



SVKM'S
Narsee Monjee Institute of Management Studies
Deemed-to-be UNIVERSITY

STUDENT RESOURCE BOOK

SCHOOL OF BUSINESS MANAGEMENT

Navi Mumbai

PGDM

(2017-18)



Message from Vice Chancellor

Congratulations!

You are one of the privileged student, as you now join NMIMS. You joined the University which has been the education and training ground of some of the most distinguished and outstanding professionals, academic leaders and CEOs. You are also privileged, as you will have an outstanding learning environment built assiduously over the years by the faculty and staff. I am sure, you will have an experience which will influence your life.

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

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

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

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

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

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

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

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

Dr. Rajan Saxena

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SVKM'S
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PART – I (Rules and Regulations)

Content

Student Guidelines

(With effect from June 2017)

1.0 About these guidelines:

- 1.1 These guidelines provide boundaries to the daily functioning of the NMIMS and enable effective delivery of infrastructure and academic services to the students.
- 1.2 This compilation of guidelines comes into effect from June 2017 onwards and supersedes all other guidelines in respect of matters therein.
- 1.3 These guidelines are applicable for all Campuses/Schools under NMIMS deemed –to-be University.
- 1.4 This document of the NMIMS is the last word on interpretation of any student guideline, rule or regulation. While efforts are made to ensure uniformity between these guidelines and the Rules & Regulations of NMIMS, in the event of any dispute, the Students Resource Book will prevail.
- 1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
- 1.6 NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.
- 1.7 All disputes are subject to Mumbai jurisdiction only.

2.0 General guidelines:

Code of Conduct

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

2.12 Discipline Norms and Penalty

- 2.12.1 A disciplinary committee constituted in each school will look in to all cases of indiscipline related to students. The committee comprises of the Chairperson / Head of the Department, one faculty member, one staff member and one student. The committee will hear each case and recommend action to the Dean and to the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **The names of members of disciplinary committee at School of Business Management, Navi Mumbai will be notified later on.**
- 2.12.2 Woman Grievance Redressal committee constituted in each school comprises of the Chairperson / Head of the department, one lady member (from faculty or staff), and two more members of the school. The committee will

address all related issues and recommend action to the Dean and the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **The names of members of Woman Grievance Redressal committee at School of Business Management, Navi Mumbai will be notified later on.**

- 2.12.3 NMIMS campus including premises of all schools/colleges and hostels are earmarked non-smoking zones. Possession and Consumption of alcoholic beverages / toxic materials and your presence on the campus under the influence of alcohol/ toxic material/ addictive material is a serious offence. Defaulters will be punished depending on the gravity of act. Any student found consuming or in possession of any objectionable material will be rusticated from the hostel, school and the campus. Further, after enquiry, the student's name will be struck off from the roll of the university. The maximum punishment can be rustication from school.
- 2.12.4 Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the University after enquiry.
- 2.12.5 Students indulging in Sexual Harassment will also be liable to disciplinary action as per University norms.
- 2.12.6 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.

2.13 Dress Code:

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

- 2.13.1 Students are required to be dressed decently (Half pants, shorts, short skirts, Bathroom slippers are not allowed).
- 2.13.2 For all functions of the School, including seminars and conferences students are required to dress in Institute blazer, Tie/ Cravat, Lapel Pin.

2.14 Punctuality

- 2.14.1 Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority not to allow latecomers from entering the classroom.
- 2.14.2 Students are required to be present for all events of school/ NMIMS University, including the Convocation, Sports Day, Republic Day, Independence Day, guest lectures, compulsory workshops, CEO Series, and other events as intimated on the Blackboard/ notice board/ email. Record of attendance will be kept for action. The school/NMIMS reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated / displayed on the Blackboard/notice board/ email from time to time and / or remark on the transcript or any other decision by the management.
- 2.14.3 Students are required to be in city on all days of the trimester/semester. If they are leaving the city for personal or institutional work, they are required to obtain prior permission from the HOD's/Directors/Deans. This applies even to those students who are representing the NMIMS for social, cultural, and co-curricular events.
- 2.14.4 Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the school or the faculty concerned. Do not approach faculty members and others to change or extend deadlines.

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

3.0 Attendance and leave guidelines for all students:

3.1 General Guidelines

- 3.1.1 A student is required to monitor his /her own attendance regularly. All doubts regarding attendance should be clarified with concerned faculty within appropriate time (at the end of each class during recess or at the end of class hours of the day). If the student is marked absent even when present, he/she should immediately inform the concerned faculty by submitting a written application justifying his/her stand.
- 3.1.2 Attendance report of all the students would be displayed on notice board/blackboard on weekly/monthly basis (as applicable school wise). If the student have any issue or find any discrepancy in their attendance they should inform the office in writing regarding the same within 3 days of the publication of attendance record. No claim shall be entertained under any circumstances after that. No changes will be permitted once attendance reports are finalized.
- 3.1.3 For ALL absence, prior intimation through prescribed application form is to be given to the Course Coordinator. In emergent situations, intimation must be given to Course Coordinator on phone/ fax/ email within 24 hours

of the absence. Any absence without written intimation will be treated as unauthorised and will be reflected in the records as such.

- 3.1.4 Parents of the students shall be intimated with attendance record of their ward if the student has less than 80% attendance on weekly/monthly basis (as applicable school wise) through email/phone call/ hard copy of the letter. Students have to notify the office in case of change of any contact information of parents. Parents will be called to school to discuss the consequences of remaining absent.
- 3.1.5 Students must refrain from approaching the visiting and full time faculty members for attendance related issues and exemptions. They must submit an application to the coordinator concerned for necessary approvals.
- 3.1.6 If the student remains absent due to any medical issues they should submit medical certificate along with copy of all the medical reports to the office within 3 days of joining back the classes after medical leave. No certificate shall be entertained under any circumstances thereafter.
- 3.1.7 Final attendance of Trimester/Semester will be published on Blackboard after end of classes. If the student has any issues regarding attendance will notify the Dean/Director campus in writing and the same will be placed before an appeal committee. The decision of the committee will be final.

3.2 Attendance Rules

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

- (a) Students who are having less than 60% of attendance (Overall) in any trimester will not be eligible to appear in that Trimester end examinations. They have to take re-admission in the same trimester in the same year of study of subsequent academic year and complete all the requirements of the program and pay requisite fees as per the prevailing rules of NMIMS.
- (b) **Lowering of grades in individual Course/s:**
Students who are having attendance equal to or more than 60% but below 80%, will be declared as defaulters and respective grades in course/s as obtained on the basis of his/ her academic performance will be lowered as per the details mentioned in the table below.

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

- (c) Exceptional cases for absence up to maximum four weeks (Death in family/ self-marriage/ long illness/ maternity/ out of station or out of country posting etc.) will be dealt with on case to case basis by Dean/Director SBM. Such students will be required to submit all the relevant documents. However for such cases also first their 20% (out of 100% attendance) exemption will be taken into account and if needed additional exemption in attendance can be permitted subject to a maximum of 20%.
- 3.2.2 **Written final re-examination and/ or improvement in the internal assessment will not be allowed if any student has obtained 'D' grade due to non-fulfilment of the above attendance criteria.**

4.0 Academic Guidelines

4.1 Credit Structure

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

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

Details	Credit	Equivalence in hrs
Class room teaching	1 credit	10 hrs
Lab/Tutorial/group/presentation work	1 credit	20 hrs
Seminar work subject to Seminar is scheduled throughout the trimester	1 credit	20 hrs
Project work	1 credit	20 hrs

Internship	1 credit	40 hrs (per week)
Research paper/ dissertation	1 credit	20 hrs

- 4.2 The broad components of evaluation for any course/subject may be as follows. The total points for each course with maximum that can be assigned will be as per specific requirements of school. **For details, kindly refer Part II for school specific inputs (Pls. refer pt.no.1.1)**
- 4.2.1 Class-participation/ Individual presentation in class
 - 4.2.2 Quizzes/ Class test/ Surprise test/ Assignments (announced/unannounced)
 - 4.2.3 Individual assignment/ Group assignments/ presentations/ Decision sheets
 - 4.2.4 Term papers/Decision sheets/ project reports
 - 4.2.5 Research Paper Presentations /Viva
 - 4.2.6 Tutorials
 - 4.2.7 Sessional / Mid-term examination
 - 4.2.8 End-term examination
 - 4.2.9 Any other school specific component
- 4.3 It is advisable for every course to have at least 3-4 evaluation components. **Kindly refer Part II for school specific criteria (Pls. refer pt.no.1.1)**
- 4.4 End-term examination is a compulsory component. The mode of the Term End Examination will be dependable on course learning objective.
- 4.5 Mid-term examinations are compulsory for compulsory courses in full time programs. However it is optional to have Mid-Term Examinations for Half credit/ Electives / Part Time and Weekend programs. The prior approval from Dean of respective school is required for absence from Mid-term/End-term examinations.
- 4.6 Duration of examination
- 4.6.1 Minimum duration of Mid –Term Examinations : 1 hr
 - 4.6.2 Minimum duration of End-Term Examinations : 2 hrs
 - 4.6.3 Examination duration can also be more than the above specified time as defined by respective schools. (refer Part II of SRB)
- 4.7 For evaluation purpose total weightage points for each course will be considered instead of using marks. These weightage points would be as follows:
- 4.7.1 Full Credit course.: 100 points
 - 4.7.2 Half-credit course: 50 points
- Deviation, if any, from above mentioned evaluation schemes will be communicated separately.
- 4.8 The internal evaluation marks once shared and finalized cannot be changed subsequently.
- 4.9 For all the programs, the weightage for each component will be specified by the Faculty and will form an integral part of the course outline (as per specific requirement of school/programme). The Faculty has flexibility to formulate and implement evaluation system with weightage specified in course outline. While approving the courses, the HOD/Area-in-charge and the Dean/Directors/ Associate Dean will ensure that the evaluation components and weightage points assigned to each component are fair.
- 4.10 For grading purpose, the weightage mentioned by the faculty in the course outline will be applied for each component of evaluation irrespective of the marks assigned to the said component for the examination.
- 4.11 The minimum number of students to offer a course/s will be decided by Dean/Director of respective schools on the basis of total number of students registered in that particular course/s.
- 4.12 Project Guidelines:
- 4.12.1 From time to time Faculty may assign projects to students in their course.
 - 4.12.2 After Submissions, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or

unintentionally), it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS.

4.13 For more details on Academic / Project / Summer guidelines, kindly refer Part II for school specific inputs pt.no.1 and 2

5.0 Examination Guidelines:

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

5.1 Discipline in the Examination Hall

- 5.1.1 Students must know their Roll Number and Student No.
- 5.1.2 Students who are eligible to write the term end examination/re-examination should be present in the Examination Hall at least 30 minutes before the scheduled time of the commencement of the examination. All the students, who arrive in the examination hall after the scheduled time of the commencement, will not be permitted to appear for that examination. In exceptional circumstances, the student will necessarily have to get the approval of the Dean of the respective school / person nominated by the Dean in order to appear at the examination. Students who report late of the examination would be permitted to appear at the examination in exceptional circumstances only after they produce a written approval from the Dean of the school or the person nominated by the Dean on application to be made by the student concerned. Such a student who has reported late will not be eligible for benefit of extra time due to late arrival as well as the loss of time in getting approval from the Dean of the school in such a case.
- 5.1.3 Students are not permitted to enter the examination hall more than half an hour after the commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session.
- 5.1.4 Students, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination.
- 5.1.5 Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Supervisor's table, at their own risk. NMIMS will not be responsible for the safety and security of the same.
- 5.1.6 A student, who fails to attend an examination at the time and place published in the timetable, will be to have failed in that course due to absence. Opportunity for re-examination will be given according to the rules and regulations.
- 5.1.7 Students should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose on the answer-book.
- 5.1.8 Students are required to have their Identity Cards issued by SVKM's NMIMS and they must produce these for verification by the room supervisor during the examination. Students not having the said identity card with them during the examination may be denied permission to appear for the examination.
- 5.1.9 Every student present must sign against his / her Student number on the attendance sheet provided by the Room Supervisor.
- 5.1.10 Students should specifically go through the instructions given on the top of the question paper and on the front page of the answer book. They are of utmost importance.
- 5.1.11 **On the front page of the answer book the students should write only the name of the program, specialization if any, trimester/semester details and course / subject for which examination is being held, number of supplementary sheets attached to the main answer book. Any extra writing on the front page or anywhere in the answer book will be treated as act of unfair means and will be processed as per rules.**
- 5.1.12 **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:** If a student has any query as regards contents of the question paper, he should bring the same to the notice of the examination hall supervisor without disturbing others in the examination hall.
- 5.1.13 Students are forbidden to (i) bring any books, notes, scribbling papers, pagers, mobile phones, laptop or any other similar devices/things unless specifically permitted. Any such material found in possession of the student will be confiscated (ii) smoke in the examination hall, (iii) bring eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, and (v) take with them any answer-book, written or blank, while leaving the examination hall. Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them. The supervisors/ authorized persons are authorized to frisk the students.
- 5.1.14 Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken

by the University.

