# STUDENT RESOURCE BOOK
# (2022-23)
## Part-I

# NMIMS (Deemed-to-be) UNIVERSITY

## Message from Vice-Chancellor

***Welcome, and Congratulations on joining NMIMS*!**

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

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

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

The University's innovativeness is borne by many programs visualized in a value-driven manner. NMIMS has always believed in remaining relevant and, at the same time, engaging in knowledge generation and dissemination. NMIMS faculty today is an eclectic mix of young and young at hearts, having academic and industry experience and those with national and foreign qualifications. With this mix of faculty, you will have the opportunity to learn from NMIMS's ethos to develop socially sensitive professionals and live in harmony with the environment.

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

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

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

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


Dr. Ramesh Bhat
Vice Chancellor

## Content

# 1 About these Guidelines:

1.1 These guidelines provide norms for daily functioning of the NMIMS and ensure appropriate usage of infrastructure and effective academic delivery for students.

1.2 This compilation of guidelines comes into effect from June 2022 onwards and supersedes all other guidelines in respect of matters therein.

1.3 These guidelines are applicable for all schools & campuses under NMIMS Deemed–to-be University located across the country.

1.4 This document of NMIMS is student guidelines, rules and regulations. While efforts are made to ensure uniformity & consistency between these guidelines and the Rules & Regulations of NMIMS. In the event of any dispute, the Students Resource Book will prevail.

1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.

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

2.3 There is an acute shortage of parking space and the students are requested to park their vehicles outside the premises.

2.4 Any problem with regard to administrative facility, faculty, classrooms etc., must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach the Assistant Registrar /Deputy Registrar/ Dean/Directors of the school/ Registrar, NMIMS.

2.5 Mode of Communication to students is via Student Portal / email /Notice Board. Students are advised to check the Student Portal / email /Notice Board at least once a day, and not rely on rumour or hearsay in any matter.

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

2.7 Student should make use of flap barriers (wherever deployed and operational) to enter/exit school premises. Biometric Print plus ID cards is mandatory requirement at NMIMS. However, under the COVID-19 scenario and as per UGC guidelines to go touchless, students can enter/exit the premise by just showing their ID cards on biometric device. (Biometric is disabled to avoid touch for now).

2.8 Student must not use ID card of any other student.

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

2.10 Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas in order to ensure the safety and welfare of everyone at NMIMS. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.

2.11 Any person resorting to physical fights will amount to ragging and appropriate action will be viewed accordingly.

2.12 If any student during the tenure of studentship has police case on his/ her name, he/she is liable for appropriate action.

2.13 Any comments posted in social media, print attempting to bring disrepute to University will be viewed very seriously and will attract severe disciplinary action.

2.14 NMIMS has zero tolerance policy towards misbehaviour, discrimination of gender sensitivity, indulgence into unethical practices including possession and consumption of drugs, alcoholic drinks, harassment, violence, non-obedience, non-compliance and any action that will bring disrepute to the University etc. by any student.

2.15 University will reserve the rights to take action appropriately.

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

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

| CODE OF CONDUCT | LINE OF ACTION |
|---|---|
| **Alcohol and Other Drugs**<br><br>The unlawful possession, use, purchase or distribution of alcohol, illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs) or paraphernalia or the misuse of prescription drugs including sharing, procuring, buying or using in a different manner from the prescribed use or by someone other than the person for whom it was prescribed. | a. Suspension from attending college pending enquiry.<br><br>b. Rustication from the school / campus / hostel |
| **Assault, Endangerment or Infliction of Physical Harm**<br><br>Physical restraint, assault or any other act of violence or use of physical force against any member of the campus or any act that threatens the use of physical force. | Suspension from attending college pending enquiry. |
| **Banners, Chalking and Posters**<br><br>Defacing of Campus property by means of Banners, Chalking and Posters. | Severe disciplinary action will be taken. |
| **Bullying, Intimidation, and Stalking**<br><br>**Bullying.** Bullying includes any electronic, written, verbal or physical act or a series of acts of physical, social or emotional domination that is intended to cause physical or substantial emotional harm to another person or group.<br><br>**Intimidation**. Intimidation is any verbal, written, or electronic threats of violence or other threatening behaviour directed towards another person or group that reasonably leads the person(s) in the group to fear for their physical well-being.<br><br>**Stalking.** Stalking is engaging in a course of conduct, repeated acts or communication towards another person, including unauthorized following, which demonstrate either an intent to put another person in fear of bodily injury or cause the person substantial emotional distress. | a. Suspension from attending college pending enquiry.<br><br>b. Any person resorting to such act will amount to ragging and appropriate action will be taken. |
| **Discrimination, Including Harassment, Based On a Protected Class**<br><br>Discrimination, including harassment, based on an individual's sex, race, colour, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability or any other legally protected classification. | a. Suspension from attending college pending enquiry.<br><br>b. Rustication from the school / campus / hostel |
| **Disorderly Conduct**<br><br>Excessive noise, which interferes with classes, school offices or other activities; Unauthorized entry into an area or a closed meeting.<br><br>1 Conduct that restricts or prevents faculty, staff or student employees from performing their duties, including interruption of meetings, classes or events;<br>2 Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others. | Abstain from attendance for the affective lecture / event. |
| **False Representation**<br><br>Provide false information or make misrepresentation to any school office, forgery, alteration, or unauthorized possession or use of school documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail). | a. Suspension from attending college pending enquiry.<br><br>b. Rustication from the school / campus / hostel |

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

2.18 **Discipline Norms and Penalty:**

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

    2.18.2    Woman Grievance Redressal committee constituted in each school comprises Chairperson / Head of the department, one lady member (from faculty or staff), and two more members of the school. The committee will address all related issues and recommend action to the Dean and the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, refer part II of SRB.**

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

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

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

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

2.19 **Dress Code:**

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

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

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

2.20 **Punctuality**

    2.20.1    Classes will begin on time. Late coming is not permitted. Faculty have the authority to restrict late comers to enter in the classroom.

    2.20.2    Students are required to be present for all events of school/ NMIMS University, including the Convocation, Sports Day, Republic Day, Independence Day, Guest lectures, Compulsory workshops, CEO Series, and other events as intimated on the Student Portal / Notice board/ email. Record of attendance will be kept. The school/NMIMS reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated / displayed on the Student Portal / Notice Board/ email from time to time and / or remark on the transcript or any other decision by the management.

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

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

**3.0    Attendance and leave of absence guidelines for all students:**

    3.1    **Attendance Guidelines**

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

        3.1.2    Attendance report of all the students would be displayed on notice board / Student Portal on monthly basis. If a student has any issue or finds any discrepancy in his/her attendance, he/she should inform the office in writing regarding the same within 3 days of the publication of attendance record. No claim shall be entertained under any circumstances after that. No changes will be permitted once attendance reports are finalized.

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

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

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

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

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

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

## 3.2 Attendance rules for all schools

3.2.1     100% attendance in classes for each subject/course is required. However, for medical reasons/ personal reasons/ extra-curricular and co-curricular activities/ placement/ institutional work/ other activities etc. relaxation with respect to absence upto 20% may be allowed.

3.2.2     Students, who are having attendance, equal to or more than 80% in each subject, in a trimester/Semester, are eligible to appear for respective Trimester/Semester end examinations.

3.2.3     Exceptional cases for students having less attendance in any subject(s), will be dealt with on case to case basis by Dean/Director of the respective school by giving them an individual hearing. After giving hearing the, Dean/Directors of the respective schools may give them exemption upto 10% on case to case basis to enable them to reach upto 80%. Such students will be eligible to appear for the regular term end examination, subject to approval of exemption from attendance from the Dean of respective School / Director of the respective campus.

3.2.4     After giving 10% exemption by respective Dean / Director if student attendance is below 80% in any subject, he/she has to take re-admission in same year of the study / program of subsequent academic year by paying requisite fees as per prevailing rules of NMIMS and complete all requirements of the program.

3.2.5     Attendance requirements are summarised hereunder:
100% Attendance in each subject is required.

| Attendance % (In each Subject/s) | Remarks |
|---|---|
| 80% and above | Eligible to appear for Trimester/Semester End Examinations |
| 70% to 80% | Dean/Director of the respective Schools may give exemption upto 10% on case to case basis by giving them an individual hearing. Such students will be eligible to appear for the regular term end examination, subject to approval of exemption from attendance from the Dean / Director of respective School / Campus. |
| Below 70% | Have to take re-admission in the same year of study in the subsequent academic year |

3.2.6     Any genuine and exceptional case which needs special approval over and above the prescribed limits (including Dean's approval power) can be forwarded with Dean's /Director's comments to committee constituted at University level. The committee will make its recommendations to Vice Chancellor whose decision will be final. The concerned students will be informed about final decision of University by respective Dean/Director of the respective campus.

3.2.7     From the academic year 2021-22, attendance and grading will be delinked wherever it was applicable earlier. Faculty members may give due weightage to attendance in the Internal Continuous Assessment through the component of Class participation or other related activity, which may be referred in Part-II of SRB.

**4. Academic Guidelines**

### 4.1 Credit Structure

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

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

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

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

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

4.2 **Internal Evaluation**: The broad components of evaluation for any course/subject may be as indicated below. The total marks for each course with maximum that can be assigned for each component will be as per specific requirements of school. **For details, kindly refer Part II for school specific inputs**
   4.2.1   Class-participation/ Individual presentation in class
   4.2.2   Quizzes/ Class test/ Surprise test/ Assignments (announced/unannounced)
   4.2.3   Individual assignment/ Group assignments/ Presentations/ Decision sheets
   4.2.4   Term papers/Decision sheets/ Project reports
   4.2.5   Research Paper Presentations /Viva
   4.2.6   Tutorials
   4.2.7   Sessional / Mid-term examination
   4.2.8   Any other school specific component

4.3   It is advisable for every course to have at least 3-4 evaluation components. The components of ICA for respective subject should be spelled out at the start of trimester / semester. The approximate time of conduct of these individual components needs to be spread across the full trimester / semester.

4.4   It is the sole responsibility of student to bring to notice any discrepancy in internal marks as soon as it is shared with them. Any changes in submitted ICA marks (after the respective teacher submitted the Dean/Director through HOD / Area chairperson) needs to have special permission and approval from Dean/Director of the School/Campus.
   **Kindly refer Part II for school specific criteria.**

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

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.

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

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

4.9     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.

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

4.11    **Project Guidelines**:
   4.11.1    From time to time Faculty may assign projects to students in their courses.
   4.11.2    After submission, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Similarity index / plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS.
   4.11.3    All policies in regard to confidentiality and discipline needs to be adhere by the student.
   **For more details on Academic / Project guidelines, refer Part II for school specific inputs.**


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

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


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

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

## 7. Examination Guidelines:

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

7.1 **Discipline in the Examination Hall**

7.1.1    Students must know their Roll Number and Student No.

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

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

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

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

7.1.6    A student, who fails to attend an examination at the time and place published in the timetable, will be have an 'Absent' remark in the grade sheet. Opportunity for re-examination will be given according to the rules and regulations.

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

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

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

7.1.10  Students should specifically go through the instructions given on the top of the question paper and on the front page of the answer book. They are of utmost importance.

7.1.11  **On the front page of the answer book the students should write only the name of the program, specialization/stream if any, trimester/semester details and course / subject for which examination is being held, number of supplementary sheets attached to the main answer book. Any extra writing on the front page or anywhere in the answer book will be treated as act of unfair means and will be dealt as per rules.**

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

7.1.13  Students are forbidden to (i) bring any books, notes, scribbling papers, mobile phones, calculators, laptop, Bluetooth devices or any other similar devices/things unless specifically permitted. Any such material found in possession of the student will be confiscated (ii) smoke in the examination hall, (iii) bring eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, and (v) take with them any answer-book, written or blank, while leaving the examination hall. All Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them. The supervisors/ authorized persons are authorized to frisk the students.

7.1.14  Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the University.

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

7.1.16  While underlining of answers for focusing attention is permitted, use of varied inks, except for illustrations and figures must be avoided. DO NOT use any symbol like encircling the question or using colour arrows for 'P.T.O'. These will all be considered as attempts to readily identify the specific answer-book.

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

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

7.1.19 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited and will attract penalty.

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

7.1.21 Students will not be allowed to leave the examination hall during the examination and especially during the last ten minutes. They should not leave their seats until answer-books from all students are collected by the Room Supervisor.

7.1.22 A student who disobeys any instructions issued by the Invigilator's / Room Supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the University.

7.1.23 **Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination only after giving an undertaking in writing that the decision of the University in respect of the reported act of unfair means will be binding on them.**

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

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

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

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

    a) Hearing Impaired Students: Ali Yavar Jung National Institute for the Hearing Handicapped.

    b) Physically Challenged Students: All India Institute of Rehabilitation of Physically Handicapped

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

7.3.2 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office of the University. The university will make arrangement alternatively if possible.

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

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

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

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

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

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

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

7.4.3 Concession will be given for mistakes in spelling or mathematical calculations/graphs.

7.4.4 L.D students who have failed to pass a subject/s will be eligible for grace marks up to 3 per cent of the aggregate marks of the subjects in which he/she has appeared. These grace marks would be for one or more subjects.

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

7.4.6 The said medical certificate must be produced at the beginning of the academic year to the admission dept. Retrospective benefit will not be given to any student in case certificate is submitted after declaration of results.

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

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

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

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

| 19 | Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed second time) | Annulment of the performance of the student at the University Examination in full. |
|---|---|---|

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

7.5.3 Students should note that material found with him / her during the examination would be confiscated and would be returned back after completion of inquiry.

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

**Practical/Dissertation/Project Report Examination**:

7.5.5 Student involved in malpractices at Practical/ Dissertation/ Project Report examinations including act of similarity index shall be dealt with as per the punishment provided for the theory examination.

7.5.6 The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

7.6 **Examination Grievance Redressal Mechanism**
   **(Providing Photo copies to the candidates and Revaluation)**
   The Grievance Redressal Mechanism as regards evaluation of answer books and timelines to be followed for the same would be as under:

7.6.1 The Grievance Redressal Mechanism will apply only to the 'term-end Examinations' of the University.

7.6.2 The above mechanism will **not apply to** practicals / oral examinations/ viva/ projects/ MCQ's in online exams/assignments/ dissertation/ presentation/ field work etc.

7.6.3 The application for Redressal of Grievance can be made online only through the Student Portal. Applications made through offline mode would not be considered under any circumstances.

7.6.4 All the students will be informed the course/module-wise marks obtained by them in the 'Internal Continuous Assessment' and 'Term-end Examination' by the Examination Office, on the date of declaration of result of the examinations of the respective class/es. The date of declaration of result shall be the date on which examination result is made live on 'Student Portal' of the University**.**

7.6.5 Under the Grievance Redressal Mechanism, a student can apply for:
   a) **Verification of Answer book**: Under this process, on application of the student, the University verifies that (i) all the answers in the respective answer book are evaluated, (ii) marks have been allocated to each answer and carried forward to the first page of the answer book properly and (iii) totalling of the marks on the first page of the answer book has been carried out correctly.

