

# School of Business Management

STUDENT RESOURCE BOOK  
(W.e.f. June, 2013)

**Full Time MBA/ Part Time MBA/ MPE / Weekend  
Programs**

**Batch of 2013- 15/ 16**

## School of Business Management

### Message from Vice Chancellor

Dear Students,

A warm welcome to all of you at NMIMS, School of Business Management. We are glad to have you amidst us.

You are among lucky few who have been selected at NMIMS from 69,000 aspirants who had applied to NMIMS in NMAT 2013. It is important that you should make the best use of this opportunity provided to you.

In 1981, by the order of the University of Mumbai, Narsee Monjee Institute of Management Studies was established to meet the growing demand for young managers. Since then NMIMS has grown into a flourishing University, offering courses / programs across various disciplines, such as Management, Technology, Science, Pharmacy, Architecture and Commerce. Today, NMIMS is one of the fastest growing and the top, private University in the country. It has undergone a tremendous transformation since its commencement. Today, it stands as a large imposing University with 7 specialized schools plus two off-Campus operations.

SVKM's NMIMS School of Business Management is ranked amongst India's top-ten business schools. School of Business Management prides itself on its academic rigor and rich & innovative curriculum. In past few years, it went through a significant MBA Program Curriculum Review\ Pedagogy shift and other experiential learning technologies. The syllabus for each course is comprehensive and updated regularly in consultation with the Board of Studies and through interaction with industry professionals, academicians. Thus the courses anticipate and prepare participants to meet changing industry requirements.

It is also important for you to understand key value system of NMIMS. We believe in the value of integrity and ethical behavior, maintaining of high moral standards both in public and personal life, transparency and social connect. We also believe in respecting diversity of thought. Among all these beliefs, I want you to know that there is no compromise on integrity and ethical behaviour. We believe in zero tolerance and hence you should ensure that you always maintain high standards of integrity and ethical conduct. It is better to suffer in the short run then to live a life of ignominy. I am sure you will not give us an opportunity to doubt you and your efforts.

At a time when the country is caught in so many scams and the corruption having seeped into the system and thereby making it impotent, it is the responsibility of all honest sincere individuals to stop any further this decay. It is in this context that institutions have a major role to play. We can only change ourselves and if each of us were to do so, India will be a far better place to live and work.

The faculty at the school represents an eclectic mix of Industry and Academic experience, national and international experiences. The members of faculty are well known in their respective fields for their knowledge, industry interaction and research and consultancy work. They are carefully chosen and complement each other as a team. Proactive measures have enhanced School of Business Management partnership with industry through Research, Consultancy, Management Development programs and student-driven projects. Its Social Enterprise Cell epitomizes its belief in social responsibility.

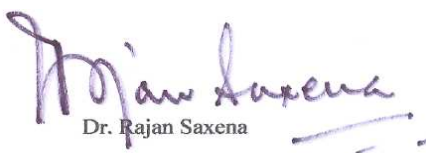
We also have a supportive administrative system, which cares for the students and proactively addresses your requirements.

The student resource book is to guide you about rules and regulations of SBM and University will help you to navigate your journey here at NMIMS. During your stay at SBM, we would like to have clarity and transparency in our communication with you. We have compiled all information / rules and regulations that you would need to know for your effective and smooth interaction with the school. Also listed are facilities provided here.

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 mentioned.

We would also like to have your support to maintain the dignity of the University and uphold the values to honor the systems established at NMIMS. 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.

I am sure the time you will spend here will add significant value to you both in personal and professional life. You will enjoy your stay here and share highs- and-lows with all of us.



Dr. Rajan Saxena

## School of Business Management

### Message from Dean

Welcome to NMIMS School of Business Management.

NMIMS School of Business Management has over the years built a reputation for producing excellent business graduates and has hence developed a high credibility in the field of Management Education in India. This has been endorsed with two recent accreditations by NBA and SAQS.

This in its turn has made us doubly alert to the ever changing way of business which today is changing faster than ever. It is the goal of the school to equip the students for that unpredictable and fast-paced corporate world. The school aims to provide the aspiring students with not only knowledge and skill sets, but also to inculcate in them a willingness to embrace fresh ideas, to think of innovative ways and to respond creatively to the situations and challenges they will face in years to come.

All our programmes are designed so as to provide students with an appropriate grounding and understanding in all the courses. Our classrooms provide an environment that is diverse and culturally rich. Our Faculty members, that form the backbone of the institute, are outstanding teachers. Their unending desire to achieve more knowledge through constant research on their part and the generosity to pass them to the students in hand, with great panache is the foundation of the institute.

The unique learning environment in the School allows students to experience the full benefits of technology in learning. The programmes/ courses encourage students' participation in lectures, debate and to ask questions and to analyze. The emphasis on case study method of teaching and assignments enables the students to develop a number of critical skills like presentation, organization, leadership and teamwork. These combined with the curriculum and dedicated faculty and staff provide students with both academic knowledge and know how. Thus NMIMS School of Business Management not only engages in offering business programme and teaching courses related to business but in shaping and honing the skills of future business leaders.

"NMIMS, SBM is the bench mark of excellence in Management Education" and you have made it to this esteemed institute. Surely it is a major achievement. My heartiest congratulations to each one of you. The only thing that stands between you and your dream now is the will to try and the belief that it is actually possible. Team work is very critical. You will have friends of variety of experience and exposure. Make teams. MBA Champion and successful businessman Michel Jordon once said, 'talent wins gains, but team work and intelligence wins championship.

Life is very dynamic at NMIMS. We try to raise our bar. Every time we reach new height, we break our own achievement to achieve new achievement. But we have many more miles to run, many steep hills to climb and many more land marks to attend. We can only achieve all this when all stake holders of the Institute work harder like a team to achieve so.

Wish you very best.



Dr. Debashis Sanyal

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### Full Time Programmes - Academic Calendar 2013-2014

*Last Instruction day: Marked with \**

Details	Program	Start date	Finish Date
<b>Trimester I\ IV (10 June 2013 - 14 September 2013)</b>			
Opening day/Preparation & Orientation	FTMBA - I year (MBA/BM/CM/HR)	10 June 2013 (Mon)	15 June 2013(Sat)
Opening day/ Foundation/Visit	PM – I year	17 June 2013 (Mon)	22 June 2013 (Sat)
Commencement of regular classes	FTMBA – I & II year	17 June 2013(Mon)	*06 September 2013 (Fri)
Commencement of regular classes	PM-I & II year	24 June 2013 (Mon)	*06 September 2013 (Fri)
Summer Intern report submission	FTMBA- II year	01 July 2013 (Mon)	02 July 2013 (Tue)
Summer Internship presentations	FTMBA - II year	I – II week of July 2013	
Mid Term	FTMBA – I & II year	22 July 2013 (Mon)	25 July 2013 (Thu)
Final Exams	FTMBA – I & II year	07 September 2013 ( Sat)	14 September 2013 (Sat)
<b>Trimester II\ V (16 September 2013- 14/ 24 December 2013)</b>			
Commencement of regular classes	FTMBA - II year & PM/E&FB- I Year	16 September 2013 (Mon)	*17 December 2013 (Tue)
	FTMBA – I year	16 September 2013 (Mon)	* 8 December 2013 (Sun)
Mid Term	FTMBA I & II year	21 October 2013 (Mon)	24 October 2013 (Thu)
Diwali Vacations	All Prog	31 October 2013 ( Thu)	06 November 2013 (Wed)
Paragana / Sports	FTMBA	To be announced	
Final Exams	FT – I year	09 December 2013 ( Mon)	14 December 2013 (Sat)
	FTMBA- II Year & PM/E&FB –I Year	18 December 2013 (Wed)	24 December 2013 (Tue)
<b>Trimester III\ VI (16 December 2013 /2 January 2014 –5 April 2014/ 29 March 2014 )</b>			
Commencement of regular classes	FTMBA - I Year	16 December 2013 (Mon)	*30 March 2014 (Sun)
Vacations	FTMBA Prog.	25 December 2013 ( Wed)	1 January 2014 (Wed)
Commencement of regular classes	FTMBA PM/ E& FB- I Year	02 January 2014 (Thu)	30 March 2014 (Sun)
Commencement of regular classes	FTMBA - II Year	02 January 2014 (Thu)	*23 March 2014 (Sun)
University Day	13 January 2014		
Mid Term	FTMBA - I Year	27 January 2014 (Mon)	30 January 2014 (Thu)
	FT - II Year / PM, E& FB – I Year	10 February 2014 (Mon)	13 February 2014 (Thu)
Euphoria	FTMBA Prog	To be announced	
We Care	FTMBA - I year	03 February 2014 (Mon)	23 February 2014 (Sun)
We Care Poster Presentation	FTMBA Prog	13 March 2014 (Thur)	
Final Exams	FTMBA - II Year	24 March 2014 (Mon)	29 March 2014 (Sat)
	FTMBA - I Year	31 March 2014 (Mon)	5 April 2014 ( Sat)
Convocation	FTMBA II Year	18-19 April 2014 (Fri & Sat)	
Re- Exam Week	All Prog (other than graduating students)	One week prior to the commencement of program.	

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### Part Time MBA Programmes Academic Calendar 2013-2014

*Last Instruction day: Marked with\**

Details	Start Date	Finish Date
<b>Trimester I / IV / VII (19 June 2013 – 22 September 2013)</b>		
Opening Day / Foundation Program (First Year)	19 June 2013 (Wed)	23 June 2013 (Sun)
Commencement of regular classes (All Years)	26 June 2013 (Wed)	*08 September 2013 (Sun)
Mid Term (If applicable)	03 August 2013 (Sat)	04 August 2013 (Sun)
Final Exams	13-15 September 2013 (Fri- Sun)	20–22 September 2013 (Fri- Sun)
<b>Trimester II / V / VIII (25 September 2013 – 29 December 2013)</b>		
Commencement of regular classes	25 September 2013 (Wed)	*15 December 2013 (Sun)
Mid Term (If applicable)	26 October 2013 (Sat)	27 October 2013 (Sun)
Diwali Vacation	31 October 2013 (Thu)	6 November 2013 (Wed)
Final Exams	20–22 December 2013 (Fri-Sun)	27 – 29 December 2013 ( Fri-Sun)
<b>Trimester III / VI / IX (2 January 2014 – 13 April 2014)</b>		
Commencement of regular classes	2 January 2014 ( Thu)	*30 March 2014 ( Sun)
University Day	13 January 2014 (Mon)	
Mid Term (If applicable)	8 February 2014 ( Sat)	09 February 2014 ( Sun)
Final Exams	4 – 6 April 2014 ( Fri – Sun)	11 – 13 April 2014 ( Fri – Sun)
Re-Exam	One week prior commencement of the program	
Convocation	26 October 2013 (Sat)	

PTMBA – I YR, II YR. & III Yr, classes are scheduled on Wednesday, Friday, Saturday and Sunday.

PT MBA (SE & Diploma) I year, classes are scheduled on Saturday and Sunday

PT MBA (SE & Diploma) II & III year, classes are scheduled on Friday, Saturday and Sunday

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### **PGDBM (Management Program for Executives) II yr & Specialisation - Academic Calendar 2013-2014**

Details	Program	Start date	Finish Date
MPE II yr/ Specialization – Trimester III/V- (8 June 2013 to 27 October 2013) MPE II Yr - Trimester IV ( 9 November 2013 to 20 April 2014 )			
Commencement of Specialization classes	MPE Specialization	8 June 2013	* 12 October 2013
Commencement of Trim III regular classes Capstone Project	MPE II Yr	8 June 2013	* 12 October 2013
Final Exams	MPE Specialization	19 - 20 October 2013	26 - 27 October 2013
Final Exams	MPE II Yr	19 - 20 October 2013	26 - 27 October 2013
Commencement of Trim IV regular classes	MPE II Yr	9 November 2013	*6 April 2014
Phoenix (Student Event)	To be announced		
Final Exams	MPE II Yr	12 – 13 April 2014	19 - 20 April 2014
Convocation	To be announced		

### **PGDBM (Management Program for Executives) – I year Academic Calendar 2013-2014**

Trim I ( 6 July 2013 to 20 October 2013) Trim II ( 26 October 2013 to 9 February 2014) Trim III ( 15 February 2013 to 25 May 2014)			
Details	Program	Start date	Finish Date
Foundation Program	MPE I Yr	6 July 2013	7 July 2013
Commencement of Trim I regular classes	MPE I Yr	13 July 2013	*5 October 2013
Final Exams TRIM-I	MPE I Yr	12 - 13 October 2013	19 - 20 October 2013
Commencement of Trim II regular classes	MPE I Yr	26 October 2013	* 25 January 2014
Final Exams Trim-II	MPE I Yr	1-2 February 2014	8-9 February 2014
Commencement of Trim III regular classes	MPE I Yr	15 February 2014	*10 May 2014
Final Exams Trim-III	MPE I Yr	17-18 May 2014	24-25 May 2014
Term Break		31 May 2014	8 June 2014
<b>Tentative Schedule for MPE II yr 2014-15</b>			
Trim IV ( 14 June 2014 to 28 Sept 2014) Trim V ( 4 October 2014 to 11 Jan 2015)			
Foundation Program	MPE II Yr	14 June 2014	15 June 2014
Commencement of Trim IV regular classes	MPE II Yr	21 June 2014	*13 September 2014
Final Exams TRIM-VI	MPE II Yr	20 - 21 September 2014	27-28 September 2014
Commencement of Trim V regular classes	MPE II Yr	4 October 2014	*27 December 2014
Final Exams TRIM-V	MPE II Yr	3-4 January 2015	10-11 January 2015

*Last Instruction day: Marked with \**

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### Student Guidelines

(With effect from June 2013)

#### 1.0 About these guidelines:

- 1.1 These guidelines provide boundaries to the daily functioning of the SBM, NMIMS and enable effective delivery of infrastructure and academic services to the students.
- 1.2 This compilation of guidelines comes into effect from June 2013 onwards and supersedes all other guidelines in respect of matters therein.
- 1.3 Amendments to these guidelines may take the form of additions, deletions, and modifications and will be communicated to the students through the notice board/ email under signature of appropriate authorities.
- 1.4 This document of the SBM, 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 and 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 SBM, NMIMS at all points of time.
- 2.2 Ours is a **non-smoking** campus. Consumption of alcoholic beverages / toxic materials and your presence on the campus under the influence of alcohol/ toxic material is a serious offence.
- 2.3 There is acute shortage of parking space and the students are requested to park their vehicles outside the premises.
- 2.4 Any problem with regard to administrative facility, faculty, and classrooms etc, must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach the Deputy Registrar, Academics / Dean, School of Business Management/ Registrar, NMIMS University.
- 2.5 In case of Lecture Cancellation, the course coordinator will inform said changes to class representative/ respective students through the notice board/ email/ Black Boards. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty.
- 2.6 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.
- 2.7 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.
- 2.8 Mode of Communication to students is via Notice Board/ email/ Black Board. Separate notice boards are provided for each program. Students are advised to check the Notice Boards/ email/ Black Board at least once a day, and not rely on rumour or hearsay about any matter.
- 2.9 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 SBM, NMIMS authorities. Penalty will be levied / action will be taken for non compliance.
- 2.10 Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas in order to ensure the safety and welfare of everyone in our SBM, NMIMS. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.
- 2.11 **Any person resorting to physical fights will amount to ragging and appropriate action will be taken accordingly.**
- 2.12 If any student during the tenure of his studentship has police case on his/ her name is liable for appropriate action against him/ her.

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### 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 wear smart casuals for classroom purposes (Half pants, 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 The SBM, NMIMS shall not tolerate any act of indiscipline, misbehaviour, indulgence into unethical practices including use of drugs, alcoholic drinks, harassment if any, violence, non obedience, non compliance etc by any student. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. The SBM, NMIMS will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

### 3.0 Attendance, punctuality and leave guidelines for all students:

#### 3.1 Attendance Norms

100% attendance in classes is compulsory. However for medical reasons/ personal reasons/ contest/ placement/ institutional work/ other activities 20% absence may be allowed.

Following are rules relating to attendance:-

##### 3.1.1 For Full Time/ PTMBA/ MPE Programmes:

(a) Students of Full Time Programmes who are having less than 60% of attendance (Overall) in any trimester will not be eligible to appear in that Trimester end examinations. They have to take re-admission in the same class 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% and 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) will be dealt with on case to case basis by Dean 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%.

##### 3.1.2 For EXECUTIVE MBA Programme (EMBA):

(a) Students of EXECUTIVE MBA Programme who are having less than 60% of attendance in any Module/ Course will not be eligible to appear in end term examination for said Module/ Course. They have to re-register for Module/ Course when it is subsequently offered. The student will be considered to have not attended the module for the purpose of fulfilment of Pre-requisite. The student will be required to pay de-registration fine of Rs.500/-.

##### (b) Lowering of grades in individual Course/s:

Students who are having attendance equal to or more than 60 % and 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.

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Programme	Attendance % (In each Module/ Course/s)	Grades
EXECUTIVE MBA Programme	60% to 69.9%	2 Grades Less
	70% to 79.9%	1 Grade Less

(c) Students who have attended less than 60% class will be marked absent and will have to repeat the entire Course/ Module with all evaluation components. All earlier evaluation components (if any) will be considered as null and void.

- 3.1.3 **Written final re-examination and/ or improvement in the internal assessment will not be allowed if any student has obtained 'D' grade due to non fulfilment of the above attendance criteria.**
- 3.1.4 A student is required to monitor his /her own attendance. The attendance reports will be shared on monthly basis and discrepancy (if any) to be informed by the student to the concerned course coordinator within 3 working days from the date when report has been shared. No changes will be permitted once attendance reports are finalized.
- 3.1.5 For ALL absence, prior intimation through prescribed leave 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 leave without written intimation will be treated as unauthorised leave and will be reflected in the records as such.
- 3.1.6 Students must refrain from approaching the visiting and full time faculty members for attendance related issues and exemptions. They must submit an application to the concerned coordinator for necessary approvals.
- 3.1.7 Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority not to allow latecomers from entering the classroom.
- 3.1.8 Students are required to be present for all events of the SBM, NMIMS, including the Convocation, Parampara, Paragana, Euphoria, Sampark, Sambandh, Sports Day, Republic Day, Independence Day, guest lectures, compulsory workshops, CEO Series, and other events as intimated on the notice board/ email. Record of attendance will be kept for action. The SBM, 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 notice board/ email from time to time and / or remark on the transcript or any other decision by the management.
- 3.1.9 Students are required to be in Mumbai city on all days of the trimester. If they are leaving the city for personal or institutional work, they are required to obtain prior permission from the Programme In charge / Centre In charge. This applies even to those students who are representing the SBM, NMIMS for social, cultural, and co-curricular events.
- 3.1.10 Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the SBM, NMIMS or the faculty concerned. Do not approach faculty members and others in the SBM, NMIMS to change or extend deadlines.

### 4.0 Examination guidelines:

- 4.1 Any breach of the following requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as "misconduct", and dealt with under Disciplinary procedure of the SBM, NMIMS.

#### Conduct of Examination:

- 4.2 Students must know their Roll Number and SAP No. before entering the examination hall.
- 4.3 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.
- 4.4 Students are required to have Identity cards issued by SVKM's NMIMS (Declared as deemed-to-be

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University) and these must be made available to an invigilator upon request. A student not having the said identity card with him/ her during the examination may be denied permission to write the examination.

- 4.5 **The answer books of the trimester-end examinations are bar coded and students should not disclose their identity (name/ roll No. etc.) anywhere on the answer book. Such answer-book will be treated as invalid. The case may be treated as usage of unfair means and will be dealt with as per rules.**
- 4.6 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.
- 4.7 Food and/or beverages (except drinking water), smoking will not be permitted in the examination hall. Students should read instructions printed on the cover page of the answer-book.
- 4.8 All writing, including the entry of all the required information on answer books must be completed during the examination time.
- 4.9 Announcement will be made/ warning bell will be given ten minutes before the close of the examination. Students will not be allowed to leave the examination hall during this period of the examination. At the final bell/ closure of the examination, they must stop writing, tie their supplementary sheets if any to the answer-book and be ready to hand over their answer-books to the Hall Invigilator. They should not leave their seats until answer-books from all students are collected by the Hall Invigilator.
- 4.10 A student who disobeys any instructions issued by the Senior / Hall Invigilator or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the SBM, NMIMS.