- 5.1.15 **The answer books of the term-end examinations are bar coded and therefore, students should not write his/her name, Roll No., Student No. etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.**
- 5.1.16 While underlining of answers for focusing attention is permitted, use of varied inks, except for illustrations and figures must be avoided. DO NOT use any symbol like encircling the question or using colour arrows for 'P.T.O'. These will all be considered as attempts to readily identify the specific answer-book.
- 5.1.17 Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets to the same. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer book out of the examination hall will be treated as against rules and appropriate action will be taken against such candidate/s.
- 5.1.18 Students should not write anything on the question-paper.
- 5.1.19 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited.
- 5.1.20 If students want anything, they should approach the Room Supervisor without disturbing other students. However, they should not leave the examination hall on any account, without surrendering his/her answer book.
- 5.1.21 Students will not be allowed to leave the examination hall during the examination and especially during the last ten minutes. They should not leave their seats until answer-books from all students are collected by the Room Supervisor.
- 5.1.22 A student who disobeys any instructions issued by the Invigilator's / Room Supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the University.
- 5.1.23 **Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination only after giving an undertaking in writing that the decision of the University in respect of the reported act of unfair means will be binding on them.**

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

- 5.2.1 A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations.
- 5.2.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (Annexure 7) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.
- 5.2.3 In the following cases of students, the medical certificate of only Government Authorized Agencies would be accepted for Mumbai Campus namely:
- Hearing Impaired Students: Ali Yavar Jung National Institute for the Hearing Handicapped.
 - Physically Challenged Students: All India Institute of Rehabilitation of Physically Handicapped
- 5.2.4 As regards the student from other campuses, the Government Authorized Agencies from those cities would be accepted.
- 5.2.5 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office of the University. The university will make arrangement alternatively if possible.
- 5.2.6 The scribe should be one grade junior in academic qualification than the student if from the same stream.
- 5.2.7 Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. E.g. for the examination of two hours, 20 minutes extra time will be allowed.
- 5.2.8 The Examination in Charge of the center will have powers to resolve issues if any in this regard. S/he will be authorized to make/ accept any last minute changes of scribe under exigencies.
- 5.2.9 The said student will sit in a separate room under supervision.

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

- 5.3.1 At the time of all written examinations, all L.D. students would be given permission to use a writer. In such a case, the student concerned should submit application in writing along with all the necessary documents well before the commencement of the first examination. Also such students would get 25% additional time for writing the examination.
- 5.3.2 These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams

- 5.3.3 Concession will be given for spelling mistakes or mathematical calculation.
- 5.3.4 L. D. students who have failed to pass will be eligible for 20 grace marks to pass the examination. These marks will be given by way of distribution for one subject or more subjects.
- 5.3.5 In case of L.D students the medical certificate of only Government Authorized Agencies would be accepted. For Mumbai campus medical certificate from Sion Hospital / Nair Hospital only would be accepted also.
- 5.3.6 The said medical certificate must be produced at the beginning of the academic year.

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

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

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

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

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

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

Practical/Dissertation/Project Report Examination:

5.4.4 **Student involved in malpractices at Practical/ Dissertation/ Project Report examinations including act of plagiarism, shall be dealt with as per the punishment provided for the theory examination.**

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

5.5 Examination Grievance Redressal Mechanism

(Providing Photo copies to the candidates and Revaluation)

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

- 5.5.1 The Grievance Redressal Mechanism will apply only to the 'term-end Examinations' of the University.
- 5.5.2 The above mechanism will **not apply to** practicals/ oral examinations/ viva/ projects/ MCQ's in online exams/assignments/ dissertation/ presentation/ field work etc.
- 5.5.3 The application for Redressal of Grievance can be made online only through the Student Portal. Applications made through offline mode would not be considered under any circumstances.
- 5.5.4 All the students will be informed the course/module-wise marks obtained by them in the 'Internal Continuous Assessment' and 'Term-end Examination' by the Examination Office, **on the date of declaration of result of the examinations of the respective class/es. The date of declaration of result shall be the date on which examination result is made live on 'Student Portal' of the University.**
- 5.5.5 Under the Grievance Redressal Mechanism, a student can apply for:
 - a) **Verification of Answer book:** Under this process, on application of the student, the University ensures that (i) all the answers in the respective answer book are evaluated, (ii) marks have been allocated to each answer and carried forward to the first page of the answer book properly and (iii) totalling of the marks on the first page of the answer book has been carried out correctly.
 - AND/ OR**
 - b) **Re-evaluation of the Answer book:** Under this process, the student may (i) opt to first apply for the photocopy/ies of the answer book/s and subsequently apply for the re-evaluation of the said answer book/s after going through the answer book **OR** (ii) directly apply for the re-evaluation of his/her answer book/s without applying for photo copy of his/ her answer book.

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

Activity under Grievance Redressal Mechanism	Time Limit	Date of Declaration of Result 10 th October 2017	Processing fee (Subject to change from time to time)
Application for Verification of Answer book/s	Within 5 days from the date of result declaration	On or before 15 th October 2017	Rs. 500/- per answer book
Application for Photocopy of the answer book/s	Within 2 days from the date of result declaration including holidays	On or before 12 th October 2017	Rs. 500/- per answer book
Collection of the answer book/s from the School Examination Office	Latest on the 4 th day from the date of result declaration (excluding holidays)	No later than 14 th October 2017	N.A.
Application for Re-valuation of the answer book/s	Within 5 days from the date of result declaration including holidays	On or before 15 th October 2017	Rs. 1000/- per answer book

- 5.5.7 No application, received after the prescribed number of days as mentioned in the table above, shall be entertained for any reason whatsoever.
- 5.5.8 The student concerned will have to appear in person and prove his/ her identity at the time of obtaining the photo copies from 'Examination Office' by showing his/ her University Identity card.
- 5.5.9 As an exception to the aforesaid process of collection of answer book/s, scanned image of the respective answer book/s will be sent to the email ID (registered with NMIMS) of the applicant student or photo copy/ies will be handed over to a person authorized (in writing) by the student concerned - only during the time when the results of final/ re-examinations of final terms (e.g. Sem II/ IV, Trim III/ VI etc.) are declared and when the students are not expected to be on campus/ city. The Photo-copies would be authenticated by the 'Examination Office' by way of a rubber stamp and initials of competent authority. Photo copies shall not be sent by post or by courier.
- 5.5.10 Photo copies of the answer-book/s provided by the University are only for Grievance Redressal mechanism and do not have any evidentiary value.
- 5.5.11 Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the University. The decision of the University shall be final in this regard.
- 5.5.12 **Application for Redressal of grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever. Also application will be deemed to be complete only after payment of requisite fee.**
- 5.5.13 The application received from the student for re-evaluation shall be placed before an external examiner for re-evaluation.
- 5.5.14 After following the process of re-evaluation under the Grievance Redressal, effect will be given to change in original marks on re-evaluation, if any, as under:
- 5.5.14.1 **If the marks of re-evaluation, increase or decrease by less than ten percent (10%)** There will be no change in the marks and original marks awarded to the candidate in the subject will be retained.
- 5.5.14.2 **If the marks of re-evaluation increase or decrease between 10.01% and 20%:**In such cases the marks originally awarded to the candidate in the subject shall be treated as null and void and the marks obtained by the candidate after re-evaluation shall be accepted as the marks obtained in that subject. Fractional marks if any shall be rounded off for the purpose of computing the ten percent (10%) difference in marks.
- 5.5.14.3 **If the marks of re-evaluation increase or decrease by more than 20%** A second revaluation of the said answer books shall be done by the examiner from the panel of examiners for the said subject and then **an average of the marks obtained in the first re-evaluation and marks obtained in the second re- evaluation shall be taken** and this shall be accepted by the University as the final marks for the said subject (fractional marks if any shall be rounded off to the next integer).
- 5.5.14.4 An answer book shall be sent for second revaluation to another senior examiner appointed by the Controller of Examinations in consultation with the Dean of the School or Chairperson of

the Board of Studies of the University, if in the first revaluation, marks of a candidate are decreased below the passing marks or if a candidate obtains 'F' grade after the first revaluation or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.

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

- 5.5.15 **The above difference in marks in percentage term shall be with reference to the maximum marks assigned for the term end examination of the respective subject.**
- 5.5.16 The examiner/s for re-evaluation will be appointed by the Controller of Examinations from the panel of examiners provided by the Dean of the School duly approved by Pro Vice Chancellor and the Vice Chancellor of the University.
- 5.5.17 The revised marks obtained by a candidate after re-evaluation, as accepted by the University shall be taken into account for the purpose of amendment of his/her results only and the said result shall be communicated to the student/s by suitable means.
 - 5.5.17.1 The marks awarded by examiner/s in re-evaluation shall be final and binding on the student applicant and the original examiner.
 - 5.5.17.2 The change of marks, if any, shall be communicated to the student applicant and a revised 'Grade Sheet' shall be issued to him/ her only on surrendering the original grade sheet to the Examination Office.
 - 5.5.17.3 The whole process of Redressal of grievances shall be completed within a period of 15 working days from the date of receipt of application for Redressal of grievances.
 - 5.5.17.4 In any case, the photo copies of re-evaluated answer-books shall not be provided to the student/s.
- 5.5.18 The outcome of Revaluation process shall be final and binding on student.

6.0 Library Rules and Regulations:

- 6.1 Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and with any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate NMIMS disciplinary procedures.
- 6.2 Access to the NMIMS Library is restricted to staff and students of the NMIMS who are in possession of a current valid identification card issued by NMIMS, and to such other persons as may be authorized by the Librarian.
- 6.3 Students are required to carry their NMIMS student card and staff to carry their NMIMS staff identity card to get entry and to use the Library, and must produce this when required doing so by an authorized person. This card must be used only by the member to whom it is issued.
- 6.4 Bags, etc, are not allowed in the Library. For reasons of security, bags and other personal possessions should not be left unattended. The Library has no responsibility in case of damage to or theft of personal property.
- 6.5 Silence is required in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off, or set to silent ring mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to fine and /or suspension of student for 3 weeks.
- 6.6 The consumption of food and beverages (with the exception of bottled water) and the use of personal audio equipment are not permitted in the Library.
- 6.7 Photography, filming, video-taping and audio-taping in the Library is not allowed.
- 6.8 Humanly operated personal equipment/electronic gadgets should not be used without the prior permission of the Librarian.
- 6.9 Users are required to comply with copyright regulations as displayed by the photocopiers.
- 6.10 Data retrieved from the Library's electronic resources *may not be used* for purposes other than teaching, research, personal educational development, administration and management of NMIMS, and development work associated with any of the aforementioned. *Use of the data is not permitted* for consultancy or services leading to commercial exploitation of the data, or for work of significant benefit to the employer of students on industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.
- 6.11 The removal of any material from the Library must be properly authorized and recorded. Damage to, or unauthorized removal of, material constitutes a serious offence and may lead to a fine or to disciplinary action.

- 6.12 Borrowing entitlement: Two books for ten days. One time renewal is possible if the book is not in demand.
- 6.13 Fine of Rs.3.00 per day per book is levied on overdue books. Students can check their account details online in OPAC (Online Public Access catalogue) and also be notified overdue by email. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until such time as those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.
- 6.14 Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while payment is outstanding.
- 6.15 Students are required to wear smart casuals (Barmudas, Half pants, Short skirts, bathroom slippers are not allowed)
- 6.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.
- 6.17 The award of a NMIMS qualification will be deferred until all books and other library materials have been returned and outstanding fines/charges paid.
- 6.18 For list of electronic resources, reach out to your library staff.

7.0 Placement Guidelines:

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

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

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

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

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

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

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

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

The Placement process typically involves –

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

7.1 Batch Preparation:

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

- 7.1.1.1 Interactive sessions with alumni/industry experts in various profiles that help students to gain clarity on role/fit, understanding expectations of the company, future prospects - career evolution, right approach for cracking interviews, listen to first-hand experience & get a feel of life in a particular profile etc.
- 7.1.1.2 Interaction with seniors who have undergone internships in companies.
- 7.1.1.3 Assigning seniors or alumni as mentors to guide students.
- 7.1.1.4 Mock interviews with alumni/corporates to get a direct feedback from people in relevant industries.
- 7.1.1.5 Guest talks and workshops on various topics from corporates.
- 7.1.1.6 Resume building as per guidelines
- 7.1.1.7 Soft skills training etc.
- 7.1.2 Prior to the commencement of the selection process it is expected that students should be having a fair idea about their interest, sector, and specialisation or at least have some long term vision of where they want to be and should direct their efforts accordingly. A bit of clarity will help students land a good internship/job.
- 7.1.3 Hence students should do a thorough research about the company, the business, the sector, other players in the sector, the financials, etc. and be prepared with a background and fact file prior to the process. Also some additional information – the number of interns/recruits in the past, whether the company has a PPO policy, the roles offered, the experience of seniors who interned with the company etc. will be of help.
- 7.1.4 The Placement Office also involves companies in a number of Campus Engagement activities – contests, projects, workshops, seminars, guest talks etc. that would benefit a larger number of students and also help in promoting the excellent quality of the batch.
- 7.1.5 Based on the guidelines, students will have to prepare their resume that would encapsulate info about academics, work experience, internship, co-curricular activities, extracurricular activities, projects, awards, achievements, hobbies etc.

