



STUDENT RESOURCE BOOK (2018-19)



School of Business Management



Prepared By:

Verified By:

Ms.Smita Kadam
Co-ordinator

Ms.Pooja Jadhav
Assistant Registrar

Dr. Prashant Dave
Dy. Registrar (Mgmt.edu)

Ms.Vandana Kushte
Dy. Registrar (Academics)

Approved By:

Dr. Veena Vohra
Associate Dean

Dr.Ramesh Bhat
Provost & Dean SBM

Mr.Ashish Apte
Controller of Examinations

Dr.Meena C
Registrar

Dr.Sharad Mhaikar
Pro Vice Chancellor

Dr.Rajan Saxena
Vice Chancellor



Message from Vice Chancellor

Congratulations!

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

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

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

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

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

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

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

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

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

Dr. Rajan Saxena



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PART – I

School of Business Management



Student Guidelines

(With effect from June 2018)

1.0 About these guidelines:

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

2.0 General guidelines:

Code of Conduct

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

address all related issues and recommend action to the Dean and the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, refer part II of SRB.**

- 2.13.3 NMIMS campus including premises of all schools/colleges and hostels are earmarked non-smoking zones. Possession and Consumption of alcoholic beverages / toxic materials and your presence on the campus under the influence of alcohol/ toxic material/ addictive material is a serious offence. Defaulters will be punished depending on the gravity of act. Any student found consuming or in possession of any objectionable material will be rusticated from the hostel, school and the campus. Further, after enquiry, the student's name will be struck off from the roll of the university. The maximum punishment can be rustication from school.
- 2.13.4 Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the University after enquiry.
- 2.13.5 Students indulging in Sexual Harassment will also be liable to disciplinary action as per University norms.
- 2.13.6 In all matters of indiscipline and indecent behaviour, Chancellor of the University will be the appellate authority. Ombudsman is appointed by the University who would look into such cases referred by Chancellor and their decision is final and binding. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. Depending on gravity of Act, the student can be rusticated from the school. NMIMS will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

2.14 **Dress Code:**

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

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

2.15 **Punctuality**

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

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

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

3.1 **General Guidelines**

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

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

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

3.2 Attendance Rules for School of Business Management

3.2.1.1 100% attendance in classes is compulsory. However for medical reasons/ personal reasons/ contest/ placement/ institutional work/ other activities a relaxation upto 20% may be allowed. Following are rules relating to attendance:

3.2.1.2 For Full Time/ PTMBA/ EMBA Pharma Programmes:

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

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

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

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

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

3.2.2 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.

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.

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

4.0 Academic Guidelines

4.1 Credit Structure

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

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

Details	Credit	Equivalence in hrs
Class room teaching	1 credit	10 hrs
Lab/Tutorial/group/presentation work	1 credit	20 hrs
Seminar work subject to Seminar is scheduled throughout the trimester	1 credit	20 hrs
Project work	1 credit	20 hrs
Internship	1 credit	40 hrs (per week)
Research paper/ dissertation	1 credit	20 hrs

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

- 4.2.1 Class-participation/ Individual presentation in class
- 4.2.2 Quizzes/ Class test/ Surprise test/ Assignments (announced/unannounced)
- 4.2.3 Individual assignment/ Group assignments/ Presentations/ Decision sheets
- 4.2.4 Term papers/Decision sheets/ Project reports
- 4.2.5 Research Paper Presentations /Viva
- 4.2.6 Tutorials
- 4.2.7 Sessional / Mid-term examination
- 4.2.8 End-term examination
- 4.2.9 Any other school specific component

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

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

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

4.6 Duration of examination

- 4.6.1 Minimum duration of Mid –Term Examinations : 1.5 hr
- 4.6.2 Minimum duration of End-Term Examinations : 2 hrs
- 4.6.3 Examination duration can also be more than the above specified time as defined by respective schools. (refer Part II of SRB)

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

- 4.7.1 Full Credit course.: 100 points
- 4.7.2 Half-credit course: 50 points

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

- 4.8 The internal evaluation marks once shared and finalized cannot be changed subsequently.
- 4.9 For all the programs, the weightage for each component will be specified by the Faculty and will form an integral part of the course outline (as per specific requirement of school/programme). The Faculty has flexibility to formulate and implement evaluation system with weightage specified in course outline. While approving the courses, the HOD/Area-in-charge and the Dean/Director/ Associate Dean will ensure that the evaluation components and weightage points assigned to each component are fair.
- 4.10 For grading purpose, the weightage mentioned by the faculty in the course outline will be applied for each component of evaluation irrespective of the marks assigned to the said component for the examination.
- 4.11 The minimum number of students to offer a course/s will be decided by Dean/Director of respective schools on the basis of total number of students registered in that particular course/s.
- 4.12 Project Guidelines:
 - 4.12.1 From time to time Faculty may assign projects to students in their course.
 - 4.12.2 After Submissions, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS.
- 4.13 **For more details on Academic / Project guidelines, refer Part II for school specific inputs**

5.0 Interdisciplinary Offerings – Guidelines

The interdisciplinary approach of selection of courses across different streams enables students to get the knowledge of other domain. The guidelines mentioned below are specifically related to courses offered under interdisciplinary offerings.

Home School – The students admitted to this school

Host School – Students studying interdisciplinary courses (eg. Student of MPSTME (home school) studying in SBM (Host school))

- 5.1 The interdisciplinary offering of courses are applicable for Master's level programme and/or 4th/5th year of programmes with duration of 4 years and above.
- 5.2 The Master list is built from courses offered by SBM (Business School), BSSA (Architecture), MPSTME (Engineering), SDSOS (Science) & SPPSPTM (Pharmacy) & SOL (Law).
- 5.3 The students from all schools are allowed to choose maximum 2 courses (as applicable school wise) from master list as a credit courses in lieu of electives. The concerned school's Dean may also allow students to choose interdisciplinary courses as an additional subjects.
- 5.4 The courses from all schools in an academic year, as per the master list will be offered in two sessions as follows:
 - 5.4.1 Fall Session (IV week of July 2018 – III week of Nov 2018)
 - 5.4.2 Winter Session (I week of January 2019 – III week of March 2019)
- 5.5 The Term end examination of all offered courses, as per Master list, will be conducted after completion of the classes. The date of final examination will also be mentioned in the time table. The timings of term end examination will be from 4.30 PM -7.30 PM.
- 5.6 The duration of each course will be of 45 hours which will be equivalent to 3 credits. The first 15 hours will cover the basic knowledge of that course and remaining 30 hours will cover the specialized knowledge.
- 5.7 Each course in the master list have number of seats available against them. The enrollment of students to interdisciplinary courses will be opened via notice circulated by school.
- 5.8 The students have to register through Blackboard / student portal only. The registration for enrollment of courses for **both** fall and winter sessions opens from **last week of April 2018– Last week of May 2018** in **current** academic year for courses to be offered in **next** academic year.
- 5.9 The course outlines will be available on blackboard/ student portal. Students may view them on **Community tab →**

Academic year 18-19- Interdisciplinary Registration [Fall & Winter Session]

- 5.10 The students cannot opt out of the course once the list is finalized and shared with host school. Only on an emergent situation and with prior approval from Dean, he/she will be permitted to de-register. **A student will not be allowed to opt out of the course where the registration is only 10.**
- 5.11 On the basis of number of students enrolled, the course will be offered. If number of students enrolled are more than number of available seats, the selection of students will be on the basis of their CGPA of previous academic year.
- 5.12 The minimum number of enrolment of students in each course is 10.
- 5.13 For every course 10% of the seats are reserved for students of each school (Host & Home). The remaining seats will be filled with students from all schools on the basis of CGPA. The maximum number of students from each school for any course is 50 % of the total seats.
- 5.14 The classes will be conducted separately for interdisciplinary courses and will not be merged with existing classes scheduled at the host school.
- 5.15 Student can choose 1 course from fall session and 1 course from winter session. The students of following programme/ trimester/ Semester are eligible to choose course in lieu of elective course / additional course:

School	Programme	Fall Session	Winter Session
SBM	MBA - II year	Trim V	Trim VI
MPSTME	PG Programmes II/III Year	Sem III/V	Sem IV
	B. Tech. & MBA (Tech.) IV year	Sem VII	Sem VIII
BSSA	B. Arch. IV / V year	Sem VII/IX	-
SDSOS	PG Programmes II Year	Sem III	Sem IV
SPPSPTM	PG Programmes I*/II Year	Sem I/ Sem III	Sem IV
	B. Pharm. & MBA.(Pharma Tech.) – IV year	Sem VII	Sem VIII
SOL	B.A. LLB. , BBA LLB.	Trim XI/XIII	Trim XII/XIV
SOE	M.Sc. Economics	Sem III	Sem IV

*From A.Y. 2018-19; 1st year students of core M.Pharm programme will be offered the ID courses for the fall and winter session. 2nd year students of M.Pharm + MBA will attend the classes & appear for exams in Sem III, however they will be booked to Sem IV since they get a combined grade sheet for Sem III & IV (along with major & minor project work).

- 5.16 The Attendance and Examination rules will be applicable as per your respective home school guidelines.
- 5.17 The time table will be shared 2 weeks prior to the commencement of classes.
- 5.18 Any further changes will be communicated separately via separate notice.
- 5.19 The Master list of courses offered is as mentioned below: (for Academic Year 2018-19)

Name of the Programme : Interdisciplinary Courses							Year: 2018-19		Fall Session (End July to Mid Nov)	
Sr. No.	School	Name of the Module/ Course	Mode of Lectures	Total Hours	Total Credits	Day & Time	Venue	Number of Seats	Examination Scheme (Weightage)	
									ICA	TEE (University/School Examination)
1.	SBM	Sales & Marketing	L	45	3	Monday 4.30-7.30 pm	SBM, New Building	60	40	60
2.	SDSOS	Advanced Business Statistics	L	45	3	Tuesday 4.30-7.30pm	SDSOS, I Floor	40	40	60
3.	MPSTME	Smart Cities	L	45	3	Wednesday 4.30 – 7.30pm	MPSTME, Mumbai	60	100	0
4.	BSSA	Design Thinking	W	45	3	Thursday 4.30 – 7.30pm	BSSA, 5 th Floor	40	40	10 + 50

Name of the Programme : Interdisciplinary Courses							Year:2018-19		Winter Session (I week of Jan to III	
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Sr. No.	School	Name of the Module/ Course	Mode of Lectures	Total Hours	Total Credits	Day & Time	Venue	Number of Seats	week of March)	
									Examination Scheme (Weightage)	
									IC A	TEE (University/School Examination)
5.	SPPSPTM	Pharmaceutical Marketing	L	45	3	Tuesday & Thursday 4.30 - 6.30pm	SPPSPT M, 6 Floor	60	40	60
6.	SOL	Introduction to Intellectual Property Rights	L	45	3	Monday & Wednesday 4.30 - 6.30pm	SOL, 8 Floor, Mumbai	60	40	60

6.0 Examination Guidelines:

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

6.1 Discipline in the Examination Hall

- 6.1.1 Students must know their Roll Number and Student No.
- 6.1.2 Students who are eligible to write the term end examination/re-examination should be present in the Examination Hall at least 30 minutes before the scheduled time of the commencement of the examination. All the students, who arrive in the examination hall after the scheduled time of the commencement, will not be permitted to appear for that examination. In exceptional circumstances, the student will necessarily have to get the approval of the Dean of the respective school / person nominated by the Dean in order to appear at the examination. Students who report late of the examination would be permitted to appear at the examination in exceptional circumstances only after they produce a written approval from the Dean of the school or the person nominated by the Dean on application to be made by the student concerned. Such a student who has reported late will not be eligible for benefit of extra time due to late arrival as well as the loss of time in getting approval from the Dean of the school in such a case.
- 6.1.3 Students are not permitted to enter the examination hall more than half an hour after the commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session.
- 6.1.4 Students, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination.
- 6.1.5 Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Supervisor's table, at their own risk. NMIMS will not be responsible for the safety and security of the same.
- 6.1.6 A student, who fails to attend an examination at the time and place published in the timetable, will be to have failed in that course due to absence. Opportunity for re-examination will be given according to the rules and regulations.
- 6.1.7 Students should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose on the answer-book.
- 6.1.8 Students are required to have their Identity Cards issued by SVKM's NMIMS and they must produce these for verification by the room supervisor during the examination. Students not having the said identity card with them during the examination may be denied permission to appear for the examination.
- 6.1.9 Every student present must sign against his / her Student number on the attendance sheet provided by the Room Supervisor.
- 6.1.10 Students should specifically go through the instructions given on the top of the question paper and on the front page of the answer book. They are of utmost importance.
- 6.1.11 **On the front page of the answer book the students should write only the name of the program, specialization if any, trimester/semester details and course / subject for which examination is being held, number of supplementary sheets attached to the main answer book. Any extra writing on the front page**

or anywhere in the answer book will be treated as act of unfair means and will be processed as per rules.

- 6.1.12 **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:** If a student has any query as regards contents of the question paper, he should bring the same to the notice of the examination hall supervisor without disturbing others in the examination hall.
- 6.1.13 Students are forbidden to (i) bring any books, notes, scribbling papers, pagers, mobile phones, laptop or any other similar devices/things unless specifically permitted. Any such material found in possession of the student will be confiscated (ii) smoke in the examination hall, (iii) bring eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, and (v) take with them any answer-book, written or blank, while leaving the examination hall. Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them. The supervisors/ authorized persons are authorized to frisk the students.
- 6.1.14 Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the University.
- 6.1.15 **The answer books of the term-end examinations are bar coded and therefore, students should not write his/her name, Roll No., Student No. etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.**
- 6.1.16 While underlining of answers for focusing attention is permitted, use of varied inks, except for illustrations and figures must be avoided. DO NOT use any symbol like encircling the question or using colour arrows for 'P.T.O'. These will all be considered as attempts to readily identify the specific answer-book.
- 6.1.17 Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets to the same. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer book out of the examination hall will be treated as against rules and appropriate action will be taken against such candidate/s.
- 6.1.18 Students should not write anything on the question-paper.
- 6.1.19 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited.
- 6.1.20 If students want anything, they should approach the Room Supervisor without disturbing other students. However, they should not leave the examination hall on any account, without surrendering his/her answer book.
- 6.1.21 Students will not be allowed to leave the examination hall during the examination and especially during the last ten minutes. They should not leave their seats until answer-books from all students are collected by the Room Supervisor.
- 6.1.22 A student who disobeys any instructions issued by the Invigilator's / Room Supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the University.
- 6.1.23 **Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination only after giving an undertaking in writing that the decision of the University in respect of the reported act of unfair means will be binding on them.**
- 6.2 **Guidelines for Appointment and Availing facility of Scribe for the physically disabled (permanent or temporary disability) students during examinations conducted by NMIMS**
- 6.2.1 A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations.
- 6.2.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (Annexure 7) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.
- 6.2.3 In the following cases of students, the medical certificate of only Government Authorized Agencies would be accepted for Mumbai Campus namely:
- Hearing Impaired Students: Ali Yavar Jung National Institute for the Hearing Handicapped.
 - Physically Challenged Students: All India Institute of Rehabilitation of Physically Handicapped
- 6.2.4 As regards the student from other campuses, the Government Authorized Agencies from those cities would be accepted.
- 6.2.5 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office of the University. The university will make arrangement alternatively if possible.
- 6.2.6 The scribe should be one grade junior in academic qualification than the student if from the same stream.
- 6.2.7 Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students.

- E.g. for the examination of two hours, 20 minutes extra time will be allowed.
- 6.2.8 The Examination in Charge of the center will have powers to resolve issues if any in this regard. S/he will be authorized to make/ accept any last minute changes of scribe under exigencies.
- 6.2.9 The said student will sit in a separate room under supervision.

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

- 6.3.1 At the time of all written examinations, all L.D. students would be given permission to use a writer. In such a case, the student concerned should submit application in writing along with all the necessary documents well before the commencement of the first examination. Also such students would get 25% additional time for writing the examination.
- 6.3.2 These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams
- 6.3.3 Concession will be given for spelling mistakes or mathematical calculation.
- 6.3.4 L. D. students who have failed to pass will be eligible for 20 grace marks to pass the examination. These marks will be given by way of distribution for one subject or more subjects.
- 6.3.5 In case of L.D students the medical certificate of only Government Authorized Agencies would be accepted. For Mumbai campus medical certificate from Sion Hospital / Nair Hospital only would be accepted also.
- 6.3.6 The said medical certificate must be produced at the beginning of the academic year.

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

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

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1.	Possession of any copying Material (offence committed for first time)	Annulment of the performance of the student at the University Examination for the subject during the examination of which student was found with copying material in his/ her possession.
2.	Actual copying from the material in possession	Annulment of the performance of the student at the University Examination in full * This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 4, 5, 6, 7, 8 and 14 in addition to the one prescribed thereat.
3.	Possession of any copying Material (offence committed second time)	Annulment of the performance of the student at the University Examination in full
4.	Possession of another student's answer book or supplementary sheet	Exclusion of both the students from concerned University Examinations for one additional examination *
5.	Possession of another student's answer book or supplementary sheet and Actual evidence copying from that	Exclusion of both the students from concerned University Examination for three additional examinations *
6.	Mutual/ Mass copying	Exclusion of all the students from concerned University Examination for two additional examinations *
7.	Smuggling in or smuggling out of answer books as copying material	Exclusion of the student from concerned University Examination for three additional examinations *
8.	Smuggling in of answer books based on the question paper set at the examination	Exclusion of the student from concerned University Examination for four additional examinations *
9.	Smuggling in written answer book as copying material and forging the signature of supervisor	Student concerned to be rusticated from University
10.	Attempt to forge the signature of the supervisor on the answer book or supplementary sheet	Student concerned to be rusticated from University
11.	Interfering with or counterfeiting of University	Student concerned to be rusticated from University

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
	seal or answer books or office stationery used in the examination with the intention of misleading the authorities	
12.	Answer book or supplementary sheet written outside the examination hall or any other insertion in the answer book	Student concerned to be rusticated from University
13.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination	Student concerned to be rusticated from University
14.	Using obscene language/ violent threats inside the examination hall by a student at the University examination to room supervisor/ any other authority	Student concerned to be rusticated from University
15.	Impersonation for a student or impersonation by a student in University or other examinations	Student concerned to be rusticated from University
16.	Revealing the identity in any form (Name, Roll No, G.R. No., religious invocation etc. in the main answer book and/ or supplementary sheet)	Annulment of the performance of the student at the University Examination in the subject concerned during the examination of which the identity was revealed.
17.	Found something written on the body or on the clothes while in the examination	Annulment of the performance of the student at the University Examination in full.
18.	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed for the first time)	Annulment of the performance of the student at the University Examination for the subject during the examination of which student made an appeal
19	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed second time)	Annulment of the performance of the student at the University Examination in full.

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

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

Practical/Dissertation/Project Report Examination:

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

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

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

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

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

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

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

6.5.4 All the students will be informed the course/module-wise marks obtained by them in the 'Internal Continuous Assessment' and 'Term-end Examination' by the Examination Office, **on the date of declaration of result of**

the examinations of the respective class/es. The date of declaration of result shall be the date on which examination result is made live on 'Student Portal' of the University.

6.5.5 Under the Grievance Redressal Mechanism, a student can apply for:

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

OR

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

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

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

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

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

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

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

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

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

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

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

- 6.5.14.1 **If the marks of re-evaluation, increase or decrease by less than ten percent (10%)** There will be no change in the marks and original marks awarded to the candidate in the subject will be retained.
- 6.5.14.2 **If the marks of re-evaluation increase or decrease between 10.01% and 20%:**In such cases the marks originally awarded to the candidate in the subject shall be treated as null and void and the marks obtained by the candidate after re-evaluation shall be accepted as the marks obtained in that subject. Fractional marks if any shall be rounded off for the purpose of computing the ten percent (10%) difference in marks.
- 6.5.14.3 **If the marks of re-evaluation increase or decrease by more than 20%** A second revaluation of the said answer books shall be done by the examiner from the panel of examiners for the said subject and then **an average of the marks obtained in the first re-evaluation and marks obtained in the second re-evaluation shall be taken** and this shall be accepted by the University as the final marks for the said subject (fractional marks if any shall be rounded off to the next integer).
- 6.5.14.4 An answer book shall be sent for second revaluation to another senior examiner appointed by the Controller of Examinations in consultation with the Dean of the School or Chairperson of the Board of Studies of the University, if in the first revaluation, marks of a candidate are decreased below the passing marks or if a candidate obtains 'F' grade after the first revaluation or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.