   **OR**

   b) **Re-evaluation of the Answer book:** Under this process, the student may (i) opt to first apply for the photocopy/ies of the answer book/s and subsequently apply for the re-evaluation of the said answer book/s after going through the answer book **OR** (ii) directly apply for the re-evaluation of his/her answer book/s without applying for photo copy of his/ her answer book.

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

| Activity under Grievance Redressal Mechanism | Time Limit | Date of Declaration of Result Example: 17th October 2022 |
|---|---|---|
| Application for Verification of Answer book/s | Within 3 days from the date of result declaration | Example: 20th October 2022 |
| Application for Photocopy of the answer book/s | Within 2 days from the date of result declaration including holidays | Example: 19th October 2022 |
| Receipt of the E-copy of Answer book/s | Latest on the 2nd day from the date of result declaration including holidays (answer books will be sent by e mail link) | Example: 19th October 2022 (This will be immediate on application) |
| Application for Re-valuation of the answer book/s | **Within 3 days from the date of result declaration** including **holidays** | Example:20th October 2022 |

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

7.6.8 Soft copy/ies of answer books will be available for download on the result declaration page after payment of the fees. Else soft copy of the answer book will be sent by email to the student concerned.

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

7.6.10 Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the University. The decision of the University shall be final in this regard.

7.6.11 **Application for Redressal of grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever. Also application will be deemed to be complete only after payment of requisite fee**.

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

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

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

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

7.6.13.3 **If the marks of re-evaluation increase or decrease by more than 20%** A second 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).

7.6.13.4 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/son the student portal. Students may note that after carrying out reevaluation, the marks obtained may increase or decrease or may not change.

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

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

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

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

7.6.16.2 The whole process of Redressal of grievances shall be completed within a period of 15 working days from the date of receipt of application for Redressal of grievances.

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

7.6.17 The outcome of 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).**

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

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

9. **Guidelines for Scholarships:**
   9.1    Each year there are several student awards and scholarships announced for different schools/programs of NMIMS (as applicable school wise).
   9.2    Students are advised to apply for awards and participate in the process enthusiastically.
   9.3    Students are also advised to keep a good performance track record if they wish to apply for these awards. Students obtaining F in any subject or with a record of misconduct or a record of low attendance will be automatically disqualified from the awards process.
   9.4    Certificate of merit to be given by Dean at school level.
   9.5    The students of NMIMS can avail national scholarship under the below mentioned schemes.
- Central Sector Scheme of Scholarships for College and University students - Department Of Higher Education
- Merit-Cum-Means Scholarship For Professional And Technical Courses Cs - Ministry Of Minority Affairs
- Post Matric Scholarship Schemes Minorities CS - Ministry Of Minority Affairs
- Prime Minister's Scholarship Scheme For Central Armed Police Forces And Assam Rifles

     All the scholarships offered by UGC are available for students to apply.
   9.6  A student who wish to apply for scholarship will have to go through school academic office.

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

   10.1 **Admission Cancellation procedure:**
     For cancellation of admission, the student needs to apply online the application for cancellation of his / her seat along with original fee receipt to the admission department (if cancellation is before commencement of the programme).

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

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

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

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

Note: Candidate should refer the offer letter and the submitted admission form for the dates. Cancellation / Refund process will not be applicable if candidate do not fill online form and upload necessary documents.

10.2 **Payment of fees:**
    10.2.1    The promoted students for the subsequent years are required to pay the fees as per the email received from Accounts department. Late fee will be levied if fee is not paid within the due date.
    10.2.2    Non-payment of fees within the stipulated time including the late fee period will attract cancellation of the studentship from that program.

    10.2.3    **Payment of Fees for the academic break:** If the student has informed the Dean regarding academic break before the commencement of the relevant year and not paid the total fee for that year, then once the academic break is granted, student can pay the total fee (100%) prevalent at that time when he / she seeks re-admission.
    10.2.4    If a student wants to take academic break after the commencement of the academic year, but he / she has not attended the classes and if the fee is not paid, then while seeking re-admission he/she has to pay the total fee (100%) plus 25% of the total fee as re-admission fee to continue his studentship.
    10.2.5    If the student has paid the total fee for the entire year and then sought the academic break after commencement of that academic year in the middle of semester / trimester, then he/she has to pay 25% of the total fee prevalent at that time, towards re-admission in subsequent year.

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

10.3 **Academic break:**
    Following rules are applicable for all the schools of NMIMS.
    After commencement of any programme, if a student wants to take a break for certain valid reason, then he / she can do so as per the following norms –
    10.3.1  The academic break can be granted to any student by respective Dean/Director of School/campus.
    10.3.2  The maximum period for an academic break is one year only. (in executive programmes as of now it is upto two years). This will be based on Dean getting convinced of the reason for academic break.

10.4 **Eligibility for Academic Break:**
    Academic break can be granted to any student for any of the following reasons:
    10.4.1  Serious personal medical reasons involving hospitalization, if required and supported by documents.
    10.4.2  Serious 'family' related issues.

10.4.3    Financial constraints.

10.4.4    In executive education, 'temporary transfer to other country / city'

10.4.5    Financial crisis/Maternity/ shift of duties/additional assignments at the work place applicable for executive programme participants only.

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

10.4.7    The academic break can be granted to any student at best twice during the programme as long as the total period of academic break is not exceeding one year and not exceeding the validity period of that programme.

10.4.8    Payment of Fees for academic break: For details please refer point 13.2.

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

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

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

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

10.6   **Submission of certificates / mark sheets:**
A student has to submit all the relevant documents / certificates / mark sheets as per the offer letter issued by NMIMS. Non-submission of such mandatory documents after the stipulated time declared by admission department will lead to cancellation of admission of concerned student and the admission fees will NOT be refunded.
**If a student has submitted documents and discrepancy is found during verification, the admission would be cancelled and fees will be forfeited.**

10.7   **Admission Deferment:**
Following rules are applicable to all the Schools of NMIMS.

10.7.1   **Eligibility for admission Deferment:**
Only those candidates who have paid the full fee or got an approval for part payment can apply for admission deferment.
The candidate has to submit an application for 'admission deferment' in admission department **before** commencement of that programme stating the reasons for admission deferment.  Admission deferment can be approved only for one year.

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

The application needs to be submitted to admission department, along with all the supporting documents for 'Admission Deferment' consideration.
An applicant who fails to obtain confirmation from Admission office of his/her deferment of admission will be deemed to have forfeited his/her position and will be deregistered from the course admitted to.

10.7.3   **Process for Admission deferment:**

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

10.7.3.2 The admission department will scrutinize all the applications and forward it with comments to concerned

authorities for approval.  The request to defer the offer of admission will be reviewed on case to case basis and will be granted depending on the reason stated alongwith the supporting documents.  NMIMS decision with respect to this will be final and will not be challenged.

10.7.3.3  Offer of admission deferment, if not, taken in the subsequent year will lapse and the fee paid will not be refunded.  Further, the applicant, if still wants to apply to NMIMS, has to undergo the admission process again as a fresh applicant.

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

10.7.3.5   Students who are found to have applied to other colleges and institutes during their time away from NMIMS will have their admission revoked and fees will not be refunded.

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

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

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

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

**11. Library Rules and Regulations:**

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

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

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

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

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

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

11.7 Photography, filming, videotaping and audio-taping in the Library is not allowed.

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

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

11.10 Data retrieved from the Library's electronic resources *may not be used* for purposes other than teaching, research, personal educational development, administration and management of NMIMS and development work associated with any of those mentioned above. Use of the data is not permitted for consultancy / services leading to commercial exploitation of the information for work of significant benefit to the employer of students on an industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.

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

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

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

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

11.15 Students must wear smart casuals (Bermuda, half pants, Short skirts, Bathroom slippers are not allowed).

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

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

11.18 For list of electronic resources / Databases refer annexure.

11.19 All library users should take care of Covid 19 precautionary measures.

**12. Guidelines for the Use of Computing Facilities:**

12.1 NMIMS invests significant resources in the provision of computing resources for the students. In order to ensure maximum availability, computing resources must be used in a responsible way. Students are responsible for ensuring that these resources are used in an appropriate manner. All inappropriate websites are blocked for student access. The list of blocked websites dynamically updated based on their defined global category. If any specific website requires to be accessed which is blocked with inappropriate, requesting to send email to ITHelpdesk@nmims.edu. We will check the content of the website and found appropriate for access, necessary access will be granted.

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

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

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

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

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

12.7 The students of NMIMS are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aims, or that otherwise, acts against the interests of the NMIMS is prohibited. In the event of non-approved usage of the computing facilities, NMIMS reserves the right to withdraw access to computing facilities at any time.

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

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

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

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

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

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

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

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

12.16 Students will get 1 TB of space of OneDrive to store documents for education purpose.

12.17 Use of computing facilities is governed by various applicable IT Acts, laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the NMIMS.

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

12.19 Student using personal Laptop or any other devices for access campus infrastructure should have updated with latest operating system (Windows / Mac) and antivirus patches.

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

12.21 Improper behaviour towards staff will result in disciplinary action.

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

12.23 The Information Systems Group will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through notice boards/ email placed in the Computer Lab as well as Student Notice Boards/ emails/Students Portal. It is your duty to regularly check the notice boards/ email and plan your use of the facilities accordingly.

12.24 The failure of any element of the computing service will not be accepted as a valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.

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

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

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

12.28    Use only own login id and password and don't allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for the purpose of assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to the NMIMS authorities if any breach of university regulations is suspected in connection with that use.

12.29    It is recommended a strong password must be at least 8 characters long. It should not contain any of your personal information – specifically your real name, user name, or even your company name. It must be very unique from your previously used passwords. It should not contain any word spelled completely.

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

12.31    You should not copy or share other's data resulting in data theft of any kind under IT Act.

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

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

12.34    Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The NMIMS accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.

12.35    Removal, borrowing, connecting or disconnecting of any IT equipment is not permitted. Neither deliberately introduces any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility or network / campus, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.

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

12.37    Without permission of the account owner or system administrator, do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user

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

12.39    Student do not click on links or attachments from senders that you to not recognize or asking something which is not regular in nature.

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

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

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

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

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

12.45    Appreciate staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.

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

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

12.48    You must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.

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

12.50    You must obtain prior permission to use computers for commercial or outside work including the use of IT facilities to the substantial advantage of other bodies such as employers of placement students.

12.51    Students request related to additional Internet Bandwidth requirement for special access on events, request should reach IT helpdesk minimum 72 hours in advance.

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

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

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

12.55    Neither admit any other person to computer facilities or other NMIMS premises when those facilities or premises are locked nor enter unless authorised to do so.

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

12.57    You must immediately vacate any IT room when asked to do so by any person who has legitimately booked that room and must not leave processes running or files printing or otherwise interfere with the work of that person. Failure to cooperate gives that person the right to switch off the workstation that you are using.

12.58 **Important:** In the event, the guidelines are not followed and there is a consequent damage to any computing facility, NMIMS reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.

12.59 Student request related to additional internet Bandwidth requirement & any IT related for special access on any events, request should reach IT helpdesk minimum 72 hours in advance with approval of HOD OR Registrar inform of Email and IT request form.

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

## 13. Students Portal (Learning Management System):

13.1 Student Portal is a Web-based learning management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.

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

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

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 Library: 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 and will be graded by faculty. Online score will be stored. All type of 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 (ppts/notes/videos/links) can be published.

13.13 Examination related content: Results and exam time table can be made available. Online examination is conducted on the portal. SAP education exam conducted online.

13.14 Admission Related content: Admission Notices can be published.

13.15 Assessment (Internal/External): Tests can be conducted on the Portal. Internal/External marks for respective courses will be published on Students Portal.

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

13.17 Online Similarity index: Student / Faculty can check Similarity index through this feature.

13.18 Groups: 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 Hostel Application: Students can book Hostel through the portal (where online admissions are done)

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

13.22 Student Service: Students are benefitted on students' portal for Name validations as required for mark sheet, photo upload, railway concession, bonafide certificate, Letter of recommendation (LOR), whenever required. Registration and allocation process for CBCS and Interdisciplinary courses.

13.23 Selection of Electives: options are available for MPSTME students to choose Open Electives.

Help – Assistance: mail to portal_app_team@svkm.ac.in or phone no: 022 - 42199993

## 14. Feedback Mechanism:

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

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

14.2 Online Feedback through Students Portal is taken using a questionnaire preferably in the last session of every course in each trimester/Semester. This feedback is compiled and statistics are placed before each faculty member by the end of the trimester/Semester.

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

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

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

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

**15. Mentoring Programme / 'Psychologist and a Counsellor':**

15.1 **Mentoring Programme:**

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

15.2 **Psychologist and a Counsellor:**

A counsellor is a non-judgmental friend who understands, ensures privacy and confidentiality and counsels you by giving choices so that you make the right decision. Counselling is a realistic, structured, and research-based therapy. Managing emotions is vital to ensure all-rounded progress in life. We need to break the old walls of myths and misconceptions to learn something new. Visiting a counsellor helps us to relearn more helpful, progressive, reality-based thinking.

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

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

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

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

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

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

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

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

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

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

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

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

16.2 All student contests are classified as follows.
GRADE A: National and International level contests of very high repute.
GRADE B: National level contests of high repute.
GRADE C: Local and National level contests
The respective school heads will make the classification of contest in Grade A/B/C.

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

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

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

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

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

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

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

16.5 **Contest Winners:**
Any student who has won any contest is required to provide full details of the contest and award won to the faculty (video clip / photographs/reports etc.) within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals.

17. **Guidelines for Convocation**

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

17.2 Only those students who have fulfilled the requirements of the program will be eligible to receive their degrees/diplomas at the Convocation. These requirements include migration certificate, attendance requirements, submission of all assignments and projects, clearance of all dues from various departments like accounts, hostel, library etc., and passing of all examinations and any other deliverables to the school/ NMIMS.

17.3 In case any student is found 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.

17.4 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.

**18. Roles and Responsibility of Class Representative and Student Council**

**18.1 Class Representative:**

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

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

**18.2 Student Council:**

**NMIMS University Student Council (NUSC)**

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

The major roles and responsibilities of Students Council includes:

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

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

**18.3 Student Council (School Level)**

The Student Council is the apex student body at every school and represents the full-time students. The Vice-President, General Secretary, 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:

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

**19. Interface with Accounts:**

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

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

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

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

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

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

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

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

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

To help students, Committees have been formed at University level and School level, please refer Part II of SRB. Committee members will be modified if there is any change.