### **Discipline in the Examination Hall:**

- 4.11 Mobile phones are not permitted in the exam hall/ venue for any reason. If a mobile phone is found in student's possession in the examination hall after the Examination starts, it will be deemed as a breach of examination rules. Action will be taken as per Examination Rules on such students.
- 4.12 Palm pilots, pagers, PDA's and similar electronic media are not permitted in the Examination venue.
- 4.13 Examination answer booklets must be submitted intact to the examination hall invigilator. No part of an examination answer booklet may be defaced, removed or destroyed. This will amount to adoption of unfair means.
- 4.14 Students must not communicate in any way with any person other than the examination hall invigilator during an examination. Any other communication will be deemed as a breach of Examination Rules.
- 4.15 Students should not leave Exam hall during two hours examination. In case of three hour examination, students will be allowed to go out only after the expiry of two hours to go to wash room or drink water. Exception can be made to this only after bringing the requests to the notice of competent authority.
- 4.16 A student, who fails to attend an examination at the time and place published in the final timetable, will be deemed to have failed in that course. Opportunity for re-examination will be given according to the rules and regulations.
- 4.17 The students should write on the front page of the answer book only the name of the program, specialization if any, trimester, course and division for which examination is being held, number of supplementary sheets attached to the main answer book.
- 4.18 Students should not write anything on the question-paper.
- 4.19 Exchange of writing materials, stencils, mathematical instruments, etc. is strictly prohibited.
- 4.20 **Students are forbidden to (i) bring any book, notes, scribbling papers, pagers, mobile telephones, laptop or any other similar devices until otherwise allowed by the concerned faculty (ii) smoking in the examination hall, (iii) bring eatables/ beverages in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, and (iii) take with them any answer-book written or blank while leaving the examination hall. Such acts amount to adoption of unfair means by the**

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**student/s concerned and strict action will be taken against them. The invigilators/ authorised persons are authorised to check the students.**

- 4.21 Any method to bribe the examiner/s by attaching currency notes or letters is strictly prohibited and will result in serious action being taken by the SBM, NMIMS.
- 4.22 Serious punishment will be awarded to the students who violate the rule. The students, who violate the rules, run the risk of debarment from SBM, NMIMS examinations as per the University Rules.
- 4.23 Students should go through the question paper carefully and confirm that the question paper relates to the course in which they are appearing and in case of any discrepancy, they should bring it to the notice of invigilator.
- 4.24 Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Invigilator's table.
- 4.25 All the **students should occupy seats as per the Seating Plan** decided by the Examination Office and displayed in the Examination Hall.
- 4.26 **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:** If a student feels that there is a mistake/ anomaly in the question paper, he should bring the same to the notice of the examination hall invigilator without disturbing others in the examination hall.
- 4.27 Students, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination.
- 4.28 Students should ensure that all answer-books including supplementary sheets supplied to them bear the signature of the Hall Invigilator and Date of Examination without which the answer-book will not be examined.
- 4.29 Every student present for the examination must sign against his / her Roll number on the attendance sheet provided by the Hall Invigilator.
- 4.30 Students should write their answers legibly and only with blue ink pen. Answers written in illegible handwriting or with pencil may not be evaluated.
- 4.31 Write on both sides of a page. Rough work, when necessary, should be done only inside the answer-book and not on the question paper.
- 4.32 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 be considered as attempts to readily identify the specific answer-books.
- 4.33 Students should neither tear any sheet from the answer-books provided nor shall attach additional papers to them.
- 4.34 The answer-books will be scrutinised before they are sent to examiners. If the SBM, NMIMS authorities are convinced that any student has attempted to reveal his / her identity by any means, the answer-books may NOT be sent to the examiner for evaluation and the student's case will be dealt with as per the Examination Rules.
- 4.35 All answer-books whether written or blank should be returned to the hall invigilator without fail.
- 4.36 **Cases of adoption of unfair means by the candidates during the examination**  
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 cases are adoptions of unfair means by the candidates during the examinations are treated seriously and appropriate penalties are imposed after following the principles of natural justice.

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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 copying Material/Actual copying from the material in possession	Annulment of the performance of the student at the University Examination in full. * This quantum will apply also to the following categories of unfair means at Sr. No. 2 to Sr. No. 14 in addition to the one prescribed thereat
2.	Possession of another student's answer book or supplementary sheet	Exclusion of the both the students from University Examinations concerned for one additional examination
3.	Possession of another student's answer book or supplementary sheet and Actual evidence copying from that	Exclusion of both the students from University Examination concerned for two additional examinations
4.	Mutual/ Mass copying	Exclusion of all the students from University Examination concerned for one additional examination
5.	Smuggling in or smuggling out of answer books as copying material	Exclusion of the student from University Examination concerned for two additional examinations
6.	Smuggling in of answer books based on the question paper set at the examination	Exclusion of the student from University Examination concerned for three additional examinations
7.	Smuggling in written answer book as copying material and forging the signature of supervisor	Exclusion of the student from University Examination concerned for four additional examinations
8.	Attempt to forge the signature of the supervisor on the answer book or supplementary sheet	Exclusion of the student from University Examination concerned for four additional examinations
9.	Interfering with or counterfeiting of University seal or answer books or office stationery used in the examination with the intention misleading the authorities	Exclusion of the student from University Examination concerned for four additional examinations
10.	Answer book or supplementary sheet written outside the examination hall or any other insertion in the answer book	Exclusion of the student from University Examination concerned for four additional examinations
11.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination	Exclusion of the student from University Examination concerned and four additional examinations
12.	Using obscene language/ violent threats at the examination by a student at the University examination to room supervisor/ any other authority	Exclusion of the student from University Examination concerned for four additional examinations
13.	Impersonation for a student or impersonation by a student in University or other examinations	Exclusion of the student from University Examination concerned for five additional examinations
14.	Revealing the identity (Name, roll No, G.R. No. in the main answer book or supplementary sheet)	Annulment of the performance of the student at the University Examination in full. *
15.	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. *

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

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.

### 4.37 Practical/ Dissertation/ Project Report Examination

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

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

## 5.0 Library rules and regulations:

- 5.1 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 behavior towards library staff for consideration within the terms of the appropriate NMIMS disciplinary procedures.
- 5.2 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.
- 5.3 Details of each user's name, address, department and such particulars as may be deemed necessary for the secure and effective operation of the Library's service are used in the Library's computer systems, on the understanding that this information will be held securely, divulged only as permitted and used only for purposes registered and approved.
- 5.4 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.
- 5.5 **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.**
- 5.6 Silence is required in study areas. The use of mobile phones in the Library is 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.
- 5.7 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.
- 5.8 Photography, filming, video-taping and audio-taping in the Library is not allowed.
- 5.9 Man operated personal equipment should not be used without the prior permission of the Librarian.
- 5.10 Users are required to comply with copyright regulations as displayed by the photocopiers.
- 5.11 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.
- 5.12 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

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disciplinary action.

- 5.13 Loan allowances and periods are defined in guides to Library services. A reserved item is subject to recall once it has been on loan for Ten days.
- 5.14 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 of overdue items by e-mail to their NMIMS e-mail account. 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.
- 5.15 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.
- 5.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.
- 5.17 The award of a NMIMS qualification will be deferred until all books have been returned and outstanding fines/charges paid.
- 5.18 For list of electronic resources refer annexure.

### 6.0 Placement Guidelines for Students of courses where placement is offered:

- 6.1 The Placement Office coordinates the placement activities of the following MBA programs.
  - 6.1.1 MBA
  - 6.1.2 MBA – Banking
  - 6.1.3 MBA – Capital Market
  - 6.1.4 MBA – Human Resources
  - 6.1.5 MBA Pharmaceutical Management
- 6.2 The Placement process typically involves
  - 6.2.1 Pre Placement Talk – PPT
  - 6.2.2 Summer Internship
  - 6.2.3 Lateral Placements
  - 6.2.4 Executive Placements
- 6.3 PPT's are a medium wherein the company officials disseminate information regarding the company, the profile, the compensation etc.
- 6.4 Summer Internships are an integral part of the course and mandatory. After the completion of the III trimester students intern with a company for 6-8 weeks.
- 6.5 The Final Placements are in two phases - Lateral Placements are in December where in certain companies visit the campus to select students with work experience of 22 months and over. The Executive Placements in January are for the rest of the batch.
- 6.6 Placement information is confidential and any breach of confidentiality will lead to strict action.
- 6.7 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.
- 6.8 The guidelines w.r.t PPT's, Summer Internships, PPO, CV's, Final Placements etc will be shared with the batch. Students are expected to follow related guidelines framed by the SBM, from time to time. SBM reserves the right to change, modify the guidelines in the best interest of students. Any student found violating these guidelines would be dealt strictly by the competent authority.
- 6.9 Students are required to check their emails/blackboard regularly for information updates.
- 6.10 SBM reserves its right to take any disciplinary action, if student does not honour his commitment or resorts to unethical behaviour.
- 6.11 Students who wish to drop out of the placement process are expected to notify the placement office immediately.
- 6.12 Relationship with companies is very important and significant to SBM. Therefore students must cooperate to maintain cordial relationship with companies at all times.
- 6.13 Students are free to approach the Placement Office for any queries or guidance.

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- 6.14 MBA Pharmaceutical Management has a process by which all students who are eligible are placed both for Full time as well as summer placements with Pharmaceutical or Consultancy Companies.

### 7.0 Guidelines for the Use of Computing Facilities:

- 7.1 SBM, NMIMS, invests significant resources in the provision of computing resources for students. In order to ensure maximum access, 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 Hostels is given in the annexure.
- 7.2 You are strongly advised to read these regulations carefully. Failure to comply with the regulations will result in the withdrawal of your right 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.
- 7.3 The internet access to students will be as per the SBM, NMIMS policy. Any change request has to be routed through the Registrar.
- 7.4 Food and/or beverages (except drinking water), smoking will not be permitted in the Computer Centre.
- 7.5 **Provision of Computing Resources:**
- 7.5.1 The students of SBM, 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 SBM, NMIMS is prohibited. In the event of non-approved usage of the computing facilities, SBM, NMIMS reserves the right to withdraw access to computing facilities at any time.
- 7.5.2 Use of NMIMS computing facilities for students' commercial gain is prohibited.
- 7.5.3 Computer Centre facility will be provided on priority to the students of the concerned programmes where using Laptop is not compulsory.
- 7.5.4 **Faculty and students will be provided storage space on the server to save their presentations and other documents required for their classroom sessions.**
- 7.5.5 Students are not allowed to connect personal pen drives/ Laptops to the systems installed in the classrooms.
- 7.5.6 **All SBM students will be given NMIMS email id** and internet authentication usage id. They are required to access the 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.
- 7.5.7 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.
- 7.5.7.1 It is student's responsibility to ensure that student's activities do not contravene these or any other laws.
- 7.5.8 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.
- 7.5.8.1 Improper behaviour towards its staff will result in formal disciplinary action.
- 7.5.9 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.
- 7.5.10 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 scan the notice boards/ email and plan your use of the facilities accordingly.
- 7.5.11 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.

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- 7.5.12 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn pending the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.
- 7.6 These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of Computing Facilities at SBM, NMIMS.
- 7.6.1 Do not use another user's 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 SBM, NMIMS authorities if any breach of university regulations is suspected in connection with that use.
  - 7.6.2 Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.
  - 7.6.3 Do not request resources or access rights that you do not need.
  - 7.6.4 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 SBM, NMIMS accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.
  - 7.6.5 Do not remove, borrow, connect or disconnect equipment without permission.
  - 7.6.6 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.
  - 7.6.7 Do not in any way cause any form of damage neither to the SBM, NMIMS IT facilities, nor to any of the accommodation or services associated with them.
  - 7.6.8 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.
  - 7.6.9 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.
  - 7.6.10 Do not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.
  - 7.6.11 Do not transmit unsolicited commercial or advertising material.
  - 7.6.12 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
  - 7.6.13 Do not monitor network traffic unless authorised to do so.
  - 7.6.14 Do not make deliberate unauthorised access to facilities or services accessible via the NMIMS Local Area Network (LAN).
  - 7.6.15 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.
  - 7.6.16 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
  - 7.6.17 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.
  - 7.6.18 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.
  - 7.6.19 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 SBM, NMIMS if the Student is found guilty.

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- 7.6.20 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.
- 7.6.21 Do not interfere with or change any hardware or software; if you do, you may be charged for having it put right.
- 7.6.22 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
- 7.6.23 Do not load games software onto, or play games software on, the IT facilities unless required for academic purposes.
- 7.6.24 Do not admit any other person to 24-hour computer facilities or other SBM, NMIMS premises when those facilities or premises are locked and do not yourself enter unless authorised to do so.
- 7.6.25 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.
- 7.6.26 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
- 7.6.27 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.
- 7.6.28 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.

### 8.0 Feedback Mechanism:

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

### 9.0 Mentoring Programme / 'Psychologist and a Counsellor':

- 9.1 Students of Full Time MBA program have been assigned faculty mentors whose role is to help assimilate the NMIMS culture, facilitate intelligent choice making regarding Electives, help in identification of resources needed by all students. Do meet your faculty mentor regularly as per their convenience and availability.
- 9.2 Personal Counselling is highly recommended and is very important at every step in life especially when we cannot cope with personal disturbing situations, which could create more negative thoughts, loneliness, sleepless nights which could again lead to further tensions and anxiety in us; which again interrupts with our decision making, logical thinking, studies and work. A counsellor ensures privacy and confidentiality of the client. NMIMS has a full time 'Psychologist and a counsellor' available in campus for all the students.

### 10.0 Project Guidelines:

- 10.1 From time to time Faculty may assign projects to students in their course.
- 10.2 Summer Internship applies only to Full Time MBA students. Final Projects and Class Projects

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- apply to all course/s programs and faculty concerned can assign project work to be undertaken.
- 10.3 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.
  - 10.4 **Summer Internship:**
    - 10.4.1 Students are compulsorily required to take six-eight weeks of summer training in any company as per dates announced on the notice board.
    - 10.4.2 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.
    - 10.4.3 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.
    - 10.4.4 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.
    - 10.4.5 Summer Internship is a non-credit compulsory course. However the student needs to satisfactorily complete the project as an essential partial fulfillment of the requirements for award of MBA degree.
  - 10.5 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.
  - 10.6 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.

### 11.0 Academic Guidelines:

- 11.1 The components of evaluation for any course of all the years of Full Time/ Part Time / weekend programs would be as follows:
  - 11.1.1 Class-participation/ Individual presentation in class
  - 11.1.2 Quizzes/ Class test/ Surprise test/ Assignments (announced/unannounced)
  - 11.1.3 Individual assignment/ Group assignments/ presentations/ Decision sheets
  - 11.1.4 Term papers and project reports
  - 11.1.5 Mid-term examination (Not applicable for EMBA programme)
  - 11.1.6 End-term examination (This is a compulsory component)
- 11.2 It is necessary for every course to have at least 4 evaluation components out of 6 components mentioned in point 11.1. Half credit courses to have at least 3 evaluation components; however 4 evaluation components are ideal and desirable. NOTE: for EMBA programme every course to have at least 4 evaluation components. **Internal evaluation will not be repeated.** This will not be applicable for courses conducted in the workshop / Project mode.
- 11.3 The mode of the Term End Examination will be dependable on course learning objective.
- 11.4 End-term examination is a compulsory component. 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 SBM is required for absence from Mid-term/End-term examinations.
- 11.5 Group Assignment (This is a compulsory component for EMBA program)
- 11.6 Duration of examination
  - 11.6.1 Minimum duration of Mid –Term Examinations : 1.5 hrs
  - 11.6.2 Minimum duration of End-Term Examinations : 2 hrs
  - 11.6.3 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.
- 11.7 School of Business Management will use total weightage points for each course for evaluation

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- purpose instead of using marks. These weightage points would be as follows:
- 11.7.1 Full Credit course.: 100 points
  - 11.7.2 Half-credit course: 50 points (Not applicable for EMBA programme)
  - 11.8 The total points for each course (with maximum what can be assigned) will be divided in various components which may include the following:
    - 11.8.1 Class-participation/individual presentations (not more than 20 points weightage)
    - 11.8.2 Quizzes/ Class test/ Surprise test/ Assignments (not more than 30 points weightage)
    - 11.8.3 Group/ individual assignments/ presentations/ decision sheets/ term papers/ project reports (not more than 30 points weightage)
    - 11.8.4 Mid-term examination (not more than 30 points weightage & not less than 20 points weightage) (Not applicable for EMBA programme)
    - 11.8.5 Trimester-end Examination (not more than 50 points weightage and not less than 35 points weightage)
  - 11.9 Deviation, if any, from above mentioned evaluation schemes will be communicated separately.
  - 11.10 The internal evaluation marks once shared and finalized cannot be changed subsequently.
  - 11.11 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. The Faculty has flexibility to formulate and implement evaluation system with weightage specified in course outline. While approving the courses, the Area-in-charge and the Dean/ Associate Dean - School of Business Management will ensure that the evaluation components and weightage points assigned to each component are fair.
  - 11.12 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.
  - 11.13 For PTMBA, EMBA & MPE, the Course/s will not be offered if less than 10 students opt for it.
  - 11.14 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

- 11.15 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.
- 11.16 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 following principle:

### Passing Criteria for each course:

- 11.17 To pass in a particular subject in any of the trimester end examination or trimester end re-examination.
  - a) **Wherever a course is taught by one faculty in one or more divisions** – A student must secure a minimum of one-third marks of the total maximum marks of that subject, in the

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trimester end examination.

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

### 11.18 Method of calculation of letter grades for batch size of 25 and above

a) **Wherever the course is taught by one faculty in one of 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:**

- 11.18.1 The Average of marks obtained by the candidates in a course (internal continuous assessment + trimester end examination) for a batch would be calculated for each faculty.
- 11.18.2 Grand Average of marks obtained by the candidate for each course (internal continuous assessment + trimester end examination) of the batch would be calculated.
- 11.18.3 'Factor Score' using Individual average and grand average obtained above would be calculated as - grand average divided by average for a faculty.
- 11.18.4 The marks assigned by each faculty to the individual student for each course would be factorised.
- 11.18.5 The above factorization would be done by multiplying 'the marks assigned by the faculty to each student for that course' by 'the factor score for the course obtained as above' for respective division/s.
- 11.18.6 Combining all factorised marks of the entire batch (all divisions) for the course sharing common paper, normal distribution would be fitted.
- 11.18.7 For the purpose of assigning grades, the following table would be used.

Letter Grade	% of class
Grade A	15 percent of batch excluding Grades D & F
Grade B	50 percent of batch excluding Grades D & F
Grade C	35 percent of batch excluding Grades D & F
Grade D	Where factorized marks obtained are between 40 and 49
Grade F	i) Where marks obtained are less than 40 (39 and below) in aggregate and/ or. ii) Where the marks obtained in the trimester end examination are less than one-third of the total maximum marks of the respective course. (as defined in 11.17 (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:

- 11.18.8 Maximum marks assigned by the faculty concerned for a course will be taken into account for the batch/ group.
- 11.18.9 Difference between the maximum marks and 50 marks would be calculated.
- 11.18.10 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-)
- 11.18.11 'D' grade will be assigned to students, who have obtained marks between 40 and 49.
- 11.18.12 '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.
- 11.18.13 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

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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.

### 11.19 Calculation of GPA:-

Grade Point Average will be computed by taking the average of grade points obtained by a student for all the subjects of the relevant trimester after considering the credit values assigned for the related subjects.

### 11.20 Calculation of CGPA:-

Cumulative Grade Point Average is computed by dividing the sum of grade points averages upto the related trimester by number of trimesters completed by the student till date.

### 11.21 Re - Examinations:

- 11.21.1 The written re-examination for all the students of first year (in case of FT MBA) and first and second years (in case of PT MBA) who have obtained 'D' or 'F' grade (as per rules of passing standards) will take place after the specific academic year ends but before the commencement of the next academic year. The maximum grade that a student, in such a case, can obtain for such course will be C +.
- 11.21.2 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.
- 11.21.3 Re-examination would not be allowed if any student has obtained 'D' due to poor attendance.
- 11.21.4 Improvement in the internal marks will not be allowed for re-examination purpose.
- 11.21.5 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.
- 11.21.6 Students submitting re-examination form will be awarded F grade if he/ she remains absent without prior approval of Dean SBM.

**For EMBA students kindly refer 'Executive MBA Guideline' in the Guidelines and course structure section.**

### 11.22 Passing Standards

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

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

**For EMBA students kindly refer 'Executive MBA Guideline' in the Guidelines and course structure section**

#### 11.22.3 First Year of the program:

- 11.22.3.1 **To be eligible to be promoted to the second/ third year** (as the case may be):
  - i) A student should obtain CGPA of  $\geq 2.25$  at the end of the first / second year of the program **and**
  - ii) He should clear all first year credit courses (subject to 11.22.2 above)

**Non-fulfilment of the above requirement (as given in 11.22.2) relating to D and F Grades:**

- a) The written re-examination for all the students of first year (in case of FT MBA) and first and second years (in case of PT MBA) who have obtained 'D' or 'F' grade (as per rules of passing standards) will take place after the related

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

- 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/ third 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) 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.**
- 11.22.3.2 The students falling in category (g) or (h) or (i) above, will be required to seek re-admission 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.
- 11.22.3.3 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.
- 11.22.3.4 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.

### 11.22.4 Second/ Third Year of the Programme (As the case may be):

- 11.22.4.1 To be eligible for award of the degree:  
A student should obtain CGPA of  $\geq 2.25$  at the end of the second/ third year of the program and pass all second/ third year credit courses.
- 11.22.4.2 **Non-fulfilment of the above requirement (as given in 11.22.2) relating to D and F Grades:**
  - a) The written re-examination for all the students of second/ third year (as the case may be) who have obtained 'D' or 'F' grade (as per the rules of passing standards) will take place before the convocation. The grade that a student,

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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) 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.**

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.

11.22.4.3 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.

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

The students falling in category (g) or (h) to (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.