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

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

Kindly refer Part II of SRB for rules of respective schools for Internal Continuous Assessment / Term End Evaluation, Grading system, Passing criteria, method of calculation of CGPA, Re-Examination, exceptional cases – medical etc.

(To download the examination related formats go to the website nmims.edu → School → Campus → Academics → Examination)

7.0 Library Rules and Regulations:

- 7.1 **Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and with any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate NMIMS disciplinary procedures.**
- 7.2 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.
- 7.3 Students are required to carry their NMIMS student ID-card and staff to carry their NMIMS staff identity card to get entry and to use the Library, and must produce this when required doing so by an authorized person. This card must be used only by the member to whom it is issued.
 - 7.4 Bags, etc., are not allowed in the Library. For reasons of security, bags and other personal possessions should not be left unattended. The Library has no responsibility in case of damage to or theft of personal property.
 - 7.5 Silence is required in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off, or set to silent ring mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to fine and /or suspension of student for 3 weeks.
 - 7.6 The consumption of food and beverages (with the exception of bottled water) and the use of personal audio equipment are not permitted in the Library.
 - 7.7 Photography, filming, video-taping and audio-taping in the Library is not allowed.
 - 7.8 Humanly operated personal equipment should not be used without the prior permission of the Librarian.
 - 7.9 Users are required to comply with copyright regulations as displayed by the photocopiers.
 - 7.10 Data retrieved from the Library's electronic resources *may not be used* for purposes other than teaching, research, personal educational development, administration and management of NMIMS and development work associated with any of the aforementioned. *Use of the data is not permitted* for consultancy / services leading to commercial exploitation of the data / 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.
 - 7.11 The removal of any material from the Library must be properly authorized and recorded. Damage to or unauthorized removal of material constitutes a serious offence and may lead to a fine or to disciplinary action.
 - 7.12 Borrowing entitlement: Two books for ten days. One time renewal is possible if the book is not in demand.
 - 7.13 Fine of Rs.3.00 per day per book is levied on overdue books. Students can check their account details online in OPAC (Online Public Access catalogue) and also be notified overdue by email. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until such time as those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.
 - 7.14 Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while payment is outstanding.
 - 7.15 Students are required to wear smart casuals (Barnudas, Half pants, Short skirts, Bathroom slippers are not allowed).
 - 7.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.
 - 7.17 The award of a NMIMS qualification will be deferred until all books and other library materials have been returned and outstanding fines/charges paid.
 - 7.18 For list of electronic resources / Databases refer annexure.

8.0 Placement Guidelines:

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

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

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

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

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

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

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

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

The Placement process typically involves –

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

8.1 **Batch Preparation:**

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

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

8.1.1.2 Interaction with seniors who have undergone internships in companies.

8.1.1.3 Assigning seniors or alumni as mentors to guide students.

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

8.1.1.5 Guest talks and workshops on various topics from corporates.

8.1.1.6 Resume building as per guidelines

8.1.1.7 Soft skills training etc.

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

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

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

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

8.2 **Pre Placement Talk – PPT**

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

8.3 **Internships/Projects**

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

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

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

School/Area	Programs	Internships
Mumbai Campus		
Management	MBA, MBA HR, MBA Pharma, MBA Law	Management Internships of minimum 8 weeks after the I year during vacation

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

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

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

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

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

8.4 Final Placements

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

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

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

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

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

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

9.0 Guidelines for the Use of Computing Facilities:

9.1 NMIMS invests significant resources in the provision of computing resources for the students. In order to ensure maximum availability, computing resources must be used in a responsible way. The students are responsible for ensuring that these resources are used in an appropriate manner. The list of websites which are blocked for use at NMIMS and at the Hostels is given in the annexure.

- 9.2 You are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in withdrawal of your rights to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of the document will be available with the Computer Centre.
- 9.3 The internet access to students will be as per the NMIMS policy. Any change request has to be routed through the Registrar in writing.
- 9.4 Food and/or beverages allowed only in cafeteria. Food and/or beverages (except drinking water) will not be permitted in the Computer Centre. Smoking is not permitted in the Campus premises.
- 9.5 **Provision of Computing Resources:**
- 9.5.1 The students of NMIMS are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aims, or that otherwise, acts against the interests of the NMIMS is prohibited. In the event of non-approved usage of the computing facilities, NMIMS reserves the right to withdraw access to computing facilities at any time.
- 9.5.2 Use of NMIMS computing facilities for students' commercial gain is prohibited.
- 9.5.3 Computer Centre facility will be provided on priority to the students of the concerned programmes, where using Laptop is not compulsory.
- 9.5.4 Students are not allowed to connect personal pen drives/ Laptops to the systems installed in the classrooms.
- 9.5.5 **All students will be given NMIMS email id** and internet authentication id. They are permitted to access internet in computer centre or on their own laptop through this id and password only. The action will be taken against if any misuse of internet and email Id.
- 9.5.6 Law: Your use of the computing facilities is governed by various applicable IT Acts, laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the NMIMS.
- 9.5.6.1 It is student's responsibility to ensure that student's activities do not contravene these or any other laws.
- 9.5.7 Authority of Information Systems Staff: Students must comply with all requests or instructions issued by any Information Systems staff with respect to the use of NMIMS computing facilities.
- 9.5.7.1 Improper behaviour towards staff will result in disciplinary action.
- 9.5.8 Levels of Service: NMIMS endeavours continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, the students should lodge a written complaint in the Complaints Register available in the Computer Lab. No action will be taken on any verbal complaint.
- 9.5.9 The Information Systems Group will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through the notice boards/ email placed in the Computer Lab as well as the Student Notice Boards/ emails. It is your duty to regularly check the notice boards/ email and plan your use of the facilities accordingly.
- 9.5.10 The failure of any element of the computing service will not be accepted as a valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.
- 9.5.11 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.
- 9.6 These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of Computing Facilities at NMIMS.
- 9.6.1 Do not use others user login id and password, nor allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for the purpose of assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to the NMIMS authorities if any breach of university regulations is suspected in connection with that use.
- 9.6.2 Do not copy or share other's data resulting in data theft of any kind under IT Act.
- 9.6.3 Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.
- 9.6.4 Do not request resources or access rights that you do not need.
- 9.6.5 Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The NMIMS accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.
- 9.6.6 Do not remove, borrow, connect or disconnect any IT equipment without permission.
- 9.6.7 Do not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into

- any IT facility or network / campus, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
- 9.6.8 Do not in any way cause any form of damage neither to the NMIMS IT facilities, nor to any of the accommodation or services associated with them.
 - 9.6.9 Do not hack, access, copy, delete or attempt so to do the computer account, information or resources of another user or of a system administrator without that person's permission.
 - 9.6.10 Do not initiate or perpetuate any chain email message. Do report immediately to 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.
 - 9.6.11 Do not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.
 - 9.6.12 Do not transmit unsolicited commercial or advertising material on NMIMS network / Campus.
 - 9.6.13 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
 - 9.6.14 Do not monitor, read and disrupt network traffic inside the campus.
 - 9.6.15 Do not make deliberate unauthorised access to facilities or services accessible via the NMIMS Local Area Network (LAN).
 - 9.6.16 Do not waste staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.
 - 9.6.17 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
 - 9.6.18 You must adhere to the terms and conditions of all licence agreements relating to IT facilities which you use including software, equipment, services, documentation and other goods.
 - 9.6.19 You must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.
 - 9.6.20 Students are prohibited from viewing any Pornographic material in computer Centre or on any other computer or IT system inside the NMIMS campus or storing child pornography, Playing Games, Hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure e.g. Projector cables. Disciplinary action will be taken by NMIMS if the Student is found guilty.
 - 9.6.21 You must obtain prior permission to use computers for commercial or outside work including the use of IT facilities to the substantial advantage of other bodies such as employers of placement students.
 - 9.6.22 Do not interfere with or change any hardware or software; if you do, you may be charged for having it put right.
 - 9.6.23 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
 - 9.6.24 Do not load games software onto, or play games software on, the IT facilities unless required for academic purposes.
 - 9.6.25 Do not admit any other person to computer facilities or other NMIMS premises when those facilities or premises are locked and do not enter unless authorised to do so.
 - 9.6.26 Do not smoke, eat or drink, and do ensure that consumable products including food and drink are stowed away at all times, in any computer room or near any public access IT facilities.
 - 9.6.27 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
 - 9.6.28 You must immediately vacate any IT room when asked to do so by any person who has legitimately booked that room and must not leave processes running or files printing or otherwise interfere with the work of that person. Failure to cooperate gives that person the right to switch off the workstation that you are using.
 - 9.6.29 Important: In the event that the guidelines are not followed and there is a consequent damage to any computing facility, NMIMS reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.

10.0 Feedback Mechanism:

- 10.1 The NMIMS has a well-established online feedback mechanism (through Student Portal) for communication of your perceptions. The components of this feedback mechanism are:
 - 10.1.1 Oral Feedback at the end of the third week of every trimester. Dean / Director /Programme Chairperson/HOD will meet students personally, if applicable.
 - 10.1.2 Online Feedback is taken using a questionnaire preferably in the last session of every course in each trimester/Semester. This feedback is compiled and statistics are placed before each faculty member by the end of the trimester/Semester.
- 10.2 All students should get involved in this mechanism seriously as it truly helps the NMIMS improve the quality of services and teaching provided.

- 10.3 These are open ended questions in which student can reflect learning and teaching aspects of the course.
10.4 While sharing the feedback to the faculty members, student's identity is kept confidential.

11.0 Mentoring Programme / 'Psychologist and a Counsellor':

11.1 Mentoring Programme:

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

11.2 Psychologist and a Counsellor:

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

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

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

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

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

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

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

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

World health organisation and the U.S. National Library of medicine articles:

National library of Medicine: [Psychosomatic disorders in developing countries: current...](#)

www.ncbi.nlm.nih.gov/pubmed/16612204

[WHO | Prevention of bullying-related morbidity and mortality: a ...](#)

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

12.1 Admission Cancellation procedure :

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

The Schedule of refund of fees will be as follows as per UGC rule Dec 2016:

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

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

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

In case of (1) in the table above, the deduction will be 10% of the aggregate fees as processing charges from the refundable amount. Aggregate fees is inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit.

Note: The above refund rules are subject to revision as per UGC notification (as applicable).

Candidates to refer Important Dates of the respective program.

12.2 Payment of fees:

12.2.1 The promoted students for the subsequent years are required to pay the fees as per the email received from Accounts department. Late fee will be levied if the fee is not paid within the due date.

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

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

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

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

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

12.3 Re-admission rules:

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

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

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

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

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

12.4 Academic break :

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

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

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

12.4.1.1.1.1 **Eligibility:**

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

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

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

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

12.5 Submission of certificates / marksheets:

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

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

12.6 Admission Deferment:

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

12.6.1 Eligibility :

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

deferment.

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

12.6.2 Who can apply :

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

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

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

12.6.3 Process:

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

13.0 Dean's list / Meritorious students:

- 13.1 Dean's List (Applicable only for School of Business Management)
 - 13.1.1 10 % of the batch on the basis of highest yearly CGPA will be under Dean's List and will get a certificate at the end of each year.
 - 13.1.2 Students who are participating in Student Exchange Program (for 2nd year) are also eligible for the Dean's list subject they were also in the dean's list of 1st year. Such students will be shortlisted on the basis of the CGPA of two trimesters of 2nd year.
 - 13.1.3 Students obtaining D grades/ F grades/ appearing in the re- exams in the current academic year will be ineligible to be listed in the Dean's List of the current academic year as well as in the Dean's list of the next year(s).
- 13.2 Meritorious students list (applicable for all schools except School of Business Management)
 - 13.2.1 10 % of the batch on the basis of highest CGPA during the entire period of programme will be under meritorious students list and will get a certificate at the time of Convocation.
 - 13.2.2 Students who are participating in Student Exchange Program are also eligible for the meritorious students list. Such students will be shortlisted on the basis of the CGPA of all semesters/trimester completed at NMIMS.
 - 13.2.3 Students obtaining F grades/ATKT/ appearing in the re- exams/ appearing in unfair means or any misconduct will be ineligible to be listed in the meritorious students list.

14.0 Student Portal (Learning Management System)

- 14.1 Student Portal is a Web-based learning management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.
- 14.2 URL: Access Portal through <https://portal.svkm.ac.in/usermgmt/login>
- 14.3 Login Policy: Default User ID is Student's SAP number and Password has been mailed to all. Mails have been sent to the email ids available in the SAP.
- 14.4 Change Password: Students are recommended to change password after first login for safe surfing.
- 14.5 Email Update: Users need to change/update their email id & contact number for getting regular notification.
- 14.6 Course links: Your login will contain only current trimester/semester course list.
- 14.7 Announcements: Announcements related to course and other activities are published in Announcements section.
- 14.8 Online Library: Online Library database is available through Blackboard; it will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.
- 14.9 Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally.
- 14.10 Assignments / Assessments: Assignments can be uploaded which will be graded by faculty and online score will be stored. Assessments can be conducted online.
- 14.11 Academic Content : Syllabus, SRB, Teaching Scheme , Class Time-table etc. can be uploaded.
- 14.12 Course Content : All course related reading materials (ppt/notes/videos/links) can be published.
- 14.13 Examination related content : Results and exam time table can be made available.
- 14.14 Admission Related content : Admission Notices can be published.
- 14.15 Internal assessment: Internal marks for respective courses can be published.
- 14.16 Faculty Feedback: Faculty Feedback is accepted online for respective trimester/semester.
- 14.17 Online Plagiarism: Student / Faculty can check Plagiarism value through this feature.
- 14.18 Groups: can be created by faculty for assessments, File Exchange, Discussion Board etc. for their Courses.
- 14.19 Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss on topics related to their respective courses.
- 14.20 System Requirement: Works Best with Chrome. (version 64 and above)
- 14.21 Help – Assistance: mail to portal@svkmmumbai.onmicrosoft.com or Call toll free no. 1800-1025-136

15.0 Rules for participating in National/International Level Contests:

- 15.1 All contests have to be routed through Faculty In charge of Student Activity/HOD.
- 15.2 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
- 15.3 All student contests are classified as follows.
 - 15.3.1 GRADE A: National and International level contests of very high repute.
 - 15.3.2 GRADE B: National level contests of high repute.
 - 15.3.3 GRADE C: Local and national level contests
- 15.4 The respective school heads will make the classification of contest in Grade A/B/C.
- 15.5 The classification of the contest will determine the selection, reimbursement and appraisal of the students.
- 15.6 Reimbursements (Applicable only for National Contest)
 - 15.6.1 Students going for GRADE A will be provided with 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from the contest destination.
 - 15.6.2 Students going for GRADE B and C contests will be provided 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from contest destination, provided that they have won the contest (1st or 2nd place only).
 - 15.6.3 All reimbursements are subject to the approval of the head of the school and are hence subject to change.
 - 15.6.4 All reimbursements will be made only after the student has returned from the contest. All bills, tickets of the travel and copy of certificates will have to be retained and submitted.
 - 15.6.5 All students claiming the reimbursement will have to submit all details to the staff co-ordinator for processing through the accounts department.
- 15.7 Contest Winners
 - 15.7.1 Any student who has won any contest is required to provide full details of the contest and award won to the faculty within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals.
- 15.8 **For additional information as specific to school, kindly refer Part II.**

16.0 Guidelines for Awards and Scholarships

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

- 16.2 Students are advised to apply for awards and participate in the process enthusiastically.
- 16.3 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.
- 16.4 Certificate of merit to be given by Dean's at school level.

17.0 Guidelines for Convocation

- 17.1 The Annual Convocation will be held for all Full Time and Part Time programs of NMIMS.
- 17.2 Only those students who have fulfilled the requirements of the program will be eligible to receive their degrees/diplomas at the Convocation. These requirements include migration certificate, attendance requirements, submission of all assignments and projects, clearance of all dues from various departments like accounts, hostel, library etc., and passing of all examinations and any other deliverables to the school/ NMIMS.
- 17.3 In case any student is found in-eligible to receive degree/diploma on any account, he/she may apply for consideration of his case at least 48 hours before the Annual Convocation. The decision of the management will be final and binding. No last minute requests for reconsideration will be entertained.
- 17.4 Students will be given a set of guidelines by school authorities and they are required to follow these guidelines for effective conduct of the event.

18.0 Roles and Responsibility of Class Representative and Student Council

- 18.1 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:

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

18.2 Student Council

18.2.1 NMIMS University Student Council (NUSC)

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

The major roles and responsibilities includes:

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

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

18.2.2 Student Council (School Level)

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

- 18.2.2.1 To serve as a formal communication channel between the students, faculty and administration.

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

19.0 Interface with Accounts:

- 19.1 All students who are working for placement, contests, co-curricular, extra-curricular and any other activities for and on behalf of NMIMS that need funding and accounting from NMIMS, are required to prepare budgets for all their expenses well in advance and obtain approval from the Management. Once the expenses are incurred, they must be settled within 72 hours along with the report of activities.
- 19.2 **Re-examination Fees:**
The students who have failed and wish to re-appear for an examination will be required to pay re-examination fees, which shall be determined from time to time and communicated through suitable mechanisms.
- 19.3 **Re-Admission fees:**
A person who is not allowed to progress to the next year due to rules regarding failures in multiple courses/subjects shall be required to take re-admission and attend all the classes of that academic year. He will be required to pay re-admission fees, which will include tuition fees and other fees as prescribed from time to time.
- 19.4 **Re-Registration Fees:**
A Diploma student who fails in a course/subject shall be required to re-register himself in that course for the next year by paying re-registration fees, which shall be determined from time to time and communicated through suitable mechanisms.
- 19.5 **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.
- 19.6 **Hostel Deposit Refund:**
Location: NMIMS Accounts Department
Procedure:
 - 19.6.1 Please procure signature of Hostel in-charge.
 - 19.6.2 Submit signed Hostel Deposit Receipt to Accounts Department along with Refund Format.
 - 19.6.3 Please allow a period of 3 weeks for issue of the Refund Demand Draft.
- 19.7 **Library Deposit and Security Deposit Refund:**
Location: Course Coordinator
Procedure:
 - 19.7.1 On completion of program (course), course coordinator would co-ordinate with all students for Student Bank account details (for NEFT Transfer). The same is required for refund of Library and Security Deposit
 - 19.7.2 Please allow a period of 3 weeks for issue of the Refund through NEFT
- 19.8 **Duplicate Receipt:**
Location: NMIMS Accounts Department
Procedure:
 - 19.8.1 Please fill the Application for Duplicate Fee Receipt and submit Rupees 100 per receipt to Accounts Department
 - 19.8.2 Please allow a period of a week for issue of receipt

20.0 International Student Exchange Program Policy

20.1 Introduction

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

20.2 PREAMBLE

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

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

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

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

A. The University Level:

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

B. The School of Business Management (SBM):

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

20.3 Eligibility

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

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

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

20.4 **Selection Criteria and Conditions**

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

20.5 **Cost and Expenses**

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

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

- 20.5.1 Accommodation and daily living expenses including study materials
- 20.5.2 Travel Expenses
- 20.5.3 Passport and visa costs
- 20.5.4 Insurance cover
- 20.5.5 Any other incidental costs

20.6 **Application procedure for students and Expectations from students**

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

20.7 **Code of Conduct**

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

20.8 **Enclosures:**

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

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

- 20.9.1 Students from Partner University need to submit the application in prescribed form (APPLICATION FORM – EXCHANGE STUDENTS-Incoming and Passport copy) duly attested by the partner university officer in charge two months before the arrival to NMIMS.
- 20.9.2 Respective school will issue an exchange acceptance letter to the student after scrutinizing the application. The exchange acceptance letter should be countersigned by the Director- International Linkages department (ILD).
- 20.9.3 On acceptance of students by the school, International Linkages department of University will issue Visa invitation letter address to Indian Embassy/consulate in your country.