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

**Anti-Ragging Committees:**

| University Level | | | | |
|---|---|---|---|---|
| | **Name** | **Designation** | **E-mail ID** | **Contact no.** |
| 1. | Dr. H Ravishankar Kamath | Chairperson | hravishankar.kamath@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. | Prof. Seema Mahajan | Member | seemam@nmims.edu | 022 42355555 |
| 6. | Mr.Dilip Varhadi | Member (Police) | juhupolicestation@gmail.com; | 9870458518 |
| 7. | Dr. Christine D'Lima | Member (LR-Student Council Team) | Christine.Dlima@nmims.edu | 022 42355555 |
| 8. | NGO representative will also be part of this committee. | | | |
| At Hostels, Mumbai | | | | |
| 1. | Shri Bhupesh Patel | Chairperson | bhupesh.patel@svkm.ac.in | 022 42199999 |
| 2. | Shri Harshad H. Shah | Member | harshad.shah@svkm.ac.in | 022 42199999 |
| 3. | Prof. Seema Mahajan | Member | seemam@nmims.edu | 022 42355555 |
| 4. | Dr. H Ravishankar Kamath | Member | hravishankar.kamath@nmims.edu | 022 42355555 |
| 5. | Mr. Venugopal K | Member | Venugopal.k@nmims.edu | 022 42355555 |

**20.2 Women Grievance Redressal Cell:**

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

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

**Internal Complaints Committee:**

| | **Name** | **Designation** | **E-mail ID** | **Contact no.** |
|---|---|---|---|---|
| 1. | Prof. Sangita Kher, I/c Dean, ASMSOC, NMIMS | Chairperson | sangita.kher@nmims.edu | 022 42355555 |
| 2. | Dr. Meena Chintamaneni, PVC, NMIMS | Member | meena.chintamaneni@nmims.edu | 022 42355555 |
| 3. | Dr. Ketan Shah, Associate Professor & HOD, MPSTME | Member | ketanshah@nmims.edu | 022 42355555 |
| 4. | Ms. Karuna Bhaya, Finance Officer, NMIMS | Member | KarunaB@nmims.edu | 022 42355555 |

| | Name | Designation | E-mail ID | Contact no. |
|---|---|---|---|---|
| 5. | Dr. Meena Galliara, Director, Centre for Sustainability Management & Social Ent | Member | Meena.Galliara@sbm.nmims.edu> | 022 42355555 |
| 6. | Dr. H Ravishankar Kamath | Member Secretary | hravishankar.kamath@nmims.edu | 022 42355555 |
| 7. | NGO Representative will also be part of this committee | | | |

**20.4 University Student Grievance Redressal Committee:**

| | Name | Designation | E-mail ID | Contact no. |
|---|---|---|---|---|
| 1. | Dr. Alka Mahajan, Dean, MPSTME | Chairperson | alka.mahajan@nmims.edu | 022 42355555 |
| 2. | Dr. Durgambini Patel, Associate Dean, KPMSOL | Member | durgambini.patel@nmims.edu | 022 42355555 |
| 3. | Dr. Sachin Mathur, Associate Professor (Finance), SBM | Member | Sachin.Mathur@sbm.nmims.edu | 022 42355555 |
| 4. | Prof. Amita Vaidya, Director, SAMSOE | Member | Amita.Vaidya@nmims.edu | 022 42355555 |
| 5. | Prof. Dhirendra Mishra, Assistant Professor (Mechanical), MPSTME | Member | Dhirendra.Mishra2@nmims.edu | 022 42355555 |
| 6. | Ms. Pallavi Rallan, Assistant Professor, ASMSOC | Member | Pallavi.Rallan@nmims.edu | 022 42355555 |
| 7. | Dy. Registrars (Concerned Department) | Member | | |
| 8. | Dr. H Ravishankar Kamath | Member Secretary | hravishankar.kamath@nmims.edu | 022 42355555 |

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

For more details, kindly refer AICTE regulations on Ombudsman.

## 21. Safety Guide for Students on Floods, Fire and Earthquakes

NMIMS gives utmost importance to safety of its students. It prepares students for natural hazards.
The safety measures for some natural disasters such as 1) Floods, 2) Earthquakes and 3) Fire are highlighted briefly.

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

| Before Floods | During Floods | After Floods |
|---|---|---|
| • Identify and visit elevated areas in and around the Institute as places of refuge during a flood<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<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>• Your life is most precious Avoid to save valuables at that moment.<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. |

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

| 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><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><br>• Keep a torch and a mobile handy.<br>• Keep the corridors in the hostel/house clear of furniture and other things, making movement easier. | **If you are at home or inside a building**<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>**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. | **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 obey any instructions you hear after you come out<br>• Turn off the water, gas and electricity<br><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>• 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 |

| Before Earthquake | During Earthquake | After Earthquake |
|---|---|---|
| | **If you are driving**<br>• Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle. | special medicines (for persons with heart complaints, diabetes, etc.).<br>• Help people who are injured. Provide them first aid. Do not move seriously injured people unless they are in danger.<br>**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. |

**21.3 Fire:** 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, storeroom, kitchen and other such places.<br>• Identify all the exit routes of the Institute.<br>• Check the adequacy of firefighting apparatus and its maintenance. | • Do not panic. Shout loudly for help.<br>• Do not run.<br>• Do not waste time in collecting valuables.<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>• Make exit to ground level instead of the terrace.<br>• Report about your safe escape and any other information to the University authorities, fire brigade or police present at the site.<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 101 or 22620 5301* for fire brigade<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. |

**22. 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 |

| Sr. No. | Category |
|---------|----------|
| 17 | Adult Materials |
| 18 | Advocacy Organizations |
| 19 | Gambling |
| 20 | extremist Groups |
| 21 | Nudity And Risqué |
| 22 | Pornography |
| 23 | Tasteless |
| 24 | Weapons |
| 25 | Sex Education |
| 26 | Alcohol |
| 27 | Tobacco |
| 28 | Lingerie and Swimsuit |
| 29 | Sports Hunting and war Games |
| 30 | Games |

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

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

| Agency | Contact Number |
|---|---|
| Disaster Management Cell of Municipal Corporation of Greater Mumbai | 108 |
| | |
| **Police** | |
| Police Help Line | 100 |
| Juhu Police Station | 26184432 / 26183856 |
| Vile Parle Police Station | 26117307 / 26117317 |
| Vile Parle-East, Police Station | 26112813 |
| D. N. Nagar, Andheri (W) Police Station | 26303893 / 26304002 / 26303038 |
| Andheri (E) Police Station | 26831562 / 26842677 |
| Santacruz Police Station | 26492972 / 26487856 |
| | |
| **Fire Brigade** | |
| Fire Brigade Help Line | 101 |
| Andheri Fire Station | 26205301 |
| | |
| **Ambulance** | 102 / 1298/1252 |
| | |
| **Hospitals** | |
| Dr. Balabhai Nanavati Hospital | 26182255 / 2626 7500 |
| Dr. Cooper Hospital | 26207254 |
| | |
| **Travel Agency** | |
| V-explore | 42705205/ 42705255 |
| | |
| **Hostel** (Contact – Mr. Venugopal) | |
| MKM Sanghvi Girls Hostel | 022-26256382/ 83 |
| Bansi Villa Girls Res. Flats | 022-4235 5555 / 5557 |
| G. R. Jani Hostel Boys | 022-42334056 |
| Anand Hotel Premises Boys Res Flats | 022-4235 5555 / 5557 |
| | |
| **Psychologists and Counsellors** | |
| For Mumbai Campus: Psychologists and Counsellors, Mr. Joel Gibbs, Ms. Nazneen Raimalwala and Ms. Diksha Tyagi. | |
| Mr. Joel Gibbs, 8th floor faculty area, Cabin:-West-854, NMIMS Mumbai Campus, | 022-42332218 or email joel.gibbs@nmims.edu |
| Ms. Nazneen Raimalwala 7th floor faculty area, Cabin:-732, NMIMS Mumbai (Old bldg.) | 022-42332225 or email Nazneen.raimalwala@nmims.edu |
| Ms. Diksha Tyagi, For students studying at MPSTME | on 02224350512 or email diksha.tyagi@nmims.edu |

**24. People you should know**

### University Administration

| Name | Designation |
|---|---|
| Dr. Ramesh Bhat | Vice Chancellor |
| Dr. Sharad Mhaiskar | Pro Vice Chancellor |
| Dr. Meena Chintamaneni | Pro Vice Chancellor |
| Dr. H Ravishankar Kamath | Registrar |
| Ms. Shobha Pai | Director (Placements) |
| Mr. Burzeen Bhathena | Director (Marketing) |
| Dr. Vinod Malap | Deputy Registrar (HR) |
| Ms. Jayanti Ramesh | Jt. Registrar (Admission) |
| Ms. Vandana Kushte | Deputy Registrar (Academics) |
| Mr. Paramanand Rajwar | Deputy Registrar, Administration |
| Mr. Shivanand Sadlapur | Librarian |
| Mr. Samir Singh | Deputy Director (Technology Solutions) |
| Mr. Joel Gibbs & Ms. Nazneen Raimalwala | Sr. Psychologist (Clinical), Counselling Psychologist &Clinical Psychologist |
| Ms. Diksha Tyagi | Counsellor |
| **Finance & Accounts** | |
| Ms. Karuna Bhaya | Finance Controller |
| Ms. Varsha Oak | Addl. Finance Controller |
| Ms. Ermegilda Goes | Chief Accountant |
| **Examinations** | |
| Mr. Ashish Apte | Controller of Examinations |
| Ms. Shilpa Patil | Deputy Controller of Examinations |
| Ms. Janhavi Shivgan | Deputy Controller of Examinations |
| Mr. Naresh Methwani | Deputy Registrar |
| **International Linkage** | |
| Ms. Meena Saxena | Director, International Linkage |

# ANNEXURES

**NMIMS**

Deemed-to-be UNIVERSITY

**APPLICATION OF LEAVE OF ABSENCE**

**School of………………………..**
**(10% additional exemption in attendance)**

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).

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

To be filled by Students
**(For Office use)**

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

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


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

33

**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 / Website: www.nmims.edu

Photo

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

**1. Personal Information**

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

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

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

Local Address_____
Address _____
PhoneNo._____Email1._____Email2._____

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

Any medical problem, 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, SAT, 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 | Courses for Tri/Semester | Courses for Tri/Semester |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

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

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

Signature of the Student: _____ Date _____

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

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

Photo

**Name of School**: _____

**1. Personal Information**

Name of the Student _____ Roll No._____

First name    Middle name    Last name

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

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

Local Address :

Name _____

Address _____

_____

Phone No _____    Email _____

Permanent Address:

Name _____

Address _____

_____

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

Person to be contacted in case of emergency:

Name _____Relation_____

Address_____

_____

Phone No. _____    Email ID _____

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

Name _____Relation _____

Address_____

_____

Phone No. _____    Email ID _____

Medical Insurance details :

Insurer _____Policy No. _____Contact person_____

Blood group _____ Vaccination Details _____

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

_____

Any medication you have been prescribed to take: _____

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

_____

Semester/ Trimester _____

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

**3. Declaration**

I, _____ student of Full Time _____ (Program Name)

from batch of year _____ and Roll No. _____ is going for International Student Exchange program in the Semester/Trimester _____.

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

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

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

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


_____          _____

Name & Signature of the student                          Date


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


_____

**(Signature of Dean/Director/HOD)**

**CC. Director – International Linkages with Enclosures**

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

# UNDERTAKING
(Applicable for Student Exchange)

To

SVKM'S NMIMS Deemed-to-be-University

School of _____

Mumbai

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

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

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

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

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


_____          _____

Name & Signature of the student                    Date


_____          _____

Name & Signature of the Parent                      Date

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

**Student Exchange Programme (for Visa Office)**

(School Letter Head)

Dated _____ .

To:

The Visa Section

The Indian High Commission

_____ (City)

_____ (Country)

Dear Sir/Madam,

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

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

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

Thanking you,

Yours sincerely,

Dean

(School Name & Address)

(Phone no & email)

**Student Exchange Programme (for Visa Application)**

(School Letter Head)


Dated_____


To:

The Consul General of _____

_____ Consulate/ Embassy

Mumbai, India


Dear Sir/Madam,


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


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


Thanking you,


Yours faithfully,


DEAN

(School Name & Address)

(Phone no & email)

**UNDERTAKING For Foreign National Studying at NMIMS University**

(Applicable for Student Exchange)

To

SVKM'S NMIMS Deemed-to-be-University

School of _____

Mumbai

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

I, _____ student of--------------Partner University studying Full Time _____ (Course Name) from batch of year _____ 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) _____

**Note :**

### 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: _____

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

### Permanent /Temporary Physical Disability / Learning Disability

**<u>Details of Scribe being arranged by the undersigned</u>**

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**
**<u>Enclosed</u>**: 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)

Annexure 8

Date: _____

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

Particulars of my bank for RTGS of the refundable amount are

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

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

(Signature of Student)

Attachments Required

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

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

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

**SVKM'S NARSEE MONJEE INSTITUTE OF MANAGEMENT STUDIES**

**APPLICATION FOR MIGRATION CERTIFICATE**

1. Name: _____

2. Address for Correspondence: _____
   _____
   _____

3. Permanent address: _____
   _____
   _____

4. Contact No. :( M) _____ (R) _____ Email Id:_____

5. Birth Date: _____

6. Date of leaving: _____

7. Details of the Examination passed from this university

| Examinations | Year of passing | Roll no | Results |
|---|---|---|---|
|  |  |  |  |

8. Name of the University where the student
   Proposes to register his / her name and the
   Name of the course.                        _____

9. Name of the Institution where the
   Student proposes to join                   _____

DECLARATION BY THE STUDENT

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

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

Date: _____                        _____

Mumbai 400056                                (Signature of the student)

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

P.T.O.

<u>FOR OFFICE USE</u>

1. Whether the Migration Certificate was _____
Issued to him / her before?
    If so, State the purpose for which it was obtained.

2. If the Migration Certificate was not utilized _____
    State the approximate date and the year when
    It was returned to the Institute for Cancellation.

3. Date on which Migration Certificate was issued _____
    By the Institution last attended by the applicant.

4. Other Particulars if necessary: _____

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

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

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

                                                                  _____

(Signature of Head of the Dept)

Place : _____

Date : _____

<hr>

DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No: _____                    Date: _____

                                _____
                            (Signature of the Person of In – Charge)

INSTRUCTION TO THE STUDENT
\* The Prescribed fee of Rs. 300/- for Migration Certificate should invariably be sent along with application for Migration Certificate by Demand Draft drawn in favour of the SVKM's N.M.I.M.S. payable at Mumbai. The fees may be paid by cash in the Accounts Office along with the application.
\* Fee for the Migration Certificate is accepted between 10.00 am to 5.00 pm on weekdays except on Sundays, Bank Holidays.

