# STUDENT RESOURCE BOOK (2018-19) Part-I

# NMIMS Hyderabad

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| (Registrar) | (Pro Vice Chancellor) | (Vice Chancellor) |

# Message from Vice Chancellor

*Congratulations!*

You are one of the privileged student, who has been selected at NMIMS. You have joined the University which has been the education and training ground of some of the most distinguished and outstanding professionals, academic leaders and CEOs. You are also privileged, as you will have an outstanding learning environment built assiduously over the years by the faculty and staff. I am sure, NMIMS education will have a profound impact on your thinking and choices in life.

As a University, we value the intellect you bring to the program. I am sure you will play an important role in generating new ideas that will transform human lives and the society.

Over the years, NMIMS has grown to being a multi-faculty and multi-campus Category I university. This has enabled university to innovate and encourage the growth of holistic education at the undergraduate level. It has also encouraged the University to offer interdisciplinary courses at the Master's level. The University is committed to building more flexible structures in Academic Programs, delivery models and assessment technology. We are also committed to engage with you in multiple ways, using classroom and non-classroom activities and technology.

The legacy of this University is built on four pillars, namely **Innovation**, **Market Responsiveness**, **Discovery** and **Employability.** Also ethos of `giving' combined with `integrity' is engrained in NMIMS. Hence, one of the key character of NMIMS graduate is social sensitivity.

The faculty at NMIMS schools represents an eclectic mix of Industry and Academic experience in National & International environment. They are known in their respective fields for knowledge, industry interaction, research and consultancy work. They are carefully chosen and complement each other as a team. Proactive measures have enhanced School partnership with industry through Research, Consultancy, Management Development and other extension programs including student projects. Social Entrepreneurship Cell epitomizes NMIMS belief in developing socially responsible citizens.

We have a supportive administrative system, which cares for the students and proactively addresses your requirements. Should you have any concern, I encourage you to meet your Dean / Director and Administration head first. In case it still does not get resolved, get in touch with Deputy Registrar (Academics), at University Academic office vandana.kushte@nmims.edu

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

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

We would also like to have your support to maintain the University image and uphold its values. We value your feedback. Hence whenever you wish to give one, do so to the appropriate authority including me in my capacity as Vice Chancellor at vc@nmims.edu

**Dr. Rajan Saxena**

**NMIMS**
SVKM'S
Deemed-to-be UNIVERSITY

## Content

**1.0    About these Guidelines:**
1.1    These guidelines provide boundaries to the daily functioning of the NMIMS and enable effective delivery of infrastructure and academic services to the students.
1.2    This compilation of guidelines comes into effect from June 2018 onwards and supersedes all other guidelines in respect of matters therein.
1.3    These guidelines are applicable for all **On**-campus schools under NMIMS deemed –to-be University.
1.4    This document of the NMIMS is the last word on interpretation of any student guideline, rule or regulation. While efforts are made to ensure uniformity between these guidelines and the Rules & Regulations of NMIMS, in the event of any dispute, the Students Resource Book will prevail.
1.5    The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
1.6    NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.
1.7    All disputes are subject to Mumbai jurisdiction only.

**2.0    General guidelines:**
**Code of Conduct**
2.1    Cleanliness of the premises must be maintained by everyone in the NMIMS at all points of time.
2.2    There is acute shortage of parking space and the students are requested to park their vehicles outside the premises.
2.3    Any problem with regard to administrative facility, faculty, and classrooms etc., must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach the /Deputy Director/ Director / Dean of the school / Registrar, NMIMS.
2.4    In case of Lecture Cancellation, the course coordinator will inform said changes to class representative/ respective students through the Blackboard / email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty.
2.5    Use of cell phones on campus is **not** permitted. Any student found using the cell phone on campus will be penalized as per the regulations in force from time to time.
2.6    Most classrooms are fitted with an LCD projector for the utility of the faculty and the student. In case a student requires an LCD for his/her presentations, he/she must make a prior booking through course coordinator. LCD's are allotted on first come first serve basis.
2.7    Mode of Communication to students is via Blackboard / email /Notice Board. Students are advised to check the Blackboard / email /Notice Board at least once a day, and not rely on rumour or hearsay about any matter.
2.8    All students are provided with an Identity Card, which they are required, to wear **mandatorily**. Entry is strictly through Identity Card and will be monitored by the NMIMS authorities.  Penalty will be levied / action will be taken for non-compliance. If the student misplaces the original I-Card, duplicate card be issued from school by paying the prescribed fee.
2.9    Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas in order to ensure the safety and welfare of everyone in our NMIMS. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.
2.10    Any person resorting to physical fights will amount to ragging and appropriate action will be taken accordingly.
2.11    If any student during the tenure of his studentship has police case on his/ her name is liable for appropriate action against him/ her.
2.12    Any comments posted in social media, print attempting to bring disrepute to University will be viewed very seriously and will attract disciplinary action.

2.13    **Discipline Norms and Penalty**
2.13.1    A disciplinary committee constituted in each school will look in to all cases of indiscipline related to students. The committee comprises of the Chairperson / Head of the Department, one faculty member, one staff member and one student. The committee will hear each case and recommend action to the Dean and to the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, refer part II of SRB**
2.13.2    Woman Grievance Redressal committee constituted in each school comprises of 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 part II of SRB.**

2.13.3 NMIMS campus including premises of all schools/colleges and hostels are earmarked non-smoking zones. Possession and Consumption of alcoholic beverages / toxic materials and your presence on the campus under the influence of alcohol/ toxic material/ addictive material is a serious offence. Defaulters will be punished depending on the gravity of act. Any student found consuming or in possession of any objectionable material will be rusticated from the hostel, school and the campus. Further, after enquiry, the student's name will be struck off from the roll of the university. The maximum punishment can be rustication from school.

2.13.4 Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the University after enquiry.

2.13.5 Students indulging in Sexual Harassment will also be liable to disciplinary action as per University norms.

2.13.6 In all matters of indiscipline and indecent behaviour, Chancellor of the University will be the appellate authority. Ombudsman is appointed by the University who would look into such cases referred by Chancellor and their decision is final and binding. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. Depending on gravity of Act, the student can be rusticated from the school. NMIMS will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

2.14 **Dress Code:**
NMIMS is a place where, we have interactions with many corporate and international visitors. For this purpose, it becomes essential to adhere to some broad guidelines for dress and appearance.

2.14.1 Students are required to be dressed decently (Half pants, shorts, short skirts, Bathroom slippers are not allowed).

2.14.2 For all functions of the School, including seminars and conferences students are required to dress in Institute blazer, Tie/ Cravat, Lapel Pin.

2.15 **Punctuality**

2.15.1 Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority not to allow latecomers from entering the classroom.

2.15.2 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 Blackboard/ notice board/ email. Record of attendance will be kept for action. The school/NMIMS reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated / displayed on the Blackboard/notice board/ email from time to time and / or remark on the transcript or any other decision by the management.

2.15.3 Students are required to be in city on all days of the trimester/semester. If they are leaving the city for personal or institutional work, they are required to obtain prior permission from the HOD's/Directors/Deans. This applies even to those students who are representing the NMIMS for social, cultural, and co-curricular events.

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

2.16 NMIMS has zero tolerance policy towards misbehaviour, indulgence into unethical practices including possession and consumption of use of drugs, alcoholic drinks, harassment, violence, non-obedience, non-compliance etc. by any student.

## 3.0 Attendance and leave guidelines for all students

### 3.1 General Guidelines

3.1.1 A student is required to monitor his /her own attendance regularly. All doubts regarding attendance should be clarified with concerned faculty within appropriate time (at the end of each class during recess or at the end of class hours of the day). If the student is marked absent even when present, he/she should immediately inform the concerned faculty by submitting a written application justifying his/her stand.

3.1.2 Attendance report of all the students would be displayed on notice board/blackboard on weekly/monthly basis (as applicable school wise). If the student have any issue or find any discrepancy in their attendance they should inform the office in writing regarding the same within 3 days of the publication of attendance record. No claim shall be entertained under any circumstances after that. No changes will be permitted once attendance reports are finalized.

3.1.3 For ALL absence, prior intimation through prescribed application form is to be given to the Course Coordinator. In emergent situations, intimation must be given to Course Coordinator on phone/ fax/ email within 24 hours of the absence. Any absence without written intimation will be treated as unauthorised and will be reflected in the records as such.

3.1.4    Parents of the students shall be intimated with attendance record of their ward if the student has less than 80% attendance on weekly/monthly basis (as applicable school wise) through email/phone call/ hard copy of the letter. Students have to notify the office in case of change of any contact information of parents. Parents will be called to school to discuss the consequences of remaining absent.

3.1.5    Students must refrain from approaching the visiting and full time faculty members for attendance related issues and exemptions. They must submit an application to the coordinator concerned for necessary approvals.

3.1.6    If the student remains absent due to any medical issues they should submit medical certificate along with copy of all the medical reports to the office within 3 days of joining back the classes after medical leave. No certificate shall be entertained under any circumstances thereafter.

3.1.7    Final attendance of Trimester/Semester will be published on Blackboard after end of classes. If the student has any issues regarding attendance will notify the Dean/Director campus in writing and the same will be placed before an appeal committee. The decision of the committee will be final.

## 3.2    Attendance rules for NMIMS Hyderabad

3.2.1    100% attendance in classes is compulsory. However for medical reasons/ personal reasons/ contest/ placement/ institutional work/ other activities a relaxation upto 20% may be allowed. Following are rules relating to attendance:

3.2.2    **For Full Time PGDM / PGDM (Executive) / Certificate in Business Analytics (CBA) Programmes**:

(a)    Students of Full Time Programmes who are having less than 60% of attendance (Overall) in any trimester will not be eligible to appear in that Trimester end examinations. They have to take re-admission in the same trimester in the same year of study of subsequent academic year and complete all the requirements of the program and pay requisite fees as per the prevailing rules of NMIMS.

(b)    **Lowering of grades in individual Course/s**:
Students who are having attendance equal to or more than 60% but below 80%, will be declared as defaulters and respective grades in course/s as obtained on the basis of his/ her academic performance will be lowered as per the details mentioned in the table below.

| Programme | Attendance % (In each Course/s) | Grades |
|---|---|---|
| All Programmes | Less than 60% | D Grade |
| | 60% to 69.9% | 2 Grades Less |
| | 70% to 79.9% | 1 Grade Less |

(c)    Exceptional cases for absence up to maximum four weeks (Death in family/ self-marriage/ long illness/ maternity/ out of station or out of country posting etc.) will be dealt with on case to case basis by Dean/Director SBM. Such students will be required to submit all the relevant documents. However for such cases also first their 20% (out of 100% attendance) exemption will be taken into account and if needed additional exemption in attendance can be permitted subject to a maximum of 20%.

3.2.3    **Written final re-examination and/ or improvement in the internal assessment will not be allowed if any student has obtained 'D' grade due to non-fulfilment of the above attendance criteria.**

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

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

| Details | Credit | Equivalence in hrs. |
|---|---|---|
| Class room teaching | 1 | 10 |
| Lab/Tutorial/group/presentation work | 1 | 20 |
| Seminar work subject to Seminar is scheduled | 1 | 20 |

| throughout the trimester | | |
|---|---|---|
| Project work | 1 | 20 |
| Internship | 1 | 40 (per week) |
| Research paper/ dissertation | 1 | 20 |

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

    4.2.1    Class-participation/ Individual presentation in class

    4.2.2    Quizzes/ Class test/ Surprise test/ Assignments (announced/unannounced)

    4.2.3    Individual assignment/ Group assignments/ presentations/ Decision sheets

    4.2.4    Term papers/Decision sheets/ project reports

    4.2.5    Research Paper Presentations /Viva

    4.2.6    Tutorials

    4.2.7    Sessional / Mid-term examination

    4.2.8    End-term examination

    4.2.9    Any other school specific component

4.3 It is advisable for every course to have at least 3-4 evaluation components. **Kindly refer Part II for school specific criteria.**

4.4 End-term examination is a compulsory component. The mode of the Term End Examination will be dependable on course learning objective.

4.5 Mid-term examinations are compulsory for compulsory courses in full time programs. However it is optional to have Mid-Term Examinations for Half credit/ Electives / Part Time and Weekend programs. The prior approval from Dean of respective school is required for absence from Mid-term/End-term examinations.

4.6 Duration of examination

    4.6.1    Minimum duration of Mid –Term Examinations : 1 hr

    4.6.2    Minimum duration of End-Term Examinations : 2 hrs

    4.6.3    Examination duration can also be more than the above specified time as defined by respective schools. (refer Part II of SRB)

4.7 For evaluation purpose total weightage points for each course will be considered instead of using marks. These weightage points would be as follows:

    4.7.1    Full Credit course.:    100 points

    4.7.2    Half-credit course:    50 points

    Deviation, if any, from above mentioned evaluation schemes will be communicated separately.

4.8 The internal evaluation marks once shared and finalized cannot be changed subsequently.

4.9 For all the programs, the weightage for each component will be specified by the Faculty and will form an integral part of the course outline (as per specific requirement of school/programme). The Faculty has flexibility to formulate and implement evaluation system with weightage specified in course outline. While approving the courses, the HOD/Area-in-charge and the Dean/Directors/ Associate Dean will ensure that the evaluation components and weightage points assigned to each component are fair.

4.10 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.

4.11 The minimum number of students to offer a course/s will be decided by Dean/Director of respective schools on the basis of total number of students registered in that particular course/s.

4.12 **Project Guidelines:**

    4.12.1    From time to time Faculty may assign projects to students in their course.

    4.12.2    After Submissions, Faculty will also carry out checks of these reports to ensure integrity using software,

which can check documents within the batch, across the batch, across past years, worldwide web, etc. Plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS.

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


**5.0    Examination Guidelines**

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

5.1    **Discipline in the Examination Hall**

5.1.1    Students must know their Roll Number and Student No.

5.1.2    Students who are eligible to write the term end examination/re-examination should be present in the Examination Hall at least 30 minutes before the scheduled time of the commencement of the examination. All the students, who arrive in the examination hall after the scheduled time of the commencement, will not be permitted to appear for that examination. In exceptional circumstances, the student will necessarily have to get the approval of the Dean / Director of the respective school / person nominated by the Dean / Director in order to appear at the examination. Students who report late of the examination would be permitted to appear at the examination in exceptional circumstances only after they produce a written approval from the Dean / Director of the school or the person nominated by the Dean /Director on application to be made by the student concerned. Such a student who has reported late will not be eligible for benefit of extra time due to late arrival as well as the loss of time in getting approval from the Dean / Director of the school in such a case.

5.1.3    Students are not permitted to enter the examination hall more than half an hour after the commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session.

5.1.4    Students, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination.

5.1.5    Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Supervisor's table, at their own risk. NMIMS will not be responsible for the safety and security of the same.

5.1.6    A student, who fails to attend an examination at the time and place published in the timetable, will be to have failed in that course due to absence. Opportunity for re-examination will be given according to the rules and regulations.

5.1.7    Students should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose on the answer-book.

5.1.8    Students are required to have their Identity Cards issued by SVKM's NMIMS and they must produce these for verification by the room supervisor during the examination. Students not having the said identity card with them during the examination may be denied permission to appear for the examination.

5.1.9    Every student present must sign against his / her Student number on the attendance sheet provided by the Room Supervisor.

5.1.10    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.

5.1.11    **On the front page of the answer book the students should write only the name of the program, specialization 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 processed as per rules.**

5.1.12    **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER**: If a student has any query as regards contents of the question paper, he should bring the same to the notice of the examination hall supervisor without disturbing others in the examination hall.

5.1.13    Students are forbidden to (i) bring any books, notes, scribbling papers, pagers, mobile phones, laptop or any other similar devices/things unless specifically permitted. Any such material found in possession of the student will be confiscated (ii) smoke in the examination hall, (iii) bring eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, and (v) take with them any answer-book, written or blank, while leaving the examination hall. 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.

5.1.14 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.

5.1.15 **The answer books of the term-end examinations are bar coded and therefore, students should not write his/her name, Roll No., Student No. etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.**

5.1.16 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.

5.1.17 Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets to the same. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer book out of the examination hall will be treated as against rules and appropriate action will be taken against such candidate/s.

5.1.18 Students should not write anything on the question-paper.

5.1.19 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited.

5.1.20 If students want anything, they should approach the Room Supervisor without disturbing other students. However, they should not leave the examination hall on any account, without surrendering his/her answer book.

5.1.21 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.

5.1.22 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.

5.1.23 **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.**

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

5.2.1 A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations.

5.2.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (Annexure 7) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.

5.2.3 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

5.2.4 As regards the student from other campuses, the Government Authorized Agencies from those cities would be accepted.

5.2.5 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.

5.2.6 The scribe should be one grade junior in academic qualification than the student if from the same stream.

5.2.7 Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. E.g. for the examination of two hours, 20 minutes extra time will be allowed.

5.2.8 The Examination in Charge of the center will have powers to resolve issues if any in this regard. S/he will be authorized to make/ accept any last minute changes of scribe under exigencies.

5.2.9 The said student will sit in a separate room under supervision.

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

5.3.1 At the time of all written examinations, all L.D. students would be given permission to use a writer. In such a case, the student concerned should submit application in writing along with all the necessary documents well before the commencement of the first examination. Also such students would get 25% additional time for writing the examination.

5.3.2   These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams

5.3.3   Concession will be given for spelling mistakes or mathematical calculation.

5.3.4   L. D. students who have failed to pass will be eligible for 20 grace marks to pass the examination. These marks will be given by way of distribution for one subject or more subjects.

5.3.5   In case of L.D students the medical certificate of only Government Authorized Agencies would be accepted. For Mumbai campus medical certificate from Sion Hospital / Nair Hospital only would be accepted also.

5.3.6   The said medical certificate must be produced at the beginning of the academic year.

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

5.4.1   If during the course of an examination, any candidate is found resorting to any of the following acts, he/she shall be deemed to have adopted unfair means at the examination. The adoption of unfair means by the candidates during the examinations is treated seriously and appropriate penalties are imposed after following the principles of natural justice.

5.4.2   The broad categories of Unfair Means resorted to by students of the University Examinations and the Quantum of Punishment for each category thereof:-

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

| Sr. No. | Nature of Unfair Means adopted | Quantum of punishment |
|---|---|---|
| | examination to room supervisor/ any other authority | |
| 15. | Impersonation for a student or impersonation by a student in University or other examinations | Student concerned to be rusticated from University |
| 16. | Revealing the identity in any form (Name, Roll No, G.R. No., religious invocation etc. in the main answer book and/ or supplementary sheet) | Annulment of the performance of the student at the University Examination in the subject concerned during the examination of which the identity was revealed. |
| 17. | Found something written on the body or on the clothes while in the examination | Annulment of the performance of the student at the University Examination in full. |
| 18. | Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed for the first time) | Annulment of the performance of the student at the University Examination for the subject during the examination of which student made an appeal |
| 19 | Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed second time) | Annulment of the performance of the student at the University Examination in full. |

*(Note : The Term "Annulment of Performance in full" includes performance of the student at the theory examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used thereat.)

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

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

5.5 **Examination Grievance Redressal Mechanism**
**(Providing Photo copies to the candidates and Revaluation)**

The Grievance Redressal Mechanism as regards evaluation of answer books and timelines to be followed for the same would be as under:
5.5.1 The Grievance Redressal Mechanism will apply only to the 'term-end Examinations' of the University.
5.5.2 The above mechanism will **not apply to** practicals / oral examinations/ viva/ projects/ MCQ's in online exams/assignments/ dissertation/ presentation/ field work etc.
5.5.3 The application for Redressal of Grievance can be made online only through the Student Portal. Applications made through offline mode would not be considered under any circumstances.
5.5.4 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.**
5.5.5 Under the Grievance Redressal Mechanism, a student can apply for:
 a) **Verification of Answer book**: Under this process, on application of the student, the University ensures 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.
 **AND/ OR**
 b) **Re-evaluation of the Answer book:** Under this process, the student may (i) opt to first apply for the photocopy/ies of the answer book/s and subsequently apply for the re-evaluation of the said answer book/s

after going through the answer book **OR** (ii) directly apply for the re-evaluation of his/her answer book/s without applying for photo copy of his/ her answer book.

5.5.6    After the result declaration on 'student portal', if a student is not satisfied with the marks awarded to him/her in the Term-end Examination/s, in any course/module, s/he may apply for the Grievance Redressal **within the prescribed number of days as per the example mentioned in the table below**:

| Activity under Grievance Redressal Mechanism | Time Limit | Date of Declaration of Result 9th October 2018 | Processing fee (Subject to change from time to time) |
|---|---|---|---|
| Application for Verification of Answer book/s | Within 5 days from the date of result declaration | On or before 14th October 2018 | ₹ 500/- per answer book |
| Application for Photocopy of the answer book/s | Within 2 days from the date of result declaration including holidays | On or before 11th October 2018 | ₹ 500/- per answer book |
| Collection of the answer book/s from the School Examination Office | Latest on the 4th day from the date of result declaration (excluding holidays) | No later than 13th October 2018 | N.A. |
| Application for Re-valuation of the answer book/s | Within 5 days from the date of result declaration including holidays | On or before 14th October 2018 | ₹ 1000/- per answer book |

5.5.7    No application, received after the prescribed number of days as mentioned in the table above, shall be entertained for any reason whatsoever.

5.5.8    The student concerned will have to appear in person and prove his/ her identity at the time of obtaining the photo copies from 'Examination Office' by showing his/ her University Identity card.

5.5.9    As an exception to the aforesaid process of collection of answer book/s, scanned image of the respective answer book/s will be sent to the email ID (registered with NMIMS) of the applicant student or photo copy/ies will be handed over to a person authorized (in writing) by the student concerned - only during the time when the results of final/ re-examinations of final terms (e.g. Sem II/ IV, Trim III/ VI etc.) are declared and when the students are not expected to be on campus/ city. The Photo-copies would be authenticated by the 'Examination Office' by way of a rubber stamp and initials of competent authority. Photo copies shall not be sent by post or by courier.

5.5.10   Photo copies of the answer-book/s provided by the University are only for Grievance Redressal mechanism and do not have any evidentiary value.

5.5.11   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.

5.5.12   **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**.

5.5.13   The application received from the student for re-evaluation shall be placed before an external examiner for re-evaluation.

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

   5.5.14.1   **If the marks of re-evaluation, increase or decrease by less than ten percent (10%)** There will be no change in the marks and original marks awarded to the candidate in the subject will be retained.

   5.5.14.2   **If the marks of re-evaluation increase or decrease between 10.01% and 20%:** In such cases the marks originally awarded to the candidate in the subject shall be treated as null and void and the marks obtained by the candidate after re-evaluation shall be accepted as the marks obtained in that subject. Fractional marks if any shall be rounded off for the purpose of computing the ten percent (10%) difference in marks.

   5.5.14.3   **If the marks of re-evaluation increase or decrease by more than 20%** A second revaluation of the said answer books shall be done by the examiner from the panel of examiners for the said subject and then **an average of the marks obtained in the first re-evaluation and marks obtained in the second re- evaluation shall be taken** and this shall be accepted by the University as the final marks for the said subject (fractional marks if any shall be rounded off to the next integer).

5.5.14.4 An answer book shall be sent for second revaluation to another senior examiner appointed by the Controller of Examinations in consultation with the Dean of the School or Chairperson of the Board of Studies of the University, if in the first revaluation, marks of a candidate are decreased below the passing marks or if a candidate obtains 'F' grade after the first revaluation or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.

The revised marks obtained by a candidate after re-evaluation, as accepted by the University shall be taken into account for the purpose of amendment of his results only and the said result shall be communicated to the student/s.

5.5.15 **The above difference in marks in percentage term shall be with reference to the maximum marks assigned for the term end examination of the respective subject.**

5.5.16 The examiner/s for re-evaluation will be appointed by the Controller of Examinations from the panel of examiners provided by the Dean of the School duly approved by Pro Vice Chancellor and the Vice Chancellor of the University.

5.5.17 The revised marks obtained by a candidate after re-evaluation, as accepted by the University shall be taken into account for the purpose of amendment of his/her results only and the said result shall be communicated to the student/s by suitable means.

5.5.17.1 The marks awarded by examiner/s in re-evaluation shall be final and binding on the student applicant and the original examiner.

5.5.17.2 The change of marks, if any, shall be communicated to the student applicant and a revised 'Grade Sheet' shall be issued to him/ her only on surrendering the original grade sheet to the Examination Office.

5.5.17.3 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.