- 20.9.4 On arrival, the student will report to the respective school and the school will direct the student to ILD for FRRO registration process with Ministry of External Affairs Government of India. The respective school will arrange for living in Mumbai familiarization session. The Students are requested to handover prescribed undertaking form (UNDERTAKING For Foreign National Studying at NMIMS University) with a copy passport with Visa page to International Linkages Department for record purpose.
- 20.9.5 Respective schools will complete the joining process and issue temporary student Identity card.
- 20.9.6 On completion of the course the assessment details will be forwarded to University registrar through International Linkages department for course completion and credit transfer certificate.
- 20.9.7 Attendance and exit details will be provided by the respective school to the ILD to complete the FRRO process.

Note:

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

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

21.0 Safety Guide for Students on Floods, Fire and Earthquakes

Introduction

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

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

21.1 Floods:

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

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

Before Floods	During Floods	After Floods
<ul style="list-style-type: none"> • Identify and visit elevated areas in and around the Institute as places of refuge during a flood • Be aware of drainage channels, and other low-lying areas known to flood suddenly. Consult and involve local authorities in the institutes • Check out for the monsoon alerts for the heavy rains declared by the Municipal Corporation of Greater Mumbai • Do not travel long distances on dates indicated as ‘Monsoon Alerts’. Contact the Institute if there is any pre planned activity or examination or any other important work on that day and try to adjust it on some other day • Keep locally available equipment such as ropes, battery, radio, plastic bottles and cans handy 	<ul style="list-style-type: none"> • Evacuate to previously identified elevated areas • Don’t try to save valuables. Your life is most precious • Disconnect electrical appliances. • Turn off utilities at the main switches of valves if instructed to do so • Don’t touch electrical equipment if you are wet or standing in water • Do not walk through moving water. Six inches of moving water can make you fall • If you have to walk in water, walk where the water is not moving • Use a stick to check the firmness of the ground in front of you • Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage • Water may also be electrically charged from underground or downed power lines • Listen to the radio for advance information and advice. Don’t spread rumors 	<ul style="list-style-type: none"> • Stay away from downed power lines, and report them to Security Officer • Leave the Institute / home only when authorities indicate it is safe • Stay out of any building if it is surrounded by floodwaters • Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations • Floors in the building will be slippery due to water and mud. Walk carefully on the slippery floor. • Wear appropriate footwear. Do not use slippers during rainy season • Watch out for loose flooring, holes and dislodged nails • Clean and disinfect everything that got wet • Discard any food items which may have got wet

Before Floods	During Floods	After Floods
<p>during rainy season. This can help you to plan your rescue</p> <ul style="list-style-type: none"> • Prepare a food kit including emergency food items such as biscuits, snacks, drinking water and so on 	<ul style="list-style-type: none"> • Move vehicles to the highest ground nearby • Do not enter floodwaters by foot if you can avoid it • Never wander around a flooded area • Drink clean water 	<ul style="list-style-type: none"> • Inform about the damaged drainage and sewage systems in and around the building to the authorities as soon as possible. These can be a major health hazard • First protect yourself and then help others.

21.2 Earthquake

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

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

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

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

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

Before Earthquake	During Earthquake	After Earthquake
	<p>under the lintel of an inner door, in the corner of a room, under a table or even under a bed.</p> <p>B) If you are in the street</p> <ul style="list-style-type: none"> • Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets. • Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse. <p>C) If you are driving</p> <ul style="list-style-type: none"> • Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle. 	

21.3 Fire

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

Before Fire	During Fire	After Fire
<ul style="list-style-type: none"> • Identify the fire hazards and where fires might start, e.g. laboratories, store room, kitchen and other such places. • Identify all the exit routes of the Institute. (There are six exit routes in UPG building) • Check the adequacy of fire fighting apparatus and its maintenance. 	<ul style="list-style-type: none"> • Do not panic. Shout loudly for help. • Do not run. • Do not waste time in collecting valuables. • Do not panic. • Inform the fire brigade about the fire and alert neighbors. • If possible, use fire extinguisher. • Do not take shelter in toilet. • Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere. • Do not use the lift to escape. • Use nearest means of escape and the staircase available. • Make exit to ground level instead of the terrace. • Report about your safe escape and any other information to the University authorities, fire brigade or police present at the site. <p>If trapped or stranded:</p> <ul style="list-style-type: none"> • Stay close to the floor level. • Cover the gaps of the door by any piece of cloth available. • Do not jump out of the building. • Signal or shout for help. • Stop, drop and roll on the ground and cover with blanket; pour water on the body • Dial 101 or 22620 5301 for fire brigade • Give the fire officer detailed address, nature of the incident and the telephone number from which you are calling. Preferably, use landline. Keep down the receiver and wait at the same spot. Control 	<ul style="list-style-type: none"> • Don't re-enter or permit anyone to enter the building, unless the fire officials have given permission to enter.

Before Fire	During Fire	After Fire
	Room will call back to verify the call. • Wait for the Fire Brigade to arrive and co-operate with the firefighters.	

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

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

Anti-Ragging Committees:

University				
	Name	Designation	E-mail ID	Contact no.
1.	Dr. Meena Chintamaneni	Chairperson	meena.chintamaneni@nmims.edu	022 42355555
2.	Mr. Paramanand Rajwar	Member	Paramanand.Rajwar@nmims.edu	022 42355558
3.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
4.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
5.	Mr. Samraj Dhasian	Member	Samraj.dhasian@nmims.edu	022 42355555
6.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
7.	Shri Rajendra K. Shah	Member	shahrk60@yahoo.com	022 42199999
School of Business Management				
1.	Dr. Bala Krishnamoorthy	Chairperson	Balak@nmims.edu	022 4235 5806
2.	Dr. Preeti Khanna	Member	Preeti.khanna@nmims.edu	022 4235 5864
3.	Dr. Madhavi Gokhale	Member	Madhavi.Gokhale@nmims.edu	022 4235 5852
4.	Dr. Hari Kumar Iyer	Member	Harikumar.Iyer@nmims.edu	022 4235 5891
5.	Dr. Prashant Dave	Member	Prashant.Dave@nmims.edu	022 4235 5566

22.2 Women Grievance Redressal Cell:

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

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

Sexual Harassment Internal Complaints Committee:

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

22.4 **Student Grievance Redressal – Ombudsman:** The Ombudsman shall exercise power to hear grievances of those who are not satisfied with decision of NMIMS Grievance Redressal Committee. The Ombudsman would be required to dispose cases within one month of the receipt for speedy redress of grievances. On conclusion of the proceeding, the Ombudsman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide

such relief as may be desirable to the effected party. Mr. Justice S. S. Parkar has been appointed as Ombudsman at NMIMS University. For more details kindly refer AICTE regulations on Ombudsman.

Student's Grievance Redressal Cell

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

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

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

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

Sr. No.	Category
39	Audio Search
40	Video Search
41	Spam URL

List of E resources (In library)

<p>LIBRARY DATABASE/ OPAC</p> <p>1. Koha OPAC</p> <p>E-JOURNALS DATABASES</p> <p>2. ProQuest Central 3. Science Direct :Pharmacology Collection 4. EBCSO 5. Economic and Political Weekly 6. JSTOR 7. JGATE (Social Sc. & Management)</p> <p>COMPANY DATABASE</p> <p>8. Capitaline</p> <p>LAW DATABASES</p> <p>9. Manupatra 10. Hein Online 11. LexisNexis 12. SCC Online</p> <p>MARKETING DATABASES</p> <p>13. TVADINDX 14. WARC</p> <p>E-BOOKS</p> <p>15. E-brary 16. PDF Drive 17. Pearson e-books</p> <p>CONSORTIUM FOR EDUCATIONAL COMMUNICATION</p>	<p>RESEARCH DATABASES</p> <p>18. ISI Emerging Markets 19. AMOS-SPSS 20. Frost & Sullivan 21. Euromonitor Passport 22. CMIE: Economic Outlook 23. EPWRF India Time Series 24. Eviews 8</p> <p>ENGINEERING DATABASES</p> <p>25. ASCE 26. NPTEL</p> <p>STATISTICS DATABASE</p> <p>27. IndiaStat</p> <p>ARCHITECTURE DATABASE</p> <p>28. Buildofy</p> <p>CASE STUDY DATABSE</p> <p>29. Harvard Business School Publishing</p> <p>FINANCE LAB</p> <p>30. Bloomberg</p> <p>SWAYAM / NDL</p> <p>31. SWAYAM 32. National Digital Library</p>
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24.0 LIST OF HOLIDAYS FOR THE YEAR 2018

NMIMS (Mumbai & Shirpur)		
List of Holidays for the year 2018		
OCCASION	DATE	DAY
New Year	1-Jan-18	Monday
Republic day	26-Jan-18	Friday
Holi	2-Mar-18	Friday
Good Friday	30-Mar-18	Friday
Maharashtra Day	1-May-18	Tuesday
Ramzan-Id	16-Jun-18	Saturday
Independence Day	15-Aug-18	Wednesday
GopalKala	3-Sep-18	Monday
Ganesh Chaturthi	13-Sep-18	Thursday
Gandhi Jayanti	2-Oct-18	Tuesday
Dussehra	18-Oct-18	Thursday
Diwali (Narak Chaturdashi)	6-Nov-18	Tuesday
Diwali (Laxmi Pujan)	7-Nov-18	Wednesday
Diwali (Balipratipada)	8-Nov-18	Thursday
Diwali (Bhaubeej)	9-Nov-18	Friday
Christmas	25-Dec-18	Tuesday

25.0NMIMS INFOLINE (for Mumbai Campus)

Agency	Number
Disaster Management Cell of Municipal Corporation of Greater Mumbai	108
Police	
Police Help Line	100
Juhu Police Station	26184432 / 26183856
Vile Parle Police Station	26117307 / 26117317
Vile Parle-East, Police Station	26112813
D. N. Nagar, Andheri (W) Police Station	26303893 / 26304002 / 26303038
Andheri (E) Police Station	26831562 / 26842677
Santacruz Police Station	26492972 / 26487856
Fire Brigade	
Fire Brigade Help Line	101
Andheri Fire Stations	2620 5301
Bandra Fire Station	2643 5206
Ambulance	102 / 1298/1252
Hospitals	
Dr. Balabhai Nanavati Hospital	26182255 / 2626 7500
Cooper Hospital	26207254
Travel Agency	
V-explore	42705205/ 42705255
Chemist	
Dilip Drug House	26182255 / 2618 7038
Empire Chemists	26718970 / 2625 1238
Welcome	26111796
General Physician	
“Shri Vile Parle Kelavani Mandal” runs a dispensary which operates from 9:00 am to 6:00 pm. It is manned by two fully qualified Medical Officers in two shifts. Services of dispensary are available for attending to all emergency first aid and for OPD. This facility is available to all students, staff and faculty members of SVKM Institutions	Location: N.M. College Area, 2 nd floor. Dr. Geeta Shah – 9820547571/ Dr.Goel-9869002653 /
Criticare Clinic Plot no. 38/39 , Main Gulmohar Road, JVPD Scheme, Opposite Copper Chimney, Andheri (W), Mumbai- 400049	26286644/ 88/ 002 6775 6600
Hostel (Contact – Mr. Venugopal- 4235 5557)	
G. R. Jani Hostel Boys	022-42334056
MKM Sanghvi Girls Hostel	022-26256382/ 83
Bansi Villa Girls Res.Flats	022-4235 5555 / 5557
Kalika Girls Res.Flats	022-4235 5555 / 5557
Sur Sagar Girls Res.Flats	022-4235 5555 / 5557
Vishwananak Boys Res Flats	022-4235 5555 / 5557



Part II

School of Business Management





Message from Dean

Heartiest congratulations to all of you on making to the SBM NMIMS for the MBA Batch of 2018-20. On behalf of all our faculty and staff at the School, I am delighted to welcome you to the NMIMS University.

I know you have been through a highly competitive selection process and many of you had options joining other business schools. But finally, you have chosen the SBM NMIMS. Congratulations. All of us at the SBM and your parents and families will take pride in your achievements and your decision.

You should be proud that now you are part of the four-decade-old legacy of the SBM which has been in the forefront of providing management education to develop leadership skills in a forward thinking and fast-changing business environment. I may say that you are also a proud entrant to the School which is now AACSB accredited by the AACSB International (The Association to Advance Collegiate Schools of Business). AACSB accreditation represents the highest standard of achievement for business schools worldwide, and this makes our School set itself apart, focus on a high level of quality, and earn global recognition. Our University has recently achieved Government of India NAAC Accreditation of A+ and Tier I graded autonomy status granted to 29 universities out of 900 universities in India. And you are part of this School now.

You are joining the SBM at a time when some significant changes are unfolding. Disruptive changes, internet of things, crypto ledger systems, AI are buzzwords that are here to stay. Several pilots initiated in these areas over the years would come to the implementation stage soon, and you all will see this significant change unfolding before your eyes. You would also be stepping into new environment of opportunities created by the introduction of 5G and challenges of trade war escalating in the global world. Therefore, you have an immense responsibility of making it sure that you prepare yourself to handle this complex formulations and business - strategies of the new age.

The School will provide and create opportunities for you to learn and equip to handle all these challenges. I am sure you will use the opportunity presented by the School, and you will make the best use of your time to hone the leadership needed in these areas.

You are about to set your foot into the learning eco-system and prepare yourself for the corporate world. You are going to experience the fantastic fusion of learning opportunities SBM has created for you. How you play with this fusion and prepare yourself depends on you and your determination. As they say in performing arts and sports that harder you practice, luckier you get. The same is true with management education. SBM is a place where the faculty believes in and focuses on experiential learning with the greater use of technological innovations. The efforts put together by our faculty and staff make it sure that you are trained to handle the decision-making business situations with greater success.

We at the SBM are committed to providing a solid foundation to your knowledge base, honing your valuable skills, helping you to understand what role the attitude plays in being excellent and why forming right habits are critical to becoming effective leaders. During next couple of days you are going to hear a term called KASH (not CASH) time and again to make it sure that you understand the objective of pursuing your MBA Program – maximizing the KASH.

K and S create your talent pool and with right A and H ensures you create excellence all around. A and H is what you do with your critical assets of K and S. Without right A and H, K and S would be waste. While being here, among other things, you will be asked to create a balance sheet of companies, but you will also be reminded time and again how much KASH you added to your own balance sheet each day.

My faculty will ensure that while you are here, you not only understand the business dynamics and how to create excellence but emphasize how to be socially and ethically responsible managers with a global perspective. Our courses



are designed to provide greater learning through feedback system and providing a hands-on experiential learning environment. The School creates opportunities to intern with well-known companies in India and work with social-sector organizations through WeCare Program. This year our students interned with 229 companies and 265 social sector organization in locations across the country.

We at the SBM are hugely proud of our faculty and staff who do their best in creating excitement in learning. Our courses are based on their scholarly pursuit in a number of areas from marketing strategies, financial analytics and financial micro-market structures to an understanding of organizational, team and interpersonal behaviour, blockchain encrypted technologies, communication, management information systems, and operations management.

But more important the SBM environment provides ample opportunities to all of you to pursue live projects working with companies and participate in various research initiatives focusing on business and management. Our faculty who has collaborated and continuously interact with industry and with various business leaders provide a unique opportunity for us to learn. You will experience that during your learning process you are presented a number of competitive business challenges. It only through by addressing and handling these challenges you will learn, demonstrate and showcase your understanding of integrating business concepts and frameworks in multidisciplinary settings. Working in teams offer opportunities for understanding the dynamics of team-based decisions and how to incorporate innovative skills and creativity crucial for success.

I invite you to explore the SBM learning environment by going through our program, curricula, requirements and course offerings and discover more about the SBM eco-system of learning. Are there any short-cuts? None. There are no short-cuts to genuine learning and pure excellence. Any student of music or sports will tell you that developing right attitude and great habits requires time, practice and patience. In the beginning, it will appear to you that space is our constraint (it is so in places like Mumbai), but you will soon realise that it is our precious ASSET. SBM space brings us closer; it tests our patience at times – an essential trait of leaders. Our alumni tell us that SBM fellows' inter-personal skills are of par excellence because we can create spaces when there is none. At times you may find that visiting the Juhu beach and walking on the sand gives an enjoyment no campus in India or abroad can provide. Listening to Beethoven music in the quadrangles during lunch time while waiting in the queue increases your dopamine, essential for learning and increasing memory power.

So welcome to the world of SBM – the bliss of learning and paradise of KASH.

Students Resource Book is a handy student's reference manual. Please go through it carefully to understand the academic rules and regulations.