**Clearance Certificate**

Date: _____

Name: _____ Contact No. _____

Student SAP No. _____ Roll No. _____

Programme:_____ Semester / Trimester _____

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

Course Coordinator        Deputy Registrar / Assistant Registrar        Dean / Director

## Undertaking by Students (HBS Cases/ Articles)

"To make the students aware about use of Harvard Cases and Articles (watermarked copy on Students Portal) and be aware of the **SVKM'S NMIMS regulations**, the following Undertaking Form is introduced, which should be signed by **students**. The same should be submitted to the concerned **Department** on the day of 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:
_____

| For Office Use: |
| --- |
| Date of Receipt:_____ |
| Signature of Course Coordinator: |

OFFICE COPY

**Student Undertaking with respect to the Student Guidelines**
(Submit this form to your Course Coordinator within 7 days from receipt of Student Resource Book)

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

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

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

Signature: _____

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

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

Roll Number: _____ Programme:_____

Email ID: _____ Contact Nos._____/_____

Address for Correspondence:
_____
_____
_____

Name of the parent _____Contact Nos: _____/_____

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

*For Office Use :*

Date of Receipt: _____        Signature of Course Coordinator _____

# NMIMS Anthem

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

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

We are the future

We are a part of this institute so fine


NMIMS NMIMS

NMIMS NMIMS


Respect the past

Create the future

Transcend horizons however far

We have what it takes

We make a great team

At NMIMS each one is a star


NMIMS NMIMS

NMIMS NMIMS

# Part II

# School of Business Management

# Hyderabad Campus

Dr. Abhilash Ponnam
Program Chair

Mr. Rishi kant Gupta
Assistant Registrar

Dr. Ashwini Deshpande
Director Incharge

## *Message from Director*

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

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

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

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

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

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

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

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

Dr Ashwini Deshpande
Director Incharge
NMIMS Hyderabad

# 1. ACADEMIC GUIDELINES:

## 1.1. Academic Administration:

**1.1.1.** The academic activities are based on a Trimester pattern. Trimesters are of 12 to 14 weeks duration. In the 1st year of the MBA program, classes are generally run over 6 days. However, this is not sacrosanct and classes may run on all 7 days depending on the needs and availability of faculty.

**1.1.2.** The Academic Administration headed by Asst. Registrar and supported by Program Coordinator and Course Coordinators for administration and examination, who are responsible for scheduling, study plan preparation, faculty co-ordination and conduct of examination. The Chairperson PG Programs is an overall In-charge of the department.

**1.1.3.** Every effort is made by Academic Administration team to ensure that classes are scheduled uniformly. However, it may not always be possible to do so, as the schedule is dictated largely by the faculty of a particular course. The macro schedule is prepared for a trimester and the micro schedule for a week is shared with the participants on every Friday of a week for the subsequent week.

**1.1.4.** Participants are provided soft copy of study plans in student Portal for every course that encompass course objective, pedagogy, grading pattern, detailed session plan along with the collection of handouts.

**1.1.5.** Generally, the faculty for the course finalize two months before the commencement of the trimester. Faculty deployed for courses are of a high caliber, who constantly get high feedback from participants. This includes core faculty from NMIMS, Hyderabad and eminent, academicians, practitioners, consultant from industry and top B Schools.

## 1.2. Class Room Discipline:

**1.2.1.** Classes are expected to begin on time. Students are expected to assemble in the class at least 5 minutes before the class begins. Late coming is not permitted. Faculty have the authority to restrict latecomers to enter in the classrooms.

**1.2.2.** Once the faculty enters the class room, he/she will close the doors & no request will be entertained to open the doors.

**1.2.3.** Students should not leave the class room when the session is **ON**.

**1.2.4.** During the class hours, walking on the corridor is strictly prohibited.

**1.2.5.** Any electronic device (mobile, laptop, tab etc.) usage in the class room is strictly prohibited, failing whichdisciplinary action will be taken.

> ➤ Particularly the use of mobile phone: Student will be held responsible even if the Mobile Phone rings & causes disturbance to the class. Strict disciplinary action will be taken against them.

**1.2.6.** Faculty member conduct a mandatory internal assessment (quiz, test or presentations) on the first day after any vacation (like Diwali break & winter break) for the absentee students on that day, no compensation or make-up assignment will be given.

## 1.3. Quality of Teaching and Learning

**1.3.1.** NMIMS will strive to help the students develop their learning skills by facilitating the creation of learner centric environment conducive for quality education. The students are entitled to receiving instruction and reading material in English.

**1.3.2.** NMIMS ensures availability and presence of qualified teachers, fulfilment of the specified number of teaching per days and contact hours for each course and completion of syllabus on time.

**1.3.3.** The participants are provided reasonable access to facilities, services and resources including library (that stocks textbooks, reference books, journals, e-resources), laboratories, and ICT facilities in the English language which is the medium of instruction and for examination.

**1.3.4.** NMIMS strives to ensure fair, transparent and timely evaluation, including fair provisions for timely re-checking or re-evaluation of the scripts and redressal of any grievance related to the evaluation process.

**1.3.5.** NMIMS ensures timely conduct of examination and declaration of results as specified in the academic calendar in the Prospectus. The Graduation ceremony is held once a year generally in the last week of the April and MBA, students who have been declared successful will be awarded their diplomas'.

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

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

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

**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:

### Anti-Ragging Committee

| Sr. No. | Name | Designation | Email ID | Contact No. |
|---|---|---|---|---|
| 1 | Dr. Ashwini Deshpande | Chairperson | ashwini.deshpande@nmims.edu | 9657762362 |
| 2 | Dr. RadhaKrishna | Member Secretary | G.RadhaKrishna@nmims.edu | 9848575808 |
| 3 | Dr. Santosh Yele | Member | Santosh.Yele@nmims.edu | 9066110642 |
| 4 | Mr. Rishi Kant Gupta | Member | Rishikant.gupta@nmims.edu | 9644933334 |
| 5 | Mr. Chandrahas Kumar | Student Council member | chandrahas.kumar069@nmims.edu.in | 7838079478 |
| 6 | Mr. A Ramesh Babu | Inspector | cipjdl@mbnr.tspolice.gov.in | 9440795710 |
| 7 | Mr. K Nageshwara Rao | Parent | knraao@yahoo.co.in | 9043411731 |
| 8 | Ms. Farida Tampal | NGO member | ftampal@wwfindia.net | 9550751037 |

### Disciplinary Committee

| | | |
|---|---|---|
| 1 | Dr Ashwini Deshpande | Chairperson |
| 2 | Dr Abhilash Poonam | Member |
| 3 | Dr Sridip Nambiar | Member |
| 4 | Dr Ashish Kumar Biswas | Member |
| 5 | Mr. Sumit Kumar Jeswal | Member |
| 6 | Mr. Rishi Kant Gupta | Member Secretary |

### Woman Grievance Redressal / Sexual Harassment Committee

| | | |
|---|---|---|
| 1 | Dr. Sasmita Misra | Chairperson |
| 2 | Dr. Kalyani Anumala | Member |
| 3 | Ms. Vani Bobba | Member |
| 4 | Ms. Kabita Bora Sharma | Member |

### Collegiate Student Grievance Redressal Committee (for Academic year 22-23)

| | | |
|---|---|---|
| 1 | Dr. Narender Vunyale | Chairperson |
| 2 | Prof. Sridip Nambiar | Member |
| 3 | Dr Radha Krishna | Member |
| 4 | Mr. Rahul Koshti | Member |

### Institutional Student Grievance Redressal Committee

| | | |
|---|---|---|
| 1 | Dr. Ashwini Deshpande | Chairperson |
| 2 | Dr. Abhilash Ponnam | Member |
| 3 | Mr. Rishi Kant Gupta | Member |

## 2. Placement Guidelines:

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

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

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

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

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

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

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

The Placement process typically involves –

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

### 2.1 Batch Preparation:

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

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

b.   Interaction with seniors who have undergone internships in companies.

c.   Assigning seniors or alumni as mentors to guide students.

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

e.   Guest talks and workshops on various topics from corporates.

f.   Resume building as per guidelines

g.   Soft skills training etc.

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

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

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

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

**2.2 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.

**2.3 Internships/Projects**

**2.3.1** 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.

**2.3.2** 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.

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

**2.3.4** 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.

**2.3.5** 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.

**2.3.6** 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.

**2.3.7** 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.

**2.3.8** 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.

## 2.4 Final Placements

**2.4.1** 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.

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

**2.4.3** 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.

**2.4.4** 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.

**2.4.5** 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.

## 2.5 Placement Guidelines (School Level)

"The Institute offers Placement Assistance. In order to be eligible to participate in the 'Placement Assistance 'program of NMIMS, a participant shall scrupulously adhere to the Process, Deliverables and Grading Assessment as well as Summer Internship as detailed in the preceding sections." Non-adherence to one or more of the above will disqualify the participant from being included in the Placement process.

### 2.5.1 The Placement Process

➢ The Placement Cell (PCell) is an Institute body comprising the Placements Head and the Placement Executives.

➢ The Placement Committee (PCom) is a student body comprising Senior and Junior MBA participants.

➢ The Placement Team (PTeam) comprises the PCell and the PCom.

➢ The PCom and The PCell together are responsible to identify and visit the targeted organizations and invite them to campus for Pre-Placement Talks (PPTs).

➢ The Placement Cell offers placement assistance and co-ordinates all placement activities (Summer Internship & Final Placements) for the MBA full-time program. Every effort is made to facilitate the placement process and ensure that participants get placement opportunities befitting their calibre. However, SVKM's NMIMS, Hyderabad – School of Business Management reserves the right to change, modify, add to the guidelines as and when necessary, in the best interest of participants and to ensure fairness to one and all. Participants should follow the placement guidelines framed by NMIMS from time to time.

➢ Participants are expected to maintain decorum and abide by the NMIMS rules during the Placement Process.

➢ The Placement Code of Conduct for all participants eligible for placements for the year will be announced well before the Placement Week. All Participants will be required to sign a declaration of adherence to this code. No raising of objection will be counted as an acceptance in the absence of a written acceptance.

➢ The above guidelines are applicable to all full-time Program participants of SBM. Any participant found violating these guidelines would be expelled from the Placement process.

➢ Placement information is confidential and any breach of confidentiality will lead to strict action including expulsion from the placement process.

➢ NMIMS reserves the right to take any disciplinary action, if participants do not honour their commitments or resort to unethical behaviour. The Management has the right to communicate with the employer/ s if participants do not adhere to the Code of Conduct.

➢ SBM reserves the right to withhold the final offer letter of the participant, if it finds that the participant had misbehaved or has shown indiscipline, has not kept up with course work or any other act of indiscipline.

> Participants should honour the commitment made by NMIMS to the company on their behalf and accept the placement offer (PPO or offer). After accepting the offer, the participant should join the company after graduation and not resort to any unprofessional behaviour in this regard.

> Participants will not be permitted to refuse or seek alternate employment/ internship, once they have accepted the offer of the company.

> No participant is allowed to initiate any contact with the Company w.r.t. Placements, without the prior consent of the Placement Cell.

> Canvassing in any form will disqualify the participant.

> Participants who wish to "Opt Out" of the Placement Process are expected to notify the placement cell immediately. For participants who have received off-campus offer letters for Summers or Finals, it is mandatory toobtain the written permission of the Placement Head before accepting the offer. However, for all the companies that the participant has applied before he decided to "Opt Out", if shortlisted, he needs to appear for the selection process and if selected, he needs to accept the offer, in the interest of the long-term relationship of the Institute with the Corporates.

> The Placement Brochure will be shared with the organizations.

> Organizations should give information on the Company, Job Description, Location and Cost to company (CTC) during PPTs. However, in case the organizations do not visit the campus for their respective PPTs, they shall communicate the same to PCell/PCom through e-mail prior to seeking applications.

> While it is preferred that the details in terms of the job location, the CTC and an indicative Job Description be mentioned at the time of offer, the organizations may not necessarily, at all times, give the required information. Under such circumstances, participants will be required to take up the offer based on the available information if he/she had already applied for the role.

> Organizations may request NMIMS to share profiles of relevant/ interested participants and shortlisted profiles will be sent to the PCell which will be accepted by NMIMS.

> The final selection process of an organization would be as per their internal policy guidelines and NMIMS will abide by the same.

> Organizations may come to the Institute or call shortlisted candidates to their premises.

> Immediately after the interview, the recruiting organization shall give/ send a preliminary letter of confirmation to NMIMS regarding the selection of a particular candidate/s with name, position/ designation, CTC, location etc. through a physical letter/ e-mail.

> Once selected, the student will be considered placed and out of the Placement Process.

> Ideally, the organization should send the detailed Offer/ Appointment/ Joining letter to the PCell within 2 weeks of the date of interview or of the date of preliminary letter of confirmation.

**2.5.2 Placement Rules for Participants:** The rules relating to the Placement Process covering application, short-listing, interviews, acceptance/ rejection of offers, etc. are enumerated below. In addition to the scheduled Placement week, placements will be on a 'rolling basis'.

a. **Applications/ Short-Listing / Selection Process**

> Organizations shall shortlist the candidates from the list of interested participants sent by the PTeam and communicate the same to the PTeam.

> In case the participating organization desires NMIMS to send the relevant list of candidates as per their specifications, the PCell shall furnish an appropriate list after eliciting interest from participants for the said organization.

> The participants shall not back out from attending the Selection Process once he/ she have applied to an organization. Absence of a participant from the placement interview, after being short-listed will lead to immediate expulsion from Placement process. All participants' remaining-to-be placed (till placement window ends) need to be available on campus at any point of time till they get selected and receive a formal offer letter from the recruiting organization. Absence during the Pre-Placement Talk of a company will lead to expulsion from the company's selection process, unless the reason being health or another major issue. Theexemption will be decided by the Placement Committee and would be final.

> Participants shall prepare their 'Resumes' well in advance, in the specified format and submit the same to the PTeam.

- Interviews denote face- to- face interviews/ telephonic interviews/ video conferencing interviews/ Skype interviews/ group interviews and the like.

- In most cases, NMIMS follows the practice of eliciting interest from participants before sending their CVs to an organization. All participants need to do their own background check on the organizations before applying. The decision to apply to an organization is solely that of the participant.

- In case a participant wish to take care of his/ her own placement, he/ she should inform the PCell immediately. Participants who wish to opt out from the placement process are required to send an e-mail to placement.hyd@nmims.edu marking a copy to vani.bobba@nmims.edu confirming their intent to opt out. Their opting out will be effective from the date and time of the e-mail.

- In the e-mail, he/ she is required to mention the names of the organizations that he/ she is trying for or has got an offer from. This is because the PCell approaches many organizations and would like to maintain and continue the cordial relationship with them. Such information will help to iron out any hitches that may crop up later. After the 'opt out' mail, their profile will not be shared with any organization.

- In case, a participant wish to take up an interview outside the campus he/ she should inform the Placement Cell. However, if PCell gets to know from any authenticated source that a participant attended interview without informing and holds an offer with a company, he/she will be out of the placement process.

- Any participant who is part of the placement process is not authorized to seek placements or show interest in the placements/Job offerings posted on the Professional/Social Networking sites by way of liking the post or commenting on it. Any such activity will lead to severe consequences.

- In case a participant does not want to be a part of the placement process, he/she needs to opt out of the process before the communicated deadline given by the PTeam.

- After opting out, the student will not be allowed to re-enter the placement process at a later stage.

- In case a participant secures placement by his/her own effort without opting out of the process, but keeping the placement team informed, the placement thus secured will be considered as placement through the college. However, the PCell will not assist the candidate further in any negotiations with the company.

- The participants need to appear for interviews either at the campus or at the office of the recruitingorganization. In case the participants need to attend the interview at the recruiting organization's office which is located outside Hyderabad, the cost of travel and accommodation and other incidental costs, if any, shall be borne by the participants.

- At the time of visits of recruiters to campus for PPTs or guest lectures, while interacting with organization's executives, participants are expected to focus on furnishing details about NMIMS, programs/curriculum & the placement process and not market themselves.