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

5.5.18 The outcome of Revaluation process shall be final and binding on student.

**Kindly refer Part II of SRB for rules of respective schools for Internal Continuous Assessment / Term End Evaluation, Grading system, Passing criteria, method of calculation of CGPA, Re-Examination, exceptional cases – medical etc. (To download the examination related formats go to the website nmims.edu → School → Campus → Academics → Examination)**

## 6.0 Library Rules and Regulations

6.1 Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and with any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate NMIMS disciplinary procedures.

6.2 Access to the NMIMS Library is restricted to staff and students of the NMIMS who are in possession of a current valid identification card issued by NMIMS, and to such other persons as may be authorized by the Librarian.

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

6.4 Bags etc. are not allowed in the Library. For reasons of security, bags and other personal possessions should not be left unattended. The Library has no responsibility in case of damage to or theft of personal property.

6.5 Silence is required in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off, or set to silent ring mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to fine and /or suspension of student for 3 weeks.

6.6 The consumption of food and beverages (with the exception of bottled water) and the use of personal audio equipment are not permitted in the Library.

6.7 Photography, filming, video-taping and audio-taping in the Library is not allowed.

6.8 Humanly operated personal equipment/electronic gadgets should not be used without the prior permission of the Librarian.

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

6.10 Data retrieved from the Library's electronic resources *may not be used* for purposes other than teaching, research, personal educational development, administration and management of NMIMS, and development work associated with

any of the aforementioned. *Use of the data is not permitted* for consultancy or services leading to commercial exploitation of the data, or for work of significant benefit to the employer of students on industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.

6.11 The removal of any material from the Library must be properly authorized and recorded. Damage to, or unauthorized removal of, material constitutes a serious offence and may lead to a fine or to disciplinary action.

6.12 Borrowing entitlement: Two books for ten days. One time renewal is possible if the book is not in demand.

6.13 Fine of Rs.3.00 per day per book is levied on overdue books. Students can check their account details online in OPAC (Online Public Access catalogue) and also be notified overdue by email. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until such time as those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.

6.14 Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while payment is outstanding.

6.15 Students are required to wear smart casuals (Barmudas, Half pants, Short skirts, bathroom slippers are not allowed)

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

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

6.18 For list of electronic resources / Databases refer annexure.

## 7.0 Placement Guidelines

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

It is also a great place to recruit potential young managers and business leaders. Leading companies across sectors consider our students for recruitments/ internships.

NMIMS has a cordial relationship with the corporate world and many companies have supported us even during tough times. We would like to continue this mutually symbiotic relationship. Hence, it is expected that students understand this sentiment and behave responsibly at all times. Any untoward incident will jeopardize this relationship and have serious repercussions for placements and for the future.

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

Placement assistance is offered to students of various programs across Schools. It is the prerogative of the Schools to decide, which of the programs this service should be offered.

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

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

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

The Placement process typically involves –
- Batch Preparation
- Pre Placement Talks

- Internships/projects
- Final Placements

### 7.1 Batch Preparation:

**7.1.1** The Comprehensive Batch Preparation Program is to enhance the suitability of candidates.

    **7.1.1.1** Interactive sessions with alumni/industry experts in various profiles that help students to gain clarity on role/fit, understanding expectations of the company, future prospects - career evolution, right approach for cracking interviews, listen to first-hand experience & get a feel of life in a particular profile etc.

    **7.1.1.2** Interaction with seniors who have undergone internships in companies.

    **7.1.1.3** Assigning seniors or alumni as mentors to guide students.

    **7.1.1.4** Mock interviews with alumni/corporates to get a direct feedback from people in relevant industries.

    **7.1.1.5** Guest talks and workshops on various topics from corporates.

    **7.1.1.6** Resume building as per guidelines

    **7.1.1.7** Soft skills training etc.

**7.1.2** Prior to the commencement of the selection process it is expected that students should be having a fair idea about their interest, sector, and specialisation or at least have some long term vision of where they want to be and should direct their efforts accordingly. A bit of clarity will help students land a good internship/job.

**7.1.3** Hence students should do a thorough research about the company, the business, the sector, other players in the sector, the financials, etc. and be prepared with a background and fact file prior to the process. Also some additional information – the number of interns/recruits in the past, whether the company has a PPO policy, the roles offered, the experience of seniors who interned with the company etc. will be of help.

**7.1.4** The Placement Office also involves companies in a number of Campus Engagement activities – contests, projects, workshops, seminars, guest talks etc. that would benefit a larger number of students and also help in promoting the excellent quality of the batch.

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

### 7.2 Pre Placement Talk – PPT

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

### 7.3 Internships/Projects

**7.3.1** The Placement Office makes all efforts to reach out for internships across varied sectors, companies and profiles. Based on ones interests and capabilities one should seek internships. Choosing the correct company for internships and performing up to the mark is of utmost importance.

**7.3.2** The Internships are not only a window to the corporate world but also a relationship building tool for NMIMS. It allows the companies to have a look at the talent at NMIMS, thereby strengthening Final Placements.

**7.3.3** Internships are an integral part of the curriculum for securing the degree. It is a great learning platform for our students and goes a long way in shaping the learning obtained in the class room. This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.

| School/Area | Programs | Internships |
|---|---|---|
| **Hyderabad Campus** | | |
| **Management** | PGDM | Management Internships of 8 weeks after the I year during vacation |
| | PGDM (Executive) | National / International Project in Trim V |
| | Certificate in Business Analytics | National Projects in Trim 3 |

7.3.4 The project is expected to build on the theoretical learning with practical experience and help students to identify the gaps in their learning which they can attempt to fill in. They could also discover areas of interest and future career options.

7.3.5 Interactions during the internships both with other interns as well as employees help students to understand the expectations/needs of the organisation, the sector in general, to identify the gaps in their learning and in orienting oneself towards the sector and developing the required skill sets to emerge as the most suitable candidate.

7.3.6 Internships also hold a special significance as it is an apt mechanism for companies to spot bright talent early. Many companies have structured internship process which is used as a 'testing ground' to gain a direct understanding of the skill and ability of students leading to declaration of PPO's/PPI's. NMIMS too encourages candidates to work towards such offers that are based on internship performance.

7.3.7 Pre Placement Offer (PPO) is an Offer by the company to the intern acknowledging the excellent work done during the internship. Pre Placement Interview (PPI) is an opportunity by the company for the intern to be directly selected for the interview for final placements. Thus, the students should be careful in applying to the companies of their choice and should put in all efforts to convert the internship into an Offer. Thus, the seriousness of this cannot be overstated.

7.3.8 While feedback from the company is sought, the internship is also evaluated by School that could involve faculty guide monitoring the performance; periodic report submissions, evaluations, Viva Voce etc.

7.4 **Final Placements**

7.4.1 Leading companies across sectors aspire to recruit students of NMIMS. Each company has its own set of characteristics or qualities that they look for in a candidate. Hence, the company devises the eligibility criteria and selection process accordingly.

7.4.2 The process of selection starts with inviting applications based on the eligibility, profile, project, stipend/compensation details shared by the company. The applications of applicants are then sent to companies. Students are required to check their emails/Placement Portal/ blackboard etc. regularly for information updates.

7.4.3 Every effort will be made to facilitate the placement process. However it is the effort of the student that gets him/her selected for the job. Not getting selected for internships or during final placements in the first few companies should not lead to panic. Students are advised not to switch profiles in anxiety or haste.

7.4.4 Companies could have one or multiple rounds for selection – case analysis, group discussion, group exercises, interviews etc. Reasons like location, family issues etc. should not be constraints to students. They are expected to be mobile and have the capability to adjust and adapt and respond to emergent situations successfully.

7.4.5 Students who wish to drop out of the placement process are expected to formally notify the Placement Office vide the 'Opted Out Form' mentioning the reason, which could be higher studies, entrepreneurship, family business, seeking placements on their own giving with the names of such companies and details. The reason being, to iron out any hitches that may crop up later as the Placement Office approaches many companies and would like to continue the cordial relationship with them.

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

## 8.0 Guidelines for the Use of Computing Facilities:

8.1 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. The students are responsible for ensuring that these resources are used in an appropriate manner. The list of websites which are blocked for use at NMIMS and at the Hostels is given in the annexure.

8.2 You are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in withdrawal of your rights to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of the document will be available with the Computer Centre.

8.3 The internet access to students will be as per the NMIMS policy. Any change request has to be routed through the Registrar in writing.

8.4 Food and/or beverages (except drinking water), smoking will not be permitted in the Computer Centre.

8.5 **Provision of Computing Resources:**

8.5.1 The students of NMIMS are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aims, or that otherwise, acts against

the interests of the NMIMS is prohibited. In the event of non-approved usage of the computing facilities, NMIMS reserves the right to withdraw access to computing facilities at any time.

8.5.2 Use of NMIMS computing facilities for students' commercial gain is prohibited.

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

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

8.5.5 **All students will be given NMIMS email id** and internet authentication id. They are permitted to access internet in computer centre or on their own laptop through this id and password only. The action will be taken against if any misuse of internet.

8.5.6 Law: Your use of the computing facilities is governed by various applicable 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.

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

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

    8.5.7.1 Improper behaviour towards ~~its~~ staff will result in disciplinary action.

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

8.5.9 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 the notice boards/ email placed in the Computer Lab as well as the Student Notice Boards/ emails. It is your duty to regularly check the notice boards/ email and plan your use of the facilities accordingly.

8.5.10 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.

8.5.11 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.

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

8.6.1 Do not use others user login id and password, nor allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for the purpose of assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to the NMIMS authorities if any breach of university regulations is suspected in connection with that use.

8.6.2 Do not copy or share other's data resulting in data theft of any kind under IT Act.

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

8.6.4 Do not request resources or access rights that you do not need.

8.6.5 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.

8.6.6 Do not remove, borrow, connect or disconnect equipment without permission.

8.6.7 Do not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.

8.6.8 Do not in any way cause any form of damage neither to the NMIMS IT facilities, nor to any of the accommodation or services associated with them.

8.6.9 Do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user or of a system administrator without that person's permission.

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

8.6.11 Do not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.

8.6.12 Do not transmit unsolicited commercial or advertising material.

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

8.6.14 Do not monitor network traffic.

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

8.6.16 Do not waste 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.

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

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

8.6.19 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.

8.6.20 Students are prohibited from viewing Pornographic material in computer Centre or on any other computer, Playing Games, Hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure e.g. Projector cables. Disciplinary action will be taken by NMIMS if the Student is found guilty.

8.6.21 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.

8.6.22 Do not interfere with or change any hardware or software; if you do, you may be charged for having it put right.

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

8.6.24 Do not load games software onto, or play games software on, the IT facilities unless required for academic purposes.

8.6.25 Do not admit any other person to computer facilities or other NMIMS premises when those facilities or premises are locked and do not enter unless authorised to do so.

8.6.26 Do not smoke, eat or drink, and do ensure that consumable products including food and drink are stowed away at all times, in any computer room or near any public access IT facilities.

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

8.6.28 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.

8.6.29 Important: In the event that 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.


## 9.0 Feedback Mechanism

9.1 The NMIMS has a well-established online feedback mechanism (through Blackboard) for communication of your perceptions. The components of this feedback mechanism are:

9.1.1 Oral Feedback at the end of the third week of every trimester/Semester. Dean / Directors /Programme Chairpersons/HOD will meet students personally.(if applicable)

9.1.2 Online Feedback 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.

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

9.3 These are open ended questions in which student can reflect learning and teaching aspects of the course.

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


## 10.0 Mentoring Programme/'Psychologist and a Counsellor'

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

10.2 **Psychologist and a Counsellor:**

      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 he is not in my life!"
   iii. "I have lost my confidence I often compare myself with others and feel I am not as good as them"
   iv. Nobody understands what I am going through….people become judgemental instead of understanding and supporting, .Whom to share it with?
    v. Who will be able to really help?

Have you had such incidents where you are not able to cope up with the situation?
Or have reacted very harshly and then later realised that reacting to the situation was not really not needed and in the process you damaged the understanding you had with your friends and family? But you just do not know what went wrong then? Do not understand what triggered?

As normal social human beings at any given time in life we could go through difficult times and are confused as well as not able to share our difficulties with others fearing their judging.at such times we recommend, personal Counselling.

Just as we visit the doctor or for the sprain but in case it turns into a fracture we may have to visit an orthopaedic surgeon for an operation of the broken bone /fracture similarly for few mild issues we visit a psychologist and a counsellor and for the same unattended long term issue which may have become chronic we may be asked to take an psychiatric intervention as medicines would also help in creating relaxation and balance. Education alone does not allow us to progress unless we learn to manage our emotions and remove the myths and miss-concepts of visiting a counsellor (learnt in the past) instead relearn some more helpful and progressive facts.

Personal counselling is very important at every step in life even at the corporate levels. There could be a situation in our lives when we are not able to cope with, example of a simple case given above. Such situations affect our subconscious mind deeply which interferes our present conscious life and could not allow us to lead a healthy life. Consciously, we do not realise the implications of our behaviour on others but it eventually could affect our events and relations in daily life at home, in class, or at work. When the past emotional situations not dealt with therapeutically, we could develop unhealthy negative thoughts and feelings which we need to be aware of like, "I have no one to whom I can share my personal issues, am I happy? Am I feeling lonely?, having sleepless nights?", such thoughts could again lead to further anxiety and can release harmful hormones; which could affect our performance, decision making, logical thinking, studies, relationships, career, and gradually affect our physiological health like hypertension, respiratory ailments, gastrointestinal disturbances, migraine and tension headaches, pelvic pain, impotence, frigidity, dermatitis, and ulcers

A counsellor is a non-judgemental friend who understands, ensures privacy and confidentiality of the client and counsels you by giving choices so that you make the right decision. Counselling is based on realistic, structured and research based study.

NMIMS does care about the students and thus have appointed a full time 'Counselling psychologist and a counsellor', Mr. Joel Gibbs available on the 8th floor, Cabin:-West-854 and a "Clinical Psychologist and Counsellor" Ms. Nazneen Raimalwala available on the 8th floor, Cabin:-West-855, NMIMS University, at the Mumbai campus for all the students.

World health organisation and the U.S. National Library of medicine articles:
National library of Medicine: Psychosomatic disorders in developing countries: current...
www.ncbi.nlm.nih.gov/pubmed/16612204
WHO | Prevention of bullying-related morbidity and mortality: a ...…

**11.0 Guidelines for Admission Cancellation / Payment of fees / Re-admission / Academic Break / Submission of Documents / Admission Deferment**
11.1 **Admission Cancellation procedure :**
For cancellation of admission, the student needs to submit the application for cancellation of his seat along with original fee receipt to the admission department (if cancellation is before commencement of the programme). If the cancellation is after commencement of the programme, the said application to be submitted to the respective Dean for further process.

**The Schedule of refund of fees will be as follows as per UGC rule Dec 2016:**
If a student chooses to withdraw from the program of study in which he / she is enrolled, the institution concerned

shall follow the following four-tier system for the refund of fees remitted by the student.

| Sr. No. | Percentage of Refund of Aggregate fees* | Point of time when notice of withdrawal of admission is served to HEI |
|---|---|---|
| (1) | 100% | 15 days before the formally-notified last date of admission |
| (2) | 80% | Not more than 15 days after the formally-notified last date of admission |
| (3) | 50% | More than 15 days but less than 30 days after formally-notified last date of admission |
| (4) | 00% | More than 30 days after formally-notified last date of admission |

**\*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)**
In case of (1) in the table above, the deduction will be 10% of the aggregate fees as processing charges from the refundable amount. Aggregate fees is inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit.
Note: The above refund rules are subject to revision as per UGC notification (as applicable).
Candidates to refer Important Dates of the respective program.

11.2 **Payment of fees:**

    11.2.1    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 the fee is not paid within the due date.

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

    11.2.3    **Payment of Fees for the academic break:** If the student has informed the Dean regarding academic break before the commencement of the relevant year and not paid the total fee for that year, then if his academic break is granted, he can pay the total fee (100%) prevalent at that time when he seeks re-admission.

    11.2.4    If a student wants to take academic break after the commencement of the academic year, but he has not attended the classes and if the fee is not paid, then while seeking re-admission he has to pay the total fee (100%) plus 25% of the total fee as re-admission fee to continue his studentship.

    11.2.5    If the student has paid the total fee for the entire year and then sought the academic break after commencement of that academic year in the middle of semester / trimester again, then he has to pay 25% of the total fee prevalent at that time, towards re-admission in subsequent year.

| Academic break | Fees to be paid at the time of admission after the academic break |
|---|---|
| • 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 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 fee prevalent that year. |

11.3 **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 programme.

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

| Sl. No. | Duration of the programme (in years) | Maximum duration permissible for completion the programme (in years) |
|---|---|---|
| 1 | 2 years | 4 years |

| 2 | 3 years | 5 years |
|---|---------|---------|
| 3 | 4 years | 6 years |
| 4 | 5 years | 7 years |
| 5 | 6 years | 8 years |

If the student takes re-admission in a particular academic year and is not promoted again, either as per the passing standards of the respective programme or any other reason as per academic rules, then the student will not be given second chance for re-admission. However such a student can re-appear at the subsequent examinations of the said year without keeping the terms (i.e. re-admission) by taking a drop and only appearing for the examinations.

**For school specific details programme wise, kindly refer Part II of SRB.**

11.4    **Academic break :**
The following rules are applicable for all the school of NMIMS.

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

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

11.4.1    **Eligibility:**
Academic break can be granted to any student for any of the following reasons:
   (i)     Serious personal medical reasons involving hospitalization, if required and supported by documents.
   (ii)    Serious 'family' related issues.
   (iii)   Financial constraints.
   (iv)    In executive education, 'temporary transfer to other country / city'
   (v)     Financial crisis/Maternity/ shift of duties/additional assignments at the work place applicable for executive programme participants only.

The Dean of respective school will approve the academic break and forward the application of the student to admission department for necessary process.

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.

11.5    **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 admission department will lead to cancellation of admission of concerned student and the admission fees will NOT be refunded.

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

11.6    **Admission Deferment:**
The following rules are applicable to all the Schools of NMIMS.

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

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

11.6.2    **Who can apply :**
   • Serious medical illness.
   • Serious family related reasons.
   • Candidate not able to organize funds.
   • Candidate's work related commitments, overseas assignments (over 6 months)

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

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

11.6.3 **Process:**
11.6.3.1 Deferred admission may only be granted to admit first year students who have paid the required non-refundable enrolment deposit.
11.6.3.2 The admission department will scrutinize all the applications and forward it with comments to concerned authorities for approval. The request to defer the offer of admission will be reviewed on case to case basis and will be granted depending on the reason stated along with the supporting documents. NMIMS decision with respect to this will be final and will not be challenged.
11.6.3.3 Offer of admission deferment, if not, taken in the subsequent year will lapse and the fee paid will not be refunded. Further, the applicant therein, if still want to apply to NMIMS, have to undergo the admission process again as fresh applicant.
11.6.3.4 The letter of deferment of admission will be issued by admission department to the applicant.
11.6.3.5 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.
11.6.3.6 Financial aid offers cannot be deferred. Students must reapply for financial aid.
11.6.3.7 Admitted 'Transfer' students are not eligible for deferred admission.
11.6.3.8 Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.
11.6.3.9 Deferment of admission is not applicable for the first year of the programme.
11.6.3.10 Once the programme has commenced, then even though the applicant have not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

## 12.0 Dean's list / Meritorious students:
12.1 Dean's List (Applicable only for School of Business Management)
12.1.1 10 % of the batch on the basis of highest yearly CGPA will be under Dean's List and will get a certificate at the end of each year.
12.1.2 Students who are participating in Student Exchange Program (for 2$^{nd}$ year) are also eligible for the Dean's list subject they were also in the dean's list of 1$^{st}$ year. Such students will be shortlisted on the basis of the CGPA of two trimesters of 2$^{nd}$ year.
12.1.3 Students obtaining D grades/ F grades/ appearing in the re- exams in the current academic year will be ineligible to be listed in the Dean's List of the current academic year as well as in the Dean's list of the next year(s).
12.2 Meritorious students list (applicable for all schools except School of Business Management)
12.2.1 10 % of the batch on the basis of highest CGPA during the entire period of programme will be under meritorious students list and will get a certificate at the time of Convocation.
12.2.2 Students who are participating in Student Exchange Program are also eligible for the meritorious students list. Such students will be shortlisted on the basis of the CGPA of all semesters/trimester completed at NMIMS.
12.2.3 Students obtaining F grades/ATKT/ appearing in the re- exams/ appearing in unfair means or any misconduct will be ineligible to be listed in the meritorious students list.

## 13.0 Student 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 Password has been mailed to all. Mails have been sent to the email ids available in the SAP.
13.4 Change Password: Students are recommended to change password after first login for safe surfing.
13.5 Email Update: Users need to change/update their email id & contact number for getting regular notification.
13.6 Course links: Your login will contain only current trimester/semester course list.
13.7 Announcements: Announcements related to course and other activities are published in Announcements section.
13.8 Online Library: Online Library database is available through Blackboard; it will be a single gateway for all library

data like Question Papers, Syllabus, Notices, etc.

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

13.10     Assignments / Assessments: Assignments can be uploaded which will be graded by faculty and online score will be stored. Assessments can be conducted online.

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

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

13.13     Examination related content: Results and exam time table can be made available.

13.14     Admission Related content: Admission Notices can be published.

13.15     Internal assessment: Internal marks for respective courses can be published.

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

13.17     Online Plagiarism: Student / Faculty can check Plagiarism value through this feature.

13.18     Groups: can be created by faculty for assessments, File Exchange, Discussion Board etc. for their Courses.

13.19     Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss on topics related to their respective courses.

13.20     System Requirement: Works Best with Chrome. (version 64 and above)

13.21     Help – Assistance: mail to portal@svkmmumbai.onmicrosoft.com or Call toll free no. 1800-1025-136

## 14.0   Rules for participating in National/International Level Contests:

14.1   All contests have to be routed through Faculty In charge of Student Activity/HOD.

14.2   All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.

14.3   All student contests are classified as follows.

     14.3.1   GRADE A: National and International level contests of very high repute.

     14.3.2   GRADE B: National level contests of high repute.

     14.3.3   GRADE C: Local and national level contests

14.4   The respective school heads will make the classification of contest in Grade A/B/C.

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

14.6   Reimbursements (Applicable only for National Contest)

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

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

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

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

     14.6.5   All students claiming the reimbursement will have to submit all details to the staff co-ordinator for processing through the accounts department.

14.7   Contest Winners

     14.7.1   Any student who has won any contest is required to provide full details of the contest and award won to the faculty 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.

14.8   **For additional information as specific to school, kindly refer Part II.**

## 15.0   Guidelines for Awards and Scholarships

15.1   Each year there are several student awards and scholarships announced for different school/programs of NMIMS (as applicable school wise). For details specific to school, kindly refer Part II.

15.2   Students are advised to apply for awards and participate in the process enthusiastically.

15.3   Students are also advised to keep a good performance track record if they wish to apply for these awards. Students obtaining an F in any subject or with a record of misconduct or a record of low attendance will be automatically disqualified from the awards process.

15.4   Certificate of merit to be given by Dean's / Director at school level.

## 16.0   Guidelines for Convocation

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

16.2   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.

16.3 In case any student is found in-eligible to receive degree/diploma on any account, he/she may apply for consideration of his case at least 48 hours before the Annual Convocation. The decision of the management will be final and binding. No last minute requests for reconsideration will be entertained.

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

## 17.0 Roles and Responsibility of Class Representative and Student Council

### 17.1 Class Representative

The Class Representative serves as a 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:

17.1.1 Serving as sole point of contact between faculty & students

17.1.2 Co-ordinating the scheduling of lectures, assignments & formation of groups

17.1.3 Resolving student grievances

17.1.4 Relationship building & co-ordinating with CRs from other divisions

17.1.5 CR's cannot cancel / Reschedule lectures directly with Faculty

17.1.6 Any additional responsibility assigned by school heads.

### 17.2 Student Council

#### 17.2.1 NMIMS University Student Council (NUSC)

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

The major roles and responsibilities includes:

- Providing a holistic and integrative pedestal to encourage interaction between various streams and courses.
- Promoting and publishing success stories on social media platforms and forums to garner response for the various accolades and accomplishments.
- 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 and Sports festival, to encourage participation and assimilation for holistic development of all students.

The NUSC is comprising of President, Vice President, General Secretary, Treasure, and members representing schools and campuses. From each school/campus 2 student council representative will constitute University Student Council. The names of representatives can be finalized by Deans'/Directors'/Head of respective school.