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### 11.23 General rules

- 11.23.1 Exceptional cases, approved by Dean/Associate Dean SBM (Self marriage/ long illness – Medical cases/ maternity/ Death in immediate family/ out station or out of country posting: only in case of student of PTMBA, Weekend Programme,) will be eligible to appear in re-examination (and for award of regular grade).
  - 11.23.1.1 For medical cases, he/she will have to necessarily produce a certificate from a Medical Practitioner along with required pathological reports and prescriptions before the commencement of the re-examination.
  - 11.23.1.2 For exceptional cases all necessary relevant documents to be submitted before the commencement of the re-examination.
  - 11.23.1.3 In case a student fails to fulfil conditions given in 11.21 above even after the re-examination/s he/she is expected to take re-admission as per the rules of SBM, NMIMS.
  - 11.23.1.4 No further re-examination chance will be given to above mentioned exceptional cases.
- 11.23.2 In order to receive the degree, diploma, certificate, the student will have to clear in all the examinations of all the years. Student should ensure that he/she has cleared his/her all dues from the respective departments like Accounts, Library, Hostel, etc.
- 11.23.3 The fees for re-examinations and re-admission will be decided by the SBM, NMIMS from time to time.
- 11.23.4 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.
- 11.23.5 **Grievance Redressal:** In case a student is not satisfied with the result/ grade received by him in a particular course, he/ she may follow the 'Grievance Redressal Procedure' in case he/ she desires.
  - a) The Grievance Redressal Mechanism will apply only to the theory papers of the 'Trimester-end Examinations' of the University.
  - b) The above mechanism will not apply to practicals/ oral examinations/viva/ projects/ assignments/ dissertation/ presentation/ field work/ internal continuous assessments, etc.
  - c) The prescribed application form for redressal of grievance regarding valuation can be obtained from the Examination Office.
  - d) All the students will be informed the course-wise marks obtained by them in the 'Internal Continuous Assessment' and 'Trimester-end Examination' by the Examination Office, **after declaration of result of the examinations of the respective class/ es.**
  - e) In case a student is not satisfied with the marks awarded to him/her in the theory paper in any course of the 'Trimester-end Examinations', he/she may approach the 'Examination Office', along with a signed application in prescribed format either for verification of marks or for obtaining the photocopies of the answer-book/s, for each course separately, within three working days of receipt by him/her of information of allotment of marks. In no case, a student is permitted to apply for both verification of marks or photocopies of the answer-book. For verification of marks, student has to submit his application as mentioned above along with Rs.250/- per answer-book. The photocopy will be supplied to the student on payment of Rs.500/- per answer-book. No application, received after three working days of communication of marks to the student, shall be entertained for any reason whatsoever.
  - f) Within a period of five working days after receipt of the application for photo copies of answer-book/s, Examination Office will arrange to provide only to the student concerned in person, a photo copy of the answer-book of the related course for which application has been made. The student concerned will have to appear in person and prove his/ her identity at the time of obtaining the photo copies from 'Examination

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Office' by showing his/ her Identity card. Under no circumstances, photo copies will be handed over to any other person, even if duly authorised by the student. The Photo-copies would be authenticated by the 'Examination Office' by way of a rubber stamp and initials of competent authority. Also, photo copies shall not be sent by post or by courier.

- g) The University will provide photo copies of the answer-books only for redressal mechanism and not for any other purpose. The student should not part with these photo copies received by him. He should ensure that such copies are not transferred to any other person for any reason whatsoever.
- h) 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 Board of Examinations shall be final in this regard. The penalty for such an unfair act could be ranging from (i) cancellation of his/ her appeal before the redressal committee or revoking unconditionally even if the appeal would be favourably considered (ii) Not allowing the student to appear at examination/s for a stipulated period of maximum up to two consecutive examinations (iii) Cancellation of his/ her result of the examination for which the student has applied for resolution of his/ her grievance.
- i) In case, after going through the copies of answer-book, if the student is still not satisfied with the marks awarded to him/ her by the original examiner, he/ she shall apply for redressal of grievance to the Examination Office of the University seeking clarification of the valuation done within five working days from the date of receipt of photo copies from the Examination Office. Also, incomplete application forms in any respect shall be rejected unconditionally.
- j) The student should not, however, challenge the manner of evaluation or evaluation pattern relating to the answers that have been evaluated by the concerned examiner.
- k) The applicant student will have to clearly mention in the application form, which has to be signed by him, the reason/ s of his/ her grievance and specify clearly - question wise - his/ her points of objection to the valuation done with his/ her reason/s.
- l) The applicant student will have to submit his/ her completed application within a period of five working days from the date of receipt of photo copies from Examination Office along-with a fee of Rs. 1,000/- per paper to the Examination Office of the University. Incomplete application will be rejected forthwith and fees paid will not be refunded in any case.
- m) Application for redressal of grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever.
- n) The application received from the student for redressal of grievance shall be placed before a Redressal Committee.
- o) The CoE shall call a meeting of the Redressal Committee immediately after receipt of all the 'Grievance Applications' from students by the end of the time period allowed and place before the committee the entire lot of answer-book/ s along-with 'Grievance Applications' received from the students requesting the redressal, course-wise for its perusal and decision.
- p) The said Redressal Committee shall verify the original answer-book/s and evaluate the marks allotted to the answer/s in the light of the reasons of grievance of the student and the points seeking clarification regarding evaluation, put down by the applicant student. The Committee shall make specific recommendations in writing, whether the contentions of the applicant have any merit which justifies re-assessment or on the other hand, the contentions are baseless and deserve to be rejected giving valid reasons. The decision of the Committee shall be final and binding on all concerned.
- q) The marks awarded by such external examiner/s in revaluation shall be final and binding on the student applicant and the original examiner.
- r) 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

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sheet to the Examination Office.

- s) The whole process of redressal of grievances shall be completed within a period of 21 working days from the date of receipt of application for redressal of grievances.
- t) In any case, the photo copies of re-evaluated answer-books shall not be provided to the student/s.

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

- 11.23.6.1 A student who may have a permanent or temporary physical disability may apply to the Examination Office of NMIMS for appointing a scribe for the examinations.
- 11.23.6.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (Annexure I) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.
- 11.23.6.3 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination. The University will make arrangement alternatively if possible.
- 11.23.6.4 The scribe should be one grade junior in academic qualification than the student if from the same stream.
- 11.23.6.5 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.
- 11.23.6.6 The Examination in Charge of the center will have powers to resolve issues if any in this regard. He/ she will be authorized to make/ accept any last minutes changes of scribe under exigencies.
- 11.23.6.7 The said student will sit in a separate room under supervision.  
The letter approving the scribe would contain the following information in writing:
  - i) The extra time given to the student.
  - ii) That he shall be seated separately.
  - iii) The date and subject name, scribe name should be written.

### 11.23.7 Facilities relating to examinations for the candidates having learning disabilities

- 11.23.7.1 At the time of all written examinations, all L.D. students should have permission to use a writer.
- 11.23.7.2 These students should be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams.
- 11.23.7.3 Concession will be given for spelling mistakes or mathematical numbers.
- 11.23.7.4 L. D. students who have failed will be eligible for 20 grace marks to pass the examination. These marks will be given for one subject or more subjects.

## 12.0 Guidelines for Re-Admission

- 12.1 Students will have to take re-admission in the next academic year in case he/ she fails to fulfil the criteria mentioned under Passing Standards under Academic Guidelines. The maximum time period in which a student will have to complete a programme is 4 years for the full time programmes and 6 years for Part Time Programmes from the date of original registration to the programme. Student will be eligible for re-admission once in the said year (For eg. The first year student will get only one chance to take re-admission in first year and for non-compilation of first year (whatsoever reason) he/ she will not be given second chance for re-admission. Same will apply for second year & third year of the program).

**For EMBA students kindly refer 'Executive MBA Guideline' in the Guidelines and course structure section.**

- 12.2 Students who have already paid the entire academic year fee (the year they are taking break)

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will be eligible to pay 50% of the fee (as applicable at the time of rejoining).

- 12.3 For academic break student has to submit application along with all relevant documents and take prior approval from Program Chairperson, Deputy Registrar Academics and Dean. The payment of the fees for such cases will be as follows, students who have not paid the entire academic year fee (the year they are taking break) will be eligible to pay 100% of the fee (as applicable at the time of rejoining).

- 12.4 Non submission of final year mark sheet, Degree certificate & Migration certificate

Please note that as per the admission letter the last date for submission of the degree mark sheet and provisional passing certificate will be 10<sup>th</sup> August, 2013 (For appearing graduates) and the last date of submission of migration certificate (Original) will be 30<sup>th</sup> September, 2013. **Please note that failing to meet this requirement, will result in the cancellation of your studentship and the fees paid will not be refunded.**

- 12.5 Cancellation procedure

For cancellation of admission the student needs to submit an application for cancellation along with original fee receipt to admissions dept (Cancellation before commencement of Program). After commencement of the Program the cancellation application has to be submitted to the Dean.

The rules for refund of fees on cancellation of admission are as follows:

1. Till the date of commencement of the Program.	Rs.1000/- will be deducted as administrative charges
2. After the commencement of Program but before the close of the admission.	Rs.1000 + Proportionate fees i.e. one tenth of the fees for every completed month or part thereof, if the seat vacated by the candidate is filled. If the seat remains vacant /unfilled no fees will be refunded.
3. Cancellation after the official closure of admission.	Cancellation made after the official closing of admission no fees will be refunded.

- 12.6 Payment of fees for subsequent years

Eligible candidates are required to pay the fees for subsequent years as per the notice which will be issued by Admission Department.

### 13.0 Research Assistantships

- 13.1 A limited number of research assistantships from time to time may be available for all students of Full Time MBA Programme.
- 13.2 There will be a notice from concerned faculty inviting applications from students to assist them in doing a research project for a stipulated period of time.
- 13.3 Students will be selected by the faculty under whom they wish to work.

### 14.0 Value Added Compulsory Workshops/ Activities (Full Time MBA Programmes)

#### 14.1 Soft Skill

##### 14.1.1 Need

Studies on MBA graduates worldwide have shown that they are very strong on concepts and technical knowledge but are very low in soft skills. Industry feedback have consistently pointed the above feedback and based on the Industry feedback and also the communication from our Honorable Chancellor the soft skill module has been developed.

##### 14.1.2 Methodology

Soft skills training will be conducted only in the workshop mode from term I to term V. The training will be a mix of role plays, activities, games, interactions, video recording, replaying the video for feedback, out bound programs, and micro growth labs. This will be handled by experienced faculty of Soft Skills & OB – HR area.

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### 14.2 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.

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

### 14.4 *We Care Civic Engagement* internship is a compulsory part of the MBA programme. The internship is designed to enable MBA 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 identified by the Center for Sustainability Management & Social Entrepreneurship, NMIMS.

#### 14.4.1 The evaluation of the internship is based on the following criteria:

- 100 per cent attendance at internship organizations during the internship period
- Securing certification of satisfactory completion of internship from internship organizations.
- Submission of internship report to the internship organization and to the Center for Sustainability Management & Social Entrepreneurship, NMIMS.
- 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.

#### 14.4.2 *We care Code of Conduct (Policy for Attendance)*

100% attendance is compulsory.

The purpose of a mandatory 100% attendance is to make the interns accountable to their projects and instill a discipline. Moreover, it also prevents maligning of the reputation of the institute due to a few miscreants.

Failure to adhere to the attendance requirement will lead to strict action by the institute including debarment from promotion to next year.

### 14.5 Personal Communication

The Personal Communication course incorporates components of oral communication like listening, assertiveness, giving and receiving feedback and business presentations. Workshop methodology is followed. Role plays, games, interactive lectures and personal assessment exercises are used. Emphasis is on skill refinement by creating certain relevant experiences and getting students to reflect on them systematically.

### 14.6 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

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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.

### 14.7 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.

### 14.8 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 to be eligible for qualifying for MBA Degree, it is mandatory for full time MBA students to attend all Value Added Compulsory Workshops/ Activities. This will be in addition to your performance in credit courses.

### 15.0 Dean's list:

- 15.1 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.
- 15.2 Students who are participating in Student Exchange Program (for 2<sup>nd</sup> year) are also eligible for the Dean's list subject they were also in the dean's list of 1<sup>st</sup> year. Such students will be shortlisted on the basis of the CGPA of two trimesters of 2<sup>nd</sup> year.
- 15.3 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).

### 16.0 Course of Independent Study (CIS)

- 16.1 SBM NMIMS will offer a scheme for course of Independent study for MBA Programme – 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 incharge.
- 16.2 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:
  - 16.2.1 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.
  - 16.2.2 The course matter of study is relevant for his/her career aspirations within the overall academic objectives of the MBA Programme.
  - 16.2.3 The course matter is not adequately covered in the choice of elective courses on offer. The relevant area approves the offering of the CIS and a faculty member from within the area is willing and available to help with the design, delivery and evaluation of CIS.
- 16.3 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)

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at this stage should include the following:

- 16.3.1 Proposed Title
- 16.3.2 What you wish to study and under what area of specialisation does your topic belong (Please note that even where the CIS is cross-functional in nature, it has to belong to one primary area for guidance and evaluation)
- 16.3.3 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?
- 16.4 A prescribed application form for CIS will be available in the Academic Office. Please complete this form and enclose your preliminary proposal and submit it to the Academic office before submitting your final choice of electives for terms IV, V and VI.
- 16.5 These preliminary proposals would be forwarded to the Area Chairpersons for their consideration and discussion at the area level. The Area Chairperson will intimate the approval of CIS proposals together with the name of the faculty guide to the Academic office as soon as possible but definitely before the final registrations for term-IV begins.
- 16.6 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.
- 16.7 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.
- 16.8 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.
- 16.9 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 MBA 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+.
- 16.10 The grade obtained in the CIS is taken into account for calculation of student's CGPA just like any other full credit course. A CIS is equivalent to a one credit course. No 0.5 credit, 0.75 credit or 1.5 credit CIS are permitted.
- 16.11 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.
- 16.12 **Step-wise process of Course of Independent study (CIS)**
  - 16.12.1 CIS is a one credit Course. A student can take up only one CIS in lieu of an elective.
  - 16.12.2 In MBA Programme – II year, CIS can be pursued in term IV and V only. No CIS can be carried out during VI term.
  - 16.12.3 First year students, who wish to take up a CIS in second year, should submit their proposal to the Academic office.
  - 16.12.4 The Area, if satisfied with the proposal, will nominate a faculty for the respective CIS keeping into consideration the area of interest expressed by the students and area of expertise of the faculty.
  - 16.12.5 The Area may reject the proposal or may propose amendment to the proposal and ask the student concerned to resubmit the proposal.
  - 16.12.6 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.
  - 16.12.7 Students who do not receive any communication by said dates should contact the Academic office immediately.

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- 16.12.8 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).
- 16.12.9 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.
- 16.12.10 No extension of time for submitting the report will be allowed.
- 16.12.11 On receipt of the report, the Academic office will get in touch with concerned Area Chairperson and the Guide to finalize a date for presentation by the student.
- 16.12.12 As part of the evaluation of the CIS, a presentation will have to be made to the expert panel. Presentation once made will be final. No students will be allowed to make presentation more than once.

### 17.0 Black Board

Blackboard 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.

- 17.1 **System Requirement:** Latest browser with Java installed on your PC.  
Check browser compatibility:  
<http://www.edugarage.com/pages/viewpage.action?pagelId=38830689>  
Test/install Java: <http://java.com/en/download/help/testvm.xml>
- 17.2 **URL :** Access Blackboard through <http://blackboard.svkm.ac.in>
- 17.3 **Login Policy:** Default User ID and Password is Students SAP number.
- 17.4 **Change Password:** Students are advised to change password after first login for safe surfing.
- 17.5 **Course links:** Your login will contain only current trimester course list.
- 17.6 **Faculty Announcements:** Announcement related to course and other activities will be published in Announcement section.
- 17.7 **Online Library:** Online Library database is available through Blackboard; it will be a single gateway for all data access.
- 17.8 **Assignment / Assessment:** Assignments can be uploaded in Blackboard which will be graded by faculties and online score will be stored. Assessment will be conducted via Test (selective), survey, etc online.
- 17.9 **Academic Resources:** All Academic Information & News will be published on blackboard.
- 17.10 **Examination Report:** All Examination Grade & Report can be published on Blackboard
- 17.11 **Faculty Feedback:** Faculty Feedback will be accepted online through Blackboard trimester-wise.
- 17.12 **Course Content:** Soft copy of reading material and teaching plan are uploaded by faculties for review and references.
- 17.13 **Safe Assign:** Online Plagiarism check will be performed via this section.
- 17.14 **Course Co-ordinator Announcement:** Single link to display, notice related to program like course calendar, SRB, schedule, etc.
- 17.15 **Groups:** Students can create group for online -Blogs, File Exchange, Collaboration, Discussion Board scope for their courses.
- 17.16 **Student Discussion Board / Chat:** This tool will act as a bridge between students & faculties to interact among themselves regarding the courses.
- 17.17 **Help – Assistance:** Online assistance is available on front page of portal.

### 18.0 Rules for participating in National/International Level Contests

#### 18.1 Protocol For Contest

- 18.1.1 Following group will handle contests that are open programs / events / competitions / promotions etc. (held at NMIMS or Outside NMIMS) that is other than individual participation
  - President of Council
  - President / Member of Placement Committee

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- General Secretary of Council
  - Operations and Logistics head of Council
  - Cultural Secretary of Council
- 18.1.2 All contests have to be routed through Faculty In charge of Student Activity.
- 18.2 All student contests are classified as follows.
- 18.1.1 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.
- 18.1.2 GRADE B: National level contests of high repute e.g. NITIE, SPJain, MDI, XLRI
- 18.1.3 GRADE C: Local and national level contests
- 18.1.3.1 The faculty and the staff co-ordinator will make the classification of each contest.
- 18.1.3.2 The classification of the contest will determine the selection, reimbursement and appraisal of the students.
- 18.2 Notices and Intimations of Contests
- 18.2.1 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
- 18.2.2 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.
- 18.2.3 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.
- 18.3 Student Registrations and Nominations
- 18.3.1 For all GRADE A contests, the faculty and student representative will select the student team that will represent the SBM, NMIMS at the contest.
- 18.3.2 For all GRADE B contests, students are allowed to make direct applications for the contest.
- 18.3.3 For all GRADE C contests, students are allowed to make direct application for the contests.
- 18.4 Reimbursements (Applicable only for National Contest)
- 18.4.1 Students going for GRADE A will be provided with 100% reimbursements for travel (2<sup>ND</sup> class, 3 tier, Non A/C) to and fro from the contest destination.
- 18.4.2 All reimbursements are subject to the approval of the head of the school and are hence subject to change.
- 18.4.3 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.
- 18.4.4 All students claiming the reimbursement will have to submit all details to the staff co-ordinator for processing through the accounts department.
- 18.5 Contest Winners
- 18.5.1 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.
- 18.6 Web Portal for student Activities in SBM
- NMIMS School of Business Management (SBM) has developed a Web Portal for Student Activities in the academic year 2012-13. Web Portal for Student activities is a platform designed and implemented, with the purpose of facilitating interaction amongst the students and spreading awareness about various events being organized at SBM, NMIMS. The link of the Web Portal is as follows: <http://nmimslive.com/?width=1280&height=800>
- 18.7 Facilities for Students : ODYSSEY-'Life@NMIMS
- The handbook would serve as a one stop guide and will help you quickly get acquainted with the life @ NMIMS. It would give you a comprehensive picture of the facilities provided at the college. This handbook will introduce you to the various student activities undertaken by the different committees at NMIMS throughout the year. For students new to Mumbai, it will help you to get settled in the city by providing you information on the banks, hospitals, chemists, hostels,

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restaurants in the vicinity of the college.

### 19.0 Guidelines for Awards and Scholarships

- 19.1 Each year there are several student awards and scholarships announced for different programs of the SBM, NMIMS. The names of the awards and the criteria for each award are placed on the notice board/ email. Kindly refer enclosure for provisional list of Awards.
- 19.2 Students are advised to apply for awards and participate in the process enthusiastically.
- 19.3 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.

### 20.0 Guidelines for Convocation

- 20.1 The Annual Convocation will be held for all Full Time and Part Time programs of the SBM, NMIMS. The agenda for these two days is as follows;
  - 20.1.1 Rehearsal at venue – Day One
  - 20.1.2 Class Photos and Convocation ceremony – Day Two
- 20.2 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 SBM, NMIMS.
- 20.3 In case any student is found in-eligible to receive degree/diploma on any account, he 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.
- 20.4 Students of II year full time programs are required to register on Day One as per notice placed on notice board/ email. Please do make sure you register on time, or your name will not be called out on the final convocation ceremony.
- 20.5 Students will be given a set of guidelines and they are required to follow these guidelines for effective conduct of the event.

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

#### 21.1 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:

- 21.1.1 Serving as sole point of contact between faculty & students
- 21.1.2 Co-ordinating the scheduling of lectures, assignments & formation of groups
- 21.1.3 Resolving student grievances
- 21.1.4 Relationship building & co-ordinating with CRs from other divisions
- 21.1.5 CR's cannot cancel / Reschedule lectures directly with Faculty

#### 21.2 Student Council

- 21.2.1 The Student Council is the apex student body at NMIMS 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 / DR Acad Admin & existing Council members. 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 'Paragana' – The Corporate Festival, 'Euphoria' - The Cultural Festival, 'Parampara' – The Traditional Fresher's

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Event & other SBM Events

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

### 21.2.2 Communication Guidelines For Student Council And Cells

- All the cell activities has to be routed through President of cell, General Secretary of Council (Budget and Release of Money), Faculty – In charge of Cell, Faculty in charge of Student Activity, Deputy Registrar (Academics) and Dean, SBM. (Accounts Department - In case of Release of Money)
- Communication and Invitations of events / guest lecturers / workshops etc. conducted by cells 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)

21.2.3 The cells under the student council mandate includes core, functional and interest based cell. Roles and responsibilities of each have been listed in the "PROTOCOL FOR COUNCIL AND CELL" available with the staff co-ordinator.

21.2.4 The Cells 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 cell as per the Events List submitted in the beginning of each Trimester. This report has to be undersigned by Faculty In charge of the cell, President of Cell, and President of Student Council. Final consolidated report to be submitted by Student Council to Faculty In charge of Student Activity and Deputy Registrar (Academics).

## 22.0 Alumni Cell

The Alumni Cell of NMIMS was formed in the year 2002 and has been active since then. The Alumni cell SBM NMIMS is a student body working under the aegis of the NMIMS Business School Alumni Association and the institute. It strives to strengthen ties between SBM, NMIMS and its esteemed alumni community.

The Alumni Cell, and the School of Business Management, NMIMS have helped to formed the "NMIMS Business School Alumni Association" under the Section (25) of the Companies Act, 1956. It was incorporated on 13<sup>th</sup> July, 2011 as a platform for encouraging promotion of alumni related activities. It enables the alumni to extend their support for various activities related to institution building. The Alumni Association provides opportunities for the alumni to participate and contribute to the continued growth and development of the institute, thereby strengthening alumni- institute linkages.

The quality of alumni relations is a significant criterion by which success of the Institute is measured and at NMIMS we constantly strive to attain it.