Wish you very best

Happy Learning

(Dr. Ramesh Bhat)



Academic Calendar

SVKM's NMIMS
School of Business Management
FTMBA I Year - Academic Calendar (2018-2019)

Details	Start date	Finish Date	Remarks
Trimester I: 4 June 2018 to 1 September 2018			
Opening day/ Preparation & Orientation	4 June 2018 (Mon)	15 June 2018 (Fri)	2 Weeks (16 June – Ramzan Id holiday)
Commencement of regular classes	18 June 2018 (Mon)	25 August 2018 (Sat)	10 Weeks (1 Holiday)
Mid Term Exams	25 July 2018 (Wed)	28 July 2018 (Sat)	4 Days
Final Exams	27 August 2018 (Mon)	1 September 2018 (Sat)	6 Days
Trimester II: 4 September 2018 to 8 December 2018			
Commencement of regular classes	4 September 2018 (Tue)	1 December 2018 (Sat)	13 Weeks (1 Week Diwali Break, 1 week Placement & 3 holidays)
Arcadia (Intra – Sports)	27 September (Thu) 2018 to 30 September (Sun) 2018		
Mid Term Exams	8 October 2018 (Mon)	11 October 2018 (Thu)	4 Days
Paragana	25 October 2018 (Thu) to 28 October 2018 (Sun)		
Diwali Vacations	5 November 2018 (Mon)	11 November 2018 (Sun)	1 Week
Samarthya (Inter–Sports)	December 2018		
Final Exams	3 December 2018 (Mon)	8 December 2018 (Sat)	6 Days
Trimester III: 10 December 2018 to 31 March 2019			
Commencement of regular classes	10 December 2018 (Mon)	23 March 2019 (Sat)	15 Weeks (2 Holidays. 1 Wk: Winter Brk. 3 Wks: We Care)
Winter Vacations	25 December 2018 (Tue)	1 January 2019 (Tue)	1 Week
Illuminar	12 January 2019 (Saturday)		
University Day	13 January 2019 (Sunday)		
Mid Term Exams	16 January 2019 (Wed)	19 January 2019 (Sat)	4 Days
<i>We Care</i>	28 January 2019 (Mon)	20 February 2019 (Wed)	21 Working Days
Euphoria	28 February 2019 (Thu) and 1 March 2019 (Fri)		
<i>We Care</i> Poster Presentation	2 March 2019 (Sat)		
Final Exams	25 March 2019 (Mon)	31 March 2019 (Sun)	6 Days
Summers Internship & Break	1 April 2019 (Mon)	31 May 2019 (Sat)	2 months
Re- Exam	1 June 2019 (Sat)	9 June 2019 (Sun)	9 days

Regular classes will be conducted simultaneously with mid-term examination for FTMBA I Year, (wherever applicable)
New Session for students: 3rd June 2019 (Mon)

SVKM's NMIMS
School of Business Management
FTMBA II year - Academic Calendar (2018-2019)

Details	Start date	Finish Date	Remarks
Trimester IV: 4 June 2018 to 1 September 2018			
Commencement of regular classes	4 June 2018 (Mon)	26 August 2018 (Sun)	12 Weeks (1 Holiday)
Summer Internship report submission	23 June 2018 (Sat)		
Summer Internship presentations	I–II Week of July 2018		
Mid Term Exams	11 July 2018 (Wed)	14 July 2018 (Sat)	4 Days
Final Exams	27 August 2018 (Mon)	1 September 2018 (Sat)	1 Weeks
Trimester V: 4 September 2018 to 8 December 2018			
Commencement of regular classes	4 September 2018 (Tue)	2 December 2018 (Sun)	13 Weeks (1 Week Diwali Break, 1 week Placement & 3 Holidays)
Arcadia (Intra – Sports)	27 September 2018 (Thu) to 30 September 2018 (Sun)		
Mid Term Exams	8 October 2018 (Mon)	11 October 2018 (Thurs)	4 Days
Paragana	25 October 2018 (Thu) to 28 October 2018 (Sun)		
Diwali Vacations	5 November 2018 (Mon)	11 November 2018 (Sun)	1 Week
Samarthya (Inter–Sports)	December 2018		
Final Exams	3 December 2018 (Mon)	8 December 2018 (Sat)	1 Week
Trimester VI: 10 December 2018 to 20 March 2019			
Commencement of regular classes	10 December 2018 (Mon)	9 March 2019 (Sat)	13 Weeks (1 Wk: Winter Break & Placement etc.)
Winter Vacations	25 December 2018 (Tue)	1 January 2019 (Tue)	1 Week
Illuminar	12 January 2019 (Saturday)		
University Day	13 January 2019 (Sunday)		
Mid Term Exams	16 January 2019 (Wed)	19 January 2019 (Sat)	4 Days
Euphoria	28 February 2019 (Thu) and 1 March 2019 (Fri)		
Final Exams	11 March 2019 (Mon)	20 March 2019 (Wed)	10 Days
Re- Exam Week (For Graduating Students)	To be Declared		
Convocation	To be Declared		

****Due to various electives in MBA II year, final examination may start 3-4 days prior than the actual date and accordingly the last instruction date will change for this programme only**

SVKM's NMIMS
School of Business Management
FTMBA HR I year Programme - Academic Calendar (2018-2019)

Details	Start date	Finish Date	Remarks
Trimester I: 4 June 2018 to 1 September 2018			
Opening day/ Preparation & Orientation	4 June 2018 (Mon)	15 June 2018 (Fri)	2 Weeks (16 th June – Ramzan Id holiday)
Commencement of regular classes	18 June 2018 (Mon)	25 August 2018 (Sat)	10 Weeks (1 Holiday)
Mid Term Exams	25 July 2018 (Wed)	28 July 2018 (Sat)	4 Days
Final Exams	27 August 2018 (Mon)	1 September 2018 (Sat)	6 Days
Trimester II: 4 September 2018 to 8 December 2018			
Commencement of regular classes	4 September 2018 (Tue)	1 December 2018 (Sat)	13 Weeks (1 Week Diwali Break, 1 week Placement & 3 Holidays)
Arcadia (Intra-Sports)	27 September (Thu) 2018 to 30 September (Sun) 2018		
Mid Term Exams	8 October 2018 (Mon)	11 October 2018 (Thu)	4 Days
Paragana	25 October 2018 (Thu) to 28 October 2018 (Sun)		
Diwali Vacations	5 November 2018 (Mon)	11 November 2018 (Sun)	1 Week
Samarthya (InterSports)	December 2018		
Final Exams	3 December 2018 (Mon)	8 December 2018 (Sat)	6 Days
Trimester III: 10 December 2018 to 31 March 2019			
Commencement of regular classes	10 December 2018 (Mon)	23 March 2019 (Sat)	15 Weeks (2 Holidays. 1 Wk: Winter Brk. 3 Wks: We Care)
Winter Vacations	25 December 2018 (Tue)	1 January 2019 (Tue)	1 Week
Illuminar	12 January 2019 (Saturday)		
University Day	13 January 2019 (Sunday)		
Mid Term Exams	16 January 2019 (Wed)	19 January 2019 (Sat)	4 Days
<i>We Care</i>	28 January 2019 (Mon)	20 February 2019 (Wed)	21 Working Days
Euphoria	28 February 2019 (Thu) and 1 March 2019 (Fri)		
<i>We Care</i> Poster Presentation	2 March 2019 (Sat)		
Final Exams	25 March 2019 (Mon)	31 March 2019 (Sun)	6 Days
Summers Internship & Break	1 April 2019 (Mon)	31 May 2019 (Fri)	2 Months
Re- Exam Week	1 June 2019 (Sat)	9 June 2019 (Sun)	9 Days

Regular classes will be conducted simultaneously with mid-term examination wherever applicable.
New Session for students: 3rd June 2019 (Mon)

SVKM's NMIMS
School of Business Management
FTMBA HR II Year Programme - Academic Calendar (2018-2019)

Details	Start date	Finish Date	Remarks
Trimester IV: 4 June 2018 to 1 September 2018			
Commencement of regular classes	4 June 2018 (Mon)	26 August 2018 (Sun)	12 Weeks (1 Holiday)
Summer Internship report submission	23 June 2018 (Sat)		
Summer Internship presentations	I –II Week of July 2018		
Mid Term Exams	11 July 2018 (Wed)	14 July 2018 (Sat)	4 Days
Final Exams	27 August 2018 (Mon)	1 September 2018 (Sat)	1 Week
Trimester V: 4 September 2018 to 8 December 2018			
Commencement of regular classes	4 September 2018 (Tue)	2 December 2018 (Sun)	13 Weeks (1 Week Diwali Break, 1 week Placement & 3 Holidays)
Arcadia (Intra – Sports)	27 September 2018 (Thu) to 30 September 2018 (Sun)		
Mid Term Exams	8 October 2018 (Mon)	11 October 2018 (Thurs)	4 Days
Paragana	25 October 2018 (Thu) to 28 October 2018 (Sun)		
Diwali Vacations	5 November 2018 (Mon)	11 November 2018 (Sun)	1 Week
Samarthya (Inter– Sports)	December 2018		
Final Exams	3 December 2018 (Mon)	8 December 2018 (Sat)	1 Week
Trimester VI: 10 December 2018 to 20 March 2019			
Commencement of regular classes	10 December 2018 (Mon)	9 March 2019 (Sat)	13 Weeks (1 Wk: Winter Break & Placement etc.)
Winter Vacations	25 December 2018 (Tue)	1 January 2019 (Tue)	1 Week
Illuminar	12 January 2019 (Saturday)		
University Day	13 January 2019 (Sunday)		
Mid Term Exams	16 January 2019 (Wed)	19 January 2019 (Sat)	4 Days
Euphoria	28 February 2019 (Thu) and 1 March 2019 (Fri)		
Final Exams	11 March 2019 (Mon)	20 March 2019 (Wed)	10 Days
Re- Exam Week (For Graduating Students)	To be Declared		
Convocation	To be Declared		

#In Term 2 and 3 regular classes will be conducted simultaneously with mid-term examination for MBA HR.

SVKM's NMIMS
School of Business Management
Full Time MBA Pharmaceutical Management Programme - Academic Calendar (2018-2019)

Details	Start date	Finish Date	Remarks
Trimester I : 4th June 2018 to 1st September 2018			
Opening day/ Preparation & Orientation	4 th June 2018 (Mon)	9 th June 2018 (Sat)	1 Week
Commencement of regular classes	11 th June 2018 (Mon)	25 th Aug'2018 (Sat)	11 weeks (1 Holiday)
Mid Term	25 th July 2018 (Wed)	28 th July 2018 (Sat)	4 Days
Final Exams	27 th Aug 2018 (Mon)	1 st Sept 2018 (Sat)	6 Days
Trimester II : 4th September 2018 to 8th December 2018			
Commencement of regular classes	4 th Sept'2018 (Tue)	1st Dec'2018 (Sat)	13 Weeks (1 Week Diwali Break, 1 week Placement & 3 Holidays)
Arcadia (Intra – Sports)	27 th Sep (Thurs) 2018 to 30 th Sep (Sun) 2018		
Mid Term	8 th Oct'2018 (Mon)	11 th Oct'2018 (Thurs)	4 Days
Paragana	25 th Oct' (Thurs) 2018 to 28 th Oct' (Sun) 2018		
Diwali Vacations	5 th Nov'2018 (Mon)	11th Nov'2018 (Sun)	1 Week
Samarthya (Inter –Sports)	December 2018		
Final Exams	3rd Dec'2018 (Mon)	8th Dec'2018 (Sat)	6 Days
Trimester III : 10th December 2018 to 31st March 2019			
Commencement of regular classes	10 th Dec'2018 (Mon)	23 rd Mar'2019 (Sat)	15 Weeks (2 Holidays. 1 Wk Winter Brk. 3 Wks: We Care)
Vacations	25 th Dec'2018 (Tue)	1 st Jan'2019 (Tue)	1 Week
Illuminar	12th January 2019		
University Day	13th January 2019		
Mid Term	16 th Jan'2019 (Wed)	19 th Jan'2019 (Sat)	4 Days
Euphoria	(Thurs) 28 th Feb'19 and (Fri) 1 st Mar'19		
Final Exams	25 th Mar' 2019 (Mon)	31 st Mar' 2019 (Sun)	6 Days
Summers	1 st Apr'2019 (Mon)	31 st May 2019 (Fri)	2 months
Re- Exam Week	01 st June 2019 (Sat)	09 th June 2019 (Sun)	9 days

New Session for students: 3rd June'2019 (Mon)

SVKM's NMIMS
School of Business Management
Full Time MBA Pharmaceutical Management Programme - Academic Calendar (2018-2019)

Details	Start date	Finish Date	Remarks
Trimester IV : 11th June 2018 to 1st September 2018			
Commencement of regular classes	11 th June 2018 (Mon)	25 th Aug'2018 (Sat)	11 weeks (1 Holiday)
Mid Term	25 th July 2018 (Wed)	28 th July 2018 (Sat)	4 Days
Final Exams	27 th Aug 2018 (Mon)	1 st Sept 2018 (Sat)	1 weeks
Trimester V : 4th September 2018 to 8th December 2018			
Commencement of regular classes	4 th Sept'2018 (Tue)	01 st Dec'2018 (Sat)	13 Weeks (1 Week Diwali Break, 1 week Placement & 3 Holidays)
Arcadia (Intra – Sports)	27 th Sep (Thurs) 2018 to 30 th Sep (Sun) 2018		
Mid Term	8 th Oct'2018 (Mon)	11 th Oct'2018 (Thurs)	4 Days
Paragana	25 th Oct' (Thurs) 2018 to 28 th Oct'(Sun) 2018		
Diwali Vacations	5 th Nov'2018 (Mon)	11 th Nov'2018 (Sun)	1 Week
Samarthya (Inter – Sports)	December 2018		
Final Exams	03 rd Dec'2018 (Thurs)	8 th Dec'2018 (Sat)	10 Days
Trimester VI : 10th December'2018 to 20th March 2019			
Commencement of regular classes	10 th Dec'2018 (Mon)	9 th Mar'2019* (Sat)	13 Weeks (1 Wk Winter Break & Placement etc)
Vacations	25 th Dec'2018 (Tue)	1 st Jan'2019 (Tue)	1 Week
Illuminar	12th January 2019		
University Day	13th January 2019		
Mid Term	16 th Jan'2019 (Wed)	19 th Jan'2019 (Sat)	4 Days
Euphoria	28 th Feb'19 (Thurs) and 1 st Mar'19 (Fri)		
Final Exams	11 th Mar' 2019 (Mon)	20 th Mar' 2019 (Wed)	10 Days
Re- Exam Week	To be Declared		
Convocation	To be Declared		

SVKM's NMIMS
School of Business Management
Part Time MBA Programmes Academic Calendar 2018-2019
First Year (2018-19)

Details	Start Date	Finish Date	No. of weeks
Trimester I (7 / 8 June 2018 – 9 September 2018)			
Commencement of regular classes (PTMBA)	7 June 2018 (Thursday)	*26 August 2018 (Sunday)	12 Weeks (1 week Orientation + 2 Holidays)
Commencement of regular classes (PTMBA-SE)	8 June 2018 (Friday)	*26 August 2018 (Sunday)	12 Weeks (1 week Orientation + 2 Holidays)
Mid Term (If applicable-PTMBA)	19 July 2018 (Thursday)	22 July 2018 (Sunday)	4 Days
Mid Term (If applicable-PTMBA SE)	20 July 2018 (Friday)	22 July 2018 (Sunday)	3 Days
Final Exams (PTMBA)**	30 August – 2 September 2018 (Thursday - Sunday)	6–9 September 2018 (Thursday-Sunday)	2 Weeks
Final Exams (PTMBA SE)**	31 August - 2 September 2018 (Friday - Sunday)	7– 9 September 2018 (Friday-Sunday)	2 Weeks
Trimester II (20 /21 September 2018 – 23 December 2018)			
Commencement of regular classes (PTMBA)	20 September 2018 (Thursday)	*9 December 2018 (Sunday)	12 Weeks (1 week Diwali Vacation + 2 Holidays)
Commencement of regular classes (PTMBA-SE)	21 September 2018 (Friday)	*9 December 2018 (Sunday)	12 Weeks (1 week Diwali Vacation + 2 Holidays)
Mid Term (If applicable - PTMBA)	25 October 2018 (Thursday)	28 October 2018 (Sunday)	4 Days
Mid Term (If applicable-PTMBA-SE)	26 October 2018 (Friday)	28 October 2018 (Sunday)	3 Days
Diwali Vacation	5 November 2018 (Monday)	11 November 2018 (Sunday)	1 week
Final Exams (PTMBA) **	13 - 16 December 2018 (Thursday - Sunday)	20 – 23 December 2018 (Thursday-Sunday)	2 Weeks
Final Exams (PTMBA-SE)**	14 - 16 December 2018 (Friday - Sunday)	21 – 23 December 2018 (Friday –Sunday)	2 Weeks

Trimester III (3 / 4 January 2019 –31 March 2019)			
Commencement of regular classes (PTMBA)	3 January 2019 (Thursday)	*17 March 2019 (Sunday)	11 Weeks (2 Holidays)
Commencement of regular classes (PTMBA-SE)	4 January 2019 (Friday)	*17 March 2019 (Sunday)	11 Weeks (2 Holidays)
University Day	13 January 2019 (Sunday)		
Mid Term (If applicable - PTMBA)	7 February 2019 (Thursday)	10 February 2019 (Sunday)	4 Days
Mid Term (If applicable- PTMBA-SE)	8 February 2019 (Friday)	10 February 2019 (Sunday)	3 Days
Final Exams (PTMBA) **	20 - 24 March 2019 (Wednesday - Sunday)	28 March – 31 March 2019 (Thursday- Sunday)	2 Weeks (1 Holiday)
Final Exams (PTMBA-SE)**	22 - 24 March 2019 (Friday - Sunday)	29 March – 31 March 2019 (Friday- Sunday)	2 Weeks
Re-Examination	7 – 12 May 2019 (Tuesday – Sunday)		6 days

PTMBA I YR classes are scheduled from Thursday to Sunday
PT MBA (SE) I, classes are scheduled on Friday, Saturday and Sunday

* For the Last Instruction Day.

** For the Examination Saturday & Sunday are ideally to be used.

SVKM's NMIMS
School of Business Management
Part Time MBA Programmes Academic Calendar 2017-2018
Second Year (2018-19)

Details	Start Date	Finish Date	No. of weeks
Trimester IV (10 / 13 April 2018 to 15 July 2018)			
Commencement of regular classes (PTMBA)	12 April 2018 (Thursday)	*1 July 2018 (Sunday)	11 weeks + 1 week Re-exam (2 Holidays)
Commencement of regular classes (PTMBA-SE)	13 April 2018 (Friday)	*1 July 2018 (Sunday)	11 weeks + 1 week Re-exam (2 Holidays)
Mid Term (If applicable - PTMBA)	17 May 2018 (Thursday)	20 May 2018 (Sunday)	4 Days
Mid Term (If applicable - PTMBA-SE)	18 May 2018 (Friday)	20 May 2018 (Sunday)	3 Days

Final Exams (PTMBA) **	5 – 8 July 2018 (Thursday - Sunday)	12 - 15 July 2018 (Thursday- Sunday)	2 weeks
Final Exams (PTMBA-SE) **	6 – 8 July 2018 (Friday - Sunday)	13 - 15 July 2018 (Friday- Sunday)	2 weeks
Trimester V (24 July / 27 July 2018 - 21 October 2018)			
Commencement of regular classes (PTMBA)	24 July 2018 (Tuesday)	7 October 2018 (Sunday)	11 weeks (3 holidays)
Commencement of regular classes (PTMBA-SE)	27 July 2018 (Friday)	7 October 2018 (Sunday)	11 weeks
Mid Term (If applicable - PTMBA)	30 August 2018 (Thursday)	2 September 2018 (Sunday)	4 Days
Mid Term (If applicable - PTMBA-SE)	31 August 2018 (Friday)	2 September 2018 (Sunday)	3 Days
Final Exams(PTMBA) **	11 - 14 October 2018 (Thursday- Sunday)	17-21 October 2018 (Wednesday –Sunday)	2 weeks (1 holiday)
Final Exams (PTMBA- SE)**	12 - 14 October 2018 (Friday - Sunday)	19-21 October 2018 (Friday – Sunday)	2 weeks
Trimester VI (30 October / 2 November 2018 – 10 February 2019)			
Commencement of regular classes (PTMBA)	30 October 2018 (Tuesday)	27 January 2019 (Sunday)	13 weeks (2 weeks Diwali & Winter Vacation, 1 Holiday)
Commencement of regular classes (PTMBA-SE)	2 November 2018 (Friday)	27 January 2019 (Sunday)	13 weeks (2 weeks Diwali & Winter Vacation, 1 Holiday)
Diwali Vacation	5 November 2018 (Monday)	11 November 2018	1 week
Mid Term (If applicable - PTMBA)	13 December 2018 (Thursday)	16 December 2018 (Sunday)	4 Days
Mid Term (If applicable - PTMBA-SE)	14 December 2018 (Friday)	16 December 2018 (Sunday)	3 Days
Winter Vacations	24 December 2018 (Monday)	31 December 2018 (Sunday)	1 week
University Day	13 January 2019 (Sunday)		
Final Exams (PTMBA) **	31 January – 3 February 2019 (Thursday- Sunday)	7 - 10 February 2019 (Thursday- Sunday)	2 weeks
Final Exams (PTMBA- SE)**	1 - 3 February 2019 (Friday- Sunday)	7 - 10 February 2019 (Friday- Sunday)	2 weeks

Trimester VII (19 February / 22 February 2019 – 19 May 2019)			
Commencement of regular classes (PTMBA)	19 February 2019 (Tuesday)	5 May 2019 (Sunday)	11 weeks
Commencement of regular classes (PTMBA-SE)	22 February 2019 (Friday)	5 May 2019 (Sunday)	11 weeks
Mid Term (If applicable - PTMBA)	28 March 2019 (Thursday)	31 March 2019 (Sunday)	4 Days
Mid Term (If applicable - PTMBA-SE)	29 March 2019 (Friday)	31 March 2019 (Sunday)	3 Days
Final Exams(PTMBA) **	9 May – 12 May 2019 (Thursday- Sunday)	16 - 19 May 2019 (Thursday- Sunday)	2 weeks
Final Exams (PTMBA-SE)**	10 May – 19 May 2019 (Friday- Sunday)	17 - 19 May 2019 (Friday- Sunday)	2 weeks
Re-Examination	LAST WEEK OF JUNE		6 days

PTMBA – II YR classes may be scheduled on all days due to electives / compulsory Courses.
PT MBA (SE) II, classes are scheduled on Friday, Saturday and Sunday

* *For the Last Instruction Day.*

** *For the Examination Saturday & Sunday are ideally to be used.*

** *Second year exams may start from Tuesday onward for electives.*

Code of Conduct for SBM Students

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

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

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

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

- 1.1 The components of evaluation for any course of all the years of Full Time/ Part Time / Diploma / Certificate / Weekend programs would be as follows:
 - i. Class-participation / Individual presentation in class
 - ii. Quizzes / Class test / Surprise test / Assignments (announced/unannounced)
 - iii. Individual assignment/ Group assignments/ presentations/ Decision sheets
 - iv. Term papers and project reports
 - v. Mid-term examination (Not applicable for EMBA programme)
 - vi. End-term examination (This is a compulsory component)
- 1.2 It is necessary for every course to have at least 4 evaluation components out of 6 components mentioned in point 1.1 OR 3 components where a multi-phased, trimester long field based group assignment / project is being conducted. 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 3 evaluation components and Group assignment is compulsory component for EMBA. This will not be applicable for courses conducted in the workshop / Project mode. Internal evaluation will not be repeated.
- 1.3 The mode of the Term End Examination will depend on course learning objective.
- 1.4 End-term examination is a compulsory component. However it is optional to have Mid-Term Examinations. The prior approval from Dean SBM is required for absence from Mid-term / End-term examinations.
- 1.5 Duration of examination
 - i. Minimum duration of Mid –Term Examinations : 1.5 hrs
 - ii. Minimum duration of End-Term Examinations : 2 hrs
 - iii. A full 3 credit course will comprise of class room teaching for 20 sessions of 80 mins each.
 - iv. A 1.5 credit course will comprise of class room teaching for 10 sessions of 80 mins each. Examination duration can also be more than the above specified time as the case may be.