#### 17.2.2 Student Council ( School Level)

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

17.2.2.1 To serve as a formal communication channel between the students, faculty and administration

17.2.2.2 To navigate all student-related activities at NMIMS and facilitate a better life on campus

17.2.2.3 To spearhead the organisation & co-ordination of the Corporate Festival, the Cultural Festival, & other Events.

17.2.2.4 To assist all public relation activities and supervise student publications & newsletters at NMIMS

17.2.2.5 All the cell activities has to be routed through President of cell, General Secretary of Council (Budget and Release of Money), HOD/Dean/Directors, (Accounts Department - In case of Release of Money)

17.2.2.6 Communication and Invitations of events / guest lecturers / workshops etc. conducted by cells and council has to be informed to the HOD/Dean/Directors well in advance.

17.2.2.7 For the major events prior formal invitation to be given to all the senior management

17.2.2.8 To submit a trimester/semester report at the end of every trimester/semester to faculty In-charge.

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

**18.0 Interface with Accounts Department**

18.1 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.

18.2 **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.

18.3 **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.

18.4 **Re-Registration Fees**:
A Diploma students 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.

18.5 **Concession in fees**:
Concession in fees shall be granted to economically weaker section and backward class students depending on the merit of the case of individual student.

18.6 **Hostel Deposit Refund**:

Location: NMIMS Accounts Department
Procedure:
18.6.1 Please procure signature of Hostel in-charge
18.6.2 Submit signed Hostel Deposit Receipt to Accounts Department along with Refund Format
18.6.3 Please allow a period of 3 weeks for issue of the Refund Demand Draft

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

18.8 **Duplicate Receipt**:
Location: NMIMS Accounts Department
Procedure:
18.8.1 Please fill the Application for Duplicate Fee Receipt and submit Rupees 100 per receipt to Accounts Department
18.8.2 Please allow a period of a week for issue of receipt

**19.0 Guidelines for International Student Exchange Program Policy**

19.1 **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. 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 International Linkages department in place, efforts are underway to have larger number of students to avail of this unique opportunity in every school. It is strongly recommended for all students to have international exposure in terms of academics and cultural immersion. However, due to some limitations, the students who do not visit these foreign institutes as part of the exchange program benefit through interaction with the overseas students who visit us.

19.2 **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 internalization seeks to clarify the philosophy behind the NMIMS Deemed-to-be-University's Internationalization program and sets out the eligibility of students to apply for an international exchange program. It also sets out the selection criteria and guidelines for assessing applications and the expectations from the students going for the exchange program.
This policy also lays out the facilities for international students in our programs and also the expectations from them. We expect our foreign students to conduct themselves at par with other Indian students.

To aggressively pursue the internalization agenda, NMIMS Schools have signed MOUs with leading Universities and Schools as given below:

A. **The University Level:**
- Charles Darwin University, Australia
- Latrobe University, Australia
- University of Erlangen-Nurnberg, Germany
- University of Jyvaskyla, Finland
- University of Westminster, United Kingdom
- St. Martin's University, Washington, USA
- University of New South Wales, Australia
- Western Sydney University, Australia
- Kings College London, UK

B. **The School of Business Management (SBM)**:
- HEC Lausanne, Switzerland
- The Grenoble Ecole de Management, France
- KEDGE Business School (Previously – EUROMED Marseille) France
- ROUEN Business School (Previously NEOMA) France
- HLL Leipzig School of Management, Germany
- IESEG School of Management, Lille, Paris, France
- University of Erlangen-Nurnberg, Germany -
- University of South Florida, USA
- ESSCA Ecole De Management, France

19.3 **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:
19.3.1   Completed the eligibility year of program as defined by respective Deans/Directors of school
19.3.2   Have a minimum CGPA of 2.75 and above.
19.3.3   Eligibility of International students coming to our campus recommended by the partner university should satisfy the eligibility criteria as per the memorandum of association signed between the Universities/ Schools.

19.4 **Selection Criteria and Conditions**
19.4.1   As defined by respective Deans/Directors of Schools
19.4.2   Defined by MoU between Partner University and NMIMS for incoming students

19.5 **Cost and Expenses**
Costs and expenses for participating in the exchange program are governed by the MOU signed by NMIMS and the host School.
In addition of the above, all students are required to pay for their:
19.5.1   Accommodation and daily living expenses including study materials

19.5.2    Travel Expenses
19.5.3    Passport and visa costs
19.5.4    Insurance cover
19.5.5    Any other incidental costs

19.6    **Application procedure for students and Expectations from students**
19.6.1    Students have to apply in specified application form (See Annexure "Application Form for NMIMS Students for Applying for Student Exchange Program" in SRB) to their respective Schools. Those selected after required assessment at their School's end have to fill another detailed form ( See Annexure "Application Form – NMIMS Exchange Students") Incoming students should submit specified application form (APPLICATION FORM – EXCHANGE STUDENTS-Incoming) to respective school 2 months before the semester/trimester start date.
19.6.2    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.
19.6.3    Upon joining the partner institute the courses the students intends to take up should be finalized and communicated to the NMIMS School authorities (Refer Annexure of SRB)
19.6.4    Students need to ensure that they do not get any grade in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.
19.6.5    Other criteria as defined by Deans/Directors of the Schools.

19.7    **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.

19.8    **Enclosures:**
19.8.1    Undertaking to be given by student of NMIMS Deemed-to-be University's student going on International Immersion
19.8.2    Application Form:
a)    For Applying for Student Exchange by NMIMS Deemed-to-be-University Students
b)    For NMIMS Deemed-to-be University's student (Only for Short listed Students)
c)    For International Exchange Students on arrival
19.8.3    Visa Form for NMIMS and International Students

19.9    **Application and Admission procedure for International Students-Incoming from Partner University:**
19.9.1    Students from Partner University need to submit the application in prescribed form (APPLICATION FORM – EXCHANGE STUDENTS-Incoming and Passport copy) duly attested by the partner university officer in charge two months before the arrival to NMIMS.
19.9.2    Respective school will issue an exchange acceptance letter to the student after scrutinizing the application. The exchange acceptance letter should be countersigned by the Director- International Linkages department (ILD).
19.9.3    On acceptance of students by the school, International Linkages department of University will issue Visa invitation letter address to Indian Embassy/consulate in your country.
19.9.4    On arrival, the student will report to the respective school and the school will direct the student to ILD for FRRO registration process with Ministry of External Affairs Government of India. The respective school will arrange for living in Mumbai familiarization session. The Students are requested to handover prescribed undertaking form (UNDERTAKING For Foreign National Studying at NMIMS University) with a copy passport with Visa page to International Linkages Department for record purpose.
19.9.5    Respective schools will complete the joining process and issue temporary student Identity card.
19.9.6    On completion of the course the assessment details will be forwarded to University registrar through International Linkages department for course completion and credit transfer certificate.
19.9.7    Attendance and exit details will be provided by the respective school to the ILD to complete the FRRO process.

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

**Online application form to be prepared and uploaded on the NMIMS website.**

**20.0 Safety Guide for Students on Floods, Fire and Earthquakes**

**Introduction**

Hyderabad is vulnerable to various natural and manmade disasters such as fire and industrial accidents, floods, chemical (transport and handling), biological, and nuclear hazards, earthquake, cyclones, landslides, bomb blasts, terrorism, riots and tidal surge due to its geographic conditions, industrial growth, increasing population density and squatter settlements have increased Mumbai's vulnerability to disasters.

The safety measures for a few disasters such as 1) Floods, 2) Earthquakes and 3) Fire in Mumbai are highlighted briefly in this document.

20.1 **Floods:**

Floods in Hyderabad are attributable to simultaneous occurrence of rainfall and high tides. If the rainfall is in excess of 200 mm in a day (24 hrs), floods can occur anytime irrespective of tides. However, if there is moderate rainfall but the tide is in excess of 4.50 meters at the same time, the city of Hyderabad is likely to get flooded.

Precautions to be taken in case of Floods[1] are given in the Table 1 below as example.

*Floods in Mumbai -Are we prepared this time? (2009). Retrieved April, 2010 from Deloitte Official Website: http://bcm-india.org/deloitte-mumflood.pdf*

| Before Floods | During Floods | After Floods |
|---|---|---|
| • Identify and visit elevated areas in and around the Institute as places of refuge during a flood<br>• Be aware of drainage channels, and other low-lying areas known to flood suddenly. Consult and involve local authorities in the institutes<br>• Check out for the monsoon alerts for the heavy rains declared by the Municipal Corporation of Greater Hyderabad<br>• 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<br>• Keep locally available equipment such as ropes, battery, radio, plastic bottles and cans handy during rainy season. This can help you to plan your rescue<br>• Prepare a food kit including emergency food items such as biscuits, snacks, drinking water and so on | • Evacuate to previously identified elevated areas<br>• Don't try to save valuables. Your life is most precious<br>• Disconnect electrical appliances.<br>• Turn off utilities at the main switches of valves if instructed to do so<br>• Don't touch electrical equipment if you are wet or standing in water<br>• Do not walk through moving water. Six inches of moving water can make you fall<br>• If you have to walk in water, walk where the water is not moving<br>• Use a stick to check the firmness of the ground in front of you<br>• Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage<br>• Water may also be electrically charged from underground or downed power lines<br>• Listen to the radio for advance information and advice. Don't spread rumors<br>• Move vehicles to the highest ground nearby<br>• Do not enter floodwaters by foot if you can avoid it<br>• Never wander around a flooded area<br>• Drink clean water | • Stay away from downed power lines, and report them to Security Officer<br>• Leave the Institute / home only when authorities indicate it is safe<br>• Stay out of any building if it is surrounded by floodwaters<br>• Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations<br>• Floors in the building will be slippery due to water and mud. Walk carefully on the slippery floor.<br>• Wear appropriate footwear. Do not use slippers during rainy season<br>• Watch out for loose flooring, holes and dislodged nails<br>• Clean and disinfect everything that got wet<br>• Discard any food items which may have got wet<br>• Inform about the damaged drainage and sewage systems in and around the building to the authorities as soon as possible. These can be a major health hazard<br>• First protect yourself and then help others. |

20.2 **Earthquake**

Hyderabad is in the 'Seismic Activity Pro Zone which can experience quakes up to 5.7 on the Richter scale.
*http://timesofindia.indiatimes.com/city/hyderabad/Hyderabad-located-in-a-seismic-activity-prone-zone/articleshow/1209298267.cms*

Precautions to be taken in case of earthquakes are displayed in Table 2 below:
*2 City falls in moderate seismic zone. (2010). Retrieved April, 2010 from the Times of India's official Website: http://timesofindia.indiatimes.com/articleshow/1257119.cms*

| Before Earthquake | During Earthquake | After Earthquake |
|---|---|---|
| • In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake.<br>• Make sure your water heater and gas cylinder is secured and intact. This will ensure that it will not fall during an earthquake and hurt someone or start a fire.<br>• Keep a torch and a portable transistor radio handy.<br>• Keep the corridors in the hostel/house clear of furniture and other things, making movement easier. | **A) If you are at home or inside a building**<br>• Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture.<br>• 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.<br>**B) If you are in the street**<br>• Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets.<br>• Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse.<br>**C) If you are driving**<br>• Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle. | **A) If you are at home or inside a building**<br>• Expect aftershocks. Be prepared. Stay where you are and do not come out immediately.<br>• Keep calm, switch on the radio/TV and obey any instructions you hear on it after you come out<br>• Turn off the water, gas and electricity<br>• 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.<br>• If there is a fire, try to put it out. If you cannot, call the fire brigade.<br>• If possible then contact fire brigade immediately.<br>• Immediately clean up any inflammable products that may have spilled (alcohol, paint, etc.).<br>• Avoid places where there are loose electric wires and do not touch any metal object in contact with them.<br>• Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth.<br>• Eat something. You will feel better and more capable of helping others.<br>• If the building is badly damaged, you will have to leave it. Collect water containers, food, and ordinary and special medicines (for persons with heart complaints, diabetes, etc.).<br>• Help people who are injured. Provide them first aid. Do not move seriously injured people unless they are in danger.<br>**B) If you are outside**<br>• If you know that people have been buried, tell the rescue teams. Do not rush and do not worsen the situation of injured persons or your own situation.<br>• Do not re-enter badly damaged buildings and do not go near damaged structures.<br>• Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass.<br>• Keep away from beaches and low banks of rivers. Huge waves may sweep in.<br>• Keep updating yourself with latest information on earthquake through radio or T. V. |

## 20.3  **Fire**

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

| Before Fire | During Fire | After Fire |
|---|---|---|
| • Identify the fire hazards and where fires might start, e.g. laboratories, store room, kitchen and other such places)<br>• Identify all the exit routes of the Institute.<br><br>• Check the adequacy of fire-fighting apparatus and its maintenance. | • Do not panic. Shout loudly for help<br>• Do not run.<br>• Do not waste time in collecting valuables.<br>• Do not panic.<br>• Inform the fire brigade about the fire and alert neighbors.<br>• If possible, use fire extinguisher.<br>• Do not take shelter in toilet.<br>• Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere.<br>• Do not use the lift to escape.<br>• Use nearest means of escape and the staircase available.<br><br><br>***If trapped or stranded:***<br>• Stay close to the floor level.<br>• Cover the gaps of the door by any piece of cloth available.<br>• Do not jump out of the building.<br>• Signal or shout for help.<br>• Stop, drop and roll on the ground and cover with blanket; pour water on the body<br>• *Dial 040-2344 9218* for fire brigade or call 92470 23500<br>• Give the fire officer detailed address, nature of the incident and the telephone number from which you are calling. Preferably, use landline. Keep down the receiver and wait at the same spot. Control Room will call back to verify the call.<br>• 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 given permission to enter. |

**21.0** **Ragging/Women Grievance Redressal Cell/Sexual Harassment Internal Complaints Committee/Student Grievance Redressal Cell – Ombudsman**

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

**Anti-Ragging Committees:**

| University | | | | |
|---|---|---|---|---|
| | Name | Designation | E-mail ID | Contact no. |
| 1. | Dr. Meena Chintamaneni | Chairperson | meena.chintamaneni@nmims.edu | 022 42355555 |
| 2. | Mr. Paramanand Rajwar | Member | Paramanand.Rajwar@nmims.edu | 022 42355558 |
| 3. | Mr. Venugopal | Member | venugopalk@nmims.edu | 022 42355557 |
| 4. | Shri Harshad Shah | Member | harshad.shah@svkm.ac.in | 022 42199999 |
| 5. | Mr. Samraj Dhasian | Member | Samraj.dhasian@nmims.edu | 022 42355555 |
| 6. | Prof. Seema Mahajan | Member | seemam@nmims.edu | 022 42355555 |
| 7. | Shri Rajendra K. Shah | Member | shahrk60@yahoo.com | 022 42199999 |
| **School of Business Management** | | | | |
| 1. | Dr. Bala Krishnamoorthy | Chairperson | Balak@nmims.edu | 022 4235 5806 |
| 2. | Dr. Preeti Khanna | Member | Preeti.khanna@nmims.edu | 022 4235 5864 |
| 3. | Dr. Madhavi Gokhale | Member | Madhavi.Gokhale@nmims.edu | 022 4235 5852 |
| 4. | Dr. Hari Kumar Iyer | Member | Harikumar.Iyer@nmims.edu | 022 4235 5891 |
| 5. | Dr. Prashant Dave | Member | Prashant.Dave@nmims.edu | 022 4235 5566 |
| **Mukesh Patel School of Technology Management & Engineering** | | | | |
| 1. | Dr. N. T. Rao | Chairperson | NT.Rao@nmims.edu | 02242334001 |
| 2. | Dr. Seema Shah | Member | Seema.shah@nmims.edu | 9833818846 |
| 3. | Dr. Vaishali Kulkarni | Member | Vaishali.kulkarni@nmims.edu | 9920668187 |
| 4. | Dr. Ajay Phirke | Member | Ajay.Phirke@nmims.edu | 9967448652 |
| 5. | Dr. Avinash More | Member | Avinash.More@nmims.edu | 9892385010 |
| 6. | Prof. Vanishree Mundewadi | Member | Vanishree.Mundewadi@nmims.edu | 9820788704 |
| **Anti-Ragging Squad:** | | | | |
| **Mukesh Patel School of Technology Management & Engineering** | | | | |
| 1. | Dr. Manoj Sankhe | Chairperson | Manoj.sankhe@nmims.edu | 9224574993 |
| 2. | Prof. S. Nagalakshmi | Member | S.Nagalakshmi@nmims.edu | 9969033784 |
| 3. | Prof. Vinod Jain | Member | Vinod.jain@nmims.edu | 9821488869 |
| 4. | Prof. Avadhut Kshirsagar | Member | Avadhut.Kshirsagar@nmims.edu | 9769660013 |
| 5. | Prof. Abhay Kolhe | Member | Abhay.kolhe@nmims.edu | 9220842278 |
| 6. | Prof. Avijit Bardhan | Member | Avijit.Bardhan@nmims.edu | 9892508829 |
| 7. | Prof. Deoyani Joshi | Member | Deoyani.Joshi@nmims.edu | 9820292081 |
| 8. | Prof. Krishna Palod | Member | Krishna.palod@nmims.edu | 9922409325 |
| 9. | Prof. Gaurav Londhe | Member | Gaurav.Londhe@nmims.edu | 9920745414 |
| 10. | Ms. Jayanti Ramesh | Member | Jayanti.Ramesh@nmims.edu | 9920010112 |
| **Shobhaben Pratapbhai Patel School of Pharmacy & Technology Management** | | | | |
| 1. | Dr. Bala Prabhakar | Chairperson | Bala.Prabhakar@nmims.edu | 9819781252 |
| 2. | Dr. Addepalli | Member | V.Addepalli@nmims.edu | 9823770298 |
| 3. | Dr. Saritha Shetty | Member | Saritha.Shetty@nmims.edu | 9833025503 |
| **Balwant Sheth School of Architecture** | | | | |
| 1. | Prof. T. M. Chhaya | Chairperson | Tm.chhaya@nmims.edu | 9920233882 |
| 2. | Ms. Janki Shah | Member | Janki.Shah@nmims.edu | 9820878810 |
| 3. | Ms. Rita Mascarenhas | Member | rita.mascarenhas@nmims.edu | 9833568564 |
| 4. | Ms. Nilam Patkar | Member | nilam.patkar@nmims.edu | 9833103510 |
| 5. | Mr. Vivan Sanghavi | Member | Vivansanghvi01@gmail.com | 9920281370 |

**Sunandan Divetia School of Science**

| | | | | |
|---|---|---|---|---|
| 1. | Dr. Aparna Khanna | Chairperson | aparna.khanna@nmims.edu | 9324292883 |
| 2. | Mr. Sunil Shirvaiker | Member | sunil.shirvaiker@nmims.edu | 9820004410 |
| 3. | Dr. Purvi Bhatt | Member | purvi.bhatt@nmims.edu | 9821379090 |
| 4. | Dr. Gurudas Mane | Member | gurudas.mane@nmims.edu | 9975644807 |

**Anil Surendra Modi School of Commerce**

| | | | | |
|---|---|---|---|---|
| 1. | Prof. Sangita Kher | Chairperson | sangita.kher@nmims.edu | 9892169636 |
| 2. | Dr. Akshay Damani | Member | akshay.damani@nmims.edu | 9969772252 |
| 3. | Dr. Sunny Oswal | Member | sunny.oswal@nmims.edu | 9920048883 |
| 4. | Mr. Bhavesh Barot | Member | bhavesh.barot@nmims.edu | 9920936372 |

**Sarla Anil Modi School of Economics**

| | | | | |
|---|---|---|---|---|
| 1. | Prof. Amita Vaidya | Chairperson | amita.vaidya@nmims.edu | 9920326482 |
| 2. | Mr. Rohit Muraleedharan | Member | rohit.muraleedharan@nmims.edu | 9930455898 |
| 3. | Prof. Nahid Fatema | Member | nahid.fatema@nmims.edu | 9820604309 |

**NMIMS Global Access – School for Continuing Education**

| | | | | |
|---|---|---|---|---|
| 1. | Mr. Rajiv Shah | Chairperson | Rajiv.Shah@nmims.edu | 9820010282 |
| 2. | Prof. Deepak Gupta | Member | deepak.gupta@nmims.edu | 9930342220 |
| 3. | Ms. Brinda Sampat | Member | Brinda.Sampat@nmims.edu | 9930959742 |
| 4. | Ms. Sneha Utekar | Member | Sneha.Utekar@nmims.edu | 9821388172 |

**Kirit P Mehta School of Law**

| | | | | |
|---|---|---|---|---|
| 1. | Ms. Sohini Shrivastav | Chairperson | Sohini.shrivastav@nmims.edu | 42355555 |
| 2. | Ms. Nazima Munshi | Member | nazima.munshi@nmims.edu | 42355555 |
| 3. | Ms. Anupama Kapshikar | Member | Anupama.kapshikar@nmims.edu | 42355766 |

**Jyoti Dalal School of Liberal Arts**

| | | | | |
|---|---|---|---|---|
| 1. | Dr George Jose | Chairperson | George.Jose@nmims.edu | 42355585 |
| 2. | Prof Ravi Saxena | Member | Ravi.Saxena@nmims.edu | 42355889 |
| 3. | Ms. Radhika Rajwani | Member | Radhika.Rajwani@nmims.edu | 42352219 |

**School of Design**

| | | | | |
|---|---|---|---|---|
| 1. | Manisha Phadke | Chairperson | Manisha.Phadke@nmims.edu | 9820288707 |
| 2. | Poornima Nair | Member | Poornima.Nair@nmims.edu | 9920916279 |
| 3. | Saachi Mehta | Member | Saachi.Mehta@nmims.edu | 9819030971 |

**Hostels**

| | | | | |
|---|---|---|---|---|
| 1. | Shri Bhupesh Patel | Chairperson | bhupesh.patel@svkm.ac.in | 98200 20700 |
| 2. | Shri Harshad H. Shah | Member | harshad.shah@svkm.ac.in | 98202 93814 |
| 3. | Shri Rajubhai Shah | Member | rajendra.shah@svkm.ac.in | 98190 36555 |
| 4. | Prof. Seema Mahajan | Member | seemam@nmims.edu | 9820341341 |
| 5. | Dr. Meena Chintamaneni | Member | meena.chintamaneni@nmims.edu | 4235 5550 |
| 6. | Mr. Samraj Dhasian | Member | Samraj.dhasian@nmims.edu | 022 42355555 |

**Shirpur Campus**

| | | | | |
|---|---|---|---|---|
| 1. | Dr. R.S. Gaud | Chairperson | rsgaud@nmims.edu | (02563) 286545/46 |
| 2. | Dr. Ramkrishna Vyas | Member | ramkrishna.vyas@nmims.edu | (02563) 286545/46 |
| 3. | Dr. Nitin Choubey | Member | nitin.choubey@nmims.edu | (02563) 286545/46 |
| 4. | Dr. P. P Raichurkar | Member | pp.raichurkar@nmims.edu | (02563) 286545/46 |
| 5. | Dr. Ashwini Deshpande | Member | ashwini.deshpande@nmims.edu | (02563) 286545/46 |
| 6. | Dr. K.K. Gupta | Member | krishnakumar.gupta@nmims.edu | (02563) 286545/46 |
| 7. | Dr. Chandrakant Bonde | Member | chandrakant.bonde@nmims.edu | (02563) 286545/46 |
| 8. | Mr. Suresh Kurumbanshi | Member | suresh.kurumbanshi@nmims.edu | (02563) 286545/46 |
| 9. | Prof. Vishal Fegade | Member | Vishal.fegade@nmims.edu | (02563) 286545/46 |
| 10. | Mr. Rahul Dande | Member | rahul.dande@nmims.edu | (02563) 286545/46 |
| 11. | Mr. Rajeev Dalal | Member | rajeev.dalal@nmims.edu | (02563) 286545/46 |
| 12. | Mr. Anil Nigam | Member | anil.nigam@nmims.edu | (02563) 286545/46 |

**Hyderabad Campus**

| | | | | |
|---|---|---|---|---|
| 1. | Dr. Prithvi Yadav | Chairperson | Prithvi.Yadav@nmims.edu | 9247023500 |
| 2. | Mr. Sourav Chatterjee | Member | Sourav.Chatterjee@nmims.edu | 9247023501 |
| 3. | Dr. B Karunakar | Member | KarunakarB@nmims.edu | 9247023500 |
| 4. | Dr. YLN Kumar | Member | yln.Kumar@nmims.edu | 9247023500 |
| 5. | Dr. Sasmita Misra | Member | Sasmita.Misra@nmims.edu | 9247023500 |
| 6. | Dr. Kavita Sasidharan Kulkarni | Member | Kavita.Kulkarni@nmims.edu | 9247023500 |

**Bangalore Campus**

| | | | | |
|---|---|---|---|---|
| 1. | Dr. Deepak Sharma | Chairperson | Deepak.S@nmims.edu | 080-25126113 |
| 2. | Mr. T. Nagaraj | Member | t.nagaraj@nmims.edu | 080-25126073 |

| | | | | |
|---|---|---|---|---|
| 3. | Dr. Narayani Ramachandran | Member | Narayani.r@nmims.edu | 080-25126067 |
| 4. | Mr. Vishnu Bhat | Member | Vishnu.bhat@nmims.edu | 080-25126021 |
| **Navi Mumbai Campus** | | | | |
| 1. | Prof. Prashant Barsing | Chairperson | prashant.barsing@nmims.edu | 9794258005 |
| 2. | Prof. Tejaswini Chavan | Member | tejaswini.chavan@nmims.edu | 8830022906 |
| 3. | Prof. Mukund Tripathi | Member | mukund.m.tripathi@gmail.com | 9930352399 |
| 4. | Ms. Anupriya Sharma | Member | anupriya.sharma@nmims.edu | 9619723584 |
| **Indore Campus** | | | | |
| 1. | Dr. Aaquil Bunglowala | Chairperson | aaquil.bunglowala@nmims.edu | 9425479258 |
| 2. | Dr. Shubhangi Jore | Member | shubhangi.jore@nmims.edu | 9425066461 |
| 3. | Dr. Munendra Jain | Member | munendra.jain@nmims.edu | 9829172604 |
| 4. | Dr. Dharmendra Sharma | Member | dharmendra.sharma@nmims.edu | 9926498785 |
| 5. | Dr. Amit Dixit | Member | amit.dixit@nmims.edu | 9009661185 |
| 6. | Mr. Gaurav P. Moghe | Member | gaurav.moghe@nmims.edu | 9516611151 |

21.2 **Women Grievance Redressal Cell:**

1.  Prof. Sangita Kher, I/c Dean, ASMSOC - Chairperson
2.  Dr. Ketan Shah, Associate Professor & HOD, MPSTME - Member
3.  Ms. Karuna Bhaya, Finance Officer - Member
4.  Shri Nilesh Mohile, CAO, SVKM - Member
5.  Ms. Seema Rawat, Assistant Professor, SBM - Member
6.  Dr. Meena Chintamaneni, Registrar - Member Secretary
7.  NGO representative - Majlis Legal Centre

21.3 **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.
**Sexual Harassment Internal Complaints Committee:**

1.  Prof. Sangita Kher, I/c Dean, ASMSOC - Chairperson
2.  Dr. Ketan Shah, Associate Professor & HOD, MPSTME - Member
3.  Ms. Karuna Bhaya, Finance Officer - Member
4.  Shri Nilesh Mohile, CAO, SVKM - Member
5.  Ms. Seema Rawat, Assistant Professor, SBM - Member
6.  Dr. Meena Chintamaneni, Registrar - Member Secretary
7.  NGO representative - Majlis Legal Centre

21.4 **Student Grievance Redressal – Ombudsman:** The Ombudsman shall exercise power to hear grievances of those who are not satisfied with decision of NMIMS Grievance Redressal Committee. The Ombudsman would be required to dispose cases within one month of the receipt for speedy redress of grievances. On conclusion of the proceeding, the Ombudsman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the effected party. Mr. Justice S. S. Parkar has been appointed as Ombudsman at NMIMS University. For more details kindly refer AICTE regulations on Ombudsman.