- Participants are expected to read and come prepared with a background and fact file on the Company holding the PPT. He/ She is also expected to ask relevant questions and seek clarifications on the career path offered by the company.

- In case an 'opt out' participant desires that the Institute sends a letter to the concerned organization, the PCell can do so, only as a response to communication from the concerned organization that they are interested in recruiting the said candidate.

- If there is case study presentation, as part of the placement process, participants need to stick to the timelines stipulated, failing which will call for penalty (refer Annexure 1).

- Participants will be provided a maximum of SEVEN (7) interview chances for final placement and he/ she is expected to secure a job within these opportunities.

- The participants must communicate with the organizations through the PCell at all times. Misbehavior/ miscommunication/ misrepresentation, intransigence demonstrated during the interviews and not in keeping with NMIMS values and will be deemed to be indiscipline. Such indiscipline of a participant will warrant a penalty and may even lead to expulsion from the placements process. (Refer Annexure 1)

- Any feedback solicited by recruiters on their selection process is to be reviewed by the PCell. In case the feedback is solicited at the organization premises, the participants are expected to inform the organization that they can give feedback only through the PCell. If participants receive an employment application/ Selection feedback form on their personal email ID, they need to reply to the organization with the filled feedback form through their NMIMS ID only, with a copy to *placement.hyd@nmims.edu* at all times.

> If a participant performs exceptionally well (rank holder, certification of merit, recognition, etc.) at any competitive exams/ certification/ Business Plan competitions (Bloomberg Aptitude test, Flip challenge, Leap, Trade Moghuls and the like) which are considered by Corporates w.r.t. placement opportunities, then the same has to be informed immediately as it helps the PTeam to market the participants better.

### 2.5.3 Pre-Placement Offer/ Pre-Placement Interview (PPO/ PPI)

> It is possible that some participants may receive Pre-Placement Offers (i.e. much before the final placement process) based on their performance during the Summer Internship. Normally companies communicate PPOs through the PTeam; however, in extreme eventuality a company communicates a PPO decision to a participant, thesame shall be routed through the PCell. Participants who have accepted PPOs should submit a copy of the offer letter to the Placement Head. Such participants should inform the Placement Cell immediately and will need to decide on the PPO within the prescribed PPO Guidelines for that year. In case the participant decides to accept the PPO, the participant will need to opt out of the Placement process. Participants are expected to communicate with the organizations only through the PCell.

> Sometimes organizations offer a Pre-Placement Interview (PPI) prior to a PPO, any participant found to be deliberately withholding such PPO/ PPI offer, will be subject to disciplinary action.

> In an event that a participant gets a PPI, he/ she must appear for the same. If a participant rejects a PPI, he/ she will not be allowed to appear for any further interviews in the placement process.

> Each participant has to let PTeam know whether PTeam should contact their respective companies for a PPO/ PPI.

> If a participant wants PTeam to contact the organization where he/ she did his/ her internship, then he/ she has to accept the offer if it is equal to or greater than Rs.6 lakhs/annum. In case he/ she rejects, then the participant is out of the placement process.

> Accepting or rejecting a PPO is subject to the following conditions:

   a. If the CTC (Cost to Company) offered in a PPO is below Rs.6.5 lakhs/annum, then participant can reject the PPO.

   b. If the CTC in PPO is between Rs.6.5 lakhs/annum and Rs.8 lakhs/annum, then participant can accept or reject. If rejected, then participant cannot sit for any company that offers lower CTC than what he/ she have rejected. Rejection of a PPO will tantamount to one (1) interview chance. (for e.g. if participant rejects the offer of Rs.7.5 lakhs/annum then he/ she cannot sit for any company which is offering Rs.7.5 lakhs/annum or less than that)

   c. If a company gives a PPO with CTC more than or equal to Rs.8 lakhs/annum, then the PCell will consider the participant as deemed placed and therefore the participant will not be considered for further placement process. In case, a participant reject such a PPO, he/she will not be allowed to participate thereafter in the placement process.

### 2.5.4 Acceptance / Rejection

> NMIMS follows a 'one (1) participant one (1) offer' policy i.e., each participant is entitled to only one offer. However, in an eventuality of a student getting an offer from two organizations (both through PCell), the PCell shall commit to the organization which extends the offer first. The candidate shall adhere to the same.

> Recruiters shall be asked to send the preliminary offer letter immediately after the candidate is selected and shall give an appointment letter within two (2) weeks of the date of interview or of the date of preliminary letter of confirmation.

> Offers made by an organization through the placement process cannot be rejected. Participants cannot seek alternate employment/internship or accept any other offer outside the campus process, once they have accepted an offer from an organization from the campus. Any violation in this regard will be strictly dealt with.

> While we expect all participants to continue with the organizations that they have joined through campus for a reasonable period of time, they are required to work with them for a minimum period of six (6) months from the dateof joining in the interest of NMIMS's relationship with the corporate community, which is of paramount importance.

> If a company shares a JD with an internship component as a part of final placement process and if a participant applies for the role and gets selected, he/ she has to mandatorily accept that offer.

> If a company decides to change the mode of offer from full time placement to an internship or any difference in compensation during or after the selection process, the decision to accept or reject the offer by the participant will be taken in consultation with PTeam.

### 2.5.5 Decorum

➢ All participants are expected to be present for the Interaction Session (IS)/ Pre - Placement talk (PPT)/ Selection Process (SP) before 20 minutes of the organization's arrival time or at a specified time mentioned in the mail. The attendance during IS / PPT will be linked to academic attendance. This means that non-attendance in an IS / PPT will lead to the deduction of attendance from four following academic sessions (classes) on the class day immediately following the date of IS / PPT. If any organization wishes to have all the students attend the PPT, then all the students need to be present for the same, irrespective of whether they are placed or not.

➢ Students who are found with grievances during the IS / PPT will be subject to penalties. (Refer Annexure 1)

➢ Dress Code for all placement events i.e. Corporate PPTs, Workshops, Interaction Session, Selection Process etc.

- **Men** - Formal Shirt with Tie and NMIMS Blazer with NMIMS metal pin and formal laced black shoes

- **Women** - Business formals with blazer, formal shoes and NMIMS metal pin

➢ All gadgets like mobile phones, iPads etc. have to be deposited without fail with the Security Guard (30 mints or at a specified time mentioned in the mail) before the IS /PPT/ SP and collected only after all activities are completed.

➢ Participants not maintaining above (3, 4) decorum will be penalized. (Refer Annexure 1)

➢ 'Opting out' does not give a student the liberty of missing PPTs. Participants, who have opted out, have to necessarily follow the PPT – Attendance Guidelines and attend all such PPTs that may arise.

➢ Maintaining decorum as per the above guidelines is of paramount importance. Repeated violation by a participant can lead to expulsion from the Placement process.

### 2.5.6 Absence

Participation in all the placement activities and meetings is of prime importance. Any non-attendance needs to be communicated to the Placement Cell in advance in writing, along with the reason for the same and the necessarydocuments. Non-attendance without prior notice or insufficient documents will lead to deduction of attendance and fine (Refer Annexure 1). Non-compliance of the above can result in strict disciplinary action and also expulsion from the placement process in extreme cases.

Attendance for the PPTs is compulsory and absence will lead to disqualification of the participant from applying to that company and deduction of attendance.

Any participant, who has applied to or has been shortlisted for a particular company, will need to attend the selection process of that company. If the participant does not do so, he/ she will be barred from the placement process.

### 2.5.7 Resume

Participants should prepare their resumes in the prescribed NMIMS format and as per the resume guidelines and submit it to the Placement Cell. Information on the resume should be accurate and honest with details like the complete name of the program, CGPA (as it appears in the transcript), academic and corporate projects as approved by NMIMS, contributions made as a part of various committees and cells, etc. Participants should be able to produce documentary evidence for all achievements/ details mentioned in the Resume. Any discrepancy will lead to immediate expulsion of the participant from the placement process.

### 2.5.8 Placement Protocol

➢ All communication shall be done via email. Participants need to check their NMIMS mails on a daily basis, so that they don't miss out on any critical/ time-bound information/ communication. All official communication need to be done through NMIMS mail-ID only. Mails sent by personal mail-IDs may not get a reply and would not be considered as official. Verbal/ telephonic / SMS / WhatsApp communication shall not be considered as official. If a participant fail to meet the deadline, he/ she has to give in writing an explanation to PCell. Repeated violation by a participant can lead to expulsion from the Placement process.

➢ **All participants need to thoroughly read the Placement Guidelines and contact the Single Point of Contact (SPOC) for any doubts/ clarifications within one (1) week from the date of sharing of the Guidelines.**

➢ In case of any queries, participants shall contact the SPOC for the batch.

➢ All communication to the Placements Head/ PCell needs to be done by the participants only. Communication by the participant's family members with PTeam is not encouraged except in cases of proven emergency.

- All documents like bonafide certificates, etc. for placement purposes should be obtained from the PCell only.

- When an organization sends a JD & participants interest has to be elicited, the process of "opting in" will be followed i.e. the SPOC will send a mail to the batch and the candidates who are interested to opt in will send a mail within the deadline to the SPOC. Those profiles will then be sent across to that specific organization.

- Participants are expected to apply for the shared JDs in their area of specialization. Participants who do not apply for four (4) consecutive JDs in his/her area of specialization, has to give in writing an explanation to PCell for not applying. Repeated violation by a participant can lead to expulsion from the Placement process.

- Placement information is confidential and any breach of confidentiality will lead to strict action including expulsion from the placement process.

- Participation in all the placement activities and meetings is of prime importance. Any non-attendance needs to be communicated to the PCell in advance in writing, along with the reason for the same and the necessary supporting documents. Non-attendance without prior notice and or insufficient documents will lead to a deduction of attendance from four consecutive academic sessions on the day after the day of absence, or on the first day of sessions being held after the day of absence, whichever is earlier. Non-compliance of the above can result in strict disciplinary action and also expulsion from the placement process in extreme cases.

- Attendance for the PPTs is compulsory and absence will lead to disqualification of the participant from applying to that company and deduction of attendance for four consecutive academic sessions post the PPT.

- The Decision of Head – Placements will be final and binding on everyone.

*Note – These are the current guidelines and will evolve from time to time. Any changes will be communicated by the PCell*

## 3. Guidelines for International Student Exchange Program

### 3.1 Introduction

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

### 3.2 Preamble

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

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

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

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

**The University Level:**
- University of New South Wales, Australia
- Clark University, USA
- University of California, Berkeley, USA – Summer Sessions
- University of Texas at Dallas, USA
- Illinois Institute of Technology, USA
- The University of Missouri - Kansas City, USA
- Florida International University, USA
- Stony Brook University, USA

- Columbia University School of Professional Studies, USA
- Kings College London, UK
- University of Bristol, UK
- University of Leeds, UK
- Abdullah Gul University, Kayseri, Turkey
- Virginia Tech. University, USA
- University of Memphis, USA
- University of Guelph, CANADA
- University of Essex, UK
- University of Western Australia, Australia
- University of Chester, UK
- University of Stirling, UK
- Warwick Manufacturing Group, University of Warwick

**School of Business Management (SBM)**:
- HEC Lausanne, Switzerland
- The Grenoble Ecole de Management, France
- KEDGE Business School, France
- NEOMA Business School, France
- HLL Leipzig School of Management, Germany
- IESEG School of Management, Lille, Paris, France
- University of Erlangen-Nurnberg, Germany
- Europa Universitat Flensburg- EUF, Germany
- ESSCA Ecole De Management, France
- EDHEC Business School, France
- Purdue University, USA
- University of Texas at Dallas, USA
- Florida International University, USA
- University of South Florida, USA
- Excelia France

### 3.3 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:

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

### 3.4 Selection Criteria and Conditions
3.4.1 As defined by respective Deans/Directors of Schools
3.4.2 Defined by MoU between Partner University and NMIMS for incoming students

### 3.5 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:

3.5.1 Accommodation and daily living expenses including study materials
3.5.2 Travel Expenses
3.5.3 Passport and visa costs
3.5.4 Insurance cover
3.5.5 Any other incidental costs

### 3.6 Application procedure for students and Expectations from students
3.6.1 Students have to apply in specified application form as defined by respective Deans/ Directors of schools. Candidates with completed and accurate application will be interviewed by the International Linkages office. Successful candidates will then be nominated to the respective partner universities following which they have to complete the online application as instructions received from partner university via email.

3.6.2 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.

3.6.3 Upon joining the partner institute, the courses the students intend to take up should be finalized and communicated for approval to the NMIMS School authorities

3.6.4 Students need to ensure that they do not get any fail grade in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.

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

### 3.7 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.

### 3.8 Enclosures:

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

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

## 4 Examination Guidelines (MBA Program)

### 4.1 Evaluation & Grading

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

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

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

### 4.2 Passing Standards For Each Subject:

**Trimester-end-exam Passing Criteria for each Course:**

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

## 4.3 Grading System

**4.3.1** 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 | | | | |

**4.3.2** **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.

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

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

## 4.4 Re – Examinations

**4.4.1** 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.

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

**4.4.3** 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)

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

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

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

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

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

## 4.5 Re – Examinations/ Exemption / Exceptional Cases

**4.5.1** 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).

**4.5.2** 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.

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

➤ A letter from Senior officer of the company

- ➢ Copy of Air – Ticket, Boarding Pass, Passport Stamping Death Certificate of family member
- ➢ Marriage Certificate / Wedding Card etc.

**4.5.4**    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.

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

## 4.6 Non-Fulfilment Of The Above Requirement Relating To D And F Grades:

**4.6.1**    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.

**4.6.2**    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.

**4.6.3**    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.

**4.6.4**    A student obtaining up to 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.

**4.6.5**    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.

**4.6.6**    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.

**4.6.7**    The provision of re-examination is not available when a student obtains third 'F' grade, despite having cleared previous 2 'F' grades in re-exam attempts. Such a student who obtains more than two "F" in aggregate of trimesters **at any time during the academic year, will have to** take re-admission as per the rules of SBM, NMIMS.

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

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

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

## 4.7 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)

## 4.8 General Rules

**4.8.1**    A student who remains absent from term/ semester examination/s due to any reason in any subject shall be marked as 'AB' in the result/ grade sheet/ transcript for the subject/s in which he/ she has remained absent. All such students will be allowed to appear at re-examination in the said subject. The said re-examination will be conductedimmediately after the declaration of the respective term examination. A student who remains absent in the re- examination would not be able to avail any further re-examination chance.

**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** Grievance Redressal: In case a student is not satisfied with the result/ grade received by him in a particular subject, he/ she may follow the 'Grievance Redressal Procedure' in case he/ she desires.

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

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

**4.8.6** Modification in criteria/rules: On the recommendation of the Board of Studies of the School of Business Management and the Board of Examinations, the Academic Council shall have the sole discretionary right to modifyall or any of the above criteria at any time without prior notice.

## 4.9 Project Guidelines

**4.9.1** Participants are requested to do a project in experiential courses like: a) Industry Analysis b) Marketing in Practice c) Business Research & d) Entrepreneurship. Besides from time to time Faculty may assign projects to Participants in their course

**4.9.2** Summer Internship applies only to Full time MBA Participants. Final Projects and Class Projects and Class Projects apply to all course/s programmes and faculty concerned can assign project work to be undertaken.

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

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

**6   List of E resources subscribed by NMIMS**

| Sr. No. | Database | Sr. No. | Database | Sr. No. | Database |
|---|---|---|---|---|---|
| | **LIBRARY SOFTWARE** | 22. | Pearson | 41. | SWAYAM |
| 1. | Koha | 23. | McGraw Hill | | **Consortium for Educational Communication (CEC)** |
| | **GRAMMAR/PLAGIARISM CHECK SFT.** | | **RESEARCH DATABASES** | 42 | Consortium for Educational Communication (CEC) |
| 2. | Grammarly | 24. | CMIE: Economic Outlook | | |
| 3. | Turnitin | 25. | ISI Emerging Markets | | |
| | **ELECTRONIC JOURNAL DATABASES** | 26. | Statista | | |
| 4. | ProQuest Central | | **COMPANY DATABASE** | | |
| 5. | EBSCO | 27. | Capitaline AWS | | |
| 6. | Economic and Political Weekly | | **STATISTICAL DATABASE** | | |
| 7. | JSTOR | 28. | IndiaStat | | |
| 8. | MathSciNet | 29. | EPWRF India Time Series | | |
| 9. | Co-Design | | **LAW DATABASES** | | |
| 10. | Current Science | 30. | Hein Online | | |
| 11. | Design and Culture | 31. | SCC Online | | |
| 12. | Ergonomics in Design | 32. | Lexis Advance | | |
| 13. | Information Design Journal | 33. | West Law Asia | | |
| 14 | Fast Company | 34. | American Journal of International Law | | |
| 15. | ScienceDirect | 35. | International Legal Materials | | |
| | **ENGINEERING DATABASES** | 36 | Law & Literature | | |
| 16. | DELNET | | **MARKETING DATABASES** | | |
| 17. | ASME | 37. | TVADINDX | | |
| 18. | IEL Online /IEEE | 38. | WARC | | |
| 19. | ScienceDirect | | **FINANCE LAB** | | |
| 20. | Springer | 39. | Bloomberg | | |
| | **E-BOOKS DATABASES** | | **SWAYAM / NDL** | | |
| 21. | E-Library | 40. | National Digital Library | | |

# 7. Course Structures & Guidelines



| Master of Business Administration (MBA)<br>SVKM'S NMIMS – School of Business Management<br>First Year (2022 – 2023) | | | |
|---|---|---|---|
| **Orientation (6 Days)** | **Trim I\*** | **Trim II\*** | **Trim III\*** |
| • Basic Mathematics and Statistics (15hrs)<br>• Financial Accounting (15hrs)<br>• Communication Skills (written, spoken) (9hrs)<br>• Power of Excel (9hrs)<br>• Case Method Learning (3hrs) | • Business Communication – I (3 credit)<br>• Micro Economics (3 credit)<br>• Financial Accounting (3 credit)<br>• Marketing Management - I (3 credit)<br>• Organizational Behaviour (3 credit)<br>• Quantitative Methods –I (3 credit)<br>• Information Systems for Management (3 credit) | • Business Communication – II (1.5 Credits)<br>• Cost and Management Accounting (3 credit)<br>• Macro Economics (3 credit)<br>• Operations and Supply Chain Management (3 credit)<br>• Marketing Management – II (3 credit)<br>• Quantitative Methods –II (1.5 Credits)<br>• Indian Ethos and Business Ethics (3 credit) | • Business Communication – III (1.5 Credits)<br>• Legal Aspects of Business (3 credit)<br>• Corporate Finance (3 credit)<br>• Business Analytics (3 credit)<br>• Human Resource Management (3 credit)<br>• Strategic Management (3 credit)<br>• Research Methodology (1.5 Credits)<br><br>**WE CARE (3 WEEKS)** |
| Orientation: 36 Sessions of 90 minutes each | Credits: 21<br>Courses: 7 | Credits: 18<br>Courses: 7 | Credits: 18<br>Courses: 7 |

**\* All courses except mentioned otherwise are of 3 credits.**

**Compulsory Workshops on topics of contemporary interest (students can choose at least two):**
  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

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

<table>
<tr><td colspan="3" align="center">**Master of Business Administration (MBA)**<br>**SVKM'S NMIMS – School of Business Management**<br>**Second Year (2022 – 2023)**</td></tr>
<tr><td align="center">**Trimester IV**</td><td align="center">**Trimester V**</td><td align="center">**Trimester VI**</td></tr>
<tr>
<td>
i.   Core: Industry Analysis<br>
ii.   Elective 1<br>
iii.  Elective 2<br>
iv.  Elective 3<br>
v.   Elective 4<br>
vi.  Elective 5
</td>
<td>
i.   Core: Business Simulation<br>
ii.   Elective 1<br>
iii.  Elective 2<br>
iv.  Elective 3<br>
v.   Elective 4
</td>
<td>
i.   Elective 1<br>
ii.   Elective 2<br>
iii.  Elective 3<br>
iv.  Elective 4<br>
v.   Elective 5: Entrepreneurship and Innovation
</td>
</tr>
<tr>
<td>Core: 3 Credit<br>Elective : 5*3 credit = 15 credit</td>
<td>Core: 3 Credit<br>Elective : 4*3 credit = 12 Credit</td>
<td>Elective Core: 3 Credit<br>Elective : 4*3 credit = 12 Credit</td>
</tr>
</table>

| Serial No | Trimester | Subject Name | Credits | Specialization |
|---|---|---|---|---|
| 1 | Trim IV | Advanced Multivariate Techniques for Analytics | 3 | Analytics |
| 2 | Trim IV | Big Data Analytics and Its Application | 3 | Analytics |
| 3 | Trim IV | Data Analytics Tools and Techniques | 3 | Analytics |
| 4 | Trim IV | Financial Analytics - I | 3 | Analytics |
| 5 | Trim IV | Visual Analytics Tools & Techniques | 3 | Analytics |
| 6 | Trim IV | Advanced Financial Reporting & Analysis | 3 | Finance |
| 7 | Trim IV | Business Valuation | 3 | Finance |
| 8 | Trim IV | Commercial Bank Management | 3 | Finance |
| 9 | Trim IV | Financial Analytics - I | 3 | Finance |
| 10 | Trim IV | Financial Derivatives | 3 | Finance |
| 11 | Trim IV | Financial Statement Analysis | 3 | Finance |
| 12 | Trim IV | Investment Analysis & Portfolio Management (IAPM) | 3 | Finance |
| 13 | Trim IV | Project Appraisal and Financing | 3 | Finance |
| 14 | Trim IV | Industry Analysis | 3 | General Management |
| 15 | Trim IV | Learning & Development | 3 | Human Resources |
| 16 | Trim IV | Legal Framework of Industrial Relations | 3 | Human Resources |
| 17 | Trim IV | Selection and Recruitment | 3 | Human Resources |
| 18 | Trim IV | Strategic Human Resource Management | 3 | Human Resources |
| 19 | Trim IV | Big Data Analytics and Its Application | 3 | IT |
| 20 | Trim IV | Business Intelligence and Decision Support Systems | 3 | IT |
| 21 | Trim IV | Business Process Modelling & Management | 3 | IT |
| 22 | Trim IV | Knowledge Management | 3 | IT |
| 23 | Trim IV | Consumer Behaviour | 3 | Marketing |
| 24 | Trim IV | Customer Relationship Management | 3 | Marketing |
| 25 | Trim IV | Digital Marketing | 3 | Marketing |
| 26 | Trim IV | Retail Management | 3 | Marketing |
| 27 | Trim IV | Sales and Distribution Management | 3 | Marketing |
| 28 | Trim IV | Logistics Management | 3 | Operations |
| 29 | Trim IV | Operations Strategy | 3 | Operations |
| 30 | Trim IV | Project Management | 3 | Operations |
| 31 | Trim IV | Six Sigma | 3 | Operations |
| 32 | Trim IV | Supply Chain Management | 3 | Operations |
| 33 | Trim IV | Total Quality Management | 3 | Operations |
| 34 | Trim IV | Corporate Sustainability | 3 | Strategy & GM |
| 35 | Trim IV | Corporate Turnaround | 3 | Strategy & GM |
| 36 | Trim IV | Econometrics | 3 | Strategy & GM |
| 37 | Trim IV | Global Strategic Management | 3 | Strategy & GM |
| 38 | Trim IV | International Business | 3 | Strategy & GM |

| Serial No | Trimester | Subject Name | Credits | Specialization |
|---|---|---|---|---|
| 39 | Trim IV | Management Consulting | 3 | Strategy & GM |
| 40 | Trim V | Artificial Intelligence | 3 | Analytics |
| 41 | Trim V | Consumer Data-driven Decision Making | 3 | Analytics |
| 42 | Trim V | Data Analytics using Python | 3 | Analytics |
| 43 | Trim V | Financial Analytics II | 3 | Analytics |
| 44 | Trim V | Machine Learning Theory and Applications | 3 | Analytics |
| 45 | Trim V | Marketing Analytics | 3 | Analytics |
| 46 | Trim V | Financial Analytics II | 3 | Finance |
| 47 | Trim V | Financial Risk Management | 3 | Finance |
| 48 | Trim V | Fixed Income Securities & Debt Markets | 3 | Finance |
| 49 | Trim V | International Finance | 3 | Finance |
| 50 | Trim V | Investment Banking | 3 | Finance |
| 51 | Trim V | Strategic Cost Management | 3 | Finance |
| 52 | Trim V | Value Investing | 3 | Finance |
| 53 | Trim V | Wealth Management | 3 | Finance |
| 54 | Trim V | Business Simulation | 3 | General Management |
| 55 | Trim V | Career Management | 3 | Human Resources |
| 56 | Trim V | Compensation & Benefits | 3 | Human Resources |
| 57 | Trim V | HRM in Service Sector | 3 | Human Resources |
| 58 | Trim V | International Human Resource Management | 3 | Human Resources |
| 59 | Trim V | Mindful Leadership | 3 | Human Resources |
| 60 | Trim V | Organization Development & Change | 3 | Human Resources |
| 61 | Trim V | Performance Management | 3 | Human Resources |
| 62 | Trim V | Social Security Legislation | 3 | Human Resources |
| 63 | Trim V | Cloud Computing | 1.5 | IT |
| 64 | Trim V | Digital Transformation | 3 | IT |
| 65 | Trim V | Internet of Things Application | 3 | IT |
| 66 | Trim V | IT Strategy | 3 | IT |
| 67 | Trim V | Brand Management | 3 | Marketing |
| 68 | Trim V | Integrated Marketing Communications | 3 | Marketing |
| 69 | Trim V | Marketing Analytics | 3 | Marketing |
| 70 | Trim V | Pricing Strategies | 1.5 | Marketing |
| 71 | Trim V | Services Marketing | 3 | Marketing |
| 72 | Trim V | Advanced Supply Chain Management | 3 | Operations |
| 73 | Trim V | Lean Enterprise | 3 | Operations |
| 74 | Trim V | Service Operations | 3 | Operations |
| 75 | Trim V | Strategic Sourcing & E-Procurement | 3 | Operations |
| 76 | Trim V | Advance Strategy | 1.5 | Strategy & GM |
| 77 | Trim V | Enterprise Risk Management | 3 | Strategy & GM |
| 78 | Trim V | Mergers, Acquisitions and Corporate Restructuring | 3 | Strategy & GM |
| 79 | Trim VI | Analytics for Pharma & Healthcare | 3 | Analytics |
| 80 | Trim VI | HR Technology and Analytics | 3 | Analytics |
| 81 | Trim VI | Operations & Supply Chain Analytics | 3 | Analytics |
| 82 | Trim VI | Retail Analytics | 3 | Analytics |
| 83 | Trim VI | Alternative Investment Markets | 3 | Finance |
| 84 | Trim VI | Behavioral Finance | 3 | Finance |
| 85 | Trim VI | Corporate Tax Planning | 3 | Finance |
| 86 | Trim VI | Insurance Management | 3 | Finance |
| 87 | Trim VI | Private Equity | 3 | Finance |
| 88 | Trim VI | Emotional Intelligence and Developing Competencies for Organizational Performance | 3 | Human Resources |
| 89 | Trim VI | HR Technology and Analytics | 3 | Human Resources |
| 90 | Trim VI | Social Psychology and Organizational Effectiveness | 3 | Human Resources |
| 91 | Trim VI | Talent Management | 3 | Human Resources |
| 92 | Trim VI | New Models for Enterprise Architecture | 3 | IT |

| Serial No | Trimester | Subject Name | Credits | Specialization |
|---|---|---|---|---|
| 93 | Trim VI | Systems for Social Enterprises | 3 | IT |
| 94 | Trim VI | Business Marketing | 3 | Marketing |
| 95 | Trim VI | E-Commerce | 3 | Marketing |
| 96 | Trim VI | Green Marketing | 1.5 | Marketing |
| 97 | Trim VI | Marketing Implementation | 3 | Marketing |
| 98 | Trim VI | Marketing Strategy | 3 | Marketing |
| 99 | Trim VI | Product Strategy | 3 | Marketing |
| 100 | Trim VI | Rural Marketing | 3 | Marketing |
| 101 | Trim VI | Green Supply Chain Management | 3 | Operations |
| 102 | Trim VI | Operations & Supply Chain Analytics | 3 | Operations |
| 103 | Trim VI | Operations Consulting | 3 | Operations |
| 104 | Trim VI | Technology Management | 3 | Operations |
| 105 | Trim VI | Environmental Management Systems | 3 | Operations |
| 106 | Trim VI | Innovation & Entrepreneurship | 3 | Strategy & GM |
| 107 | Trim VI | Management Control Systems | 3 | Strategy & GM |
| 108 | Trim VI | Management of Family Business | 1.5 | Strategy & GM |
| 109 | Trim VI | Management of Public and Private Partnership | 1.5 | Strategy & GM |
| 110 | Trim VI | Managing Growth | 3 | Strategy & GM |
| 111 | Trim VI | Personal Mastery and Leadership | 3 | Strategy & GM |

## Guidelines for Selection of Elective Courses

I.    In the Second year students can choose elective courses from the list of electives offered (trimester wise) and on the basis of their selection of courses, student will be placed in one of the following categories:
1.   MBA General Management
2.   MBA with specialization in any one particular area – from Marketing, Finance, Analytics, Operations, IT, Strategy & GM and Human Recourse Management.

II.    The diploma awarded will be MBA, however, the specialization if any, will be reflected only on the grade        sheet/ transcript. Students must adhere to the nomenclature given and use the same in all the communications with the outside world.

III.    For **MBA General Management**, a student shall choose minimum 2 electives (6 credits) from at least 3 different areas out of five areas mentioned above in point no. I. (over Trim IV, V and VI)

IV.    For **MBA with specialization in any one particular area** a student shall choose **minimum 6** courses to qualify for concentration/specialization from any one particular area out of the five areas mentioned above in point no. I. (over Trim IV, V and VI). If he/she so desires more electives up to max of 12 can be selected.