- 1.6 School of Business Management will use total weightage points for each course for evaluation purpose instead of using marks. These weightage points would be as follows:
- i. Full Credit course: 100 points
 - ii. Half-credit course: 50 points (Not applicable for EMBA programme)
- 1.7 The total points for each course (with maximum what can be assigned) will be divided in Internal Continuous Assessment and End Term Examination (60:40 ICA: TEE ratio). ICA has various components which may include the following:
- i. Class-participation/Review (books /reports/articles) (not more than 20 points weightage)
 - ii. Quizzes / Class test / Surprise test / Assignments (not more than 30 points weightage)
 - iii. Group /individual assignments / presentations / decision sheets / term papers / project reports (not more than 30 points weightage)
 - iv. Mid-term examination (Wherever applicable) (not more than 30 points weightage & not less than 20 points weightage)
 - v. Students adopting Unfair Means in ICA would be dealt with as per University Examination Guidelines (Pls.refer pt.no.6.4, 6.5 SRB- Part I) and all such cases would be referred to SBM Disciplinary Committee for hearing and consequent decree.
 - vi. Trimester-end Examination (not more than 40 points weightage and not less than 35 points weightage)
- 1.8 Deviation, if any, from above mentioned evaluation schemes will be communicated separately. For PTMBA, EMBA, the Course/s will not be offered if less than 10 students opt for it.
- 1.9 School of Business Management would follow the following 'letter grades' and corresponding 'grade points' System:

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

- 1.10 The candidates who resort to unfair means and who are required to appear at re-examination due to involvement in adoption of unfair means (as penalty) will get C+ or actual grade whichever is lower in the re-examination.
- 1.11 The objective system of assigning the Grades would be based on relative performance of students in the batch. The relative grading system will be followed for the same. The distribution of grades based on relative system ensures that not all students are placed under one grade. The letter grades for a course would be calculated by software/ computer system on the basis of the Passing Criteria

2 Project Guidelines / Summer Internship:

- 2.1 From time to time Faculty may assign projects to students in their course.
- 2.2 Summer Internship applies only to Full Time MBA students. Final Projects and Class Projects apply to all course/s programs and faculty concerned can assign project work to be undertaken.
- 2.3 Students are required to submit their final project report as per the deadlines announced. Dean's approval will be required to submit the project report after deadlines as announced.
- 2.4 Students are compulsorily required to take six-eight weeks of summer training in any company as per dates announced on the notice board.
- 2.5 Students are advised not to rely on the SBM, NMIMS placement process for provision of Summer Internship

activities, but to look for such assignments on their own initiative. The SBM, NMIMS placement cell makes all the efforts possible to provide Summer Internship opportunities to as many students as possible.

- 2.6 The Summer Internship is expected to culminate in the submission of a Summer Project Report to the SBM, NMIMS within deadlines as indicated. This submission is a compulsory part to the course requirements.
- 2.7 This project is subject to a review by the company guide assigned. It is the student's role to ensure that the guide sends this review to the Course Coordinator within the deadline given. The student has to waive the rights to see the review.
- 2.8 Summer Internship is a non-credit compulsory course. However the student needs to satisfactorily complete the project as an essential partial fulfilment of the requirements for award of MBA degree.
- 2.9 For all submissions students have to submit the soft copy of their reports and assignments. The hard copies also have to be submitted wherever asked by the faculty. You are expected to follow project guidelines for proper referencing system.
- 2.10 They will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of SBM, NMIMS policies and will be dealt with as per rules of SBM, NMIMS.
- 2.11 A Faculty guide will be assigned to each student based on the type/area of internship. It is mandatory for the students to meet their respective faculty guides before proceeding for internship and continue to remain in touch with them for regular updates and guidance throughout the internship. Students can take the initiative of establishing communication protocols with their faculty guides to ease contact during the summer internship. Any issues should be immediately brought to the notice of the faculty guide.

3 Research Assistantships

- 3.1 A limited number of research assistantships from time to time may be available for all students of Full Time MBA Programme.
- 3.2 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.
- 3.3 Students will be selected by the faculty under whom they wish to work.

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

- 4.1 **Outbound Training (OBT)**
Extensively used by the Corporate and Academic World in India and overseas, the Outbound Training Method enables learning and experiencing challenges in an unfamiliar terrain. Creative activities, nature trails, interactive exercises are woven together to enhance team building, inculcate leadership and delegation abilities as well as learn about the latent facets of one's own personality. The Outbound Training Program works on the principles of experiential learning, and challenges one to take risks and operate out of one's comfort zone, thereby providing enough data for self as well as group development and leadership. The debrief sessions are included to provide feedback to the students by the facilitators and complete the learning experience.
- 4.2 **Simulation Games** are introduced for experiential learning of the concepts i.e. it focuses on cross function decision making in a competitive environment.
- 4.3 **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 Jasani Centre for Social Entrepreneurship & Sustainability Management, NMIMS.
 - 4.3.1 The evaluation of the internship is based on the following criteria:
 - a) 100 per cent attendance at internship organizations during the internship period.
 - b) Adherence to code of conduct of our institute and internship organisation

- c) Securing certification of satisfactory completion of internship from internship organizations on the basis of :
 - Adherence to the instructions given by organisational head / mentor,
 - Maintaining appropriate professional conduct during the internship with the placement organisation and faculty mentor.
 - Completion and timely submission of all the deliverables.
 - Submission of final report and presentation to the organisational mentor, faculty mentor and We Care office.
- d) Submission of internship report to the Jasani Centre for Social Entrepreneurship & Sustainability Management, NMIMS.
- e) Securing 'Certificate of Completion' from faculty mentors on the basis of:
 - Communication with the faculty mentor prior to as well as during the internship
 - Submission of hard copies of weekly reports duly approved and signed by the organizational mentor
 - Submission of soft copy of final report
 - Viva-voce based on the final project report and We Care Rubric
 - Participation in the Poster Presentation to share the internship learning's with industry, government and NGOs.

4.3.2 We Care Code of Conduct

- a) 100% attendance is mandatory. Interns are required to be accountable to their internship organisations and observe discipline.
- b) Students are required to respond to calls and mails from We Care team.
- c) Pre-internship meeting with Faculty Mentor & Organisational Mentor is a must. Adherence to instructions given by them is mandatory
- d) Failure to adhere to the attendance requirement and We care internship related deadlines will lead to strict action by the institute including debarment from placement process and / or debarment from promotion to the next academic year.
- e) Interns are permitted to take sick leave or professional leave during We Care internship after soliciting written permissions from internship organisation and We Care office. The absence should be subsequently covered by working for extra hours in the internship organisation.
- f) We Care internship cannot be completed through home based assignments. If any student is found influencing the internship organisation to provide home based assignments, will be declared as defaulter.
- g) If no suitable organisation is found in the home town or in its close vicinity, the student will be placed in Mumbai.
- h) Attendance to poster presentation is compulsory.
- i) Students are required to establish contact with their respective internship organisation and faculty mentors well in advance. This will help in facilitating the internship process.
- j) Any grievances with regard to We Care should be brought to the notice of the We Care office.

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

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

Sr. No	Irresponsible action by students	Sr. No	Possible actions by institute
1	Late submission / non submission of student data form for We Care placement	1	75 hours of Library Internship to be completed before November end.
2	Late submission / non submission of a) information requested by internship organisation, b) SOP / concept note / action plan for internship project c) internship deliverables d) final report	2	Debarment from receiving any scholastic award of the institute
3	Remaining absent for We Care orientation workshop or other special workshops, Not meeting faculty mentor prior to and during We Care placement, Not undertaking pre-placement visit and not maintaining communication with placement organization	3	Debarment from holding any official position in any SBM's student cell / body. Debarment from receiving any scholastic award of the institute
6	Lack of Punctuality during internship duration (Reporting late and leaving early). Irregularity in reporting time, not maintaining time log, taking leave without written permission from organizational and faculty mentors	6	Debarment from Placement process till the end of Trim V; To complete field work during second year of the MBA program. Minimum 150hours to maximum 300. Number of hours to be allocated based on the nature of default; Debarment from receiving any scholastic award of the institute
7	Casual approach towards work / Failure to deliver deliverables, Refusal for or avoiding field work assigned by organisational mentor. Not following instructions given by the organisational mentor. Not being present for Poster Presentation and Viva	7	Debarment from receiving any scholastic award of the institute To complete field work during second year of the MBA program. Minimum 150hours to maximum 300. Number of hours to be allocated based on the nature of default
8	Giving misleading information / intentionally hiding information from We Care office / faculty mentor / internship organisation Using social media during work hours Adverse comments / defaming University / Institute / We Care Internship / Internship organisation on social media; Submitting plagiarised reports	8	Debarment from promotion to the next academic year Debarment from receiving any scholastic award of the institute

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

4.4 **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.

4.5 **Guest Lectures**

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

4.6 **Harvard Online Module**

SBM has partnered with Harvard Business School Publishing (HBSP) to provide several online modules produced by HBSP. These modules are provided to Full Time students as preparatory and complementary modules. These are provided to students before the start of the Foundation Programme as well as during the I Year. These modules are a non-credit compulsory feature of the programme and students are required to clear the expected pass percentage set by the Faculty. Performance of the student in the modules will reflect on the gradesheet /transcript and will be made available to the recruiting partners.

4.7 **Cultural Immersion**

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

4.8 **Value Added Workshop**

Value Added Compulsory Workshops/ Activities are integral part of curriculum and to be eligible for qualifying for MBA Degree, it is mandatory for full time MBA students to attend all Value Added Compulsory Workshops/ Activities. This will be in addition to your performance in credit courses. For Workshops (for MBA and MBA HR I Yr. & II Yr.), and for courses conducted in Workshop mode, an evaluation component will be included by the respective faculty. Clearing the workshop evaluation will be compulsory.

5 **Course of Independent Study (CIS)**

5.1 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 and necessarily involves collection of primary data and its analysis, leading to a written report on a course accepted and approved by the area in charge.

5.2 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:

- i. 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.
- ii. The course matter of study is relevant for his/her career aspirations within the overall academic objectives of the MBA Programme.
- iii. 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.
- 5.3 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) at this stage should include the following:
- i. Proposed Title
 - ii. 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)
 - iii. 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?
- 5.4 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.
- 5.5 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. 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 defence, panel of area members (3 members including the CIS guide) who would evaluate the course and the evaluation scheme.
- 5.6 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.
- 5.7 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.
- 5.8 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+.
- 5.9 The grade obtained in the CIS is taken into account for calculation of student's CGPA just like any other full credit course. No 0.5 credit, 0.75 credit or 1.5 credit CIS are permitted.
- 5.10 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.
- 5.11 **Step-wise process of Course of Independent study (CIS)**
- i. CIS is a full credit Course. A student can take up only one CIS in lieu of an elective.
 - ii. In MBA Programme – II year, CIS can be pursued in term IV and V only. No CIS can be carried out during VI term.
 - iii. First year students, who wish to take up a CIS in second year, should submit their proposal to the Academic office.
 - iv. 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.
 - v. The Area may reject the proposal or may propose amendment to the proposal and ask the student concerned to resubmit the proposal.
 - vi. 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.
 - vii. Students who do not receive any communication by said dates should contact the Academic office

- viii. immediately.
- viii. 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).
- ix. 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.
- x. No extension of time for submitting the report will be allowed.
- xi. 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.
- xii. 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.

6 Re-Admission rules:

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

Sr. no.	Name of the programme	Duration of the programme (in years)	Maximum duration permissible for completion the programme (in years)
1	MBA	2	4
2	PTMBA	2	4
3	EMBA	Max 4 Years	6

7 Disciplinary Committee

7.1 Students' Disciplinary Committee

- i. Dr Veena Vohra
- ii. All Programme Chairs as ex officio members (FTMBA; MBA – Pharma/HR/ Law; PTMBA & SE; EMBA)
- iii. Area Chairs as ex officio members
- iv. Dr Hari Iyer, Faculty In Charge – Student Affairs
- v. Dr Prashant Dave
- vi. Ms Pooja Jadhav
- vii. President – Student Council
- viii. Student Affairs head, Student Council

7.2 Committee against Sexual Harassment / Woman Grievance Redressal Committee

- i. Dr Meena Galliara
- ii. Prof Seema Mahajan
- iii. Dr. Ashu Sharma
- iv. Dr Anupam Rastogi
- v. Dr Amit Bhadra
- vi. 1 female student (either Student Affairs head or nominated by Student Council)
- vii. Audrey D'Mello, (NGO: Majlis)

8 Rules for participating in National / International Level Contests

8.1 Protocol For Contest

Any event that comes through PLACECOM (like HUL Lime, Mahindra War Room, JPMC Deal, AirteliCreate etc.) will come under the purview of Placecom. They are handled by team of Placecom under the guidance of Placement Director.

Intra College and Inter College events and other open contests (like Best Summer Projects, FLIP, IMCI, CFA,

- Business Plan, FMS etc.) will be under the purview of events coordinator. These events will be communicated to the batch using events@nmims.org and handled by cultural secretary under the guidance of Faculty In Charge Student's Activities
- 8.2 Contest Classification handled by Event Coordinator
 - 8.3 Contests will be classified under the following grades
 GRADE A: National and International level contests of very high repute. E.g. - corporate contests such as UTI, CRISIL, ITC; academic contests such as AIMA, BMA; institution contests of IIM's, ISB.
 GRADE B: National level contests of high repute e.g. NITIE, SP Jain, MDI, XLRI
 GRADE C: Local and national level contests
 - 8.4 The faculty team will make the classification of each contest.
 - 8.5 The classification of the contest will determine the selection, reimbursement and appraisal of the students.
 - 8.6 Notices and Intimations of Contests
 - 8.6.1 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
 - 8.6.2 All students interested in gaining more information regarding any contest are required to refer to the "CURRENT CONTEST FILE" available with the staff co-ordinator.
 - 8.6.3 Any contest that has not been routed through the contest department will not be considered for the Procedure laid down by the SBM, NMIMS for contests.
 - 8.7 Student Registrations and Nominations
 - 8.7.1 For all GRADE A contests, the faculty and student representative will select the student team that will represent the SBM, NMIMS at the contest.
 - 8.7.2 For all GRADE B contests, students are allowed to make direct applications for the contest.
 - 8.7.3 For all GRADE C contests, students are allowed to make direct application for the contests.
 - 8.8 Reimbursements (Applicable only for National Contest)
 - 8.8.1 Students going for GRADE A will be provided with 100% reimbursements for travel (Sleeper Class) to and fro from the contest destination.
 - 8.8.2 All reimbursements are subject to the approval of the head of the school and are hence subject to change.
 - 8.8.3 All reimbursements will be made only after the student has returned from the contest. All bills, tickets of the travel and copy of certificates will have to be retained and submitted.
 - 8.8.4 All students claiming the reimbursement will have to submit all details to the staff co-ordinator for processing through the accounts department.
 - 8.9 Attendance for Contests
 - 8.9.1 No additional attendance benefit will be provided for students who might miss classes due to above mentioned contests. The missed classes will be counted as part of the 20% leeway given to the students.
 - 8.10 Contest Winners
 - 8.10.1 Any student who has won any contest is required to provide full details of the contest and award won to the faculty within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals at the end of the year at the time of the Annual Convocation.

9 Student Council

The Student Council is the apex student body at NMIMS and represents the full-time students. The General Secretary, Cultural Secretary along with a team of executive members and course representatives support the President and share responsibility for each student body & activity on campus. The Council for every academic year is selected through a formal selection procedure involving faculty group, Admin & 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, 'MANAN' – The Traditional Fresher's Event & other SBM Events
- To assist all public relation activities and supervise student publications & newsletters at NMIMS

- 9.1 Communication Guidelines for Student Council and Cells
- All the cells, clubs, and committees events and 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, Assistant Registrar (Academics/Admin) and Dean, SBM. (Accounts Department - In case of Release of Money)
 - Communication and Invitations of events / guest lecturers / workshops etc. conducted by 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)
- 9.2 The cells and clubs are 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.
- 9.3 These different student bodies will be required to submit a trimester report at the end of every trimester, which will be reviewed by the Faculty In-charge of the cell as per the Events List submitted in the beginning of each Trimester. Final consolidated report to be submitted by Student Council to Faculty In charge of Student Activity and Assistant Registrar (Academics).
- 9.4 Pratibimb - Student Activities Dossier is the final annual report at SBM developed under the guidance of Faculty In charge of Student’s Activities which catalogues the details of all students’ accomplishment including corporate events organized, participation, contest winners, sports, cultural festivals, etc.
- 9.5 Landmark, the online quarterly student magazine highlights NMIMS Extravaganza, events along with the sports give a snapshot of the various activities at NMIMS
- 9.6 Odyssey annual handbook provides a one stop guide and will help the incoming batch quickly get acquainted with the life at SBM, NMIMS

10 SBM Alumni Association

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 13th 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 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

11 EXCHANGE PROGRAM (In Continuation to part 1)

11.1 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

11.2 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.

12 Attendance Norms

SBM students are responsible for and are required to maintain 100% attendance across courses in their programme.

Attendance Exemption Criteria (In Continuation of SRB Part I Point No. 3.2.7)

- 12.1 In case a student has remained absent on emergency grounds, the Attendance Exemption Application (In Part III Annexures) must be submitted to program office for approval of absence within 48 hrs of Leave Awailed. This will convert the absent status to an approved absence status.
- 12.2 100% attendance in classes for each subject is desirable. However for medical reasons/ personal reasons/ contest/ placement/ institutional work/ other activities etc. approved absence may be allowed upto 20% in a particular course.
- 12.3 Exceptional cases for absence up to maximum four weeks (Death in family/ self-marriage/ long illness/ maternity/ out of station or out of country posting etc.) will be dealt with on case to case basis by Dean/Director of 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%.
- 12.4 The academic loss incurred due to his/her absence must be satisfactorily compensated as directed by the faculty in-charge, and will be the responsibility of the student.
- 12.5 Students who are having less than 60% of attendance in any course will not be eligible to appear in end term examination for said course. Such students will have to repeat the entire course with all evaluation components.

13 Examination Guidelines

13.1 ICA / TEE Passing Criteria for each Course:

To pass in a particular subject in any of the trimester end examination or trimester end re-examination.

- a) **Wherever a course is taught by one faculty in one or more 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.
- 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

13.2 Grading System

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

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

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

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

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

Letter Grade	% of class
Grade A	15 percent of batch excluding Grades D & F
Grade B	50 percent of batch excluding Grades D & F
Grade C	35 percent of batch excluding Grades D & F
Grade D	Where factorized marks obtained are between 40 and 49
Grade F	i) Where marks obtained are less than 40 (39 and below) in aggregate and/ or. j) Where the marks obtained in the trimester end examination are less than one-third of the total maximum marks of the respective course. (as defined in 2.1(a) and (b) above.

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

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

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

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

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

13.3 Method of Calculation of GPA:

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

modules for the related term.

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

13.4 Method of Calculation of CGPA:

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

Here:

C = Credit value assigned to a course/ module

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

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

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

13.5 Re - Examinations:

- 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 (except PT MBA batch (2015-16). The maximum grade that a student, in such a case, can obtain for such course will be C +.
- 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.
- Re-examination would not be allowed if any student has obtained 'D' due to poor attendance.
- Improvement in the internal marks will not be allowed for re-examination purpose.
- 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.
- 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.

13.6 Re – Examinations/ Exemption / Exceptional cases

- 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 PT MBA, Weekend Programme,) will be eligible to appear in re-examination (and for award of regular grade).
- 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.
- For exceptional cases all necessary relevant documents to be submitted before the commencement of the re-examination.
- In case a student fails to fulfil conditions given in Re-Examination. To be added even after the re-examination/s he/she is expected to take re-admission as per the rules of SBM, NMIMS.
- No further re-examination chance will be given to above mentioned exceptional cases.
- 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.
- The fees for re-examinations and re-admission will be decided by the SBM, NMIMS from time to time.
- 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.

13.7 Passing Standards

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

- 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.
- His/ her total cumulative grade should not be less than 2.25 at the end of the program (to be calculated after re-examination)

For EMBA students kindly refer ‘Executive MBA Guideline in course structure section

First Year of the program:

13.7.1 To be eligible to be promoted to the second

- A student should obtain CGPA of ≥ 2.25 at the end of the first / second year of the program
and

- He should clear all first year credit courses

13.7.2 Non-fulfilment of the above requirement relating to D and F Grades:

- 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 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.**

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

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

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

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

To be eligible for award of the degree:

A student should obtain CGPA of ≥ 2.25 at the end of the second/ third year of the Program and pass all second/ third year credit courses.

13.7.7 Non-fulfilment of the above requirement (as given in 2.7) 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, 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.

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

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

The students falling in category (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.



Guidelines and Course Structures

Second year courses offerings are provisional and are subject to change. The final list of courses offered will be communicated to the students by May 2019.



Full Time MBA - Second Year – 2018-19
Guidelines for Selection of Courses

1. Students in the Second year of the FT MBA Programme can choose electives (credit courses) from the list of electives offered (trimester wise). Based on the selection of electives, students will be placed in one of the following categories:
 1. MBA General Management
 2. MBA with Concentration (any one- Marketing / Finance/ Operations/ Information Systems/Analytics)
2. The degree awarded will be MBA, the concentration, if any, will be reflected only on the grade sheet/ transcript. Students must adhere to the nomenclature given from SBMNMIMS and use the same in all the communications with the outside world.
3. A student must take a total of **Sixteen** Credit Courses (48 credits) (including 1 Compulsory Course) in the Second Year across trimesters IV, V, and VI as explained below. (One full credit (3) is = 20sessions similarly one ½ credit(1.5) is = 10 sessions.)

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)

*Strategy Implementation Credit Course is compulsory for all students
4. Students are required to choose credit courses, trimester wise, from the 8 areas mentioned below and from the area wise list of electives (given separately):
 1. Business Environment & Strategy
 2. Communication
 3. Economics
 4. Finance
 5. Human Resources & Behavioral Sciences* (Not available for concentration)
 6. Information Systems
 7. Marketing
 8. Operations & Decision Sciences
5. For **MBA General Management**, student should choose minimum 2 electives (full credit courses) from at least 5 different areas out of the eight areas mentioned above in point no. IV (across the year in Trim IV, V & VI)
6. For **MBA with Concentration** (any one - Marketing / Finance/ Operations/ Information Systems/Analytics) student should choose a minimum of 8 courses (24 Credits) from the respective areas as mentioned above in point no. IV (spread over the Second year in Trimesters IV, V & VI). The area may conduct essential Workshops which will be compulsory for concentration in that particular area. To concentrate in Analytics, 10 elective choices from 5 areas (Finance, Marketing, Economics, Operations and Decision Sciences, Information Systems) are being offered, out of which minimum of 8 can be opted for analytics concentration. The list of Analytics electives is provided separately.
7. Students can take a maximum of 10 electives (30 Credits) from any one particular area during the Second year.

8. In addition, students need to plan their elective choices to cover at least **4 areas** during Second year.(1 full credit course or two half credit courses, at least).
9. Students are required to choose their electives for all the Trimesters (IV, V & VI) before the start of the Second Year during the dates specified. Please check MBA Programme Structure for Second Year 2018—19 for list of complete electives.
10. For courses which are oversubscribed, the CGPA (I Yr) will be used to create a ranking of **all registered students** and to allot the elective to the students as per the specified course capacity. Unless a student registers for an elective, he/she will not be considered for the elective choice. In case of multiple students with the same CGPA waiting for allotment to the elective, time of registration will be considered as the next factor for allotment. This system will be used during Change Window as well to allot elective in case student registrations exceed course capacity.
11. For an elective to be offered during a particular trimester, it should have at least 20 student registrations. However in case an elective is being offered for the first time, then a minimum of 15 are required for the elective to be offered. In case of lower number of registrations and in the case that the elective has to be dropped, students who may have registered for the same will be offered seats in other electives, as available.
12. Change window will be opened through the link before every trimester to provide an opportunity to change electives for every trimester. Dates will be announced.
13. During the entire year, students will be allowed to make only 3 changes to their initial elective selections (during particular Change Window). A maximum of 2 changes will be allowed in a single Change Window. A student will not be allowed to move out of the course where the registration is 15 and the course is being offered for the first time, or in other courses when the registration is 20. Additional details with relevant elective details will be provided before the Change Window.
14. The course capacity or maximum number of registration allowed for an elective is 120. For some courses, it may be 60. Students will be informed in advance about these details course wise.
15. The University offers Interdisciplinary courses that will be made available to students. Maximum 2 electives can be taken in lieu of the electives from the Areas mentioned above. In such cases, students may cover electives from three of the above 8 Areas and electives from Interdisciplinary area to complete their credits. Details about the Interdisciplinary courses and registration details will be intimated separately.
16. 1 Audit course will be offered in the II Yr from MBA II Yr elective pool, for electives that are available. The grade earned will be reflected on the transcript, but will not impact CGPA calculation.
17. It is student's responsibility to ensure adherence to the guidelines mentioned here towards earning their MBA in General Management/Concentration, failing which the degree may not be granted.
18. The summer internship will be treated as a non-credit compulsory course. However the candidate needs to satisfactorily complete the project and the viva, as an essential partial fulfillment of the requirements for award of MBA Degree
19. For students planning to visit foreign universities as part of the exchange program, following additional guidelines will apply
 1. It is mandatory to complete concentration electives on campus
 2. No elective similar in nomenclature or content should be opted for at the Foreign University



3. Elective Form (reflecting electives opted for in the foreign university) to be filled at host campus and returned as early as possible to Faculty in Charge – International Relations.

20. Students appearing for re-exams will not be able to register their elective choices at the [link provided](#), since their CGPA will not be available. Separate communication will be sent to them regarding their elective choices. The final allocation will be done after their result is declared.

21. These rules supersede all other rules and notices, which may have been framed prior to 28th February 2018. The School Of Business Management reserves the right to make changes in the above. Any changes will be communicated in a timely manner.

Guidelines for Selection of Courses for Part-Time MBA – Second Year (2018-19)

- 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 student will choose elective for the whole year (Trim V, VI & VII) 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 and Trimester wise.

- IV. For **MBA General Management**, a student should choose minimum 2 electives (credit courses) from 5 different areas, the remaining 2 elective can be taken from any area mentioned above in point no. III. (over the year in Trim V,VI & VII)
- V. For **MBA with Concentration in any one particular area**, a student should choose at least 8 elective from **any one** particular area out of Five Areas mentioned above in point no. III. (over the year in Trim Trim V,VI & VII), the remaining 4 elective can be taken from any area mentioned above in point no. III. (over the year in Trim V,VI & VII)
- 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 V, VI & VII: (Three credit course is equivalent to 100 marks)

Trim V: 4 Courses

Trim VI: 4 Courses

Trim VII: 4 Courses

Note: 1 Course = 3 Credit = 100 Marks

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

- VIII. The maximum enrolment for an elective is 60.
- a) The student will have to fill his or her elective choice for all the Trimesters (V, VI & VII) 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 V, VI & VII). Find below the Time Table for the same:

Trimester	Start Date	End Date
V	10 – July – 2018	12 – July – 2018
VI	9 – October – 2018	11 – October – 2018
VII	29 – January – 2019	31 – January – 2019



- c) **A student will not be allowed to move out of the course where the registration is only 10.**
- d) Instructions for selection will be communicated through mail. Elective selection will be open **only between 25th June to 28th June 2018**

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.

Executive MBA Guidelines

1.0 General Guidelines

- a. Executive MBA Students are required to choose their Modules/Courses through online system only.
- b. At the start of term the registration to modules will be open (for 1 weeks' time) for the modules scheduled in the next month subsequently every month the registration will be open (for 1 weeks' time) for the subsequent month e.g.
 - a. Enrollment for Modules will be done in 3rd week of March for April month
 - b. April (1 week) enrollment for Modules will be done for May and so on...
- c. Student if fails to register for the modules for five consecutive times then it will be considered as long leave & have to take permission from competent authorities.
- d. The student will be allowed to take up the course provided the Pre requisite condition is fulfilled.
- e. To deregister from the Module in the current term the student has to pay fine of ₹ 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 ₹ 500/-. The student need to pay fine, pending which he/she will not be allowed to register for any module in future.
- f. The Class strength is 60 and the registration will stop for the Particular Course /Module once the full class strength is achieved.
- g. The payment of fees will be in three installments in a year .i.e.
 - a. 1st Installment at the time of admissions; ₹ .2.00 lakh
 - b. 2nd installment ; ₹ .1.50 lakh
 - c. 3rd Installment; ₹ .1.50 lakh
- h. 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).
- i. Foundation Classes will be held (Mon- Sun) prior to the Commencement of Regular classes.
- j. Students need to complete 54 credits and also dissertation equivalent to 4 credits for completion of the Programme.
- k. The total no of modules offered are 37 and it is bifurcated into
 - a. Compulsory modules - 24 (36 Credits, 1 credit = 10 hrs)
 - b. Electives - 12 (18 Credits, 1 credit = 10 hrs)
 - c. Dissertations - 1 (4 Credits, 1 credit = 20 hrs)
- l. **The requirement for number of courses/modules for dual specialization are :**
- m. **Major specialization:** 7 courses/Modules **from a particular area**
- n. **Minor specialization:** 4 courses/modules **from a particular area**
- o. Remaining 1 module he/she can do it from any one of the Electives offered (course other than major/minor area)
- p. **Concentration – More than 7 courses/modules from a particular area.**
- q. **General Management – a) Have not done major in any area and b) have taken at least one course from all functional areas.**
- r. 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.
- s. 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.
- t. Each Module/Course will have 15 hours of classroom studies and 2 hours of Group discussions in a week (Total 17 hrs).
- u. Value addition Workshops will be part of curriculum. It is compulsory for students to attend at least any two workshops.
- v. 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.

- w. Feedback is compulsory & important part of curriculum. The Student Portal link for online feedback will be open from Saturday of current week to Monday of subsequent week for the courses held during the week.
- x. A student abstains from registering in any module/ course maximum for 5 consecutive registration period will be considered as long leave without intimation to the management and will be dealt as per the clause mentioned.
- y. The prior long leave (more than 3 consecutive registration period) 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 ₹ 50000/- or the revised fee as applicable. The re-registration fee is to regularize the continuation of the Program. This will be in addition to the outstanding fees.
- z. The Programme should be completed within 4 years.

1 Attendance Norms

- 1.1 Students 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. Such students will have to repeat the entire Course/ Module with all evaluation components.
Such students 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 ₹ .500/-.

1.2 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 academic performance will be lowered as per the details mentioned in the table below.

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

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.

- 1.3 **Written final 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.**

2 Academic Guidelines:

2.1 The components of evaluation for any course of all the years would be as follows:

- Class-participation/individual presentation in class
- Quizzes (announced/unannounced)
- Individual assignment/Group assignments/ presentations/decision sheets
- Term papers and project reports
- End-term examination (This is a compulsory component)

2.2 It is necessary for every course to have at least 3 evaluation components out of 6 components mentioned in above point. **Internal evaluation will not be repeated.** This will not be applicable for courses conducted in the workshop / Project mode.

2.3 End-term examination is a compulsory component.

2.4 Group Assignment (is a compulsory component for EMBA programme)

2.5 Duration of examination

2.5.1.1 Minimum duration of End-Term Examinations : 2 hrs

Examination duration can also be more than the above specified time.

2.6 School of Business Management will use total weightage points for each course for evaluation purpose instead of using marks. These weightage points would be as follows:

2.6.1.1 Full Credit Course.: 100 points

2.7 The total points for each course (with maximum what can be assigned) will be divided in various components which may include the following:

- Class-participation/individual presentations (not more than 20 points weightage)
- Quizzes (not more than 20 points weightage)
- Group/ individual assignments/ presentations/ decision sheets/ term papers/ project reports (not more than 20 points weightage)
- Trimester-end Examination (not more than 50 points weightage and not less than 35 points weightage)

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

2.9 For all the programs, the weightage for each component will be specified by the Faculty and will form an integral part of the course outline. 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.

2.10 For grading purpose the weightage mentioned by the faculty in the course outline will be applied for each component of evaluation irrespective of the marks assigned to the said component for the examination.

3. Examination Guidelines

3.1 Grading:-

3.1.1 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

3.1.2 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:

Method of calculation of letter grades and GPA/ CGPA for batch size of 25 and above

- 3.1.3 The Average of marks in a course for a batch would be calculated for each faculty. Grand Average of marks for each course of the batch would be calculated.
- 3.1.4 'Factor Score' using Individual average and grand average obtained above would be calculated as - grand average divided by average for a faculty.
- 3.1.5 The marks assigned by each faculty to the individual student for each course would be factorised.
- 3.1.6 The above factorization would be done by multiplying 'the marks assigned by the faculty to each student for the course' by 'the factor score for the course obtained as above' for respective division.
- 3.1.7 Combining all factorised marks of the entire batch (all divisions) for the course sharing common paper, normal distribution would be fitted.
- 3.1.8 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	Where factorized marks obtained are less than 40 (39 and below)

Method of calculation of letter grades and GPA/ CGPA for class size of less than 25

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

- 3.1.9 Maximum marks assigned by the faculty concerned for a course will be taken into account for the batch/group.
- 3.1.10 Difference between the maximum marks and 50 marks would be calculated.
- 3.1.11 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-)
- 3.1.12 'D' grade will be assigned to students, who have obtained marks between 40 and 49.
- 3.1.13 'F' grade will be assigned to students who have obtained marks less than 40
- 3.1.14 Grading will be done on the basis of marks obtained by a student in each course which will be fitted into the above slabs of letter grades
Here A will include A+, A and A-, B includes B+, B and B-, C includes C+, C and C- as given above, while calculating the letter grades for each course of the students:
- 3.1.15 In case of elective courses, the number of students for that course would be considered for the purpose of assigning grades for that course.

4 Examination / Re-examination

- 4.1.1 The exams will be conducted four times in a year. The student has to fill the exam form for appearing in the final examination. Changes if any will be intimated through Student Portal, and / or notice board.
- 4.1.1 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 can fill the examination form and appear for the final examination in any of the upcoming the examination week.

Note:

- (i) Student who fails in first physical attempt will be allowed two more physical attempt to clear 'D' / 'F' as per rules.
- (ii) If the student fails to clear module even after 3 physical attempts of the module, he/she will have to discontinue with the Programme.
- (iii) For any module, student will be allowed maximum three physical attempts only.
- (iv) Student 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) **Internal Assessment marks obtained by the student will remain unchanged and will be carried forward for next physical attempts.**
- (vi) Students submitting re-examination form will be awarded F grade if he/ she remains absent without prior approval of Dean SBM
 - i. All Students (except first physical attempt) will have to pay. ₹ 1000/- as re-exam fees per module. A student is required to fill in re-examination form along with prescribed re-examination fee of ₹ 1000/- to be eligible for appearing at any re-examination.
 - ii. During Examinations week, exams will be held on all days of Week in the Evenings. On Sunday, exams may be held during daytime also.
 - iii. **Re-Do- If the student gets less than 40% in the internals in a module, he /she can opt to Re-do that particular module by paying ₹ 15000/-.**The student will be get this facility for maximum two modules only.

4.2 Passing Standards:

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

1. His/ her cumulative grade should not be less than 2.25 at the end of the programme **and**
2. 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.
3. **A student must secure a minimum of one-third marks of the total maximum marks of that module, in the trimester end examination**

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

- 4.2.1 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 +.
- 4.2.2 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.
- 4.2.3 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.
- 4.2.4 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.
- 4.2.5 Students appearing for the re-exams 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.
- 4.2.6 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.

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.

Master of Business Management (MBA)		
SVKM'S NMIMS – School of Business Management		
First Year (2018 - 2019) : Building Integrated Perspective of Management for Leadership		
Trim I	Trim II	Trim III
<ul style="list-style-type: none"> • Financial Accounting and Analysis (3) • Marketing Management (3) • Microeconomics (3) • Individual Dynamics and Leadership (3) • Statistical Analysis (3) • Corporate Social Responsibility (3) • Oral Communication (3) 	<ul style="list-style-type: none"> • Cost And Management Accounting (3) • Marketing Planning (3) • Macroeconomics (3) • Group and Organization Dynamics (3) • Operations Management (3) • Technology applications for Business (1.5) • Ethical Issues in Management (1.5) • Environment Management (1.5) • Written Communication (1.5) 	<ul style="list-style-type: none"> • Financial Management (3) • Globalization and Indian Economy (1.5) • Human Resource Management (3) • Decision Analysis and Modeling (3) • Enterprise systems and Analytics (3) • Strategic Management (3) • Legal Environment of Organizations (3) • Written Analysis and Communication (1.5)

SVKM's NMIMS , School of Business Management			
Master of Business Administration (MBA): Second Year (2018-2019)			
	Trimester IV	Trimester V	Trimester VI
Compulsory Courses	<ul style="list-style-type: none"> • Summer Internship ** • Strategy Implementation (3) 		
Business Environment and Strategy	<ul style="list-style-type: none"> • Infrastructure Consulting and Management (3) • Innovation Management (3) • Managing Turnaround Strategies (3) • Business Models and Planning (3) 	<ul style="list-style-type: none"> • Risk and Advisory Consulting (3) • Business Strategy Simulation (3) • Strategic Alliance (3) • Management Consulting (3) • Strategies for Transformation in a Digital World (3) • Public Policy (3) • Platform Competition Strategies (1.5) • Industry and Competition Analysis (1.5) 	<ul style="list-style-type: none"> • Entrepreneurship and Venture Capital Management (3) • Intellectual Property Rights (3)
Communication	<ul style="list-style-type: none"> • Negotiation Skills (3) 	<ul style="list-style-type: none"> • Intercultural and Strategic Communication(3) 	<ul style="list-style-type: none"> • Communication and Leadership through Literature (3)
Economics	<ul style="list-style-type: none"> • Emerging Market Economies (3) • Applied Macroeconomics (3) 	<ul style="list-style-type: none"> • Econometric Methods for Decision Making (3)* • Advanced Microeconomics for Managerial Decisions (3) 	<ul style="list-style-type: none"> • Game theory and its application (3) • Economics of Infrastructure Development and Management (3)
Finance Area	<ul style="list-style-type: none"> • International Finance (3) • Investment Analysis and Portfolio Management (3) • Quantitative Finance (3) • Strategic Cost Management (3) • Advance Financial Accounting and Reporting (3) • Strategic Financial Management (3) • Commercial Bank Management (3) • Financial Analytics (3)* 	<ul style="list-style-type: none"> • Futures and Options (3) • Financial Risk Management (3) • Mergers and Acquisitions (3) • Project Finance (3) • Private Equity and Venture Finance (3) • Investment Analysis and Portfolio Management (3) • Strategic Financial Management(3) • Financial Consulting(3) 	<ul style="list-style-type: none"> • Behavioral Finance (3) • Commodity Markets (3) • Mergers and Acquisitions (3) • Fixed Income Securities (3) • Management Planning & Control (3) • Wholesale and Retail Financing(3) • Wealth Management (3) • Private Equity and Venture Finance (3)
Human Resource and Behavioral Sciences	<ul style="list-style-type: none"> • Managing High Performance (3) • Diversity management (3) 	<ul style="list-style-type: none"> • Redefining rewards and incentives (1.5) • Leadership Crucible (1.5) • Driving Organizational Change: Strategies and Behavioral Interventions (3) 	<ul style="list-style-type: none"> • Strategic HRM (3) • Talent Management (3) • Emotional Intelligence-Developing Abilities for Superior Performance (3)

Information System	<ul style="list-style-type: none"> • Business Dynamics of the IT Industry (3) • Business Analysis(3) • Social Media and Web Analytics (3)* • Digital Strategy for Transforming Business (3) • New Dimensions of Omni channels and Emerging IS Business Model (3) 	<ul style="list-style-type: none"> • Generating Business Value Through IT (3) • Cloud Computing (1.5) • Eco system of Block chain and Fintech Industry (3) • IoT and Emerging Technologies (3) • Marketing of IT Products and Services (3) 	<ul style="list-style-type: none"> • Technology Ventures (3) • Business Process Management(3) • Cyber Security (3) • Digital Platforms and Data Monetization (3) • Big Data Strategy and Technology Innovation (3) • IT Strategic Outsourcing (1.5) • Organization Learning and KM (1.5)
Marketing Area	<ul style="list-style-type: none"> • Consumer Behaviour (3) • Marketing Research (3)* • Sales Management (3) • Integrated Marketing Communication (3) • Services Marketing (3) • Brand Management (3) • Distribution (3) • Digital Marketing (3) • Marketing Strategy (3) 	<ul style="list-style-type: none"> • International Marketing (3) • Sales Management (3) • Marketing of Financial Services (3) • B2B Marketing (3) • Media Planning and Buying (1.5) • Brand Management (3) • Retail Marketing (3) • Social Media Marketing (3) • Content Marketing Strategy (1.5) 	<ul style="list-style-type: none"> • Marketing Analytics (3)* • Rural Marketing (3) • Innovations in Marketing (3) • Customer Relationship Management (3) • Sales Promotion (3) • Marketing for Entrepreneurs (3) • Pricing Strategy (1.5) • Social marketing (3) • B2B Marketing (3) • Finance for Developing Marketing Strategies(1.5)
Operations and Decision Sciences	<ul style="list-style-type: none"> • Advanced Data Analysis (3)* • Service Operation Management (3) • Logistics Management(3) • Supply Chain Management (3) 	<ul style="list-style-type: none"> • Supply Chain Management (3) • Modeling for Decision Making (3) • Project Management (3) • Predictive Analytics (3)* • Visual Analytics (3)* • Advanced Data Analysis(3)* 	<ul style="list-style-type: none"> • World Class Manufacturing (3) • Advance Supply Chain management (3)# • Text Analytics (3)* • Supply chain analytics (3)* • Operations Strategy (3) <p># Supply Chain Management is prerequisite for Advance Supply Chain management</p>
	No. of full Credits to be chosen:15	No. of full Credits to be chosen:15	No. of full Credits to be chosen:15

SVKM's NMIMS , School of Business Management			
Master of Business Administration (Pharmaceutical Management) : First Year (2018-2019)			
	Trimester I	Trimester II	Trimester III
Business Environment and Strategy	<ul style="list-style-type: none"> Pharma Business Environment(1.5) Principles and Practices of Management in Pharma Industry(3) 	<ul style="list-style-type: none"> Research Methodology (1.5) Ethical Issues in Management (1.5) 	<ul style="list-style-type: none"> Legal Environment of Organizations(1.5) Strategic Management (1.5) Corporate Social Responsibility(1.5)
Communication	<ul style="list-style-type: none"> Written Communication(1.5) 	<ul style="list-style-type: none"> Oral Communication (1.5) Spanish /Mandarin (1.5) 	<ul style="list-style-type: none"> Spanish / Mandarin(1.5)
Economics	<ul style="list-style-type: none"> Microeconomics(3) 	<ul style="list-style-type: none"> Macroeconomics(3) 	
Finance Area	<ul style="list-style-type: none"> Financial Accounting and Analysis(1.5) 	<ul style="list-style-type: none"> Cost and Management Accounting(1.5) 	<ul style="list-style-type: none"> Financial Management(3)
Human Resource and Behavioral Sciences	<ul style="list-style-type: none"> Individual Dynamics & Leadership(1.5) 	<ul style="list-style-type: none"> Group and Organizational Dynamics(1.5) 	<ul style="list-style-type: none"> Human Resource Management(1.5)
Information System			<ul style="list-style-type: none"> Information System for Management(1.5)
Marketing Area	<ul style="list-style-type: none"> Marketing Management (1.5) Listening to Customers – I (3) Marketing of Medical Devices (1.5) 	<ul style="list-style-type: none"> Principles and Practices of Sales Management(3) Listening to Customers – II(3) Consumer Behavior in Pharma (1.5) Brand Management in Pharma(1.5) 	<ul style="list-style-type: none"> Listening to Customers- III(3) Business Development in Pharma(1.5) Pharma Brand Promotion- I (1.5) Marketing Research(1.5)
Operations and Decision Sciences	<ul style="list-style-type: none"> Statistical Analysis(1.5) 	<ul style="list-style-type: none"> Operations Management(1.5) 	

2018-19 Total No. of Credits: 19.5 Total No. of Credits: 22.5 Total No. of Credits: 19.5

Total No. of Credits: 61.5

Total Courses: 33

Value added workshops (non-credit): 1. Taking a Brand OTC 2. Career Planning 3. Corporate Compliance

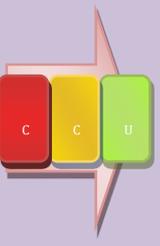
SVKM's NMIMS , School of Business Management Master of Business Administration (Pharmaceutical Management) : Second Year (2018-2019)			
	Trimester IV	Trimester V	Trimester VI
Business Environment and Strategy	<ul style="list-style-type: none"> Managing IPR in Pharma(1.5) Strategic Brand Management in Pharma(1.5) Managing the Frontline Manager(3) 		
Communication			
Economics			
Finance Area		<ul style="list-style-type: none"> Strategic Financial Management(3) 	
Human Resource and Behavioral Sciences	<ul style="list-style-type: none"> Managing Innovation in Pharma(3) OB in Pharma(1.5) 	<ul style="list-style-type: none"> People Management(1.5) 	<ul style="list-style-type: none"> Managing the Self in Organizational Context(1.5)
Information System			
Marketing Area	<ul style="list-style-type: none"> Pharma Brand Promotion II(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 Analytics I(1.5) 	<ul style="list-style-type: none"> Marketing of API(1.5) Pricing Strategy in Pharma Industry(1.5) Good Marketing Practices(1.5) Marketing Strategy & Implementation(1.5) Strategic Brand Marketing Plan (3)* Option 1 (Any one)(1.5) Marketing Practices in International Markets in Pharma Launching a New Division 	<ul style="list-style-type: none"> Business Leadership in Pharma(3) Marketing Analytics II(1.5) Strategic Brand Marketing Plan (3) Country Analysis & Pharma Clusters(3)
		<ul style="list-style-type: none"> Emotional Branding Option 2 (Any one)(1.5) Managing Multinational Companies Promotion of Medical Devices to Hospitals CRM Practices in Pharma 	
Operations and Decision Sciences	<ul style="list-style-type: none"> Managing Quality & Regulatory Practices in Pharma(1.5) Managing Distribution Channels in Pharma(1.5) 	<ul style="list-style-type: none"> Strategic Procurement(1.5) Good Manufacturing Practices(1.5) 	<ul style="list-style-type: none"> Supply Chain Management in Pharma(1.5)

2018-19

Total No. of Credits: 19.5 Total No. of Credits:19.5Total No. of Credits: 13.5

Total No. of Credits: 52.5 Total Courses: 28

* The course 'Strategic Brand Marketing Plan' which is a 6 credit course, commences from Trimester V (3 credit) to be continued and evaluated in Trimester VI (6 credit).

SVKM'S NMIMS - School of Business Management					
Master of Business Administration in Human Resource - MBA(HR)					
First Year (2018-2019)					
Preparation	Orientation	Trim I	Trim II	Trim III	WE CARE (3 WEEKS)
		<ul style="list-style-type: none"> Corporate Social Responsibility (1.5) Microeconomics (3) Financial Accounting and Analysis (3) Marketing Management (3) Human Resource Management (3) Individual Dynamics and Leadership (3) Statistical Analysis (3) Oral Communication (1.5) 	<ul style="list-style-type: none"> Macroeconomics (3) Cost & Management Accounting (3) Groups and Organizational Dynamics (3) Industrial Jurisprudence and Labor Laws (3) Organizational Research (3) Decision Analysis and Modeling (3) Written Communication (1.5) Human Resource Practices-Industry Led Module (1.5) 	<ul style="list-style-type: none"> Ethical Issues in Management (1.5) Legal Environment of Organizations (3) Strategic Management (3) Financial Management (3) Industrial Relations (3) Information Systems for Management (1.5) Competency Mapping and Psychometric Assessments (3) Operations Management (3) 	
		Value Added Workshop	<ul style="list-style-type: none"> Personal Growth Lab I Personal Growth Lab II SPSS 	<ul style="list-style-type: none"> Negotiation Skills Consulting in HR Leadership Development Program through OB 	
S E C T O R S P E C I F I C I N P U T S					
		Sessions: 140 Courses: 8	Sessions: 140 Courses: 8	Sessions: 140 Courses: 8	

Total No. of credits 63

No. of credits: 21

No. of credits: 21

No. of credits: 21

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

Value Added Workshops*: Non-Credit Compulsory Evaluation based Workshops. The student is required to compulsorily attend and satisfactorily complete the evaluative assignments of 6 workshops as an essential partial fulfillment of the requirements for award of MBA HR degree

SVKM'S NMIMS - School of Business Management
Master of Business Administration in Human Resource - MBA(HR)
Second year (2018-2019)

Term	Trim IV	Trim V	Trim VI
Courses	<ul style="list-style-type: none"> • Summer Internship** • Managing Change and OD (3) • Performance Management (3) • H R Planning, Recruitment and Selection (3) • Compensation and Benefits (3) • Learning and Development (3) • Organization Structures & Design (1.5) 	<ul style="list-style-type: none"> • Globalization & The Indian Economy (1.5) • Emotional Intelligence (3) • HR Analytics (3) • Advanced Compensation (3) • Talent Management (1.5) • Globalization & HR (3) • Elective (3) (Any One) Marketing Area- Strategic Marketing Management BES Area - Sustainability Reporting Practices OPDS Area– Advanced Data Analysis Finance Area-Management Planning and Control 	<ul style="list-style-type: none"> • Building Learning Organizations and Knowledge Management (1.5) • Fostering Innovation (3) • Appreciative Inquiry (1.5) • Strategic HRM (3) • HR Issues in Mergers & Acquisitions (1.5) • Dissertation (3)
Value Added Workshops	<ul style="list-style-type: none"> <li style="width: 50%;">• Grievance Handling <li style="width: 50%;">• Employee Wellbeing <li style="width: 50%;">• Economics of Labour <li style="width: 50%;">• Coaching Skills <li style="width: 50%;">• HR Audit <li style="width: 50%;">• HRIS 		
S E C T O R S P E C I F I C I N P U T S			
	Sessions: 110 Courses: 6	Sessions: 120 Courses: 7	Sessions: 90 Courses: 6

Total No. of credits: 48 No. of credits: 16.5 No. of credits: 15 No. of credits: 16.5

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

Value Added Workshops*: Non-Credit Compulsory Evaluation based Workshops. The student is required to compulsorily attend and satisfactorily completes the evaluative assignments of 6 workshops as an essential partial fulfillment of the requirements for award of MBA HR degree

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 HR degree

SVKM'S NMIMS, School of Business Management PTMBA: (2018 – 2020)		
Trimester I (June 2018 – September 2018)	Trimester II (September 2018 – December 2018)	Trimester III (January 2019 – March 2019)
<ul style="list-style-type: none"> • Microeconomics (3) • Individual Dynamics & Leadership (3) • Marketing Management (3) • Financial Accounting and Analysis (3) • Information Systems for Management (3) 	<ul style="list-style-type: none"> • Group & Organization Dynamics (3) • Macroeconomics (3) • Marketing Management II (3) • Cost & Management Accounting (3) • Statistical Analysis (3) • Environment Management (0-audit workshop) 	<ul style="list-style-type: none"> • Strategic Management (3) • Operations Management (3) • Oral Communication (3) • Financial Management (3) • Human Resources Management (3) • Emergency Response Management (0 – audit workshop)

2018-2019 Total No. of Credits: 15 per Trimester

Total Session: 100 per Trimester

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

(1 Credit = 10 Hrs. Classroom Teaching)

Trimester IV			
	<ul style="list-style-type: none"> • Legal Environment of Organization (3) 	<ul style="list-style-type: none"> • Corporate Social Responsibility (3) 	<ul style="list-style-type: none"> • Enterprise Planning Systems (3)
	<ul style="list-style-type: none"> • Ethical Issues in Management (1.5) 	<ul style="list-style-type: none"> • Written Communication (1.5) 	<ul style="list-style-type: none"> • Decision Analysis & Modeling (3)
Trimester V		Trimester VI	Trimester VII
Finance Area	<ul style="list-style-type: none"> • International Finance (3) • Fixed Income Securities & Debt Markets (3) • Infrastructure Project Financing (3) • Strategic Financial Management (3) • Merger, Acquisitions & Corporate Restructuring (3) 	<ul style="list-style-type: none"> • Private Equity and Venture Finance (3) • Commercial Bank Management (3) • Investment & Portfolio Management (3) • Insurance & Risk Management (3) 	<ul style="list-style-type: none"> • Hedge Funds & Private Equity Financing (3) • Real Estate Finance (3) • Fundamental & Technical Analysis (3) • Futures Options and Risk Management (3) • Strategic Cost Management (3)
Human Resource and Behavioural Sciences	<ul style="list-style-type: none"> • Organization Theory Structure & Design (3) • Industrial Relations & Labor laws (3) • Recruitment & Selection (3) • Behavioral Dynamics in Organizations (3) • Learning & Development (3) 	<ul style="list-style-type: none"> • Performance Management Systems (3) • Change Management & Organizational Development (3) • Compensation & Benefits (3) • International HRM (3) • Talent Management & Career Planning (3) 	<ul style="list-style-type: none"> • Organization Culture and Work-life Balance (3) • Strategic HRM (3) • HR Audit (3) • IT in HR (3)

Information System	<ul style="list-style-type: none"> • Business Intelligence (3) • Software Project Management (3) • Business Analysis (3) • Generating Business value through IT (3) • Strategic Business Process Outsourcing (3) 	<ul style="list-style-type: none"> • IT Service Management: Current Trends (3) • Business Process Management (3) • E-Business (3) • Strategic Planning of Information Systems (3) • Designing and Managing Information Security (3) 	<ul style="list-style-type: none"> • E-Governance (3) • Business Dynamics of the IT Industry (3) • Business Innovation Through IT (3) • Technology Ventures (3)
Marketing Area	<ul style="list-style-type: none"> • Sales Management (3) • Consumer Behavior (3) • Market Research (3) • Brand Management (3) • International Marketing (3) 	<ul style="list-style-type: none"> • Marketing Strategy (3) • Customer Relationship Management (3) • Integrated Marketing Communications (3) • Service Marketing (3) • Retail Marketing (3) 	<ul style="list-style-type: none"> • Rural Marketing (3) • B2B Marketing (3) • Internet Marketing (3) • Sales Promotion (3)
Operations and Decision Sciences	<ul style="list-style-type: none"> • Advanced Method of Data Analysis (3) • Logistics Management (3) • Production Planning and Control (3) • Total Quality Management (3) 	<ul style="list-style-type: none"> • Modelling For Decision Making (3) • Supply Chain Management (3) • Project Management (3) • Manufacturing Strategy (3) • Materials & Inventory Management (3) 	<ul style="list-style-type: none"> • Lean Manufacturing (3) • World Class Manufacturing (3) • Managing Technology (3) • Advance Supply Chain Management (3) • Service Operations Management (3)
Compulsory	<ul style="list-style-type: none"> • Research Methodology (3) 	<ul style="list-style-type: none"> • Strategy Implementation (3) 	<ul style="list-style-type: none"> • Corporate Taxation (3)

2017-18

Total No. of Credits: 15

Total No. of Credits: 15

Total No. of Credits : 15

Total Session: 100

Total Sessions: 100

Total Sessions: 100

Figures in bracket represent number of credits. Each full credit will be of 20 sessions. Each session of 1 hr & 30 min. (1 Credit = 10 Hrs. Classroom Teaching)

- Student will have an option to choose an “Industry Live Project” equivalent to 2 full credit electives spread over two trims during Trim V – VI or Trim VI – VII.
- Industry Live Project, which is equivalent to 2 full credits, can be in lieu of 2 elective courses from any of the area (area to be determined by Industry Live Project Allotment Committee while allowing enrolment into the project) and would be considered as two eligible courses from the particular area determined by the Committee for the purpose of specialisation

**SVKM's Narsee Monjee Institute of Management Studies(NMIMS)
Course Structure (Batch 2018-2020)**

Diploma Programme / Part Time MBA (SE) Two year Programme

First year 2018-19

Sr. No.	Courses	Credit	Area
	Trimester I		
1	Law & Social Work	3	BES
2	Social Development & Introduction to Social Entrepreneurship	3	BES
3	Written Communication	1.5	COMM
4	Oral Communication	1.5	COMM
5	Micro Economics	3	ECO
6	Individual Dynamics & Leadership	1.5	HRBS
7	Group & Organisational Dynamics	1.5	HRBS
	Total No. of Credits	15	
	Total No. of Sessions	100	
	Total No. of Courses	7	
	Trimester II	Credit	Area
1	Managing and Organizing the Social Enterprise	3	BES
2	Social Engineering and Project Management (I)	3	BES
3	Macro Economics	3	ECO
4	Financial Accounting & Analysis	3	FIN
5	Human Resource Management	3	HRBS
	Total No. of Credits	15	
	Total No. of Sessions	100	
	Total No. of Courses	5	
	Trimester-III	Credit	Area
1	Research Methodology	3	BES

2	Micro-Finance (I)	3	FIN
3	Cost & Management Accounting	3	FIN
4	Corporate Social Responsibility	3	BES
5	Marketing Management	3	MKT
	Total No. of Credits	15	
	Total No. of Sessions	100	
	Total No. of Courses	5	

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

Course Structure (Batch 2017-19)

Part Time MBA (SE) Two year Programme

Second year 2018--19

Sr. No.	Courses	Credit	Area
	Trimester-IV		
1	Disaster Management	3	BES
2	Legal Environment of Organization	3	BES
3	Micro Finance (II)	3	FIN
4	Financial Management	3	FIN
5	Statistical Analysis	3	OPDS
	Total No. of Credits	15	
	Total No. of Sessions	100	
	Total No. of Courses	5	
	Trimester-V	Credit	Area
1	Governance of Social Enterprises	1.5	BES
2	Management of Livelihood Support Programmes	3	BES
3	Ethical Issues in Management	1.5	BES
4	Strategic Management	3	BES
5	Performance Management of Social Enterprises	3	HRBS
6	Operations Management	3	OPDS
	Total No. of Credits	15	

	Total No. of Sessions	100	
	Total No. of Courses	6	
	Trimester-VI	Credit	Area
1	Seminar on Social Development	3	BES
2	Environment Management	3	BES
3	Information Systems for Management	3	INS
4	Training and Development	3	HRBS
5	Social Engineering & Project Management (II)	3	OPDS
	Total No. of Credits	15	
	Total No. of Sessions	100	
	Total No. of Courses	5	
	Trimester-VII	Credit	Area
1	Understanding Global Cultures and Management of International Social Development Projects	3	BES
2	Stakeholder Management & Social Audit	3	BES
3	Business Plan / Case Study	3	BES
4	Development Communication	3	COMM
5	Export Management	3	MKT
	Total No. of Credits	15	
	Total No. of Sessions	100	
	Total No. of Courses	5	

EMBA COURSE STRUCTURE Batch 2018-20

Total Courses: 37 = 58 Credits

Compulsory: 24 (36 Credits)

Elective: 12 (18 Credits)

Dissertation: 1 (4 Credits)

***Each Course is of 17 Hours**

Compulsory Courses				
S.N	Code	Name	Area	Pre Requisite
1	CS0001	Strategy Formulation	BES	
2	CS0002	Legal Environment of Business	BES	
3	CS1003	Strategy Implementation	BES	CS0001
4	CS2004	Business Research Methods	BES	CO0022 & CO1023
5	CC0007	Written Communication	COMM	
6	CC0008	Oral Communication	COMM	
7	CE0007	Global & Macroeconomic Environment	ECO	CE1008
8	CE1008	Economics of Strategy	ECO	CS0001
9	CF0009	Financial Accounting	FIN	
10	CF1010	Analysis of Financial Statements	FIN	CF0009
11	CF1011	Management Accounting & Control	FIN	CF0009
12	CF2012	Corporate Finance I	FIN	CF0009 & CF1010
13	CF3013	Corporate Finance II	FIN	CF0009 , CF1010 & CF2012
14	CH0014	Individual Dynamics & Organization	HRBS	
15	CH0015	Group & Organization Dynamics	HRBS	
16	CH0016	Human Resource Management	HRBS	
17	CH0017	Leadership & Corporate Accountability	HRBS	
18	CI0018	Information Systems for Management	INS	
19	CM0019	Customer Acquisition & Retention	MKT	
20	CM1020	Marketing Planning	MKT	CM0019

21	CM1022	Digital Marketing	MKT	CM0019, CM1020
22	CO0022	Statistical Analysis for Business Decisions	OPS	
23	CO1023	Decision Analysis and Modeling	OPS	CO0022
24	CO1024	Managing Business Operations	OPS	CO0022
S.N		Electives	Area	
		Finance		
1	EF4051	International Finance	FIN	CF0009 , CF1010 , CF2012 & CF3013
2	EF4052	Investment Analysis and Portfolio Management	FIN	CF0009, CF1010 , CF2012 & CF3013
3	EF2053	Strategic Cost Management	FIN	CF0009 & CF1011
4	EF5056	Wealth Management	FIN	CF1010 , CF2012 , CF3013 & EF4052
5	EF5055	Futures Options & Risk Management	FIN	CF0009 , CF1010 , CF2012 , CF3013 & EF4052
6	EF4056	Mergers, Acquisitions and Corporate Restructuring	FIN	CF0009 , CF1010 , CF2012 & CF3013
7	EF4057	Financial Institutions & Markets	FIN	CF0009 , CF1010 , CF2012 & CF3013
8	EF4058	Commercial Bank Management	FIN	CF0009 , CF1010 , CF2012 & CF3013
9	EF4059	Project Finance	FIN	CF0009 , CF1010 , CF2012 & CF3013
		HRBS		
1	EH1071	Employee Relations & Labor Laws	HRBS	CH0016
2	EH1072	Talent Management	HRBS	CH0016
3	EH1073	Performance Management	HRBS	CH0016
4	EH2074	Organization Theory, Structure & Design	HRBS	CH0014 & CH0015
5	EH1075	Compensation & Benefits	HRBS	CH0016
6	EH1076	Strategic HRM	HRBS	CH0016

7	EH1077	Change Management & Development	HRBS	CH0016
8	EH1078	Emotional Intelligence-Developing Abilities for Superior Performance	HRBS	CH0014
9	EH1079	Learning & Development	HRBS	CH0016
Information System				
1	EI1102	Business Intelligence & Data Mining	INS	CI0018
2	EI1104	Digital Strategy for Transforming Business	INS	CI0018
3	EI1105	IoT and Emerging Technologies	INS	CI0018
4	EI1096	Generating Business Values Through IT	INS	CI0018
5	EI1103	Business Analysis	INS	CI0018
6	EI1098	Managing IT Project	INS	CI0018
7	EI1099	Business Dynamics of Information & Communication Technology	INS	CI0018
8	EI1106	Enterprise systems and Analytics	INS	CI0018
9	EI1107	Big Data Strategy and Technology Innovation	INS	CI0018
Marketing				
1	EM2120	Consumer Behaviour	MKT	CM0019 & CM1020
2	EM2121	International Marketing	MKT	CM0019 & CM1020
3	EM2113	Sales & Distribution Management	MKT	CM0019 & CM1020
4	EM2114	B2B Marketing	MKT	CM0019 & CM1020
5	EM2115	Service Marketing	MKT	CM0019 & CM1020
6	EM2116	Customer Relationship Management	MKT	CM0019 & CM1020
7	EM2117	Marketing Strategy	MKT	CM0019 & CM1020
8	EM2118	Brand Management	MKT	CM0019 & CM1020
9	EM2122	Marketing Research & Analytics	MKT	CM0019 & CM1020
Operations				
1	EO3131	Advanced Method of Data Analysis	OPS	CO0022 , CO1023 & CO1024
2	EO2132	Service Operation Management	OPS	CO0022 & CO1024
3	EO2133	Logistics Management	OPS	CO0022 & CO1024
4	EO2134	Production, Planning & Control	OPS	CO0022 & CO1024

5	EO3135	Modeling for Decision Making	OPS	CO0022 , CO1023 & CO1024
6	EO2136	Supply Chain Management	OPS	CO0022 & CO1024
7	EO2137	Total Quality Management	OPS	CO0022 & CO1024
8	EO2138	Project Management	OPS	CO0022 & CO1024
9	EO2139	Manufacturing Strategy	OPS	CO0022 & CO1024

SBM Student Awards

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

List of Awards (Partial List)

Sr. No.	Awards
1	Chancellor's Gold Medal for the Best All Round Student Performance for the year in FT MBA
2	Vice-Chancellor's Gold Medal for the FT MBA Student scoring highest CGPA over 6 terms in FT MBA
3	Gold Medal & Certificate of Honour for overall excellence & leadership instituted by MMS Class of 1981-83 in memory of Mr. Shailesh Kharkar
4	Gold Medal Award – Information Technology (Academics & Overall) in memory of Dr. Chirag Unadkat for FTMBA
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 for FTMBA
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 various Student's Activities for the year
11	Certificate of Honour in recognition of consistent Academic Performance and Contribution to the Student's Activities in Pharmaceuticals Management for the year
12	TROPHY of Honour in recognition of consistent Academic Performance and contribution to the Student's Activities in MBA HR for the year.
13	SHRM Distinction Award for MBA HR
14	SHRM “Leader in the Making” Award for MBA HR
15	SHRM Outstanding Student Award for MBA HR
16	Outstanding Performance in the field of Sports
17	Michael Page Division of the Year for FTMBA I yr.

MBA Pharmaceutical Management Students List of Awards

Industry Sponsor	Course / Subject
Novartis Ltd	Strategic Brand Marketing Plan
Indegene Lifesystems Pvt Ltd	Marketing Strategy & Implementation
Medley Pharmaceuticals Ltd	Consumer Behaviour in Pharmaceuticals
Cadila Healthcare Ltd	Managing Innovation in Pharma
Glaxo SmithKline	Highest CGPA in 2 nd year
Macleods Pharmaceuticals Ltd	Principles & Practices of Sales Management, 1 st year
Dr. Reddy's Laboratories Ltd	Good Marketing Practices
Eisai Pharmaceuticals (I) Pvt Ltd	Good Manufacturing Practices
ACG Worldwide Pvt Ltd	Marketing Management
Cipla Award in Memory of Late Dr. K.A.Hamied	Business Leadership in Pharma
S.K.P. Memorial Award	Operations Management
Allergan India Pvt Ltd	Pharma Brand Promotion I & II
AIOCD Pharmasofttech AWACS Pvt Ltd	Best Prescription Audit
Himalaya Drug Company	Strategic Brand Management in Pharma
Abbott Healthcare Pvt.Ltd.	Marketing Analytics
Bayer Crop Science Ltd	Managing Multinational Companies

University Administration

Name	Designation
Dr. Rajan Saxena	Vice Chancellor
Dr. Sharad Mhaiskar	Pro Vice Chancellor
Dr. Meena Chintamaneni	Registrar
Ms. Shobha Pai	Director (Placements)
Ms. Vandana Kushte	Deputy Registrar (Academics)
Ms. Anjali Barmukh	Deputy Registrar (Admissions)
Ms. Khyati Bhatt	Deputy Registrar (HR & Personnel)
Mr. Paramanand Rajwar	Deputy Registrar, Administration
Mr. Ashish Tambe	Public Relation Officer
Ms. Joel Gibbs	Psychologist & Counsellor
Mr. Shivanand Sadlapur	Librarian
Mr. Sohel Qureshi	LMS Student Portal
Finance & Accounts	
Ms. Karuna Bhaya	Finance Controller
Ms. Varsha Oak	Addl. Finance Controller
Ms. Ermegilda Goes	Chief Accountant
Examinations	
Mr. Ashish Apte	Controller of Examinations
Ms. Shilpa Patil	Deputy Controller of Examinations
International Linkage	
Ms. Meena Saxena	Director, International Linkage
Mr. Gajanan Godbole	Coordinator, International Linkage

- **Academic Administration – School of Business Management**

Dr. Prashant Dave - Deputy Registrar (Management Education) (42355566 / Prashant.Dave@sbm.nmims.edu)

Mrs. Pooja Jadhav – Assistant Registrar – SBM (4235 5695 / Pooja.Jadhav@sbm.nmims.edu)

- **Course Coordinators:**

Co-ordinators	Email ids / contact no.s	Program
Ashwini Dighe	42355691 / ashwini.dighe@sbm.nmims.edu	MBA Core Programme First Year
Smita Kadam	42335694/ smita.kadam@sbm.nmims.edu	MBA Core Programme Second Year
Pinky Shah	42355692 / pinky.shah@sbm.nmims.edu	MBA HR / Ph.D. / MBA Law
Cheryl Monteiro	42355689/ cheryl.monteiro@sbm.nmims.edu	MBA Pharma / International Linkages
Abhay Gaware	42355693/ AbhayKumar.Gaware@sbm.nmims.edu	PTMBA / ICICI / Defence
Manish Chavan	42355687 / manish.chavan@sbm.nmims.edu	Dip. SE / PTMBA SE /Executive MBA
Jaydev Vasu	42355718/Jaydev.Vasu@sbm.nmims.edu	EMBA Pharma
Swapnali Kadam	42355869/Swapnali.kadam@sbm.nmims.edu	Academic Administration

- **School Examination :**

Tulsi Mistry –Assistant Registrar

42355643/tulsi.mistry@sbm.nmims.edu

Parag Wasnik – Coordinator

42355573/parag.wasnik@sbm.nmims.edu



Part III

ANNEXURES



APPLICATION FOR APPROVED ABSENCE
School of Business Management

NAME: _____ Date: _____

Email ID: _____ Mobile No. _____

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

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

Reason: - _____

Course(s) *	No. of Class held during leave period*	Dates of the Sessions missed*	Dates of previously availed Approved Absence*	Topics taught during leave period*	Details on Compensating the Academic Loss incurred due to leave*	Remark by Faculty In-Charge

***To be filled mandatorily**

I have missed above mentioned session(s) and request you to consider my leave as approved absence as per the rules. I undertake that this approved absence is within the 20 % approved absence permitted, for all reasons (Personal, Medical etc.).

I understand that if my attendance falls below 80% then the SRB rules pertaining to low attendance will apply to me.

Any documents attached? Y/N Pls specify.

Student's Signature: _____

(For Office use)

Checked by Course Coordinator (Signature):

Approved by

Assistant Registrar, SBM

Deputy Registrar, SBM



**APPLICATION OF LEAVE
School of Business Management**

NAME: _____ Date: _____

Email ID: _____ Mobile No. _____

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

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

Reason: -

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

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

Student's Signature: _____ **Enclosures:** (Medical Certificate alongwith prescriptions and any test report if applicable)

To be filled by Students
(For Office use)

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

Checked by Course Coordinator (Signature):

Approved by

Program Chairperson

Asst. Registrar

Dy. Registrar

Associate Dean

Dean -SBM



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

Name of School: _____

Name of the Student: _____

Name of the Program: _____

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

Roll No. _____ Contact No. _____ Email ID _____

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

Parents Name & Address:

Father's Name _____ Mother's Name _____

Address _____

Phone No. (R) _____ Mobile No. _____

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

1. _____

2. _____

3. _____

4. _____

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

Name of the Foreign Language you are acquainted with _____

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

Signature of the Student _____ Date _____

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



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

Name of the Test _____ Score _____ Percentile Score _____

4. Program for which enrolled at home institution

Level: Bachelor Master Diploma Any other (Specify name)

Name of the Program _____ Duration _____

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

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

5. NMIMS Course Choice (Final)

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

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

6. Hostel Accommodation

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

Single occupancy accommodation Double occupancy accommodation

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

7. Declaration

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

(First name Middle name Last name)

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

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

Signature of the Student: _____ Date _____

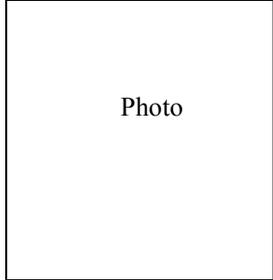
Signature of Dean/Director/HOD)

CC. Director – International Linkages



APPLICATION FORM – NMIMS EXCHANGE STUDENTS

Name of School: _____



1. Personal Information

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

Nationality _____ Gender M F Date of Birth _____ (d/m/y)
Passport No. _____ Issued at (Place) _____ Date of Expiry _____

Local Address :

Name _____
Address _____

Phone No _____ Email _____

Permanent Address:

Name _____
Address _____

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

Person to be contacted in case of emergency:

Name _____ Relation _____
Address _____

Phone No. _____ Email ID _____

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

Name _____ Relation _____
Address _____

Phone No. _____ Email ID _____

Medical Insurance details :

Insurer _____ Policy No. _____ Contact person _____

Blood group _____ Vaccination Details _____

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

Any medication you have been prescribed to take: _____

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

Semester/ Trimester _____



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

3. Declaration

I, _____ student of Full Time _____ (Program Name) from batch of year _____ and Roll No. _____ is going for International Student Exchange program in the Semester/Trimester _____.

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

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

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

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

Name & Signature of the student _____ Date

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

(Signature of Dean/Director/HOD)

CC. Director – International Linkages with Enclosures

Enclosures:

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



UNDERTAKING

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

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

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

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

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

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

Name & Signature of the student

Date

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



Student Exchange Programme (Visa Application)

(School Letter Head)

Dated _____.

To:

The Visa Section

The Indian High Commission

_____ (City)

_____ (Country)

Dear Sir/Madam,

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

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

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

Thanking you,

Yours sincerely,

Dean

(School Name & Address)

(Phone no & email)



Student Exchange Programme (Visa Application)

(School Letter Head)

Dated _____

To:

The Consul General of _____

_____ Consulate/ Embassy

Mumbai, India

Dear Sir/Madam,

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

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

Thanking you,

Yours faithfully,

DEAN

(School Name & Address)

(Phone no & email)



UNDERTAKING For Foreign National Studying at NMIMS University

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

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

I, _____ student of-----Partner University studying Full Time
_____ (Course Name) from batch of year _____ has Joined _____ Course at -----
----- School through international student exchange program in the semester/Trimester _____.

I have gone through the Student Exchange Policy document and Student Resource Book and have volunteered to join the exchange program of my own will and with the consent of my parents/ guardian. I will adhere to the rules and regulations laid down in the MoU between Partner University and NMIMS University. I undertake to keep my institute /parents/guardian/family informed about details of my travel, my stay and my whereabouts and well-being during my stay.

I will adhere to the local law of the country (India) and will not involve or encourage in any activity which may be a potential threat to the integrity, safety and solidarity of India during my stay in the country.

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

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

Name & Signature of the student

Date

Mobile Phone Number: _____ (Self) _____



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

For Office use:

Date: _____

Approved by (Exam. Dept)

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

Dear Sir,

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

Name of the Student: _____ Mobile No.: _____

Name of the School: _____

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

Academic Year: _____ Trimester. /Semester: _____

Permanent /Temporary Physical Disability / Learning Disability

Details of Scribe being arranged by the undersigned

Name of the scribe: _____

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

Address and Contact No.: _____

Yours faithfully,

Signature of the Student

Date

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



Application for Duplicate Fee Receipt

Sir/Madam,

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

Please find the particulars as under:

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

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

Course: _____ Academic Year: _____

Student Number _____ Roll No. _____

Thanking You,

Yours Faithfully,

(Student's Signature)

DUPLICATE FEE RECEIPTS WILL BE ISSUED AFTER 7 DAYS ON:

Office Remarks:

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

(Receiver's Signature)

APPLICATION FOR REFUND

Date: _____

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

(Signature of Student)

Attachments Required

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

Acknowledgement

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

Signature of Counter Staff, Stamp and Date



APPLICATION FOR MIGRATION CERTIFICATE

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

- 3. Permanent address: _____

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

Examinations	Year of passing	Roll no	Results

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

DECLARATION BY THE STUDENT

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

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

Date: _____

(Signature of the student)

Mumbai 400056

P.T.O.



FOR OFFICE USE

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

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

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

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

(Signature of Head of the Dept) _____

Place : _____

Date : _____

DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No: _____ Date: _____

(Signature of the Person of In – Charge)

INSTRUCTION TO THE STUDENT

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

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

Clearance Certificate

Date:

Name:

Programme:

Roll No:

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

Course Coordinator

Asst. Registrar

Deputy Registrar



Application for Bonafide Certificate

Date: _____

To,
The Dean,
School of Business Management
SVKM's NMIMS University
Mumbai

Sub: Regarding Bonafide Certificate.

Sir / Madam,

I am student of your Institute and studying in Trim _____ Div ____ for the academic year _____.

My personal details are as follows –

1) SAP ID. _____ Roll No. _____

2) Name in full :

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

3) Class: _____ Div: _____ Program

4) Reason for Requirement of certificate : _____

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

Yours sincerely,



Undertaking by Students (HBS Cases/ Articles)

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

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

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

ACKNOWLEDGEMENT

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

Signature: _____

Name:

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

Programme:.....

Roll Number: _____ Email ID:

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



Student Undertaking with respect to the Student Guidelines
(Submit this form to your Course Coordinator latest by -----)

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

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

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

Signature: _____

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

Date of Birth: (dd/mm/yy) _____

Programme: _____

Roll Number: _____ Email ID: _____

Address for Correspondence:

Contact Phone Numbers:
Office: _____ Residence: _____ Mobile: _____

For Office Use:

Date of Receipt: _____

Signature of Course Coordinator: _____