**Student's Grievance Redressal Cell**
1.  Dr. N. T. Rao, Dean, MPSTME - Chairperson
2.  Dr. Paritosh Basu, Sr. Professor (Finance), SBM - Member
3.  Prof. Amita Vaidya, Associate Dean, SAMSOE - Member
4.  Prof. Dhirendra Mishra, Assistant Professor (Mechanical), MPSTME - Member
5.  Ms. Pallavi Rallan, Assistant Professor, ASMSOC - Member
6.  Dy. Registrars - Concerned School
7.  Dr. Meena Chintamaneni, Registrar - Member Secretary

Please visit the website for more details on "The Sexual Harassment of Women at Workplace, Prevention, Prohibition and Redressal Act 2013" & "Women Grievance Redressal Cell Policy".

**22.0 The list of websites categories which are blocked for use at NMIMS and at 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 |
| 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 | Freeware Downloads |
| 31 | Games |
| 32 | Peer-to-peer File Sharing |
| 33 | Multimedia Download |
| 34 | Internet Radio and TV |
| 35 | Potential Security Violating |
| 36 | Malware |
| 37 | Spyware |
| 38 | Web Hosting |
| 39 | Multimedia Search |
| 40 | Audio Search |
| 41 | Video Search |
| 42 | Spam URL |

**23.0    List of E-resources (In Library)**

| | |
|---|---|
| **LIBRARY DATABASE/ OPAC**<br>  1.  Koha OPAC<br><br>**E-JOURNALS DATABASES**<br>  2.  ProQuest Central<br>  3.  Science Direct :Pharmacology Collection<br>  4.  EBCSO<br>  5.  Economic and Political Weekly<br>  6.  JSTOR<br>  7.  Emerald Case Studies<br><br>**COMPANY DATABASE**<br>  8.  Capitaline<br><br>**LAW DATABASES**<br>  9.  Manupatra<br>  10. Hein Online<br>  11. LexisNexis<br>  12. SCC Online<br>  13. West Law<br><br>**MARKETING DATABASES**<br>  14. TVADINDX<br>  15. WARC<br><br><br>**E-BOOKS**<br>  16. E-brary<br>  17. PDF Drive<br>  18. Pearson e-books<br>  19. McGraw – Hill: Access Engineering<br>  20. South Asia Archive<br>  21. World e-book Library<br><br>**CONSORTIUM FOR EDUCATIONAL COMMUNICATION** | **RESEARCH DATABASES**<br><br>  22. ISI Emerging Markets<br>  23. Frost & Sullivan<br>  24. Euromonitor Passport<br>  25. CMIE: Economic Outlook<br>  26. EPWRF India Time Series<br>  27. Eviews 8<br><br>**ENGINEERING DATABASES**<br>  28. ASCE<br>  29. NPTEL<br>  30. ASME<br>  31. DELNET<br>  32. GATE Practice Software<br>  33. IEEE/IEL Online<br>  34. Springer<br><br>**STATISTICS DATABASE**<br>  35. India Stat<br><br>**ARCHITECTURE DATABASE**<br>  36. Buildofy<br><br><br><br>**CASE STUDY DATABASE**<br>  37 Harvard Business School Publishing<br><br><br><br>**FINANCE LAB**<br>  38. Bloomberg<br><br>**SWAYAM/NDL**<br>  39. SWAYAM<br>  40. National Digital Library |

**24.0    LIST OF HOLIDAYS**

## *ACADEMIC YEAR 2018*

| NMIMS (Hyderabad) | | |
|---|---|---|
| List of Holidays for the year 2018 | | |
| **OCCASION** | **DATE** | **DAY** |
| | | |
| New Year | 01-Jan-18 | Monday |
| Sankranti/Pongal | 15-Jan-18 | Monday |
| Republic day | 26-Jan-18 | Friday |
| Holi | 2-Mar-18 | Friday |
| Good Friday | 30-Mar-18 | Friday |
| Telangana Foundation Day | 02-Jun-18 | Saturday |
| Ramzan-Id | 16-Jun-18 | Saturday |
| Independence Day | 15-Aug-18 | Wednesday |
| Ganesh Chaturthi | 13-Sep-18 | Thursday |
| Gandhi Jayanti | 02-Oct-18 | Tuesday |
| Dussehra | 19-Oct-18 | Friday |
| Diwali (Narak Chaturdashi) | 06-Nov-18 | Tuesday |
| Diwali (Laxmi Pujan) | 07-Nov-18 | Wednesday |
| Diwali (Balipratipada) | 08-Nov-18 | Thursday |
| Diwali (Bhaubeej) | 09-Nov-18 | Friday |
| Christmas | 25-Dec-18 | Tuesday |

Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January 26, 2018, August 15, 2018, May 01, 2018 & October 02, 2018)

| NMIMS (Hyderabad) | | |
|---|---|---|
| List of Holidays for the year 2019 | | |
| OCCASION | DATE | DAY |
| | | |
| New Year | 01-Jan-19 | Tuesday |
| Sankranti/Pongal | 15-Jan-19 | Tuesday |
| Republic day | 26-Jan-19 | Saturday |
| Mahashivratri | 04-Mar-19 | Monday |
| Holi | 21-Mar-18 | Thursday |
| Ugadi | 06-Apr-19 | Saturday |
| Good Friday | 19-Apr-19 | Friday |
| Labour Day | 01-May-19 | Wednesday |
| Ramzan-Id | 05-Jun-19 | Wednesday |
| Independence Day | 15-Aug-19 | Thursday |
| Ganesh Chaturthi | 02-Sep-19 | Monday |
| Gandhi Jayanti | 02-Oct-19 | Wednesday |
| Dussehra | 08-Oct-19 | Tuesday |
| Diwali (Balipratipada) | 28-Oct-19 | Monday |
| Diwali (Bhaubeej) | 29-Oct-19 | Tuesday |
| Christmas | 25-Dec-19 | Wednesday |

Classes/ Lectures will be conducted, if required (except on the National Holidays i.e. January 26, 2019, August 15, 2019, May 01, 2019 & October 02, 2019)

**25.0    NMIMS INFOLINE (for Hyderabad Campus)**

| Agency | Number |
|---|---|
| (1)  Police station contact number: Sub Inspector of police: Mr. Lenin | 7013281142 and General helpline is : 08452- 100 |
| (2)  Fire Services: On Fire emergency of any nature Government fire station to be contacted | Contact number: 08452-101 |
| (3)  Hospital | |
| (a)  Vamshi CBCC Multispecialty Hospital, Jadcherla | 7382448877 and 7382448866 |
| (b)  Private Medical Practitioner:  Dr. V Ram Reddy, Retd. Civil Surgeon, Jadcherla | 9396332234  Available round the clock and is our panel doctor for campus visit |
| (c ) Ambulance Services: Presently ambulance is not provided by any private agency except government ambulance service | 08452 – 108 |
| | |
| **Hostel** | |
| Mr. Daniel Raju Karumuru | 9502801169 |
| | |
| **Maintenance** | |
| Mr. P. Rajasekhar | 9676731414 |

# Part II
## NMIMS Hyderabad

# Director's Message

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

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

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

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

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

Our proactive faculty have been participating in national & international conferences, workshops, training programmes, FDPs on regular basis. They are encouraging and mentoring our students to do the same. NMIMS is the first university in India having fully implemented "Blackboard Learning Management System (BBLMS)" World's the most popular digital learning system, it's for every activity for faculty & students in the campus.

After successful International Student Exchange programs, National Research conclaves and AICTE approval, it received AMBA accreditation in 2016, completed second cycle of AMBA accreditation process and awarded for straight 5-year accreditation, this is because of year-on-year efforts of creating world class academic environment in the campus. NHRDN, India's largest HRD professional's network, has ranked as top – 5 (2017) & 6 – (2016) in emerging B- school category.

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

**Dr Prithvi Yadav**
Ex-Professor, IIM
Director, NMIMS Hyderabad

# 1. Academic Calendar
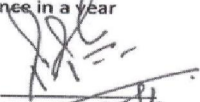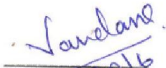
**SVKMs**
**Narsee Monjee Institute of Management Studies, Jadcherla**
**Academic Calendar : 2018-2019**

| Details | Program | Start Date | End Date | Remarks |
|---|---|---|---|---|
| **Trimester IV** | | | | |
| Academic Instruction Duration (regular Classes) | PGDM - II Year | 04 June 2018 | 26 August 2018 | |
| Term End Exams | PGDM – II Year | 27 August 2018 | 09 September 2018 | |
| **Trimester V** | | | | |
| Academic Instruction Duration (regular Classes) | PGDM - II Year | 10 September 2018 | 12 December 2018 | |
| Term End Exams | PGDM - II Year | 13 December 2018 | 24 December 2018 | |
| Vacation (Diwali) | PGDM Program | 05 November 2018 | 11 November 2018 | |
| Vacation (Winter) | PGDM Program | 25 December 2018 | 01 January 2019 | |
| **Trimester VI** | | | | |
| Academic Instruction Duration (regular Classes) | PGDM - II Year | 02 January 2019 | 19 March 2019 | |
| Term End Exams | PGDM - II Year | 20 March 2019 | 30 March 2019 | |
| Convocation | PGDM II Year | 27 April 2019 | | |
| Re- Exam Week | PGDM – II Year | 01 April 2019 | 18 April 2019 | |
| Commencement of next year | | ........ | ........ | |

Note : For The Re-exams will be held only once in a year

Dy. Director          Director          DR-Academics          (COE-Examination)

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| Details | Program | Start Date | End Date | Remarks |
|---|---|---|---|---|
| **Trimester I** | | | | |
| Opening day/Preparation & Orientation/Foundation | PGDM – I Year | Wednesday, June 06, 2018 | Friday, June 15, 2018 | |
| Academic Instruction Duration (regular Classes) | PGDM – I Year | Monday, June 18, 2018 | Thursday, August 30, 2018 | |
| Mid Term Exam | PGDM – I Year | Tuesday, July 24, 2018 | Friday, July 27, 2018 | |
| Term End Exams | PGDM – I  Year | Friday, August 31, 2018 | Friday, September 07, 2018 | |
| **Trimester II** | | | | |
| Academic Instruction Duration (regular Classes) | PGDM – I Year | Saturday, September 08, 2018 | Monday, December 03, 2018 | |
| Mid Term Exam | PGDM – I Year | Wednesday, October 17, 2018 | Saturday, October 20, 2018 | |
| Vacation (Diwali) | PGDM Program | Monday, November 05, 2018 | Sunday, November 11, 2018 | |
| Term End Exams | PGDM – I year | Tuesday, December 04, 2018 | Monday, December 10, 2018 | |
| **Trimester III** | | | | |
| Academic Instruction Duration (regular Classes) | PGDM - I Year | Tuesday, December 11, 2018 | Monday, March 25, 2019 | |
| Vacation (Winter) | PGDM Program | Tuesday, December 25, 2018 | Tuesday, January 01, 2019 | |
| We Care | PGDM - I Year | Monday, January 28, 2019 | Sunday, February 17, 2019 | |
| Mid Term Exam | PGDM - I Year | Tuesday, January 22, 2019 | Friday, January 25, 2019 | |
| Term End Exams | PGDM - I Year | Tuesday, March 26, 2019 | Saturday, March 30, 2019 | |
| Summer Internship | PGDM - I Year | Monday, April 01, 2019 | Sunday, May 26, 2019 | |
| Re- Exam Week | PGDM – I Year (Trim I, II & III) | Monday, May 27, 2019 | Sunday, June 02, 2019 | |
| Commencement of Next Year | | Friday, June 07, 2019 | | |

Note : PGDM Re-Exam happens only once in a year
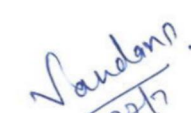
| DR Academics | COE | Registrar | PVC | VC |
|---|---|---|---|---|
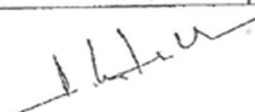
Academic Calendar for the Academic Year:    2018-2019 PGDM (Executive)

| Details | Program | Start date | End Date | Remarks |
|---|---|---|---|---|
| **Winter Batch 14 Trim IV (2018-2019)** | | | | |
| Academic Instruction Duration (regular classes) | PGDM(Executive) | 06/05/2018 | 12/08/2018 | |
| Mid Term | No Specific dates | During the sessions only the ICA is taken by the respective faculty members. | | |
| Term End Exams | PGDM(Executive) | 18/08/2018 | 02/09/2018 | |
| Vacation (if any) | NA | NA | NA | |
| **Winter Batch 14 Trim V (2018-2019)** | | | | |
| Academic Instruction Duration (regular classes) | PGDM(Executive) | 09/09/2018 | 19/01/2019 | |
| Mid Term | No Specific dates | During the sessions only the ICA is taken by the respective faculty members. | | |
| Term End Exams | PGDM(Executive) | 20/01/2019 | 10/02/2019 | |
| Re-Exams | Trim IV & V | 09/03/2019 | 24/03/2019 | |
| Vacation (if any) | NA | NA | NA | |

Dy. Registrar/
Dy. Director

Director/Dean

DR-Academics

(COE)

Academic Calendar for the Academic Year: ~~2017-2018~~ and 2018-2019 PGDM (Executive)

| Summer Batch 15 Trim III ~~(2017-2018)~~ 2018-19 | | | | |
|---|---|---|---|---|
| **Details** | **Program** | **Start Date** | **End Date** | **Remarks** |
| Academic Instruction Duration (regular classes) | PGDM(Executive) | 03/06/2018 | 15/09/2018 | |
| Mid Term | No Specific dates | During the sessions only the ICA is taken by the respective faculty members. | | |
| Term End Exams | PGDM(Executive) | 16/09/2018 | 30/09/2018 | |
| Re-Exams | Trim I, II & III | 27/10/2018 | 11/11/2018 | |
| Vacation (if any) | NA | NA | NA | |
| **Summer Batch 15 Trim IV (2018-2019)** | | | | |
| Academic Instruction Duration (regular classes) | PGDM(Executive) | 07/10/2018 | 19/01/2019 | |
| Mid Term | No Specific dates | During the sessions only the ICA is taken by the respective faculty members. | | |
| Term End Exams | PGDM(Executive) | 20/01/2019 | 03/02/2019 | |
| Vacation (if any) | NA | NA | NA | |
| **Summer Batch 15 Trim V (2018-2019)** | | | | |
| Academic Instruction Duration (regular classes) | PGDM(Executive) | 09/02/2019 | 09/06/2019 | |
| Mid Term | No Specific dates | During the sessions only the ICA is taken by the respective faculty members. | | |
| Term End Exams | PGDM(Executive) | 16/06/2019 | 30/06/2019 | |
| Re-Exams | Trim IV & V | 27/07/2019 | 11/08/2019 | |
| Vacation (if any) | NA | NA | NA | |

Dy. Registrar/
Dy. Director

Director/Dean

DR- Academics

(COE)

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## SVKMs NMIMS
## School Name: NMIMS – Hyderabad Campus

Academic Calendar for the Academic Year:   2018 – 2019   PGDM (Executive)
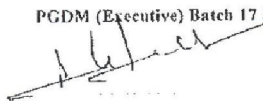
### Winter Batch 16 Trim II (2018-2019)
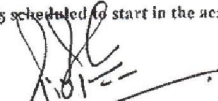
| Details | Program | Start Date | End Date | Remarks |
|---|---|---|---|---|
| Academic Instruction Duration (regular classes) | PGDM(Executive) | 29/07/2018 | 10/11//2018 | |
| Mid Term | No Specific dates | During the sessions only the ICA is taken by the respective faculty members. | | |
| Term End Exams | PGDM(Executive) | 11/11/2018 | 25/11/2018 | |
| Vacation (if any) | NA | NA | NA | |
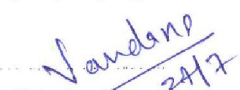
### Winter Batch 16 Trim III (2018-2019)

| Details | Program | Start Date | End Date | Remarks |
|---|---|---|---|---|
| Academic Instruction Duration (regular classes) | PGDM(Executive) | 02/12/2018 | 03/03/2019 | |
| Mid Term | No Specific dates | During the sessions only the ICA is taken by the respective faculty members. | | |
| Term End Exams | PGDM(Executive) | 09/03/2019 | 17/03/2019 | |
| Re-Exams | Trim I, II & III | 13/04/2019 | 28/04/2019 | |
| Vacation (if any) | NA | NA | NA | |

PGDM (Executive) Batch 17 is scheduled to start in the academic year (18-19). Approvals for the same will be submitted

Dy. Registrar/
Dy. Director

Director/Dean

DR- Academics

(COE)

### Academic Calendar for the Academic Year: 2018-2019 PGDM (Executive)

| Details | Program | Start date | End Date | Remarks |
|---|---|---|---|---|
| **Fall Batch 17 Trim I (2018-2019)** | | | | |
| Academic Instruction Duration (regular classes) | PGDM(Executive) | 16/09/2018 | 22/12/2018 | |
| Mid Term | No Specific dates | During the sessions only the ICA is taken by the respective faculty members. | | |
| Term End Exams | PGDM(Executive) | 23/12/2018 | 06/01/2019 | |
| Re-Exams | NA | NA | NA | |
| Vacation (if any) | NA | NA | NA | |
| **Fall Batch 17 Trim II (2018-2019)** | | | | |
| Academic Instruction Duration (regular classes) | PGDM(Executive) | 12/01/2019 | 20/04/2019 | |
| Mid Term | No Specific dates | During the sessions only the ICA is taken by the respective faculty members. | | |
| Term End Exams | PGDM(Executive) | 21/04/2019 | 05/05/2019 | |
| Re-Exams | PGDM(Executive) | NA | NA | NA |
| Vacation (if any) | NA | NA | NA | |
| **Fall Batch 17 Trim III (2018-2019)** | | | | |
| Academic Instruction Duration (regular classes) | PGDM(Executive) | 11/05/2019 | 10/08/2019 | |
| Mid Term | No Specific dates | During the sessions only the ICA is taken by the respective faculty members. | | |
| Term End Exams | PGDM(Executive) | 11/08/2019 | 25/08/2019 | |
| Re-Exams | PGDM(Executive) | 13/10/2019 | 27/10/2019 | |
| Vacation (if any) | NA | NA | NA | |

Dy. Registrar        Director/Dean        DR–Academics        (COE)

**2.** **Any other Academic/general inputs, Rules Policies at school level**

**2.1** **General Guidelines:**

    2.1.1    The general guidelines are as in Part-I.

**2.2 Academic Guidelines:**

    2.2.1 The system followed for the academic activities is based on the trimester pattern. The duration of a Trimester is between 12 to 14 weeks. Depending upon the courses and the availability of faculty resource the schedules are planned.

    2.2.2 The academic administration consists of the team of Deputy Director, Program Chair, Faculty & Course coordinators, supported by administrative staff.

    2.2.3 Sometimes re-scheduling of sessions may become necessary, depending upon unforeseen factors.

    2.2.4 Generally the macro schedule is prepared for a trimester and the micro schedule for the subsequent week is shared with the students by end of current week.

    2.2.5 The features of learning management system (Blackboard) are utilized for better communication between the faculty and students.

    2.2.6 The students are provided necessary access to all the facilities, services and resources.

    2.2.7 An opportunity is given to provide a feedback on the teaching learning process through the Blackboard. This facilitates a proper mechanism for review and monitoring of the academic activity.

    2.2.8 The attendance and leave guidelines are mentioned under 3.0 of Part – I also applicable to the program PGDM (Executive) & CBA.

    2.2.9  Credit structure followed at the school for the programs is mentioned under 4.1 of Part-I.

    2.2.10 The broad components of evaluation for any course / subject may be as follows: The suggestible total points for each individual component may not be more than as shown below.

| Name of the Component | % or Points |
|---|---|
| Class Participation (not more than 20%) | 10 |
| Quizzes / Individual Assignments / Class Test / Individual Project (not more than 20%) | 15 |
| Group Presentation / Group Work / Group Project / Group Assignment (not more than 20%) | 20 |
| Mid - Term (not less than 20 % and not more than 30%) | 30 |
| Final - Term (not less than 40% and not more than 60%) | 50 |

    2.2.11 Sections / Divisions / Study groups will be shuffled from trimester to trimester.

    2.2.12 The students are required to attend the sessions in the respective division / section as specified by the School for every trimester. Any violations will be dealt severely as decided by the Director.

    2.2.13 Industry Analysis / Project / Viva / Dissertation submission timelines specified by the University as per the academic calendar are final and non-negotiable. 1 day delay in submission results to 1 letter grade down from the original grade; 2 days delay in submission results to 2 letter grades down from the original grade; 3 days delay in submission results to 3 letter grades from original grade. Post that an F grade will be awarded and the work submitted needs to be resubmitted with the subsequent batch after seeking necessary approvals from the Director.

**2.3 Re-Admission rules:**

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:

| S. no. | Name of the programme | Duration of the programme (in years) | Maximum duration permissible for completion the programme (in years) |
|--------|----------------------|--------------------------------------|---------------------------------------------------------------------|
| 1 | PGDM | 2 years | 4 |
| 2 | PGDM (Executive) | 20 months | 36 Months |
| 3 | CBA | 9 months | Not applicable |

**2.3.1 Academic Break**

With respect to the academic break mentioned in 12.4 of Part-I, the following point needs to be kept in consideration for the PGDM (Executive). Not more than two academic breaks will be allowed where the total period of both the breaks doesn't exceed sixteen months subject to the Director's approval. Post the academic break the student has to seek admission in the same trimester (which he / she discontinued) of the next immediate batch.