V.    A student must take a total of Seventeen Courses (48 Credits) (including 3 Compulsory Course) in trim IV, V, and VI in the 2nd year.
   Trim IV: 1 Compulsory Course + 5 elective Courses (Total 6 Courses; 1 x 3 + 5 x 3)
   Trim V:  1 Compulsory Course + 4 elective Courses (Total 5 Courses; 1 x 3 + 4 x 3)
   Trim VI: 1 Compulsory Elective Course + 4 elective Courses (Total 5 Courses; 5 x 3)

VI.    The summer internship will be treated as a as a non-credit compulsory course. However, the candidate needs to **satisfactorily** complete the project including Viva as an essential partial fulfilment of the requirements for award of MBA. If the internship/viva performance is unsatisfactory, the students shall be asked to resubmit the project report and repeat viva.

VII.    The minimum enrolment for an elective is 10 and the maximum enrolment for an elective is 65.

VIII.    In case the number of students opt for a particular elective course exceed 60, the final selection will be based on prescribed conditions given by the academic administration.

IX.    The student will have to fill his elective choice for all the Trimester (IV, V & VI) together. The selection need to be completed by 20th March 2023.

X.    Students are allowed to make only 3 changes to their initial elective selections in a year, maximum two at a time (over Trim IV, V & VI) as per the dates specified in the table below:

| Trimester | Dates for change of electives |
|-----------|-------------------------------|
| IV | 25th April 2023 |
| V | 2nd & 3rd July 2023 |
| VI | 2nd & 3rd October 2023 |

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

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

## Guidelines for Non Credit Course in MBA Program:

Regarding the non-credit courses which are scheduled in Trim-4, Trim 5 & Trim 6. Those who are sincerely interested to take a non-credit course are requested to fill the form as and when circulated by the academic administrative staff. It's expected that whoever is choosing the extra module must write the exams, failure of which result will come as incomplete. Subsequent withdrawal of name after conveying the decision to join the module is not allowed. Attendance is as per our standard norms. However, consideration will be made if sessions clash with your elective subjects.

- Students need to pay Rs.1000/- for non-credit courses in the accounts department and submit a copy of the receipt to course coordinator as per the due date communicated by academic administration.
- It is fully a choice of the student to decide whether or not she/he wants to opt for the extra non-credit course.
- In case the student chooses to do an extra non-credit course, the subject name and the grade/marks obtained will appear on the mark sheet.
- In such cases, the score obtained in the extra non-credit course will NOT be taken into account while calculating the CGPA. However, He/she should have no "F" grade in any of the second-year courses and not more than 2 Ds in the second-year courses, including the extra non-credit course.

## Summer Internship Project Guidelines

- Participants are compulsorily required to take 8 weeks of summer internship training in any company as per dates announced on the notice board
- Participants are advised not to rely on NMIMs placement process entirely for provision of summer internship activities, but to look for such assignments on their own initiative. NMIMS placement cell makes all the efforts possible to provide Summer Internship opportunities to as many participants as possible.
- The Summer Internship is expected to culminate in the submission of a Summer Project Report to NMIMS within deadlines as indicted. This submission is a compulsory part to the course requirements.
- This project is subject to a review by the company guide assigned. It is the participant's role to ensure that the guide sends this review to the Course Coordinator within the deadline given. The participant has to waive the rights to see the review.
- **Summer Internship is a non-credit compulsory course. However, the participant needs to satisfactorily complete the project as an essential partial fulfilment of the requirements for award of MBA**

## 8. Approved Academic Calendar
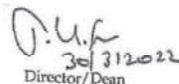
➢ Master of Business Administration

**SVKMs NMIMS**
School Name : SBM - Campus: Bengaluru, Navi Mumbai, Indore, Hyderabad
**Program Name in Full: Master of Buisness Administration**
Academic Calendar - Year I - Batch 2022-24
Academic Year : 2022-23

| Details | Program | Start Date | End Date | No. of Days (Excluding Sundays) |
|---|---|---|---|---|
| **Trimester I** | | | | |
| Opening day/Preparation & Orientation/Foundation | MBA | Thursday, June 09, 2022 | Wednesday, June 15, 2022 | 6 |
| Academic Instruction Duration (regular classes) | MBA | Monday, June 13, 2022 | Saturday, September 03, 2022 | 67 |
| Mid Term Exam | MBA | Monday, July 25, 2022 | Saturday, July 30, 2022 | 6 |
| Term End Exams | MBA | Monday, September 05, 2022 | Saturday, September 10, 2022 | 6 |
| Re- Exam Week | MBA | Monday, October 31, 2022 | Saturday, November 05, 2022 | 6 |
| **Trimester II** | | | | |
| Academic Instruction Duration (regular Classes) | MBA | Monday, September 12, 2022 | Saturday, December 03, 2022 | 60 |
| Mid Term Exam | MBA | Monday, October 17, 2022 | Thursday, October 20, 2022 | 6 |
| Vacation (Diwali) | MBA | Friday, October 21, 2022 | Thursday, October 27, 2022 | 7 |
| Term End Exams | MBA | Monday, December 05, 2022 | Saturday, December 10, 2022 | 6 |
| Re- Exam Week | MBA | Friday, January 27, 2023 | Tuesday, January 31, 2023 | 5 |
| **Trimester III** | | | | |
| Academic Instruction Duration (regular Classes) | MBA | Monday, December 12, 2022 | Saturday, March 25, 2023 | 62 |
| Vacation (Winter) | MBA | Monday, December 26, 2022 | Sunday, January 01, 2023 | 7 |
| Mid Term Exam | MBA | Saturday, January 21, 2023 | Wednesday, January 25, 2023 | 5 |
| We Care | MBA | Wednesday, February 01, 2023 | Tuesday, February 21, 2023 | 21 |
| Term End Exams | MBA | Monday, March 27, 2023 | Saturday, April 01, 2023 | 6 |
| Summer Internship | MBA | Monday, April 03, 2023 | Sunday, May 28, 2023 | 8 weeks |
| Re- Exam Week | MBA | Thursday, June 01, 2023 | Monday, June 05, 2023 | 5 |
| Summer Vacation | For Students | Monday, May 29, 2023 | Wednesday, May 31, 2023 | 3 |
| | For Faculty | Monday, April 24, 2023 | Sunday, June 04, 2023 | **42 Days** |
| Commencement of Second Year in next Academic year (AY 2023-24) | Trim IV | Tuesday, June 06, 2023 | | |

Director/Dean
Bangalore

Director/Dean
Navi Mumbai

Director/Dean
Hyderabad

30/3/2022
Director/Dean
Indore

AR-Academic
Bangalore
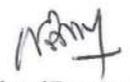
DR-Academic 6/4/22
(NMIMS)

Controller of Examinations
(NMIMS)

Date: 06 April 2022

**SVKMs NMIMS**

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

**Program Name in Full: Master of Buisness Administration**

Academic Calendar - Year II - Batch 2021-23

Academic Year : 2022-2023

| Details | Program/ Campus | Start Date | End Date | No. of Days (Excluding Sundays) |
|---|---|---|---|---|
| **Trimester IV** | | | | |
| Academic Instruction Duration (regular classes) | MBA | Tuesday, June 07, 2022 | Saturday, August 20, 2022 | 65 |
| Finaliation of ICA Marks & Attendance | MBA | Saturday, August 20, 2022 | | |
| Term End Exams | MBA | Monday, August 22, 2022 | Saturday, September 03, 2022 | 13 |
| Re- Exam Week | MBA | Saturday, October 15, 2022 | Thursday, October 20, 2022 | 6 |
| **Trimester V** | | | | |
| Academic Instruction Duration (regular Classes) | MBA | Monday, September 05, 2022 | Saturday, December 03, 2022 | 67 |
| Placement Week | Bangalore | November 2022 | | |
| | Navi Mumbai | Tuesday, November 01, 2022 | Monday, November 07, 2022 | |
| | Indore | Thursday, October 13, 2022 | Thursday, October 20, 2022 | |
| | Hyderabad | | | |
| Vacation (Diwali) | MBA | Friday, October 21, 2022 | Thursday, October 27, 2022 | 7 |
| Finalisation of ICA Marks & Attendance | MBA | Sunday, December 04, 2022 | | |
| Term End Exams | MBA | Monday, December 05, 2022 | Saturday, December 17, 2022 | 13 |
| Re- Exam Week | MBA | Wednesday, February 10, 2023 | Monday, February 15, 2023 | 6 |
| **Trimester VI** | | | | |
| Academic Instruction Duration (regular Classes) | MBA | Monday, December 19, 2022 | Saturday, March 11, 2023 | 67 |
| Vacation (Winter) | MBA | Monday, December 26, 2022 | Sunday, January 01, 2023 | 7 |
| Finaliation of ICA Marks & Attendance | MBA | Sunday, March 12, 2023 | | |
| Term End Exams | MBA | Monday. March 13, 2023 | Saturday, March 25, 2023 | 12 |
| Re- Exam Week | MBA | Thursday, April 20, 2023 | Tuesday, April 25, 2023 | 5 |
| Summer Vacation | For Faculty | Monday, April 24, 2023 | Sunday, June 04, 2023 | 42 Days |
| Graduation Day 2021-23 | Bangalore | Navi Mumbai | Hyderabad | Indore |
| | 22-04-2023 | 19-04-2023 | 29-04-2023 | 20-04-2023 |
| Commencement of First Year in next Academic year (AY 2023-24) | Trim I | Thursday, June 08, 2023 | | |

Director/Dean
Bangalore

Director/Dean
Navi Mumbai

Director/Dean
Hyderabad

Director/Dean
Indore
30/3/202

Kalashri
AR-Academic
Bangalore

Date: 06 April 2022

Nandana
DR-Academics
(NMIMS) 5/4/22

Controller of Examinations
(NMIMS)

## 9. Value Added Compulsory Workshops/Activities (MBA Program):

### 9.1 We Care

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

9.1.1.1 Engage participants in activities for the benefit of the community.

9.1.1.2 Cultivate civic virtue and social responsibility among young Participants

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

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

9.1.3.1 They fail to do this internship of complete 21 days, for any reason

9.1.3.2 The completion of the project is marked as incomplete / unsatisfactory from the NGO's end

### 9.2 Industry Visits

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

### 9.3 Guest Lectures

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

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

## 10.0 COURSE OF INDEPENDENT STUDY (CIS):

10.1 NMIMS may offer a scheme for course of Independent study for MBA program as a part of elective courses on the express fulfilment of the candidate's emulated in this section. CIS courses are exceptional instruments designed for advanced learning rather than serving substitutes for regular courses. The academic capability of the Participant (reflected in CGPA), ability to pursue advanced work (as endorsed by the CIS Guide) and the relevance of the area of study to the career of the Participant (as demonstrated or organized in the proposal) are the indicative criteria for allowing CIS courses. A CIS must follow the primary course on offer. A CIS cannot betaken up on a course that is going to be covered in the subsequent courses. The CIS comprises an investigation together with a written report and interpretation thereof on a course accepted and approved by the area in charge.

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

10.2.1 The Participant has demonstrated through his/her past academic performance, a preparedness to pursuean advanced course of investigation in the area of his/her choice.

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

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

10.3 The Participant(s) who wish to pursue a CIS will indicate such intent right at the time of exercising his/her choice of elective courses for the entire year. They will be responsible to make a good case why they should be permitted to pursue a CIS. Their request for CIS (preliminary proposal) at this stage should include the following:

10.3.1 Proposed Title

10.3.2 What you wish to study and under what area of specialisation does your topic belong (Please note that even where the CIS is cross-functional in nature, it has to belong to one primary area for guidance and evaluation)

10.3.3 Why do you think it is important for you to undertake this course

10.3.4 Why do you think it is not covered under any elective(s) even when it is so important?

10.4 A prescribed application form for CIS will be available in the Academic Office. Please complete this form and enclose your preliminary proposal and submit it to the Academic office before submitting your final choice of electives for Trim IV, V and VI for MBA.

10.5 These preliminary proposals would be forwarded to the Area Chairpersons for their consideration and discussion at the area level. The Area Chairperson will intimate the approval of CIS proposals together with the name of the faculty guide to the Academic office as soon as possible but definitely before the final registrations for Trim-IV/V begins.

10.6 The area Chairperson will also provide to Academic office the timeline for the course in terms of stages like submission of final proposal, submission of course report, date of oral defence, panel of area members (3 members including the CIS guide) who would evaluate the course and the evaluation scheme.

10.7 Academic office will intimate to the concerned Participant the name of his/her faculty guide as approved by the area. The Participant would have the option to take up the CIS or not till his/her final registration for term-IV or term-V is open.

10.8 The responsibility for getting the CIS going alongside the faculty guide is that of the Participant. The finalization of proposal and meetings with faculty guide and other course related interactions are also left to the initiative of the Participant.

10.9 Three copies of the CIS Report must be submitted to the Academic Office. If any Participant fails to submit his/her CIS Report on or before the stipulated deadline for submission, no extension will be granted and a grade of'F' will be awarded. A Participant will also be required to give a formal presentation before an Evaluation Committee on the date specified. This presentation will be attended by SBM faculty and MBA Participants. In case the Evaluation Committee is not satisfied with the CIS Report and presentation, it reserves the right to ask theParticipant to re-write a part or whole of the report. In such cases the maximum of grade that will be awarded to the participant is B+. A CIS course will have two (2) evaluation components i.e.
   a) CIS report
   b) End Term Exam

10.10 The grade obtained in the CIS is taken into account for calculation of Participant's CGPA just like any other 3 /1.5 credit course.

10.11 A Participant cannot have more than one Course of Independent Study under any circumstances. The CIS Course can also be considered as part of required courses for concentration in an area and will not be considered for arriving at decision to award any scholarship and/or medal.

**10.12 Step-wise process of Course of Independent study (CIS)**
   10.12.1 A Participant can take up only one CIS in lieu of an elective.
   10.12.2 In MBA Programme – II year, CIS can be pursued in term IV and V only. No CIS can be carried out during VI term.
   10.12.3 First year Participants, who wish to take up a CIS in second year, should submit their proposal to the Academic office.
   10.12.4 The Area, if satisfied with the proposal, will nominate a faculty for the respective CIS keeping into consideration the area of interest expressed by the Participants and area of expertise of the faculty.
   10.12.5 The Area may reject the proposal or may propose amendment to the proposal and ask the Participant concerned to resubmit the proposal.
   10.12.6 The entire exercise of acceptance of the proposal and nominating faculty for the CIS should becompleted and communicated to the Academic office by the Area Chairperson. The dates will be announced by Academic office.
   10.12.7 Participants who do not receive any communication by said dates should contact the Academic office immediately.
   10.12.8 Participants carrying out CIS should circulate a reading list, duly approved by the guide, to all the Area members (with a CC to Academic office) within 7 days from the beginning of the respective term (term 4 or 5).
   10.12.9 Participants have to submit the CIS report to the Academic office before the 'end term examination' of the term in which the Participant undertakes the CIS.
   10.12.10 No extension of time for submitting the report will be allowed.
   10.12.11 On receipt of the report, the Academic office will get in touch with concerned Area Chairperson and the Guide to finalize a date for presentation by the Participant.
   10.12.12 As part of the evaluation of the CIS, a presentation will have to be made to the expert panel. Presentation once made will be final. No Participants will be allowed to make presentation more than once.