7.2 Pre Placement Talk – PPT

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

7.3 Internships/Projects

- 7.3.1 The Placement Office makes all efforts to reach out for internships across varied sectors, companies and profiles. Based on ones interests and capabilities one should seek internships. Choosing the correct company for internships and performing up to the mark is of utmost importance.
- 7.3.2 The Internships are not only a window to the corporate world but also a relationship building tool for NMIMS. It allows the companies to have a look at the talent at NMIMS, thereby strengthening Final Placements.
- 7.3.3 Internships are an integral part of the curriculum for securing the degree. It is a great learning platform for our students and goes a long way in shaping the learning obtained in the class room. This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.

School	Programs	Remarks
Management	PGDM	Management Internships of 8 weeks after the 1 year during vacation

- 7.3.4 The project is expected to build on the theoretical learning with practical experience and help students to identify the gaps in their learning which they can attempt to fill in. They could also discover areas of interest and future career options.
- 7.3.5 Interactions during the internships both with other interns as well as employees help students to understand the expectations/needs of the organisation, the sector in general, to identify the gaps in their learning and in orienting oneself towards the sector and developing the required skill sets to emerge as the most suitable candidate.
- 7.3.6 Internships also hold a special significance as it is an apt mechanism for companies to spot bright talent early. Many companies have structured internship process which is used as a 'testing ground' to gain a direct understanding of the skill and ability of students leading to declaration of PPO's/PPI's. NMIMS too encourages candidates to work towards such offers that are based on internship performance.

- 7.3.7 Pre Placement Offer (PPO) is an Offer by the company to the intern acknowledging the excellent work done during the internship. Pre Placement Interview (PPI) is an opportunity by the company for the intern to be directly selected for the interview for final placements. Thus, the students should be careful in applying to the companies of their choice and should put in all efforts to convert the internship into an Offer. Thus, the seriousness of this cannot be overstated.
- 7.3.8 While feedback from the company is sought, the internship is also evaluated by School that could involve faculty guide monitoring the performance; periodic report submissions, evaluations, Viva Voce etc.

7.4 Final Placements

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

8.0 Guidelines for the Use of Computing Facilities:

- 8.1 NMIMS invests significant resources in the provision of computing resources for the students. In order to ensure maximum availability, computing resources must be used in a responsible way. The students are responsible for ensuring that these resources are used in an appropriate manner. The list of websites which are blocked for use at NMIMS and at the Hostels is given in the annexure.
- 8.2 You are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in withdrawal of your rights to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of the document will be available with the Computer Centre.
- 8.3 The internet access to students will be as per the NMIMS policy. Any change request has to be routed through the Registrar in writing.
- 8.4 Food and/or beverages (except drinking water), smoking will not be permitted in the Computer Centre.
- 8.5 **Provision of Computing Resources:**
- 8.5.1 The students of NMIMS are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aims, or that otherwise, acts against the interests of the NMIMS is prohibited. In the event of non-approved usage of the computing facilities, NMIMS reserves the right to withdraw access to computing facilities at any time.
- 8.5.2 Use of NMIMS computing facilities for students' commercial gain is prohibited.
- 8.5.3 Computer Centre facility will be provided on priority to the students of the concerned programmes, where using Laptop is not compulsory.
- 8.5.4 Students are not allowed to connect personal pen drives/ Laptops to the systems installed in the classrooms.
- 8.5.5 **All students will be given NMIMS email id** and internet authentication id. They are permitted to access internet in computer centre or on their own laptop through this id and password only. The action will be taken against if any misuse of internet.
- 8.5.6 Law: Your use of the computing facilities is governed by various applicable laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the NMIMS.

- 8.5.6.1 It is student's responsibility to ensure that student's activities do not contravene these or any other laws.
- 8.5.7 Authority of Information Systems Staff: Students must comply with all requests or instructions issued by any Information Systems staff with respect to the use of NMIMS computing facilities.
- 8.5.7.1 Improper behaviour towards staff will result in disciplinary action.
- 8.5.8 Levels of Service: NMIMS endeavours continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, the students should lodge a written complaint in the Complaints Register available in the Computer Lab. No action will be taken on any verbal complaint.
- 8.5.9 The Information Systems Group will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through the notice boards/ email placed in the Computer Lab as well as the Student Notice Boards/ emails. It is your duty to regularly check the notice boards/ email and plan your use of the facilities accordingly.
- 8.5.10 The failure of any element of the computing service will not be accepted as a valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.
- 8.5.11 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.
- 8.6 These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of Computing Facilities at NMIMS.
- 8.6.1 Do not use others user login id and password, nor allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for the purpose of assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to the NMIMS authorities if any breach of university regulations is suspected in connection with that use.
- 8.6.2 Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.
- 8.6.3 Do not request resources or access rights that you do not need.
- 8.6.4 Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The NMIMS accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.
- 8.6.5 Do not remove, borrow, connect or disconnect equipment without permission.
- 8.6.6 Do not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
- 8.6.7 Do not in any way cause any form of damage neither to the NMIMS IT facilities, nor to any of the accommodation or services associated with them.
- 8.6.8 Do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user or of a system administrator without that person's permission.
- 8.6.9 Do not initiate or perpetuate any chain email message. Do report immediately to 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.
- 8.6.10 Do not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.
- 8.6.11 Do not transmit unsolicited commercial or advertising material.
- 8.6.12 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
- 8.6.13 Do not monitor network traffic-
- 8.6.14 Do not make deliberate unauthorised access to facilities or services accessible via the NMIMS Local Area Network (LAN).
- 8.6.15 Do not waste staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.
- 8.6.16 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
- 8.6.17 You must adhere to the terms and conditions of all licence agreements relating to IT facilities which you use including software, equipment, services, documentation and other goods.
- 8.6.18 You must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.
- 8.6.19 Students are prohibited from viewing Pornographic material in computer Centre or on any other computer,

Playing Games, Hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure e.g. Projector cables. Disciplinary action will be taken by NMIMS if the Student is found guilty.

- 8.6.20 You must obtain prior permission to use computers for commercial or outside work including the use of IT facilities to the substantial advantage of other bodies such as employers of placement students.
- 8.6.21 Do not interfere with or change any hardware or software; if you do, you may be charged for having it put right.
- 8.6.22 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
- 8.6.23 Do not load games software onto, or play games software on, the IT facilities unless required for academic purposes.
- 8.6.24 Do not admit any other person to computer facilities or other NMIMS premises when those facilities or premises are locked and do not enter unless authorised to do so.
- 8.6.25 Do not smoke, eat or drink, and do ensure that consumable products including food and drink are stowed away at all times, in any computer room or near any public access IT facilities.
- 8.6.26 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
- 8.6.27 You must immediately vacate any IT room when asked to do so by any person who has legitimately booked that room and must not leave processes running or files printing or otherwise interfere with the work of that person. Failure to cooperate gives that person the right to switch off the workstation that you are using.
- 8.6.28 Important: In the event that the guidelines are not followed and there is a consequent damage to any computing facility, NMIMS reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.

9.0 Feedback Mechanism:

- 9.1 The NMIMS has a well-established online feedback mechanism (through Blackboard) for communication of your perceptions. The components of this feedback mechanism are:
 - 9.1.1 Oral Feedback at the end of the third week of every trimester/Semester. Dean / Directors /Programme Chairpersons/HOD will meet students personally.(if applicable)
 - 9.1.2 Online Feedback is taken using a questionnaire preferably in the last session of every course in each trimester/Semester. This feedback is compiled and statistics are placed before each faculty member by the end of the trimester/Semester.
- 9.2 All students should get involved in this mechanism seriously as it truly helps the NMIMS improve the quality of services and teaching provided.
- 9.3 These are open ended questions in which student can reflect learning and teaching aspects of the course.
- 9.4 While sharing the feedback to the faculty members, student's identity is kept confidential.

10.0 Mentoring Programme / 'Psychologist and a Counsellor':

10.1 Mentoring Programme:

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

10.2 Psychologist and a Counsellor:

- i. "I cannot concentrate or focus nor can I sleep, at times I get so scared that I go blank in my exams!"
- ii. "Since the time he left me I cannot put my attention to anything I will not be able to live anymore..... can't bear it if he is not in my life!"
- iii. "I have lost my confidence I often compare myself with others and feel I am not as good as them"
- iv. Nobody understands what I am going through....people become judgemental instead of understanding and supporting, .Whom to share it with?
- v. Who will be able to really help?

Have you had such incidents where you are not able to cope up with the situation?

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

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

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

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

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

NMIMS does care about the students and thus have appointed a full time ‘Clinical Psychologist and a counsellor’, MEETA SHAH, available on the 8th floor, Cabin:-West-855, NMIMS University, at the Mumbai campus for all the students.

- 10.3 World health organisation and the U.S. National Library of medicine articles :
 National library of Medicine: Psychosomatic disorders in developing countries: current...
www.ncbi.nlm.nih.gov/pubmed/16612204
WHO | Prevention of bullying-related morbidity and mortality: a
 Students involved in bullying are at a significant risk of experiencing a wide spectrum of psychosomatic symptoms, running away from home ...
www.who.int/entity/bulletin/volumes/88/6/10-077123/en/ - 36k

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

11.1 Admission Cancellation procedure :

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

Refund Rules as per UGC Notification:

12.1.1 Old /Existing in Important dates / Handout – July 2016

In case an admitted student does not join the institution within 7 days of opening (Commencement of the programme) of the Institution, the Institution shall refund:

Intimation of cancellation received at least seven days before the Course Commencement of the Programme	100% of the fees less processing charges (Rs. 10,000/-)
Intimation of cancellation received within six days before course commencement & upto 30 days after course commencement of the program	If seat is filed up by another candidate, within 30 days of course commencement – 100% of the fees less processing charges (Rs. 10,000/-)
	If seat is not filed up by another candidate within 30 days of course commencement – 50% of the fees less processing charges (Rs. 10,000/-)

Note : If a student joins the Institutions, and then leaves it in mid-session then the entire fees collected shall be forfeited.

12.1.2 New– Dec 2016 Notification

If a student chooses to withdraw from the program of study in which he / she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the student.

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

*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)

In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.

Fees shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

11.2 Payment of fees:

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

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

11.3 Re-admission rules:

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

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

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

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

11.4 Academic break :

The following rules are applicable for all the school of NMIMS.

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

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

12.4.1 Eligibility:

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

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

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

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

11.5 Submission of certificates / marksheets:

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

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

11.6 Admission Deferment:

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

11.6.1 Eligibility :

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

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

11.6.2 Who can apply :

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

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

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

11.6.3 **Process:**

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

12.0 **Dean's list / Meritorious students:**

Dean's List (Applicable only for School of Business Management)

- 12.1 10 % of the batch on the basis of highest yearly CGPA will be under Dean's List and will get a certificate at the end of each year.
- 12.2 Students who are participating in Student Exchange Program (for 2nd year) are also eligible for the Dean's list provided they were also in the dean's list of 1st year. Such students will be shortlisted on the basis of the CGPA of two trimesters of 2nd year.
- 12.3 Students obtaining D grades/ F grades/ appearing in the re- exams in the current academic year will be ineligible to be listed in the Dean's List of the current academic year as well as in the Dean's list of the next year(s).

13.0 **Guidelines for using Blackboard Technology (Learning Management System):**

Blackboard Learn⁺ 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.

- 14.1 URL: Access Blackboard through <http://blackboard.svkm.ac.in>
- 14.2 Login Policy: Default User ID and Password is Student's SAP number.
- 14.3 Change Password: Students are recommended to change password after first login for safe surfing.
- 14.4 Email Update: Users need to change/update their email id for getting regular notification
- 14.5 Course links: Your login will contain only current trimester/semester course list.
- 14.6 Faculty Announcements: Announcements related to course and other activities is published in Announcements section.
- 14.7 Online Library: Online Library database is available through Blackboard; it will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.
Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally.
- 14.8 Assignments / Assessments: Assignments can be uploaded in Blackboard which will be graded by faculty and online score will be stored. Assessments can be conducted via Test (selective), survey, etc. online.
- 14.9 Academic Resources: All Academic Information & News is published on blackboard.
- 14.10 Examination Report: All Examination Grade & Report can be published on Blackboard
- 14.11 Faculty Feedback: Faculty Feedback is accepted online through Blackboard trimester/semester wise.
- 14.12 Course Content: Soft copy of reading material and teaching plan are uploaded by faculties for review and references.