A strong mechanism of communication has been setup with the alumni on a day-to-day basis, which involves informing them about special achievements by our alumni, activities held at the institute, job postings, regular database updations, invites to events, responding to their queries and so on. Moreover, to ensure effective communication and interaction between the alumni of various batches, the Alumni Portal, alumni.nmims.edu a social networking platform, is operational. The monthly e-newsletter, Aluminous, informs the alumni with the latest developments in the institute and to make them feel a part of it. Moreover, the Alumni Cell facilitates other cells of the Institute like Student Council, Finomenon, Adverb by providing alumni contacts. The cell involves the alumni in the admission process by having the alumni as panelist during the CD-PI process. Every year many Alumni have been invited to college to judge events and as speakers for seminars, thereby increasing the student interaction with our alumni. The Alumni Cell conducts Round Table Conference which is a fortnightly event wherein Alumni are invited to share their industry experience, work experience and domain

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Knowledge with the students. The Alumni cell under the guidance of NMIMS Business School Alumni Association has launched "Lead the Way" a mentorship program in the year 2012 with an aim to enhance the interaction of the alumni with students. The Alumni Cell also helps in organizing the following Alumni Meets across the globe:

- Mumbai Meet - Annually
- Chapter Meets (Delhi, Bangalore, Chennai, Kolkata and Hyderabad)-Annually
- International Meets (Dubai, New York, Toronto)- Annually
- Coffee Meets "connecting over Coffee" (Mumbai, Delhi, Bangalore, Chennai, Kolkata and Hyderabad)- At least twice a year
- Guest Speaker talks for the Alumni- As required

### 22.0 Interface with Accounts Department

22.1 All students who are working for placement, contests, co-curricular, extra-curricular and any other activities for and on behalf of the SBM, NMIMS that need funding and accounting from the SBM, 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.

#### 22.2 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.

#### 22.3 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.

#### 22.4 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.

#### 22.5 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.

#### 22.6 Refund of Deposits : -

The deposits refunds will be processed in 4 weeks if clearance is received within one week of convocation from central co-ordinator along with all excel files containing students RTGS particulars.

The fines payable by students should be deposited by them in cash at the accounts department counter and no provision for adjustment thereof from deposits should be made.

### 22.6 Hostel Deposit Refund:

Location: Accounts Department

Procedure:

- 22.6.1 Please procure signature of Hostel in-charge & Mr. Pralhad Poojary on back side of the Original Hostel Deposit Receipt.
- 22.6.2 **Demand Draft** - Submit signed Hostel Deposit Receipt to Accounts Department along with Refund letter (only for Demand Draft – format enclosed)
- 22.6.3 Please allow a period of 3 weeks for issue of the Refund Demand Draft
- 22.6.4 **RTGS** - Submit signed Hostel Deposit Receipt to Accounts Department along with Application for customer Funds Transfer under DENA-RTGS / DENA-NEFT Facility
- 22.6.5 Details to be filled by the student include : Beneficiary Details (Name), A/c Type, A/c No., IFSC Code of the Beneficiary Bank/Branch, Name of the Bank, Branch, City, State,

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Tel No./Mobile No., Email Id

22.6.6 Please allow a period of 3 weeks for issue of the Refund through RTGS

**22.7 Duplicate Receipt:**

Location: Accounts Department

Procedure:

22.7.1 Please collect the application form from Accounts Department (Format enclosed)

22.7.2 Fill it and submit Rupees 100 per receipt to Accounts Department

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

### 23.0 International Student Exchange Program Policy

**23.1 INTRODUCTION**

NMIMS, School of Business Management has developed an extensive International Students Exchange Programme in order to provide a cross cultural exposure and a global perspective to the students. The Exchange Programme has become increasingly popular with the students and every year some 15-20 students get a chance to spend a term at a Partner Institute. Efforts are underway to expand this Programme further and enable an even larger number of students to avail of this unique opportunity. The students who do not visit these foreign institutes as part of the exchange programme benefit through interaction with the overseas students who visit SBM for a term.

**23.2 PREAMBLE**

This policy seeks to clarify the philosophy behind the NMIMS School of Business Management international exchange programme and the eligibility of students to apply for an international exchange, to set selection criteria and guidelines for assessing applications and the expectations from the students going for the exchange programme.

In a world that is increasingly interdependent, it becomes imperative for the School of Business Management to uphold the agenda of internationalization; for this purpose, SBM seeks to create a global environment in its programmes, as well as on its campus. In tune with the swiftly evolving global scenario, the SBM has linkages with a number of globally renowned foreign universities with which student exchanges take place. To name some of them are the Grenoble Ecole de Management, France (04 seats); ESSCA, Angers, France (02 seats); ESSCA, Budapest, Hungary (2 seats); EUROMED, Marseille, France (10 seats); and HLL Leipzig School of Management, Germany (01 seat). As a reflection of this policy of internationalization, students are encouraged to spend one trimester studying at a partner university overseas as part of their NMIMS degree.

The opportunity to study overseas enables students to gain an appreciation of the cultures other than their own, enhances their personal growth and potentially makes the students more attractive to employers.

**23.3 ELIGIBILITY**

All full time MBA programme students are eligible to apply for the exchange programme if they have completed the first year of their MBA programme at SBM.

**23.4 SELECTION CRITERIA AND CONDITIONS**

Students applying for an international exchange are required to submit a completed application form.

Exchanges are approved, based on the following selection criteria

- Cumulative GPA
- Numbers of applications and availability of seats at the selected Partner Institute
- Compatibility of courses at the designated institutions to the individual student's program, as determined and approved by the Program Chairperson

Students are selected on a competitive basis that reflects the academic standing, motivation, seriousness of purpose, communication skills, social maturity and adaptability.

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### 23.5 COSTS AND EXPENSES

Tuition Fees are waived at the exchange university but students are required to pay for their:

- Accommodation and daily living expenses including study materials
- Travel Expenses
- Passport and visa costs
- Any additional insurance cover
- Any other incidental costs

### 23.6 APPLICATION PROCEDURE FOR STUDENTS AND EXPECTATIONS FROM STUDENTS

- Students have to apply in specified application form (Refer Annexure) to the Coordinator, International Linkages, SBM.
- Selected students have to fill one additional application form. (Refer Annexure)
- 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 (For course details refer to coordinators in partner institutes. Refer SRB annexure for the contact details of the coordinators)
- The following requirements are to be fulfilled by the students while finalizing the courses to be taken up in the partner institute
  - At least five courses are to be taken up
  - 15 SBM credits equivalents are to be completed

Note: 3 credits equal to 30 contact hours for each course are to be completed. For minimum of five courses this amounts to total contact hours of  $5 \times 30 = 150$
- Students need to ensure that they do not get any D or F grade in the courses undertaken in the partner institute (as many partnering institutes do not conduct re-examination) and SBM cannot conduct re-examination of partner institute.
- Students pursuing the MBA programme at SBM should ensure that they take up their electives either at SBM or at the partner institute in such a way that they fulfill their concentration/general management requirement
- Upon joining the partner institute the courses the students intends to take up should be finalized and communicated to the International Linkages office of SBM for approval of the programme chairperson (Refer Annexure of SRB)
- Students who are participating in Student Exchange Program (for 2<sup>nd</sup> year) are also eligible for the Dean's list subject they were also in the dean's list of 1<sup>st</sup> year. Such students will be shortlisted on the basis of the CGPA of two trimesters of 2<sup>nd</sup> year.
- For any further details please refer to SRB.

### 23.7 CODE OF CONDUCT

While abroad, the students are subject to the rules and regulations of the host institution, the laws of the host country and the student code of conduct from NMIMS. Each student is an ambassador for NMIMS SBM and should use appropriate behaviour at all times that is reflective of the code of conduct required by NMIMS University and that of the overseas host institution. (Refer Annexure in SRB for code of conduct undertaking form).

### 24.0 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

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highlighted briefly in this document.

### 24.1 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 Floods<sup>1</sup> 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"> <li>Identify and visit elevated areas in and around the Institute as places of refuge during a flood</li> <li>Be aware of drainage channels, and other low-lying areas known to flood suddenly. Consult and involve local authorities in the institutes</li> <li>Check out for the monsoon alerts for the heavy rains declared by the Municipal Corporation of Greater Mumbai</li> <li>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</li> <li>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</li> <li>Prepare a food kit including emergency food items such as biscuits, snacks, drinking water and so on</li> </ul>	<ul style="list-style-type: none"> <li>Evacuate to previously identified elevated areas</li> <li>Don't try to save valuables. Your life is most precious</li> <li>Disconnect electrical appliances.</li> <li>Turn off utilities at the main switches of valves if instructed to do so</li> <li>Don't touch electrical equipment if you are wet or standing in water</li> <li>Do not walk through moving water. Six inches of moving water can make you fall</li> <li>If you have to walk in water, walk where the water is not moving</li> <li>Use a stick to check the firmness of the ground in front of you</li> <li>Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage</li> <li>Water may also be electrically charged from underground or downed power lines</li> <li>Listen to the radio for advance information and advice. Don't spread rumors</li> <li>Move vehicles to the highest ground nearby</li> <li>Do not enter floodwaters by foot if you can avoid it</li> <li>Never wander around a flooded area</li> <li>Drink clean water</li> </ul>	<ul style="list-style-type: none"> <li>Stay away from downed power lines, and report them to Security Officer</li> <li>Leave the Institute / home only when authorities indicate it is safe</li> <li>Stay out of any building if it is surrounded by floodwaters</li> <li>Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations</li> <li>Floors in the building will be slippery due to water and mud. Walk carefully on the slippery floor.</li> <li>Wear appropriate footwear. Do not use slippers during rainy season</li> <li>Watch out for loose flooring, holes and dislodged nails</li> <li>Clean and disinfect everything that got wet</li> <li>Discard any food items which may have got wet</li> <li>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</li> <li>First protect yourself and then help others.</li> </ul>

### 24.2 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.<sup>2</sup>

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

<sup>2</sup> 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"> <li>• In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake.</li> <li>• 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.</li> <li>• Keep a torch and a portable transistor radio handy.</li> <li>• Keep the corridors in the hostel/house clear of furniture and other things, making movement easier.</li> </ul>	<p><b>A) If you are at home or inside a building</b></p> <ul style="list-style-type: none"> <li>• Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture.</li> <li>• 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.</li> </ul> <p><b>B) If you are in the street</b></p> <ul style="list-style-type: none"> <li>• Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets.</li> <li>• Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse.</li> </ul> <p><b>C) If you are driving</b></p> <ul style="list-style-type: none"> <li>• Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle.</li> </ul>	<p><b>A) If you are at home or inside a building</b></p> <ul style="list-style-type: none"> <li>• Expect aftershocks. Be prepared. Stay where you are and do not come out immediately.</li> <li>• Keep calm, switch on the radio/TV and obey any instructions you hear on it after you come out</li> <li>• Turn off the water, gas and electricity</li> <li>• 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.</li> <li>• If there is a fire, try to put it out. If you cannot, call the fire brigade.</li> <li>• If possible then contact fire brigade immediately.</li> <li>• Immediately clean up any inflammable products that may have spilled (alcohol, paint, etc).</li> <li>• Avoid places where there are loose electric wires and do not touch any metal object in contact with them.</li> <li>• Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth.</li> <li>• Eat something. You will feel better and more capable of helping others.</li> <li>• 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.).</li> <li>• Help people who are injured. Provide them first aid. Do not move seriously injured people unless they are in danger.</li> </ul> <p><b>B) If you are outside</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Do not re-enter badly damaged buildings and do not go near damaged structures.</li> <li>• Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass.</li> <li>• Keep away from beaches and low banks of rivers. Huge waves may sweep in.</li> <li>• Keep updating yourself with latest information on earthquake through radio or T. V.</li> </ul>

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### 24.3 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"> <li>Identify the fire hazards and where fires might start, e.g. laboratories, store room, kitchen and other such places)</li> <li>Identify all the exit routes of the Institute. (There are <b>six exit routes</b> in UPG building)</li> <li>Check the adequacy of fire fighting apparatus and its maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>Do not panic. Shout loudly for help</li> <li>Do not run.</li> <li>Do not waste time in collecting valuables.</li> <li>Do not panic.</li> <li>Inform the fire brigade about the fire and alert neighbors.</li> <li>If possible, use fire extinguisher.</li> <li>Do not take shelter in toilet.</li> <li>Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere.</li> <li>Do not use the lift to escape.</li> <li>Use nearest means of escape and the staircase available.</li> <li>Make exit to ground level instead of the terrace.</li> <li>Report about your safe escape and any other information to the University authorities, fire brigade or police present at the site.</li> </ul> <p><b><i>If trapped or stranded:</i></b></p> <ul style="list-style-type: none"> <li>Stay close to the floor level.</li> <li>Cover the gaps of the door by any piece of cloth available.</li> <li>Do not jump out of the building.</li> <li>Signal or shout for help.</li> <li>Stop, drop and roll on the ground and cover with blanket; pour water on the body</li> <li>Dial 101 or 2620 5301 for fire brigade</li> <li>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.</li> <li>Wait for the Fire Brigade to arrive and co-operate with the firefighters.</li> </ul>	<ul style="list-style-type: none"> <li>Don't re-enter or permit anyone to enter the building, unless the fire officials have given permission to enter.</li> </ul>

### 25.0 Ragging and Sexual harassment

- 25.1 Ragging & Sexual Harassment of fellow students is strictly prohibited. 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. Ragging mostly leads to sexual abuse or harassment.
- 25.2 Ragging of students in any form is strictly prohibited inside and outside the campus. 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.
- 25.3 Sexual harassment on campus or outside campus is unlawful, as well as unethical, and will not be tolerated.
- 25.4 Following are the Students' Disciplinary Committee, Anti Sexual Harassment Committee & Anti Ragging Committee

## School of Business Management

### Students' Disciplinary Committee

- a) M. C. Agarwal (Chairman)
- b) Seema Mahajan
- c) Mala Srivastava
- d) Meena Galliara
- e) Sanjay Kumar Sinha
- f) Anupam Rastogi
- g) Tarun Gupta
- h) Mayank Joshipura
- i) Vidya Naik
- j) Vrinda Kamat
- k) Veena Vohra
- l) Varuna Saxena

### Anti Sexual Harassment Committee

- a) Meena Galliara (Chairperson)
- b) Seema Mahajan
- c) M C Agarwal
- d) Satish Modh
- e) Meeta Shah
- f) Ms Audrey D'Mello

### Anti Ragging Committee

- a) Bala Krishnamoorthy (Chairperson)
- b) Seema Khanvilkar
- c) Preeti Khanna
- d) Hari Kumar Iyer
- e) Varuna Saxena

## **School of Business Management**

### **Guidelines and Course Structures**

Second/ Third year courses offerings are provisional and are subject to change. The final list of courses offered will be communicated to the students by April 2014.

## School of Business Management

### Guidelines for Selection of Courses for Full Time MBA - Second Year (2013-14)

- 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 :
  1. MBA General Management
  2. MBA with Concentration in any one particular area
- II. The degree awarded will be MBA, however, the concentration, if any, will be reflected only on the grade sheet/ transcript. Students must adhere to the nomenclature given from SBM-NMIMS and use the same in all the communications with the outside world.
- III. Students of category 1 & 2 (refer point I) have the option to choose their credit choices from the list of the courses offered by eight areas as mentioned below:
  1. Business Environment & Strategy
  2. Communication
  3. Economics
  4. Finance
  5. Human Resources & Behavioural Sciences\* ( Not applicable for concentration)
  6. Information Systems
  7. Marketing
  8. Operations & Decision Sciences

Students are required to choose credit courses, trimester wise, from the area wise list enclosed.

\* The concentration is not applicable for Human Resources & Behavioural Sciences Area.

\* Student are not allowed to choose more than 5 credits (over the year in Trim IV, V & VI) from the Human Resources & Behavioural Sciences Area.

- IV. For **MBA General Management**, student should choose minimum 2 electives (credit courses) from at least 5 different areas out of eight areas mentioned above in point no. III. (over the year in Trim IV, V & VI)
- V. For **MBA with Concentration in any one particular area** student should choose at least 8 courses from any one particular area out of seven areas mentioned above in point no. III. (over the year in Trim IV, V & VI)

The area may have essential Workshops which will be compulsory for concentration in that particular area.

- VI. Strategic Implementation Credit Course is compulsory for all students in addition to Summer Internship.
- VII. A student must take a total of **Sixteen** Credit Courses – 48 credits (including 1 Compulsory Course) in trim IV, V, and VI. (One credit is equivalent to 10 hours of class room teaching).
 

Trim IV:	1 Compulsory Course + 5 Credit Courses (Total 6 Courses)
Trim V:	5 Credit Courses (Total 5 Courses)
Trim VI:	5 Credit Courses (Total 5 Courses)
- VIII. The student needs to choose courses such that he/ she is eligible for General Management/ Concentration in a particular area. This is an essential partial fulfillment of the requirements for award

## School of Business Management

of MBA degree. Failing which the student needs to take re-admission in the second year. The student/s are advised to ensure this, when they are changing courses during the change window.

- IX. The summer internship will be treated as a non-credit compulsory course. However the candidate needs to **satisfactorily** complete the project as an essential partial fulfillment of the requirements for award of MBA Degree.
- X. The Course/s will not be offered if less than 15 students opt for it.
- XI. The maximum enrolment for an elective is 120.
- XII. The students will register their choices on the Blackboard only. The link will be available from **3 May 2013 - 4 May 2013**.
- XII. The student will have to fill his elective choice for all the Trimester ( IV, V & VI) together at the beginning of the year itself and during the dates as mentioned in point no. XI.
- XIII. Students will be allowed to change elective choices for three courses in a year, maximum two at a time (over Trim IV,V & VI) as per the dates specified in the table below:

Trimester	Dates for change of electives (Mon-Tue)
IV	3 & 4 June 2013
V	2 & 3 Sep 2013
VI	16 & 17 Dec 2013

A student will not be allowed to move out of the course where the registration is only 15.

- XIII. These rules supersedes all other rules and notices, which may have been framed prior to 10 March 2013

### Executive MBA Guidelines

#### General Guidelines

1. Executive MBA Students are required to choose their Modules/Courses through online system.
2. At the start of term the registration to modules will be open (for 1 weeks time) for 2 terms and subsequently every month the registration will be open (for 1 weeks time) for the subsequent terms e.g.
  - a. Enrollment for Modules will be done in 3<sup>rd</sup> week of March for Term I & II
  - b. May (1<sup>st</sup> week) enrollment for Modules will be done for Term III
  - c. June (1<sup>st</sup> week) enrollment for Modules will be done for Term IV and so on....
  - d. Student if fails to register for the modules for two consecutive terms then it will be considered as long leave & have to take permission from competent authorities.
3. The student will be allowed to take up the course provided the Pre requisite condition is fulfilled.
4. To deregister for the Module in the current term the student has to pay fine of Rs. 500. If a student does not attend or fails to comply with the attendance norms of any module that he/she registered, the student has to pay fine of Rs.500/-. The student need to pay fine pending which he/she will not be allowed to register for any module in future.
5. The Class strength is 60 and the registration will stop for the Particular Course /Module once the full class strength is achieved.
6. The payment of fees will be in three installments in a year .i.e.
  - a. 1<sup>st</sup> Installment at the time of admissions; Rs.1.50 lakh
  - b. 2<sup>nd</sup> installment on or before 15<sup>th</sup> November ; Rs.1.50 lakh
  - c. 3<sup>rd</sup> Installment will be paid by a student on or before 15<sup>th</sup> April ; Rs.1.50 lakh

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7. 31<sup>st</sup> October will be the last date for submission of any documents for which approval has been granted for late submission. The students who fail to pay fees by due date or do not submit the relevant documents by the last date specified, registration will not be allowed in subsequent modules/courses from next term onwards until the payment is made & documents submitted. If the fine is paid after the last date of registration week, the student will be able to register from the next subsequent Term(s).
8. Students need to complete 54 credits and also dissertation equivalent to 4? (1credit =20hrs) Credits for completion of the Programme.
9. The total no of modules offered are 40 and it is bifurcated into
  - a. Compulsory modules - 24 (36 Credits)
  - b. Electives - 12 (18 Credits)
  - c. Dissertations - 4 (----)
10. The requirement for number of courses/modules for dual specialization are :
  - a. Major specialization: 7 Modules
  - b. Minor specialization: 4 modules
  - c. Remaining 1 module he/she can do it from any one of the Electives offered
11. For the electives if the registration is less than 10 then those electives will not be offered to students and the same will be intimated to the students through Blackboard.
12. Lectures for the programme will be conducted 5 days a week on Tuesday, Wednesday, Thursday, Saturday from 7.00pm to 10.15 pm and on Sunday from 10.00 am onwards till 3.30 pm.
13. Each Module/ Course will have 15 hours of classroom studies and 2 hours of Group discussions in a week (Total 17 hrs).
14. Value addition Workshops will be part of curriculum. It is compulsory for students to attend at least any two workshops.
15. The degree awarded will be of Executive Master of Business Administration (EMBA). However, the Major /Minor specialization will be reflected only on the transcript. Student must adhere to the nomenclature given by SBM-NMIMS and use the same in all the communications with the outside world.
16. Feedback is compulsory & important part of curriculum. The Blackboard link for online feedback will be open from Saturday of current week to Monday of subsequent week for the courses held during the week. Students have to give their feedback through Blackboard, failing which their attendance of 2 sessions out of total sessions attended for that week will not be considered.
17. **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.**

### Examination / Re-examination/ Passing Standards Guidelines

1. The exams will be conducted after every term. Changes if any will be intimated through Blackboard, and / or notice board.
2. All the students are required to appear for the exam with the batch with whom they have taken the module. However if student does not appear for the exam with the batch, he/she has 2 options i.e.
  - a. The student will get one attempt to appear in any next scheduled final exam of the same module/modules, provided such module has minimum no. of required students. Student has to register for appearing for final examination.
  - b. He/she can appear for the same module/modules in Re-Examination week conducted once in a year (as specified in the time table).