**2.3.2 Readmission and Batch transfer of PGDM (Executive) participants**

Participants of the PGDM (Executive) program are working executives (with over 3 years of experience). Many of the participants are working with reputed companies and are subject to the demands of a high pressure professional life involving heavy work load, frequent travel within and outside the country. While they take up the program to upgrade their skills and advance their careers, they have to contend with the challenges of not being able to complete it at one go. Sometimes, there are other personal and excruciating family circumstances that come on the way. In view of the above, participants are often forced to temporarily take a break from studies. Many such participants would like to continue their studies and rejoin the program after their transfer / stint abroad or other exigency is complete. As an institute interested in promoting Executive Education, NMIMS needs to look into this aspect and make a customer policy friendly so that the basic objective of advancement of learning of executives is achieved.

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

The two basic aspects of the policy are:
- Granting long leave of absence from the program
- Re-admission from long leave
  Circumstances under which participants can be granted long leave of absence:
- PGDM (Executive) participants will be granted long leave of absence under one of the following circumstances:
  - When a participant has to go on a project assignment in India (outside Hyderabad) OR deputation abroad for a length of time, exceeding one month
  - When a participant has been transferred to another city
  - When a participant has to attend / tend over critically ill family members
  - When a participant suffers an accident, has serious medical ailments
  - When a female participant is in the 'Family way' and has to take maternity leave.

The participant shall provide relevant proof to substantiate one of the cases as may be applicable.
- Long leave of absence is granted on application by the concerned participant and shall be duly approved by the Director. Thus, if a participant takes a break without applying for leave of absence, he/she will have to take fresh admission and start from Trimester-1.
- Rules for Readmission/ Batch Transfer:
  - At NMIMS, Hyderabad generally two batches per year are launched and during a year, batches are in various stages of the academic cycle right from Trimester-1 to Trimester-5.
  - Participants who have been granted long leave of absence can get re-admitted to the program later, subject to the following conditions:
  - In case the participant takes leave from the program after having completed a particular trimester, he/she will be allowed to rejoin the next trimester with a batch that will be available in the immediate future for the particular trimester.

- In case the participant leaves a trimester midway, he/she has to repeat the trimester on rejoining with a batch that is undergoing the particular trimester.
- Rejoining will be only allowed subject to the participant completing the program in 36 months from the date of original joining. Thus, if a participant has completed 2 trimesters and quits midway through the 3rd trimester, he/she has completed 10 months. On rejoining, the participant will have to start with the 3rd trimester and complete Trimesters 3, 4 and 5 (over another 12 months) that is within a period of 26 months (cap of 36 months minus 10 months) from the original joining date in Trimester 1. In other words, he can be granted leave of absence only for a maximum of 14 months (26-12).
- While taking a decision on re-admission, NMIMS will take into consideration, the participant's track record including attendance as well as academic performance.

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

A basic re-admission fee of ₹ 10,000/- towards administration costs, plus

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

## 2.4 Discipline Norms and Penalty:

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

### 2.4.1 Disciplinary Committee

| | |
|---|---|
| Dr. G. Radhakrishna | - Chairperson |
| Dr. Kavita Sasidharan Kulkarni | - Lady Member |
| Mr. Sourav Chatterjee | - Male Member |
| Mr. Manoj Kumar P | - Male Member |

### 2.4.2 Woman Grievance Redressal Committee

Dr. Sasmita Misra - Lady Member
Dr. Kavita Kulkarni – Lady Member
Dr. Nivedita Sinha – Lady Member
Ms. Smita Rao - Staff Member

### 2.4.3 Internal Complaint Committee

Dr. Mahtab S. Bamji - Chairperson
Dr. Sasmita Misra - Lady Member
Mr. Sourav Chatterjee – Male Member

**2.5  Placement Guidelines:**

The Corporate relations team of NMIMS, Hyderabad facilitates the process of final placements by creating an interface between the recruiters and the students of the PGDM 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 PGDM 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, 2019 or until the entire batch (excluding opt outs) are successfully placed, whichever is early.

**Placement Guidelines:**

- NMIMS follows a **'1 student 1 offer' policy**. Each student is entitled to only one offer.
- A student can sit for a maximum of 10 companies pertaining to their Major specialization and Cross specialization.(The debar rule is still applicable)

- A student must attend Placement Compulsory Sessions/ Pre-Placement Talks (PPTs)/ Placement led Guest Lectures. If the company wants students to sit for Pre-placement talk irrespective of the domain, it is mandatory for the students to attend the same. Failing to do so, the student will be debarred from the placement process for next 3 companies coming at campus.

- Students are expected to attend all the training programs, interview preparatory sessions, guest lectures and any mock assessments conducted by the Corporate Relations team without fail.  Strict disciplinary action will be taken against defaulters as decided by the Director.
- Students who have prior work experience need to submit the Form16 or last pay slip of their organization.

- It is mandatory for the students to remain in the company they join from college for at least 12 months. Non- adherence to this would affect the student's degree.

- Students are allowed to apply to companies only if their CGPA is 2.75 and above before the application.

- Non-adherence to following timelines given by the Placement Committee for submission of documents will lead to debarment from placements.

- Students have to be open and willing to work across Pan India.

**Placement Process:**

- Applications are invited based on the eligibility criteria regarding programs, academic qualifications, work experience etc. indicated by the company for the students to register for the placement drive.
- After registration the list of interested students will be shared with the companies.
- Depending on the convenience companies will either call students to their premises or come down to our campus. The selection process will be held on campus or in some cases the student may have to go to the Company's office for the same. The student will not be able to back out on this account.
- Companies generally share details of the job offering beforehand while many give a general idea about the opportunity or Pre-placement talk on the day of the campus. Students must be aware of the organization and the role being offered before applying.
- All the students are supposed to plan for their interview. They should prepare for selection process, besides read the instructions and Job Description (JD) carefully. Students should not go with any confusion on JD's and should not debate with Placement team and argue with the Recruiter. If they have any specific queries it can be routed through Placement Dept., or can be communicated appropriately during the Pre-placement Talk by the said Recruiter.

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

**Opting out from Placements:**

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

**Pre Placement Offers (PPOs)**

- As a policy, NMIMS Hyderabad encourages candidates to work towards PPO's in order to strengthen the executive placements.
- Pre-placement offers made by the companies have to be routed through the Placement Office.
- If the candidate accepts the offer made he/she has to sign out of the placement process and will not be eligible to apply during final placements.
- It is the Student's choice whether he/she wishes to accept or reject the PPO offer. However, the student has to decide on acceptance or rejection on within 24 hours or a company specified earlier date.

- Students getting PPO/PPI offer directly from the companies are required to convey the same to the Placement office via a formal letter or a mail to *the Placement Executives*. Student found to be deliberately **withholding such PPO/PPI offer, will be subject to disciplinary action.**
- The same has to be communicated in writing to the Placement office. In case a student fails to inform the Placement office before the appointed date he/she would be considered to have accepted the PPO.
- Placement Team will try to ensure that all companies desiring to make a PPO offer does the same before the deadline; however any PPO offer made after the deadline will result in automatic rejection if the student is already placed in the Lateral/Executive placements by the time the offer is made.
- If the company makes an offer after the deadline and the student is still not placed, he/she will have to decide whether to accept or reject the PPO within 24 hours of being informed.
- In case of acceptance of the PPO, the student would not be eligible to participate in the Lateral/Executive Placement Process.

  For a Pre Placement Interview (PPI), the student MUST sit for the same. Student rejecting a PPI will not be allowed to appear for any further placement process. In case of a conversion to a PPO, the PPO policy would be applicable.

  PPO's / PPI's which are officially communicated to the Placement Committee by the company will be considered for the records. Only those students would be eligible to mention the same on their resumes. No other student can mention PPO/PPI of his or her own accord.

In case a candidate rejects a PPO, the following future course of action would be applicable to the candidate:

- The candidate must give a reason for rejecting the PPO (salary/profile).
- A candidate can reject a PPO based on salary only if the offered salary is less than INR 5 Lacs.
- In case the candidate refuses the PPO on the basis of salary, the candidate will only will be allowed to sit for further company processes where the company offers INR 6.5 Lacs (CTC) or higher than the salary being offered by the PPO company.
- 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.
- 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.
- Any other extremely rare cases where reasons apart from the above are given, the final authority will rest with the Director, NMIMS, Hyderabad or some other competent authority after hearing the case plea.
- 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:**

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

**Code of Conduct during the placements process:**

- Respect the rights and obligations of fellow students.
- Misrepresentation or fabrication of any facts about his/her candidature to any recruiter will result in the students' expulsion from the placement process.
- No student is allowed to communicate – oral or written with any recruiter without the consent of the corporate relations team.
- No student is allowed to pass on any information relating to placements through written, oral or postings on any of the social media platform.
- Students should carry their latest (updated) resume, Institute ID card, passport photograph and Identity proof (In case of Pool campus drive or interview is schedule at Company office) in every interview.

- Students have to report 30 mins before the schedule commencement of placement proceedings. Latecomers will not be allowed to appear for the process.
- The dress code for student attending a pre-placement talk and interviews is strictly Business Formal and well groomed.
- Not seek, receive or obtain any unfair advantage over other students
- Not renege on an 'accepted' job offer
  In case of a dispute on any of the above, the corporate relations team reserves the right to take appropriate action as deemed fit in the best interest of the institute.

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

These are an important part of the entire placement exercise and will be held at regular intervals. The case of no attendance in the same, the Director of the institute is liable to take disciplinary including debarring from placements.

**Declaration:**

I _____ agree to the above guidelines and collected the attached code of conduct (Annexure1) for my reference.

Student Name:

Roll No:

Contact No:

Email ID:

Specialization:

Student Signature:

_____          _____

Deputy Registrar                        Director

# **Annexure 1**

**Code of Conduct:**
- I will attend all the training programs, interview preparatory sessions, guest lectures and any mock assessments conducted by the Corporate Relations team without fail.  I am liable for any strict disciplinary action against me as decided by the Director.
- I will actively participate in various events recommended by the Corporate Relations team; organized by Corporates which will lead to PPIs and PPOs.
- I will respect the rights and obligations of fellow students.
- I will not misinterpret or fabricate any facts about my candidature to any recruiter.
- I will not directly or indirectly communicate (oral or written) with any recruiter without the consent of the Corporate Relations team.
- I will not post any information relating to placements on any communications platform unless I receive the official confirmation from Corporate Relations team.
- 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.
- I will report 30 mins 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 Corporate Relations team.

- I will not seek, receive or obtain any unfair advantage over other students.
- I will accept the job offer received from campus and will not renege the same.

Signature of the Student:

Name of the Student:

SAP No:

Date:

## 3.0 EXAMINATION GUIDELINES – PGDM program

### 3.1 EVALUATION & GRADING

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

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

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

### 3.2 PASSING STANDARDS FOR EACH SUBJECT:

Trimester-end-exam Passing Criteria for each Course:
- To pass in a particular subject in any of the trimester end examination or trimester end re-examination, student must secure a minimum of one-third marks of the total maximum marks of that subject, in the trimester end examination.
- "F" Grade would be awarded, where marks obtained are less than 40 (39.55 and below) in aggregate or where the marks obtained in the trimester end examination are less than one-third of the total maximum marks of the respective course.
- Students who fail to fulfil above passing criteria would be awarded 'F' grade.
- Students who obtain marks between 40 and 49.99 would be awarded 'D' grade (low pass). Please refer 'Grading' scheme given below.

### 3.3 GRADING SYSTEM:

3.3.1 The following would be the letter grading system leading to the award of a four-point Grade Point Average (GPA) for each term and Cumulative Grade Point Average (CGPA) for all the terms until date.
'Letter grades' and corresponding 'grade points' are as under:

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

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

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

3.3.3    Method of Calculation of CGPA: Cumulative Grade Point Average upto and including a term will be computed by dividing the sum of product of grade point of each course/ module and credit value assigned to each respective course by the sum of credits assigned to all the courses/ modules upto and including the related term.
Here:
C = Credit value assigned to a course/ module
G = Grade point value assigned to a student for course/ module corresponding to the letter grade (refer table given)
GPA: Grade Point Average shall be calculated for Individual term.
CGPA: Cumulative Grade Point Average shall be calculated upto and including each term till date.

## 3.4 REEXAMINATIONS:

3.4.1    Re-Examination will be conducted immediately after declaration of results of trimester end exam for the students, who may have obtained 'F' and/ or 'D' grade, immediately after Term End Exam.

3.4.2    The maximum grade that a student, in such a case, can obtain for such course will be C +.

3.4.3    Eligibility of a candidate to apply and appear for re-examination will be as under

Criteria 1): 0 F and 4 D    (Accumulated across three trimesters in a year) OR
Criteria 2): 1 F and 3 D    (Accumulated across three trimesters in a year) OR
Criteria 3): 2 F and 1 D    (Accumulated across three trimesters in a year)

3.4.4    Re-examination would not be allowed if any student has obtained 'D' due to non-fulfilment of attendance criteria.

3.4.5    The candidates who resort to unfair means and who are required to appear at re-examination due to involvement in adoption of unfair means (as penalty) will get C+ or actual grade whichever is lower in the re-examination.

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

3.4.7    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.

3.4.8    A student who does not fill in online re-examination form will be denied permission to appear at the examination.

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

## 3.5 RE – EXAMINATIONS/ EXEMPTION / EXCEPTIONAL CASES

3.5.1    Exceptional cases, approved by Dean /Associate Dean SBM (Self marriage/ long illness – Medical cases/maternity/ Death in immediate family) will be eligible to appear in re-examination (and for award of regular grade).

3.5.2    For medical cases, he/she will have to necessarily produce a certificate from a Medical Practitioner along with required pathological reports and prescriptions before the commencement of the re-examination.

3.5.3    For exceptional cases, all necessary relevant documents to be submitted before the commencement of the re-examination.

3.5.4    In case a student fails to fulfil passing/ progression conditions, after the re-examination/s, he/she is expected to take re-admission as per the rules of SBM, NMIMS.

3.5.5    No further re-examination chance will be given to above mentioned exceptional cases.

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

3.6.1    The written re-examination for all the students of first year who have obtained 'D' and /or 'F' grade (as per rules of passing standards) will take place immediately after declaration of result of final trimester end examination. The grade that a student can get in such a case, for such course will be C + or actual whichever is lower. The result of the re-examination will be treated as final and binding on the students.

3.6.2    Any student who has been awarded maximum up to 4 "D"s has an option to remove all the "D"s in case he wishes so. The norms of removing the same will be as given above. The grade that a student can get in such a case, for such course will be C + or actual whichever is lower.

3.6.3    A student will have to remove "F" grade/s in the non-credit courses. The formalities of removing the same will be as given above. The grade that a student, in such a case, can obtain for such course will be C+ or actual whichever is lower.

3.6.4    A student obtaining upto two "F" grades in credit courses must necessarily pass/ clear the "F" grade by appearing at the re-examination. If the student is not able to clear "F" grade/s even after this chance, he/ she is expected to take re-admission as per the rules of SBM, NMIMS.

3.6.5 Students appearing for the re-exams (as per the rules of passing standards) will be given provisional admission to the next trimester of the program. His/ her admission will be confirmed only after declaration of the results of the re-exams.

3.6.6 The provision of re-examination is not available if a student has accumulated more than two "F" grades in a year (credit courses) (even though the candidate might have cleared the 2 'F' grades in the re-examination). Student who obtains more than two "F" in aggregate of trimesters at any time during the academic year should take re-admission as per the rules of SBM, NMIMS.

3.6.7 Student obtaining more than 4 "D" s in aggregate of trimesters in a year (even though the he/ she might have cleared the D grades in the re-examination) at any time during the academic year should take re-admission as per the rules of SBM, NMIMS.

3.6.8 Student obtaining 4D and 1F in aggregate of trimesters in a year (even though the candidate might have cleared the F/D grades in the re-examination) at any time during the academic year will have to take re-admission as per the rules of SBM, NMIMS.

3.6.9 If a student gets D grade in a course/s due to attendance and also due to academic performance, the D grade obtained due to attendance will prevail.

## 3.7 PROGRESSION TO NEXT ACADEMIC YEAR AND COMPLETION OF THE PROGRAMME

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

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

## 3.8 General Rules

3.8.1 Exceptional cases, approved by Director/ Deputy Registrar / Examinations in charge: (self-marriage/ long illness – Medical cases/ maternity/ out station or out of country posting (only in case of Student of Weekend Programs), Death in immediate family will be eligible to appear in re-examination (and for award of regular grade).

3.8.1.1 For medical cases, he/ she will have to necessarily produce a certificate from a Medical Practitioner along with required pathological reports and prescriptions before the commencement of the re-examination.

3.8.1.2 For exceptional cases all necessary relevant documents to be submitted before the commencement of the re-examination.

3.8.1.3 In case a Student fails to fulfill conditions given in the above even after the re-examination/s he/she is expected to take re-admission as per the rules of SBM, NMIMS.

3.8.1.4 No further re-examination change will be given to above mentioned exceptional cases.

3.8.2 In order to receive the degree, diploma, certificate, the Student will have to clear in all the examinations of all the years. Student should ensure that he / she has cleared his / her all dues from the respective departments like accounts, library, hostel etc.

3.8.3 The fees for re-examinations and re-admission will be decided by NMIMS from time to time.

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

**4.0 EXAMINATION GUIDELINES – PGDM (Executive) Program**

**4.1 ICA / TEE Passing Criteria for each Course:**
To pass in a particular subject in any of the trimester end examination or trimester end re-examination.

**4.1.1 Wherever a course is taught by one faculty in one or more divisions** – A student must secure a minimum of one-third marks (after factorization) of the total maximum marks of that subject, in the trimester end examination.

**4.1.2 Wherever a course is taught by more than one faculty in multiple divisions** – A student must secure a minimum of one-third marks (after factorization) of the total maximum marks of that subject in the trimester – end examination

**4.2 Grading System:**
**Method of calculation of letter grades for batch size of 25 and above**

**4.2.1 Wherever the course is taught by one faculty in one or more divisions**
Grading will be done after considering the marks (i.e. aggregate of internal continuous assessment and trimester end examination marks) obtained by each student of the entire batch for the course sharing common paper, by fitting such marks into normal distribution curve as mentioned below.

**4.2.2 Wherever the course is taught by more than one faculty in multiple divisions:**

4.2.2.1 The Average of marks obtained by the candidates in a course (internal continuous assessment +trimester end examination) for a batch would be calculated for each faculty.

4.2.2.2 Grand Average of marks obtained by the candidate for each course (internal continuous assessment + trimester end examination) of the batch would be calculated.

4.2.2.3 'Factor Score' using Individual average and grand average obtained above would be calculated as - grand average divided by average for a faculty.

4.2.2.4 The marks assigned by each faculty to the individual student for each course would be factorised.

4.2.2.5 The above factorization would be done by multiplying 'the marks assigned by the faculty to each student for that course' by 'the factor score for the course obtained as above' for respective division/s.

4.2.2.6 Combining all factorised marks of the entire batch (all divisions) for the course sharing common paper, normal distribution would be fitted.

4.2.2.7 For the purpose of assigning grades, the following table would be used.

| Letter Grade | % of class |
|---|---|
| Grade A | 15 percent of batch excluding Grades D & F |
| Grade B | 50 percent of batch excluding Grades D & F |
| Grade C | 35 percent of batch excluding Grades D & F |
| Grade D | Where factorized marks obtained are between 40 and 49 |
| Grade F | i) Where marks obtained are less than 40 (39 and below) in aggregate **and/ or** <br> ii) Where the marks obtained in the trimester end examination are less than one-third of the total maximum marks of the respective course. (as defined in 4.1.1 and 4.1.2 above) |

**4.2.3 Method of calculation of letter grades for class size of less than 25**
For the calculation of grades, the following guidelines would be observed:

4.2.3.1 Maximum marks assigned by the faculty concerned for a course will be taken into account for the batch /group.

4.2.3.2 Difference between the maximum marks and 50 marks would be calculated.

4.2.3.3 The said difference will be equally divided into slabs of nine letter grades (i.e. A+, A, and A-, B+, B and B- and C+, C and C-)

4.2.3.4 'D' grade will be assigned to students, who have obtained marks between 40 and 49.

4.2.3.5 F' grade will be assigned to students who have obtained marks less than 40 and / or to the students whose marks in the trimester end examination are less than one-third of the total maximum marks of the trimester end examination of the respective course.'

4.2.3.6  Grading will be done on the basis of marks obtained by a student in each course which will be fitted into the above slabs of letter grades.

Here A will include A+, A and A-, B includes B+, B and B-, C includes C+, C and C- as given above, while calculating the letter grades for each course of the students.

**4.2.4**  In case of elective courses, the number of students for that course would be considered for the purpose of assigning grades for that course.

**4.3**  **Method of Calculation of GPA:**

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

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

**4.4**  **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/ module and credit value assigned to each respective course by the sum of credits assigned to all the courses/ modules up to and including the related term.

**Here:**
C = Credit value assigned to a course/ module
G = Grade point value assigned to a student for course/ module corresponding to the letter grade (refer table given)
GPA: Grade Point Average shall be calculated for Individual term.
CGPA: Cumulative Grade Point Average shall be calculated up to and including each term till date

**4.5**  **Re - Examinations:**

4.5.1  The written re-examination for all the students of first year who have obtained 'D' or 'F' grade (as per rules of passing standards) will take place after the specific academic year ends but before the commencement of the next academic year. The maximum grade that a student, in such a case, can obtain for such course will be C +.

4.5.2  The written re-examination for all the students of final years of all the programs of SBM who have obtained 'D' or 'F' grade (as per rules of passing standards) will take place before convocation. The grade that a student, in such a case, can obtain for such course will be C + or actual whichever is lower.

**4.5.3**  Re-examination would not be allowed if any student has obtained 'D' due to poor attendance.

**4.5.4**  Improvement in the internal marks will not be allowed for re-examination purpose.

**4.5.5**  If a student fails in project, one attempt is allowed to re- submit the project. However the re-submission should happen prior to re- examination scheduled for the academic year.

**4.5.6**  Students submitting re-examination form will be awarded F grade if he/ she remains absent.

**4.6**  **Re – Examinations/ Exemption / Exceptional cases**

4.6.1  Exceptional cases, approved by Dean /Associate Dean SBM (Self marriage/ long illness – Medical cases/ maternity/ Death in immediate family/ out station or out of country posting will be eligible to appear in re-examination (and for award of regular grade).

4.6.2  For medical cases, he/she will have to necessarily produce a certificate from a Medical Practitioner along with required pathological reports and prescriptions before the commencement of the re-examination.

4.6.3  For exceptional cases all necessary relevant documents to be submitted before the commencement of the re-examination.

4.6.4  In case a student fails to fulfil conditions given in Re-Examination. To be added even after the re-examination/s he/she is expected to take re-admission as per the rules of SBM, NMIMS.

4.6.5  No further re-examination chance will be given to above mentioned exceptional cases.

4.6.6  In order to receive the degree, diploma, certificate, the student will have to clear in all the examinations of all the years. Student should ensure that he/she has cleared his/her all dues from the respective departments like Accounts, Library, Hostel, etc.

4.6.7  The fees for re-examinations and re-admission will be decided by the SBM, NMIMS from time to time.

4.6.8  In case of any disputes/ differences, decision of the SBM, NMIMS shall be final and binding on the students. If

a student desires to institute any legal proceedings against the SBM, NMIMS, such legal proceedings shall be instituted only in courts at Mumbai in whose jurisdiction the application is submitted by the student and not in any other court.