- 14.13 Safe Assign: Online Plagiarism check will be performed via this section.
- 14.14 Course Co-ordinator Announcement: Single link to display, notice related to program like course calendar, SRB, schedule, etc.
- 14.15 Groups: Students can create group for online by faculty for Blogs, File Exchange, Collaboration, Discussion Board scope for their courses.
- 14.16 Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss on topics related to their respective courses.
- 14.17 Collaborate (Ultra Experience): Blackboard Collaborate is a real-time video conferencing tool that lets faculty member add files, share applications, and use a virtual whiteboard to interact. Collaborate Ultra, opens with any available browser, and does not require any software to be installed to join a session.
- 14.18 Blackboard Mobile: Users can access Blackboard through their smart phones. Download Blackboard Learn app and search for institute by typing 50I5VV.
- 14.19 Responsive Web Design: Blackboard's responsive design ensures a great experience on all devices (smartphones and tablets) and screen sizes—with no loss of functionality.
- 14.20 System Requirement: Latest browser version.
Check browser compatibility: <https://help.blackboard.com/node/13392>
- 14.21 Help – Assistance: Online assistance is available on front page of portal.
URL: <https://help.blackboard.com/node/13376>
YouTube Channel: <https://www.youtube.com/playlist?list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU>

14.0 Rules for participating in National/International Level Contests:

- 14.1 All contests have to be routed through Faculty In charge of Student Activity/HOD.
- 14.2 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
- 14.3 All student contests are classified as follows.
 - 14.3.1 GRADE A: National and International level contests of very high repute.
 - 14.3.2 GRADE B: National level contests of high repute.
 - 14.3.3 GRADE C: Local and national level contests
- 14.4 The respective school heads will make the classification of contest in Grade A/B/C.
- 14.5 The classification of the contest will determine the selection, reimbursement and appraisal of the students.
- 14.6 Reimbursements (Applicable only for National Contest)
 - 14.6.1 Students going for GRADE A will be provided with 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from the contest destination.
 - 14.6.2 Students going for GRADE B and C contests will be provided 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from contest destination, provided that they have won the contest (1st or 2nd place only).
 - 14.6.3 All reimbursements are subject to the approval of the head of the school and are hence subject to change.
 - 14.6.4 All reimbursements will be made only after the student has returned from the contest. All bills, tickets of the travel and copy of certificates will have to be retained and submitted.
 - 14.6.5 All students claiming the reimbursement will have to submit all details to the staff co-ordinator for processing through the accounts department.
- 14.7 Contest Winners
 - 14.7.1 Any student who has won any contest is required to provide full details of the contest and award won to the faculty within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals.

15.0 Guidelines for Awards and Scholarships

- 15.1 Each year there are several student awards and scholarships announced for different school/programs of NMIMS (as applicable school wise). The specific details of scholarships of SBM, Navi Mumbai would be shared in due course.
- 15.2 Students are advised to apply for awards and participate in the process enthusiastically.
- 15.3 Students are also advised to keep a good performance track record if they wish to apply for these awards. Students obtaining an F in any subject or with a record of misconduct or a record of low attendance will be automatically disqualified from the awards process.
- 15.4 Certificate of merit to be given by Dean's at school level.

16.0 Guidelines for Convocation

- 16.1 The Annual Convocation will be held for all Full Time and Part Time programs of NMIMS.
- 16.2 Only those students who have fulfilled the requirements of the program will be eligible to receive their degrees/diplomas

at the Convocation. These requirements include migration certificate, attendance requirements, submission of all assignments and projects, clearance of all dues from various departments like accounts, hostel, library etc., and passing of all examinations and any other deliverables to the school/ NMIMS.

- 16.3 In case any student is found in-eligible to receive degree/diploma on any account, he/she may apply for consideration of his case at least 48 hours before the Annual Convocation. The decision of the management will be final and binding. No last minute requests for reconsideration will be entertained.
- 16.4 Students will be given a set of guidelines by school authorities and they are required to follow these guidelines for effective conduct of the event.

17.0 Roles and Responsibility of Class Representative and Student Council

17.1 Class Representative

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

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

17.2 Student Council

17.2.1 NMIMS University Student Council (NUSC)

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

The major roles and responsibilities includes:

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

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

17.2.2 Student Council (School Level)

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

The major roles & responsibilities include:

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

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

18.0 Interface with Accounts:

- 18.1 All students who are working for placement, contests, co-curricular, extra-curricular and any other activities for and on behalf of NMIMS that need funding and accounting from NMIMS, are required to prepare budgets for all their expenses well in advance and obtain approval from the Management. Once the expenses are incurred, they must be settled within 72 hours along with the report of activities.
- 18.2 **Re-examination Fees:**
The students who have failed and wish to re-appear for an examination will be required to pay re-examination fees, which shall be determined from time to time and communicated through suitable mechanisms.
- 18.3 **Re-Admission fees:**
A person who is not allowed to progress to the next year due to rules regarding failures in multiple courses/subjects shall be required to take re-admission and attend all the classes of that academic year. He will be required to pay re-admission fees, which will include tuition fees and other fees as prescribed from time to time.
- 18.4 **Re-Registration Fees:**
A Diploma students who fails in a course/subject shall be required to re-register himself in that course for the next year by paying re-registration fees, which shall be determined from time to time and communicated through suitable mechanisms.
- 18.5 **Concession in fees:**
Concession in fees shall be granted to economically weaker section and backward class students depending on the merit of the case of individual student.
- 18.6 **Hostel Deposit Refund:**
Location: NMIMS Accounts Department
Procedure:
18.6.1 Please procure signature of Hostel in-charge
18.6.2 Submit signed Hostel Deposit Receipt to Accounts Department along with Refund Format
18.6.3 Please allow a period of 3 weeks for issue of the Refund Demand Draft
- 18.7 **Library Deposit and Security Deposit Refund:**
Location: Course Coordinator
Procedure:
18.7.1 On completion of program (course), course coordinator would co-ordinate with all students for Student Bank account details (for NEFT Transfer). The same is required for refund of Library and Security Deposit
18.7.2 Please allow a period of 3 weeks for issue of the Refund through NEFT
- 18.8 **Duplicate Receipt:**
Location: NMIMS Accounts Department
Procedure:
18.8.1 Please fill the Application for Duplicate Fee Receipt and submit Rupees 100 per receipt to Accounts Department
18.8.2 Please allow a period of a week for issue of receipt

19.0 International Student Exchange Program Policy

19.1 Introduction

NMIMS Deemed-to-be-University has developed an extensive International Students Exchange Program in order to provide a cross cultural exposure and a global perspective to the students apart from classroom teaching. The Exchange Program has become increasingly popular with the students and every year students get a chance to spend Semester/Trimesters at a partner Institute. With the dedicated International Linkages department in place, efforts are underway to have larger number of students to avail of this unique opportunity in every school. It is strongly recommended for all students to have international exposure in terms of academics and cultural immersion. However, due to some limitations, the students who do not visit these foreign institutes as part of the exchange program benefit through interaction with the overseas students who visit us.

19.2 PREAMBLE



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

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

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

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

A. The University Level:

- Charles Darwin University, Australia
- University of Southampton, United Kingdom
- Latrobe University, Australia
- University of Newcastle, Australia
- Friedrich – Alexander University of Erlangen-Nurnberg, Germany
- University of Jyvaskyla, Finland
- University of Chester, United Kingdom
- University of Westminster, United Kingdom
- CETYS University, Mexico
- The University of Calgary, Canada
- St. Martin's University, Washington, USA

B. The School of Business Management (SBM):

- HEC Lausanne, Switzerland
- The Grenoble Ecole de Management, France
- KEDGE Business School (Previously – EUROMED Marseille) France
- ROUEN Business School (Previously NEOMA) France
- HLL Leipzig School of Management, Germany
- IESEG School of Management, Lille, Paris, France
- IAE AIX Graduate School of Management, Paul Cezanne University, Marseille, France
- University of South Florida, USA
- Washington Center for Internship and Academic Seminars, Washington DC, USA

19.3 Eligibility

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

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

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

19.4 Selection Criteria and Conditions

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

19.5 Cost and Expenses

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

School.

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

- 19.5.1 Accommodation and daily living expenses including study materials
- 19.5.2 Travel Expenses
- 19.5.3 Passport and visa costs
- 19.5.4 Insurance cover
- 19.5.5 Any other incidental costs

19.6 Application procedure for students and Expectations from students

- 19.6.1 Students have to apply in specified application form (See Annexure “Application Form for NMIMS Students for Applying for Student Exchange Program” in SRB) to their respective Schools. Those selected after required assessment at their School’s end have to fill another detailed form (See Annexure “Application Form – NMIMS Exchange Students”) Incoming students should submit specified application form (APPLICATION FORM – EXCHANGE STUDENTS-Incoming) to respective school 2 months before the semester/trimester start date.
- 19.6.2 The list of courses that a student intends to take up in the partner institute should be clearly mentioned. For those who wish to apply in more than one institute, the lists of the courses in each of these institutes should be mentioned.
- 19.6.3 Upon joining the partner institute the courses the students intends to take up should be finalized and communicated to the NMIMS School authorities (Refer Annexure of SRB)
- 19.6.4 Students need to ensure that they do not get degrade (Grade- Fail) in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.
- 19.6.5 Other criteria as defined by Deans/Directors of the Schools.

19.7 Code of Conduct

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

19.8 Enclosures:

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

19.9 Application and Admission procedure for International Students-Incoming from Partner University:

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

Note:

Schools to ensure that copy of Application Form compulsorily reaches Director- International Linkages

department for records.

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

20.0 Safety Guide for Students on Floods, Fire and Earthquakes

Introduction

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

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

20.1 Floods:

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

Precautions to be taken in case of Floods¹ are given in the Table 1 below.

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

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

20.2 Earthquake

Mumbai is in the ‘Moderate Seismic Zone III which can experience quakes up to 6.5 on the Richter scale.

Seismologists say that the major fault lines in Mumbai run along the Thane creek, Panvel creek and the Amba River, all three intersecting at Uran. A fault line also runs from Malabar Hill to Worli passing through Cumballa Hill.

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

2 City falls in moderate seismic zone. (2010). Retrieved April, 2010 from the Times of India's official Website: <http://timesofindia.indiatimes.com/articleshow/1257119.cms>

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

20.3 Fire

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

Before Fire	During Fire	After Fire
<ul style="list-style-type: none"> • Identify the fire hazards and where fires might start, e.g. laboratories, store room, kitchen and other such places) • Identify all the 	<ul style="list-style-type: none"> • Do not panic. Shout loudly for help • Do not run. • Do not waste time in collecting valuables. • Do not panic. • Inform the fire brigade about the fire and alert neighbors. • If possible, use fire extinguisher. • Do not take shelter in toilet. • Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere. 	<ul style="list-style-type: none"> • Don't re-enter or permit anyone to enter the building, unless the fire officials have given permission to enter.

Before Fire	During Fire	After Fire
exit routes of the Institute. (There are six exit routes in UPG building) • Check the adequacy of fire fighting apparatus and its maintenance.	<ul style="list-style-type: none"> • Do not use the lift to escape. • Use nearest means of escape and the staircase available. • Make exit to ground level instead of the terrace. • Report about your safe escape and any other information to the University authorities, fire brigade or police present at the site. <p>If trapped or stranded:</p> <ul style="list-style-type: none"> • Stay close to the floor level. • Cover the gaps of the door by any piece of cloth available. • Do not jump out of the building. • Signal or shout for help. • Stop, drop and roll on the ground and cover with blanket; pour water on the body • Dial 101 or 22620 5301 for fire brigade • Give the fire officer detailed address, nature of the incident and the telephone number from which you are calling. Preferably, use landline. Keep down the receiver and wait at the same spot. Control Room will call back to verify the call. • Wait for the Fire Brigade to arrive and co-operate with the firefighters. 	

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

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

Anti-Ragging Committees:

University				
	Name	Designation	E-mail ID	Contact no.
1.	Dr. Meena Chintamaneni	Chairperson	meena.chintamaneni@nmims.edu	022 42355555
2.	DR Administration	Member		
3.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
4.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
5.	Mr. Pradeep Rupwate	Member	Pradeep.Rupwate@nmims.edu	022 42355555
6.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
7.	Shri Rajendra K. Shah	Member	shahrk60@yahoo.com	022 42199999
School of Business Management				
1.	Dr. Bala Krishnamoorthy	Chairperson	Balak@nmims.edu	022 4235 5806
2.	Dr. Preeti Khanna	Member	Preeti.khanna@nmims.edu	022 4235 5864
3.	Dr. Madhavi Gokhale	Member	Madhavi.Gokhale@nmims.edu	022 4235 5852
4.	Prof. Hari Kumar Iyer	Member	Harikumar.Iyer@nmims.edu	022 4235 5891
5.	Dr. Prashant Dave	Member	Prashant.Dave@nmims.edu	022 4235 5566
Anti-Ragging Squad:				
1.	Prof. Abhay Kumar	Chairperson	Abhay.kumar@nmims.edu	9371533461
2.	Dr. Manoj Sankhe	Member	Manoj.sankhe@nmims.edu	9224574993
3.	Prof. Vinod Jain	Member	Vinod.jain@nmims.edu	9821488869
4.	Prof. Avinash More	Member	Avinash.more@nmims.edu	9892385010
5.	Prof. Abhay Kolhe	Member	Abhay.kolhe@nmims.edu	9220842278
6.	Prof. Mahesh Mourya	Member	Mahesh.mourya@nmims.edu	9773314010
7.	Dr. Lakshmi Gorty	Member	VR.Lakshmigorty@nmims.edu	9757075048
8.	Prof. Krishna Palod	Member	Krishna.palod@nmims.edu	9922409325
9.	Ms. Jayanti Ramesh	Member	Jayanti.Ramesh@nmims.edu	02242334009
10.	Ms. Vandana Kushte	Member	vandana.kushte@nmims.edu	9870097370

21.2 Women Grievance Redressal Cell:

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

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

Sexual Harassment Internal Complaints Committee:

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

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

Student’s Grievance Redressal Cell

1. **Dr. Rhishikesh Dave, Dean, SOL – Chairperson**
2. Dr. Paritosh Basu, Sr. Professor (Finance), SBM - Member
3. Prof. Amita Vaidya, Associate Dean, SAMSOE - Member
4. Prof. Dharendra Mishra, Assistant Professor (Mechanical), MPSTME - Member
5. Ms. Pallavi Rallan, Assistant Professor, ASMSOC – Member
6. Dy. Registrars concerned
7. **Dr. Meena Chintamaneni, Registrar – Chairperson & Member Secretary**