#### Note:

- (i) Student who fails in first physical attempt ('a' or 'b' above) will be allowed one more physical attempt to clear 'D' / 'F' as per rules.
- (ii) If the student fails to clear module even after 2 physical attempts of the module, he/she will be allowed to appear for the said exam only during next re-exam week.
- (iii) For any module, student will be allowed maximum three physical attempts.

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- (iv) Student who opts for 'a' or 'b' stated above needs to update with revised course outline before appearing for the said exam(s). The responsibility lies with the student to update with the revised curriculum (if any).
  - (v) A student appearing for the first time in any module during the re-exam week will be allowed to appear for the same course/module only during the next re-examination week if he/she obtains 'D'/'F' grade.
  - (vi) Internal Assessment marks obtained by the student will remain unchanged and will be carried forward for next physical attempts.
3. All Students (first physical attempt or more) enrolling during re-examination week will have to pay Rs. 1000/- as re-exam fees per module. Student(s) will be registered for any default examination automatically. A student is required to fill in re-examination form along with prescribed re-examination fee of Rs. 1000/- to be eligible for appearing at any re-examination.
  4. A Student is eligible/ allowed to appear at re-examination in the modules where he has obtained 'D' or 'F' grade only.
  5. During Examinations week, exams will be held on all days of Week in the Evenings. On Sunday, exams may be held during daytime also.
  6. During Re-Examination week (once in a year), re-exams will be held on all days of that particular week, between 10.00 A.M. to 10.00 P.M.
  7. The Programme should be completed latest by 4 years.
  8. A student abstains from registering in any module/ course maximum for 3 consecutive registration weeks.
  9. The prior long leave (more than 3 consecutive registration weeks) of absence may be granted on a very special case to case basis by Dean SBM for up to 1 year in which case student has to pay a re-registration fee of Rs. 50000/- or the revised fee as applicable. The re-registration fee is to regularise the continuation of the Program. This will be in addition to the outstanding fees.

### Passing Standards

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

- (i) His/ her cumulative grade should not be less than 2.25 at the end of the programme **and**
- (ii) He/she should have no "F" grade in any Modules/courses and not more than 4D grades at the end of the programme including Dissertation, after permissible examination/re-examinations.

### Non-fulfilment of the above requirement (1 & 2) relating to D and F Grades:

- a) 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. He/she has to appear for the re-examination whenever it is scheduled by paying requisite fees. The maximum grade that a student can get in such a case will be C +.
- b) At any point of time, if student obtains more than 4 "D"s and/ or any F, student will not be allowed to register for any module unless student clears his /her all F and at least 2 "D"s.
- c) If the student is not able to improve the extra "D"s even after second attempt of re-examination, he /she will have to take re-admission for the program as per the rules of SBM, NMIMS.
- d) A student obtaining only one "F" grade in any Module/ course must necessarily clear the "F" grade by appearing at written re-examination. If the student is not able to clear "F" even after two attempts, he/ she is expected to take re-admission for the program as per the rules of SBM, NMIMS.
- e) Students appearing for the re-exams (as per the rules of passing standards, subject to (a) & (b) above) will be allowed provisionally to register to the next Modules/Courses. His/ her registration will be confirmed only after declaration of the results of the re-exams.
- f) The students falling in category (c) or (d) above will be required to seek re-admission along with the students seeking admission with any of the subsequent batch as a regular student for the concerned program. The Programme be completed latest within 4 years from the date of registration. 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.

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Amendments to these guidelines may take the form of additions, deletions, and modifications and will be communicated to the students through the notice board/ Black Board /Email under signature of appropriate authorities. The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students. Any deviation from the norms stated above will need approval from competent authorities.

### Guidelines for Selection of Courses for Part-Time MBA – Third Year (2013-14)

- I. During first and second year all the courses were compulsory, however in Third year students can choose credit choices from the list of electives offered (trimester wise ) and student will choose elective for the whole year (Trim VII, VIII, IX) and on the basis of their selection of courses, a student will be placed in one of the following categories :
  1. MBA General Management
  2. MBA with Concentration in any one particular area
  3. MBA with Dual Specialization
- II. The degree awarded will be Part-Time MBA, however, the concentration, if any, will be reflected only on the grade sheet/ transcript. Students must adhere to the nomenclature given from SBM-NMIMS and use the same in all the communications with the outside world.
- III. Students of category 1, 2 & 3 (refer point I) have the option to choose their credit choices from the list of the courses offered by five areas as mentioned below:
  1. Finance
  2. Human Resources & Behavioral Sciences
  3. Information Systems
  4. Marketing
  5. Operations & Decision Sciences

Students are required to choose credit courses from the list enclosed area wise. The selection of Credit Courses / Half credit courses can also be from courses offered in each trimester (Trimester wise).
- IV. For **MBA General Management**, a student should choose minimum 2 electives (credit courses) from at least 5 different areas out of five areas, the remaining 2 elective can be taken from any Specialisation area mentioned above in point no. III. (over the year in Trim VII,VIII & IX)
- V. For **MBA with Concentration in any one particular area**, a student should choose at least 10 elective from **any one** particular area out of Five Areas mentioned above in point no. III. (over the year in Trim VII,VIII & IX)
- VI. For **MBA with Dual specialization**, a student should choose 7 electives from a major area of specialization and 5 electives from a minor area of specialization. (For instance, a student who wishes to opt to major in Finance and have marketing as his or her minor specialization will have to choose 7 electives from the area of Finance and 5 electives from the area of Marketing).
- VII. A student must take a total of **Twelve** Credit Courses in trim VII, VIII and IX, (One credit course is equivalent to 100 marks)

Trim VII: 4 Credit Courses  
Trim VIII: 4 Credit Courses  
Trim IX: 4 Credit Courses

The Course/s will not be offered if less than 10 students opt for it.

- VIII. The maximum enrolment for an elective is 60.

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- IX. a) The student will have to fill his or her elective choice for all the Trimesters (VII, VIII & IX) together at the beginning of the year itself.  
b) Students will be allowed to change elective choices for three courses in a year, maximum two at a time (over Trim VII, VIII & IX) find below the Time Table for the same.

Trimester	Start Date	End Date
VII	15th June 2013	16th June 2013
VIII	7th September 2013	8th September 2013
IX	14th December 2013	15th December 2013



- c) A student will not be allowed to move out of the course where the registration is only 10.  
d) The selection of elective will be only through Black Board. The Black Board link will be open only on 24<sup>th</sup> April and 25<sup>th</sup> April 2013.

Amendments to these guidelines may take the form of additions, deletions, and modifications and will be communicated to the students through the notice board/ Black Board /Email under signature of appropriate authorities. The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students. Any deviation from the norms stated above will need approval from competent authorities.

### Preparation and Orientation MBA- Full Time

Day	Name of Session
Day 1	Registration & Opening Day
Day 2	Simulation Games
	Perspective of Effective Communication
	Case Analysis
	Guest sessions
	Outbound Training
	Industry visits
Day 3	Simulation Games
	Perspective of Effective Communication
	Case Analysis
	Guest sessions
	Outbound Training
	Industry visits
Day 4	Simulation Games
	Perspective of Effective Communication
	Case Analysis
	Guest sessions
	Outbound Training
	Industry visits
Day 5	Simulation Games
	Perspective of Effective Communication
	Case Analysis
	Guest sessions
	Outbound Training
	Industry visits
Day 6	Cultural Immersion

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SVKM'S NMIMS – School of Business Management									
Master of Business Management (MBA) - First Year (2013-2014)									
Building Integrated Perspective of Management for Leadership									
Programme Preparation	Orientation	Trimester I		Trimester II		Trimester III			
		<ul style="list-style-type: none"><li>Financial Accounting and Analysis (3)</li><li>Customer Acquisition and Retention (3)</li><li>Microeconomics: <i>Firms, Markets and Behavior</i> (3)</li><li>Individual Dynamics and Leadership (3)</li><li>Statistical Analysis for Business Decisions (3)</li><li>Corporate Social Responsibility (3)</li><li>Personal Communication (3)</li></ul>		<ul style="list-style-type: none"><li>Marketing Planning (3)</li><li>Decision Analysis and Modeling (3)</li><li>Macroeconomic Analysis and Policies (3)</li><li>Group and Organization Dynamics (3)</li><li>Management Accounting and Control (3)</li><li>Written Business Communication (1.5)</li><li>Information Systems for Management (1.5)</li><li>Ethics (1.5)</li><li>Environment Management (1.5)</li></ul>		<ul style="list-style-type: none"><li>Corporate Finance (3)</li><li>Managing Business Operations (3)</li><li>Strategy Formulation (3)</li><li>Globalization and Indian Economy (1.5)</li><li>Enterprise Systems (3)</li><li>Human Resource Management (3)</li><li>Written Analysis and Communication (1.5)</li><li>Legal Environment of Business (3)</li></ul>			
Compulsory workshops		<ul style="list-style-type: none"><li>Business Etiquettes</li><li>Business Research Methods</li></ul>							
Interest based workshops (All students have to take at least two)		<ul style="list-style-type: none"><li>Management learning through Films and Literature</li><li>Management learning through Arts and History</li><li>Change Management &amp; IT</li><li>Creative Thinking</li><li>Family Businesses in India</li><li>Creative Problem Solving</li><li>Career Planning</li><li>History of management thought</li><li>Consulting Skills</li><li>An Introduction to SAS</li></ul>					<ul style="list-style-type: none"><li>Marketing Analytics</li><li>Advanced SPSS</li><li>Leadership Labs</li><li>Business History</li><li>Finance Workshop</li><li>Indian Philosophy</li><li>Any other value added workshop</li><li>New models in business</li><li>Foreign language (30 hours)</li><li>Workshop on Budget</li></ul>		
Preparation: 15 sessions		Sessions : 140			Sessions : 140		Sessions: 140		
Orientation: 15 sessions		Courses: 7			Courses: 9		Courses: 8		
Integration : 10 sessions									
WE CARE (3 WEEKS)									
Integration (15 hrs) during Trim III									

No. of credits 63

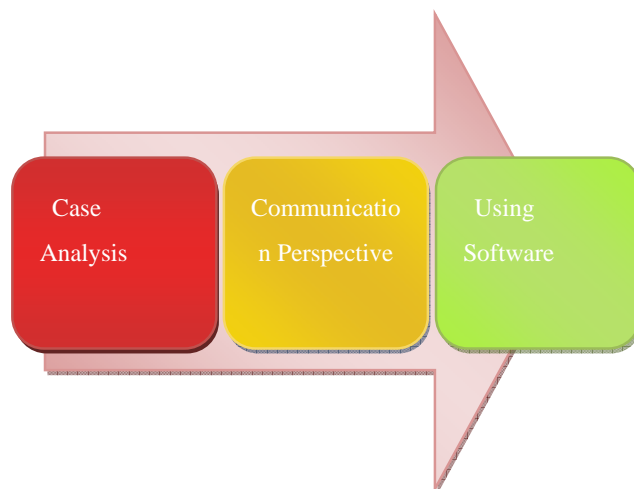
No. of credits: 21

No. of credits: 21

No. of credits: 21

(Figures in bracket represent number of credits. Each 3 credit will be of 20 sessions of 1 hr & 30 mins)

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SVKM's NMIMS, School of Business Management Master of Business Administration (MBA): Second Year (2013-2014)			
	Trimester IV	Trimester V	Trimester VI
<b>Compulsory Courses</b>	<ul style="list-style-type: none"> <li>• Summer Internship **</li> <li>• Strategy Implementation (3)</li> </ul>		
<b>Business Environment and Strategy</b>	<ul style="list-style-type: none"> <li>• Management consulting – cognizant module (3)</li> <li>• Emergency preparedness and Disaster Management (3)</li> <li>• Strategic Alliance (3)</li> <li>• Strategic Advantage with Technology – (3)</li> </ul>	<ul style="list-style-type: none"> <li>• Risk and advisory consulting – KPMG module (3)</li> <li>• Sustainable competitive advantage(3)</li> <li>• Business Strategy Simulation (3)</li> <li>• Innovation Management (3)</li> <li>• Managing turnaround strategies (3)</li> </ul>	<ul style="list-style-type: none"> <li>• Public policy (3)</li> <li>• Entrepreneurship and Venture Capital Management (3)</li> <li>• Intellectual Property Rights (3)</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Negotiation Skills (3)</li> </ul>		
<b>Economics</b>	<ul style="list-style-type: none"> <li>• Emerging Market Economies (3)</li> </ul>	<ul style="list-style-type: none"> <li>• Economics of Industrial Organization (1.5)</li> </ul>	<ul style="list-style-type: none"> <li>• Game theory and its application (1.5)</li> <li>• Econometrics (3)</li> <li>• Economics of Infrastructure Development and Management (3)</li> <li>• Behavioral Economics (1.5)</li> </ul>
<b>Finance Area</b>	<ul style="list-style-type: none"> <li>• International Finance (3)</li> <li>• Investment Analysis and Portfolio Management (3)</li> <li>• Quantitative Techniques in Finance (3)</li> <li>• Strategic Cost Management (3)</li> <li>• Advance Financial Statement Analysis (1.5)</li> <li>• Commercial Bank Management (3)</li> <li>• Corporate Tax Planning (1.5)</li> </ul>	<ul style="list-style-type: none"> <li>• Management of Financial Institution (1.5)</li> <li>• Strategic Financial Management (3)</li> <li>• * Risk Management and Derivatives (3)</li> <li>• Project Appraisal and Financing (3)</li> <li>• Mergers &amp; Acquisitions, Corporate Restructuring and Valuation (3)</li> <li>• International Finance (3)</li> <li>• Investment Analysis and Portfolio Management (3)</li> <li>* Prerequisite is Quantitative Techniques in Finance</li> </ul>	<ul style="list-style-type: none"> <li>• Forensic Accounting (1.5)</li> <li>• Commodity Markets (3)</li> <li>• Behavioral Finance (3)</li> <li>• Private Equity and Venture Finance (3)</li> <li>• Insurance Management (3)</li> <li>• Mergers &amp; Acquisitions, Corporate Restructuring and Valuation(3)</li> <li>• Fixed Income Securities (3)</li> <li>• Management Planning &amp; Control(3)</li> </ul>
<b>Human Resource and Behavioral Sciences</b>	<ul style="list-style-type: none"> <li>• Behavioral Dynamics in Organization (3)</li> <li>• Employee Relations &amp; Labor Laws (3)</li> <li>• HR Planning, Selection &amp; Recruitment (3)</li> <li>• Performance Management (3)</li> </ul>	<ul style="list-style-type: none"> <li>• Learning and Development (3)</li> <li>• Compensation &amp; Benefits (3)</li> <li>• Change Management and Organization Development (3)</li> <li>• Organization Theory Structure &amp; Design(3)</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic HRM (3)</li> <li>• Talent Management (3)</li> <li>• Human Resource Information System (3)</li> <li>• Emotional Intelligence-Developing Abilities for Superior Performance (3)</li> </ul>

## School of Business Management

Information System	<ul style="list-style-type: none"> <li>Business Analysis (3)</li> <li>E Business(3)</li> <li>Designing and Managing Information Security(3)</li> </ul>	<ul style="list-style-type: none"> <li>Business intelligence (3)</li> <li>Business Process Management(3)</li> <li>Generating Business Value Through IT (3)</li> <li>ERP Systems: Technology, Planning and Implementation (3)</li> </ul>	<ul style="list-style-type: none"> <li>IT Service Management: Current Trends (3)</li> <li>Business Dynamics of the IT Industry (3)</li> <li>Technology Ventures (3)</li> </ul>
Marketing Area	<ul style="list-style-type: none"> <li>Consumer Behaviour (3)</li> <li>Pricing Strategy (1.5)</li> <li>Marketing Research (3)</li> <li>Sales Management (3)</li> <li>Integrated Marketing Communication (3)</li> <li>Service Marketing (3)</li> <li>Brand Management (3)</li> <li>Distribution (3)</li> <li>Social marketing (1.5)</li> <li>Retail marketing(3)</li> </ul>	<ul style="list-style-type: none"> <li>International Marketing (3)</li> <li>Marketing of Financial Services (3)</li> <li>B2B Marketing (3)</li> <li>Service Marketing (3)</li> <li>Marketing Strategy (1.5)</li> <li>Media Planning (1.5)</li> <li>Brand Management (3)</li> <li>Distribution (3)</li> <li>Digital Marketing((3)</li> </ul>	<ul style="list-style-type: none"> <li>Marketing Engineering (1.5)</li> <li>Rural Marketing (3)</li> <li>Innovations in Marketing (3)</li> <li>Customer Relationship Management (3)</li> <li>Sales Promotion (3)</li> <li>Marketing for Entrepreneurs (3)</li> <li>Direct and database marketing (3)</li> </ul>
Operations and Decision Sciences	<ul style="list-style-type: none"> <li>Advanced Data Analysis(3)</li> <li>Service Operation Management (3)</li> <li>Logistics Management(3)</li> <li>Production, Planning &amp; Control (3)</li> <li>Supply Chain Management (3)</li> </ul>	<ul style="list-style-type: none"> <li>Supply Chain Management (3)</li> <li>Modeling for Decision Making (3)</li> <li>Total Quality Management (3)</li> <li>Project Management (3)</li> <li>Benchmarking in Business Process Re-engineering (BPR) (3)</li> </ul>	<ul style="list-style-type: none"> <li>Manufacturing Strategy (3)</li> <li>World Class Manufacturing (3)</li> <li>Managing Technology(3)</li> <li>Advance Supply Chain management (3)</li> </ul>
Liberal arts	<ul style="list-style-type: none"> <li>Anthropology (1.5)</li> </ul>	<ul style="list-style-type: none"> <li>Indian Philosophy (1.5)</li> </ul>	<ul style="list-style-type: none"> <li>Innovation &amp; Design Thinking (1.5)</li> </ul>
Value added interest based workshop	<b>Business Environment &amp; Strategy :</b> Global Strategy – International Business <b>General Workshops :</b> Personal Financial Planning		
	No. of full Credits to be chosen:15	No. of Credits to be chosen:15	No. of Credits to be chosen: 15

2013-14

Total No. of Credits: 18

Total No. of Credits: 15

Total No. of Credits: 15

Total No. of Credits: 48

\*\* Summer Internship: Non-credit compulsory course.

However the candidate needs to satisfactorily complete the project as an essential partial fulfillment of the requirements for award of MBA degree

Figures in bracket represent number of credits. Each full credit will be of 20 sessions. Each session of (1) hr & 30 min. Areas may have essential workshop which will be compulsory for students concentrating in those areas.

## School of Business Management

SVKM's NMIMS , School of Business Management MBA Entrepreneurship & Family Business: First Year (2013-2014)			
Area	Trimester I	Trimester II	Trimester III
Business Environment and Strategy	<ul style="list-style-type: none"> <li>Management Practice for Entrepreneurs(3)</li> </ul>	<ul style="list-style-type: none"> <li>Legal Aspects of Business(3)</li> <li>Managing and Growing Business(1.5)</li> </ul>	<ul style="list-style-type: none"> <li>Understanding Global Business Environment ( 3 )</li> <li>Introduction to a Business Plan ( 3 )</li> <li>Research Methodology ( 3 )</li> <li>Growing Business in Changing Global Environment ( 3 )</li> <li>Corporate Social Responsibility (3 )</li> </ul>
Communication	<ul style="list-style-type: none"> <li>Oral Communication (1.5)</li> </ul>	<ul style="list-style-type: none"> <li>Written Communication(1.5)</li> </ul>	
Economics	<ul style="list-style-type: none"> <li>Microeconomics for Managers ( 3 )</li> </ul>		
Finance	<ul style="list-style-type: none"> <li>Financial Accounting and Analysis ( 3 )</li> </ul>	<ul style="list-style-type: none"> <li>Banking Activity in Business (3)</li> </ul>	<ul style="list-style-type: none"> <li>Cost and Management Accounting ( 3 )</li> </ul>
Human Resource and Behavioral Sciences	<ul style="list-style-type: none"> <li>Individual and Group Behavior in Organizations (3)</li> </ul>	<ul style="list-style-type: none"> <li>Essentials of HRM ( 3 )</li> <li>Negotiation and Dispute Resolution ( 1.5 )</li> </ul>	
Information System	<ul style="list-style-type: none"> <li>Information Systems for Management( 3 )</li> </ul>	<ul style="list-style-type: none"> <li>E-Business ( 3 )</li> </ul>	
Marketing	<ul style="list-style-type: none"> <li>Marketing I (Concepts and Environment) ( 3 )</li> </ul>	<ul style="list-style-type: none"> <li>Marketing II (Marketing Mix, Planning and Strategy) (3 )</li> </ul>	<ul style="list-style-type: none"> <li>Distribution &amp; Logistics ( 3 )</li> </ul>
Operations and Decision Sciences	<ul style="list-style-type: none"> <li>Statistical Analysis for Business Decisions ( 3 )</li> </ul>		
Value added Modules	Business Challenges and Competitive Analysis Management of Family Owned Businesses Macro Economic Analysis and Public Policy Assessing Business Opportunities Leading Change and growth in Family Business New product development Corporate Etiquette- Workshop with Organized meal. OBT International Tour		

1 Credit= 10 Hrs

Sessions: 150

Courses: 8

No of Credits: 22 .5

Sessions: 130

Courses: 8

No of Credits: 19.5

Sessions: 140

Courses: 7

No of Credits: 21

## School of Business Management

SVKM's NMIMS , School of Business Management MBA Entrepreneurship & Family Business: Second Year (2013-2014)			
Area	Trimester IV	Trimester V	Trimester VI
Business Environment and Strategy	<ul style="list-style-type: none"> <li>Competitive and Global Strategic Management (3)</li> <li>Implementation of Business Plan ( 3 )</li> </ul>	<ul style="list-style-type: none"> <li>Auditing a Business Plan (3)</li> <li>Innovation, Change and Entrepreneur (3)</li> <li>Succession Planning models (3)</li> </ul>	
Finance	<ul style="list-style-type: none"> <li>Corporate Finance I (3 )</li> </ul>	<ul style="list-style-type: none"> <li>Managing Insurance (1.5)</li> <li>Tax Management (3)</li> </ul>	
Human Resource and Behavioral Sciences	<ul style="list-style-type: none"> <li>Management of people at work (3)</li> </ul>		<ul style="list-style-type: none"> <li>Compensation &amp; Benefits (3)</li> </ul>
Information System	<ul style="list-style-type: none"> <li>Enterprise Resource Planning (3)</li> </ul>		
Marketing	<ul style="list-style-type: none"> <li>Managing Franchises (1.5)</li> <li>PR and Advertising for Business (1.5)</li> </ul>	<ul style="list-style-type: none"> <li>Rural Marketing (3)</li> </ul>	<ul style="list-style-type: none"> <li>Consumer Behavior (3)</li> <li>B2B marketing (1.5)</li> <li>Digital marketing (1.5)</li> <li>Market Analysis and value Creation(3 )</li> </ul>
Operations and Decision Sciences	<ul style="list-style-type: none"> <li>Supply Chain management (1.5)</li> </ul>	<ul style="list-style-type: none"> <li>Total Quality Management (3 )</li> </ul>	<ul style="list-style-type: none"> <li>Project Management (3)</li> </ul>
Value added Modules	Portfolio Management in Family Run Businesses Corporate Valuation Venture growth strategies		

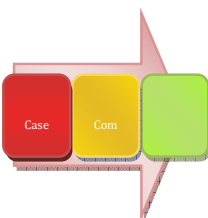

**1 Credit = 10 Hrs**

Sessions: 130  
Courses: 8  
No of Credits: 19.5

Sessions: 130  
Courses: 7  
No of Credits: 19.5

Sessions:100  
Courses: 6  
No of Credits: 15

## School of Business Management

SVKM'S NMIMS - School of Business Management					
MBA - Banking					
First Year (2013-2014) : Building Integrated Perspective of Management for Leadership					
Programme Preparation	Orientation	Trimester I	Trimester II	Trimester III	WE CARE MODULE (3 weeks)*
		<ul style="list-style-type: none"><li>• Economics for Managers (3)</li><li>• Financial Accounting (3)</li><li>• Banking Law &amp; their Applications (3)</li><li>• Organizational Behavior (3)</li><li>• Information Systems for Management (3)</li><li>• Customer Acquisition and Retention (3)</li><li>• Decision Analysis (3)</li></ul>	<ul style="list-style-type: none"><li>• Corporate Finance (3)</li><li>• Management Accounting &amp; Control (3)</li><li>• Banking Regulation, Supervision &amp; Compliance (3)</li><li>• Statistical Methods (3)</li><li>• Corporate Social Responsibility and Governance (3)</li><li>• Business Communication (3)</li></ul>	<ul style="list-style-type: none"><li>• Research Methodology (3)</li><li>• Strategic Financial Management (3)</li><li>• Retail Banking (Including Customer Relationship Management) (3)</li><li>• Operations Research (3)</li><li>• Operations Management (3)</li><li>• Data Base Management System (1.5)</li><li>• Legal Aspects of Business (1.5)</li></ul>	
Value Added Compulsory workshop**		<ul style="list-style-type: none"><li>• Personal Growth Lab' for the First year students.</li><li>• Oracle – 1 day</li><li>• SPSS 2 days (NMIMS)</li><li>• Spreadsheet Analysis- 1 day (NMIMS)</li><li>• Simulation Game - New –( proposed)</li></ul>			
Preparation: 15 sessions Orientation: 15 sessions Workshops: 5		Sessions : 140 Courses: 7	Sessions : 120 Courses: 6	Sessions : 120 Courses: 7	

No. of credits: 21

No. of credits: 18

No. of credits: 18

Total No. of credits: 57

\*WE CARE MODULE (3 weeks)

\*\* Value Added Compulsory Workshop

\*\*\*Summer Internship: Non-credit compulsory course. However a student needs to satisfactorily complete the project as an essential partial fulfillment for award of MBA degree

(Figures in bracket represent number of credits. Each 3 credits will be of 20 sessions of 1 hr & 30 mins) 1 credit= 10 hrs. Class room teaching

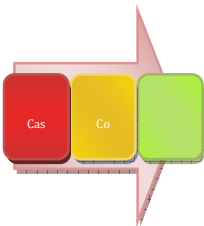

## School of Business Management

SVKM'S NMIMS - School of Business Management MBA - Banking Second Year (2013-2014)				
		Trimester IV	Trimester V	Trimester VI
Finance	SUMMER INTERNSHIP (6 WEEKS)***	<ul style="list-style-type: none"> <li>Credit Appraisal and Monitoring (3)</li> <li>Fixed Income Securities, Debt Markets and Derivatives (3)</li> <li>Strategy, Structure &amp; Policy in Banks (3)</li> <li>Banking Security Documentation (3)</li> </ul>	<ul style="list-style-type: none"> <li>Investment Banking (3)</li> <li>Bank Accounting and Asset Liability Management (3)</li> <li>Project and Infrastructure Finance (3)</li> <li>Credit Risk Management &amp; Debt Servicing Management (3)</li> <li>Treasury and Operational Risk Management (3)</li> </ul>	<ul style="list-style-type: none"> <li>Personal Financial Planning and Wealth Management (3)</li> <li>Priority Sector Advances (3)</li> <li>Quantitative for Financial Engineering (3)</li> <li>International Banking and Finance (3)</li> </ul>
Information System			<ul style="list-style-type: none"> <li>Banking Technology Management (3)</li> </ul>	<ul style="list-style-type: none"> <li>Business Intelligence (1.5)</li> </ul>
Economics		<ul style="list-style-type: none"> <li>Financial Systems &amp; Monetary Economics (3)</li> </ul>		
Operations and Decision Sciences		<ul style="list-style-type: none"> <li>Advanced Statistical Methods (3)</li> </ul>		
Value added compulsory workshops**		<ul style="list-style-type: none"> <li>Branch Leadership and Management (42 hrs.)</li> <li>Finacle Training Program (12 hrs.) at SPBT College and one day in Infosys Pune.</li> <li>Treasury Management Systems ICICI Bank-BKC (2 days, 18 hrs.)</li> </ul>		
		Sessions : 120 Courses: 6 Workshops: 28	Sessions : 120 Courses: 6 Workshops: 20	Sessions : 90 Courses: 5
		No. of Credits: 18	No. of Credits: 18	No. of Credits: 13.5
		Total No. of Credits: 49.5		

\*\*\*Summer Internship: Non-credit compulsory course. However a student needs to satisfactorily complete the project as an essential partial fulfillment for award of MBA degree

(Figures in bracket represent number of credits. Each 3 credits will be of 20 sessions of 1 hr & 30 mins.) 1 credit= 10 hrs. Class room teaching

## School of Business Management

SVKM'S NMIMS - School of Business Management MBA – Human Resources First Year (2013-2014)					
Preparation	Orientation	Trim I	Trim II	Trim III	WE CARE (3 WEEKS)
		<ul style="list-style-type: none"><li>• Microeconomics: Firms, Markets and Behavior (3)</li><li>• Financial Accounting and Analysis (3)</li><li>• Customer Acquisition and Retention (3)</li><li>• Individual Dynamics and Leadership (3)</li><li>• Statistics for HR Professionals (3)</li><li>• Personal Communication (1.5)</li></ul>	<ul style="list-style-type: none"><li>• Macroeconomics: Theory and Policies (3)</li><li>• Decision Analysis and Modeling (3)</li><li>• Management Accounting and Control (3)</li><li>• Groups and Organizational Dynamics (3)</li><li>• Organizational Research (3)</li><li>• Information Systems for Management (3)</li><li>• Written Communication (1.5)</li></ul>	<ul style="list-style-type: none"><li>• Strategy Formulation (3)</li><li>• Corporate Finance (3)</li><li>• Economics of Labor and Employment (3)</li><li>• Operations Management (3)</li><li>• Employee Relations and Labor Laws (3)</li><li>• Human Resource Management (3)</li></ul>	
Compulsory workshops		<ul style="list-style-type: none"><li>• Personal Growth Lab</li><li>• Legal Aspects of Business</li><li>• Personal Growth Lab II</li><li>• Negotiation Skills</li><li>• Outbound Training</li><li>• Personal Effectiveness and Leadership</li></ul>			
SECTOR SPECIFIC INPUTS					
		Sessions: 110 Courses: 6	Sessions: 130 Courses: 7	Sessions: 120 Courses: 6	

**Total No. of credits 54    No. of credits: 16.5    No. of credits: 19.5    No. of credits: 18**

(Figures in bracket represent number of credits. Each 3 credit will be of 20 sessions of 1 hr & 30 mins)

## School of Business Management

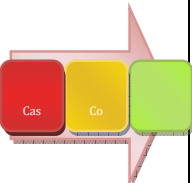

SVKM'S NMIMS - School of Business Management MBA – Human Resources Second year (2013-2014)			
Term	Trim IV	Trim V	Trim VI
Courses	<ul style="list-style-type: none"><li>• Summer Internship**</li><li>• Business Ethics and CSR (3)</li><li>• Managing Change and OD (3)</li><li>• Competency Mapping and Assessment (3)</li><li>• Performance Management System (3)</li><li>• H R Planning, Recruitment and Selection (3)</li><li>• Total Quality Management (1.5)</li><li>• Organizational Theory, Structure and Design (3)</li></ul>	<ul style="list-style-type: none"><li>• International HRM (3)</li><li>• Assessment Techniques in HR (1.5)</li><li>• Strategic HRM (3)</li><li>• Emotional Intelligence (3)</li><li>• Talent Management (3)</li><li>• Compensation and Benefits (3)</li><li>• Learning and Development (3)</li></ul>	<ul style="list-style-type: none"><li>• H.R. Audit (1.5)</li><li>• HRIS (3)</li><li>• Building Learning Organizations and Knowledge Management (1.5)</li><li>• Managing Innovation (3)</li><li>• Appreciative Inquiry (1.5)</li><li>• HR Metrics (1.5)</li></ul>
Compulsory workshops	<ul style="list-style-type: none"><li>• Stress Management</li><li>• Transactional Analysis</li><li>• Coaching and Mentoring Skills</li><li>• Counseling and Grievance Handling</li><li>• Consulting Skills</li><li>• Work Life Balance</li></ul>		
S E C T O R S P E C I F I C I N P U T S			
	Sessions: 130 Courses: 7	Sessions: 130 Courses: 7	Sessions: 80 Courses: 6

**Total No. of credits: 51    No. of credits: 19.5    No. of credits: 19.5    No. of credits: 12**

(Figures in bracket represent number of credits. Each 3 credit will be of 20 sessions of 1 hr & 30 mins)

\*\* Summer Internship: Non-credit compulsory course. However the candidate needs to satisfactorily complete the project as an essential partial fulfillment of the requirements for award of MBA degree

## School of Business Management

SVKM'S NMIMS - School of Business Management MBA - Capital Market First Year (2013-2014) : Building Integrated Perspective of Management for Leadership					
Programme Preparation	Orientation	Trimester I	Trimester II	Trimester III	WE CARE MODULE (3 Weeks) *
 		<ul style="list-style-type: none"><li>• Management Theory and Practice (3)</li><li>• Legal Aspects of Business (3)</li><li>• Micro Economics for Managers (3)</li><li>• Financial Accounting and Analysis (3)</li><li>• Statistics for Finance (3)</li><li>• Written Communication (1.5)</li><li>• Communications for Capital Markets (1.5)</li></ul>	<ul style="list-style-type: none"><li>• Macroeconomic (3)</li><li>• Cost and Management Accounting (3)</li><li>• Capital Market Laws (3)</li><li>• Mathematics for Finance (1.5)</li><li>• Marketing Management (3)</li><li>• Corporate Communications (1.5)</li><li>• Individual and Group Behavior in Organizations (3)</li></ul>	<ul style="list-style-type: none"><li>• Globalization and Indian Economy (3)</li><li>• Essentials of Human Resource Management (3)</li><li>• Financial Institutions and Markets (3)</li><li>• Corporate Finance (3)</li><li>• Computer Applications in Finance (3)</li><li>• Operations Management (3)</li><li>• Corporate Tax Planning (1.5)</li></ul>	
Value Added Compulsory workshop**		ATLEAST TWO WORKSHOPS TO BE CONDUCTED IN FIRST YEAR			
Preparation: Orientation:	15 sessions 15 sessions	Sessions: 120 Courses: 7	Sessions: 120 Courses: 7	Sessions : 130 Courses: 7	

No. of credits: 18

No. of credits: 18

No. of credits: 19.5

Total No. of credits: 55.5

\*WE CARE MODULE (3 weeks)

\*\*\*Summer Internship: Non-credit compulsory course. However a student needs to satisfactorily complete the project as an essential partial fulfillment for award of MBA degree

(Figures in bracket represent number of credits. Each 3 credits will be of 20 sessions of 1 hr & 30 mins) 1 credit= 10 hrs. Class room teaching

## School of Business Management

SVKM'S NMIMS - School of Business Management				
MBA - Capital Market				
Second Year (2013-2014)				
Area	SUMMER INTERNSHIP (6 WEEKS)***	Trimester IV	Trimester V	Trimester VI
Finance Area		<ul style="list-style-type: none"><li>• Corporate Reporting (3)</li><li>• Fixed Income Securities (3)</li><li>• International Finance and Global Capital Markets (3)</li><li>• Portfolio Theory and Practices (3)</li><li>• Business Analytics (3)</li><li>• Financial Econometrics (3)</li></ul>	<ul style="list-style-type: none"><li>• Project Finance and Appraisal (3)</li><li>• Financial Risk Management and Derivatives (3)</li><li>• Equity Analysis- Fundamental and Technical Analysis (3)</li><li>• Commodity Markets &amp; Trading (3)</li><li>• Commercial Bank Management (3)</li><li>• Mergers, Acquisitions and Corporate Restructuring (3)</li></ul>	<ul style="list-style-type: none"><li>• Market Microstructure (3)</li><li>• Behavioral Finance (3)</li><li>• Wealth Management (3)</li><li>• Venture Capital and Private Equity (3)</li></ul>
Business Environment and Strategy				<ul style="list-style-type: none"><li>• Corporate Social Responsibility and Corporate Governance (3)</li><li>• Strategic Management (3)</li></ul>
Value added compulsory workshops		ATLEAST TWO WORKSHOPS TO BE CONDUCTED IN SECOND YEAR		
		Sessions : 120 Courses: 6 Workshops: 4	Sessions : 120 Courses: 6	Sessions : 120 Courses: 6
No. of Credits: 18		No. of Credits: 18		No. of Credits: 18
Total No. of Credits: 54				

\*\*\*Summer Internship: Non-credit compulsory course. However a student needs to satisfactorily complete the project as an essential partial fulfillment for award of MBA degree

(Figures in bracket represent number of credits. Each 3 credits will be of 20 sessions of 1 hr & 30 mins) 1 credit= 10 hrs. Class room teaching

## School of Business Management

### MBA – PHARMACEUTICAL MANAGEMENT (FULL TIME) FIRST YEAR (2013-14)

#### TRIMESTER – I

AREA	SUBJECT	Credit
Finance	Financial Accounting and Analysis of Pharma companies	3
Marketing	Marketing Management in Pharma	3
	Marketing Research(LTS)-1 (Weekly Fieldwork, Preparation of Questionnaire, Research design, Review of Field work)	1.5
	Principles of Marketing Research	1.5
	Consumer Behaviour in Pharma	3
Economics	Microeconomics	3
Business Environment & Strategy	Legal Framework in Pharma	1.5
	Pharma Business Environment	1.5
	Principles and Practices of Management in Pharma Industry	3
	Research Methodology	1.5
Communication	Written Communication	1.5
	Spanish	Non Credit
	Mandarin	Non Credit

#### TRIMESTER – II

AREA	SUBJECT	Credit
Finance	Cost and Management Accounting-I	1.5
Marketing	Principles and Practices of Sales Management	3
	Pharma Brand Promotion	1.5
	Marketing Research(LTS)-2 (Weekly Fieldwork, Preparation of Questionnaire, Research design, Review of Field work)	1.5
Economics	Macroeconomics	3
Communication	Oral Communication	1.5
	Written Communication	1.5
	Spanish	Non Credit
	Mandarin	Non Credit
General Management	Cases in Turnaround Management in Pharma	3
Human Resources & Behavioural Sciences	Understanding Self (Workshop)	Non-Credit

#### TRIMESTER – III

AREA	SUBJECT	Credit
Finance	Corporate Finance	3
Marketing	Marketing Research(LTS)-3 (Weekly Fieldwork, Preparation of Questionnaire, Research design, Review of Field work)	1.5
	Marketing of Medical Devices	1.5
Business Environment & Strategy	Legal Aspects of Pharma	1.5
Communication	Oral Communication	1.5
	Written Communication	1.5
	Spanish	Non Credit
	Mandarin	Non Credit
Information System	MIS & Managerial Decision Making	3

## School of Business Management

### MBA – PHARMACEUTICAL MANAGEMENT (FULL TIME) SECOND YEAR (2013-14)

#### TRIMESTER – IV

AREA	SUBJECT	Credit
Marketing	Marketing of API	1.5
	Pharma Brand Promotion II	1.5
	Emotional Branding	1.5
	Marketing Research(LTS)-4 (Weekly Fieldwork , Preparation of Questionnaire, Research design, Review of Field work)	1.5
	Launching a New Product	1.5
	Marketing Practices in International Markets in Pharma	1.5
	Managing Distribution Channels in Pharma	1.5
	Brand Management in Pharma	1.5
Business Environment & Strategy	Managing IPR in Pharma	1.5
	Strategic Brand Management in Pharma	1.5
Operations & Decision Science	Managing Quality in Pharma	3
Human Resources & Behavioural Sciences	People Management	1.5
	Managing Innovation in Pharma	3
Workshop	Written Analysis of Cases (WAC)	Non - Credit
	OTC Advertising & Strategy ( Going OTC)	Non Credit

#### TRIMESTER – V

AREA	SUBJECT	Credit
Marketing	Managing Multinational companies	1.5
	International Marketing	3
	Pricing Strategy in Pharma Industry	1.5
	Good Marketing Practices	1.5
	Launching a New Division	1.5
	Marketing Strategy & Implementation	1.5
	Dissertation & Fieldwork (commence)	3
Operations & Decision Science	Strategic Procurement	1.5
	Good Manufacturing Practices	1.5
General Management	Strategic Management(including Organisation Structure)	1.5

#### TRIMESTER – VI

AREA	SUBJECT	Credit
Marketing	Business Leadership in Pharma	1.5
	CRM Practices in Pharma	1.5
	Data Analysis for Strategy	1.5
	Dissertation	6
	Marketing in BRIC Countries: Clusters	3
Business Environment & Strategy	CSR in Pharma	1.5
Operations & Decision Science	Supply Chain Management	1.5

## School of Business Management

SVKM's NMIMS , School of Business Management Part Time MBA: First Year (2013-2014)		
Trimester I	Trimester II	Trimester III
<ul style="list-style-type: none"> <li>Financial Accounting and Analysis (3)</li> <li>Microeconomics: Firms, Markets &amp; Behavior (Economics Analysis For Business Decisions)(3)</li> <li>Individual Dynamics &amp; Leadership (3)</li> <li>Statistical Analysis for Business Decisions (3)</li> </ul>	<ul style="list-style-type: none"> <li>Management Accounting &amp; Control (3)</li> <li>Information Systems for Management (3)</li> <li>Marketing Management (3)</li> <li>Group &amp; Organization Dynamics (3)</li> </ul>	<ul style="list-style-type: none"> <li>Corporate Finance (3)</li> <li>Macroeconomics (3)</li> <li>Decision Analysis &amp; Modeling (3)</li> <li>Human Resources Management (3)</li> </ul>

SVKM's NMIMS , School of Business Management Part Time MBA: Second Year (2013-2014)		
Trimester IV	Trimester V	Trimester VI
<ul style="list-style-type: none"> <li>Macroeconomics (3)</li> <li>Business Communication (3)</li> <li>Enterprise Planning Systems (3)</li> <li>Managing Business Operations (3)</li> </ul>	<ul style="list-style-type: none"> <li>Legal Environment of Business (3)</li> <li>Corporate Taxation (3)</li> <li>Corporate Social Responsibility (3)</li> <li>Strategy Formulation (3)</li> </ul>	<ul style="list-style-type: none"> <li>Strategy Implementation (3)</li> <li>Research Methodology(3)</li> <li>Environment Management (1.5)</li> <li>Emergency Response Management (1.5)</li> </ul>

## School of Business Management

SVKM's NMIMS , School of Business Management Part Time MBA: Third Year (2013-2014)			
Area	Trimester VII	Trimester VIII	Trimester IX
Finance Area	<ul style="list-style-type: none"> <li>• Commercial Bank Management (1)</li> <li>• International Finance (1)</li> <li>• Investment &amp; Portfolio Management (1)</li> <li>• Fixed Income Securities &amp; Debt Markets (1)</li> <li>• Infrastructure Project Financing (1)</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Cost Management (1)</li> <li>• Strategic Financial Management (1)</li> <li>• Fundamental &amp; Technical Analysis (1)</li> <li>• Merger, Acquisitions &amp; Corporate Restructuring (1)</li> <li>• Futures Options and Risk Management (1)</li> </ul>	<ul style="list-style-type: none"> <li>• Insurance &amp; Risk Management (1)</li> <li>• Hedge Funds &amp; Private Equity Financing (1)</li> <li>• Real Estate Finance (1)</li> <li>• Private Equity and Venture Finance (1)</li> </ul>
Human Resource and Behavioral Sciences	<ul style="list-style-type: none"> <li>• Organization Theory Structure &amp; Design (1)</li> <li>• Industrial Relations &amp; Labor laws (1)</li> <li>• Recruitment &amp; Selection (1)</li> <li>• Behavioral Dynamics in Organizations (1)</li> <li>• Learning &amp; Development (1)</li> </ul>	<ul style="list-style-type: none"> <li>• Performance Management Systems (1)</li> <li>• Change Management &amp; Organizational Development (1)</li> <li>• Compensation &amp; Benefits (1)</li> <li>• International HRM (1)</li> <li>• Talent Management &amp; Career Planning (1)</li> </ul>	<ul style="list-style-type: none"> <li>• Organization Culture and Work-life Balance (1)</li> <li>• Strategic HRM (1)</li> <li>• HR Audit (1)</li> <li>• IT in HR (1)</li> </ul>
Information System	<ul style="list-style-type: none"> <li>• Business Intelligence (1)</li> <li>• Software Project Management (1)</li> <li>• Business Analysis (1)</li> <li>• Generating Business value through IT (1)</li> <li>• Strategic Business Process Outsourcing (1)</li> </ul>	<ul style="list-style-type: none"> <li>• IT Service Management: Current Trends (1)</li> <li>• Business Process Management (1)</li> <li>• E-Business (1)</li> <li>• Strategic Planning of Information Systems (1)</li> <li>• Designing and Managing Information Security (1)</li> </ul>	<ul style="list-style-type: none"> <li>• E-Governance (1)</li> <li>• Business Dynamics of the IT Industry (1)</li> <li>• Business Innovation Through IT (1)</li> <li>• Technology Ventures (1)</li> </ul>
Marketing Area	<ul style="list-style-type: none"> <li>• Sales Management (1)</li> <li>• Consumer Behavior (1)</li> <li>• Market Research (1)</li> <li>• Brand Management (1)</li> <li>• International Marketing (1)</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing Strategy (1)</li> <li>• Customer Relationship Management (1)</li> <li>• Integrated Marketing Communications (1)</li> <li>• Service Marketing (1)</li> <li>• Retail Marketing (1)</li> </ul>	<ul style="list-style-type: none"> <li>• Rural Marketing (1)</li> <li>• B2B Marketing (1)</li> <li>• Internet Marketing (1)</li> <li>• Sales Promotion (1)</li> </ul>
Operations and Decision Sciences	<ul style="list-style-type: none"> <li>• Advanced Method of Data Analysis (1)</li> <li>• Logistics Management (1)</li> <li>• Production Planning and Control (1)</li> <li>• Total Quality Management (1)</li> </ul>	<ul style="list-style-type: none"> <li>• Modeling For Decision Making (1)</li> <li>• Supply Chain Management (1)</li> <li>• Project Management (1)</li> <li>• Manufacturing Strategy (1)</li> <li>• Materials &amp; Inventory Management (1)</li> </ul>	<ul style="list-style-type: none"> <li>• Lean Manufacturing (1)</li> <li>• World Class Manufacturing (1)</li> <li>• Managing Technology (1)</li> <li>• Advance Supply Chain Management (1)</li> <li>• Service Operations Management (1)</li> </ul>
	No. of Courses to be chosen: 4	No. of Courses to be chosen: 4	No. of Courses to be chosen: 4

2013-14    Total No. of Credits: 4  
Total Session: 80

Total No. of Credits: 4  
Total Sessions: 80

Total No. of Credits: 4  
Total Sessions: 80

Figures in bracket represent number of credits. Each full credit will be of 20 sessions. Each session of 1 hr & 30 min.

(1 Credit = 30 Hrs. Classroom Teaching)

## School of Business Management

### Diploma Programme / Part Time MBA (SE) - 2013

Ten lectures of three hours each for Diploma/PT MBA Iyr, IIyr & IIIyr.

TRIMESTER I (JUNE TO SEPTEMBER)			
AREA	CODE	SUBJECT	Credit 2013-14
Human Resources & Behavioural Sciences	607 HRM	Organisational Behaviour	3
Business Environment And Strategy	221 BES	Law and Social Work	3
	635 BES	Social Development & Introduction to Social Entrepreneurship	3
Economics	983 ECO	Economics	3
TRIMESTER II (SEPTEMBER TO DECEMBER)			
AREA	CODE	SUBJECT	Credit 2013-14
Finance	185 FIN	Financial Accounting	3
Human Resources & Behavioural Sciences	223 HRM	Human Resource Management	3
Business Environment And Strategy	222 BES	Social Engineering and Project Management	3
Communication	608 BES	Development Communication	3
TRIMESTER III (JANUARY TO APRIL)			
AREA	CODE	SUBJECT	Credit 2013-14
Marketing	111 MKT	Social Marketing	3
Finance	038 FIN	Micro-Finance (I)	3
Business Environment And Strategy	618 BES	Research Methodology (I)	3
	207 BES	Management of Social Enterprises	3
Students who have opted for Part Time MBA (I) will have to undertake Project work in addition to studying the above subjects. (50 hours)			2.5

## School of Business Management

### PART TIME MBA (SE) SECOND YEAR

TRIMESTER IV (JUNE TO SEPTEMBER)			
AREA	CODE	SUBJECT	Credit 2013-14
Finance	613 FIN	Financial Management in Social Enterprises (II)	3
Economics	ECO	Development Economics	3
Business Environment And Strategy	611 BES	Legal Aspects of Managing Development Organizations.	
	612 BES	Strategic Planning and Management in Social Enterprises	3
Operations And Decision Sciences	610 ODS	Operations Management in Social Enterprises	3
TRIMESTER V (SEPTEMBER TO DECEMBER)			
AREA	CODE	SUBJECT	Credit 2013-14
Operations And Decision Sciences	609 ODS	Management of Development Programmes at Grass roots	3
Business Environment And Strategy	619 BES	Research Methodology (II)	3
	614 BES	Social Venture Development and Costing of Social Projects	3
Finance	615 FIN	Venture Capital and Entrepreneurial Finance	3
Operations And Decision Sciences	617 ODS	Social Engineering & Project Management (II)	3
TRIMESTER VI (JANUARY TO APRIL)			
AREA	CODE	SUBJECT	Credit 2013-14
Finance	616 FIN	Micro Finance (II)	3
Human Resources & Behavioural Sciences	620 HRM	Organizational Design and Transformations	3
Information Systems	622 INS	Designing Management Information Systems for Social Enterprises	3
Business Environment And Strategy	623 BES	Understanding Global Cultures and Management of International Social Development Projects	3
	624 BES	Disaster Management	3

## School of Business Management

### PART TIME MBA (SE) THIRD YEAR

TRIMESTER VII (JUNE TO SEPTEMBER)			
AREA	CODE	SUBJECT	Credit 2013-14
Human Resources & Behavioural Sciences	621 HRM	Performance Management of Social Enterprises	3
Marketing	628 MKT	Marketing of Products and Services	3
	629 MKT	Brand Building for Social Enterprises	3
Business Environment And Strategy	625 BES	Management of Livelihood Support Programmes (I)	3
	626 BES	Governance of Social Enterprises	3
TRIMESTER VIII (SEPTEMBER TO DECEMBER)			
AREA	CODE	SUBJECT	Credit 2013-14
BUSINESS ENVIRONMENT AND STRATEGY	627 BES	Corporate Social Responsibility	3
	630 BES	Training and Development in Social Enterprises	3
	631 BES	Management of Cross Sector Partnerships	3
	632 BES	Stakeholder Management & Social Audit	3
	633 BES	Seminar on Social Development (30 hrs)	1.5
TRIMESTER IX (JANUARY TO APRIL)			
The Trimester concentrates on providing hands-on experience to students to integrate theoretical knowledge with practical experience. Hence greater emphasis is laid on learning by doing.			
AREA	CODE	SUBJECT	Credit 2013-14
Marketing	970 MKT	Export Management	3
Business Environment And Strategy	208 BES	Environment Management	3
	634 BES	Seminar on Sustainability of Social Enterprises (30hrs)	1.5
<b>Practical and Experiential Component:</b>			
<ul style="list-style-type: none"> <li>Five day Study Tour (30 hrs)</li> <li>60 hours of Internship.</li> </ul>			2.5
<b>Students would be required to produce a dissertation focused on social enterprise under one of the following two headings: (30 hrs)</b>			
<ul style="list-style-type: none"> <li>Case-study of an existing social enterprise, evaluating its past successes and providing insights for improving its future performance OR</li> <li>Business plan for establishing a new social enterprise.</li> </ul>			1.5

## School of Business Management

<b>SVKM'S NMIMS - School of Business Management</b> <b>MANAGEMENT PROGRAMME FOR EXECUTIVES –MPE (2013 -2015)</b> <b>POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT (PGDBM)</b> <b>First Year (2013-2014)</b>				
Trimester	Foundation	Trimester I	Trimester II	Trimester III
<b>Courses</b>	<ul style="list-style-type: none"> <li>Data Analysis using Excel</li> <li>Case Study Analysis</li> </ul>	<ul style="list-style-type: none"> <li>Managerial Economics (3)</li> <li>Financial Accounting (3)</li> <li>Organizational Behaviour (3)</li> <li>Marketing Management (3)</li> <li>Statistics For Business Decisions (3)</li> </ul>	<ul style="list-style-type: none"> <li>Communication, Presentation &amp; Negotiations Skills (3)</li> <li>Costing &amp; Management Control (3)</li> <li>Human Resource Management (3)</li> <li>Sales Management (3)</li> <li>Decision Analysis &amp; Modelling(3)</li> </ul>	<ul style="list-style-type: none"> <li>Strategic Management I(3)</li> <li>Macroeconomics &amp; global economy(3)</li> <li>Corporate Finance(3)</li> <li>Brand Management (3)</li> <li>Managing Business Operations(3)</li> </ul>
<b>Compulsory Workshops</b>	Workshop – HR/OB Area Workshop – Finance Area Workshop on CRM			
	Courses: 15	Sessions : 100 Workshop: 6 Hours Credit : 15	Sessions : 100 Workshop: 6 Hours Credit : 15	Sessions: 100 Workshop: 6 Hours Credit : 15

<b>SVKM'S NMIMS - School of Business Management</b> <b>MANAGEMENT PROGRAMME FOR EXECUTIVES –MPE (2013 -2015)</b> <b>POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT (PGDBM)</b> <b>Second Year (2014-2015)</b>			
Trimester	Foundation	Trimester IV	Trimester V
<b>Courses</b>	<ul style="list-style-type: none"> <li>Research Methodology Introduction of Capstone Project</li> </ul>	<ul style="list-style-type: none"> <li>Strategic Management II(3)</li> <li>Business law IPR &amp; WTO(3)</li> <li>International Finance (3)</li> <li>Service Marketing (3)</li> <li>Information System(3)</li> </ul>	<ul style="list-style-type: none"> <li>Strategic Marketing Management (3)</li> <li>International Business(3)</li> <li>Supply Chain Management(3)</li> <li>Corporate Social Responsibility (3)</li> <li>Capstone Project (1)</li> </ul>
<b>Compulsory Workshops</b>	Workshop on World Class Quality Initiatives		
	Courses: 9 plus Capstone Project	Session : 100 Workshop: 6 Hours Credit : 15	Sessions : 80 Credit : 13

Figures in bracket represent number of credits. Each 3 credit will be of 30 hrs classroom teaching

- Capstone Project – 20 hrs

### Specialization:

Specialization in selected areas based on participant strength and the Institute's discretion will also be offered after completion of Trimester V.

## School of Business Management

### Executive MBA Batch 2013-15

Total Courses : 37 = 58 Credits

Compulsory : 24 (36 Credits)

Elective : 12 (18 Credits)

Dissertation : ( 4 Credits)

\* Each credit is of 17 Hours

Code	Compulsory Courses	Area	Pre Requisite
CS0001	Strategy Formulation	BES	
CS0002	Legal Environment of Business	BES	
CS1003	Strategy Implementation	BES	C1
CS2004	Business Research Methods	BES	C22 & C23
CC0005	Business Communication	COMM	
CC0006	Negotiations Skills	COMM	
CE0007	Global & Macroeconomic Environment	ECO	
CE1008	Economics of Strategy	ECO	C1
CF0009	Financial Accounting	FIN	
CF1010	Analysis of Financial Statements	FIN	C9
CF1011	Management Accounting & Control	FIN	C9
CF2012	Corporate Finance I	FIN	C9 & C10
CF3013	Corporate Finance II	FIN	C9, C10 & C12
CH0014	Individual Dynamics & Organization	HRBS	
CH0015	Group & Organization Dynamics	HRBS	
CH0016	Human Resource Management	HRBS	
CH0017	Leadership & Corporate Accountability	HRBS	
CI0018	Information Systems for Management	INS	
CM0019	Customer Acquisition & Retention	MKT	
CM1020	Marketing Planning	MKT	C19
CM1021	International Marketing	MKT	C19
CO0022	Statistical Analysis for Business Decisions	OPS	
CO1023	Decision Analysis and Modeling	OPS	C22
CO1024	Managing Business Operations	OPS	C22
	<b>Electives</b>	<b>Area</b>	
	<b>Finance</b>		
EF4051	International Finance	FIN	C9,C10,C12 & C13
EF4052	Investment Analysis and Portfolio Management	FIN	C9,C10,C12 & C13
EF2053	Strategic Cost Management	FIN	C9 & C11
EF5054	Fixed Income Securities and Debt Markets	FIN	C9,C10,C12, C13 & E2
EF5055	Futures Options & Risk Management	FIN	C9,C10,C12, C13 & E2
EF4056	Mergers, Acquisitions and Corporate Restructuring	FIN	C9,C10,C12 & C13
EF4057	Financial Institutions & Markets	FIN	C9,C10,C12 & C13
EF4058	Commercial Bank Management	FIN	C9,C10,C12 & C13
EF4059	Project Finance	FIN	C9,C10,C12 & C13
	<b>HRBS</b>		
EH1071	Employee Relations & Labor Laws	HRBS	C16
EH1072	Talent Management	HRBS	C16
EH1073	Performance Management	HRBS	C16

## School of Business Management

Code	Compulsory Courses	Area	Pre Requisite
EH2074	Organization Theory, Structure & Design	HRBS	C14 & C15
EH1075	Compensation & Benefits	HRBS	C16
EH1076	Strategic HRM	HRBS	C16
EH1077	Change Management & Development	HRBS	C16
EH1078	Emotional Intelligence-Developing Abilities for Superior Performance	HRBS	C14
EH1079	Learning & Development	HRBS	C16
	<b>Information System</b>		
EI1091	Business Intelligence using Data Mining Tools	INS	C18
EI1092	ERP Systems: Technology Planning and Implementation	INS	C18
EI1093	IT Entrepreneurship	INS	C18
EI1096	Generating Business Values Through IT	INS	C18
EI1097	Solutions for Business Analysis	INS	C18
EI1098	Managing IT Project	INS	C18
EI1099	Business Dynamics of Information & Communication Technology Industry	INS	C18
EI1100	E-Business	INS	C18
EI1101	Managing Innovation	INS	C18
	<b>Marketing</b>		
EM2111	Consumer Based Marketing Strategy	MKT	C19 & C20
EM5112	Marketing Research	MKT	C4, C19, C20, C22 & C23
EM2113	Sales & Distribution Management	MKT	C19 & C20
EM2114	B2B Marketing	MKT	C19 & C20
EM2115	Service Marketing	MKT	C19 & C20
EM2116	Customer Relationship Management	MKT	C19 & C20
EM2117	Marketing Strategy	MKT	C19 & C20
EM2118	Brand Management	MKT	C19 & C20
EM2119	Marketing Analytics	MKT	C19 & C20
	<b>Operations</b>		
EO3131	Advanced Method of Data Analysis	OPS	C22, C23 & C24
EO2132	Service Operation Management	OPS	C22 & C24
EO2133	Logistics Management	OPS	C22 & C24
EO2134	Production, Planning & Control	OPS	C22 & C24
EO3135	Modeling for Decision Making	OPS	C22, C23 & C24
EO2136	Supply Chain Management	OPS	C22 & C24
EO2137	Total Quality Management	OPS	C22 & C24
EO2138	Project Management	OPS	C22 & C24
EO2139	Manufacturing Strategy	OPS	C22 & C24

## School of Business Management

### LIST OF HOLIDAYS FOR THE YEAR 2013

Mumbai Campus (State of Maharashtra)			
SR. NO.	OCCASION	DATE	DAY
1.	Republic day	26-Jan-13	Saturday
2.	Chatrapati Shivaji Maharaj Jayanti	19-Feb-13	Tuesday
3.	Holi	27-Mar-13	Wednesday
4.	Good Friday	29-Mar-13	Friday
5.	Gudi Padwa	11-Apr-13	Thursday
6.	Maharashtra Day	1-May-13	Wednesday
7.	Independence Day	15-Aug-13	Thursday
8.	Raksha Bandhan	20-Aug-13	Tuesday
9.	GopalKala	29-Aug-13	Thursday
10.	Ganesh Chaturthi	9-Sep-13	Monday
11.	Anant Chaturdashi	18-Sep-13	Wednesday
12.	Gandhi Jayanti	2-Oct-13	Wednesday
13.	Diwali (Narak Chaturdashi)	2-Nov-13	Saturday
14.	Diwali (Balipratipada)	4-Nov-13	Monday
15.	Diwali (Bhaubeej)	5-Nov-13	Tuesday
16.	Christmas	25-Dec-13	Wednesday

Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January 26, 2013, August 15, 2013, May 01, 2013 & October 02, 2013)

Holiday falls on Sunday			
17.	Maha Shivratri	10-Mar-13	Sunday
18.	Ambedkar Jayanti	14-Apr-13	Sunday
19.	Pateti	18-Aug-13	Sunday
20.	Dussehra	13-Oct-13	Sunday
21.	Diwali (Lakshmi Pujan)	3-Nov-13	Sunday
22.	Guru Nanak Jayanti	17-Nov-13	Sunday

## School of Business Management

### People you should know

- Dean School of Business Management: Dr. Debashis Sanyal
- Associate Dean - Executive Education: Dr. M. C. Agarwal
- Associate Dean (Accreditation) Dr. Bala Krishnamoorthy
- Director – Jasani Centre for Sustainability Management & Social Entrepreneurship: Dr. Meena Galliara
- Director – Centre for Family Business & Entrepreneurship Management: Prof. Seema Mahajan
- Area Chairpersons
  - Business Environment and Strategy – Dr. Bala Krishnamoorthy
  - Communication – Dr. Seema Khanvilkar
  - Economics – Dr. Sangita Kamdar
  - Finance – Dr. Chandan Dasgupta
  - Human Resources and Behavioural Sciences – Dr. Sharon Pande
  - Information System – Dr. Nilay Yajnik
  - Marketing – Prof. Sreeram Sivaramakrishnan
  - Operations and Decision Sciences – Prof. Shailaja Rego
- Chairperson SBM Programmes:
  - Ph.D Programmes, Research & Publications - Dr. Manjari Srivastava
  - MBA – Dr. Mala Srivastava
  - MBA Banking – Dr. Vrinda Kamat
  - MBA Capital Market – Dr. Mayank Joshipura
  - MBA Pharmaceutical Management – Dr. Tarun Gupta
  - MBA Entrepreneurship & Family Business – Prof. Seema Mahajan
  - MBA Part Time – Prof. Sanjay Kumar Sinha
  - PTMBA and Diploma (Social Enterprise) – Dr. Meena Galliara
  - Week End Family Business – Dr. B. M. Kacholia
  - Executive MBA – Dr. P N Mukherjee
  - MBA Human Resources – Dr. Veena Vohra
- Faculty In-Charge
  - Faculty In charge - Alumni Activities - Prof. Hufrish Majra
  - Faculty In charge - Black Board - Prof. J. M. Shah
  - Faculty In Charge - International Relations & Accreditation - Dr. Chandrima Sikdar
  - Faculty Council – Secretary - Prof. Hari Iyer
  - Faculty In Charge - Ph.D Programmes and Research & Publications - Dr. Manjari Srivastava
  - Faculty In Charge - Student Activities (Contests/ Cultural events/ Sports etc.) - Dr. Preeti Khanna
  - Faculty In Charge – ETW - Dr. Sujata Mukherjee
  - Defence Program - Prof. Amit Bhadra
  - TCS - Prof. Souvik Dhar
- Student Cell / Activities - Faculty In charge
 

Activities (Prog /Area specific)	Concerned Prog/ Area Chairpersons
▪ ECELL	- Prof. Seema Mahajan
▪ IIPC	- Dr. Bala Krishnamoorthy
▪ FINOMENON	- Dr. Chandan Dasgupta
▪ MANTAVYA	- Dr. Sharon Pande
▪ PARAGANA	- Dr. Mala Srivastava & Prof. Preeti Khanna
▪ SRF	- Dr. Meena Galliara
▪ SAMPARK/SAMBANDH	- Prof. Sanjay Kumar Sinha
▪ SUMMIT	- Dr. Nilay Yajnik

## School of Business Management

- ECOLIBRIA - Dr. Sangita Kamdar
  - NEPATHYA - Dr. Seema Khanvilkar
  - OPTUMIZ - Dr. P. N. Mukherjee
  - ADVERB - Prof. Sreeram Sivaramakrishnan
  - NJM - Prof. Sreeram Sivaramakrishnan
  - HRUDAY - Dr. Veena Vohra
  - IRC (Industry Research Cell) - Dr. Mala Srivastava
- Academic Administration : Ms. Varuna Saxena, Deputy Registrar, Academics  
Ms. Jayanti Ramesh, Assistant Registrar, Academic Administration  
Ms. Tulsi Mistry, Assistant Registrar – Exams
    - Pinky Shah : Course Coordinator – Full Time MBA Programme I year
    - Ashwini Dighe : Course Coordinator – Full Time MBA Programme II year
    - Beverly A. Ferrao : Course Coordinator – MBA Entrepreneurship & Family Business, & MBA Human Resources
    - Kirti Vasudeo : Course Coordinator – Student Activities, MIS, Ratings
    - Abhay Kumar Gaware: Coordinator - Examinations
    - Smita Kadam : Course Coordinator – MBA Capital Market, MBA Banking, Weekend Family Business
    - Cheryl Monteiro : Course Coordinator – MBA Pharmaceutical Management
    - Bhushan Hirlekar : Course Coordinator – Part Time MBA
    - Marimuthu Raju : Course Coordinator – Executive MBA
    - Rahul Patil : Course Coordination – Management Programme for Executives & Customized Programs
    - Thaira Shaikh : Coordinator for Alumni Relation- Full Time, Part Time MBA & International Relations
  - Psychologist and a Counsellor : Mrs. Meeta Shah
  - Hostels : Mr. Pralhad Poojary (for Boys/ Girls)  
: Prof. Seema Mahajan (For MKM Sanghvi Girls Hostel)
  - Accounts : Mrs. Karuna Bhaya and Ms. Gilda
  - Library : Mr. Shivanand S.
  - IT / Computers : Mr. Anilkumar K.V.
  - Corporate Relations and Placement : Mrs. Shobha Pai
  - Examinations : Mr. Ashish Apte and Mrs. Alka Shukla
  - Admissions/ Migration : Mrs. Anjali Barmukh

## School of Business Management

### NMIMS INFOLINE

Agency	Number
Disaster Management Cell of Municipal Corporation of Greater Mumbai	108
<b>Police</b>	
Police Help Line	100
Juhu Police Station	26184432 / 26183856
Vile Parle Police Station	26117307 / 26117317
Vile Parle (E) Police Station	26112813
D. N. Nagar, Andheri (W) Police Station	26303893 / 26304002 / 26303038
Andheri (E) Police Station	26831562 / 26842677
Santacruz Police Station	26492972 / 26487856
<b>Fire Brigade</b>	
Fire Brigade Help Line	101
Andheri Fire Stations	2620 5301
Bandra Fire Station	26435206
<b>Ambulance</b>	102 / 1298/1252
<b>Hospitals</b>	
Dr. Balabhai Nanavati Hospital	26182255
Cooper Hospital	26207254
<b>Travel Agency</b>	
V-explore	42705205/ 42705255
<b>Chemist</b>	
Dilip Drug House	26182255
Empire Chemists	26718970
Welcome	26111796
<b>General Physician</b>	
<b>Criticare Clinic</b> Plot no. 38/39 , Main Gulmohar Road, JVPD Scheme, Opposite Copper Chimney, Andheri ( W), Mumbai- 400049	26286644/ 88
<b>Hostel</b>	
G. R. Jani Hostel Boys	26240070
Girls Hostel (MKM)	26256382/ 83
Movietime Suburbia (Bandra)	56914673/74/75

## School of Business Management

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

Sr. No.	Category
1	Potentially Liable
2	Drug Abuse
3	Occult
4	Hacking
5	Illegal Unethical
6	Racism and Hate
7	Violence
8	Marijuana
9	Folklore
10	Proxy Avoidance
11	Web Translation
12	Phishing
13	Plagiarism
14	Child Abuse
15	Controversial
16	Abortion
17	Adult Materials
18	Advocacy Organizations
19	Gambling
20	extremist Groups
21	Nudity And Risqué
22	Pornography
23	Tasteless
24	Weapons
25	Sex Education
26	Alcohol
27	Tobacco
28	Lingerie and Swimsuit
29	Sports Hunting and war Games
30	Freeware Downloads
31	Games
32	Peer-to-peer File Sharing
33	Multimedia Download
34	Internet Radio and TV
35	Potential Security Violating
36	Malware
37	Spyware
38	Web Hosting
39	Multimedia Search
40	Audio Search
41	Video Search
42	Spam URL

## School of Business Management

### List of E resources

#### Electronic Journals

1. PROQUEST Central
2. EBSCO
3. Science Direct Elsevier
4. IEL Online
5. JSTOR

#### Company Databases

6. Capital Market
7. CMIE Prowess
8. CEIC Database
9. ISI Emerging Markets

#### Law Database

10. Manupatra

#### Marketing Databases

11. TAM
12. TVADINDX

#### IT Database

13. Gartner Service

#### E-books Database

14. E-Brary

#### Research Database

15. Crisil
16. Frost & Sullivan
17. Lexis Nexis
18. Scopus

#### Directory

19. Cabell's Directory

#### Case Study Database

20. Harvard Business School Publishing

## School of Business Management

### List of Awards (Provisional List)

Sr. No.	Awards
1	Chancellor's Gold Medal for the Best All Round Student Performance for the year
2	Vice-Chancellor's Gold Medal for the Student scoring highest CGPA over 6 terms
3	Gold Medal & Certificate of Honour for overall excellence & leadership instituted by MMS Class of 1981-83 in memory of their classmate Mr. Shailesh Kharkar
4	Gold Medal Award – Information Technology (Academics & Overall) in memory of Dr. Chirag Unadkat
5	Late Prof. Pratap Vijayanand Sirur Silver Medal and a Cash Award of Rs. 3,000/- for scoring the highest marks in the subject of Investment and Portfolio Management
6	Dun & Bradstreet Award for the Best Student (based on application) for the year
7	Prof. Y. K. Zamvar's NMIMS Alumni Association Trophy for the Best Organiser of the Year
8	Prof. Y. K. Zamvar Award for the Best Student based on the Academic Performance for MBA for the Year
9	Certificate of Honour for the Best Student for consistent Academic Performance and Contribution towards Student's Activities for the year
10	Certificate of Honour in recognition of contribution towards Placement Activities for the Year
11	Certificate of Honour in recognition of contribution towards various Student's Activities for the year
12	Certificate of Honour in recognition of consistent Academic Performance and Contribution to the Student's Activities in Pharmaceutical Management for the year
13	Certificate of Honour in recognition of consistent Academic Performance & Contribution to the Student's Activities in Full Time Family Business for the year
14	Certificate of Honour in recognition of consistent Academic Performance and contribution to the Student's Activities in MBA (Capital Markets) for the year
15	Certificate of Honour in recognition of consistent Academic Performance and contribution to the Student's Activities in MBA (Human Resources) for the year
16	Certificate of Honour in recognition of consistent Academic Performance and contribution to the Student's Activities in MBA (Banking) for the year
17	Certificate of Honour in recognition of contribution towards ' <i>We Care</i> ' Activities for the year

# ANNEXURES

## School of Business Management

### APPLICATION OF LEAVE

NAME: \_\_\_\_\_ Date: \_\_\_\_\_  
 Email ID: \_\_\_\_\_ Mobile No. \_\_\_\_\_  
 Programme: \_\_\_\_\_ Trimester \_\_\_\_\_ 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 2013-15/ 16). 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:

Course Coordinator Signature:

Approved by

Program Chairperson

Deputy Registrar Academics

Associate Dean / Dean -SBM

## School of Business Management

### APPLICATION FORM FOR APPLYING FOR STUDENT EXCHANGE PROGRAMME

Name of Programme : \_\_\_\_\_

Name of the Student \_\_\_\_\_

Name of the Course \_\_\_\_\_

CGPA in the last 3 trimesters \_\_\_\_\_

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 programme. 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.

- |                              |                          |
|------------------------------|--------------------------|
| A. ESSCA – ANGERS, FRANCE    | <input type="checkbox"/> |
| B. ESSCA – BUDAPEST, HUNGARY | <input type="checkbox"/> |
| C. EUROMED MARSEILLE         | <input type="checkbox"/> |
| D. ESC – ROUEN               | <input type="checkbox"/> |
| E. GRENOBLE                  | <input type="checkbox"/> |
| F. HHL                       | <input type="checkbox"/> |
| G. IESEG                     | <input type="checkbox"/> |
| H. IAE- AIX                  |                          |

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.**

## School of Business Management

### SVKM's Narsee Monjee Institute of Management Studies (NMIMS)

JVPD Scheme, Vile Parle (W), Mumbai-400056.

Tel: 022-4235555

Email: [nmims@nmims.edu](mailto:nmims@nmims.edu) Website: <http://www.nmims.org>

Photo

### APPLICATION FORM – EXCHANGE STUDENTS-On Arrival FULL TIME MASTERS OF BUSINESS ADMINISTRATION

#### 1. Personal Information

Name of the Student \_\_\_\_\_  
First name \_\_\_\_\_ Middle name \_\_\_\_\_ Last name \_\_\_\_\_

Nationality \_\_\_\_\_ Sex M ☐ F ☐ Date of Birth \_\_\_\_\_  
dd / mm / yy

Passport No. \_\_\_\_\_ Issued at ( Place ) \_\_\_\_\_ Date of Expiry \_\_\_\_\_

Local \_\_\_\_\_  
Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Email 1. \_\_\_\_\_ Email 2. \_\_\_\_\_

#### Home University Details :

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone no. \_\_\_\_\_ Website \_\_\_\_\_

Home University Contact Person \_\_\_\_\_ Email ID \_\_\_\_\_

#### Parents Occupation:

Father's Occupation: \_\_\_\_\_

Mother's Occupation: \_\_\_\_\_:

#### Person to be contacted in case of emergency :

Name \_\_\_\_\_ Relation \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Email ID \_\_\_\_\_

#### Do you have any relatives / friends/ contacts in India ? If yes, pl provide the details :

Name \_\_\_\_\_ Relation \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Email ID \_\_\_\_\_

#### Medical Insurance details :

Insurer \_\_\_\_\_ Policy No. \_\_\_\_\_ Contact person \_\_\_\_\_

Blood group \_\_\_\_\_ Vaccination Details \_\_\_\_\_

Any medical problem, which you would like to mention to us \_\_\_\_\_

## School of Business Management

### 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 \_\_\_\_\_ Raw Score \_\_\_\_\_ Percentile Score \_\_\_\_\_

### 4. Programme for which enrolled at home institution

Level: Bachelor ☐ Master ☐ Diploma ☐ Any other ( Specify name ) ☐

Name of the Programme \_\_\_\_\_ Duration \_\_\_\_\_

Year : First year ☐ Second year ☐ Third 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 Elective Choice (Final)

You have come for exchange programme at NMIMS for: Trim IV ☐ ( Jul – Sep ) Trim V ☐ ( Sep – Dec ) Trim VI ☐ ( Jan – Apr )

Electives for trimester IV	Electives for trimester V	Electives for trimester VI

Your total electives chosen should be minimum seven in each trimester and you are allowed to choose from both first year ( Trim I, II & III ) and Second year ( Trim IV, V & VI ).

### 6. Arrival In India

Will you need to be picked up at the airport ? Yes ☐ No ☐

Date of Arrival : \_\_\_\_\_

Flight No. \_\_\_\_\_ Airlines \_\_\_\_\_ Time of Arrival \_\_\_\_\_

If possible, try to arrive here in a weekday than a weekend .

## School of Business Management

### 7. 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. 15,000 – 20,000 per month). Hostel accommodation will be given only if available. Food cost will be over and above this cost.

### 8. Declaration

I \_\_\_\_\_ declare that all information filled by me in this form are

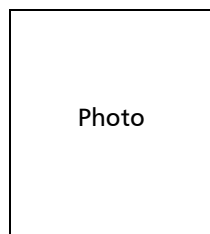
First name      Middle name      Last name  
correct and will complete all the requirements, with full engagements in the academic matters, like all other student  
in the college campus.

I undertake to keep the institute informed about details of my all travels outside Mumbai.

Signature of the Student : \_\_\_\_\_ Date \_\_\_\_\_

## School of Business Management

### APPLICATION FORM – NMIMS EXCHANGE STUDENTS



Name of Programme : \_\_\_\_\_

#### 1. Personal Information

Name of the Student \_\_\_\_\_ Roll

No. \_\_\_\_\_

First name

Middle name

Last name

Nationality \_\_\_\_\_

Sex M ☐

F ☐

Date of Birth \_\_\_\_\_  
dd / mm / yy

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. Place & Duration for which selected from Home University:

ESSCA - Angers ☐ ESSCA - Budapest ☐ Euromed Marseille ☐ ESC – Rouen ☐

Any Other ( Specify Name ) \_\_\_\_\_



## School of Business Management

Trimester I

Trimester II

Trimester III

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

### 3. Declaration

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

In the event that I am granted student exchange programme from NMIMS, I undertake to keep the institute informed about details of my all travels and any other information needed.

I am going on student exchange programme of my own free will at my cost and consequence. I / my parents / guardians am / are responsible for my whereabouts and well being. My parents / guardians are informed of this arrangements and are in full agreement with the terms of this exchange programme.

Signature of the Student: \_\_\_\_\_ Date \_\_\_\_\_

### Enclosures:

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

## School of Business Management

Dear Sir,

**Re: Appointment of scribe**

I request you to approve the appointment of the following person as scribe as per following details. The required medical certificate is enclosed for your ready reference.

**Details of the student:**

- Name of the student:
- Examination/ course:
- Subject/s for which scribe is required
- Date of the Examination

**Details of the Scribe:**

- Name of the scribe:
- Educational Qualification (with proof):
- Address and contact No.

Date:

Name and Roll No. and course of the Student

Place:

## School of Business Management

### Application Form For Obtaining The Photocopy Of The Answer Book/S

#### For Office use:

Approved by (Exam. Dept) & Fees Amt.:	Accounts Dept Sign.:
--	----------------------

To,  
The Controller of Examination  
SVKM's NMIMS  
Vile Parle (W),  
Mumbai 400056.

Dear Sir,

I wish to obtain the photocopies of my answer book/s as per the following details. I enclose a demand draft of Rs. \_\_\_\_\_/- (Rs.500/- per subject/course).

I undertake that I will use the photocopies of the answer book/s only for the purpose of Redressal mechanism and not for any other purpose. I also undertake that I will not part with the said photocopies neither will I transfer the same to any other person for any reason whatsoever. I fully understand that any deviation from the guidelines in this regard will be treated as an act of adoption of unfair means.

Name of the Student: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

School: \_\_\_\_\_

Name of the Program: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Academic Year: \_\_\_\_\_, Programme Year: \_\_\_\_\_, Trimester: \_\_\_\_\_

Subject name/s for which photocopies are required:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Payment Details: \_\_\_\_\_ Demand Draft No. / Cash: \_\_\_\_\_ Amount Paid on Date: \_\_\_\_\_

Yours faithfully,

\_\_\_\_\_  
Name and Signature of the student

## School of Business Management

### Application for Redressal of Grievance Regarding evaluation of answer-books

(Note: Use separate form for each subject)

**For Office use:**

Approved by (Exam. Dept) & Fees Amt.:	Accounts Dept Sign.:
---------------------------------------	----------------------

To,

The Controller of Examinations,

SVKM's NMIMS,

Vile Parle (W),

Mumbai – 400 056

Dear Sir,

I wish to apply for the re-valuation/ assessment of the answer-book(s) with grievance mentioned below.

School Name \_\_\_\_\_ Programme \_\_\_\_\_ Trimester \_\_\_\_\_ Roll No. \_\_\_\_\_

Name of the Course/Subject: \_\_\_\_\_

Date of Examination: \_\_\_\_\_

Name: Shri/Smt./Kum. \_\_\_\_\_

Address for Correspondence: \_\_\_\_\_

PIN : \_\_\_\_\_ Mob. \_\_\_\_\_ Email address: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Candidate

**P.T.O**

## School of Business Management

Name of the subject & Trimester: \_\_\_\_\_

Nature of Grievance (In Brief):

## School of Business Management

### Application for Duplicate Fee Receipt

Sir,

I have lost my original Fee Receipt. Kindly issue me a Duplicate of the same. I give below the particulars required by you.

Fee Receipt: ☐ Year:..... Hostel Fee Receipt: ☐ Year: .....

Name: .....  
(Surname) (Name) (Middle Name)

Course: ..... Academic Year:.....

Student/G.R. No. .... 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 SINGNATURE)

## School of Business Management

### Hostel Deposit Refund

<ul style="list-style-type: none"> <li>• Excess Fees/Excess Deposit</li> <li>• Hostel Deposit</li> <li>• Laboratory Deposit</li> </ul> (Please indicate as applicable)	
• G.R. No. / Student No.	
• Student Name	
• Student Address	
• Student Mobile Contact No.	
• Course	
<ul style="list-style-type: none"> <li>• Demand Draft payable to</li> </ul> (Name of Student/Parent in whose account the Demand Draft would be deposited)	
<ul style="list-style-type: none"> <li>• Demand Draft payable at</li> </ul> (Place where Demand Draft would be deposited)	
<ul style="list-style-type: none"> <li>• Collection by Student /On behalf of Student/ to be couriered to the address mentioned above</li> </ul> (In case of collection on behalf of student, Authority letter required)	

(Signature of Student)

### Attachments Required

- Excess Fees/Excess Deposit Refund
  - Excess Fees/Excess Deposit - Original Receipt
  - Photocopy of Fees/Deposit Receipt
- Hostel Deposit Refund
  - Original Hostel Deposit Receipt signed by Hostel-in-charge & Mr. Pralhad Poojary
- Laboratory Deposit Refund
  - a. Original Laboratory Deposit Receipt signed by Laboratory In-Charge/Dean

## School of Business Management

### RTGS/ NEFT

 <b>SVKM's NMIMS</b> Deemed-to-be University Transcending Horizons		ITEM CODE - OS079 <b>RTGS/NEFT</b> Money Transfer	
Branch Name: <input type="text"/> IFSC: <input type="text"/>		Appl. Form No.: <input type="text"/> Payment Mode: <input type="checkbox"/> RTGS <input type="checkbox"/> NEFT	
<b>Application for Customer Funds Transfer under DENA-RTGS / DENA-NEFT FACILITY</b>			
UTR No.: <input type="text"/>		Request Date: <input type="text"/>	
Remitter Details (Name): <input type="text"/>		Processed Date: <input type="text"/>	
A/c Type# <input type="text"/> A/c No. <input type="text"/>		#10-Savings Bank, 11-Current Account, 12-Overdraft	
13-Cash Credit, 14-Loan Account, 40-NRE, 50-Remittance for Customer Not Having Account in Bank, 51-Indo Nepal Remittance, 52-Card Payments			
Proof of Identity No. (for non-customers - tick which ever is applicable): <input type="checkbox"/>			
(Passport No. / PAN No. / Driving Licence No. / Telephone Bill No. / Certificate of Identification issued by employer in India with details and photograph etc.)			
Address: <input type="text"/>			
Tel No. / Mobile No.: <input type="text"/>		Email: <input type="text"/>	
Beneficiary Details (Name): <input type="text"/>			
A/c Type# <input type="text"/> A/c No. <input type="text"/>		#10-Savings Bank, 11-Current Account, 12-Overdraft	
Confirm Beneficiary A/c No.: <input type="text"/>			
13-Cash Credit, 14-Loan Account, 40-NRE, 50-Remittance for Customer Not Having Account in Bank, 51-Indo Nepal Remittance, 52-Card Payments			
IFSC Code of the Beneficiary Bank / Branch (11 Chars): <input type="text"/>			
Name of the Bank: <input type="text"/>		Branch: <input type="text"/>	
City: <input type="text"/>		State: <input type="text"/>	
Tel No. / Mobile No.: <input type="text"/>		Email: <input type="text"/>	
Originator of remittance: <input type="text"/>			
Sender to Receiver Information if Any: <input type="text"/>			
Amount to be remitted under DENA-RTGS/DENA-NEFT facility: ₹ <input type="text"/>		Remittance Charges ₹ <input type="text"/>	
Amount in Words ₹ <input type="text"/>		Total ₹ <input type="text"/>	
Mode of Payment: RTGS/ NEFT		Debit to my account no (SB/C/C/C/OD): <input type="text"/>	
Cheque No.: <input type="text"/>		Cash Deposit (for non-customers) ₹ <input type="text"/>	
Date: <input type="text"/>		Drawn on: <input type="text"/>	
I have read, understood the Terms & Conditions / Procedural Guidelines prescribed and shall be bound by it for the transaction originated by me/us.			
Applicant's Signature: <input type="text"/>		Terms & Conditions Apply-See overleaf	

Appl. Form - 11/11 70gsm

## School of Business Management

### 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.

## School of Business Management

### FOR OFFICE USE

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

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

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

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

\_\_\_\_\_  
(Signature of Head of the 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.

## School of Business Management

### Clearance Certificate

Date:

Name :

Programme :

Roll No:

Department	Name of the Concerned Person	Signature
Library ( Books )	Mr. Shivanand Sadlapur	
Hostel <i>Applicable only for Hostellers</i>	Mr. Pralhad Poojary	
IT / Computer Centre	Mr. Anil Kumar	
Admissions	Ms. Anjali Barmukh	
Examinations	Mr. Ashish Apte/ Ms. Alka Shukla	
Accounts	Ms. Karuna Bhaya	

Course Coordinator

Assistant Registrar / Deputy Registrar

## School of Business Management

### Undertaking by Students (HBS Cases/ Articles)

"To make the students aware about use of Harvard Cases and Articles (water marked copy on black board) 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 I/ II /III/ IV / V/VI / VIII trimester for the academic year 2013-14 in NMIMS School of Business Management 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: _____

## School of Business Management

OFFICE COPY

### Student Undertaking with respect to the Student Guidelines (Submit this form to your Course Coordinator latest by July 20, 2013)

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

I hereby agree to abide by the rules and regulations of SVKM'S NMIMS in my role as a participant 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, name of the Degree / Diploma, duration, 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.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Date of Birth: (dd/mm/yy) \_\_\_\_\_

Programme:

- ☐ MBA
- ☐ MBA Banking
- ☐ MBA Capital Market
- ☐ MBA Pharmaceutical Management
- ☐ MBA Entrepreneurship & Family Business
- ☐ MBA Human Resources
- ☐ MBA Part Time
- ☐ Executive MBA (EMBA)
- ☐ PGDBM (Management program for Executives)
- ☐ Weekend Programs \_\_\_\_\_

Roll Number: \_\_\_\_\_ Email ID: \_\_\_\_\_

Address for Correspondence:

\_\_\_\_\_

Contact Phone Numbers:

Office: \_\_\_\_\_ Residence: \_\_\_\_\_ Mobile: \_\_\_\_\_

*For Office Use:*

Date of Receipt:

Signature of Course Coordinator:

## School of Business Management

### Location Map