# 10.0 INFRASTRUCTURE
   10.1 The participants are permitted to access appropriate resources including classrooms, libraries, laboratories and other academic facilities necessary for quality education. [UGC rules and regulations for fitness of universities and colleges for Grants under section 12 B of the UGC Act 1956, Private University Regulation, Deemed University Regulation].
   10.2 The participants are entitled to reasonable access to sports and recreation facilities, avenues for literary, aesthetic and

other extra-curricular pursuits.

**10.3** NMIMS Hyderabad has a tie up with a Psychologist-Counsellor and a Doctor who is available on call and a hospital/clinic for periodic health check-up and treatment/hospitalization in case of medical emergencies.

**10.4** The participants are provided a reasonable access to adequate, clean and hygienic hostel/residence accommodation that provides basic amenities including recreational facilities.

## 11.0 STUDENT COMMITTEES AND CLUBS

**11.1** Participants are entitled to forming committees and directly elect their representatives. The following committees have a President, Vice President and Treasurer as office-bearers. The committees /clubs which are currently functional are given below.

| Name of Committee | Name of Club |
|---|---|
| Acadmium-The Academic Committee | Mark8inc-The Marketing Club |
| Ngage-The Alumni Committee | Finnacle-The Finance Club |
| Nthuz-The Sports Committee | Hrizon-The HR Club |
| Nexus-The Cultural Committee | Operencia-The Operations Club |
| PR-The Public Relations & Social Media Committee | 4.0-The Future of Technology Club |
| Placement Committee | PharmaKon-The Pharma Connection Club(SPTM) |
| | PSA-The Pharma Student Club(SPTM) |
| | Legai-The Legal Aid Club(SOL) |
| | Moote-The Moot Court Club(SOL) |
| | The8ric-The Creative and Performing Arts Club |
| | Spartans-The Fitness Club |

**11.2** Office Bears are elected by the members of respective committees /clubs.

**11.3** Members of each committee/club are elected by due process which is spearheaded by the 2$^{nd}$ year office bearers.

**11.4** Moderators:

  11.4.1 There are two (2) Moderators appointed by the institute to:
  a) Coordinate the activities of the various committees and clubs.
  b) Mentor the UG Program committees/clubs.
  c) Act as a bridge between students and the Management.

  11.4.2 Students interested in becoming a moderator are requested to offer the candidature by the outgoing Moderators. Moderators are selected by the Director and the Faculty body on the basis of,
  a) Voting done by the President / Vice-President of Committee and Clubs.
  b) Interview with the Director and Faculty body.

  11.4.3 Moderators will be nominated by the Director to the apex Student Council of the University.

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

  11.5.1 NMIMS, Hyderabad lays considerable emphasis on Committee/Club activities of Students. The underlying premise on which Committees/Clubs have been built into the academic system are that:
  a) the activities conducted by Committee/Club is a platform for students to learn administration through the non-classroom mode.
  b) they offer students a platform to interact with Corporate Executives
  c) they enable NMIMS to showcase student talent to corporates.
  Hence it is recommended that students take maximum advantage of this platform.

  11.5.2 Every student shall be a member of at least one Committee and one Club. Students are free to opt for membership of more than one Committee or Club.

  11.5.3 The nomenclature, Committee pertains to the activities in which a large cross-section of students are interested or impacted, such as, Placement, Public Relations, Hostel, Cultural and Sports. The nomenclature Club denotes activities of different academic areas like Marketing, Finance, Human Resources, Operations, Strategy, Entrepreneurship and Research.

11.5.4 Every committee/ club has members from the 2nd year and 1st year. At the beginning of the academic year, in June, the 2nd year members of each committee/club make a marketing pitch with presentations to the incoming 1st year students. After hearing out the presentations of all the committees/clubs, the incoming students opt-in their preferences with the committees/clubs. They are then interviewed by the 2nd year student members of the respective committee/club for their suitability and accordingly selection of 1st year members is made.

11.5.5 Every committee/ club is governed by a student body composed of 3 office bearers- President, Vice President and Treasurer. These positions are elected by the outgoing 2nd year members and the 1st year members of the committee. All the office bearers are from the 2nd year.

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

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

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

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

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

e) The budget shall be submitted to the Director for final approval. The student committee shall meet the Director along with the mentor of the Committee/Club. The general principle for conduct of events is that 50% of the budget shall be financed through corporate sponsorship and the balance 50% by NMIMS. The objective of getting corporate sponsorship is to get corporates to campus and enhance the visibility of NMIMS, Hyderabad amongst the corporate community which in turn helps in placements. All budget estimates above Rs 1 lakh need the approval of the Office Bearers (OB) which is a body of Trustees in Mumbai and this requires 2 to 3 weeks. Hence, the 4 weeks lead period for submission of budget estimates is sacrosanct.

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

g) Attendance sheet should be signed by participants for all club/committee events and submitted to the Assistant Registrar

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

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

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

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

l) Event review report must be submitted to the Assistant Registrar.

11.5.7 **Event Proposal Steps:** All student committees must seek approval from Director for all events organized. An Event Proposal has to be submitted to the panel before the end of July. Upon approval, the clubs/committees will then be allowed to upload posters of the event for Website requires approval from Assistant Registrar and Director. For putting up posters on campus approval from Assistant Registrar to be taken. The clubs/committees to book equipment and venue(s) for the event in consultation with Assistant Registrar and Maintenance Department.

**The Event Proposal should consist of:**
- Name of the event:
- Theme *(if any):*
- Objectives of the event:
- Date, time & venue *(Ensure that Venue is available before submitting Proposal)*
- Number of attendees
- Itinerary of the event
- Organizing committee list *(name, student ID, contact number & email address)*

- VVIP/VIP list *(if any)*
- Budget of the event
- Signature of club/committee president *(Prepared/Checked by)* & mentor *(Endorsed by)*
- Any other relevant information

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

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

**Event Proposal Approval Process Diagram**



```
┌─────────────────────────────────────────────────────────┐
│      Proposal Written and Submitted by Club/Committee     │
└─────────────────────────────────────────────────────────┘
                            ↓
┌─────────────────────────────────────────────────────────┐
│           Mentor to review and verify the Proposal        │
└─────────────────────────────────────────────────────────┘
                            ↓
┌─────────────────────────────────────────────────────────┐
│   Deputy Registrar to Scrutinize and approve administrative│
│              facilities and expenses there of             │
└─────────────────────────────────────────────────────────┘
                            ↓
┌─────────────────────────────────────────────────────────┐
│        Submission of Proposal to the Director for Approval │
└─────────────────────────────────────────────────────────┘
                            ↓
┌─────────────────────────────────────────────────────────┐
│      Upon Approval, Committee/Club will execute the event  │
└─────────────────────────────────────────────────────────┘
```

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

11.5.9   **Events Sponsorship**: A Club/Committee who has engaged sponsorship from external parties are required to fill in the '*Clubs & Committees Sponsorship Acknowledgemen*t *Form' (See* Annexure *Clubs & Committees Sponsorship Acknowledgemen*t *Form)*. All cheques are made payable to "**NMIMS Hyderabad**"

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

**External Sponsorship (Financial) Request Process Diagram**

| Sponsorship letter is written by the Organizing Committee /Club and endorsed by the mentor |
|---|

↓

| Organizing Committee is to follow up on the status of sponsorship |
|---|

↓

| Upon receiving the cheque(s), Submit the cheque(s) and *Clubs & Committees Sponsorship Acknowledgement Form'* to Accounts Department. In return, you should receive an *'Official Receipt'* from the Accounts Department |
|---|

↓

| Club/Committee treasurer or designee can request to withdraw the sponsorship by using the 'Official Receipt' to Accounts department authoring the withdrawal |
|---|

**11.5.10** At the end of the each event conducted by Committee/Club a full set of Photographs to be submitted to IT Administrator (Mr. Annaji).

**12. List of Holidays for The Year 2022** (To be School Specific)

| List of Holidays for the year 2022 - NMIMS (Hyderabad) | | | |
|---|---|---|---|
| **Sl No.** | **DATE** | **DAY** | **OCCASION** |
| 1 | 01-Jan-22 | Saturday | New Year |
| 2 | 14-Jan-22 | Friday | Sankranti/Pongal |
| 3 | 15-Jan-22 | Saturday | Sankranti/ Pongal |
| 4 | 26-Jan-22 | Wednesday | Republic Day |
| 5 | 18-Mar-22 | Friday | Holi |
| 6 | 01-Apr-22 | Friday | Ugadi |
| 7 | 02-Apr-22 | Saturday | Ugadi |
| 8 | 03-May-22 | Tuesday | Ramzan-Id |
| 9 | 2-Jun-2022 | Thursday | Telangana Day |
| 10 | 11-Aug-22 | Thursday | Raksha Bandhan |
| 11 | 15-Aug-22 | Monday | Independence Day |
| 12 | 31-Aug-22 | Wednesday | Ganesh Chaturthi |
| 13 | 02-Oct-22 | Sunday | Gandhi Jayanti |
| 14 | 05-Oct-22 | Wednesday | Dussehra |
| 15 | 24-Oct-22 | Monday | Narak Chaturdashi |
| 17 | 25-Oct-22 | Tuesday | Diwali |
| 19 | 26-Oct-22 | Wednesday | Diwali (Balipratipada) |
| 20 | 25-Dec-22 | Sunday | Christmas |

Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January26, August15, May 01& October 02)
Note: For Employees whose weekly off is other than Sunday.
All those employees who are having weekly off other than Sunday and if the Holiday falls on Sunday not declared by the University then their w/o will be considered as Sunday for that week.

**13.0 PEOPLE YOU SHOULD KNOW:**

**School Administration**

| Name | Designation |
|---|---|
| Dr Ashwini Deshpande | Director |
| **Faculty** | |
| Dr Radha Krishna | Associate Professor (Marketing) |
| Dr YLN Kumar | Associate Professor (HR/OB) |
| Dr Abhilash Ponnam | Associate Professor (Analytics) |
| Dr Anup Raj | Associate Professor (Marketing) |
| Dr Narender Vunyale | Associate Professor (Finance) |
| Dr Sasmita Misra | Assistant Professor (HR/OB) |
| Dr Kalyani Anumala | Assistant Professor (Operations) |
| Dr Avinash Jawade | Assistant Professor (Finance) |
| Dr Vengalarao Pachava | Assistant Professor (Analytics) |
| Dr Mohammed Naseef | Assistant Professor (Marketing) |
| Dr Irfan Ahmad Shah | Associate Professor (Economics) |
| Dr Showkat Ahmad Busru | Assistant Professor (Finance) |
| Dr Muhammed Niyas | Assistant Professor (Information Science/Technology) |
| Dr Sultan | Assistant Professor (Operation) |
| Dr Dileep Kumar Singh | Assistant Professor (General Management) |

| Name | Designation |
|---|---|
| Mr. Rishi kant Gupta | Assistant Registrar |
| **Academic Administration:** | |
| Mr Sadashiv | Co ordinator |
| Mr. P Srinivasa Rao | Exam Coordinator |
| Mr. Banoth Venkanna | Exam Coordinator |
| Mr Sadashiv | Co ordinator |
| **Placement:** | |
| Ms. Vani Bobba | Assistant Director Placement |
| **General Administration:** | |
| Ms Kabita Sharma | Secretary to Director |
| Ms. Pavani Virodolu | Receptionist |
| Mr. Sam Moses | Maintenance Engineer |
| **Accounts:** | |
| Mr. V M Kumar Bandi | Accountant |
| Ms. Rabiya Sultana | Account Assistant |
| **Library:** | |
| Ms. Smita Rao | Assistant Librarian |
| Mr. K Vasanta Rao | Library Assistant |
| Mr. Kishore | Library Assistant |
| **IT Administration:** | |
| Mr. Annaji Rao | Technical Support Executive |
| Mr. Santhosh Basude | Computer Lab Assistant |
| Mr. Jayaprakash Torivemala | Desktop Support Engineer |
| Mr Ramesh | Network Admin |

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

| Agency | Number |
|---|---|
| **Police** | |
| Police Help Line | **100 /103** |
| SHO Jadcherla | 9440795710 |
| **Fire Brigade** | |
| Fire Brigade Help Line | **101** |
| Central Fire control Room- | 8712699156 |
| **Ambulance** | 102/1062/1051 /105711/1062/**108** |
| **Hospitals** | |
| Hospital | 7997992977/7997992978 |
| **Chemist** | |
| Nurse- Mr Vikas | 9384529759 |
| **Hostel** | |
| Mr. Ali  ( Boys and Girls Hostel) | 9000377996 |

# ANNEXURES

**EVENT PROPOSAL FORM**

1. Event Name: _____

2. Committee/Club Name: _____

3. Objective: _____

4. Involved parties: _____

5. Date, Time and Venue: _____

6. Proposed Itinerary

| Time | Itinerary |
|------|-----------|
|      | Arrival of guests |
|      | Event starts |
|      | Prize giving ceremony |
|      | Event ends |

7. Total Budget

| Prepared By | Primary Approval By, | Checked By, | Final Approval By, |
|-------------|----------------------|-------------|--------------------|
| ----------------- | -------------------- | ------------------ | ----------------- |
| President Committee/Club | Mentor Committee/Club | Dy. Registrar | Director |

## EVENT BOOKING FORM

Event Name: _____

Committee/Club Name: _____

Event Type: _____

Venue: _____

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

VIP List: _____

Equipment Requested

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

Name of the Committee/Club President: ------------------------------------------------------

Signature: --------------------------- Date: ---------------

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

# CLUBS/COMMITTEES SPONSERSHIP ACKNOWLEGEMENT FORM

Club/Committee:                                    Submitted By:
Event Title:                                       Designation:
Event Date:                                       Contact No:

| Sl.No | Cheque Reference No | Received From | Amount |
|-------|---------------------|---------------|--------|
| 1     |                     |               |        |
| 2     |                     |               |        |
| **TOTAL** |                 |               |        |

Cheque to be made payable to: ----------------------------------------------------------

For Accounts department processing

| | |
|---|---|
| Received and Processed By | |
| Date | |

Remarks: ------------------------------------------------

**EVENT REVIEW REPORT**

| Event Name | |
|---|---|
| mmittee/Club Name | |
| Event Date | |
| Event Venue | |
| Event time | To |

| t Details | |
|---|---|
| **1** | **Please summarsize the event's activities** |
| **2** | **How many students participated in the event?** |
| **3** | **Was this open to general public?** |
| **4** | **Have Purpose and objectives of the event met?** |
| **5** | **What are the problems faced while organising the event?** |
| **6** | **Was the event conducted within the approved budget? Excess/Deficient, if any** |
| **7** | **Was there revenue generated by the event? Yes/No.  If yes, how much?** |
| **8** | **Give suggestions to improve the event, if it needs to be organised in the future** |
| **9.** | **If any** |


---------------------
Committee/Club
President Signature with Date

------------------------
Committee/Club
Mentor Signature with Date