**4.7      Passing Standards**
        The following will be qualification criteria for the successful completion of the program by the student concerned:
4.7.1      He/ she should have no "F" grade in any of the first/second year courses and not more than 2 Ds in the first/second year courses.
4.7.2      His/ her total cumulative grade should not be less than 2.25 at the end of the program (to be calculated after re-examination)

**4.7.3      First Year of the program:**
4.7.3.1    **To be eligible to be promoted to the second year:**
        i)      A student should obtain CGPA of = > 2.25 at the end of the first year of the program
                                    **and**
        ii)     He / She should clear all first year credit courses (subject to 4.7.1 above)
4.7.3.2    **Non-fulfilment of the above requirement (as given in 4.7.1) relating to D and F Grades:**
        i)      The written re-examination for all the students of first year who have obtained 'D' or 'F' grade (as per rules of passing standards) will take place after the related academic year ends but before the commencement of the next academic year. The grade that a student can get in such a case, can obtain for such course will be C + or actual whichever is lower. The result of the re-examination will be treated as final and binding on the students.
        ii)     Any student who has been awarded maximum up to 4 "D"s has an option to remove all the "D"s in case he wishes so. The norms of removing the same will be as given in (i) above. The grade that a student can get in such a case, can obtain for such course will be C + or actual whichever is lower.
        iii)    If the student is not able to improve the extra "D"s even after re-examination, he /she will not be eligible for promotion to second year and is expected to take re-admission as per the rules of SBM, NMIMS.
        iv)     A student will have to remove "F" grade/s in the non-credit courses. The formalities of removing the same will be as given in (i) above. The grade that a student, in such a case, can obtain for such course will be C+ or actual whichever is lower.
        v)      A student obtaining only one "F" grade in first year credit courses must necessarily pass the "F" grade by appearing at a written re-examination. If the student is not able to clear "F" even after this chance, he/ she is expected to take re-admission as per the rules of SBM, NMIMS.
        vi)     Students appearing for the re-exams (as per the rules of passing standards) will be given provisional admission to the next year of the program. His/ her admission will be confirmed only after declaration of the results of the re-exams.
        vii)    Student who obtains more than one "F" in aggregate of trimesters **at any time during the academic year** should take re-admission as per the rules of SBM, NMIMS.
        viii)   Student obtaining more than 4 "D"s in aggregate of trimesters **at any time during the academic year** should take re-admission as per the rules of SBM, NMIMS.
        ix)     **Student obtaining 4D and 1F in aggregate of trimester at any time during the academic year will not be allowed to appear for re-exam and have to take re-admission as per the rules of SBM, NMIMS.**
4.7.3.3    The students falling in category (vii) or (viii) or (ix) above, will be required to seek readmission in the next academic year, as a regular student for the concerned program for that year of the program in which he/ she has been declared failed. He/ she shall also be required to pay all the necessary prescribed fees/charges at the time of seeking re-admission in the concerned program as per the rules prescribed by the University for the same from time to time.
4.7.3.4    Any student who has been awarded 1 D or 2 D's (not more than 2 D's) has an option to remove the said D by appearing in the re-examinations. The grade that a student, in such a case can obtain for such course will be C+ or actual whichever is lower.
4.7.3.5    If a student gets D grade in a course/s due to attendance and also due to academic performance, the D grade obtained due to attendance will prevail.
4.7.3.6    **Second Year of the Programme:**
        To be eligible for award of the degree:
        A student should obtain CGPA of = > 2.25 at the end of the second year of the Program and pass all the second year credit courses.
4.7.3.7    **Non-fulfilment of the above requirement (as given in 4.7) relating to D and F Grades:**
        i)      The written re-examination for all the students of second year (as the case may be) who have obtained 'D' or 'F' grade (as per the rules of passing standards) will take place before the

convocation. The grade that a student, in such a case can obtain for such course will be C+ or actual whichever is lower. The result of the re-examination will be treated as final and binding on the students.

ii)   Any student who has been awarded maximum up to 4 "D"s has an option to remove all the "D"s in case he wishes so. The norms of removing the same will be as given in (i) above. The grade that a student, in such a case can obtain for such course will be C+ or actual whichever is lower.

iii)  If the student is not able to remove the extra "D"s even after re-examination, he/ she will not be eligible for award of degree and is expected to take re-admission as per the rules of SBM, NMIMS.

iv)   **A student will have to remove "F" grade/s in the non-credit courses**. The student will not be considered as having completed the programme, till the time all his "F" grades (including non-credit courses) are removed. The formalities of removing the same will be as given in (i) above. The grade that a student, in such a case can obtain for such course will be C+ or actual whichever is lower. If the student is not able to clear "F" grade even after two attempts, he/ she is expected to take re-admission as per the rules of SBM, NMIMS.

v)    A student obtaining only one "F" grade in final year credit courses must necessarily pass the "F" grade by appearing at a re-examination. If the student is not able to clear "F" even after this chance, he/ she is expected to take re-admission as per the rules of SBM, NMIMS.

vi)   Students appearing for the re-exams (as per rules of passing standards) will be given provisional admission to the next year of the program (as the case may be). His/ her admission will be confirmed only after declaration of the results of the re-exams. His/ her registration will be confirmed only after declaration of the results of the re-exams.

vii)  Student who obtains more than one "F" in aggregate of trimesters at any time during the academic year should take re-admission as per the rules of SBM, NMIMS.

viii) Student obtaining more than 4 "D"s in aggregate of trimesters at any time during the academic year should take re-admission as per the rules of SBM, NMIMS.

ix)   Student obtaining 4D and 1F will not be allowed to appear for re-exam and have to take re-admission as per the rules of SBM, NMIMS.

The students falling in category (vii) or (viii) or (ix) above, will be required to seek re- admission afresh in the next academic year, as a regular student for the concerned program for that year of the program in which he/ she has been declared failed. He/ she shall also be required to pay all the necessary prescribed fees/charges at the time of seeking re- admission in the concerned program as per the rules prescribed by the University for the same from time to time.

4.7.3.8   Any student who has been awarded 1 D or 2 D's (not more than 2 D's) has an option to improve the said D by appearing in the re-examinations. The grade that a student, in such a case, can obtain for such course will be C+ or actual whichever is lower.

4.7.3.9   If a student gets D grade in a course/s due to attendance and also due to academic performance, the D grade obtained due to attendance will prevail.

The students falling in category (vii) or (viii) or (ix) above, will be required to seek re-admission afresh in the next academic year, as a regular student for the concerned program for that year of the program in which he/ she has been declared failed. He/ she shall also be required to pay all the necessary prescribed fees/charges at the time of seeking re-admission in the concerned program as per the rules prescribed by the University for the same from time to time.

## 4.8   General Rules

**4.8.1**   Exceptional cases, approved by Director/ Deputy Registrar / Examinations in charge: (self-marriage/ long illness – Medical cases/ maternity/ out station or out of country posting (only in case of Student of Weekend Programs), Death in immediate family will be eligible to appear in re-examination (and for award of regular grade).

4.8.1.1   For medical cases, he/ she will have to necessarily produce a certificate from a Medical Practitioner along with required pathological reports and prescriptions before the commencement of the re-examination.

4.8.1.2   For exceptional cases all necessary relevant documents to be submitted before the commencement of the re-examination.

4.8.1.3   In case a Student fails to fulfill conditions given in the above even after the re-examination/s he/she is expected to take re-admission as per the rules of SBM, NMIMS.

4.8.1.4   No further re-examination change will be given to above mentioned exceptional cases.

**4.8.2** In order to receive the degree, diploma, certificate, the Student will have to clear in all the examinations of all the years. Student should ensure that he / she has cleared his / her all dues from the respective departments like accounts, library, hostel etc.

**4.8.3** The fees for re-examinations and re-admission will be decided by NMIMS from time to time.

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

5. **Course Structures & Guidelines – of all programs**
   **Before the Start of First Year Courses**
   - **Harvard Online Preparatory Course** (Exam to be cleared by student before the start of Orientation Programme)
   - **Programme Inauguration & Campus Visit (1 Day – 8 Hours)**

     Student Code of Conduct
     Library, Accounts, IT, Exam, About Programme

- **Orientation Programme (6 Days – 7.5 Hours per day)**
  Financial Accounting: Area to identify a suitable MOOC and link to be sent to students in advance – 12 hours
  Basic Mathematics & Statistics: Area to identify a suitable MOOC and link to be sent to students in advance – 12 hours
  Power of Excel – 9 hours
  Communication Skills – 9 hours
  Learning by Case Method – 3 hours

- City & Industry Orientation (1 Day)

- Compulsory Non-Credit Workshops: At least two are compulsory

  i.   Business etiquette
  ii.  At least one from following:
       - Creative/Design Thinking
       - Innovation
       - Learning through Films, Theatre & Literature
       - Indian Values in Management
       - One Foreign Language: French, Spanish Mandarin
       - Extended practical workshop on Yoga (30 hours)

- Value Added Certifications (any one):
  - SAS
  - SAP R3
  - Six Sigma
  - Advanced Financial Modelling
  - Project Management
  - Suitable certification from Marketing/HR domain

- We Care: Non-credit Rural Immersion/NGO project (3 weeks)
  Summer Internship (8 Weeks)

| PGDM – POST GRADUATE DIPLOMA IN MANAGEMENT – HYDERABAD | | |
|---|---|---|
| *Course Structure - PGDM - Batch - 2018 - 20* | | |
| | | |
| **Orientation Program** | | |
| a | Financial Accounting: | |
| b | Basic Mathematics & Statistics: | |
| c | Power of Excel | |
| d | Communication Skills | |
| e | Learning by Case Method | |
| **Trim I:** | | **Credits** |
| 1 | Business Communication – I | 3.0 |
| 2 | Micro Economics | 3.0 |
| 3 | Financial Accounting | 3.0 |
| 4 | Marketing Management - I | 3.0 |
| 5 | Organizational Behavior | 3.0 |
| 6 | Quantitative Methods –I | 3.0 |
| 7 | Information Systems For Management | 3.0 |
| **Trim II:** | | |
| 1 | Business Communication – II (1.5 Credits) | 1.5 |
| 2 | Cost & Management Accounting | 3.0 |
| 3 | Macroeconomics | 3.0 |
| 4 | Operations Management | 3.0 |
| 5 | Marketing Management –II | 3.0 |
| 6 | Quantitative Methods –II (1.5 Credits) | 1.5 |
| 7 | Indian Ethos and Business Ethics | 3.0 |
| **Trim III:** | | |
| 1 | Business Communication – III (1.5 Credits) | 1.5 |
| 2 | Legal Aspects of Business | 3.0 |
| 3 | Corporate Finance | 3.0 |
| 4 | Business Analytics | 3.0 |
| 5 | Human Resource Management | 3.0 |
| 6 | Strategic Management | 3.0 |
| 7 | Business Research Methodology (1.5 Credits-Pre Mid Term) | 1.5 |
| | | |
| | After Trim - III the students go to SIP | |

**PGDM 2nd Year Courses**

Term 4:

      i. Industry Analysis
      ii. Elective 1
      iii. Elective 2
      iv. Elective 3
      v. Elective 4
      vi. Elective 5

Term 5:

      i. Elective 1: Managing Complexities
      ii. Elective 2
      iii. Elective 3
      iv. Elective 4
      v. Elective 5

Term 6:

      i. Elective 1
      ii. Elective 2
      iii. Elective 3
      iv. Elective 4
      v. Elective 5: Entrepreneurship and Innovation

| PGDM – POST GRADUATE DIPLOMA IN MANAGEMENT – HYDERABAD | | |
|---|---|---|
| *Course Structure - PGDM - Batch - 2018 - 20* | | |
| **Trim IV:** | | |
| | **Compulsory** | Credits |
| | Industry Analysis – Compulsory Course | 3 |
| | **Elective: Finance** | Credits |
| 1 | Advanced Financial Reporting & Analysis | 3 |
| 2 | Business Valuation | 3 |
| 3 | Commercial Bank Management (CBM) | 3 |
| 4 | Financial Derivatives | 3 |
| 5 | Financial Analytics- I | 3 |
| 6 | Financial Statement Analysis (FSA) | 3 |
| 7 | Investment Analysis & Portfolio Management (IAPM) | 3 |
| 8 | Insurance Management (IM) | 3 |
| 9 | Project Appraisal and Financing (PAF) | 3 |
| | **Elective: Marketing** | Credits |
| 1 | Consumer Behavior | 3 |
| 2 | Sales and Distribution Management | 3 |
| 3 | Retail Management | 3 |
| 4 | Integrated Marketing Communication | 3 |
| 5 | Business Marketing | 3 |
| | **Elective: Operations** | Credits |
| 1 | Logistics Management | 3 |
| 2 | Total Quality Management | 3 |

| | | |
|---|---|---|
| 3 | Project Management | 3 |
| 4 | Supply Chain Management | 3 |
| 5 | Operations Strategy | |
| **Elective: Human Resources Management** | | Credits |
| 1 | Selection & Recruitment | 3 |
| 2 | Strategic HRM | 3 |
| 3 | Learning and Development | 3 |
| 4 | Legal Framework of Industrial Relations | 3 |
| **Elective: Analytics** | | Credits |
| 1 | Big Data Analytics & Its Applications | 3 |
| 2 | Visual Analytic Tools and Techniques | 3 |
| 3 | Advanced Multivariate Techniques for Analytics | 3 |
| 4 | Analytic Tools and Techniques for Decision Making | 3 |
| 5 | Financial Analytics - I | 3 |
| **Elective: IT** | | Credits |
| 1 | Business Process Modelling and Management | 3 |
| 2 | Business Intelligence and Decision Support Systems | 3 |
| 3 | Big Data Analytics and Its Application | 3 |
| 4 | Knowledge Management | 3 |
| **Elective: Strategy & General Management** | | Credits |
| 1 | Management Consulting | 3 |
| 2 | Corporate Turnaround | 3 |
| 3 | International Business | 3 |
| 4 | Personal Mastery & Inspired Leadership | 3 |
| | | |
| **Trim V:** | | |
| **Compulsory** | | Credits |
| | Business Simulation – Compulsory Course | 3 |
| **Elective: Finance** | | Credits |
| 1 | Financial Risk Management | 3 |
| 2 | International Finance | 3 |
| 3 | Mergers & Acquisitions, Corporate Restructuring & Investment Banking | 3 |
| 4 | Strategic Cost Management | 3 |
| **Elective: Marketing** | | Credits |
| 1 | Brand Management | 3 |
| 2 | Services Marketing | 3 |
| 3 | Marketing Analytics | 3 |
| 4 | Product Strategy | 3 |
| 5 | Marketing Implementation | 3 |
| **Elective: Operations and IT** | | Credits |
| 1 | Strategic Sourcing & eProcurement | 3 |
| 2 | Service Operations | 3 |
| 3 | Lean Enterprise | 3 |
| 4 | Advanced Supply Chain Management | 3 |
| **Elective: Human Resources Management** | | Credits |
| 1 | Performance Management | 3 |
| 2 | Compensation & Benefits | 3 |
| 3 | Organization Development | 3 |
| 4 | Social Security Legislation | 3 |
| **Elective: Analytics** | | Credits |

| | | |
|---|---|---|
| 1 | Artificial Intelligence | 3 |
| 2 | Machine Learning Theory and Applications | 3 |
| 3 | Marketing Analytics | 3 |
| 4 | Financial Analytics - II | 3 |
| **Elective: IT** | | Credits |
| 1 | Artificial Intelligence | 3 |
| 2 | Digital Transformation | 3 |
| 3 | IT Strategy | 3 |
| 4 | Cloud Computing | 3 |
| 5 | Internet of Things Application | 3 |
| **Elective: Strategy & General Management** | | Credits |
| 1 | Enterprise Risk Management | 3 |
| 2 | Mergers, Acquisitions & Corporate Restructuring | 3 |
| 3 | Managing Growth | 3 |
| | | |

**Trim VI:**

| | | |
|---|---|---|
| **Compulsory** | | Credits |
| | Entrepreneurship and Innovation – Compulsory Course | 3 |
| **Elective: Finance** | | Credits |
| 1 | Alternative Investment Markets | 3 |
| 2 | Behavioral Finance | 3 |
| 3 | Financial Analytics II | 3 |
| 4 | Wealth Management | 3 |
| 5 | Fixed Income Securities & Debt Markets | 3 |
| 6 | Tax Planning and Management | 3 |
| 7 | Private Equity | 3 |
| **Elective: Marketing** | | |
| | | Credits |
| 1 | Marketing Strategy | 3 |
| 2 | Rural Marketing | 3 |
| 3 | Customer Relationship Management | 3 |
| 4 | Digital Marketing | 3 |
| 5 | Pricing | 3 |
| 6 | Green Marketing | 3 |
| **Elective: Operations & IT** | | Credits |
| 1 | Operations and Supply Chain Analytics | 3 |
| 2 | Operations Consulting | 3 |
| 3 | Technology Management | 3 |
| 4 | Green Supply Chain Management | 3 |
| **Elective: Human Resources Management** | | Credits |
| 1 | Emotional Intelligence & Developing Competencies | 3 |
| 2 | Talent Management | 3 |
| 3 | HR Technology and Analytics | 3 |
| **Elective: Analytics** | | Credits |
| 1 | HR Tools and Analytics | 3 |
| 2 | Pharma & Healthcare Analytics | 3 |
| 3 | Retail Analytics | 3 |
| 4 | Operation and Supply Chain Analytics | 3 |
| **Elective: IT** | | Credits |
| 1 | New Models For Enterprise Architecture | 3 |
| 2 | Systems for Social Enterprise | 3 |
| **Elective: Strategy & General Management** | | Credits |

| 1 | Entrepreneurship & Innovation | 3 |
|---|---|---|
| 2 | Management of Family Business | 1.5 |
| 3 | Management of Public and Private Partnership | 1.5 |
| 4 | Management Control System | 3 |

**Guidelines related to selection of electives:**

1. You are required to secure a total of 45 credits – *15 courses x 3 credits* – from elective courses of the 2nd year PGDM PROGRAM to fulfil the program requirements. Apart from these elective courses, there will be compulsory courses / workshops in each trimester.

2. Please go through the subject outlines uploaded on the blackboard to make an informed choice. Once submitted, you may not be able to alter your courses, at your discretion. Follow the rules mentioned below carefully before selecting your portfolio of courses.

3. Rule # 1 – Total number of elective courses to be selected from Trim IV, V, & VI – 15 (fifteen). Each course carries a weight of 3 credits.

4. Rule # 2 – You are required to select a minimum of 8 courses and a maximum of 11 courses from the respective area (Trim IV, V, VI) under Concentration.

5. Rule # 3 – If you would like to pursue the stream of General Management, you are required to choose at least 2 courses from each concentration area across IV, V & VI Trimesters

6. Rule # 4 – Total number of elective courses selected in a trimester cannot be more than 5 (five.)

7. Rule # 5 – You are allowed to change your earlier option (provided at the beginning of Trim IV) only twice (before Trim V & VI) in the academic year, with a cap of 3 courses (with not more than 2 in a particular trimester) across remaining two trimesters.

8. Rule # 6 – An elective course will only be offered if it meets the minimum number of enrolment i.e., 10 % of the cohort.

Legend: Concentration means: Finance / Marketing / Operations & IT / HR / Analytics/ Strategy & General Management

| Course Structure - PGDM(Executive) 72 Credits | | |
|---|---|---|
| **Orientation** | **No Credits** | 1 Day |
| **Trim I** | **(13.5 Credits)** | |
| **S. No.** | **Subjects** | **Credits** | |

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

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

**(a) Participants to choose 4 courses out of the electives in Trim V along with the Project Work.**
**(b) An elective to be offered should be 10% of the batch or minimum three (3).**

<u>**Guidelines for Project Work**</u>

The Project Work is an integral part of Academic curriculum for the PGDM (Executive) program. These guidelines are a part of the standards of education we wish to establish in the institute. These guidelines apply to students of PGDM (Executive) of SBM, NMIMS Hyderabad Campus. Do take the time out to read these guidelines and adhere to them for smoother and more efficient functioning of the institute. These guidelines are indicative and are intended to enhance the originality, quality, and content of your work and not meant to be restrictive in any way.

**1.0** The Project Report is a part of the academic requirements of the Program and is compulsory**.**

**2.0 Submissions**

Students are required to make the following submissions. The deadlines are expected to be honoured by the students.

| Sl. No. | Particulars | Last date for Submission (will be specified separately) |
|---|---|---|
| 1 | Topic Selection and Choice of the Internal Supervisor | |
| 2 | Progress Report – I (Proposal eg. which includes problem statement/ objective) | |
| 3 | Progress Report – 2 (Draft Report) | |
| 4 | Internal Panel Meeting with the students | |
| 5 | Final Project Report (Soft Copy) | |
| 6 | Presentation and Viva (According to Roll No's) | |

3.0 **Format of the Project Report: The Project Report should be in following sequence and format:** (Few fields are optional as per requirement of individual project). The detailed description is given in the enclosure.

3.1 Title of the project report

3.2 Preface

3.3 Acknowledgements

3.3.1 Declaration

3.4 Executive Summary

3.5 Table of Contents

3.6 List of Tables, Graphs & Figures

3.7 Chapter 1 – 'Introduction & Research Methodology'

3.8 Chapter 2, 3, 4, and so on

3.9 Last Chapter – 'Findings & Recommendations'

3.10 Annexure- A, B, C and so on

3.11 Bibliography

3.12 Glossary (if required)

3.13 Index (if possible)

**4.0 Evaluation:** The Project Work will be treated as a as a 3-credit compulsory course. The candidate needs to satisfactorily complete the project as an essential partial fulfillment of the requirements for award of **Post Graduate Diploma in Business Management**. Evaluation will be done by a panel of evaluators constituted by the Director.

The following is required for a student to successfully complete this:

    a. Timely submission of the following to the Faculty guide:
1. Proposal
2. Progress reports I & II
3. Final report
4. Presentation & Viva Voce

**5.0 Confidentiality:** SBM shall endeavor to maintain the confidentiality of the matter contained in the Project Reports. Any changes in this document will be further communicated to you via Academic office.

## Guidelines and Format of Submission of Report

**1.0 Title of the project report:** It contains the title of the project report, presented to whom, on which date, for what purpose, name of the authors along with their Roll No. and Group No.

**2.0 Preface:** The Preface is after the Title page. It is started on a right-hand side page. It is included in numbering but page number is not to be written if it is of only one page. If Preface is of two pages, then the first page is not numbered but only second and subsequent pages, if any are numbered. They are numbered in Arabic in lower case font Times New Roman size 12 with brackets. The objective of writing Preface by the author is to indicate how the subject was chosen, its importance and need. At the end of the Preface, the author's/s' name is/are given on the right side. On the left side, name of city where the preface was written, and date appear. All these are put in font Times New Roman size 12 in italics.

**3.0 Acknowledgement:** The Acknowledgement is after the Preface. It is started on a right- hand side page. It is included in numbering but page number is not to be written if it is of only one page. If Acknowledgement is of two pages, then the first page is not numbered but only second and subsequent pages, if any are numbered. They are numbered in Arabic in lower case font Times New Roman size 12 with brackets.

This is an attempt of thanks giving by the author to those who have helped the author during the work. At the end of the Acknowledgement, the author's/s' name is/are given on the right side. It is put in font Times New Roman size 12 in italics.

**4.0 Executive Summary:** It is also called Synopsis or Abstract. Executive Summary is after the Acknowledgement. It starts from the right-hand side page. It is included in numbering but page number is not to be written if it is of only one page. If Executive Summary is of two pages, then the first page is not numbered but only second and subsequent pages, if any are numbered. They are numbered in Arabic in lower case font Times New Roman size 12 with brackets. Its length is from 100 words to 1000 words depending upon the length of the project report itself. The Executive Summary provide and an overview to the reader or a busy researcher or executive. It should summarize whole project report including its findings and recommendations. Important calculations or workings should be referred with page numbers. eg.: The Company has faced a liquidity crisis in the year 1997-98.

**5.0 Table of Contents:** The Table of Contents is after the Executive Summary. Table of Contents is different from Index. (*see* Annexure for samples)

**6.0 List of Tables, Graphs & Figures:** This is also just like Table of Contents. It appears after the Table of Contents. It contains titles and page numbers of all Tables, Graphs & Figures appearing in the project report. This will help reader to understand the report very well. (*see* Annexure for sample)

**7.0 Chapter 1 - 'Introduction & Research Methodology'**
The first chapter should have the above-mentioned title. The chapter introduces the reader to the project report. Tries to justify the title and elaborates on the Research Methodology. The following components must be mentioned in the Research Methodology:
- Research Objective
- Research Methodology

(a) Primary Data – universe, instrument, size
(b) Secondary Data – sources

- Assumptions
- Limitations

## 8.0 Chapter 2, 3, 4, and so on
All these chapters should be written as per the requirements of the individual project report

## 9.0 Last Chapter – 'Findings & Recommendations'
The last chapter should have the above-mentioned title. It should enlist the findings of the project report and give logical, feasible recommendations.

**10.0** It appears after the last chapter gets over. It is also called Appendix. Secondary references are put in this part. This helps the author to authenticate the main text and the reader to check the data. In the text, the attention of the reader is drawn to the appendices. Annexure have to be serialized with capital letter – Annexure: A, B, and so on to differentiate from the chapter numbers. All Annexure are listed in the table of contents. The page numbers of the Annexure should be give numbers like AA-1, AA-2 for Annexure-A, AB-1, AB-2 for Annexure-B, and so on. Generally Annexure includes the following:

- Original data
- Long Tables
- Legal Decisions, Laws
- Extensive Computations
- Schedules
- Forms
- Transcripts of Interviews
- Photographs
- Any other reference material of secondary nature – Newspaper / Magazine cutting

## 11.0 Bibliography
It comes after the Annexure are over. It contains the source of every references cited in the footnote and any other relevant works that the author has read or consulted. It gives the reader an idea of the literature available on the subject and that has influenced or aided the author. The page numbers of the Bibliography should be give numbers like B-1, B-2 and so on. (*see* Annexure-D for sample)

## 12.0 Glossary (if required)
Glossary appears after the Bibliography. It is a short dictionary of definitions and terms or phrases which are technical, used in a special connotation. The objective of preparing Glossary is to make aware the reader the meanings of technical words used in the project report. List the items of Glossary in alphabetical order just like dictionary.

## 1.0 Index (if possible)
Index appears after the Glossary. It is an alphabetical list of names, events, or major words appearing in the text and indicates the page numbers where they appear. The objective of putting Index is to increase 'user-friendliness' of the report. (*see* Annexure- E for sample)

## 14.0 Author's Profile
This is a brief description of Authors of the project report. It should mention their names, nature of work, name of the organisation and also their email addresses. The objective of Author's/s' profile to help reader to know and contact the authors.

**Sample of Table of Contents**

**Table of Contents**

**Sample of List of Tables, Graphs & Figures**

**List of Tables, Graphs & Figures**

**Tables**

**Graphs**

**Figures**

**Tips for Bibliography & Footnotes**

The following are tips to be observed while drafting Bibliography and Footnotes:

1. Bibliography contains the source of every reference cited in the footnote and text.
2. The first line of each items of the Bibliography begins after leaving five spaces.
3. In Bibliography, the last name of the author is given first (Patel, Ajay). But in footnote the first name is given first (Ajay Patel).
4. Bibliography is arranged within a section in the alphabetical order of the last name of the author or in the alphabetical order of the title of the work but footnotes are arranged in the sequence in which they have been referred in the text.
5. In Bibliography the total number of pages of a book (320 pp.) or page numbers of the article (1-20) are given, while in footnote only the specific page (p.25) or pages cited (pp. 2-4) are given.
6. Classify B i b l i o g r a p h y by h e a d i n g s such as – Books, Magazines & Journals, Newspapers & Pamphlets, Websites, etc.
7. **Example of One Author**

**Bibliography**

Patel, Ajay. Cost Reduction Techniques. Mumbai: Vikas Publication, 1999. 230 pp.

**Footnote**

Ajay Patel, Cost Reduction Techniques (Mumbai: Vikas Publication, 1999), p. 31.

8. **Example of Two Authors**
**Bibliography**

Singh, Mohinder; and Pandya, J.F. Government Publications of India. Delhi: Metropolitan Book, 1967. 270 pp

**Footnote**

Mohinder Singh and J.F. Pandya, Government Publications of India (Delhi: Metropolitan Book, 1967), p. 21

## 9 Example of Three Authors

**Bibliography**

Mote, V.L. Malya, M. Meenakshi; and Saha, Jahar. Tables for Capital Investment Analysis. Ahmedabad: Indian Institute of Management, 1986.36 pp

**Footnote**

V.L. Mote, M. Meenakshi Malya and Jahar Saha, Tables for Capital Investment Analysis (Ahmedabad: Indian Institute of Management, 1968) p. 10

## 10 Example of More Than Three Authors

**Bibliography**

Desai, D.K., et al., Studies in Block Development and Cooperative Organisation. Ahmedabad: Indian Institute of Management, 1966) p. 383

**Footnote**

D.K. Desai, et al., Studies in Block Development and Cooperative Organisation (Ahmedabad: Indian Institute of Management, 1966), p. 10

## 11 Example of Photocopy / Diskette / CD-Rom Material

**Bibliography**

Rao, G.N. "A Life Table Approach to Wastage in Education", Jaipur: University of Rajasthan, 1958. 121 pp. (Photocopy / Diskette / CD-ROM)

**Footnote**

G.N. Rao, "A Life Table Approach to Wastage in Education", (Jaipur: University of Rajasthan, 1958), p. 10 (Photocopy / Diskette / CD-ROM)

## 12 Example of Article in a Journal

**Bibliography**

Gandhi, Ved P. "Taxation of Agricultural Incomes", Industrial Times, X, 12, (15 June 1968), 8

**Footnote**

Ved P. Gandhi, "Taxation of Agricultural Incomes", Industrial Times, X, 12, (15 June 1968), 8

**13      Example of Article in a Newspaper**

**<u>Bibliography</u>**

Gandhi, Ved P., "Will the Budget Achieve Its Aims? Certain Doubts", The Economic Times, VIII, 2, (8 Mar 1968), 5.

**<u>Footnote</u>**

Ved P. Gandhi, Will the Budget Achieve Its Aims? Certain Doubts", The Economic Times, VIII, 2, (8 Mar 1968), 5.

**14      Example of More Than One Item of an Author**

**<u>Bibliography</u>**
Shah, B.G. "Farm Finance: A Few Important Issues," Artha Vikas, IV, 1, (Jan 1968), 38-45.

**Alternative Method:**

_____. "Manpower Development for Banks", The Economic Times, VIII, 3, (26 June 1968), 5.

**15      Example of Internet Document**

**<u>Bibliography</u>**

Wainwright, Mark.  <u>markw@harlqn.co.uk</u> " MLA Citation Style for Internet Documents",

Article <u>D8Gv79.IMB@harlequin.co.uk</u> in Usenet newsgroup alt.usage.english.12 May 1995.

**<u>Footnote</u>**

Mark Wainwright, <u>markw@harlqn.co.uk</u>" MLA Citation Style for Internet Documents",
Article <u>D8Gv79.IMB@harlequin.co.uk</u> in Usenet newsgroup alt.usage.english.12 May 1995.

**16      Example of Interview**

**<u>Bibliography</u>**

Kumar, Arvind. "The Future of Computers".  Interview by V.P. Gandhi (or by author), 21 October 1998, Calcutta. Tape recording. Public Library. Ahmedabad

**<u>Footnote</u>**

Arvind Kumar, "The Future of Computers".  Interview by V.P. Gandhi (or by author), 21 October 1998, Calcutta. Tape recording. Public Library. Ahm

## Certificate in Business Analytics – Course Structure

| Term | Course | No. of Sessions* |
|---|---|---|
| **Preparatory Course** | Exploring Data Structures and Algorithms via Python | 05 |
| | Working with Excel VBA | 04 |
| | Working with R (including basics of probability & statistics) | 06 |
| | Relational Database Management Systems | 05 |
| | **Total** | **20*** |
| **Term 1** | Big Data Management Using Hadoop | 20 |
| | Statistics for Business Analytics | 20 |
| | Data Visualization (Tableau) | 10 |
| | SAS Training and Certification | 20 |
| | **Total** | **70*** |
| **Term 2** | Machine Learning | 20 |
| | Predictive Analytics -1 (multiple linear regression, regression diagnostics, other multivariate techniques) | 20 |
| | Predictive Analytics -2 (time series) | 10 |
| | Prescriptive Analytics/ Optimization | 10 |
| | Financial Analytics | 10 |
| | Marketing Analytics | 10 |
| | HR Analytics | 10 |
| | **Total** | **90*** |
| **Term 3** | Supply Chain Analytics | 08 |
| | Web and Social Media Analytics | 06 |
| | Retail and Pharma Analytics | 06 |
| | Comprehensive Project | 20 |
| | **Total** | **40*** |
| | **Grand Total** | **220** |

* The allotted total hours (for each term) also include time for lab sessions which respective course faculties can conduct as part of their courses.

** Each session is of 1 hour 30 minutes.

### Comprehensive Project Guidelines (CBA)

**General Guidelines:**

➢ This should be a more comprehensive and rigorous project than the course related projects that you have done before (where you might have taken a dataset and tried out different techniques related to the course).

➢ The project should have a purpose/ objective. For example: you may try to solve a problem that has significance in the industry, society and so on.

➤ The project work should be your own original research work. This should not be repetition of any work already available in the literature or repetition of other projects already done by you during your coursework.

## Comprehensive Project Report Guidelines:

Your project report should have the following sections. The details of each section are provided below.

**Abstract/Executive Summary:** A short summary of what you did, why you did it, what you found and why this matters.

**Introduction & research question(s):** This explains what your research is about, why it is important and lists the research questions you are trying to answer.

**Literature Review:** This section provides the foundation for your research. What does the peer reviewed literature say about the topic, what information is there in other reports and papers? You should also describe similar studies and what they found. How is your work different from other similar reports/ papers?

**Methodology:** How are you going about conducting your research (explained in enough detail so someone else could repeat it)?

This section should include the following details - method of data collection, source of data, data extraction process (if applicable), data cleaning process, detailed description (business meaning) of the data fields.

This section should also describe your hypothesis in technical terms, data analysis methods used (ex: time series forecasting, PCA, multiple linear regression etc.). The proposed data analysis methods should be backed by strong reasons based on intuition and theory.

**Results:** This section should summarize what you found and highlight the most significant aspects of your findings. You may use tables and diagrams (if necessary) to demonstrate your findings.

**Discussion and conclusion:** Here is where you describe the importance of your findings, the strengths and weaknesses of your study, areas for further investigation by someone else or you in the future, etc. Your concluding pages should highlight the main implications (for industry/ business/ society) of what you found.

**References:** Reference your work appropriately, throughout the document and in your bibliography. It's OK to use a footnote or endnote style of reference. You must include a citation in every sentence that includes information sourced from an article or other reference. You can't just put a citation at the end of a paragraph.

*For example:* Multi-criteria methods are not based on monetary valuations like cost-benefit analysis, but on a more general weighting system (Kiker et al. 2005). The weighting system reflects preferences about the importance of differing outcomes such as environmental protection, economic efficiency or social well-being (Harte and Lonergan 1995; Leung 2006).

You can use any of the different "styles" listed although you are urged you to use APA or Chicago. These are the two most common styles.

Referencing correctly is important for two reasons: (1) to give your own arguments greater weight by supporting them with references from peer reviewed journals and other sources; and (2) to acknowledge the source of a fact and/or other writers' thinking and the influence they have had on you. The 2nd area is where students often run into plagiarism issues when they get lazy about citing properly.

*Please note that improper references/ missing references will be strictly penalized.*

All podcast and videos must have a script that is referenced appropriately and in the recorded version appropriately

acknowledges the contribution of others.

**Appendices:** Here is where you put additional information, questionnaire used to collect data, details and results that are too long to include in the main text or are of less relevance to your key findings.

**Writing style Guidelines:**
This should be a professional document. Refer to writing guides such as Strunk and White's Elements of Style. Proofread for spelling and grammar – again and again and again. If you are a poor writer, you may need to have the final draft of your paper professionally edited. You will likely need to do at least 2 drafts before finalizing your product.

**Evaluation Guidelines:**

- You need to submit your final project report in word document format along with raw data file used for analysis and analysis output file.
- You also need to make a project presentation before the faculty of the institute and one external industry expert.
- The project report will carry 40% weightage.
- The project presentation will carry 60% weightage.
- The 40% weightage on project report is distributed as follows: 30% is for the formulation, objective, introduction and literature review; 50% for the analysis techniques used and finally 20% for the output and conclusions.
- The 60% weightage on project presentation is distributed as follows: 70% is for the presentation and 30% for the Q&A.

**Project Deadlines:**

| Steps | Date (to be specified separately) | Comments |
|---|---|---|
| Submission of Project titles, objectives, data requirements | | You need to submit this over email. |
| Progress Review 1 | | You need to submit this over email but the review will happen via face to face discussion with faculty. |
| Progress Review 2 | | You need to submit this over email but the review will happen via face to face discussion with faculty. |
| Final Submission Date | | Both soft copy and hard copy submission required for the final submission. |
| Presentation Date | | You have to appear before panel of experts in person and give the presentation. |

6. **List of Awards (Provisional List)**

| S No | Name of the Award |
|------|-------------------|
| 1 | Best Club Award |
| 2 | Best Committee Award (Student Driven) |
| 3 | Best Committee (Institution Driven) |
| 4 | Best Student Award for Institution Building |
| 5 | Special Jury Award |

7. **Student Council**

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

**Article 1- Title**

**1.1 Short Title and Commencement**

a) These Byelaws shall be called the NMIMS Hyderabad Students Council Bye Laws 2017.
b) They shall come into force from the date of approval by the Director, NMIMS Hyderabad Campus.

**1.2 Applicability**

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

**1.3 Objectives of the Student Council**

a) To promote student participation within the school and its community.

b) To co-ordinate and facilitate all committees in becoming more effective within their own purview of operations.

c) To encourage and support healthy practices within each of the committees and between them.

d) To play a vital role in preserving knowledge of and practice in the democratic process.

**1.4 Tenure of Student Council**

a) A Student Council shall be constituted at the beginning of the Academic Year. Tenure of the council will be from the time it is constituted up to the end of that given Academic Year, subject to the condition that the same is not dissolved before completion of its tenure.

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

   i. Non-Adherence to these Bye Laws.
   ii. In case of non-performance or indiscipline.
   iii. If the member is absent for more than two consecutive meetings of the council.

**Article 2- Structure**

**2.1 Hierarchy of Student Council**
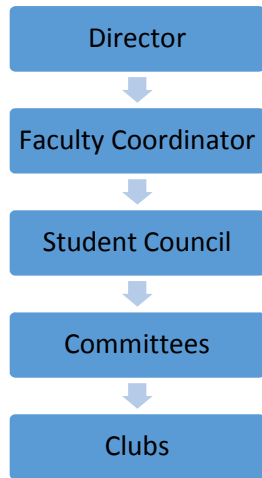


1) **Committees**

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

|      |                                            |   |           |
|------|--------------------------------------------|---|-----------|
| i.   | Placement Committee                        | - | PlaceCom  |
| ii.  | Academic Committee                         | - | Acadmium  |
| iii. | Public Relations and Branding Committee    | - | PR        |
| iv.  | Alumni Committee                           | - | Ngage     |
| v.   | Cultural Committee                         | - | Nexus     |
| vi.  | Sports Committee                           | - | Nthuz     |
| vii. | Student Social Responsibility Committee    | - | Nischay   |

2) **Clubs**

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

|       |                                        |   |           |
|-------|----------------------------------------|---|-----------|
| i.    | Finance Club                           | - | Finnacle  |
| ii.   | Marketing Club                         | - | Mark8inc  |
| iii.  | Operations Club                        | - | Operencia |
| iv.   | HR Club                                | - | Hrizon    |
| v.    | Quants, Logic and Analytics Club       | - | iQoniQ    |
| vi.   | Entrepreneurship Club                  | - | ECell     |
| vii.  | Dramatics Club                         | - | Tafri     |
| viii. | Literary Club                          | - | Gnosis    |

**2.3 Structure of the Student Council**

The structure of the student council consists of the following

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

**2.3.1 Members of the Student Council**

a) All the heads from the respective committees and clubs mentioned in section 2.1 sub section (1), (2) and (3) will be the member of the student council

b) The respective committee members would elect the head of the committees.

c) In case of absence of any head of a particular club or committee, the co-head should be representative of that particular club or committee.


**2.4 Responsibilities of Student Council**

a) To act as an interface between the institute and the student committees confirming to the following:

    i. Every Faculty Coordinator has the right to ask for a report on the working of any committee or club.
    ii. The Council will be subjected to review by the faculty at least twice every trimester.
    iii. Faculty Coordinator can also call for a review meeting of the Committee/Club at any point of time.
    iv. The Council has to provide assistance to the faculty in conducting the review meetings.
    v. Every faculty coordinator can seek clarification/details on any matter from the Chairperson of the Council.
    vi. A monthly report has to be submitted to the faculty regarding the progress of the committees. The report has to be in "Times New Roman" with Font size of 12.

b) To act as a single point of contact between the students and the institute in the following manner:

    i. The committees have to go through the student council in order to present and get the approval for the new events planned.
    ii. The students have to go through the student council in order to address the issues

c) To act as a grievance addressing unit for the students and to put up the cases, if any, in front of the management for redressal of the grievance.

d) The student council should meet at least once a month. The meeting has to be organized by the secretary. In case of any emergency the secretary should call for a meeting as required.

e) The student council should also meet Director at least once in every two months.

f) Role of Chairperson
    i. Create Agendas
    ii. Call and Run meetings
    iii. Serve as a liaison to the Faculty Coordinator and Director
    iv. Maintain Memberships
    v. Delegate committee and club responsibilities
    vi. Be responsible for overall organization
    vii. Sign off the budget, events and resolution on checking it thoroughly

g) Role of Vice- Chairperson
    i. Works directly with the chairperson to manage the activities
    ii. Collect monthly reports from committees and clubs and submit to the PGP office
    iii. Assume chairperson's role if need arises
    iv. Conduct meetings if the chairperson is absent
    v. Single point of contact for the club and committees to get the event data and time slot approval from the PGP office
    vi. Sign off for hanging posters, flyers and other publications

h) Role of Secretary
    i. Take minutes at all meetings

ii.   Maintain complete, accurate and objective record keeping
iii.  Notify members for upcoming meetings
iv.   Reserve meeting space with the proper office
v.    File all changes/updates in by law
vi.   Help the chairperson of meeting stay on track

i)   Role of Treasurer
    i.   Develop budget plan as per the approved budget and SOPs of the events submitted by clubs and committee
    ii.  The budget allocation should be without any bias between committees and clubs
    iii. Allocate budget after the approval of the chairperson
    iv.  Maintain accurate record of expenditures of the committees and clubs
    v.   Work with the Accounts Department to keep a thorough check on the budget

## 2.5 Interim Student Council

Interim Student Council will be constituted in the absence of a regular Student Council. The institute will nominate a Chairperson and members to the Interim Student Council to transact the business until a regular Student Council is constituted at the beginning of each Academic Year as stated in Para 2.4, above. During the tenure, Interim Student Council will have the same authority and responsibilities as that of the regular Student Council.

## Article 3: Selection

## 3.1 Selection Rules and Regulations

a)   The selection process will be coordinated by the student council.
b)   The order of the selection process is as follows
    i.   Institute Driving Committees
    ii.  Student Driven Committee
    iii. Clubs
c)   There should be complete transparency in the selection process.
d)   The preference form should be made by the student council and after the collection of preferences it should be handed over to the respective committees and clubs.
e)   The selection should start once the orientation program is completed.
f)   There is cap of maximum 12 members for every committee and club.
g)   The students should be selected based on merit in the committees and clubs.
h)   A club can 50% of its members from the committees, to have more than 50% of its members from the committee, a club has to give a written proposal to student council.
i)   On the approval of the student council a club can have maximum of 75% of its members from the committee, the proposal should be passed with a two third majority in the student council and should be accepted only for special cases.

## 3.2 Reshuffling and Removal of members

a)   There is no inter committee or inter club reshuffling of members.
b)   No reshuffling of members is allowed for members of PGDM second year.
c)   If a student is not part of any club or committee. And in case of any removal of member of any particular committee or club. Then in such cases these students can be selected by the respective club or committee with the approval of its members.
d)   Such reshuffling or members should be notified to the student council.

e) In case of removal of any members from a particular club or committee. There should be approval of the faculty mentor for the same. An official email should be sent to the Faculty, Deputy Director and Director.

## Article 4: Events

### 4.1 Event Guidelines

a) Events should be conducted with the approval of director, deputy director, faculty in charge and student council.

b) Events such as Orientation, National Conference and Faculty Development Workshop are managed by specific committees as follows

    i. Orientation- Academic Committee with the support of PR and PlaceCom

    ii. National Conference- PR with the support of Academic

    iii. Faculty Development Workshop- Academic Committee

c) Guest lectures and conclaves should primarily conducted by Institution Building Committees.

d) There has to be gap between guest lectures and it should be limited to two guest lectures per week, if any special case arises, a notification and approval from student council should be passed by proposing a special resolution.

e) Clubs should focus on ice breaking activities and skill building activities, if any club wants to go for any formal conclave for specific domain it should collaborate with institution building committees to do the same.

f) There should be 80% attendance of a student throughout the year for the events as audience in the events conducted on campus.

g) The attendance should be submitted to the PGP office by the Secretary.

h) There should be through due diligence for the following activities

    i. Guests invited on campus for guest talk or as judges

    ii. Event posters and promotions

    iii. Event execution or any activity pertaining to a particular event

    iv. Content posted on any platform (print or digital)

i) If there are any discrepancy on above activities it should be brought to the notice of the student council.

j) The Chairperson of the student council should take it up and strict actions should be taken against the club or committee.

### 4.2 Nirvahana- The Annual Management Fest

a) The student council should coordinate to form the core committee of Nirvahana.

b) The core committee nominations should be from the student council firstly and then it should be kept open for other students if there are positions in the core committee.

c) The core committee will have the head and co-head for Nirvahana along with three more members.

d) The core committee should regularly update the student council about the fest work.

e) Core committee will be responsible for the smooth conduct of Nirvahana.

f) The core committee will be responsible for the formation of the functional committee.

g) The budgeting team of Nirvahana should propose the budget to Treasurer of the student council for review and sign off.

h) The fest dates should be approved in coordination with the Secretary of student council and the PGP office.

## 4.3 TEDx NMIMS Hyderabad

a) The student council should coordinate to form core committee of Tedx NMIMS Hyderabad.

b) The core committee nominations should be from the student council first and then it should be kept open for other students if there are positions in the core committee.

c) The core committee will have the head and co-head for Nirvahana along with three more members.

d) The core committee should regularly update the student council about the progress of the work.

e) Core committee will be responsible for the smooth conduct of Tedx NMIMS Hyderabad.

f) The core committee will be responsible for the formation of the functional committee.

g) The budgeting team of Tedx NMIMS Hyderabad should propose the budget to Treasurer of the student council for review and sign off.

h) Licensing and Renewal of License should be carried out by the Head and Co head of Tedx NMIMS Hyderabad.

## Article 5: Budget

a) Committees and Clubs need to submit their plan for every trimester at the beginning of the trimester.

b) The treasurer will prepare the budget allocation plan for every trimester after receiving the plan and submit to the chairperson for final sign off.

c) On approval by the chairperson the budget allocation should be sent to the management for final sign off.

d) The budget allocation should be performed in an unbiased manner by the treasurer.

e) The respective committee or club head in the student council can raise any issues or grievances pertaining to allocation. The treasurer has to provide justification for the same.

f) If any committee or club representative is not attending two meetings without any prior notification, then the budget for that committee or club for the particular trimester will be locked (the particular club or committee cannot do any events in that trimester).

g) If any club or committee needs any additional budget after the allocated budget than it should submit a proposal to the student council. On review by the council members followed by approval of the management additional budget will be granted.

h) The budget for Nirvahana and Tedx NMIMS Hyderabad has to be prepared by the core committee of the organizing body and submitted to the treasurer and chairperson for review and sign off. The final presentation will be given by the core committee to the management.

## Article 6- Formation and Dissolution of a Club or Committee

## 6.1 Formation of new Club or Committee or change in existing Club or Committee

a) Formation of new club or committee or changes in existing club or committee preferably should happen in the beginning of the Academic year.

b) To form a new club or committee a brief letter has to be submitted to the chairperson of the council. It can be proposed by any member or the council or faculty.

c) If it is submitted by any council member it should be duly supported by ten members and should list down the objectives and goals of the new entity.

d) The chairperson of the council has to inform two days in advance regarding the discussion and voting on the proposal.

e) The proposal will be approved by council on two third majority and then will be sent to the director for final approval.

f) If any structure of existing club or committee has to be changed, a proposal has to be submitted as mentioned above for the new club or committee and the same rules apply for it.

g) Any new club or committee will be in a trial phase for one year and a voting will happen to include it in the student council at the end of the year.

h) If the voting is not in favor of the new entity to be a part of the student council, it can run independently without being a member of council with the council's approval. The budget to the new club or committee will be allocated by the treasurer.

**6.2 Dissolution of any existing Club or Committee or merger of two Club or Committee**

a) Dissolution of existing club or committee or merger of any two existing club or committee preferably should happen in the end of the Academic year based on the performance throughout the year

b) To dissolve an existing club or committee a brief letter has to be submitted to the chairperson of the council. It can be proposed by any member or the council or faculty

c) The chairperson of the council has to inform two days in advance regarding the discussion and voting on the proposal

d) The proposal will be approved by council on two third majority and then will be sent to the director for final approval

e) If any two existing club or committee want to merge, a proposal has to be submitted as mentioned above for the new club or committee and the same rules apply for it

**6.3 Change of Chairperson, Vice Chairperson, Secretary and Treasurer**

a) The change of Chairperson, Vice Chairperson, Secretary or Treasurer can be proposed by a council member or faculty with a brief letter describing the same

b) The members can change the Chairperson, Vice Chairperson, Secretary or Treasurer by two third majority voting procedures.

c) The change will come into force only when the same is approved by the Director

**Article 7- Amendments to these by Laws**

The following procedure will be followed for bringing about any changes in the Student Council by Laws:

a) Only a council member can propose amendment. However, the Faculty Coordinator may also propose an amendment.

b) Amendment has to be proposed in the form of a draft letter describing all the pros and cons of the amendment and duly supported with the requirements, except the ones proposed by the Faculty.

c) The draft letter can be put into discussion only with the approval of the Chairperson.

d) The Chairperson has to inform members of the council two days in advance regarding the discussion and voting on the proposed amendment.

e) The amendment, except proposed by the Faculty, will be put through to a two third majority voting within the council.

f) The amendment will be implemented only after the Director approves the same.


**Annexures**

a) Any changes in the laws should be maintained in the below table and update the version number with every change.
b) The following academic year should follow the Version series as 1.1, 1.2 and so on throughout the year.
c) At the end of the year the version should be updated as Version 2.0.
d) Similar process to be followed every academic year.
e) Maintain Electronic format of the By Laws. Only for approval process there should be print of the document which will be for any new amendment or changes in the laws.
f) Promote usage of electronic copy

8. **Hostel Guidelines**

**Hostel accommodation is compulsory for all students of PGDM batches 2018-2020 onwards at Jadcherla Campus**

Student Accommodation (Hostels / Campus & Canteen)

Rules and Regulations

**NMIMS 24 x 7 Emergency Number 9247023500**

- Smoking, consumption of alcoholic drinks, chewing of Pan/ Gutka/ Bubble Gum and spitting is strictly prohibited in the hostel premises.
- Boys are not permitted to enter girl's hostel building and vice versa.
- NMIMS University will not be responsible for any of your mishap outside the campus.
- Students in groups should not gather in front of Hostel/Campus Gate.
- Don't waste water and power, please remember to turn off/switch off the water Taps, Geysers, lights, Fan, TV when not in Use.
- No one is allowed to play outdoor games inside the apartment either in Hostels or Campus.
- Strictly avoid abusive language in campus/Hostels.
- After first warning of misbehaving and misconduct, he/ she will be expelled from the hostel immediately in 24 Hours.
- Every participant shall be in his/ her hostel by 10.30 pm. If he/ she has to stay out after the said timings owing to any special reason, he/she must obtain prior permission from the Hostel Warden. The application for leave/absence from the hostel shall be made in writing, atleast 24 hours before, through Hostel Coordinator to the Deputy Registrar and his permission shall be obtained. This information will be sent to your family via email/telephone.
- No student will be allowed to hostel beyond 10:30 pm.
- No hosteler/ inmate shall use the service of a hostel Housekeeping servant/ Security guards for personal work even on payment. He/she shall also not bring any servant from outside even temporarily.
- Students will not enter rooms of other inmates without their permission.
- Every case of illness and accident must be reported immediately to the Hostel coordinator via emergency helpline number or emails or any other available sources.
- No poster/notice etc. should be pasted/displayed anywhere, either in rooms, Lifts or lobbies without proper permission.
- Throwing of water, colour etc. on one another or on the walls / property of the hostel is strictly prohibited.
- Students suffering from any contagious disease will not be allowed to stay in the hostel. Decision of the Deputy Registrar in this regard will be final and binding.
- Allotment of the room, furniture etc. will be entirely at the discretion of the Hostel coordinator and no complaint in this regard will be entertained.
- Every student shall keep the room allotted to him/her, neat & clean. Student shall take proper care of the furniture and fixtures handed over to him/her. The hostel authorities have the right to enter and inspect the rooms at any time, even in the absence of students. The students shall keep one key of their Room available with Hostel coordinator/Supervisor for inspection/maintenance works.
- All matters relating to differences among students and complaints about the hostel staff shall be brought to the notice of the Deputy Registrar through Hostel Warden, who will take such action as may be necessary.
- Charges for any damages to the property as well as to the furniture and fixtures caused by student's negligence will be recovered from the inmates staying in the said flat / room.
- Students should not drive nails, screws etc. into the walls or doors. No repair shall be undertaken by the students themselves. They should approach the online complaint portal to resolve issues quickly.
- The Hostel Authorities do not hold themselves responsible for the safe custody of the property of the students staying in the hostel. Students should provide their own locks for individual cupboards and should take proper care of their belongings. They should not leave the key of the room anywhere around, except Hostel Warden/ Housekeeping Supervisor.
- All the facilities including additional facilities like Telephone, T.V., Magazines, Newspaper, Internet etc., **if misused, shall be discontinued without giving any notice and disciplinary action will be taken against the students involved.**
- Before vacating/leaving the hostel, a student must pay all dues and hand over the individual inventory along with lock & keys of rooms and other materials in satisfactory condition to the Hostel Warden.
- If any student is found misbehaving and involved in unlawful activities, he/she will be expelled from the hostel immediately and the fees paid by him/her will be forfeited.
- Permission must be sought and obtained, for night outs (only for local guardian and parent's house) from hostel in charge, 2 days in advance.
- Any complaint (indecent behavior/noisy) from the neighbors/staff will result in **severe action**.
- During their stay in the Hostel they will be under the supervision of the management of NMIMS University.

- Students residing in the Hostels managed by SVKM's NMIMS University shall strictly observe all the Rules and Regulations in force from time to time. Breach of rules / regulations may invite fine of ₹ 1000/- for each breach. In extreme cases, students may be rusticated.
- During night it is advised to lock your room from inside for safety.
- Your friends, non-hostlers, relatives shall NOT be permitted to stay in Hostel.
- The home delivery of items shall be taken by going to parking area, delivery Boys shall not come to room to deliver.
- Students should lock the room whenever they go outside.
- Hostel accommodation is not a privilege but a facility.
- Students should maintain chairs and tables in proper position after taking Food In cafeteria. Try to avoid food wastage.
- Any complaints regarding Food, Security, Housekeeping, contact the supervisor or Committee members.

### UNDERTAKING

### DECLARATION TO BE SIGNED BY THE PARTICIPANT

I have read all the Rules and Regulations of the Hostel. I hereby agree to abide by the rules and regulations of the Hostel in force from time to time. I am liable for disciplinary action in case of any breach.

1.  I shall observe all the rules and regulations of the Hostel in force, from time to time.
2.  I shall not leave the hostel without prior permission in writing from the Dy. Director/ Hostel Warden.
3.  I shall not enter / leave the hostel late (i.e. beyond the permitted time, in general 11:00pm) without the written permission.
4.  I hereby give an undertaking to vacate the hostel and hand over the vacant possession of my hostel room within three Days from the last date of my examinations of each academic year.
6   I am aware that I am liable for disciplinary action for breach of any of the rules and regulations of the hostel, which may result even in cancellation of my admission to the hostel as well as to the institution where I am studying.
7   I shall maintain the dignity and sanctity of the hostel by not creating any noise / nuisance.
8   I shall not allow any outside persons / guests / relatives / friends into the hostel premises.
9   Management is free to take any action including rustication if I found breaching any rules / regulations. Hostel fee for remaining month will not be refundable in case of expulsion from hostel by the management.

| | |
|---|---|
| Name of the student | |
| SAP Number | |
| Signature of the student | |
| Name of the Parents | |
| Contact no of Parents | |
| e-mail id of Parents | |

**The penalty, punishment and preventive action sheet against delinquent activities of students in campus and/or in Students Accommodation.**

| Sr. No. | Nature of Misdemeanor | Monetary Fine | Warning Letter | Undertaking from parent | Other chastisement |
|---------|----------------------|---------------|----------------|-------------------------|--------------------|
| 1 | Possession of liquor bottle in campus in any form | ₹ 5,000/- | Yes | Yes | Report of same to Director, Deputy Registrar and University Registrar. |
| 2 | If liquor found in the room and responsibility not taken by any student | ₹ 6,000/- per student who all are occupying the room at that instant and room members | Yes | Yes | |
| 3 | Consuming liquor in campus | ₹ 8,000/- | Yes | Yes | |
| 4 | Reporting to the campus in liquor consumed state | ₹ 5,000/- | Yes | Yes | |
| 5 | Possession of or smoking of cigarette/*gutka/* hookah on campus | ₹ 3,000/- | Yes | Yes | |
| 6 | If cigarette/hookah smoke observed in the room and student denies about smoking | ₹ 4,000/- per student who were occupying room at that time. | Yes | Yes | |
| 7 | If found smoking in the classroom or on campus | ₹ 5,000/- | Yes | Yes | |
| 8 | (a) Possession of objectionable material like gambling cards, knifes, etc. found in person | ₹ 2,000/- | Yes | Yes | |
| 9 | (b) Possession of objectionable material like *Ganja, chilim* etc. | ₹ 6,000/- | Yes | Yes | |
| 10 | Possession of any unsafe and hazardous electronic gadgets like iron, heater, etc. | ₹ 5,000/- | Yes | Yes | |
| 11 | Making sketches on walls, doors or furniture in room | ₹ 5,000/- | Yes | Yes | |
| 12 | Absence of you in Room, if light, water tap, fan is on | ₹ 2000/- | Yes | Yes | Report of same to Director, Deputy |
| 13 | Improper Utilization of the facilities given | According to circumstances | Yes | Yes | |

| 14 | Changing the room or shifting the hostel property without permission | - | Yes | Yes | Registrar for further action |
|---|---|---|---|---|---|
| 15 | Causing the nuisance in room or corridor for any reason | - | Yes | Yes | |
| 16 | Taking leave by giving incorrect information on letter or without prior permission | - | Yes | Yes | |
| 17 | Misbehave with roommates or any kind of misconduct in room other than mentioned in this list | - | Yes | Yes | |
| 18 | Making any kind of arguments or misbehave with any employee of campus | According to the severity of the issue | Yes | Yes | Severity may lead to suspension from hostel or programme. |
| 19 | Damage to institute property or loss by theft | Double the amount of damage caused or stolen item | Yes | Yes | |

**Please Note:**

1. The above table is an indicative. Disciplinary actions may be taken as case based.
2. Repetition of above or any other misconduct will result in permanent suspension from hostel or programme without any refund.
3. The objectionable material/items seized will be disposed and will not be returned to the possessor under any circumstances.
4. Only the electronic gadgets will be returned to the students at the time of leaving the campus after completion of programme.
5. The said punishment mentioned in above is the minimum and may vary depending upon the circumstances and situation
6. No consideration will be given to the student regarding his/her academic concerns during/for the period of suspension.

**9. People you should know**

## *University Administration*

| Name | Designation |
|---|---|
| Dr. Rajan Saxena | Vice Chancellor |
| Dr. Sharad Mhaiskar | Pro Vice Chancellor (Academics) |
| Mr. Pawas Krishna Agarwal | Pro Vice Chancellor (Non-Academics) |
| Dr. Meena Chintamaneni | Registrar |
| Ms. Meena Saxena | Director (International Linkage) |
| Ms. Shobha Pai | Director (Placements) |
| Mr. Manish Dalmia | Director (Marketing) |
| Mr. Hemant Mehta | Director (IT) |
| Ms. Vandana Kushte | Deputy Registrar (Academics) |
| Ms. Anjali Barmukh | Deputy Registrar (Admissions) |
| Ms. Khyati Bhatt | Deputy Registrar (HR & Personnel) |
| Mr. Paramanand Rajwar | Deputy Registrar (Administration) |
| Mr. Ashish Tambe | Public Relation Officer |
| Mr. Joel Gibbs & Ms. Nazneen Raimalwala | Counselling psychologist and counsellor & Clinical Psychologist and Counsellor |
| Dr. Shivanand Sadlapur | Librarian |
| Mr. Krishnakant Mishra | Web Administrator |
| Mr. Milind Betkar | Software Developer |
| Ms. Karuna Bhaya | Finance Officer |
| Mr. Ashish Apte | Controller of Examinations |

| Name | Designation |
|---|---|
| Dr. Prithvi Yadav | Director |
| Mr. Sourav Chatterjee | Deputy Registrar |
| **Faculty-Area** | |
| **Strategy, OB & HR** | |
| Dr. B Karunakar | Professor |
| Dr. YLN Kumar | Associate Professor |
| Dr. Sasmita Misra | Assistant Professor |
| **Marketing** | |
| Dr. G Radha Krishna | Associate Professor |
| Dr. Anup Raj | Associate Professor |
| Dr. Kavita Kulkarni | Assistant Professor |
| Mr. A Gopal Krishna | Adjunct Professor |
| **Finance & Accounts** | |
| Dr. Narendra Vunyale | Associate Professor |
| Dr. Vijaya Lakshman M | Associate Professor |
| Dr. Nivedita Sinha | Assistant Professor |
| **Analytics** | |
| Dr. Abhilash Ponnam | Associate Professor |
| **Operations** | |
| Dr. Kottala Sri Yogi | Assistant Professor |
| **Director's Office** | |
| Mr. Ramchander Parankusam | Coordinator cum Secretary |
| **Program Office** | |
| Mr. Ramakrishna Darapu | PGDM Coordinator |
| Ms. Beverly Alexander | PGDM (Executive) & CBA Coordinator |
| **Library – Learning Resource Centre** | |
| Ms. Smita Rao | Assistant Librarian |
| Mr. Satishkumar Naikar | Library Assistant |
| Mr. K Vasanta Rao | Jr. Library Assistant |
| **Maintenance** | |
| Mr. P Rajasekhar | Maintenance Engineer |
| **Examinations** | |
| Mr. P Srinivasa Rao | Coordinator (Exams) |
| **Accounts** | |
| Mr. G Rajender | Assistant Accountant |
| **Admissions & Marketing** | |
| Mr. Panduranga Rao | Marketing Executive |
| **Hostel** | |
| Mr. Daniel Raju Karumuru | Warden |
| **IT & Help Desk** | |
| Mr. J V L N R Annaji Rao | Technical Support Executive |
| Mr. Raja Govinda Chary | Computer & Admin Assistant |
| **Corporate Relations & Placements** | |
| Mr. Manoj Kumar P | Deputy Director (Placements) |
| Mr. Rajasekhar Desham | Placement Executive |
| Ms. Vani Bobba | Placement Executive |
| Mr. Hemant Mudliar | Placement Coordinator |

# Part III

# ANNEXURES

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

NAME: _____ Date: _____

Email ID: _____

Mobile No. _____

Programme: _____ Trimester/Semester _____ Roll No: _____ Div.: _____

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

Reason: -

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

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

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

To be filled by Students
**(For Office use)**

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

Checked by Course Coordinator (Signature):

Approved by

Program Chairperson                    Deputy Registrar                    Director

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

Name of School: _____

Name of the Student: _____

Name of the Program: _____

CGPA in the last trimester/semester attended at NMIMS_____.

Roll No. _____ Contact No. _____ Email ID _____

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

Parents Name & Address:
Father's Name _____ Mother's Name _____
Address_____
_____
Phone No. (R) _____ Mobile No. _____

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

1. _____

2. _____

3. _____

4. _____

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

Name of the Foreign Language you are acquainted with _____
If selected, I undertake to apply for Visa on my own initiative. I am also liable not to back out of the process.

Signature of the Student _____ Date _____

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

**SVKM's  NMIMS Deemed-to-be-University**
Vile Parle (W), Mumbai-400056.
Tel: 022-4235555
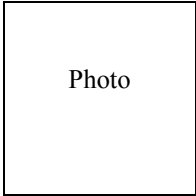
Photo

Website: www.nmims.edu

### APPLICATION FORM – EXCHANGE STUDENTS-INCOMING

**1. Personal Information**

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

Nationality _____    Gender ☐ M  ☐ F  Date of Birth _____ (dd/mm/yyyy)

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

Local Address_____
Address _____
Phone No._____ 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, please 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 _____

**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, Any other)**

Name of the Test _____ Score _____ Percentile Score_____

**4. Program for which enrolled at home institution**

Level:  Bachelor ☐  Master ☐  Diploma ☐  Any other (Specify name**)** ☐

Name of the Program _____ Duration _____

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

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

**5. NMIMS Course Choice** (Final)

Exchange program at NMIMS for your: Trimester/Semester _____ Month _____to _____Year

| Courses for Tri/Semester IV | Courses for Tri/Semester | Courses for Tri/Semester |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

**6. Hostel Accommodation**

Do you want NMIMS to arrange for your accommodation?  Yes ☐    No ☐

Single occupancy accommodation ☐    Double occupancy accommodation ☐

Neighborhood flats are available on rent (approx ₹ 20,000 – ₹ 25,000 per month) on sharing basis. Hostel accommodation will be given only if available. Food and Travel costs will be over and above this cost.

**7. Declaration**

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

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

Signature of the Student: _____ Date _____

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

**APPLICATION FORM – NMIMS EXCHANGE STUDENTS**

Name of School**:** _____
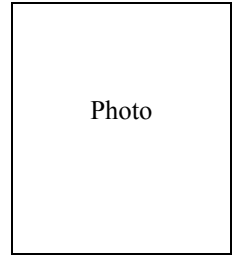
**1. Personal Information**

Name of the Student _____ Roll No._____

First name            Middle name            Last name

Nationality _____ Gender: M ☐ F ☐ Date of Birth: _____ (dd/mm/yyyy)

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

| Photo |

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

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

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

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


_____          _____

Name & Signature of the student                                        Date


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



_____

**(Signature of Dean/Director/HOD)**

**CC. Director – International Linkages with Enclosures**

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

# UNDERTAKING

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


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


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

I have gone through the Student Exchange Policy document and Student Resource Book and have volunteered to join the exchange program of my own will and with the consent of my parents/ guardian. I will adhere to 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 institute /parents/guardian/family informed about details of my travel, my stay and my whereabouts and well-being during my stay.

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

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



_____        _____
Name & Signature of the student                  Date


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

**Student Exchange Programme (Visa Application)**

(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 he 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 (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 (Please strike). We request you to provide him with the required assistance and process his papers at your earliest convenience.


Thanking you.


Yours faithfully,




DEAN

(School Name & Address)

(Phone no & email)

**UNDERTAKING For Foreign National Studying at NMIMS University**

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 _____ has Joined _____ Course at _____ School through 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 in any activity which 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 fulfil my responsibilities as a student and treat everyone with dignity and respect. I hereby declare that I have clearly understood & will follow the instructions given from time to time and in case of a violation, not adhering to the expected code, I will be liable to suitable action as per SVKM'S NMIMS Deemed-to-be-University rules.

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


_____        _____
Name & Signature of the student                         Date


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

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

| Approved by (Exam. Dept.) |
| --- |
|  |

Date: _____

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

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: _____

**Permanent /Temporary Physical Disability / Learning Disability**

**Details of Scribe being arranged by the undersigned**

Name of the scribe: _____

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

Address and Contact No.:_____

_____

_____

Yours faithfully,

_____                    _____

**Signature of the Student**                                                                      **Date**
**Enclosed**: Medical Certificate from a Registered Medical Practitioner with rubber stamp

## Application for Duplicate Fee Receipt

Sir/Madam,

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

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

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

Course: _____ Academic Year: _____

Student Number _____ Roll No. _____

Thanking You.

Yours Faithfully,


_____
(Student's Signature)

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

**DUPLICATE FEE RECEIPTS WILL BE ISSUED AFTER 7 DAYS ON:**

Office Remarks:

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


_____
(Receiver's Signature)

# APPLICATION FOR REFUND

**Date: _____**

| | |
|---|---|
| • **Excess Fees**<br>• **Excess Deposit**<br>• **Hostel Deposit**<br><br>(Please indicate as applicable) | |
| • **Student Number** | |
| • **Student Name** | |
| • **Student Address** | |
| • **Student Mobile contact number** | |
| • **School Name and Course (Program)** | |
| • **Student Bank account details**<br>  o **Type of account (Savings/Current)**<br>  o **Bank account number**<br>  o **IFSC code**<br>**(Please attach a cancelled cheque)** | |
| • **Email ID of the student** | |

**(Signature of Student)**

**Attachments Required**
- Excess Fees/Excess Deposit Refund
  - Excess Fees/Excess Deposit - Original Receipt of Excess Fees/Excess Deposit along with photocopy of Fees Receipt/Deposit Receipt
- Hostel Deposit Refund
  - Original Hostel Deposit Receipt signed by Hostel-in-charge & DR Administration.
- Library Deposit
  - Please procure "NO DUES STAMP"

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

**Acknowledgement**

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

**Signature of Counter Staff, Stamp and Date**

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## APPLICATION FOR MIGRATION CERTIFICATE

1. Name: _____

2. Address for Correspondence: _____
   _____
   _____

3. Permanent address: _____
   _____
   _____

4. Contact No.:          (M) _____ (R) _____

5. Birth Date:          _____

6. Date of leaving:          _____

7. Details of the Examination passed from this university:

| Examinations | Year of passing | Roll No. | Results |
|---|---|---|---|
|  |  |  |  |

8. Name of the University where the student Proposes to register his/her name and the Name of the course:

   _____
   _____

9. Name of the Institution where
   the Student proposes to join:          _____

### DECLARATION BY THE STUDENT

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

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

Date: _____          _____
                                         (Signature of the student)

Mumbai: 400056

P.T.O.

FOR OFFICE USE

1. Whether the Migration Certificate was
   issued to him / her before?
   If so, State the purpose for which it was
   obtained.                                    _____

2. If the Migration Certificate was not utilized,
   state the approximate date and the year when
   it was returned to the Institute for Cancellation.  _____

3. Date on which Migration Certificate was issued
   by the Institution last attended by the applicant. _____

4. Other Particulars if necessary: _____

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

He / She has been a student of _____ since _____, 20
And left in _____20

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

_____
(Signature of Head of the Department)

Place: _____

Date: _____

## DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No: _____          Date: _____

_____
(Signature of the Person of In – Charge)

_____

INSTRUCTION TO THE STUDENT
* The Prescribed fee of ₹ 250/- for Migration Certificate should invariably be sent along with application for Migration Certificate by Demand Draft drawn in favour of the SVKM's N.M.I.M.S. Payable at Mumbai. The fees may be paid by cash in the Accounts Office along with the application.
* Fee for the Migration Certificate is accepted between 10.00 am to 5.00 pm on week days except on Sundays, Bank Holidays.

## Clearance Certificate

Date: _____

Name: _____

Programme: _____

Roll No: _____

| Department | Name of the Concerned Person | Signature |
|---|---|---|
| Library (Books ) | Person In-charge | |
| Hostel *Applicable only for Hostellers* | Person In-charge | |
| IT / Computer Centre | Person In-charge | |
| Admissions | Deputy Registrar (Admission) / or Person In-charge | |
| Examinations | COE / Deputy COE / Person In-charge | |
| Accounts | Finance Controller / Additional Finance Controller / Person In-charge | |

Course Coordinator                                                             Deputy Registrar

## Undertaking by Students (HBS Cases/ Articles)

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

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

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

- I will not be cause or involve to Publishing, distributing or making available the Content, works based on the Content or works which combine the Content with any other content, other than as permitted in the User Agreement

-----------------------------------------------------------------------------------------------------------------

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

Signature: _____

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

Programme: _____

Roll Number: _____Email ID: _____

SAP Number:_____

| *For Office Use:* |
| --- |
| Date of Receipt: _____ |
| Signature of Course Coordinator: _____ |

**Student Undertaking with respect to the Student Guidelines**
(Submit this form to your Course Coordinator latest by ------)

---

I, _____ have read the Student Guidelines of SVKM'S NMIMS, School of --------------------- enclosed carefully and have understood its contents and their ramifications. I will always uphold the values and honour of the school of------------------------, NMIMS. I promise to fulfil my responsibilities as a student and a human being and treat my colleagues, Staff and Faculty with dignity and respect. I hereby declare that I will follow the Student Guidelines and in case of a violation, consent to action, in accordance with the Management's decision. I hereby agree to abide by the rules and regulations of SVKM'S NMIMS in my role as a participant of this program. I agree that NMIMS has the right to make any changes as it may deem fit in terms of the program content, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines, etc. I also agree that in case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants. These changes would be made if UGC / Statutory bodies make changes from time to time.

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

Signature: _____

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

Date of Birth: (dd/mm/yyyy) _____

Programme: _____

Roll Number: _____ Email ID: _____

Address for Correspondence:
_____
_____
_____

Contact Phone Numbers:
   Office:               Residence:              Mobile:

---

*For Office Use:*

Date of Receipt: _____

Signature of Course Coordinator: _____