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

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

Sr. No.	Category
1	Potentially Liabile
2	Drug Abuse
3	Occult
4	Hacking
5	Illegal Unethical
6	Racism and Hate
7	Violence
8	Marijuana
9	Folklore
10	Proxy Avoidance
11	Web Translation
12	Phishing
13	Plagiarism
14	Child Abuse
15	Controversial
16	Abortion
17	Adult Materials
18	Advocacy Organizations
19	Gambling
20	extremist Groups
21	Nudity And Risqué

Sr. No.	Category
22	Pornography
23	Tasteless
24	Weapons
25	Sex Education
26	Alcohol
27	Tobacco
28	Lingerie and Swimsuit
29	Sports Hunting and war Games
30	Freeware Downloads
31	Games
32	Peer-to-peer File Sharing
33	Multimedia Download
34	Internet Radio and TV
35	Potential Security Violating
36	Malware
37	Spyware
38	Web Hosting
39	Multimedia Search
40	Audio Search
41	Video Search
42	Spam URL

List of E resources (In library)

Sr. No.	Database
	LIBRARY DATABASE/ OPAC
1	LibSys OPAC
	ELECTRONIC JOURNAL DATABASES
2	ProQuest Central
3	EBCSO
4	JSTOR
5	Science Direct
6	Economic and Political Weekly
7	JGATE (Social & Management Sc.)
	ENGINEERING DATABASES
8	J-Gate (Science & Technology)
9	IEL Online- IEEE
10	Springer
11	Science Direct
12	ASCE
13	ASME
	E-BOOKS DATABASES
14	E-brary
15	McGraw-Hill Access Engineering
16	Pearson E-Books
17	McGraw-Hill Express Library
	RESEARCH DATABASES
18	ISI Emerging Markets
19	CRISIL

Sr. No.	Database
20	Frost & Sullivan
21	EViews 8
22	CMIE: Economic Outlook
23	SPSS: AMOS
24	Euromonitor International: Passport
25	EPWRF India Time Series
	COMPANY/ MUTUAL FUNDS DATABASES
26	Capital Market
27	NAVIndia
	STATISTICAL DATABASES
28	IndiaStat
	LAW DATABASES
29	Manupatra
30	Lexis Nexis
31	Hein Online
32	West Law
	MARKETING DATABASE
33	TVADINDX
34	WARC
	Directory
35	Cabell's Directory
	CASE STUDY DATABASE
36	Harvard

23.0 LIST OF HOLIDAYS FOR THE YEAR 2017

NMIMS (Mumbai, Navi Mumbai)		
List of Holidays for the year 2017		
OCCASION	DATE	DAY
Republic day	26-Jan-17	Thursday
Holi	13-Mar-17	Monday
Gudhi Padwa	28-Mar-17	Tuesday
Holi	24-Mar-16	Thursday
Maharashtra Day	01-May-17	Monday
Ramzan-Id	26-Jun-17	Monday
Independence Day	15-Aug-17	Tuesday
Ganesh Chaturthi	25-Aug-17	Friday
Anant Chaturdashi	05-Sep-17	Tuesday
Dussehra	30-Sep-17	Saturday
Gandhi Jayanti	02-Oct-17	Monday
Diwali (Narak Chaturdashi)	18-Oct-17	Wednesday
Diwali (Laxmi Pujan)	19-Oct-17	Thursday
Diwali (Balipratipada)	20-Oct-2017	Friday
Diwali (Bhaubeej)	21-Oct-17	Saturday
Christmas	25-Dec-2017	Monday

Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January 26, 2017, August 15, 2017, May 01, 2017 & October 02, 2017)

24.0 NMIMS INFOLINE (for Navi Mumbai Campus)

Agency	Number
Disaster Management Cell of Municipal Corporation of Greater Mumbai	108
Police	
Police Help Line	100
Kharghar Police Station (Sec: 7, Near Medicity Hospital)	2774 2500
CBD Belapur	2758 0255
Fire Brigade	
Fire Brigade Help Line	101
Kharghar Fire Stations	2774 0704
Panvel Fire Station	2745 2337
Ambulance	102 / 1298/1252
Hospitals	
MITR Hospital	2774 4269
Sanjeevan Hospital	2774 3633
Kharghar Medicity Hospital	2774 9916
Cooper Hospital	26207254
Travel Agency	
Sai Tours & Travels	2774 1448
Chemist	
Global Chemist	2774 4353
Apple Chemist	98929 74241
General Physician	
Shri Vile Parle Kelavani Mandal” runs a dispensary which operates from 9:00 am to 6:00 pm. It is manned by two fully qualified Medical Officers in two shifts. Services of dispensary are available for attending to all emergency first aid and for OPD. This facility is available to all students and staff members of SVKM Institutions	Location: N.M. College Area, 2 nd floor. Dr.Goel-9869002653
Arielle Family Clinic Sector 20, Kharghar, Navi Mumbai, Maharashtra 410210	098196 48672
Hostel (Contact - Mr. Venugopal- 4235 5557)	

Part II

**School of Business Management,
Navi Mumbai**



Message from Director

Congratulations on making it to SVKM's NMIMS School of Business Management – Navi Mumbai!!!

The students graduating from various Management Institutes on completion of their Post- Graduation in Management (either MBA or PGDM) join the Industry directly. The degree of MBA/PGDM is an employment or entrepreneurship oriented qualification. Unlike the science, commerce or arts stream, the focus here has to be different. Bookish knowledge of a subject is not enough for a 'Management Post Graduate' to survive and sustain in the industry.

The Business environment in India has drastically changed in the past two decades post globalization and liberalization of the economy. The virtual world has become an integral part of the real world in every aspect of personal as well as corporate life. Today, the contribution of Services Sector to the GDP is around 58%, making it the largest sector of India and set to keep growing higher year-on-year by leaps and bounds. The global competition has become intense. The way organizations do business today is drastically different from what it was a decade earlier. There is fast paced progress and adoption of technology, knowledge and innovation in every aspect of organizational-working, strategy-formulation and implementation. SMAC, Big Data, sharing resources, 3D printing, Drones and various disruptive technologies and business practices are the order of the day. For Business Managers, putting this knowledge into practice in this digital world has become the key factor for survival and performance excellence in the contemporary business environment.

The Management Education in its present form has been struggling to keep pace with the Industry requirement. The gaps between the Industry expectations and knowledge and acumen of the Management Graduates entering the work force, have started widening into a chasm. This is a popular topic of discussion in Academic and Industrial circles, in various symposiums, seminars and corporate board rooms, as to how to bridge the gap and obtain more productive, beneficial and focused output from such Business & Management Graduates. SVKM's NMIMS School of Business Management is a pioneer in innovative education in Management and consistently rated as one of the top ten Management Institutes in India by various agencies. SVKM's NMIMS School of Business Management – Navi Mumbai contemplates not only to bridge these gaps but also to go beyond that to take the Management education to new heights adaptable for the contemporary business environment and its requirement for performance excellence of the Management Post Graduates.

The objective of SVKM's NMIMS School of Business Management, Navi Mumbai is not only to provide relevant interactive learning of various contemporary Management subjects but also to inculcate learning to develop and implement innovative solutions to Industrial and Business problems. You will be provided with multi-faceted application-oriented knowledge to develop skills to manage self, family and the organizational activities in your future organization. You will learn and develop “**Holistic Management Skills**” through knowledge and training, inside and outside the classroom, by various scientific techniques. Our aim would be to enable you to contribute to the organizations you would be joining, in an effective and efficient manner from day one, and position you as a physically fit manager with sound mental strength and intellectual capability. Our goal would be to help you achieve and have an excellent relationship and contribution to your family, organization and society as a whole.

The multi-faceted techniques to be deployed, along with class room teaching, case and simulations in various current management subjects, will be Industry visits, visits to the Stock exchange and ports, working on live projects, rural immersion projects, working with NGOs for a short period, interaction with various Industry experts via workshops as well as seminars, Industry senior management executives lecture series, Summer Training etc. Self-development training through Yoga, communication skills workshops – verbal and non-verbal, individual counseling and mentoring by Faculty, participation in various Institute activities and events, will be offered. In our endeavor of equipping our students with global managers' skills, you will learn some global business language like Mandarin or French, international visits, students' exchange program, multiple country's cultural immersion etc. SVKM's NMIMS School of Business Management – Navi Mumbai students should be able to add more value to the corporates and differentiate themselves from the crowd by developing these multiple industry savvy skill sets. Number of workshops will be conducted in latest domains of business practices beyond the syllabus and curriculum.

Today many top global organizations are headed by Indians. Most of their education and upbringing in their formative stages till graduation was in India. The whole world is interested to know more about the Indian Management system. Thus, SVKM's NMIMS School of Business Management – Navi Mumbai will be introducing an innovative subject on the Indian Management system, in the course curriculum,. The institute will nurture and develop it as a Global Centre of eminence on the Indian Management System through a learning center, a research center and development of Indian Case studies.

SVKM's NMIMS School of Business Management – Navi Mumbai is going to be your home, your center of learning and value addition for the next two intensive years, and rest of your life as an Alma Mater. You should be able to differentiate yourself from



the rest of the crowd as a Management Post Graduate from NMIMS SBM – Navi Mumbai. Therefore, you have to work harder, do intelligent innovative learning, think outside the box and nurture lateral thinking. You have got excellent, easily approachable, renowned faculties as your ‘Gurus’. This is the last two final years of learning before you join the Industry. Make the best of it. Myself and your faculty will always be there to hold your hand and be a support to you whenever you need it.

Dr. Parthasarathi N. Mukherjee



Academic Calendar

Academic Calendar

Full Time PGDM Program (Year -I) - Navi Mumbai 2017-2018		
Details	Start Date	End Date
Trimester I (June 12 - Sept 3, 2017)		
Inauguration of the PGDM program	12-June-17	-
Orientation Program	13-June-17	19-June-17
Commencement of regular classes	20-June-17	28-Aug-17
Mid Term	24-Jul-17	27-Jul-17
End Term	29-Aug-17	3-Sep-17
Trimester II (Sept 4 - Dec 5, 2017)		
Commencement of regular classes	4-Sep-17	30-Nov-17
Diwali Vacation	16-Oct-17	22-Oct-17
Mid Term	23-Oct-17	26-Oct-17
End Term	1-Dec-17	5-Dec-17
Trimester III (Dec 6, 2017 - March 30, 2018)		
Commencement of regular classes	6-Dec-17	25-Mar-18
Vacation (Winter)	25-Dec-17	1-Jan-18
Mid Term	22-Jan-18	27-Jan-18
We Care	29-Jan-18	18-Feb-18
End Term	26-Mar-18	30-Mar-18
Summer Internship	2-Apr-18	26-May-18
Re-exam week	28-May-18	3-Jun-18

Please note that the dates of field visits will be intimated once the program is finalized.

1. Academic Guidelines: Academic Guidelines (In continuation to pt.4 of Part D):

- 1.1 The components of evaluation for any course of all the years of PGDM would be as follows:
 - 1.1.1 Class-participation / Individual presentation in class
 - 1.1.2 Quizzes / Class test / Surprise test / Assignments (announced/unannounced)
 - 1.1.3 Individual assignment/ Group assignments/ presentations/ Decision sheets
 - 1.1.4 Term papers and project reports
 - 1.1.5 Mid-term examination
 - 1.1.6 End-term examination (This is a compulsory component)
- 1.2 It is necessary for every course to have at least 4 evaluation components out of 6 components mentioned in point 1.1. Half credit courses to have at least 3 evaluation components; however 4 evaluation components are ideal and desirable. This will not be applicable for courses conducted in the workshop / Project mode. Internal evaluation will not be repeated.
- 1.3 The mode of the Term End Examination will be dependable on course learning objective.
- 1.4 End-term examination is a compulsory component. Mid-term examinations are compulsory for compulsory courses. However it is optional to have Mid-Term Examinations for Half credit / Electives courses. The prior approval from Dean SBM is required for absence from Mid-term / End-term examinations.
- 1.5 Duration of examination
 - 1.5.1 Minimum duration of Mid –Term Examinations : 1.5 hrs
 - 1.5.2 Minimum duration of End-Term Examinations : 2 hrs
 - 1.5.3 1 full credit is 10 hour of class room teaching
Examination duration can also be more than the above specified time as the case may be.
- 1.6 School of Business Management will use total weightage points for each course for evaluation purpose instead of using marks. These weightage points would be as follows:
 - 1.6.1 Full Credit course: 100 points
 - 1.6.2 Half-credit course: 50 points
- 1.7 The total points for each course (with maximum what can be assigned) will be divided in various components which may include the following:
 - 1.7.1 Class-participation/Review (books /reports/articles) (not more than 20 points weightage)
 - 1.7.2 Quizzes / Class test / Surprise test / Assignments (not more than 30 points weightage)
 - 1.7.3 Group /individual assignments / presentations / decision sheets / term papers / project reports (not more than 30 points weightage)
 - 1.7.4 Mid-term examination (not more than 30 points weightage & not less than 20 points weightage)
 - 1.7.5 Trimester-end Examination (not more than 50 points weightage and not less than 35 points weightage)
- 1.8 Deviation, if any, from above mentioned evaluation schemes will be communicated separately.
- 1.9 The floated elective Course/s will not be offered if less than 10 students opt for it.
- 1.10 School of Business Management would follow the following ‘letter grades’ and corresponding ‘grade points’ system:

