

STUDENT RESOURCE BOOK
(2022-23)
Part-I

NMIMS (Deemed-to-be)
UNIVERSITY



Message from Vice-Chancellor

Welcome, and Congratulations on joining NMIMS!

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

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

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

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

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

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

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

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

Dr. Ramesh Bhat
Vice Chancellor

Content

Sr. No.	Details	Page No.
I	PART – I (Rules and Regulations)	
1.	About these Guidelines	1
2.	General Guidelines	1
3.	Attendance and Leave of Absence Guidelines	4
4.	Academic Guidelines	6
5.	Interdisciplinary Offerings	7
6.	Choice Based Credit System (CBCS)	7
7.	Examination Guidelines	8
8.	Policy on Award / Prizes and Dean's Director's List	13
9.	Guidelines for Scholarships	13
10.	Guidelines for Admission Cancellation / Payment of fees / Academic Break /Re-admission / Submission of Documents / Admission Deferment	13
11.	Library Rules and Regulations	17
12.	Guidelines for the Use of Computing Facilities	18
13.	Guidelines for using Student Portal	20
14.	Feedback Mechanism	20
15.	Mentoring Programme / Psychologist and a Counsellor	21
16.	Rules for participating in National/ International Level Contests	22
17.	Guidelines for Convocation	22
18.	Roles and Responsibility of Class Representative and Student Council	23
19.	Interface with Accounts Department	24
20.	University level - Ant-Ragging Committee /Women Grievance Redressal Cell/Internal Complaints Committee/University Student Grievance Redressal Cell / Ombudsman	25
21.	Safety Guide for Students on Floods, Fire and Earthquakes	27
22.	List of Websites categories blocked	29
23.	NMIMS Infoline	30
24.	People you should know	31
	Annexures <ol style="list-style-type: none"> 1. Application of Absence International Student Exchange Programme Forms 2. Application form for NMIMS Students for Applying for Student Exchange Programme 3. Application form – Exchange Students – Incoming 4. Application form – NMIMS Exchange Students 5. Student Exchange Programme – Undertaking 6. Student Exchange Programme (Visa Application) Examination 7. Application for availing the facility of a Scribe/Writer during Examinations due to Permanent /Temporary Physical Disability / Learning Disability Accounts 8. Application for Duplicate Fee Receipt 9. Application for Refund Admission 10. Application for Migration Certificate Others 11. Clearance Certificate 12. Any Additional forms to be added by School 13. Undertaking from students for HBS cases & Articles 14. Student undertaking with respect to the Student Guidelines 	33-51

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Student Guidelines

(With effect from June 2022)

1 About these Guidelines:

- 1.1 These guidelines provide norms for daily functioning of the NMIMS and ensure appropriate usage of infrastructure and effective academic delivery for students.
- 1.2 This compilation of guidelines comes into effect from June 2022 onwards and supersedes all other guidelines in respect of matters therein.
- 1.3 These guidelines are applicable for all schools & campuses under NMIMS Deemed-to-be University located across the country.
- 1.4 This document of NMIMS is student guidelines, rules and regulations. While efforts are made to ensure uniformity & consistency between these guidelines and the Rules & Regulations of NMIMS. In the event of any dispute, the Students Resource Book will prevail.
- 1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
- 1.6 NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.
- 1.7 All disputes are subject to Mumbai jurisdiction only.

2 General Guidelines:

Code of Conduct:

- 2.1 Cleanliness of the premises must be maintained by everyone in the NMIMS at all points of time.
- 2.2 Use of cell phones on campus is **not** permitted. Any student found using the cell phone in campus would be penalized as per the regulations in force from time to time.
- 2.3 There is an acute shortage of parking space and the students are requested to park their vehicles outside the premises.
- 2.4 Any problem with regard to administrative facility, faculty, classrooms etc., must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach the Assistant Registrar /Deputy Registrar/ Dean/Directors of the school/ Registrar, NMIMS.
- 2.5 Mode of Communication to students is via Student Portal / email /Notice Board. