. Dhanashri Sawant	Member	dhanashri.sawant@nmims.edu	022 42355555
12.	Dr. Deepti Puranik	Member	deepti.puranik@nmims.edu	022 42352708
13.	Dr. Harinder Singh	Member	Harinder.Singh@nmims.edu	022 42355938

Anti-Ragging Committees:

University Level				
	Name	**Designation**	**E-mail ID**	**Contact no.**
14.	Dr. Tanmoy Chakraborty	Registrar	registrar@nmims.edu	022 42359927
15.	Mr. Paramanand Rajwar	Member	Paramanand.rajwar@nmims.edu	022 42355558
16.	Mr. Venugopal K	Member	venugopalk@nmims.edu	022 42355557
17.	Shri. Harshad Shah	Member	Harshad.shah@svkm.ac.in	022 42355555
18.	Prof.Seema Mahajan	Member	Seema.mahajan@nmims.edu	022 42355853
19.	Mr. Dilip Varhadi	Member (Police)	juhupolicestation@gmail.com	022 26183856
20.	Dr. Christine D'Lima	Member (LR-Student CouncilTeam)	Christine.dlima@nmims.edu	022-42355805
21.	Majilis Legal Cente	NGO Representative		
At Hostels, Mumbai				
1.	Dr. Tanmoy Chakraborty	Chairperson	registrar@nmims.edu	022 42355555
2.	Shri Harshad H. Shah	Member	harshad.shah@svkm.ac.in	022 42199999
3.	Dr Meena Chintamaneni	Member	Meena.Chintamaneni@nmims.edu	022-42355555
4.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
5.	Mr. Venugopal K	Member	venugopalk@nmims.edu	022 42355555

20.2 Women Grievance Redressal Cell:

	Name	Designation	E-mail ID	Contact no.
1.	Prof. Amita Vaidya, Director, SAMSOE, NMIMS	Chairperson	Amita.Vaidya@nmims.edu	022 42355555
2.	Dr. Minu Mehta, Dean, ASMSOC	Member	minu.mehta@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.	Mr. Paramanand Rajwar, Deputy Registrar, Administration	Member	Paramanand.Rajwar@nmims.edu	022 42355555
6.	Dr. Tanmoy Chakraborty, Registrar	Member Secretary	registrar@nmims.edu	022 42355555
7.	NGO Representatives will also be part of this committee			

20.3 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.	Dr. Meena Galliara, Professor, Centre for Sustainability Management & Social Ent.	Chairperson	Meena.Galliara@sbm.nmims.edu	022 42355555
2.	Dr. Ketan Shah, Director, Accreditation & Compliance	Member Secretary	ketanshah@nmims.edu	022 42355555
3.	Dr. Yogesh Kulkarni, Associate Professor, SPPSPTM	Member	Yogesh.Kulkarni@nmims.edu	022 42355555
4.	Ms. Karuna Bhaya, Finance Officer	Member	KarunaB@nmims.edu	022 42355555
5.	Ms. Vandana Kushte, Dy. Registrar	Member	Vandana.Kushte@nmims.edu	022 42355555
6.	Dr. Vinod Malap, Dy. Registrar, HR	Member	Vinod.Malap@nmims.edu	022 42355555
7.	Majlis Legal Centre	NGO Representative		
8.	Mr. Aman Sohail	Student Resresentative		
9.	Ms. Harini Sampat	Student Resresentative		
10.	Mr. Zaid Warsi	Student Resresentative		
11.	Ms. Nikita	Student Resresentative		

20.4 University Student Grievance Redressal Committee:

	Name	Designation	E-mail ID	Contact no.
1.	Dr. Hari Kumar Iyer	Chairperson	Harikumar.Iyer@sbm.nmims.edu	022 42355555
2.	Dr. Ketan Shah, Director, Accreditation & Compliance	Member Secretary	KetanShah@nmims.edu	022 42355555
3.	Ms. Karuna Bhaya, Finance Officer	Member	KarunaB@nmims.edu	022 42355555
4.	Dr. Meena Galliara, Professor, Centre for Sustainability Management & Social Ent.	Member	Meena.Galliara@sbm.nmims.edu	022 42355555
5.	Mr. Paramanand Rajwar, Deputy Registrar, Administration	Member	Paramanand.Rajwar@nmims.edu	022 42355555
6.	Dr. Tanmoy Chakraborty	Member Secretary	registrar@nmims.edu	022 42355555
7.	Mr. Aman Sohail	Student Representative		
8.	Ms. Harini Sampat	Student Representative		
9.	Mr. Zaid Warsi	Student Representative		
10.	Ms. Nikita	Student Representative		

20.5 **Caste Based Discrimination by SC/ST/OBC Students/Equal Opportunity Cell Committee:**

	Name	Designation	E-mail ID	Contact no.
1.	Dr. Tanmoy Chakraborty, Registrar	Member	registrar@nmims.edu	022 42355555
2.	Dr. Vinod Malap, Deputy Registrar, HR	Member	Vinod.Malap@nmims.edu	022 42355555
3.	Dr. Paramanand Rajwar, Deputy Registrar, Administration	Member	Paramanand.Rajwar@nmims.edu	022 42355555
4.	Mr. Masseh Khatib, Deputry Registrar, Accreditation & Compliance	Member	Masseh.Khatib@nmims.edu	022 42355555
5.	Ms. Vandana Shegokar, Assistant Registrar, Academic Admin	Member	vandana.shegokar@nmims.edu	022 42355555

20.6 Ombudsman: The Ombudsman shall exercise the power to hear the grievances of those who are not satisfied with the decision of NMIMS Grievance Redressal Committee. The Ombudsman would be required to dispose of 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 affected party. *Justice Abhay Thipsay (Retd. Justice) has* been appointed as Ombudsman at NMIMS University (Tel.: 91-22-42355945/51).

For more details, kindly refer AICTE regulations on Ombudsman.

21. 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.

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

Before Floods	During Floods	After Floods
• 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 for the monsoon alerts for the heavy rains declared by the Municipal Corporation • 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, batteries, radio, plastic bottles, and cans handy during the 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	• Evacuate to previously identified elevated areas • Your life is most precious. Avoid saving valuables at that moment. • Disconnect electrical appliances. • Turn off utilities at the main switches or 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 advanced information and advice. Don't spread rumors • Move vehicles to the highest ground nearby • Do not enter floodwaters on foot if you can avoid it • Never wander around a flooded area • Drink clean water	• Stay away from downed power lines, and report them to the 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 on 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 the 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 them 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.

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

Before Earthquake	During Earthquake	After Earthquake
• In a 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 are 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.	**If you are at home or inside a building** • 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. **If you are on the street** • 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.	**If you are at home or inside a building** • Expect aftershocks. Be prepared. Stay where you are and do not come out immediately. • Keep calm and obey any instructions you hear after you come out • Turn off the water, gas, and electricity • 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. • 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

Before Earthquake	During Earthquake	After Earthquake
	If you are driving • Stop the vehicle away from buildings, walls, slopes, electricity wires, and cables, and stay in the vehicle.	special medicines (for persons with heart complaints, diabetes, etc.). • Help people who are injured. Provide them with first aid. Do not move seriously injured people unless they are in danger. **If you are outside** • 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 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 the latest information on earthquakes through radio or TV.

21.3 Fire: Precautions to be taken in case of fire are given in Table 3 below:

Before Fire	During Fire	After Fire
• Identify the fire hazards and where fires might start, e.g., laboratories, storerooms, kitchens, and other such places. • Identify all the exit routes of the Institute. • Check the adequacy of the firefighting apparatus and its maintenance.	• Do not panic. Shout for help. • Do not run. • Do not waste time collecting valuables. • Inform the fire brigade about the fire and alert neighbors. • If possible, use a fire extinguisher. • Do not take shelter in the 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 the nearest means of escape and the staircase available. • Exit 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. ***If trapped or stranded:*** • Stay close to the floor level. • Cover the gaps of the door with 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 a blanket; pour water on the body • *Dial 101 or 22620 5301* for the fire brigade • Give the fire officer a detailed address, the nature of the incident, and the telephone number from which you are calling. Preferably, use a 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.	• Don't re-enter or permit anyone to enter the building, unless the fire officials have permitted entry.

21.4 In case of any injury caused or loss of life to the negligence of the student and/or due to natural calamities the institution shall not be held liable in any form of compensation and/or responsibility whatsoever.

22. The list of website categories that are blocked for use at NMIMS and the Hostels owned by NMIMS.

Sr. No.	Category
1	Potentially Liable
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
15	Controversial
16	Abortion

Sr. No.	Category
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
29	Sports Hunting and War Games
30	Games

Sr. No.	Category
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

23. NMIMS INFOLINE (for Mumbai Campus)

Agency	Contact Number
Disaster Management Cell of Municipal Corporation of Greater Mumbai	108
Police	
Police Help Line	100
Juhu Police Station	26184432 / 26183856
Vile Parle Police Station	26117307 / 26117317
Vile Parle-East, Police Station	26112813
D. N. Nagar, Andheri (W) Police Station	26303893 / 26304002 / 26303038
Andheri (E) Police Station	26831562 / 26842677
Santacruz Police Station	26492972 / 26487856
Fire Brigade	
Fire Brigade Help Line	101
Andheri Fire Station	26205301
Ambulance	102 / 1298/1252
Hospitals	
Dr. Balabhai Nanavati Hospital	26182255 / 2626 7500
Dr. Cooper Hospital	26207254
DOCTORS ON BOARD	
Dr. Ushma Mashru, Ground Floor, Mithibai College	42355909
Dr. Harish Dhuri, Ground Floor, Mithibai College	42355909
Travel Agency	
V-explore	42705205/ 42705255
Hostel (Contact – Mr. Venugopal)	
MKM Sanghvi Girls Hostel	022-26256382/ 83
Bansi Villa Girls Res. Flats	022-4235 5555 / 5557
G. R. Jani Hostel Boys	022-42334056
Anand Hotel Premises Boys Res Flats	022-4235 5555 / 5557
Psychologists and Counsellors	
For Mumbai Campus: Psychologists and Counsellors,	
Ms. Nazneen Raimalwala 7th floor faculty area, Cabin:-732, NMIMS Mumbai (Old bldg.)	022-42332225 or email Nazneen.raimalwala@nmims.edu
Ms. Ketaki Gokhle (For MPSTME Students) New MPSTME Building, Ground floor Admin area	022-42334090 or email Ketaki.gokhale@nmims.edu

24. People you should know

University Administration

Name	Designation
Dr. Ramesh Bhat	Vice Chancellor
Dr. Sharad Mhaiskar	Pro Vice-Chancellor
Dr. Meena Chintamaneni	Pro Vice-Chancellor
Dr. Abhishek Ranjan	Pro Vice-Chancellor
Dr. Tanmoy Chakraborty	Registrar
Dr. Sandeep Tomar	Additional Registrar
Ms. Shobha Pai	Director (Placements)
Mr. Burzeen Bhathena	Director (Marketing)
Ms. Shweta Patil	Manger (International Linkages)
Dr. Vinod Malap	Deputy Registrar (HR)- NMIMS
Ms. Neha Patade	Deputy Registrar (Admission)
Ms. Vandana Kushte	Deputy Registrar (Academics)
Mr. Paramanand Rajwar	Deputy Registrar, Administration
Mr. Shivanand Sadlapur	Librarian
Finance & Accounts	
Ms. Karuna Bhaya	Finance Controller
Ms. Varsha Oak	Addl. Finance Controller
Ms. Niti Bhatt	Chief Accountant
Examinations	
Mr. Ashish Apte	Controller of Examinations
Mr. Salil Thigale	Jt. Controller of Examinations
Ms. Shilpa Patil	Deputy Controller of Examinations
Ms. Janhavi Shivgan	Deputy Controller of Examinations
Mr. Naresh Methwani	Deputy Registrar

ANNEXURES

INTIMATION FOR ABSENTEEISM

School of………………………..

NAME: _____ Date: _____

Email ID: _____Mobile No. _____

Program: _____ Trimester/Semester _____ Roll No. : _____Div: _____

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

Reason: -

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

To be filled by Students
(For Office use)

Course(s) / subject(s)	No. of Class / hours held during the leave period	Class / Hours attended during the said period	Exemption (s) in hours to be given for above reason	Attendance as of a date before the exemption

_____   _____
Checked by Course Coordinator (Signature)   Verified by AR / DR (signature)

_____
Approved by HOD/Associate Dean/Dean/Director
(School can update signatories as per school specifications)

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 the student exchange program. Kindly give priority by writing numbers 1,2,3,4 as per your choice. All places and seats are limited and will be offered subject to your performance in the selection process and 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 CV needs to be attached along with the application form.

SVKM's NMIMS Deemed-to-be-University
Vile Parle (W), Mumbai-400056.
Tel: 022-4235555 / Website: www.nmims.edu

Photo

APPLICATION FORM
(Applicable for incoming students under the Student Exchange program)

1. Personal Information

Name of the Student: _____
           First name   Middle name   Last name

Nationality _____ Gender ☐ M ☐ F Date of Birth _____ (d/m/y)

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

Local Address_____
Address _____
PhoneNo._____ Email1._____ Email2._____

Home University Details:
Name _____
Address _____
_____
Phone no._____ Website _____
University ContactPerson_____ EmailID_____
Person to be contacted in case of emergency:
Name_____Relation_____
Address _____
Phone No._____Email ID _____
Do you have any relatives / friends/ contacts in India? If yes, pl provide the details:
Name_____Relation_____
Address _____
Phone No._____ Email ID _____
Medical Insurance details:
Insurer_____PolicyNo._____Contact person_____
Blood group_____ Vaccination Details _____

Any medical problem, that you would like to mention to us _____

2. Educational Qualification (Completed)

Examination	University / Board	No. of Years of Education	Year of Passing	Percentage / Grade

3. Details of any aptitude test taken:(GMAT, GRE, TOFEL, SAT, Any other)

Name of the Test_____Score _____ Percentile Score_____

4. Program for which enrolled at a 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 ☐

44

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 engagement in academic matters, like all other students in the NMIMS Deemed-to-be-University.

I undertake to keep the School informed about details of my all travel outside Mumbai and will abide by the 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

APPLICATION FORM – NMIMS EXCHANGE STUDENTS
(Applicable for Student Exchange)

Photo

Name of School: _____

1. Personal Information

Name of the Student _____ Roll No._____

                First name   Middle name   Last name

Nationality _____   Gender M ☐   F ☐ Date of Birth _____(d/m/y)

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

Local Address :

Name _____

Address _____

_____

Phone No _____   Email _____

Permanent Address:

Name _____

Address _____

_____

Phone no. (R)_____   Phone no. (M)_____

Person to be contacted in case of emergency:

Name _____Relation_____

Address_____

_____

Phone No. _____   Email ID _____

Do you have any relatives / friends/ contacts at the Host University / Country? If yes, pl provide the details:

Name _____Relation _____

Address_____

_____

Phone No. _____   Email ID _____

Medical Insurance details :

Insurer _____Policy No. _____Contact person_____

Blood group _____ Vaccination Details _____

Any medical problem, which you would like to mention to us:

_____

Any medication you have been prescribed to take: _____

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 the 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 fulfill 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 is correct and will complete all the requirements, with full engagement in academic matters, like all other students on 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 a Foreign Exchange Program.

I, _____ student of Full Time _____ (Course Name) from the batch of year _____ and Roll No. _____ is going for a 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/guardians are informed about 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 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 fulfill 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 program.

_____   _____
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 (Pl 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)

UNDERTAKING For Foreign National Studying at NMIMS University

(Applicable for Student Exchange)

To

SVKM's NMIMS Deemed-to-be-University

School of _____

Mumbai

Sub: Arrived from ------------------- Partner University Abroad as part of Students' exchange program

I, _____ student of--------------Partner University, studying Full Time _____ (Course Name) from batch of year _____ have Joined_____Course at ----------School through an 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 laid down in the MoU between Partner University and NMIMS University. 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 will adhere to the local law of the country (India) and will not involve or encourage any activity that may be a potential threat to the integrity, safety, and solidarity of India during my stay in the country.

I promise to uphold the values and honour of the NMIMS Deemed-to-be-University and fulfill 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 program.

_____   _____

Name & Signature of the student   Date

Mobile Phone Number: _____ (Self) _____

Note :

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

For Office use:

Date:_____

To,

The Controller of Examination

SVKM's NMIMS (Deemed-to-be University)

Vile Parle (W), Mumbai 400056

Approved by (Exam. Dept)

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 the rubber stamp.

Application for Duplicate Fee Receipt

Sir/Madam,

Kindly issue me a 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)

REFUND FORM

Date: _____

• Excess Fees • Excess Deposit • Hostel Deposit (Please indicate as applicable)	
• SAP No. / Student No.	
• Student's Name	
• Student's Address	
• Student's contact number	
• School Name and Course	
• Email ID of the student	

Particulars of my bank for RTGS of the refundable amount are

Account holder's Name: (Only student or parent's A/c information should be given.)	
Account No.:	
Bank Name:	
Bank Branch:	
IFSC:	
MICR:	

- Copy of Cancelled Cheque attached of the above-mentioned Bank account no. (Without a Copy of the cancelled cheque refund will not be processed.)

(Signature of Student)

Attachments Required

- Excess Fees/Excess Deposit Refund
    - Excess Fees/Excess Deposit - Original Receipt along with a photocopy of the Fees Receipt/Deposit Receipt.

- Hostel Deposit Refund
    - Original Hostel Deposit Receipt signed by Hostel-in-charge & Mr. Venugopal.

- Laboratory Deposit Refund
    - Original Laboratory Deposit Receipt signed by Laboratory In-Charge/Dean.

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

Program name	Year of passing/Year of Leaving	Student Number	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.

<u>FOR OFFICE USE</u>

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)

_____

INSTRUCTIONS TO THE STUDENT
* The prescribed fee of Rs. 250/- for the Migration Certificate to be paid through RTGS/NEFT.
* To get a Migration Certificate, a scanned copy of the application and the payment receipt must be shared.

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 *Applicable only for Hostellers*	Dy. Registrar (Admn) / Person In-charge	
IT / Computer Centre	Director (IT) / Person In Charge	
Admissions	Deputy Registrar (Admission) / or Person In-charge	
Examinations	COE / Jt. 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 of the use of Harvard Cases and Articles (watermarked 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 the start 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 cause or involve in 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 the terms of the above undertaking carefully and understand that the following are for my own benefit and improvement. I also understand that if I fail to comply with these terms, I 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)

Program:………………………………………………………………………………

Roll   Number: _____Email   ID:
_____

For Office Use:
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 the 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 fulfill 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 in 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.

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

I understand that if any comments are posted in social media or print, attempting to bring disrepute and defame the University, shall be treated very seriously and shall attract severe and strict appropriate disciplinary action to the extent of rustication, depending on the severity, by NMIMS University.

Student's Signature: _____   Parent's 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 _____

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

Student Resource Book-Part II (2025-26)

School of Business Management Hyderabad

Dr Srividya Raghavan
Professor & Associate Dean

Dr N Mahesh Kumar
Deputy Registrar

Dr Suman Naredla
Director

Message from Director

Welcome to the 2025–26 academic year at NMIMS—a place where innovation meets purpose, and students are empowered to shape the future.

In a world rapidly transformed by technology, education must evolve to stay relevant. NMIMS embraces this challenge by integrating cutting-edge tools, digital platforms, and interdisciplinary learning into every facet of our academic ecosystem. Located in the vibrant city of Hyderabad—India's education and IT powerhouse—our campus offers a unique blend of academic rigor and technological immersion. With a sprawling 99-acre residential campus, a CBSE school, and an international-standard sports complex, NMIMS Hyderabad is the first in the region to offer a "KG to Doctorate" learning ecosystem.

Our commitment is not just to impart knowledge, but to cultivate adaptability, creativity, and critical thinking—skills essential for thriving in a dynamic global economy. You are not just learners—you are the most valuable resource NMIMS offers to the world. With access to world-class faculty, vibrant campus life, and a culture of excellence, you have the opportunity to become catalysts of change. Whether you're solving real-world problems, launching startups, or driving social impact, your journey here will shape the future of education, industry, and community.

In today's rapidly evolving digital economy, education must transcend traditional boundaries. At NMIMS, we integrate technology with pedagogy, offering choice-based electives, interdisciplinary learning, and hands-on experiences through simulations, live projects, and certification programs.

As India positions itself as a hub of innovation and entrepreneurship, NMIMS students are uniquely equipped to lead this transformation. Through industry-linked curricula, experiential learning, and exposure to emerging technologies like AI, blockchain, and data science, we ensure our graduates as job creators. Our focus on economic literacy and global awareness prepares students to make informed decisions and contribute meaningfully to society.

Let this year be a celebration of curiosity, collaboration, and courage. As India continues to rise as an economic and innovation hub, NMIMS students will be at the forefront—bridging education with enterprise, and technology with transformation.
Warm wishes for a transformative year ahead.

Dr. Suman Naredla
Director, Hyderabad, NMIMS University

Associate Dean's Message

Dear Students,

Welcome to School of Business Management (SBM), NMIMS, Hyderabad. We are fortunate to have you join us for our two-year, full-time MBA program. This is one of the only two campuses offering SBM's MBA program in fully residential campus. You are embarking on your MBA journey at an inflection point for management education, where analytical rigor must meet ethical judgment; where technology strengthens human creativity, and where leadership is measured by the manner in which they are achieved and not just outcomes. This Student Resource Book (SRB -2025-26), is your guardrail. The SRB assembles all the rules, processes, policies, and support systems which will empower your journey Read it carefully, refer to it often, and use it to make informed, responsible choices.

An MBA curriculum is designed for active engagement. In our program, you will be challenged through cases, simulations, live projects, internships, research assignments, and industry interactions. It is important to bring preparation, punctuality, and professionalism to every interaction. This SRB details expectations for discipline, attendance, classroom conduct, assessment, and academic progression and co-curricular activities. Peer-Learning is as important as Self-learning and Faculty driven learning. Our community thrives on mutual respect. Professional language, active listening, and openness to feedback are essentials.

Your well-being matters more than anything. Rigorous programs like the MBA offered by SBM at NMIMS can be demanding. Life outside the classroom is important, competitive and immersive. You must to face it at your best. The SRB provides details of services, medical support, accessibility accommodations, and emergency protocols. Remember that there is great strength in ensuring self-care. It is important that you learn to balance ambitious work with rest, collaboration with solitude, and achievement with reflection. As you plan your days, weeks, months and years, map with the academic calendar, examination schedules, submission deadlines, and institute holidays. Make sure you do not trade your work days for holidays in these very short 2 years of the MBA program.

Career development is a partnership where you work to align with the team working to make you industry ready. Our placement team comprising both in house staff and student body, faculty mentors, peers, and alumni network work together to prepare you for meaningful roles. The SRB provides placement guidelines, internship (SIP) norms, WeCare guidelines, and codes of conduct for corporate engagement. Try and treat every corporate interaction as an opportunity to build trust. Make sure you show up prepared, on time, and with integrity. These standards must be practiced at student-run events, competitions, and club activities. It is important that you remember to represent our School with the credibility you expect from it.

There are more resources than you can use and hence use them well. The SRB provides information about library and databases, learning management systems, email and IT accounts.

Finally, the SRB is a contract between you and the institution. When in doubt, do not hesitate to ask. Your Dean, Program Office, Course Coordinators, Faculty Advisors, and Student Council are here to help, but acting responsibly rests on you.

You will acquire knowledge in these two years. More importantly, you should build judgment, character, and a professional identity. Let this book of guidelines be your sturdy reference, and let your conduct be its finest interpretation.

Sincerely

Dr,. Srividya Raghavan
Associate Dean (SBM, NMIMS-Hyderabad)

	Content	
1.	Introduction	1
2.	Student expectations/SBM's responsibilities	1
3.	Programs at SBM Hyderabad 2025-26	2
4.	Academic Guidelines	3
5.	Summer Internship	4
6.	We Care	5
7.	Research Assistantships	7
8.	Orientation Program & Other Activities at SBM	8
9.	Course of Independent Study (CIS)/ Research Project/Seminar Papers	9
10.	Re-Admission Rules	11
11.	Disciplinary Committee	12
12.	Placement Guidelines	14
13.	Student Council	21
14.	Exchange Program	21
15.	Similarity Rule	25
16.	Examination Guidelines for full time MBA	26
17.	Course Structures and Guidelines of programs	30
18.	Academic Calendar	37
19.	List of Holidays	41
20.	Student Committee & Club	42
21.	SBM Student Awards	47
22.	People You Should Know	48
23.	NMIMS Infoline (Hyderabad)	50
24.	Annexures Project Proposal: Course of Independent Study Application for Bonafide Certificate Event Proposal Form Event Booking Form Club/Committee Sponsorship acknowledging form Event Review Report	51 52 53 54 55 56 57

1. INTRODUCTION

SBM recognizes that students are central to the Business School community, and so it elaborates the expectations associated with participation while at SBM. It is acknowledged that student participation is enhanced by an environment which promotes healthy lifestyle choices, encourages the highest personal and ethical standards, the development of a network of support for all students, and support of student representative organizations.

2. STUDENT EXPECTATIONS/SBM's RESPONSIBILITIES

2.1 Students as individuals can expect:

- To be treated with courtesy and respect;
- SBM to address the reasonable needs of all students regardless of gender, ethnicity, age, disability or background;
- To be able to communicate freely and to be able to voice alternative points of view in rational debate;
- To enjoy a study environment free from harassment, discrimination and bullying
- To be provided with a harmonious work and study environment in which concerns and complaints are addressed as quickly as possible.
- To have personal privacy respected. Students may expect that personally sensitive information will be requested only where necessary for The School's academic or administrative functions and that, once collected, it will be adequately protected against inappropriate or unauthorized access;
- To have access upon request to personal records, which the B School may hold about them, subject to relevant School access policies and procedures.

2.2 While participating in their education, students can expect:

- To be provided with accurate, timely and helpful information regarding their studies, and about enrolment and other administrative procedures that apply to them;
- To receive, at the beginning of each semester from the subject coordinator, an up-to-date course profile;
- That program and subject content will be up-to-date and informed by current scholarship in the discipline;
- That methods of teaching and learning will be sound and informed by pedagogy;
- To have reasonable access to teaching staff for individual consultation outside class times, in person or by other means (such as telephone or email);
- That evaluations of academic performance will reflect each student's true merit.
- That feedback on assessment will be recognized as a valuable part of the educative process. Items of progressive assessment should be marked promptly and returned to students with feedback and the mark or grade obtained.
- That copyright in any essay, assignment, thesis or dissertation produced will be recognized and that students' moral rights in relation to original academic work will be acknowledged in, for example, scholarly publications, academic presentations or teaching materials.
- That the facilities or equipment they use are safe and comply with the University's occupational health and safety guidelines.

2.3 As members of the B School community, students can expect:

- That rules, regulations and policies applicable to them are readily available and easily accessible
- To have their views heard at the most senior levels of the University, with representation on appropriate committees and involvement in appropriate processes.
- An opportunity to appraise the teaching performance of academic staff and to provide input into program planning and subject design.

SBM's EXPECTATIONS/STUDENT RESPONSIBILITIES

2.4 Consideration of other students as individuals are expected to:
- Treat other members of the SBM community with respect and courtesy;
- Treat other members of the SBM's community equitably.
- Respect the opinions of others and deal with disagreement by rational debate;
- Avoid conduct which disrupts the teaching, learning or research activities of other students and staff, or which interferes with others performing their duties; avoid conduct which might reasonably be perceived as discrimination, harassment or bullying or which is otherwise intimidating.

2.5 ACADEMIC CONDUCT AND INTEGRITY

While at SBM, students are expected to:
- Acquaint themselves with University policies and procedures relevant to their enrolment and studies and to observe the regulations, rules and policies of the University;
- Attend classes, maintain steady progress in subjects undertaken and submit required work on time (unless prevented from doing so by unforeseen or exceptional circumstances, which are communicated to the relevant staff member as soon as possible);
- Conduct themselves in a professional manner while undertaking placements,
- Incorporate feedback into their learning, make use of the assessment criteria with which they are provided, and be aware of rules and policies relating to assessment
- Maintain the highest standards of academic integrity in their work by:
  - ✓ Not cheating in examinations or other forms of assessment,
  - ✓ Not helping others to cheat in examinations or other forms of assessment,
  - ✓ Ensuring that they do not plagiarize the work or ideas of other persons,
  - ✓ Ensuring that the findings of their research are interpreted and presented appropriately and based on accurate data.

As members of the SBM community, students can be expected to:
- Participate actively in and contribute to SBM's decision-making bodies of which they are members, since students represent key constituency within SBM and provide useful perspectives on its operation;
- Provide fair and honest feedback on teaching performance and the presentation of subjects;
- Respect University property and the facilities, such as library, computing and other resources, which
- SBM provides support teaching and learning, so that these are available to fellow students;
- Avoid conduct which disrupts the teaching, learning or research activities of other students and staff, or which interferes with others performing their duties.

3. PROGRAMS OF SBM-NMIMS 2025-2026

MBA: The MBA Program is a two-year full-time programme spread over six trimesters leading to the degree in Master of Business Administration. It is the flagship programme of the School of Business Management, NMIMS Deemed-to-be University, Mumbai with a legacy of over 36 years. Many of our alumni occupy significant leadership positions in the corporate hierarchy while some have been successful entrepreneurs.

Students undergo a wide gamut of courses in the first year followed by an intensive focus on their areas of concentration in Year II. Annual seminars, guest lectures by eminent industry professionals, business simulation games, personal growth lab, psychological profiling, personality development workshops and an exhaustive array of opportunities to participate in case challenge competitions create an all-round holistic development of students.

To bridge the gap between theory and practice, students are required to spend six to eight weeks on a summer project between the first and the second year of the full-time MBA programme.

The pedagogical approach used here is participant-centred, case- based learning which is supplemented with lectures, problem-solving, in-class and out-of-class group activities, discussions, and simulations. The programme seeks to train students to become decision-makers with social sensitivity transformational leaders who will add value to business and society with integrity.

Code of Conduct for SBM Students

SBM students are covered by the SBM code of conduct. Students are the School's ambassadors and are required to display proactive and positive behaviour. SBM Students' behaviour must be based on the core values of:

- A. Respect for others
- B. Integrity
- C. Empathy
- D. Cooperation

- Students are responsible for maintaining appropriate professional and interpersonal behaviour on campus.
- Students must adhere to formal and professional email etiquette while corresponding with University/ SBM/ Faculty and Staff.
- Students are required to display appropriate and sensitive usage of Social Media and Mass Communication Tools across their student journey with SBM.
- Students are expected to have regular and disciplined interaction with Faculty Members, Staff and fellow & Fellow Student
- Students and graduates (alumni) are expected to uphold the highest standards of academic integrity. This means that material created by students as part of assignments, projects, case analysis; case notes should not be transmitted in any form to other students, either during or after the programme, as it is part of the School's IPR. This also applies to uploading any such material on public or private forums on the internet or mass communication platforms or P2P sharing platforms. Breach of the above guideline might result in punitive action against the individual.
- Students may take guidance and counselling from the faculty members, counsellors or staff on issues relating to acceptable and unacceptable behaviour.

Any breach in the expected code of conduct for students will lead to severe consequences including being referred to Disciplinary Committee. Adverse behaviour may impact consideration for Dean's list and scholastic awards, student leadership positions on campus, final placement and internship opportunities, amongst other possible actions by the School.

4. **ACADEMIC GUIDELINES:**
   - The components of evaluation for any course of all the years of Full-Time programs/ Part Time would be as follows:
     * Class-participation / Individual presentation in class
     * Quizzes / Class test / Surprise test (announced/unannounced)
     * Individual assignment/ Group assignments/ presentations/ Decision sheets
     * Term papers and project reports
     * Mid-term examination
     * End-term examination
   - The pattern of Term End Examination depends on course objective.
   - Students are expected to complete all components specified for the courses wherever Term End
   - Examination is specified candidates must attend the Term End Examination.
   - Permission from the Dean is required if a candidate wants to remain absent for Mid Term or Term End Examination, such permissions will be granted only for extra ordinary circumstances.

- Duration of examination
  * Minimum duration of Mid –Term Examinations: 1.5 hrs.
  * Minimum duration of Term End Examination: 2 hrs.
  * A full 3 credit course will comprise of classroom teaching for 20 sessions of 90 mins each.
  * A 1.5 credit course will comprise of class room teaching for 10 sessions of 90 mins each.

The duration of Examination may be modified by the faculty members with a specific reason.

Internal Continuous Assessment (ICA): **Please refer Part I for more details.**

Attendance Norms: **Please refer Part I for more details.**
SBM students are responsible for and are required to maintain 100% attendance across courses in their program.

5. SUMMER INTERNSHIP:

1. Summer Internship applies to all Full-Time MBA students, emphasizing practical exposure to industry practices. It is a non-credit mandatory course for award of MBA degree.

2. Students are required to undertake six to eight weeks of summer training in a company as per dates announced/ intimated by the placement department. Summer Internship Dates: 1st April, 2026 to 30th May, 2026.

3. Internship Allocation: Placement department will be facilitating selection process of summer internships for different companies. Students are also free to secure summer internships on their own. In the absence of arrangement of summer internships in a company, faculty members may assign projects to be completed over the summer period.

4. Students are advised to be proactive and explore for options for summer placement with their resources as well in addition to the summer placement opportunities facilitated by SBM NMIMS Placement Department. The SBM NMIMS placement cell makes all the efforts possible to provide Summer Internship opportunities to as many students as possible.

5. Students are required to submit their final project reports as per the announced deadlines (last date for submissions etc.). Dean's approval will be required to submit the project report after deadlines.

6. Summer Internship project is subject to a review by the company guide assigned. It is the student's responsibility to facilitate that the guide sends this review to the Course Coordinator/ program office within the deadline given.

7. A Faculty guide will be assigned to each student based on the type/area of internship. It is mandatory for the students to meet their respective faculty guides before proceeding for internship and continue to remain in touch with them for regular updates and guidance throughout the internship. Students can take the initiative of establishing communication protocols with their faculty guides to ease contact during the summer internship.

8. Any issues faced by the students during the internship should be immediately brought to the notice of the faculty guide.

9. All reports and assignments required by the students need be submitted in the form of soft copy. The hard copies also have to be submitted wherever asked by the faculty. The Final Report must include in-text citations and end references in APA format. A Similarity Index (SI) certificate should be attached to the Report with an SI not exceeding 10 per cent.

Similarity Index 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 SBM NMIMS policies and will be dealt with as per rules of SBM NMIMS.

- In case a student is not able to complete the summer internship, he or she will be interviewed by a

committee constituted by the dean for the said purpose. Some likely conditions owing to which the internship may not be completed are as follows:

- ✓ Personal reasons including force-majeure.
- ✓ Company Terminates the internship at an earlier date because the student is unable to complete the given task due to lack of interest.
- ✓ Company Terminates the internship at an earlier date because the student's work is far below expectations.
- ✓ Company terminates internship at an earlier date because of breach of confidentiality or plagiarism.

The student may be given an option to complete the academic requirement of summer internship by doing an industrial project. In ordinary circumstances, the student should complete the internship after the sixth term. Besides this, the Committee may recommend that SBM take one or more of the following actions.

Sr. No	Possible actions by the institute
1	Debarment from receiving any scholastic award of the institute
2	Debarment from holding any official position in any SBM's student cell/body.
3	Debarment from Placement process till November 30th and his/her CV will show incomplete summer internship
4	Debarment from promotion to the next academic year

6. We Care:

6.1. We-Care: Civic Engagement Internship is a compulsory component of the MBA program. The 21 days internship is designed to enable MBA students to examine the ground realities and acquaint themselves with the social issues faced by marginalized communities. The exposure facilitates the development of analytical skills among students to analyze the root causes, existing solutions, and cascading impacts of social issues on society and business. The internship helps to create abilities to be socially sensitive and inclusive. It develops students' skills to apply management logic, technical skills and critical thinking in proposing innovative solutions to social issues.

Students are placed in Social Enterprises / CSR departments / Government Departments selected by the Nischaya Committee and vetted by Placement Department, SBM, NMIMS Jadcherla Campus, Hyderabad. Students are also free to secure We-Care internships independently. In case of students arranging internship independently, they are required to share the organization details with Nischaya committee for vetting process as per the norms.

Working hours and Leave: During the internship, student is expected to be in the field and devote 7 to 8 hours to work on the project(s) allotted to them. The home-based internship is not permitted. Organizational and faculty mentors will supervise each student to facilitate the internship deliverables and integrate academic learning with practice.

- Students are permitted to take leave only for medical/family emergency/ career-related reasons (like representing SBM in competitions/ attending summer internship interviews, etc.). Such leave can be taken after soliciting written permission from the Organizational Mentor, Faculty Mentor, and the Dean, SBM.
- Approved leave must be compensated by working extra hours at the Internship Organization. The Dean's decision on leave matters is treated as final.

6.1.1. Completion of Internship:

1. Civic Engagement Internship will be considered 'Satisfactorily Completed' if the student fulfils the following criteria:
   a) Maintain 100 per cent attendance during the Internship.
   b) Adherence to the instructions given by the organizational head/mentor.
   c) Maintaining appropriate professional conduct during the internship with the placement organization and faculty mentor.
   d) Timely completion and submission of all the deliverables.
   e) Completion of all the fieldwork / project(s) assigned by the internship organization before the last date of the internship.
   f) Securing certification of satisfactory completion from the internship organisation is mandatory.
2. Attendance Certificate obtained from the mentor at the company should be submitted at the end of the program.
3. Timely submission of the required information, weekly reports, and final report to the Program office, organizational mentor, and faculty mentor. The final report should include in-text citations and end references in APA format. Similarity Index should not exceed over 10%. Students must use the Similarity Index check software recommended/available at the institute. Reports having a similarity index above 10% will not be acceptable.

6.2. Code of Conduct: The We Care Code of Conduct governs the internship. The Program office will share detailed documents of the Code of Conduct. In general, the Code of Conduct consists of the following features:

6.2.1. This internship is part of the MBA academic program; hence, 100% attendance is mandatory.

6.2.2. Students must be self-motivated, self-disciplined, self-starters, and accommodative while working with their internship organizations.

6.2.3. Each intern must observe discipline, professional ethics, and timelines during the internship.

6.2.4. Students must respond to calls and emails from the We Care team, organizational mentors, and faculty mentors.

6.2.5. Students must establish contact with their respective internship organizations and faculty mentors well in advance. Adherence to instructions given by them is mandatory.

6.2.6. Students must take the initiative and be prompt in interacting with the organizational mentor.

6.2.7. Failure to adhere to the attendance requirement and We Care: Civic Engagement Internship-related deadlines will lead to strict action by the institute, including debarment from the placement process and/or promotion to the next academic year.

6.2.8. Students should not attend any other personal/ professional work (corporate projects) or use social media for personal purposes during the office hours mandated by the internship organization.

6.2.9. Students must maintain their weekly reports and get them approved by the organizational mentor every week.

6.2.10. At the end of the internship, students must submit their We Care Civic: Engagement internship report along with a similarity index check to their organizational mentors, faculty mentors, and the program office.

6.2.11. Any grievances regarding the We Care: Civic Engagement Internship should be brought to the notice of We-Care coordinator and the Dean through the Faculty Mentor. The decision of the Dean will be final.

6.2.12. Inappropriate behaviour by the student in any form related to the We-Care: Civic Engagement Internship will be reported to the Dean through the Program office for further action.

Students will have to face serious disciplinary action if they fail to comply with the internship norms designed by the School.

Some of the irresponsible actions or non-adherence to We-Care Code of Conduct by students and disciplinary actions by institute are listed below:

Sr. No	Irresponsible Actions
1	Late submission / non-submission of information required for We Care placement.
2	Remaining absent for We-Care orientation workshop/other special workshops/meetings with Faculty mentor/organizational mentor, Poster Presentation, viva-voce Not responding to We Care emails/communication.
3	Lack of punctuality and self-discipline during internship duration.
4	Casual approach towards work allotted by organizational mentor or failure to deliver deliverables Non-submission of weekly report/submitting weekly reports to the institute without approval by the organizational mentor
5	Giving misleading information/intentionally hiding information from program office/faculty mentor/internship organization Attending personal/professional agendas (other than We Care) during the internship work hours Using social media during work hours Adverse comments / defaming University / Institute / / We Care Internship / Internship organization on social media; Submitting reports with high similarity index

PS: The above actions are indicative. Depending on the involvement of the student in one or more irresponsible actions and the nature of indiscipline, one or more appropriate disciplinary actions would be levied by the institute against the defaulter student(s).

Disciplinary Actions by SBM

Sr. No	Possible actions by the institute
1	Debarment from receiving any scholastic award of the institute
2	Debarment from holding any official position in any SBM's student cell/body.
3	Debarment from Placement process till the end of Trim V
4	To complete fieldwork during the second year of the MBA program. Minimum 150 to maximum 300 hours. Number of hours to be allocated based on the nature of the default
5	Debarment from promotion to the next academic year

All Disciplinary actions and disputes regarding We-Care will be dealt by committee constituted by Dean for the purpose.

7. RESEARCH ASSISTANTSHIPS

SBM encourages MBA students to work with faculty members on research projects/consulting assignments. Applications are called for by the concerned faculties depending on the requirement, based on which, students can send in their expression of interest.

7.1. A limited number of research assistantships from time to time may be available for all students of Full Time MBA Programme.

7.2. There will be a notice from concerned faculty inviting applications from students to assist them in doing a research project for a stipulated period of time.

7.3. Students will be selected by the faculty under whom they wish to work.

8. ORIENTATION PROGRAM, FOUNDATION PROGRAMS AND OTHER ACTIVITIES AT SBM

8.1. Orientation Program:

An important component of NMIMS SBM's mission is to use innovative approaches to develop socially responsible managers with global perspective for successful careers. Accordingly, the curriculum of two-year MBA program of the school has been designed so as to ensure the development of the following knowledge and skills sets among the students enrolled in the program,

❖ An understanding of global issues impacting organizations
❖ Critical thinking skills
❖ An integrated approach to decision making
❖ Effective communication skills and
❖ An understanding of Corporate Social Responsibility, ethical and sustainable business models

To lay the foundation for this curriculum, each year the incoming batch of students are taken through a Foundation Program which is held before they begin first-year trimester I. The program takes the students through sessions on various topics, themes, pedagogy, discussions and interactions. The objective is to

❖ Provide them with basic understanding of fields that are crucial in the program Help them develop foundation knowledge that will be essential during their MBA program
❖ Equip them with tools that enable them to begin with the program without getting overwhelmed

The sessions are a mix of seminars and individual sessions. These seminars are designed and delivered on topics and themes related to the broad structure of the curriculum and aligned to the mission of the school. The individual sessions are planned and designed to expose the students to the pedagogical tools and to equip them with the tools and skill sets required to cope better with the rigours of the two-year curriculum. For effective learning and its application, knowing and doing by students are equally important. Accordingly, the sessions, seminars as well as the individual sessions include synchronous and asynchronous components with respect to both knowing and doing.

8.2. Industry Visits

Students visit various companies to get a perspective/ glimpse of the actual work situation, to understand how theory is put into practice, observe how operations are done thus gaining firsthand knowledge the operative systems thereby becoming bridging the gap between theory and practice which will be a value add to them.

8.3. Guest Lectures

Speakers from Industry / Alumni are called to deliver guest lectures to full-time students. Attendance in guest lecture is mandatory.

8.4. Cultural Immersion

Cultural Immersion is an integral part of the orientation/ foundation program and is mandatory for students to attend. Since many of the students are from other cities, an introduction to Bengaluru where they will spend rest of their two years will help them to know their surroundings better is the objective of Bengaluru Darshan. It has been designed in a manner that the students can have some fun as they learn about the city which will be their home for the next two years, managing their finances as well as themselves, foster team bonding and introduce them to the shared decision- making approach.

8.5. Value Added Workshop/ Focused Learning Workshop

Value Added Compulsory Workshops/ Activities are integral part of curriculum and to be eligible for qualifying for MBA Degree, it is mandatory for full time MBA students to attend all Value- Added Compulsory Workshops/ Focused Learning Workshop. This will be in addition to your performance in credit courses. Workshops and for courses conducted in Workshop mode, an evaluation component is

mandatory. Students registering for value added workshop must honor their commitment by attending the workshop.

9. COURSE OF INDEPENDENT STUDY (CIS)/SEMINAR PAPERS

Across the different programs at the school, SBM has dissertation and seminar papers that have to be taken up as part of the curriculum. There is also an option available to the students to pursue courses of independent studies. The table below lists down such requirement/option across different programs.

Sr. No	Program	CIS/Seminar Paper
1	MBA	CIS

9.1. The details of each of these are as follows:

Course Independent Study (CIS)

Course of Independent Study (CIS) allows students to pursue their interests in areas that are not covered in the regular bouquet of electives offered in the second year of the MBA programs.

A course of independent study is an exceptional instrument designed for advanced learning rather than serving as a substitute for regular courses. Such a course will necessitate high level of self- directed learning and may require students to study, conduct primary/ secondary research, and complete written examinations, reports, projects, research papers, presentations or similar assignments that are designed to measure competency in the stated educational objectives.

CIS is a course that a student co-designs and pursues under the guidance of a designated instructor to explore an area or course of knowledge that is not adequately covered through the normal elective courses on offer. By this very logic, a CIS is a privilege and not a right for the intending student, which is made available under exceptional circumstances including the following:

9.1.1. The student has demonstrated through his/her past academic performance, a preparedness to pursue an advanced course of investigation in the area of his/her choice.

9.1.2. The course matter of study is relevant for his/her career aspirations within the overall academic objectives of the MBA Programme.

9.1.3. The course matter is not adequately covered in the choice of elective courses on offer. The relevant area approves the offering of the CIS and a faculty member from within the area is willing and available to help with the design, delivery and evaluation of CIS.

Guidelines

1. CIS courses at SBM are offered in the IInd year of the MBA program.
2. Students can pursue only 1 CIS course in a year in either of Term IV, V or VI.
3. CIS courses will be equivalent to a full (3.0) credit course. No 0.5 credit, 0.75 credit or 1.5 credit CIS are permitted.
4. The CIS Course can also be considered as part of required courses for concentration in an area. The grade obtained in the CIS will be taken into account for calculation of student's CGPA just like any other full credit course but will not be considered for arriving at decision to award any scholarship and/or medal.
5. The academic capability of the student (reflected in CGPA), ability to pursue advanced work (as endorsed by the Area) and the relevance of the area of study to the career of the student (as demonstrated or organized in the proposal) are the indicative criteria for allowing a CIS.
6. A CIS must follow the primary course on offer. A CIS cannot be taken up on a course that is going to be covered in the subsequent courses.

Requirements

The following minimum criteria must be met to ensure overall outcome of the educational experience, success of the students and alignment to the Program learning objectives of SBM.

1. Students who wish to opt for CIS should have a minimum CGPA of 7.75
2. The CIS must include comprehensive objectives in written form.
3. The CIS must promote a high level of self-directed learning
4. Students must interact with the faculty-in- charge throughout the trimester
5. It is the responsibility of the students to communicate with the faculty and document the time spent on the CIS. Students are expected to be engaged in various CIS related activities for a minimum of100 hours. These will include but not limited to in-class and out-of-class activities like reading, interaction with faculty, conducting primary research, analysis and interpretation, learning and use of databases and analytical software's and report writing.

Procedure

1. Eligible student(s) who wish to pursue a CIS will indicate such intent before bidding for their choice of electives for terms IV, V and VI. They will be responsible to make a good case as to why they should be permitted to pursue a CIS.
2. The preliminary proposals (in the prescribed format available with the Academic office) would be forwarded to the Area Chairpersons for their consideration and discussion at the area level.
3. The Area Chairperson will intimate the approval of CIS proposals together with the name of the faculty guide to the Academic office as soon as possible but before the final registrations for term-IV begins.
4. The Area Chairperson will also provide to Academic office the timeline for the course in terms of stages like submission of final proposal, submission of course report, date of oral defense, panel of area members (3 members including the CIS guide) who would evaluate the course and the evaluation scheme.
5. Academic office will intimate to the concerned student the name of his/her faculty guide as approved by the Area.The student will have the option to withdraw from the CIS till his/her final registration for term-IV, V or VI open.
6. In case the CIS is not offered or the students choses to withdraw from the CIS, s/he will be required to take up another course of equivalent credit from the available courses during the final registration for the respective term.
7. The responsibility for getting the CIS going alongside the faculty guide is that of the student. The finalization of proposal, regular meetings with faculty guide and other course related interactions are left to the initiative of the student.
8. Students carrying out CIS should circulate a reading list, duly approved by the guide, to all the Area members (with a CC to Academic office) within 7 days from the beginning of the respective term (term IV or V).
9. Students have to submit the CIS report to the Academic office before the 'End-Term Examination' of the term in which the student undertakes the CIS.
10. No extension of time for submitting the report will be allowed.
11. On receipt of the report, the Academic office will get in touch with concerned Area Chairperson and the Guide to finalize the date for presentation by the student.

As part of the evaluation of the CIS, a presentation will have to be made to the Evaluation committee on the date specified. This presentation will be open to SBM faculty and MBA program students besides the faculty members of that area. In case the Evaluation Committee is not satisfied with the CIS Report and presentation, it reserves the right to ask the student to re-write a part or whole of the report. However, in this case, the student will be awarded a maximum grade of B.

Milestones/ Deliverables

All CIS courses are expected to have the following milestones:

1. Expression of interest – This request to pursue CIS should be made before students chose electives for

year II and should include (a) the proposed title and topic of study and the broad area of specialization to which it will belong (Please note that even where the CIS is cross-functional in nature, it has to belong to one primary area forguidance and evaluation); (b) relevance and importance of the course for the student.

2. Area level deliberation and confirmation (including faculty- student interaction to work on feasibility and topic finalization) – should be conducted within 3 weeks of receiving the EOI.

3. Presentation for defense of Proposal– Objective, Methodology, Terms of reference, Time frame – during the 1st week of the trimester.

4. Interim Submission – Presentation to reflect the progress of the study as per the terms of reference and time frame inthe proposal – between 4-6 weeks from the beginning of the trimester.

5. Final Report and Defense (Viva) – in the 9th week.

10. RE-ADMISSION RULES & PROGRAM VALIDITY:

In continuation to the re-admission rules explained in Part I of this SRB, the maximum duration permissible for completion of the programme (in years) are mentioned in the table below:

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

** Students admitting themselves with respective programs in SBM are responsible for submitting documents required for eligibility, transfer certificates, migration certificates, marks sheets etc. at appropriate time. This is mandatory for award of degree.

11. 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:

Sl No.	Name	Designation	Email ID	Contact No.
Anti-Ragging Committee:				
1	Dr. Suman Naredla	Chair Person	Suman.Naredla@nmims.edu	
2	Dr. Srividya Raghavan	Member	Srividya.Raghavan@nmims.edu	9739426789
3	Dr. Mahesh Kumar	Member	Mahesh.kumar@nmims.edu	9996235474
4	Mr. Krishna Jain	Student Council	Krishna.jain26@nmims.in	8168452744
5	Ms. Vaishali Nair	Student Council	vaishali.nair12@nmims.in	6268769349
6	Mr. Kamalakar	Circle Inspector of Police	cipjdlmbnr@tspolice.gov.in	8712659314
7	Mr. Vikas Jain	Parent	jainchoudhary75@gmail.com	7015001922
8	Ms. Sudha Rani	NGO	lebenshlife.indvsp@gmail.com	9492265639
Disciplinary Committee:				
1	Dr. Suman Naredla	Chairperson	Suman.Naredla@nmims.edu	
2	Dr. Srividya Raghavan	Member	Srividya.Raghavan@nmims.edu	9739426789
3	Dr. Mahesh Kumar	Member	Mahesh.kumar@nmims.edu	9996235474
4	Dr Dileep Kumar	Member	dileepkumar.singh@nmims.edu	9028624957
5	Dr Raeesa Begum Usmani	Member	raeesabegam.usmani@nmims.edu	7698229367
6	Mr. Krishna Jain	Student Council	Krishna.jain26@nmims.in	8168452744
7	Ms. Vaishali Nair	Student Council	vaishali.nair12@nmims.in	6268769349
Woman Grievance Redressal & Sexual Harassment Committee				
1	Dr. Ashwini Deshpande	Chairperson & Deputy Director	ashwini.deshpande@nmims.edu	9657762362
2	Dr Srividya Raghavan	Member	Srividya.Raghavan@nmims.edu	9739426789
3	Dr. Sasmita Misra	Member	Sasmita.Misra@nmims.edu	9030870264
4	Dr. Mahesh Kumar	Member	Mahesh.kumar@nmims.edu	9996235474
Student Grievance Redressal Committee (Institutional/Departmental/Collegiate)				
1	Dr Srividya Raghavan	Chairperson	Srividya.Raghavan@nmims.edu	9739426789
2	Dr. Showkat Ahmad Busru	Member	showkatahmad.busru@nmims.edu	9149928808
3	Dr. Shadman Zafar	Member	Shadman.Zafar@nmims.edu	8410583696
4	Mr. Krishna Jain	Student Council	Krishna.jain26@nmims.in	8168452744
Scheduled Caste/Scheduled Tribe Committee				
1	Dr Anup Raj	Associate Professor	anup.raj@nmims.edu	9546726514
2	Dr Vunyale Narender	Associate Professor	vunyale.narender@nmims.edu	9951345739
3	Mr Banoth Vekanna	Assistant Registrar (Examination)	banoth.venkanna@nmims.edu	9912522574

4	Mr Vasanta Rao	Library Assistant	k.vasantarao@nmims.edu	9959671744

Anti-Drug Committee				
1	Dr. Suman Naredla	Director	Suman.Naredla@nmims.edu	
2	Dr Ashwini Deshpande	Deputy Director	ashwini.deshpande@nmims.edu	9657762362
3	Dr Srividya Raghavan	Professor & Associate Dean	Srividya.Raghavan@nmims.edu	9739426789
4	Mr Nishit Tandra	Assistant Professor	nishit.tandra@nmims.edu	9160981897
5.	Dr N Mahesh Kumar	Deputy Registrar	mahesh.kumar@nmims.edu	9996235474
6.	Mr. Krishna Jain	Male Student Council	Krishna.jain26@nmims.in	8168452744
7.	Mr. Vikas Jain	Parent	jainchoudhary75@gmail.com	7015001922
8.	Ms. Vaishali Nair	Student Council	vaishali.nair12@nmims.in	6268769349
9.	Mr L Nair	Parent	nairl@indianoil.in	
10	Dr A Natraj	Chairman, Indian red CrosSociety, Mahbubnagar-NGO		9666900900

12. PLACEMENT GUIDELINES:

12.1. 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, 2026 or until the entire batch (excluding opt outs) is successfully placed, whichever is early. Due to changing market dynamics, we've had to adapt and settle into the new normal, and the Placement Office has responded proactively by mobilizing its resources to meet emerging challenges. We have witnessed a great cooperation from our Corporate Partners in all situations and are well prepared. However, the students also need to adapt and adjust to the new challenges and align with the requirements of the respective companies.

12.2. Placement Guidelines

1. Please read these along with Placement guidelines - of Part 1 of SRB for SBM and Part 2 of SRB of NMIMS Hyderabad campus
2. NMIMS follows a **'1 student 1 offer' policy**. Each student is entitled to only one offer. The only **exception to this rule** is outlined under *Clause 2.4* — the **Dream Company Rule**, which allows a student to apply to a designated dream company. Such cases are evaluated individually, taking into account multiple factors.
3. A student can sit for a maximum of **10** companies pertaining to his/her Major specialization and Cross specialization. The number of consecutive non-appearances shall be **2** at maximum, failing which the student will be considered as not interested in campus Placements and will be treated as Technical opt-out. Debar rule is still applicable. (Refer *Penalty Clause 1.1.7*)
4. A student must attend Placement Compulsory Sessions/ Pre-Placement Talks (PPTs)/Placement led Guest Lectures/webinars/any other activity made compulsory by the Placement office. Nonadherence would lead to a penalty (Refer *Penalty Clause 1.1.7*)
5. A student must attend Pre-Placement Talks arranged by the Placement Committee. Non-adherence of the same would make you not eligible for that company's process.
6. 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. Non adherence would lead to a penalty (Refer *Penalty Clause 1.1.7*)
7. *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 Placement Conduct Committee.(Refer 2.5 PCC)*
8. Students who have prior work experience need to submit the Form16 or last pay slip of their organization.
9. Students selected through campus placements are required to remain with the organization they join for a minimum period of **12 months** from the official date of joining. This condition is intended to uphold the credibility of the institution, maintain strong corporate relations, and ensure commitment to the employer.
10. Students are expected to meet the minimum academic requirements as determined by the Associate Dean, Placement Team Mentor, and Deputy Director (Placements). As per the prevailing placement

policy, the minimum CGPA required to be eligible for participation in the campus placement process for the academic year 2024-2026 Batch is **6.75 CGPA**

11. Non-adherence to following timelines given by the Placement Committee for submission of Documents will lead to debarment from placements.
12. Students have to be open and willing to work across India.

12.3.   Placement Process

Applications are invited based on the eligibility criteria regarding their specialization, academic qualifications, work experience etc. indicated by the company for the students to register for the placement drive.

1. After registration the list of interested students will be shared with the companies. In case of incorrect data being provided, action will be taken accordingly.
2. 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.
3. Companies generally share details of the job offering beforehand while many give a general idea about the opportunity or Pre-placement talk virtually or on campus. Students must be aware of the organization and the role being offered before applying.
4. 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.
5. Students participating in the campus recruitment process initiated by the Institute should not convey any comments to the Company or the profile offered. If they do not like any profile or any role offered by the company executive, they should politely ask for some time to think and then primarily discuss with the Placement Dept. instead of expressing it directly to the Company HR/Official taking the interview. Extending statements like, "The company's profile is not good", "I do not wish to proceed with the process since the role offered is not good", etc. directly to the executives taking the interview is intolerable and the Placement Department of the institute is free to initiate disciplinary actions against such students, including debarring from Placement process.
6. Students are expected to be agile and have the capability to adjust and respond to emergent situations successfully. Sometimes companies might add/remove/modify the selection process. Students are expected to remain prepared and demonstrate readiness to comply with such conditions, should the situation arise.
7. 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. (Refer *Exceptions 2.4*)
8. 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.
9. In extremely rare cases where a student receives multiple job offers *simultaneously*, the Placement Office will intervene to make a final decision. The student will be required to accept one offer and reject the others immediately. As per policy, the **first received offer will be considered valid**, unless an exception is approved under special circumstances. (Refer *Exceptions 2.4*)
10. Students have to participate in all selection process for which they have been shortlisted. If a student fails to attend any selection process, he must submit an application regarding the same and only if the reason is found valid and the absence is approved by the Placement office, the student will be given further chance to appear for other processes.
11. In case the student deliberately creates problems at a later stage (Deliberate attempt to ruin the interview,

applying and not attending the interview, negotiating packages/location); he/she will be liable for disciplinary action. (Refer *Penalty Clause 1.1.7*)

12. It is mandatory to submit photocopy of Offer letter to Placement Office. Students must also inform their Joining status to the Placement Office.

12.4.   Opting out from Placements

In case a student wishes to opt out of the placement process, he/she must submit the letter to the placement office and must officially sign out of the placement process.

1. A candidate should 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 a duly filled the Opt-Out Form to avoid any confusions.

   To uphold cordial relationships with the companies, students are prohibited to opt-out of the placements once the selection process of a company (that they had applied for) has begun. Thus, if one wants to opt out, he/she should do so before the process begins.

2. Opt-outs are valid subject to the following conditions:
   a) He/she is not already placed in any other company through the campus.
   b) He/she is not a part of any company's recruiting process (on campus) at any point in time.
   c) If one has already applied to companies outside of campus, then he/she needs to inform the placement office and shall be out of Placements. Failure to meet these requirements may result in a disciplinary action against the candidate. (Refer *Penalty Clause 1.1.7*)
   d) After opting out, the student will not be allowed to re-enter the placement process at a later stage.

12.5.   Pre- Placement Offers (PPOs)

1. As a policy, NMIMS Hyderabad encourages candidates to work towards PPO's in order to strengthen the executive placements.
2. Pre-placement offers made by the companies have to be routed through the Placement Office.
3. 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.
4. If the student wants to reject the PPO offer, he/she should consult the placement committee and the placement office. The rejection of the PPO/PPI offer is handled on a **case-by-case basis**, taking into consideration various factors.
5. Students getting PPO/PPI offer directly from the companies are required to channelize the same through Placement office.
6. In case a student fails to inform the Placement office before the appointed date he/she would be considered to have accepted the PPO.
7. 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.
8. If the company makes an offer after the deadline and the student is still not placed, The student must decide whether to accept or reject the PPO within 24 hours of being informed. PPO/PPI offers are evaluated on a case-by-case basis, considering multiple factors relevant to the student's profile and the overall placement process.
9. In case of acceptance of the PPO, the student would not be eligible to participate further in the campus Placement Process.
10. 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.
11. 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.

12. In case a candidate rejects a PPO, the following future course of action would be applicable to the candidate:
    a. The candidate must give a reason for rejecting the PPO (salary/profile).
    b. A candidate can reject a PPO based on salary if the offered salary is less than campus norms
    c. In case the candidate refuses the PPO on the basis of salary, the candidate will only be allowed to sit for further company processes where the company offers a higher salary than that being offered by the PPO Company.
    d. 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.
    e. 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.
    f. Any other extremely rare cases where reasons apart from the above are given, the final authority will rest with the Placement Office along with Associate Dean, SBM after hearing the case plea.
    g. 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.

Post Selection

I. A student getting interviewed and receiving an offer will be precluded from attending any further interviews.
II. 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.

Code of Conduct during the placements process

i. Respect the rights and obligations of fellow students.
ii. Misrepresentation or fabrication of any facts about his/her candidature to any recruiter will result in the students' expulsion from the placement process.
iii. 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.
iv. No student is allowed to pass on any information relating to placements through written, oral or postings on any of the social media platform.
v. 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.
vi. Students have to report 30 minutes before the scheduled commencement of placement proceedings. Late comers will not be allowed to appear for the process.
vii. The dress code for student attending a Guest Lecture, Pre-placement talk and Interviews is strictly Business Formals.
viii. Avoid wearing smart casuals, casual tops and bottoms, t-shirts, fitted Jeans, ripped/wrinkled clothes, casual/sports shoes, flip-flops, sandals, and slippers.
ix. Students are expected to adhere to the deadlines issued by the Placement Committee/Office. Non-adherence to the same will result in a penalty (Refer (vi) of *Penalty Clause 1.1.7*).
x. he student is expected not to seek, receive, or obtain any unfair advantage over other students.

xi. The student is expected not to renege on an 'accepted' job offer.

xii. 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.

12.6. Placement Compulsory Sessions/ Pre-Placement Talks (PPTs) / Placement lead Guest Lectures

These are an important part of the entire placement exercise and will be held at regular intervals. In the case of no attendance in the same, Placement Office along with Associate Dean, SBM can initiate disciplinary action against the student upon reviewing the case, which may include debarring them from the placement process. (Refer *Penalty Clause 1.1.7*)

12.7.   Penalty Proposal for Placement Activities

SBM: Batch 2024-26

Guest Lectures & PPT's including Webinars:

i. It is mandatory for all students to attend, irrespective of specialization and regardless of their placement status. Attendance in PPT s is subject to the field of specialization. However, if the company insists on a minimum number, the Placement office can decide accordingly.

ii. In case of an urgent matter – such as illness or personal calamity, the student is required to inform the Placement Office, a day prior to the date of the guest talk with supporting documents.

iii. As mentioned earlier, the dress code has to be strictly followed at all times in any Placement activity.

Penalty:

i. A penalty of Rs. 1000/- would be imposed for one guest lecture/pre-placement talk/webinar/other events or compulsory activities organized by Placement Office missed and a yellow flag shall be issued to the concerned person.

ii. The penalty has to be paid directly to Accounts office within a week of the said event. A copy of the receipt of the payment would have to be submitted to the placement office.

iii. On having accumulated a total penalty of Rs. 2000/-, i.e., on having missed two events and having received two yellow flags, the student would be issued a red flag.

iv. A dress code defaulter in such events shall similarly be issued a yellow flag and accumulation of two such yellow flags shall result in a red flag.

v. Any person who has been issued a red flag would either stand de-barred from the entire Placement Process or his application for one of the companies which he applies for thereon, shall be withdrawn by Placement Office, whichever deems fit.

vi. Non-adherence to any deadline issued by the Placement Office will result in the student being tagged as a defaulter. In such a case, twice a defaulter would be given a yellow flag and accumulation of two such yellow flags shall result in a red flag.

vii. Purple Flag Policy - In the event of any misconduct by a student that violates the Institute's guidelines or code of conduct, the Purple Flag will be invoked. As a consequence, the student will be barred from participating in the campus recruitment process for the next three companies aligned with their area of specialization. This policy will be implemented on a case-by-case basis, subject to the final decision of the Placement Conduct Committee.

Placement Process:

i. Once applied for the placement process of a company, if at any point a student decides to drop out from that particular Company's drive, without the explicit approval from the company, the student shall be considered in transgression of the Placement Guidelines

ii. In case of a lapse in decorum or failure to meet Placement deadlines such as filling Forms or updating data requested by the placement office, the defaulter shall be subject to the most stringent action, as per the discretion of the Placement Office and The Director. This includes, but is not limited to:

iii. In both such cases i.e., 1 & 2, the defaulter shall be subject to the most stringent action, as per the

discretion of the Placement Office and The Director. This includes, but is not limited to:

- ❖ Monetary fine
- ❖ Debarment from a particular company
- ❖ Debarment from the entire placement process
- ❖ Academic penalty etc.

Exceptions - The **Dream Company Rule**. Under this provision, a student may be granted the opportunity to apply to a designated dream company, even if it falls outside the standard placement protocols. This exception is intended to support a student's long-term career aspirations by providing a pathway to organizations that align closely with their individual goals and potential. Each case under the **Dream Company Rule** is handled on a discretionary basis and evaluated individually. Decisions are based on factors such as academic performance, prior placement status, company alignment, and the opportunity's relevance, ensuring fairness while upholding the integrity of the placement process.

Placement Conduct Committee - The Placement Conduct Committee *(PCC)* is a neutral and independent body constituted to uphold the integrity of the placement process and ensure student compliance with all placement-related guidelines. The committee comprises a representative from the Placement Office, senior members of the Placement Committee, and one junior committee member. If deemed necessary, faculty members—including the Associate Dean and the Placement Team Mentor—may also be invited to participate. The **PCC** is empowered to review cases of non-compliance, misconduct, or any actions that may negatively impact the brand value of NMIMS. It may impose penalties, fines, or other disciplinary measures as deemed appropriate. **All decisions made by the PCC are final and binding.**

Failure to adhere to placement guidelines or defaulting three times on either of bylaws I, II, III, or IV would result in Debarment from the entire placement process

Disclaimer: The above placement guidelines are applicable for the current academic year 2025-26 and may be subject to change for the subsequent academic year.

DECLARATION FORM FOR PLACEMENTS
(UNDERTAKING)
Code of Conduct

1. I will attend all the training programs, interview preparatory sessions, guest lectures, webinars and any mock assessments conducted by the Placements Office without fail. I understand that non-compliance may result in strict disciplinary action as decided by the Placement Team.
2. I will actively participate in various events recommended by the Placements Office; organized by Corporates which will lead to PPIs and PPOs.
3. I will respect the rights and obligations of fellow students.
4. I will not misinterpret or fabricate any facts about my candidature to any recruiter.
5. I will not directly or indirectly communicate (oral or written) with any recruiter without the consent of the Placements Office.
6. I will not post any information relating to placements on any communications platform unless I receive the official confirmation from Placements Office.
7. I will always carry my 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.
8. I will report 30 minutes before the schedule commencement of placement proceedings and will not be late for the selection process. I will adhere to the dress code guidelines specified by the Placements Office.
9. I will not seek, receive or obtain any unfair advantage over other students.
10. I will accept the job offer received from campus and will not renege the same.
11. I have read and hereby agree to abide by the eligibility norms outlined in the Placement Guidelines.
12. Placement activities shall not be cited as a reason for non-compliance with academic requirements.
13. I acknowledge that I am pursuing an MBA from NMIMS, and I understand that the Placement Office serves as a facilitator in the placement process, providing support and opportunities, but does not guarantee placement.

I agree to all the above Placement guidelines including Penalty Proposal and have collected them for my reference.

Student Name :

Roll.NO   :

Contact No.   :

Email Id   :

Specialization :

Student Signature: Date:

13. STUDENT COUNCIL

The Student Council is the apex student body at NMIMS managed collectively by the President, Vice President, General Secretary, and Treasurer, with each playing a vital role in driving strategic planning, managing academic and extracurricular activities, and representing the student body both on campus and at external events.

The council for every academic year is selected through a formal selection procedure involving faculty group, Admin & existing Council members.

The major roles & responsibilities include:

- Serve as the formal communication channel between students, faculty, and administration, ensuring student concerns, grievances, and feedback are effectively addressed.
- Plan, coordinate, and oversee all student activities and events, including cultural festivals and SBM events, ensuring proper routing of event proposals and budgets through Accounts Department, Faculty-in-charge, Deputy Registrar, and Dean.
- Facilitate timely approvals, formal invitations, and communication for all events and guest lectures, ensuring senior management and relevant faculty are kept informed in advance.
- Collect and submit trimester-wise reports on all events and activities, reviewed by Faculty-in-charge, with consolidated reports submitted by the Student Council to the Associate Dean.
- Organize regular Student Council meetings, maintaining detailed documentation of meetings, decisions, activities, and expenditures to ensure transparency and accountability.
- The Treasurer prepares and manages the annual budget, monitors expenses, processes reimbursements, and ensures transparent and efficient financial management for all council activities.
- Foster collaboration among student clubs, committees, and external stakeholders including corporate partners, alumni, and academic institutions to enhance student engagement and opportunities.
- Collaborate with Public Relations and Marketing teams to effectively promote events and activities, ensuring good visibility and participation across campus.

14. EXCHANGE PROGRAM
14.1.   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.

14.2.   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 expectour 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:

School of Business Management (SBM):
- Florida International University, USA
- Purdue University, USA
- Arizona State University – Thunderbird School of Global Management, USA
- HEC Lausanne, SWITZERLAND
- The Grenoble Ecole de Management, FRANCE
- NEOMA Business School, FRANCE
- HLL Leipzig School of Management, GERMANY
- IESEG School of Management, Lille, Paris, FRANCE
- University of Erlangen-Nurnberg, GERMANY
- ESSCA Ecole De Management, France
- EDHEC Business School, France
- Excelia France
- University of Exeter, UK
- The University of Bristol, UK
- EADA Business School, Spain
- University of Arizona Eller College of Management, USA
- University of Southern California- Marshall School of Business

14.3. 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:

14.3.1. Completed the eligibility year of program as defined by respective Deans/Directors of school

14.3.2. Have a minimum CGPA (as stipulated) and above as defined by respective Deans/ Directors of School.

14.3.3. 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.

14.4. Selection criteria and conditions

14.4.1. As defined by respective Deans/Directors of Schools

14.4.2. Defined by MoU between Partner University and NMIMS for incoming students

14.5. Costs 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:

14.5.1. Travel Expenses

14.5.2. Accommodation and daily living expenses including study materials

14.5.3. Passport and visa costs

14.5.4. Insurance cover

14.5.5. Any other incidental costs

14.6. Application procedure for students and expectations from students

14.6.1. 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.

14.6.2. 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.

14.6.3. 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

14.6.4. 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.

14.6.5. Other criteria as defined by Deans/Directors of the Schools.

14.7. 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.

14.8. Enclosures:

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

14.9. PROCESS

14.9.1. SELECTION PROCESS AND CRITERIA

Participation of students at Partner Universities is approved by the International Linkages office. Students who apply within the timeline given by the International Linkages Office will undergo an interview with the Faculty-In-Charge of International Linkages. Selection will depend on:

❖   Have a minimum CGPA score of 5.50.

❖   Number of applications and availability of seats at the selected Partner Institute.

❖   Compatibility of courses at the Partner Institute with the individual student's programme.

❖   The academic standing, motivation, seriousness of purpose, communication skills, social maturity and adaptability of the student.

14.9.2. SELECTION OF COURSES AT PARTNER INSTITUTES

After students complete the selection process at NMIMS, they will be nominated to the selected exchange university. The exchange university will contact nominated students by email and ask them to complete an online application procedure within a prescribed time period. An important part of this process is the selection of courses at the exchange university.

When selecting courses, students must remember the following:

- The courses selected, in terms of type of courses, number of courses and total classroom contact hours, must be in line with the students' NMIMS programme requirements.
- Students must select a <u>minimum of 4 courses</u> during their term abroad.
- No online courses should be selected, and none of the courses selected should contain online teaching method in the course outline.
- The courses selected must <u>total a certain minimum number of contact hours of classroom teaching</u>. This minimum number will depend on the student's programme at NMIMS. For FTMBA Core students (Mumbai campus), the minimum number is 120 hours (contact hours). Students of other programmes (other campuses) must check with their course coordinator or programme chairperson for minimum number of contact hours. Hours spent by the students in project work are not included in the minimum number of contact hours.
- The courses selected cannot be the same as the courses the students have completed or plan to complete at NMIMS.
- The courses selected should be in accordance with the students' programme requirements at NMIMS and must have the approval of their course coordinator and programme chairperson at NMIMS. For guidance on this, students may contact their course coordinator or programme chairperson at NMIMS.
- Students who are opting for **MBA with Concentration in Marketing or Finance or Operations & Data Sciences,** should choose a **minimum of 7 elective courses** (21 Credits) from the respective areas (listed in the elective selection guidelines) across the year in Trim IV, V & VI. Also, students need to plan their elective choices to cover at least 4 areas during the Second year (1 full credit course at least). **It is mandatory to complete concentration electives at SBM campus.**
- Students who are opting for the **General Management concentration**, must complete at least two courses from three distinct areas (e.g., Strategy, Marketing, Finance, etc.) at SBM and select courses at the partner institute to complete two courses from another two areas (e.g., Communication, ODS, Economics) to complete the criteria of two courses from five distinct areas.
- Students should ensure that they have done thorough research on the partner university that they prefer to ensure the programme requirements are met (in terms of specialization/ concentration) and are in line with NMIMS rules and regulations.
- No undergraduate courses should be selected, even if it is offered by the partner university.
- Upon joining the exchange university and finalizing their course selections (in case of any change), students must immediately email the final list of courses to their course coordinator and programme chairperson at NMIMS with a copy marked to the International Linkages office.

14.10. EXPECTATIONS REGARDING ACADEMIC GRADES AND COURSE-WORK

- Students must be extremely careful in fulfilling the academic requirements of their Host University. It is the student's responsibility to ensure that evaluations for every course are completed successfully. Students must meet Professors of every course they have taken to ensure that:
  - A. They fully understand the requirements of the course as well as the evaluation norms
  - B. Their submissions for every evaluation have been received on time.
- If a student brings back a failed grade, while the partner university does offer a re-examination opportunity, it is not feasible for our students to return and appear for the re-exam during the trimester, given the subsequent trimester requirements; therefore, the student is unable to avail this opportunity. In such a case, NMIMS will accept the grade as it is, and the student will have to repeat the year. Excuses such as "I was unaware that the assignment did not get uploaded/submitted" or "I was mistakenly accused of plagiarism" will not be accepted.
- In case there are any problems with or deviations in process for any course that students have taken at their Host University, students must inform NMIMS's International Linkages Office immediately

with a copy marked to the administration of the host university and the professor teaching the course. Delay in informing and seeking approval from NMIMS's International Linkages Office may lead to negative consequences for the student.

- Students must also ensure that they do not get a failing grade in the trimester at NMIMS prior to the exchange programme. Students may not get an opportunity to appear for a re-examination and will have to repeat a year or it may delay their convocation.
- Students participating in the International Student Exchange Programme are eligible for the Dean's list during their 2nd year, provided they were also in the Dean's list for the 1st year. Such students will be shortlisted on the basis of the CGPA of two trimesters of the 2nd year.

15. SIMILARITY RULES

The similarity rules are applicable to all submissions leading to ICA components. All similarity instances in the Final examinations for all courses across programmes within SBM will be dealt with as per the unfair means of the university examination norms.

All submissions will be checked for similarity scores. Having similarity scores beyond acceptable limits is a serious offence, which is unethical and illegal. A similarity score of greater than 15% will attract penalty.

Note: All the following are considered as plagiarism and is likely to have a high similarity score
- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

16. EXAMINATION GUIDELINES

16.1. EVALUATION & GRADING

The respective Course faculty would evaluate the performance of the students during the examination of the respective course. A student would undergo continuous assessment for each course in all the trimesters. Various components of such continuous assessment would be as decided by the respective course 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 Full time / MBA part time	Mid Term / Unit Test / Project/ Assignment/ Presentation/ Weekly Tests / Case Study/ Quizzes / any other (School)	60	100
	Final Term/ Trimester End Examination (University)	40	

16.2. PASSING STANDARDS FOR EACH COURSE (SUBJECT):

Trimester-end-exam Passing Criteria for each Course:

- Secure a minimum of 40% marks in the Term /Trimester / Semester end examination of that course and
- Secure a minimum of 40% aggregate marks out of the total marks (that is, internal continuous assessment plus assessment of the Term /Trimester / Semester end examination) allotted to the course.
- For a course which has only internal continuous assessment component, passing will be at 40%

16.3. GRADING SYSTEM

16.3.1. The following would be the letter grading system leading to the award of a seven-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:

Percentage of Marks		Grade	Points	Performance
90	100	O	10	Outstanding
80	89.99	A+	9	Excellent
70	79.99	A	8	Very Good
60	69.99	B+	7	Good
55	59.99	B	6	Above Average
50	54.99	C	5	Average
40	49.99	P	4	Pass
0	39.99	F	0	Fail
0	0	AB	0	Absent

16.3.2. 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 and credit value assigned, to each respective course by the sum of credits assigned to all the courses for the related term.

$$CGPA = \frac{\Sigma CG}{\Sigma C}$$

16.3.3. Method of Calculation of CGPA: Cumulative Grade Point Average up to and including a term will be computed by dividing the sum of product of grade point of each course and credit value assigned

to each respective course by the sum of credits assigned to all the courses up to and including the related term.

Here:

$$GPA = \frac{\Sigma \; CG}{\Sigma \; C}$$

C = Credit value assigned to a course/ module

G = Grade point value assigned to a student for course 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 up to and including each term till date.

16.4.   RE – EXAMINATIONS:

16.4.1. Re-Examination will be conducted immediately after declaration of results of trimester end final examination for the students, who may have obtained any number of 'F' grade (credit/non-credit) course, or whose result is treated as "null and void" due to involvement in adoption of Unfair Means.

16.4.2. A student who receives a 'P' and/ or 'F' grade in any trimester end examinations (i.e. Trim I, II, III, IV, V, VI) will be allowed to appear at re-examination to improve their grade in case they so desire. The said re-examination will be conducted immediately after declaration of final examination results.

16.4.3. Only one re-examination will be conducted for each course immediately after declaration of results of final examination and there will not be further re-examination for whatsoever reason, Internal continuous assessment (ICA) marks will be carried forward for the re- examination.

16.4.4. A student who fails/ remains absent in the regular examination (for whatsoever reason) and appears at the re-examination, he/ she will be awarded actual grades as per marks obtained.

16.4.5. In case a student obtains "F" Grade in credit or non-credit courses, in regular final examination, the same must be cleared by appearing in the re-examination.

16.4.6. Improvement in the internal continuous assessments will not be allowed for re- examination purpose.

16.4.7. 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.

16.4.8. A student has to submit an online re-examination application available on student's SAP portal. A student who does not fill in online re-examination form will be denied permission to appear at the re-examination.

16.4.9. Students submitting re-examination form will be awarded 'AB/ 'F grade if he/ she remains absent for re- examination.

16.4.10. The result of the re-examination will be treated as final and binding on the students. No further re-examination will be conducted for any reason whatsoever.

16.4.11. Students appearing for the re-examination (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.

16.5. NON-FULFILMENT OF PASSING CRITERIA:

Student who obtains "F" grades after the re-examination attempt **at any time during the academic year** should take re-admission as per the rules of SBM, NMIMS.

16.6. 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 Second year also of the program by the student concerned:

- He/ she should have no "F" grade in any of the First / Second year courses after re-examination at the end of each academic year.
- His/ her total cumulative grade point average (CGPA) should not be less than 5.00 at the end of the First / Second year and also at the end of program (to be calculated after re- examination).

16.7. GENERAL RULES

16.7.1. A student who remains absent from term end examination/s due to any reason in any course shall be marked as 'AB' in the result/ grade sheet/ transcript for the course/s in which he/ she has remained absent. All such students will be allowed to appear at re-examination in the said course. A student who remains absent in the re-examination would not be able to avail any further re- examination chances.

16.7.2. A student has to submit an online re-examination application available on student's SAP portal. A Student who fails to apply online and does not pay the requisite re-examination fee will not be allowed to appear for the reexamination. It is the sole responsibility of the students to keep track of the re-examination application window. No notice will be given by the University to the students for the same.

16.7.3. In order to receive the degree, diploma, certificate, the student will have to clear all the examinations of all the years. Student should ensure that he/she has cleared his/her all dues from the respective departments like Admission, Accounts, Library, Hostel, etc. Also, mandatory admission documents are submitted.

16.7.4. Grievance Redressal: In case a student is not satisfied with the result/ grade received by him/her in a particular course, he/ she may follow the 'Grievance Redressal Procedure' as given in part I of student resource book in case he/ she desires.

16.7.5. The fees for re-examinations and re-admission will be decided by the University from time to time.

16.7.6. 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.

16.7.7. 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.

These rules would be applicable to all the students who took admission / readmission in and after the academic year 2025-2026.

16.8. PROJECT GUIDELINES

16.8.1. 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

16.8.2. 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.

16.8.3. 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.

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.

17. Course Structure, Guidelines for Electives, Research Proposals and Capstone Projects

Name of the School: School of Business Management
Common for Bangalore, Hyderabad, Navi Mumbai & Indore Campus

Proposed structure of *Master of Business Administration (MBA)*

Batch 2025-27

Sr. No.	Course Name	Credits	Area
**Trimester I - Total 21 Credits**		
1	Managerial Communication I	3	Communication
2	Microeconomics	3	Economics
3	Financial and Accounting and Analysis	3	Finance
4	Ethical Issues in Management	1.5	General Management
5	Organizational Behaviour 1	3	Human Resources & Behavioural Sciences
6	Marketing Management 1	3	Marketing
7	Statistical Inference for Decision Making	3	Operations & Data Science
8	Contract, Competition and Consumer Laws	1.5	Business Environment & Strategy
9	Group Process Lab (NC Comp. Worshop - 4.5hrs)	0	Human Resources & Behavioural Sciences
10	Interview Skills (NC Comp. workshop - 3hrs)	0	Human Resources & Behavioural Sciences
11	Speech Neutralisation for Global Audience (NC Interest-based workshop)- 3 Hours	0	Communication
	Trimester II - Total 21 Credits		
1	Industry and Competitive Landscape Analysis	1.5	Business Environment & Strategy
2	Managerial Communication II	1.5	Communication
3	Macroeconomics	3	Economics
4	Management Accounting for Decision Making	3	Finance
5	Organizational Behaviour 2	3	Human Resources & Behavioural Sciences
6	Marketing Management 2	3	Marketing
7	Storytelling with Data	1.5	Operations & Data Science
8	Modelling & Optimization for Business Decisions	3	Operations & Data Science

9	Value Risks & Capital Markets	1.5	Finance

<table>
<tr><td colspan="4">Trimester III - Total 18 Credits (16.5 Core+1.5 eletive)</td></tr>
<tr><td>1</td><td>Corporate Sustainability</td><td>3</td><td>Business Environment & Strategy</td></tr>
<tr><td>2</td><td>Strategic Management</td><td>3</td><td>Business Environment & Strategy</td></tr>
<tr><td>3</td><td>Leadership Communication & Decision Making</td><td>1.5</td><td>Communication</td></tr>
<tr><td>4</td><td>Corporate Finance</td><td>3</td><td>Finance</td></tr>
<tr><td>5</td><td>Human Resource Management</td><td>1.5</td><td>Human Resources & Behavioural Sciences</td></tr>
<tr><td>6</td><td>Business Research Methods</td><td>1.5</td><td>Operations & Data Science</td></tr>
<tr><td>7</td><td>Production & Operations Management</td><td>3</td><td>Operations & Data Science</td></tr>
<tr><td></td><td>Elective Courses: Any one of the following</td><td></td><td></td></tr>
<tr><td>8</td><td>Financial Modelling</td><td>1.5</td><td>Finance</td></tr>
<tr><td>9</td><td>Sales Management</td><td>1.5</td><td>Marketing</td></tr>
<tr><td>10</td><td>Predictive Analytics</td><td>1.5</td><td>Operations & Data Science</td></tr>
<tr><td>11</td><td>Negotiations Skills & Processes (NC - Comp. Workshop - 7 hours)</td><td>Non Credit</td><td>Human Resources & Behavioural Sciences</td></tr>
<tr><td>12</td><td>We Care</td><td>Non Credit</td><td>Business Environment & Strategy</td></tr>
<tr><td colspan="4">Trimester IV - Total 18 Credits (3 core +15 elective)</td></tr>
<tr><td></td><td>Compulsory Course</td><td></td><td></td></tr>
<tr><td>1</td><td>CAPSTONE Business Simulation</td><td>3.0</td><td>Business Environment & Strategy</td></tr>
<tr><td></td><td>Elective Courses</td><td></td><td></td></tr>
<tr><td>2</td><td>Global Strategic Management</td><td>3.0</td><td>Business Environment & Strategy</td></tr>
<tr><td>3</td><td>International Business</td><td>3.0</td><td>Business Environment & Strategy</td></tr>
<tr><td>4</td><td>Management Consulting</td><td>3.0</td><td>Business Environment & Strategy</td></tr>
<tr><td>5</td><td>Entrepreneurship</td><td>3.0</td><td>Business Environment & Strategy</td></tr>
<tr><td>6</td><td>Advanced Financial Statement Analysis</td><td>3.0</td><td>Finance</td></tr>
<tr><td>7</td><td>Business Valuation</td><td>3.0</td><td>Finance</td></tr>
<tr><td>8</td><td>Commercial Bank Management</td><td>3.0</td><td>Finance</td></tr>
<tr><td>9</td><td>Financial Derivatives</td><td>3.0</td><td>Finance</td></tr>
<tr><td>10</td><td>Financial Econometrics</td><td>3.0</td><td>Finance</td></tr>
</table>

11	Investment Analysis and Portfolio Management	3.0	Finance
12	Strategic Financial Management	3.0	Finance
13	Learning & Development	3.0	Human Resources & Behavioural Sciences
14	Legal Framework of Industrial Relations (Non credit Interest based workshop - 10hours)	0.0	Human Resources & Behavioural Sciences
15	Recruitment and Selection	3.0	Human Resources & Behavioural Sciences
16	Total Rewards	3.0	Human Resources & Behavioural Sciences
17	Business Process Modelling and Management	3.0	IT/Analytics
18	Financial Econometrics	3.0	IT/Analytics
19	Multivariate Data Analysis	3.0	IT/Analytics
20	Marketing Analytics	3.0	IT/Analytics
21	Consumer Behaviour	3.0	Marketing
22	Integrated Marketing Communication	3.0	Marketing
23	Pricing Strategies	3.0	Marketing
24	Product Strategy	3.0	Marketing
25	Marketing Analytics	3.0	Marketing
26	Project Management	3.0	Operations & Data Science
27	Supply Chain Management	3.0	Operations & Data Science
28	Total Quality Management	3.0	Operations & Data Science
	Total	**18**	

Note 1: Student can select any 5 elective (totaling to 15 credits) courses from the list of electives offered above (i.e. 1 comp + 5 Elect : 3+15=18 Credits)

Note 2: Students who have opted for 'Financial Econometrics' from the Finance stream, cannot opt for 'Financial Econometrics' from the IT/Analytics stream and vice versa.

Note 3 : Students who have opted for 'Marketing Analytics' from the Marketing stream, cannot opt for 'Marketing Analytics' from the IT/Analytics stream and vice versa.

	Trimester V - Total 12 Credits (12 elective)		
	Elective Courses		
1	Games of Strategy	3.0	Business Environment & Strategy
2	Innovation Management	3.0	Business Environment & Strategy
3	Business Strategies for the New Economy	3.0	Business Environment & Strategy
4	Corporate Turnaround	3.0	Business Environment & Strategy
5	Mergers, Acquisitions and Corporate Restructuring	3.0	Business Environment & Strategy
6	Behavioural Finance	3.0	Finance
7	Financial Analytics	3.0	Finance
8	Financial Risk Management	3.0	Finance
9	Fixed Income Securities & Debt Markets	3.0	Finance
10	International Finance	3.0	Finance
11	Investment Banking	3.0	Finance
12	Value Investing	3.0	Finance
13	Wealth Management	3.0	Finance
14	Organization Development & Change	3.0	Human Resources & Behavioural Sciences
15	Performance Management at Work	3.0	Human Resources & Behavioural Sciences
16	People Analytics	3.0	Human Resources & Behavioural Sciences
17	Wage-related and Social Security legislation	3.0	Human Resources & Behavioural Sciences
18	Artificial Intelligence for Managers	3.0	IT/Analytics
19	Data-Centric Machine Learning for Managers	3.0	IT/Analytics
20	Financial Analytics	3.0	IT/Analytics
21	People Analytics	3.0	IT/Analytics
22	Operations and Supply Chain Analytics	3.0	IT/Analytics
23	Retail Management	3.0	Marketing
24	Services Marketing	3.0	Marketing
25	Strategic Brand Management	3.0	Marketing

26	Digital Marketing	3.0	Marketing
27	Operations and Supply Chain Analytics	3.0	Operations & Data Science
28	Logistics Management	3.0	Operations & Data Science
29	Strategic Sourcing & E- Procurement	3.0	Operations & Data Science
30	Technology Driven Excellence in Value Chain	3.0	Operations & Data Science
	Total	**12**	

Note 1: Student can select any 4 elective (totaling to 12 credits) courses from the list of electives offered above

Note 2: Students who have opted for 'Financial Analytics' from the Finance stream, cannot opt for 'Financial Analytics' from the IT/Analytics stream and vice versa.

Note 32: Students who have opted for 'People Analytics' from the Human Resources & Behavioural Sciences stream, cannot opt for 'People Analytics' from the IT/Analytics stream and vice versa.

Note 4: Students who have opted for 'Operations and Supply Chain Analytics' from the Operations Data Science stream, cannot opt for 'Operations and Supply Chain Analytics' from the IT/Analytics stream and vice versa.

Trimester VI - Total 12 Credits (12 elective)			
	Elective Courses		
1	Enterprise Risk Management	3.0	Business Environment & Strategy
2	Managing Growth	3.0	Business Environment & Strategy
3	Strategic Performance Management and Control	3.0	Business Environment & Strategy
4	Alternative Investment Markets	3.0	Finance
5	Corporate Tax Planning	3.0	Finance
6	Private Equity	3.0	Finance
7	Sustainable Finance	3.0	Finance
8	Technology in Financial Services	3.0	Finance
9	Emotional Intelligence at Work	3.0	Human Resources & Behavioural Sciences
10	Talent Management	3.0	Human Resources & Behavioural Sciences
11	Social Psychology and Organizational Effectiveness	3.0	Human Resources & Behavioural Sciences
12	Consumer Data Analytics	3.0	IT/Analytics
13	Retail Analytics	3.0	IT/Analytics
14	Business Marketing	3.0	Marketing
15	Customer Relationship Management	3.0	Marketing
16	Marketing Strategy	3.0	Marketing
17	Sustainable Marketing	3.0	Marketing
18	Operations Strategy	3.0	Operations & Data Science

19	Service Operations Management	3.0	Operations & Data Science
20	Green Supply Chain Management	3.0	Operations & Data Science
Total		**12**	

Note 1: Student can select any 4 elective (totaling to 12 credits) courses from the list of electives offered above.

- [Each (3) credit will be of 20 sessions of 90 minutes each
- [Each (1.5) credit will be of 10 sessions of 90 minutes each]

Students will also have access to Interdisciplinary courses offered by schools under SVKM's NMIMS as per university norms.

Summer Internship: Non-Credit Compulsory Course
However, the candidate needs to satisfactorily complete the project as an essential partial fulfillment of the requirements for award of MBA degree
Figures in bracket represent number of credits. Each full credit will be of 20 sessions, each session of 90 mins. Areas may have essential workshop**s/ MOOC** which will be compulsory for students concentrating in those areas.

Disclaimer: The above Electives are applicable for the current academic year 2025-26 and may be subject to change for the subsequent academic year.

Guidelines for Selection of Courses

1. Students in the Second year of the FT MBA Program can choose elective courses from the list of electives offered (trimester wise). Based on the selection of electives, students will be placed in **ANY ONE** of the following categories:
   1) MBA General Management
   2) MBA with Concentration in any one
      a) Business Environment & Strategy
      b) Finance
      c) Human Resources & Behavioural Sciences
      d) IT/Analytics
      e) Marketing
      f) Operations & Data Sciences
2. The degree awarded will be MBA. The concentration, if any, will be reflected only on the grade sheet/transcript. Students must adhere to the nomenclature given by SBM-NMIMS and use the same in all communication with the outside world.
3. A student must accumulate **42 credits** in the Second Year across trimesters IV, V, and VI. Please note that one full course is of 3 credits having 20 sessions of 90 minutes each and similarly, one-half course is of 1.5 credits equal to 10 sessions of 90 minutes each. Term-wise number of courses which you need to select are as follows:
      Trim IV   :1 Compulsory Course* + 5 Elective Courses (Total Credits:18)
      Trim V   : 4 Elective Courses (Total Credits: 12)
      Trim VI   : 4 Elective Courses (Total Credits: 12) AND
      *CAPSTONE® Business Simulation (3 credit)

4. Students are required to choose credit courses, trimester wise, from the 6 areas mentioned below and from the area wise list of electives (given separately as Annexure I)

   A. Business Environment & Strategy
   B. Finance
   C. Human Resources & Behavioural Sciences
   D. IT/Analytics
   E. Marketing
   F. Operations & Data Sciences

5. For **MBA General Management**, student should choose minimum 2 full-credit electives from at least 5 different areas out of the six areas (listed above in Point IV) across the year in Trim IV, V & VI.

6. For **MBA with Concentration in** Business Environment & Strategy, Finance, Human Resources & Behavioural Sciences, IT/Analytics, Marketing & Operations & Data Sciences, student should choose a **minimum of 6 elective courses** (18 Credits) from the respective areas across the year in Trim IV, V & VI. The area may conduct Workshops which will be mandatory requirement for the concentration opted.

7. Compulsory courses will not be considered for elective credit calculation as indicated in Points V and VI.

8. Students can take a **maximum of 9 elective courses** (equivalent to 27 Credits) from any one particular area during the Second year.

9. Students are required to choose their electives for all the Trimesters (IV, V & VI) on or before 20th March 2025.

10. The list of electives, along with the course outlines, will be shared during the elective selection briefing session.

11. For an elective to be offered during a particular trimester, it should have at least 20 student registrations.

12. Electives will be offered only to students who fulfill the prerequisite requirements for the respective course. The prerequisites are specified in the course outlines. The number of divisions for each elective in Trimester IV, V, and VI will be limited.

13. No changes to elective selections will be permitted after the final submission of electives.

14. The **maximum capacity per division per course is 65 students**. A course may have more than one division subject to student interest however the exact number depends on operational and organizational factors. Students will be informed in advance about these details.

15. Students can opt for **ONE Audit course per trimester** from the available courses from the elective pool in addition to the mandatory number of electives. The grade earned will be reflected on the transcript, but will not impact CGPA calculation or concentration completion requirement. Details of available audit courses will be communicated before commencement of each trimester.

16. It is the student's responsibility to ensure adherence to the guidelines mentioned here for earning their MBA in General Management/Concentration, failing which the degree may not be granted.

17. The summer internship will be treated as a non-credit compulsory course. The candidate needs to satisfactorily complete this as per pre-decided norms, as an essential partial fulfillment of the requirements for award of MBA Degree.

18. For students planning to visit foreign universities as part of the **international exchange-program**, following additional guidelines will apply:

    i. It is mandatory to complete concentration electives at SBM campus
    ii. No elective similar in nomenclature or content should be opted for at the Foreign University
    iii. Elective Form (reflecting electives opted for in the foreign university) once filled up at Foreign University should be returned as early as possible to Faculty-in- Charge (International Relations-SBM)

19. The School of Business Management reserves the right to make changes in the above.

18. Academic Calendars

SVKM's NMIMS
Academic Calendar for the Academic Year : 2025-2026

School Name : <u>School of Business Management</u> Campus: <u>Mumbai</u>
Applicable to Other Campuses: Navi Mumbai, Indore, Bengaluru, Hyderabad
Program Name : Master Of Business Administration – Year I

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holidays)
Term I: 2 June 2025 to 25 August 2025				
Orientation/Induction Program	I	2 June 2025 (Monday)	7 June 2025 (Saturday)	6 Days*
Academic Instruction Duration (Regular Classes)	I	9 June 2025 (Monday)	19 August 2025 (Tuesday)	60 Days
# Mid Term Test Internal Continuous Assessment	I	16 July 2025 (Wednesday)	19 July 2025 (Saturday)	4 Days
Parichay	I	1 August 2025 (Friday)	3 August 2025 (Sunday)	3 Days
Term End Exams	I	20 August 2025 (Wednesday)	25 August 2025 (Monday)	5 Days
Central Assessment Process (CAP-For Faculty Only)	I	21 August 2025 (Thursday)	2 September 2025 (Tuesday)	10 Days
Re-Exams	I	13 October 2025 (Monday)	18 October 2025 (Saturday)	6 Days
Term II: 26 August 2025 to 29 November 2025				
Academic Instruction Duration (Regular Classes)	II	26 August 2025 (Tuesday)	22 November 2025 (Saturday)	68 Days
Arcadia (Intra Sports)	II	26 September 2025 (Friday)	28 September 2025 (Sunday)	3 Days
# Mid Term Test Internal Continuous Assessment	II	6 October 2025 (Monday)	9 October 2025 (Thursday)	4 Days
Diwali Vacation	**II**	**19 October 2025 (Sunday)**	**25 October 2025 (Saturday)**	**7 Days**
Paragana	II	30 October 2025 (Thursday)	2 November 2025 (Sunday)	4 Days
Term End Exams	II	25 November 2025 (Tuesday)	29 November 2025 (Saturday)	6 Days
Central Assessment Process (CAP-For Faculty Only)	II	26 November 2025 (Wednesday)	8 December 2025 (Monday)	10 Days
Re-Exams	II	19 January 2026 (Monday)	24 January 2026 (Saturday)	6 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holidays)
Term III: 1 December 2025 to 28 March 2026				
Academic Instruction Duration (Regular Classes)	III	1 December 2025 (Monday)	21 March 2026 (Saturday)	62 Days
Winter Vacation	III	26 December 2025 (Friday)	1 January 2026 (Thursday)	7 Days
University Day	III	13 January 2026 (Tuesday)		1 Day
Samarthya	III	9 January 2026 (Friday)	11 January 2026 (Sunday)	3 Days
# Mid Term Test Internal Continuous Assessment	III	12 January 2026 (Monday)	15 January 2026 (Thursday)	4 Days
We Care	III	27 January 2026 (Tuesday)	20 February 2026 (Friday)	24 Days (Including 2 Days travelling –21st & 22nd Feb'2026)
We Care (Poster Presentation)	III	28 February 2026 (Saturday)		1 Day
#Euphoria	III	7 March 2026 (Saturday)	8 March 2026 (Sunday)	2 Days
Term End Exams	III	24 March 2026 (Tuesday)	28 March 2026 (Saturday)	5 Days
Central Assessment Process (CAP-For Faculty Only)	III	25 March 2026 (Wednesday)	4 April 2026 (Monday) (Saturday)	10 Days
Summer Internship & Break	III	1 April 2026 (Wednesday)	30 May 2026 (Saturday)	61 Days
Re-Exams	III	10 June 2026 (Wednesday)	13 June 2026 (Saturday)	4 Days

Summer Vacation	For Faculty	13 April 2026 (Monday)	24 May 2026 (Sunday)	6 weeks (42 Days)
Commencement of next Academic year (2026-27) (Second Year)	IV	8 June 2026 (Monday) - Tentative	--------	--------
Commencement of First Year in next Academic year (AY 2026-27)	I	1 June 2026 (Monday) - Tentative	--------	--------

* Some of the sessions/events of the Foundation Program – Preparatory Skill Building course sessions, Mumbai Darshan, Student Council Interaction will continue into the first week of the trimester.
# 1 Regular Lectures will be conducted during Mid Term Exams and all the events
# 2 Student oriented events mentioned selectively. However, the student council would have separate communication for the said event dates.
- Although time-tables schedule lectures on weekdays, rescheduled lectures may be conducted on weekends.
- Mid-term exams and end term examinations are subject to rescheduling including Sundays.
* Parent-Student Meeting must be held on 4th Saturday of every month.
** SMS/Email will be sent to students/parents: Once every 15 days from commencement.
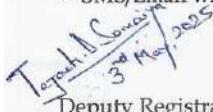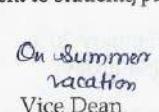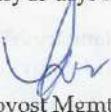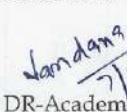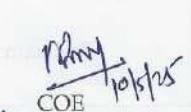
| Deputy Registrar SBM | On Summer vacation Vice Dean SBM | Dean & Provost Mgmt.Edu. SBM | DR-Academics NMIMS | COE NMIMS |

SVKM's NMIMS
Academic Calendar for the Academic Year: 2025-2026

School Name: School of Business Management   **Campus:** Bengaluru
Program Name/s in Full: Master of Business Administration - II Year

Applicable to Other Campus/s
Name of the Campus: Hyderabad, Navi Mumbai & Indore
Program/s Name/s in Full: Master of Business Administration - II Year

Details	Sem / Trim	Start date	End Date	No. of Days/Weeks (Excluding Sundays/holidays)
Term I				
Academic Instruction Duration (Regular Classes)	Trim IV	09-Jun-25	18-Aug-25	59 Days
# Mid Term Test \ Internal Continuous Assessment	Trim IV	09-Jul-25	12-Jul-25	4 Days
Summer Internship Presentations/Viva	Trim IV	25-Jul-25	26-Jul-25	2 Days
Submission of finalized ICA Marks (COE office)	Trim IV	22-Aug-25		
Term End Exams	Trim IV	23-Aug-25	04-Sep-25	10 Days
Central Assessment Process (CAP Round) for faculty	Trim IV	05-Sep-25	12-Sep-25	7 Days
Re-Exams	Trim IV	27-Oct-25	31-Oct-25	5 Days

| Details	Sem / Trim	Start date	End Date	No. of Days/Weeks
Term II				
Academic Instruction Duration (regular Classes)	Trim V	05-Sep-25	27-Nov-25	63 Days
# Mid Term Test \ Internal Continuous Assessment	Trim V	13-Oct-25	17-Oct-25	4 Days
Vacation (Diwali)	Trim V	19-Oct-25	25-Oct-25	7 Days
Submission of finalized ICA Marks (COE office)	Trim V	02-Dec-25		
Term End Exams	Trim V	03-Dec-25	13-Dec-25	11 Days
Central Assessment Process (CAP Round) for faculty	Trim V	14-Dec-25	21-Dec-25	7 Days
Re- Exam Week	Trim V	27-Jan-26	31-Jan-26	5 Days

SVKM's NMIMS
Academic Calendar for the Academic Year: 2025-2026

School Name: School of Business Management   **Campus:** Bengaluru
Program Name/s in Full: Master of Business Administration - II Year

Applicable to Other Campus/s
Name of the Campus: Hyderabad, Navi Mumbai & Indore
Program/s Name/s in Full: Master of Business Administration - II Year

Term III				
Academic Instruction Duration (regular Classes)	Trim VI	15-Dec-25	01-Mar-26	57 Days
Vacation (Winter)	Trim VI	26-Dec-25	01-Jan-26	7 Days
# Mid Term Test \ Internal Continuous Assessment	Trim VI	17-Jan-26	20-Jan-26	4 Days
Submission of finalized ICA Marks (COE office)	Trim VI	05-Mar-26		
Term End Exams	Trim VI	06-Mar-26	12-Mar-26	7 Days
Central Assessment Process (CAP Round) for faculty	Trim V	13-Mar-26	20-Mar-26	7 Days
Re- Exam Week	Trim VI	02-Apr-26	05-Apr-26	4 Days

Summer Vacation	For Faculty	13-Apr-26	24-May-26	42 Days
Convocation (2023-25)	Bengaluru	Navi Mumbai	Hyderabad	Indore
	18-Apr-26	13-Apr-26	17-Apr-26	16-Apr-26
Commencement of next Academic year (AY 2026-27) (First Year)	1st June 2026 (Tentative)			

Regular Lectures will be conducted during Mid Term Test: YES / NO
* Parent-Student Meeting must be held on 4th Saturday of every month.
** SMS/Email must be sent to students/parents: Once in every 15 days from commencement
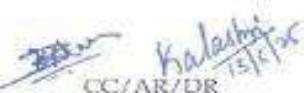
CC/AR/DR (School)   Director/Dean (School)   DR-Academics (NMIMS)   Controller of Examinations (NMIMS)
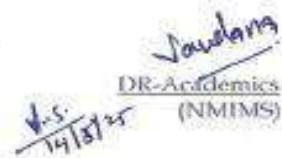
Director Shirpur   Director Bengaluru   Director F/C Hyderabad   Director Indore   Director Navi Mumbai   Director Chandigarh   Director Ahmedabad

19. SVKM's NMIMS Deemed to be University

LIST OF HOLIDAYS FOR THE YEAR 2025 – NMIMS (Hyderabad)

Sl. No.	OCCASION	DATE
1	New Year	Wednesday, 01 January, 2025
2	Makar Sankranti	Tuesday, 14 January, 2025
3	Sankranti	Wednesday, 15 January, 2025
4	Mahashivratri	Wednesday, 26 February, 2025
5	Holi	Friday, 14 March, 2025
6	Ramzan-Id	Monday, 31 March, 2025
7	Good Friday	Friday,18 April, 2025
8	Bakri Eid	Saturday, 07 June, 2025
9	Rakshabandhan	Saturday,09 Aug 2025
10	Independence Day	Friday, 15 August, 2025
11	Ganesh Chaturthi	Wednesday, 27 August, 2025
12	Mahanavami, Ayudha Pooja	Wednesday, 1 October, 2025
13	Gandhi Jayanti/Dushera	Thursday, 2 October, 2025
14	Diwali (Narak chaturdashi)	Monday, 20 October, 2025
15	Diwali (Laxmipujan)	Tuesday, 21 October, 2025
16	Christmas	Thursday, 25 December, 2025

**Classes/Lectures will be conducted, if required (except on the National Holidays i.e., January26, August15, May 01& October 02)

20. Student Clubs and Committees

20.1. Student Council Selection Process

The Student Council selections at NMIMS Hyderabad (SBM) follow a structured five-step process to ensure a fair and transparent selection of student representatives. The process is outlined below:

20.1.1. Expression of Interest

Students interested in contesting for a position in the Student Council must first fill out a Google Form, providing their details and expressing their intent to participate.

20.1.2. Nomination and Eligibility Screening

Candidates are required to submit a nomination form for their desired role to the Office of SBM. The submitted forms are then reviewed based on the eligibility criteria outlined in the Student Rule Book. Students with any history of receiving an "F" grade are disqualified at this stage. Only those who meet the eligibility criteria proceed to the next round.

20.1.3. Presentations and Evaluation

Shortlisted candidates must present their vision, plans, and suitability for the role before a selection panel. This panel consists of the Associate Dean, faculty members of SBM, and the current Student Council members. The candidates are expected to articulate why they are the best fit for the position, followed by a cross-questioning session by the faculty and the Student Council. Based on their responses, performance, and leadership potential, the panel decides whether the candidate advances to the final election round.

20.1.4. Pitching to the Batch

Candidates who qualify from the evaluation round will pitch their candidature to the entire batch. In this session, they present their vision, goals, and reasons why they should be selected. They must clearly communicate why they are the best fit for the role and how they plan to contribute to the Student Council. This step helps the batchmates understand each candidate's approach before the voting round.

20.2. Election and Voting

Candidates who clear the above rounds move forward to the final election stage. Here, their batchmates cast votes to elect the new Student Council members. The voting and selection process for key positions is as follows:

- **President & Vice President**: Both positions share a common voting column. The candidate with the highest number of votes is elected as the President, while the candidate with the next highest votes, from the opposite gender, is elected as the Vice President.

- **General Secretary & Treasurer:** These roles have separate voting columns. The candidates who receive the highest votes in their respective categories are declared the winners.

After elections are done, the elected council will be declared by the Deputy Registrar of the College. This process ensures that the elected Student Council members are chosen based on merit, leadership skills, and peer support, fostering a strong and representative student body at SBM, NMIMS Hyderabad

Structure:
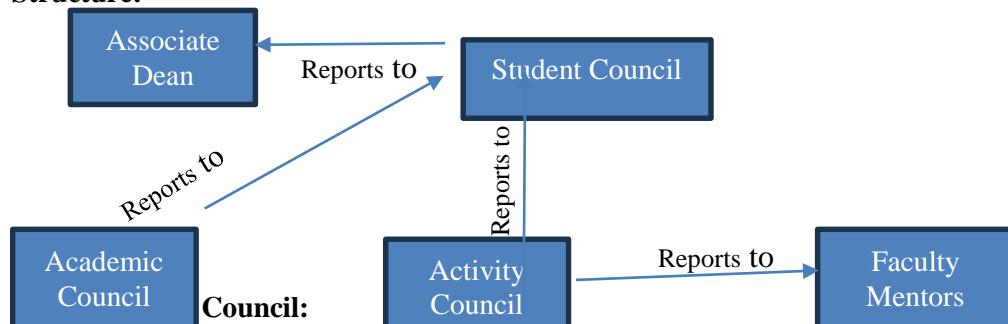
1. **Class Representatives:**
Refer to SRB Part – I, Section 18, Sub-section 18.1

2. **Academic SPOCs:**
Academic SPOCs serve as the link between students, faculty, and the Student Council, ensuring smooth communication and coordination for all academic matters.

Their key responsibilities include:

- **Information Relay:**
Communicating updates related to class schedules, rescheduling, academic circulars, form submissions, and extra sessions to their respective divisions.

- **Division Coordination:**
Facilitating seamless communication within their division groups by addressing student concerns, collecting feedback, and ensuring that important announcements reach every student promptly.

Primary Contact Point:
Acting as the first point of contact for any academic issues, clarifications, or requests from students, and coordinating with faculty or the Student Council for timely resolution.

Supporting Academic Planning:
Assisting faculty members and class representatives in the organization of guest lectures, remedial sessions, and academic workshops whenever required.

Maintaining Confidentiality & Integrity:
Ensuring that all academic discussions, student grievances, and information shared remain confidential and handled with professionalism.

Direct Coordination with the Student Council
Academic SPOCs maintain regular communication with the Student Council for updates and discussions related to academics. They play a vital role in bridging the communication gap between the Council and the student community, ensuring that all academic decisions and feedback are conveyed accurately. SPOCs also help foster a collaborative academic environment, enabling students to voice their concerns and contribute to a more structured and supportive academic ecosystem at NMIMS Hyderabad.

20.3.   Academic SPOC Selection Process
The selection of Academic SPOCs (Single Point of Contact) is conducted annually by the Student Council under faculty supervision to ensure transparency and merit-based selection. The process follows these steps:

20.3.1. Domain Nomination:
Students from the second year may nominate themselves for any one of the five academic domains — Finance, Marketing, Human Resources, Operations & Analytics, and Strategy — based on their interest and proficiency.

20.3.2. Faculty Evaluation:
All nominations are forwarded to the respective faculty mentors for assessment. The evaluation is based on the student's academic performance, participation in academic activities, discipline, and overall conduct.

20.3.3. Shortlisting of Candidates:
Faculty mentors approve the eligible nominees and forward the shortlisted names to the Student Council for the next stage of the process.

20.3.4. Voting Procedure:
A Google Form is circulated among students of the batch for voting. To maintain fairness, each student is allowed only one vote, verified through their official NMIMS email ID.

20.3.5. Ensuring Transparency:
The Student Council takes complete responsibility for ensuring that the voting process is conducted fairly,

with no bias or unfair practices at any stage.

20.3.6. Final Selection:
The candidate securing the highest number of votes in each domain is declared the Academic SPOC for that respective domain.

20.3.7. Result Announcement:
The results are shared with the faculty mentors and the student body, and the selected SPOCs begin their tenure under the joint guidance of the faculty and Student Council.

20.4.   Activity Council

The **Activity Council** at NMIMS Hyderabad (SBM) is the central body that brings together all the clubs and committees of the School of Business Management. It serves as the driving force behind all student-led activities, ensuring that the campus remains active, engaging, and vibrant throughout the year.

Key Responsibilities:

- Conducting and managing all events organized by SBM and other schools within the university.
- Working in close coordination with the Student Council and reporting to them to ensure smooth execution of activities.
- Planning and organizing extracurricular and outside-classroom activities that enhance student engagement.
- Encouraging participation across batches and promoting a sense of community within the campus.
- Creating opportunities for students to showcase their talents and contribute to the overall campus experience.

Name of Committee	Name of Club
Acadmium - The Academic Committee	Mark8inc - The Marketing Club
Nirvana- The Cultural Committee	Finnacle - The Finance Club
Public Relations and Social Media Committee	Hrizon - The HR Club
N-Gage - The Alumni Committee	Operencia - The Operations Club
Skylar-Sports Committee	Entrepreneurship Cell
INSPIRE- The mentorship Committee	Eloquence Club-The communication club
Nishchay- The Social Responsibility Committee	Intellectia-The Research club
Hostel Committee	Earthwise-Sustainability club

20.5.   Clubs and Committees Selection Process
The selection process for Clubs and Committees consists of two key stages: the selection of Co-Heads and Team Members

20.5.1. Selection of Co-Heads – Activity Council
The selection of Co-Heads for various clubs and committees follows a structured process:
- Interested candidates must submit an application for the position.
- Faculty mentors, along with the senior Co-Heads, conduct interviews to evaluate the candidates' leadership skills, vision, and suitability for the role.
- Each club and committee selection were conducted using different matrices, with varying weightages assigned to different criteria, followed by a voting process among team members.

Note: A student serving as a Co-Head of a club or committee is not allowed to hold a position in another club or committee.

20.5.2. Selection of Team Members

The process for selecting team members begins as soon as the new batch arrives and includes the following steps:

- Clubs and committees initiate their recruitment process by inviting applications through a Google Form (First Round).
- Depending on the requirements of different verticals and skill sets, additional selection rounds may be conducted.
- Students are allowed to be a part of one club and one committee only. The final selection is carefully reviewed to ensure that no student is part of multiple clubs and committees.
- Transition of team members from 1st to 2nd year
- Some members maybe 'let-go' in during transition to the second year when final senior team is identified with acknowledgement from faculty in charge
- The results are then officially announced, ensuring a fair and structured selection process for all applicants.

Standard Operating Procedure (SOP) for Conduct of Events by Students' Committees and Clubs in MBA program.

Every Committee/Club at NMIMS, Hyderabad shall follow the following guidelines/steps for conduct of events:

a) The members of the respective committee/club shall, at the outset, plan the activities/events' schedule for the year and make a tentative budget. This shall be presented before the end of July to a panel comprising the Director, Mentor of the committee/ club; Deputy Registrar and Asst. Registrar (Academic Administration) and the two Student Moderators.

b) The institute has entered into long term contracts with various vendors for hotel accommodation, food, sound system, banners, gifts etc. Hence, every committee/ club shall be preparing the budget in consultation with the Administration department comprising, Deputy Registrar (Administration); Administration Officer and Maintenance Engineer for arriving at the costs of:
    i.   sound and projector system
    ii. food expenses
    iii. banners
    iv. travel costs of guests, if any etc.,

c) The budget for an event shall be submitted to the mentor at least 4 weeks prior to the date of an event. The mentor shall scrutinize the same, make changes wherever necessary.

d) While making the budget, Committee/Club members shall compare the budget for the current with the budget and actuals for the previous year. In this regard they shall get the data from the Accounts department.

e) The budget shall be submitted to the Director for final approval. The general principle for conduct of events is that 80% of the budget shall be financed by NMIMS and the balance 20% through corporate sponsorship. The objective of getting corporate sponsorship is to get corporates to campus and enhance the visibility of NMIMS, Hyderabad amongst the corporate community which in turn helps in placements. All budget estimates above Rs 1 lakh need the approval of the Office Bearers (OB) which is a body of Trustees in Mumbai and this requires 2 to 3 weeks. Hence, the 4 weeks lead period for submission of budget estimates is sacrosanct.

f) The events shall be conducted strictly within the budget. No overruns will be allowed.

g) Procurement of Food and Snacks to be decided by Committee/Club in consultation with the Deputy Registrar Administration. General guideline is that, Food and Snacks are to be procured from the NMIMS Cafeteria (on special rate basis).

h) If the sponsorship amount is linked with advertisement banners inside the campus, the number of days to be displayed shall depend on the sponsorship amount. This will be decided on a case-to-case basis in consultation with Administration Department.

i) All bills should be presented in one excel sheet with total, separately from the Budget sheet.

j) Any group work room/Class room/seminar hall used for any activity/rehearsal purpose has to be returned to 'as is where is condition' after the event.

k) Event review report must be submitted to the faculty mentor within 24 hours of completion of the event.

Event Proposal Steps: All committees/clubs must seek approval of their mentor followed by Student Council, Associate Dean, Administration and Director for all events organized. An Event Proposal has to be submitted to the Student Council for the approval. Upon approval, the clubs/committees will then be allowed to upload posters of the event on the social media handles. The clubs/committees have to book equipment and venue(s) for the event in consultation with Administration Office.

The Event Proposal should consist of:
- Name of the event:
- Theme *(if any):*
- Objectives of the event:
- Date, time & venue *(Ensure that Venue is available before submitting Proposal)*
- Number of attendees
- Itinerary of the event
- Organizing committee list *(name, student ID, contact number & email address)*
- Budget of the event
- Signature of club/committee co-heads *(Prepared/Checked by)* & mentor *(Endorsed by)*
- Any other relevant information

See Annexure 14 "EVENT PROPOSAL FORM" to submit the event proposal

Attachment required with the proposal
- Event Booking Form (See Annexure 15- Event Booking Form)
- Budget sheet
- Poster design (if any)

Event Proposal Approval Process Diagram

Proposal Written and Submitted by Club/Committee

↓

Mentor to review and verify the Proposal

↓

Submission of proposal to Student Council for further

↓

Submission of Proposal to the Management for Approval

↓

Upon Approval, Committee/Club will execute the event
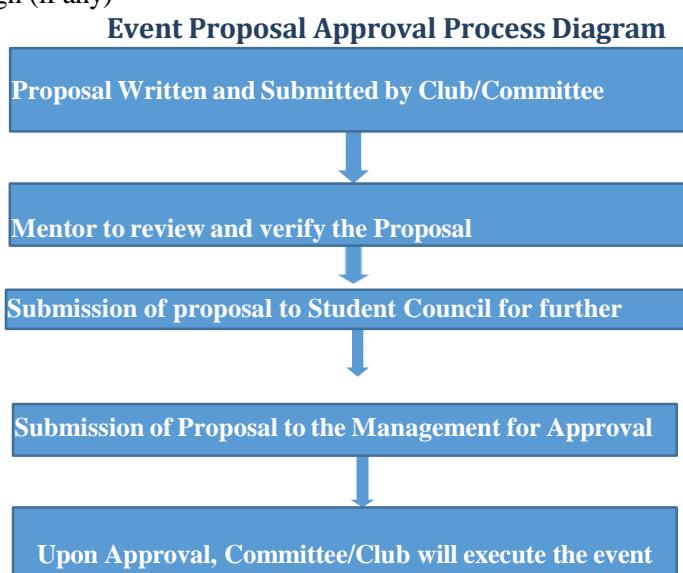
Guidelines for Posters: Student committees may use posters to advertise their event if the following guidelines are adhered to:
- ✓ Clubs/Committees must submit a draft copy of the poster attached to an Event Proposal for approval.
- ✓ All posters must contain the name, date, time and place of the event in English.
- ✓ Banners relating to advertising sponsorship shall be displayed for a maximum of month from the date of event.
- ✓ Posters should not portray pictures or caricatures of political or religious icons and slogans.
- ✓ No commercial logos or trade names should appear in posters unless approved by Director.

Events Sponsorship: A Club/Committee who has engaged sponsorship from external parties are required to fill in the '*Clubs & Committees Sponsorship Acknowledgemen*t *Form' (See* Annexure *Clubs & Committees Sponsorship Acknowledgemen*t *Form).* All cheques are made payable to "**NMIMS Hyderabad** and to be delivered to: Plot no B4, Green Industrial Park, Polepally SEZ, TSIIC Jadcherla Mahbubnagar, Dist Telanagana 509301

The name of the receiver (Name of Person in-charge & club/Committee) must be written clearly at the back of the cheque(s). Organizing committee is to follow up with the sponsor on the delivery of the cheque(s) to the NMIMS.

External Sponsorship (Financial) Request Process Diagram

Sponsorship letter is written by the Organizing Committee /Club and endorsed by the mentor
↓
Organizing Committee is to follow up on the status of sponsorship
↓
Upon receiving the cheque(s), Submit the cheque(s) and '*Clubs & Committees Sponsorship Acknowledgement Form'* to Accounts Department. In return, you should receive an '*Official Receipt'* from the Accounts Department
↓
Treasurer can request to withdraw the sponsorship by using the 'Official Receipt' to Accounts department authoring the withdrawal

At the end of the event, a report has to be submitted with geotagged images of the event by respective club/committee to their faculty mentors.

21. SBM STUDENT AWARDS

SBM recognizes and appreciates the value that the students as future leaders bring to their peer group and the School community in an important way. With this perspective, SBM has instituted several award categories for the students of SBM as follows. Award descriptions and criteria will be separately shared with the students during the programme.

List of Awards

Sr. No.	Awards
1	Best WE CARE Award
2	Best SIP Award

22. PEOPLE YOU SHOULD KNOW

A. Faculty

Sl No.	Faculty Name	Designation	Area / Department	Pnone Number	Email Id
1	Dr. Srividya Raghavan	Professor & Associate Dean	Business Environment & Strategy	9739426789	srividya.raghavan@nmims.edu
2	Dr. Anup Raj	Associate Professor	Marketing	9546726514	anup.raj@nmims.edu
3	Dr. Narender Vunyale	Associate Professor	Finance	9951345739	vunyale.narender@nmims.edu
4	Dr. Umakanta Nayak	Associate Professor	Human Resources & Behavioural Sciences	7077419128	umakanta.nayak@nmims.edu
5	Dr. Sasmita Misra	Assistant Professor	Human Resources & Behavioural Sciences	9030870264	sasmita.misra@nmims.edu
6	Dr. Dileep Kumar Singh	Assistant Professor	Business Environment & Strategy	9028624957	dileepkumar.singh@nmims.edu
7	Dr. Raeesabegam Usmani	Assistant Professor	Communication	9265131327	raeesabegam.usmani@nmims.edu
8	Dr. Shadman Zafar	Assistant Professor	Economics	8410583696	shadman.zafar@nmims.edu
9	Dr. Showkat Ahmad Busru	Assistant Professor	Finance	9149928808	showkatahmad.busru@nmims.edu
10	Prof Murtuza Soofi Mohammed	Assistant Professor	Marketing	8919838446	murtuza.mohammed@nmims.edu

B. School Administration

Name	Designation
Dr. Suman Naredla	Director
Dr. Ashwini Deshpande	Deputy Director and Associate Dean & Professor
Dr. Srividya Raghavan	Professor & Associate Dean
Dr. Mahesh Kumar	Deputy Registrar
Mr. Bijan Kumar Mitra	Administrative Officer
Ms. Sadashiv Bhimanna	Coordinator
Mr. Immanuel Joudula	HR Manager
Accounts	
Mr. VM Kumar Bandi	Accountant
Ms. Rabiya Sultana	Assistant Accountant

Mr. Azmath Ali	Assistant Accountant
Store	
Mr. Mohammed Safi Baba	Purchase Officer
General Administration	
Ms. Kabita Sharma	Secretary
Ms. Pavani V	Receptionist cum Counsellor
Mr. Sreenivas	Maintenance Engineer
Placement	
Mr. Vamsi Krishna Parupudi	Deputy Director - Placements
Mr. Jayaram Bhukya	Assistant Director- Placements
Mr. Sachin Reddy NP	Placement (Coordinator)
Mr. Rajeev Chandrasekaran	Placement Executive
Mr. Ram Mohan Raj Ganji	Placement Assistant
Marketing	
Mr. C Bharat Kumar Reddy	Marketing Executive
Mr. T P Tiwari	Sales Support Executive
Library	
Ms. Smita Rao	Assistant Librarian
Mr. K Vasanta Rao	Library Assistant
Mr. A. Kishor	Library Assistant

C. Hyderabad Campus - Emergency Contact

Hostel/Residency	
Housekeeping Supervisor (Chennaiah)	9705810554
Santosh (Housekeeping In-Charge)	9063612348
Ajay (Warden Boys Hostel)	96420 76986
Sai (Warden Boys Hostel)	9121555040
Savitha (Warden Girls Hostel)	6281306160
Chandrakala (Warden Girls Hostel)	9949743032
Chanakya (Rector Boys Hostel)	8463917030
Kabita Mam (Rector Girls Hostel)	8897409995
Bijan Mitra (Administration Officer)	7980692214
Maintenance	
Srinivas (**Maintenance Engineer)**	9390590339
G Saikumar (MEP Engineer)	7674851821
Yusuf (**HVAC**)	6300145175
Rahmath	9581235427
Ramalingaiah (**Electrician**)	9908137010

Gopal	6301358740
Govardhan	9391636781
Akshay	7020257371
Md. Akheel	9673866014
Hasam (**Plumber**)	9949189767
Sagar	9673554482
Ramu	7680908331
Nehad	916054667
Varaprasad (**Carpenter**)	9515592738
Chary	9182206487
IT	
Annaji	9348355595
Jaiprakash	9959078360
Security	
Security Officer	
ASO (Madav/Kishore)	9570560098/7995070756
Fire and Safety	
Md. Karim (Campus Fire Officer)	8519821611
Medical Support	
Dr. Tony Pius (Residential Medical Officer)	9741047140
Sunitha (Nurse)	9963756049
Sunny **(Asstt. Sports Officer)**	9834761568
Transport Support	
Safi [Transport/Camera/Stationery/Event related items]	8341710048
Drivers	
Anjaneyulu (**Ambulance**)	8790656478
M. Mallesh **(Ambulance)**	9542308304
D. Mallesh (EV)	7702891252

23. **NMIMS INFOLINE (for Hyderabad Campus)**

Agency	Number
Police	
Police Help Line	**100**
Jadcherla police station	8712659314
Fire Brigade	
Fire Brigade Help Line	**112**
Station Fire Officer- **Mr. Md. Faizuddin**	08542280099 9963720844
Fire & Safety service	22265276
Ambulance	**108**
Hospitals	
SVS Hospital, MBNR	+91 85422 31188

ANNEXURES

Expression of Interest for Course of Independent Studies

Project Proposal: Course of Independent Study

1. Name of the student:

2. SAP id.:

3. Roll no.:

4. Trimester in which you intend to pursue a CIS course:

5. Broad area:

6. Proposed Title of the Research Proposal:

7. Introduction of the proposed study (approx. 200 words)

8. Major existing international and national research work reviewed (approx. 300 words)

9. Identification of Research gap (approx. 200 words)

10. Expected Outputs such as papers, report, book, document, dataset etc. (100 words)

11. Relevance of the proposed study for the student (approx. 300 words)

12. Terms of reference and time frame of deliveries (approx. 200 words)

Declaration

I hereby declare that the proposal and its contents are entirely original and as per the standard practice.

Signature of the Candidate:

Place:

Date:

Annexure 2
Application for Bonafide Certificate

Date: _____

Photo

To,
The Dean
School of Business
Management SVKM's NMIMS
University Mumbai
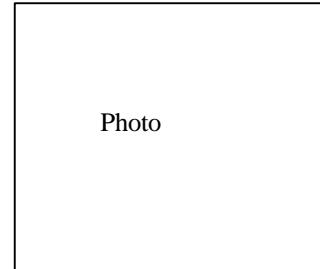
Sub: Regarding Bonafide Certificate

Sir / Madam,

      I am student of your Institute and studying in Trim___Div._____for the academic year_____.

      My personal details are as follows –

1) SAP ID. _____Roll No. _____

2) Name in full: _____

    (Surname)   (Self Name)   (Father's Name)

3) Class:_____Div.:_____Program: _____

4) Reason for Requirement of certificate

_____

_____

_____

Please issue me a bonafide certificate as early as possible. Thanking You

Yours sincerely,

NMIMS
Deemed-to-be UNIVERSITY

Event Proposal Form

Name of the School: _____   Date of Submission: _____/____/_____

Name of the Club/Committee: _____

1	Activity/Event Planned				
2	Date and Day of the Program				
3	Time	Starting:	Closing:		
4	Venue				
5	Classes that are to be preponed	Second Year ☐	First Year ☐		
6	Event Details				
7	Requirement items	**Item**	**Quantity**	**Rate**	**Total Price**
(Attach separate sheet if required)		**Heads with Expenses**			
ADDITIONAL REQUIREMENTS		1) Transport			
• Attach **permission mail** from Director if availing vehicle/transport fare		2) Executive Lunch / Dinner			
		3) Water Bottles			
• Handover the minute-by-minute event schedule, and short LinkedIn bios of the speakers and submit them to Director Sir a day before if you are inviting **Industry Guests.**		4) Bouquet			
		5) Gift / Memento			
		6) Certificates			
		7) Medals			
		8) Others:			
		9)			
		TOTAL			
		Service Requirements (Tick)			
		1) Lights ☐ Sound System ☐		4) Inauguration Lamp	
		2) Projector / IT support		5) Housekeeping Staff	
		3) Camera		6) Security Staff	

SPOC Details [Should be different from Head / Co-Head]

Name of the student	Mobile Number	Signature

We the below signed take the responsibility to conduct the program in the most discipline way and ensure to return of all the items at their respective places without any damages/impairment.
[Both Head and Co-Head should sign]

Sl. No	Name of the student	Mobile Number	Signature
1			
2			

1) Faculty Mentor   2) General Secretary/Treasurer of School   3) President/ Vice President of School

4) Associate Dean   5) IT Team   6) Housekeeping   7) Security Officer

8) Rector   9) Purchase Officer   10) Accounts Officer   11) Administration Officer

Deputy Registrar: **Deputy Director:**   **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 ACKNOWLEGEMENT FORM

Club/Committee: Submitted By:

Event Title: Designation:

Event Date: 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	From To

Event Details		
1	**Please summarsize 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.	**Geo Tag Photographs (compulsory)**	
10.	**If any**	

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    Committee/Club   Committee/Club

President Signature with Date   Mentor Signature with Date