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

- 1.11 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.
- 1.12 The objective system of assigning the Grades would be based on relative performance of students in the batch. The relative grading system will be followed for the same. The distribution of grades based on relative system ensures that not all students are placed under one grade. The letter grades for a course would be calculated by software/ computer system on the basis of the Passing Criteria

2 Project Guidelines / Summer Internship:

- 2.1 Course projects are integral part of holistic learning approach followed at SBM and faculty concerned can assign project work to be undertaken. Besides, Summer Internship is compulsory for all PGDM students.
- 2.2 From time to time Faculty may assign projects to students in their course.
- 2.3 Students are required to submit their final project report as per the deadlines announced. Dean's approval will be required to submit the project report after deadlines as announced.
- 2.4 Students are compulsorily required to take six-eight weeks of summer training in any company as per dates announced on the notice board.
- 2.5 Students are advised not to rely on the SBM, NMIMS placement process for provision of Summer Internship activities, but to look for such assignments on their own initiative. The SBM, NMIMS placement cell makes all the efforts possible to provide Summer Internship opportunities to as many students as possible.
- 2.6 The Summer Internship is expected to culminate in the submission of a Summer Project Report to the SBM, NMIMS within deadlines as indicated. This submission is a compulsory part to the course requirements.
- 2.7 This project is subject to a review by the company guide assigned. It is the student's role to ensure that the guide sends this review to the Course Coordinator within the deadline given. The student has to waive the rights to see the review.
- 2.8 Summer Internship is a non-credit compulsory course. However the student needs to satisfactorily complete the project as an essential partial fulfilment of the requirements for successful completion of PGDM program.
- 2.9 For all submissions students 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.
- 2.10 They will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of SBM, NMIMS policies and will be dealt with as per rules of SBM, NMIMS.
- 2.11 A Faculty guide will be assigned to each student based on the type/area of internship. It is mandatory for the students to meet their respective faculty guides before proceeding for internship and continue to remain in touch with them for regular updates and guidance throughout the internship. Students can take the initiative of establishing communication protocols with their faculty guides to ease contact during the summer internship. Any issues should be immediately brought to the notice of the faculty guide.

3 Value Added Compulsory Workshops/ Activities

3.1 Outbound Training (OBT)

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

3.2 **Simulation Games** are introduced for experiential learning of the concepts i.e. it focuses on cross function decision making in a competitive environment.

3.3 **We Care Civic Engagement Internship** is a compulsory part of the PGDM programme. The internship is designed to enable PGDM students to examine the ground realities and engage their creative energy to address some of the social issues like education, gender discrimination, energy conservation, poverty and others. The exposure facilitates in developing managerial & entrepreneurial solutions to deal with social issues. Students are placed for three weeks in a year in socially oriented public/ private sector organizations.

3.3.1 The evaluation of the internship is based on the following criteria:

- a) 100 per cent attendance at internship organizations during the internship period.
- b) Securing certification of satisfactory completion of internship from internship organizations.
- c) Submission of internship report to the internship organization and to the faculty-in-charge of We Care Civic Engagement Internship.
- d) Securing 'Certificate of Completion' from faculty mentors on the basis of:
 - Communication with the faculty mentor prior to as well as during the internship
 - Submission of hard copies of daily and weekly reports duly approved and signed by the organizational mentor
 - Submission of soft copy of final report
 - Viva-voce based on the final project report and We Care Rubric

Participation in the Poster Presentation to share the internship learning's with industry, government and NGOs.

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

3.3.2 We Care Code of Conduct

- 100% attendance is mandatory. Interns are required to be accountable to their internship organisations and observe discipline.
- Failure to adhere to the attendance requirement will lead to strict action by the institute including debarment from promotion to the next academic year.
- Interns are permitted to take sick leave or professional leave during We Care internship after soliciting written permissions from internship organisation and faculty-in-charge of We Care. The absence should be subsequently covered by working for extra hours in the internship organisation.
- We Care internship cannot be completed through home based assignments. If any student is found influencing the internship organisation to provide home based assignments, will be declared as defaulter.
- If no suitable organisation is found in the home town or in its close vicinity, the student will be placed in Mumbai.
- Attendance to poster presentation is compulsory.
- Students are required to establish contact with their respective internship organisation and faculty mentors well in advance. This will help in facilitating the internship process.
- Any grievances with regard to We Care should be brought to the notice of Faculty-in-charge of We Care.

3.4 Cultural Immersion

Cultural Immersion is an integral part of the orientation/ foundation program and is mandatory for students to attend. Since many of the students are from other cities, an introduction to Mumbai where they will spend rest of their 2 years will help them to know their surroundings better is the objective of Mumbai Darshan. It has been designed in a manner that the students can have some fun as they learn about the city which will be their home for the next two years, managing their finances as well as themselves, foster team bonding and introduce them to the shared decision making approach.

3.5 Industry Visits

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

3.6 Guest Lectures

Speakers from Industry / Alumni are called to deliver guest lectures to full time students. It is mandate for each student to attend at least 3 sessions in each trimester.

Value Added Compulsory Workshops/ Activities are integral part of curriculum and are necessary requirements for successful completion of PGDM program, it is mandatory for a PGDM students to attend all Value Added Compulsory Workshops/ Activities. This will be in addition to your performance in credit courses. For Workshops and for courses conducted in Workshop mode, an evaluation component will be included by the respective faculty. Clearing the workshop evaluation will be compulsory.

4 Course of Independent Study (CIS)

4.5 SBM NMIMS will offer a scheme for course of Independent study for PGDM – II year students as a part of elective courses. CIS courses are exceptional instruments designed for advanced learning rather than serving substitutes for regular courses. The academic capability of the student (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 student (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 be taken 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.

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

4.6.1 The student has demonstrated through his/her past academic performance, a preparedness to pursue an

- advanced course of investigation in the area of his/her choice.
- 4.6.2 The course matter of study is relevant for his/her career aspirations within the overall academic objectives of the PGDM Program.
- 4.6.3 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.
- 4.7 The student(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:
- 4.7.1 Proposed Title
- 4.7.2 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)
- 4.7.3 Why do you think it is important for you to undertake this course
Why do you think it is not covered under any elective(s) even when it is so important?
- 4.8 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 terms IV, V and VI.
- 4.9 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 term-IV begins. The area Chairman will also provide to Academic office the timeline for the course in terms of stages like submission of final proposal, submission of course report, date of oral defense, panel of area members (3 members including the CIS guide) who would evaluate the course and the evaluation scheme.
- 4.10 Academic office will intimate to the concerned student the name of his/her faculty guide as approved by the area. The student would have the option to take up the CIS or not till his/her final registration for term-IV or term-V is open.
- 4.11 The responsibility for getting the CIS going alongside the faculty guide is that of the student. The finalization of proposal and meetings with faculty guide and other course related interactions are also left to the initiative of the student.
- 4.12 Three copies of the CIS Report must be submitted to the Academic Office. If any student 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 student will also be required to give a formal presentation in presence of an Evaluation Committee on the date specified. This presentation will be open to SBM faculty and PGDM program students besides faculty members of that area. In case the Evaluation Committee is not satisfied with the CIS Report and presentation, it reserves the right to ask the student to re-write a part or whole of the report. However, in this case, the student will be awarded a maximum grade of B+.
- 4.13 The grade obtained in the CIS is taken into account for calculation of student's CGPA just like any other full credit course. No 0.5 credit, 0.75 credit or 1.5 credit CIS are permitted.
- 4.14 A student 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.
- 4.15 **Step-wise process of Course of Independent study (CIS)**
- 4.15.1 CIS is a full credit Course. A student can take up only one CIS in lieu of an elective.
- 4.15.2 In MBA Programme – II year, CIS can be pursued in term IV and V only. No CIS can be carried out during VI term.
- 4.15.3 First year students, who wish to take up a CIS in second year, should submit their proposal to the Academic office.
- 4.15.4 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 students and area of expertise of the faculty.
- 4.15.5 The Area may reject the proposal or may propose amendment to the proposal and ask the student concerned to resubmit the proposal.
- 4.15.6 The entire exercise of acceptance of the proposal and nominating faculty for the CIS should be completed and communicated to the Academic office by the Area Chairperson. The dates will be announced by Academic office.
- 4.15.7 Students who do not receive any communication by said dates should contact the Academic office immediately.
- 4.15.8 Students carrying out CIS should circulate a reading list, duly approved by the guide, to all the Area

members (with a CC to Academic office) within 7 days from the beginning of the respective term (term 4 or 5).

- 4.15.9** Students have to submit the CIS report to the Academic office before the 'end term examination' of the term in which the student undertakes the CIS.
- 4.15.10** No extension of time for submitting the report will be allowed.
- 4.15.11** 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 student.
- 4.15.12** 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 students will be allowed to make presentation more than once.

5 Re-Admission rules:

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

Sr. no.	Name of the programme	Duration of the programme (in years)	Maximum duration permissible for completion the programme (in years)
1	PGDM	2	4

6 Disciplinary Committee

- 6.5 Students' Disciplinary Committee**
To be notified separately.

- 6.6 Anti Sexual Harrashment /Woman Grievance Redressal Committee**
To be notified separately.

7 Rules for participating in National / International Level Contests

- 7.1 Protocol For Contest**
Any event that comes through PLACECOM (like HUL Lime, Mahindra War Room, JPMC Deal, AirteliCreate etc.) will come under the purview of Placecom. They are handled by team of Placecom under the guidance of Placement Director.
Intra College and Inter College events and other open contests (like Best Summer Projects, FLIP, IMCI, CFA, Business Plan, FMS etc.) will be under the purview of events coordinator. These events will be communicated to the batch using events@nmims.org and handled by cultural secretary under the guidance of Faculty-In-Charge Student's Activities
- 7.2** Contest Classification handled by Event Coordinator
- 7.3** Contests will be classified under the following grades
GRADE A: National and International level contests of very high repute. E.g. - corporate contests such as UTI, CRISIL, ITC; academic contests such as AIMA, BMA; institution contests of IIM's, ISB.
GRADE B: National level contests of high repute e.g. NITIE, SP Jain, MDI, XLRI
GRADE C: Local and national level contests
- 7.4** The faculty team will make the classification of each contest.
- 7.5** The classification of the contest will determine the selection, reimbursement and appraisal of the students.
- 7.6** Notices and Intimations of Contests
- 7.6.1** All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
- 7.6.2** All students interested in gaining more information regarding any contest are required to refer to the "CURRENT CONTEST FILE" available with the staff co-ordinator.
- 7.6.3** Any contest that has not been routed through the contest department will not be considered for the Procedure laid down by the SBM, NMIMS for contests.
- 7.7** Student Registrations and Nominations
- 7.7.1** For all GRADE A contests, the faculty and student representative will select the student team that will represent the SBM, NMIMS at the contest.
- 7.7.2** For all GRADE B contests, students are allowed to make direct applications for the contest.
- 7.7.3** For all GRADE C contests, students are allowed to make direct application for the contests.
- 7.8** Reimbursements (Applicable only for National Contest)
- 7.8.1** Students going for GRADE A will be provided with 100% reimbursements for travel (Sleeper Class-Non A.C.) to and fro from the contest destination.

- 7.8.2 All reimbursements are subject to the approval of the head of the school and are hence subject to change.
- 7.8.3 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.
- 7.8.4 All students claiming the reimbursement will have to submit all details to the staff co-ordinator for processing through the accounts department.
- 7.9 Attendance for Contests
- 7.9.1 No additional attendance benefit will be provided for students who might miss classes due to above mentioned contests. The missed classes will be counted as part of the 20% leeway given to the students.
- 7.10 Contest Winners
- 7.10.1 Any student who has won any contest is required to provide full details of the contest and award won to the faculty within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals at the end of the year at the time of the Annual Convocation.

8 Student Council

The Student Council is the apex student body at NMIMS and represents the full-time students. The 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 group & Admin. The major roles & responsibilities include:

- To serve as a formal communication channel between the students, faculty and administration
 - To navigate all student-related activities at NMIMS and facilitate a better life on campus
 - To spearhead the organisation & co-ordination of student led SBM Events
 - To facilitate the organization of various student clubs/committees
 - To assist all public relation activities and supervise student publications & newsletters at NMIMS
- 8.1 Communication Guidelines for Student Council
- All the clubs and committees events and activities has to be routed through President of club/committee, General Secretary of Council (Budget and Release of Money), Faculty – In charge of club/committee, Faculty in charge of Student Activity, Assistant Registrar (Academics/Admin) and Dean, SBM. (Accounts Department - In case of Release of Money)
 - Communication and Invitations of events / guest lecturers / workshops etc. conducted by clubs/committees and council has to be informed to the faculties and the area concerned well in advance, to Faculty In charge of Student Activity, Deputy Registrar (Academics) and Staff Coordinator.
 - Formal invitations should be given to the Dean, SBM well in advance for all events / guest lectures / workshops etc. (For the major events prior formal invitation to be given to all the senior management)
- 8.2 The clubs/committees are under the student council mandate and usually are formed around functional areas, hobbies and other interest areas of students. Roles and responsibilities of each club/committee have to be well-defined in consultation with the Faculty – In charge of club/committee, Faculty in charge of Student Activity, Assistant Registrar (Academics/Admin) and Dean, SBM.
- 8.3 These different student bodies will be required to submit a trimester report at the end of every trimester, which will be reviewed by the Faculty In-charge of the club/committee as per the Events List submitted in the beginning of each Trimester. Final consolidated report to be submitted by Student Council to Faculty In charge of Student Activity and Assistant Registrar (Academics).

9 Examination Guidelines

9.1 Term-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 (after factorisation) of the total maximum marks of that subject, in the trimester end examination.

9.2 Grading System

9.2.1 Method of calculation of letter grades for batch size of 25 and above

a) Wherever the course is taught by one faculty in one or more divisions

Grading will be done after considering the marks (i.e. aggregate of internal continuous assessment and trimester end examination marks) obtained by each student of the entire batch for the course sharing common paper, by fitting such marks into normal distribution curve as mentioned below.

b) Wherever the course is taught by more than one faculty in multiple divisions:

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

trimester end examination) of the batch would be calculated.

- 'Factor Score' using Individual average and grand average obtained above would be calculated as - grand average divided by average for a faculty.
- The marks assigned by each faculty to the individual student for each course would be factorised.
- The above factorization would be done by multiplying 'the marks assigned by the faculty to each student for that course' by 'the factor score for the course obtained as above' for respective division/s.
- Combining all factorised marks of the entire batch (all divisions) for the course sharing common paper, normal distribution would be fitted.
- For the purpose of assigning grades, the following table would be used.

Letter Grade	% of class
Grade A	15 percent of batch excluding Grades D & F
Grade B	50 percent of batch excluding Grades D & F
Grade C	35 percent of batch excluding Grades D & F
Grade D	Where factorized marks obtained are between 40 and 49
Grade F	i) Where marks obtained are less than 40 (39 and below) in aggregate and/ or. <ul style="list-style-type: none"> • Where the marks obtained in the trimester end examination are less than one-third of the total maximum marks of the respective course. (as defined in 2.1(a) and (b) above.

c) Method of calculation of letter grades for class size of less than 25

For the calculation of grades, the following guidelines would be observed:

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

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

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

9.3 Method of Calculation of GPA:

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

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

9.4 Method of Calculation of CGPA:

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

Here:

C = Credit value assigned to a course/ module

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

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

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

9.5 Re - Examinations:

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

- 9.5.2 The written re-examination for all the students of final years of all the programs of SBM who have obtained 'D' or 'F' grade (as per rules of passing standards) will take place before convocation. The grade that a student, in such a case, can obtain for such course will be C + or actual whichever is lower.
- 9.5.3 Re-examination would not be allowed if any student has obtained 'D' due to poor attendance.
- 9.5.4 Improvement in the internal marks will not be allowed for re-examination purpose.
- 9.5.5 If a student fails in project, one attempt is allowed to re- submit the project. However the re-submission should happen prior to re- examination scheduled for the academic year.
- 9.5.6 Students submitting re-examination form will be awarded F grade if he/ she remains absent without prior approval of Dean SBM.

9.6 Re – Examinations/ Exemption / Exceptional cases

- 9.6.1 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).
- 9.6.2 For medical cases, he/she will have to necessarily produce a certificate from a Medical Practitioner along with required pathological reports and prescriptions before the commencement of the re-examination.
- 9.6.3 For exceptional cases all necessary relevant documents to be submitted before the commencement of the re-examination.
- 9.6.4 In case a student fails to fulfil conditions given in Re-Examination. To be added even after the re-examination/s he/she is expected to take re-admission as per the rules of SBM, NMIMS.
- 9.6.5 No further re-examination chance will be given to above mentioned exceptional cases.
- 9.6.6 In order to receive the degree, diploma, certificate, the student will have to clear in all the examinations of all the years. Student should ensure that he/she has cleared his/her all dues from the respective departments like Accounts, Library, Hostel, etc.
- 9.6.7 The fees for re-examinations and re-admission will be decided by the SBM, NMIMS from time to time.
- 9.6.8 In case of any disputes/ differences, decision of the SBM, NMIMS shall be final and binding on the students. If a student desires to institute any legal proceedings against the SBM, NMIMS, such legal proceedings shall be instituted only in courts at Mumbai in whose jurisdiction the application is submitted by the student and not in any other court.

9.7 Passing Standards

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

- 9.7.1 He/ she should have no "F" grade in any of the first / second year courses and not more than 2 Ds in the first/ second year courses each.
- 9.7.2 His/ her total cumulative grade should not be less than 2.25 at the end of the program (to be calculated after re-examination)
- 9.7.3 **First Year of the program:**
 - 9.7.3.1 **To be eligible to be promoted to the second year:**
 - i) A student should obtain CGPA of ≥ 2.25 at the end of the first of the program
and
 - ii) He should clear all first year credit courses (subject to 10.7.1 above)
 - 9.7.3.2 **Non-fulfilment of the above requirement (as given in 10.7.1) relating to D and F Grades:**
 - a) The written re-examination for all the students of first year who have obtained 'D' or 'F' grade (as per rules of passing standards) will take place after the end of first academic year but before the commencement of the next academic year. The grade that a student can get in such a case, can obtain for such course will be C + or actual whichever is lower. The result of the re-examination will be treated as final and binding on the students.
 - b) Any student who has been awarded maximum up to 4 "D"s has an option to remove all the "D"s in case he wishes so. The norms of removing the same will be as given in (a) above. The grade that a student can get in such a case, can obtain for such course will be C + or actual whichever is lower.
 - c) If the student is not able to improve the extra "D"s even after re-examination, he /she will not be eligible for promotion to second year and is expected to take re-admission as per the rules of SBM, NMIMS.
 - d) A student will have to remove "F" grade/s in the non-credit courses. The formalities of removing the same will be as given in (a) above. The grade that a student, in such a case, can obtain for such course will be C+ or actual whichever is lower.
 - e) A student obtaining only one "F" grade in first year credit courses must necessarily pass the "F" grade by appearing at a written re-examination. If the student is not able to clear "F" even

- after this chance, he/ she is expected to take re-admission as per the rules of SBM, NMIMS.
- f) Students appearing for the re-exams (as per the rules of passing standards) will be given provisional admission to the next year of the program. His/ her admission will be confirmed only after declaration of the results of the re-exams.
 - g) The provision of re-examination is not available if a student has accumulated more than one "F" grade in first year credit courses. Student who obtains more than one "F" in aggregate of trimesters **at any time during the academic year** should take re-admission as per the rules of SBM, NMIMS.
 - h) Student obtaining more than 4 "D"s in aggregate of trimesters **at any time during the academic year** should take re-admission as per the rules of SBM, NMIMS.
 - i) **Student obtaining 4D and 1F in aggregate of trimester at any time during the academic year will not be allowed to appear for re-exam and have to take re-admission as per the rules of SBM, NMIMS.**

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

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

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

9.7.4 **Second Year of the Programme:**

9.7.4.1 **To be eligible for award of the degree:**

A student should obtain CGPA of ≥ 2.25 at the end of the second year of the Program and pass all second year credit courses (subject to 10.7.1 above).

9.7.4.2 **Non-fulfilment of the above requirement (as given in 10.7.1) relating to D and F Grades:**

- a) The written re-examination for all the students of second year who have obtained 'D' or 'F' grade (as per the rules of passing standards) will take place before the convocation. The grade that a student, in such a case can obtain for such course will be C+ or actual whichever is lower. The result of the re-examination will be treated as final and binding on the students.
- b) Any student who has been awarded maximum up to 4 "D"s has an option to remove all the "D"s in case he wishes so. The norms of removing the same will be as given in (a) above. The grade that a student, in such a case can obtain for such course will be C+ or actual whichever is lower.
- c) If the student is not able to remove the extra "D"s even after re-examination, he/ she will not be eligible for award of degree and is expected to take re-admission as per the rules of SBM, NMIMS.
- d) **A student will have to remove "F" grade/s in the non-credit courses.** The student will not be considered as having completed the programme, till the time all his "F" grades (including non-credit courses) are removed. The formalities of removing the same will be as given in (a) above. The grade that a student, in such a case can obtain for such course will be C+ or actual whichever is lower. If the student is not able to clear "F" grade even after two attempts, he/ she is expected to take re-admission as per the rules of SBM, NMIMS.
- e) A student obtaining only one "F" grade in final year credit courses must necessarily pass the "F" grade by appearing at a re-examination. If the student is not able to clear "F" even after this chance, he/ she is expected to take re-admission as per the rules of SBM, NMIMS.
- f) Students appearing for the re-exams (as per rules of passing standards) will be given provisional admission to the next year of the program (as the case may be). His/ her admission will be confirmed only after declaration of the results of the re-exams. His/ her registration will be confirmed only after declaration of the results of the re-exams.
- g) The provision of re-examination is not available if a student has accumulated more than one "F" grade in second year credit courses. Student who obtains more than one "F" in aggregate of trimesters **at any time during the academic year** should take re-admission as per the rules of SBM, NMIMS.
- h) Student obtaining more than 4 "D"s in aggregate of trimesters **at any time during the academic year** should take re-admission as per the rules of SBM, NMIMS.

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

- 9.7.4.3 The students falling in category (g) or (h) or (i) above, will be required to seek re-admission afresh in the next academic year, as a regular student for the concerned program for that year of the program in which he/ she has been declared failed. He/ she shall also be required to pay all the necessary prescribed fees/charges at the time of seeking re-admission in the concerned program as per the rules prescribed by the University for the same from time to time.
- 9.7.4.4 Any student who has been awarded 1 D or 2 D's (not more than 2 D's) has an option to improve the said D by appearing in the re-examinations. The grade that a student, in such a case, can obtain for such course will be C+ or actual whichever is lower.
- 9.7.4.5 If a student gets D grade in a course/s due to attendance and also due to academic performance, the D grade obtained due to attendance will prevail.



Pedagogy and Course Structure

Second year courses offerings are provisional and are subject to change. The final list of courses offered will be communicated to the students by April 2018.

Pedagogy and Course Structure for PGDM

- a) The pedagogy will consist of class room teaching consisting of lectures, case discussions, industry examples, simulations and problem solving sessions.
- b) Each full credit subject will consist of 30 hours of teaching and of 3 credits. The half credit subjects will consist of 15 hours of teaching and of 1.5 credits. The workshops will be minimum of 6 hours (over a single day) to maximum of 18 hours (over three consecutive days). The evaluation will be of 100 marks for a full credit subject and of 50 marks for a half credit subject.
- c) Orientation: The students with diverse background join our PGDM program. Therefore, to bring them on a common platform and make them ready for learning of main courses, we initiate learning process through a 30 hours of orientation programme conducted over five days to cover following modules:
- i) Basic Mathematics and Statistics
 - ii) Power of Excel
 - iii) Communication Skills (written, spoken)
 - iv) Foundations of Accounting
 - v) Case Method Learning
- d) Integration – 10 hours (5 hours x 2 days). Towards the end of the first year the functional knowledge gained in diverse domains viz., Marketing, Finance, Operation, Human Resource, Economics, Strategy etc. is integrated through comprehensive case studies with a perspective of building up a holistic viewpoint of participants.
- e) Field Work: Students for the Management Courses must inculcate application orientated knowledge and skills to put theory in to practice. Therefore, planned field visits aimed at providing real exposure of working of business organizations, not-for profit organizations and opportunities/challenges of working in rural setting will be organized. These will be over and above the field visits necessitated by the faculties in teaching of their specific courses.
- f) Summer Internship (8 weeks): Non-credit compulsory course. However the candidate needs to satisfactorily complete the project as an essential partial fulfillment of the requirements for successful completion of PGDM programme.
- g) Compulsory Workshops – All students need to necessarily complete at least three non-credit compulsory workshops. The satisfactory completion of three workshops by student is an essential requirement for successful completion of PGDM programme. A tentative list of workshop to be organized this year is provided below within table for first year course structure. The offering of tentative workshops is subject to the availability of faculty experts. These workshops are reviewed from time to time by the academic council depending on the need / feedback from the students, faculties and recruiters and subject to alterations depending on contemporary business environment.
- h) Guidelines for Selection of Second Year Courses for PGDM (2018-19): Following guidelines are to be adhered in selection of second year courses:
- i) During first year all the courses were compulsory, however in Second year students can choose credit choices 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 :
 - I. PGDM General Management
 - II. PGDM with Concentration (any one- Marketing / Finance/ Operations/ Information Systems/Analytics)
 - ii) The degree awarded will be PGDM, however, the concentration, if any, will be reflected only on the grade sheet/mark sheet.
 - iii) The students have option of choosing the area of specialization in following areas:
 - I. General Management.
 - II. Major Specialization – In Marketing, Finance, Operations cum Supply Chain Management.
 - III. Dual Specialization in the above three areas.
 - iv) The students have to do total 15 full credit subjects in the Second Year. Out of which one subject is compulsory in IVth trimester. The balance 14 subjects will be chosen from the areas in proportion per trimester as mentioned below:

- I. For General Management Specialization - Out of the balance 14 subjects the students has to choose four subjects each from the Marketing, Finance and Operations cum Supply Chain Management and balance two subjects one from other balance areas.
 - II. For major specialization – The students has to choose eight subjects in the area of specialization and balance six subject from other balance areas .
 - III. For Dual specialization – The students has to choose six subjects from major specialization area and 4 subjects from the minor specialization area and balance four subjects from the other areas.
- v) The Course/s will not be offered if less than 10 students opt for it.
- vi) The maximum enrolment for an elective is 60. However in special cases this can be altered with the approval of the Dean – SBM.
- vii) Exercising choice of electives:
- I. The student will have to fill his elective choice for all the Trimester (IV, V & VI) together at the beginning of the year itself (as per schedule)
 - II. Students will be allowed to change elective choices for three courses in a year, maximum two at a time (over Trim IV,V & VI).
 - III. A student will not be allowed to move out of the course where the registration is only 10.

**Post Graduate Diploma in Management (PGDM)
SVKM'S NMIMS – School of Business Management
First Year (2017 – 2018)**

Orientation (5 Days)	Trim I	Trim II	Trim III	WE CARE (3 WEEKS)	Integration (10 hrs) during Trim III
<ul style="list-style-type: none"> • Basic Mathematics and Statistics • Power of Excel (MS Excel) • Communication Skills (written, spoken) • Foundations of Accounting • Case Method Learning 	<ul style="list-style-type: none"> • Financial Accounting and Analysis (3) • Marketing Management -I (3) • Managerial Economics (3) • Individual and Group Dynamics in Organization (3) • Statistical Analysis for Business Decisions (3) • Managerial Communication (3) 	<ul style="list-style-type: none"> • Marketing Management-II (3) • Managing Business Operations (3) • Macroeconomics (3) • Design Organization Systems (3) • Management Accounting and Control (3) • CSR, Ethics and Governance (3) 	<ul style="list-style-type: none"> • Corporate Finance (3) • Decision Analysis and Modelling (3) • Business Law (3) • Globalization and Indian Economy (1.5) • Information Systems for Management (3) • Essentials of Human Resource Management (3) • International Business (1.5) • Theory of Knowledge (self-Study Course) (3) 		
Orientation: 20 Sessions of 90 minutes each	Credits: 18 Courses: 6	Credits: 18 Courses: 6	Credits: 21 Courses: 8		
Field Visits (Dates will be finalized in due course)					
Compulsory Workshops on topics of contemporary interest (students can choose at least four):					
<ul style="list-style-type: none"> • Interview Skills • Digital Marketing • Research Methodology • Indian Management System • E-commerce and New Age Business Organizations • Disruptive Technologies • Social Entrepreneurship 					
Summer Internship: Non-credit compulsory course					

	Trimester IV	Trimester V	Trimester VI
Compulsory Courses	<ul style="list-style-type: none"> • Strategy Formulation and Implementation 		
Finance Area	<ul style="list-style-type: none"> • International Finance • Investment Analysis and Portfolio Management • Quantitative Technique in Finance • Strategic Cost Management • Commercial Bank Management 	<ul style="list-style-type: none"> • Management of Financial Institution • Strategic Financial Management • Fixed Income Securities • Risk – Management and Derivatives • Project Appraisal and Financing • Mergers & Acquisitions, Corporate Restructuring and Valuation 	<ul style="list-style-type: none"> • Forensic Accounting • Commodity Markets • Behavioral Finance • Private Equity and Venture Finance • Insurance Management
Human Resource and Behavioral Sciences	<ul style="list-style-type: none"> • Strategic HRM • Negotiation Skill 	<ul style="list-style-type: none"> • Compensation and Benefits 	<ul style="list-style-type: none"> • Emotional Intelligence – Developing Abilities for Superior Performance
Marketing Area	<ul style="list-style-type: none"> • Consumer Behavior • Pricing Strategy • Marketing Research • Sales Distribution Management • Services Marketing • Brand Management 	<ul style="list-style-type: none"> • International Marketing • Internet Marketing • Retail Marketing • Media Planning • Marketing and Financial Products • Marketing Strategy • B-2-B Marketing 	<ul style="list-style-type: none"> • Consumer Marketing (B2) and (C2) • Rural Marketing • Customer Relationship Management • Marketing Engineering and Models • Advertising and Sales Promotion • Innovation in Marketing
Operations and Decision Sciences	<ul style="list-style-type: none"> • Modeling for Decision making • Total Quality Management (TQM) • Managing Technology • Bench Marking & Business Process Engineers • Logistics Management 	<ul style="list-style-type: none"> • Service Operation Management • Project Management • Supply Chain Management • Production Planning & Control • 	<ul style="list-style-type: none"> • Advance Supply Chain Management • Manufacturing Strategy • Materials and Inventory Management • Strategic Operation Management
Business Strategy Environment – Management	<ul style="list-style-type: none"> • Essentials of Management Consulting 	<ul style="list-style-type: none"> • 	
Information System	Business Analytics	<ul style="list-style-type: none"> • Business Intelligence and DSS 	<ul style="list-style-type: none"> • E-Business

General Management	<ul style="list-style-type: none"> • Indian Management System 	<ul style="list-style-type: none"> • Innovation Management 	<ul style="list-style-type: none"> • Entrepreneurship Management
	No. of full Credits to be chosen:15	No. of Credits to be chosen:15	No. of Credits to be chosen: 15

**People you should know –
University Administration**

Name	Designation
Dr. Rajan Saxena	Vice Chancellor
Dr. Sharad Mhaiskar	Pro Vice Chancellor
Dr. Meena Chintamaneni	Registrar
Ms. Shobha Pai	Director (Placements)
Ms. Varuna Saksena	Deputy Registrar (Academics)
Ms. Anjali Barmukh	Deputy Registrar (Admissions)
Ms. Khyati Bhatt	Deputy Registrar (HR & Personnel)
	Deputy Registrar, Administration
Mr. Ashish Tambe	Public Relation Officer
Ms. Meeta Shah	Psychologist & Counsellor
Mr. Shivanand Sadlapur	Librarian
Mr. Ketan Shah / Mr. Sujeet Chowdhary	LMS Blackboard
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. Alka Shukla	Deputy Controller of Examinations
International Linkage	
Mr. Maju Jacob	Director, International Linkage
Ms. Ila Pathak Jha	Executive, International Linkage

School Administration (To be filled by school)

Name	Designation
Dr. Parthasarathi Mukherjee	Director
Dr. Manoj Kumar	Professor & Associate Dean
Dr. Prashant Barsing	Assistant Professor

Part III

ANNEXURES

**APPLICATION OF LEAVE
School of Business Management**

NAME: _____ Date: _____

Email ID: _____ Mobile No. _____

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

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

Reason: -

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

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

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

To be filled by Students
(For Office use)

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

Checked by Course Coordinator (Signature):

Approved by

Program Chairperson

Assistant Registrar Academics

Dean -SBM



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

Name of School: _____

Name of the Student: _____

Name of the Program: _____

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

Roll No. _____ Contact No. _____ Email ID _____

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

Parents Name & Address:

Father's Name _____ Mother's Name _____

Address _____

Phone No. (R) _____ Mobile No. _____

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

1. _____

2. _____

3. _____

4. _____

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

Name of the Foreign Language you are acquainted with _____

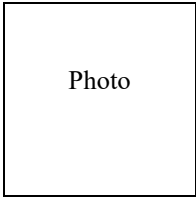
If selected, I undertake to apply for Visa on my own initiative. I am also liable not to back out of the process.

Signature of the Student _____ Date _____

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



SVKM'S NMIMS Deemed-to-be-University
 Vile Parle (W), Mumbai-400056.
 Tel: 022-4235555



Photo

Website: www.nmims.edu

APPLICATION FORM – EXCHANGE STUDENTS-INCOMING

1. Personal Information

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

Nationality _____ Gender M F Date of Birth _____ (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. _____ EmailID _____

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, Any other)

Name of the Test _____ Score _____ Percentile Score _____



4. Program for which enrolled at home institution

Level: Bachelor Master Diploma Any other (Specify name)

Name of the Program _____ Duration _____

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

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

5. NMIMS Course Choice (Final)

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

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

6. Hostel Accommodation

Do you want NMIMS to arrange for your accommodation? Yes No

Single occupancy accommodation Double occupancy accommodation

Neighborhood flats are available on rent (approx Rs.20,000- 25000 per month) on sharing basis. Hostel accommodation will be given only if available. Food and Travel costs will be over and above this cost.

7. Declaration

I _____ declare that all information filled by me in this form is

(First name Middle name Last name)

correct and I will complete all the requirements, with full engagements in the academic matters, like all other student in the NMIMS Deemed-to-be-University.

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

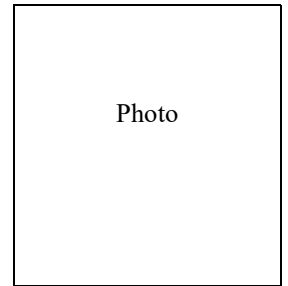
Signature of the Student: _____ Date _____

(Signature of Dean/Director/HOD)

CC. Director – International Linkages

APPLICATION FORM – NMIMS EXCHANGE STUDENTS

Name of School: _____



1. Personal Information

Name of the Student _____ Roll No. _____
 First name Middle name Last name

Nationality _____ Gender M F Date of Birth _____ (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 _____

UNDERTAKING

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

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

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

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

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

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

Name & Signature of the student

Date

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

Student Exchange Programme (Visa Application)

(School Letter Head)

Dated _____.

To:

The Visa Section

The Indian High Commission

_____ (City)

_____ (Country)

Dear Sir/Madam,

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

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

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

Thanking you,

Yours sincerely,

Dean

(School Name & Address)

(Phone no & email)



Student Exchange Programme (Visa Application)

(School Letter Head)

Dated _____

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

Dear Sir/Madam,

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

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

Thanking you,

Yours faithfully,

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

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

For Office use:

Approved by (Exam. Dept)

Date: _____

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

Dear Sir,

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

Name of the Student: _____ Mobile No.: _____

Name of the School: _____

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

Academic Year: _____ Trimester. /Semester: _____

Permanent /Temporary Physical Disability / Learning Disability

Details of Scribe being arranged by the undersigned

Name of the scribe: _____

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

Address and Contact No.: _____

Yours faithfully,

Signature of the Student

Date

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

Application for Duplicate Fee Receipt

Sir/Madam,

Kindly issue me Duplicate Fee receipt, since I have lost my Original Fee receipt.

Please find the particulars as under:

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

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

Course: _____ Academic Year: _____

Student Number _____ Roll No. _____

Thanking You,

Yours Faithfully,

(Student's Signature)

DUPLICATE FEE RECEIPTS WILL BE ISSUED AFTER 7 DAYS ON:

Office Remarks:

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

(Receiver's Signature)

APPLICATION FOR REFUND

Date: _____

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

(Signature of Student)

Attachments Required

- Excess Fees/Excess Deposit Refund
 - Excess Fees/Excess Deposit - Original Receipt of Excess Fees/Excess Deposit along with photocopy of Fees Receipt/Deposit Receipt
- Hostel Deposit Refund
 - Original Hostel Deposit Receipt signed by Hostel-in-charge & DR Administration.
- Library Deposit
 - Please procure “NO DUES STAMP”

Acknowledgement

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

Signature of Counter Staff, Stamp and Date

APPLICATION FOR MIGRATION CERTIFICATE

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

3. Permanent address: _____

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

Examinations	Year of passing	Roll no	Results

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

DECLARATION BY THE STUDENT

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

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

Date: _____

(Signature of the student)

Mumbai 400056

P.T.O.



FOR OFFICE USE

1. Whether the Migration Certificate was _____
Issued to him / her before?
If so, State the purpose for which it was obtained.
2. If the Migration Certificate was not utilized _____
State the appromixate 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 : _____

DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No: _____

Date: _____

(Signature of the Person of In – Charge)

INSTRUCTION TO THE STUDENT

* The Prescribed fee of Rs. 250/- for Migration Certificate should invariably be sent along with application for Migration Certificate by Demand Draft drawn in favour of the SVKM's N.M.I.M.S. payable at Mumbai. The fees may be paid by cash in the Accounts Office along with the application.

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

Clearance Certificate

Date:

Name:

Programme:

Roll No:

Department	Name of the Concerned Person	Signature
Library (Books)	Person Incharge	
Hostel <i>Applicable only for Hostellers</i>	Person Incharge	
IT / Computer Centre	Person Incharge	
Admissions	Deputy Registrar (Admission) / or Person Incharge	
Examinations	COE / Deputy COE / Person Incharge	
Accounts	Finance Controller / Additional Finance Controller / Person Incharge	

Course Coordinator

Assistant Registrar



Undertaking by Students (HBS Cases/ Articles)

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

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

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

ACKNOWLEDGEMENT

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

Signature: _____

Name:

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

Programme:.....

Roll Number: _____ Email ID: _____

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

Student Undertaking with respect to the Student Guidelines
 (Submit this form to your Course Coordinator latest by July 30, 2017)

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) _____

Programme:

○ _____

Roll Number: _____ Email ID: _____

Address for Correspondence:

Contact Phone Numbers:

Office:

Residence:

Mobile:

For Office Use:

Date of Receipt:

Signature of Course Coordinator: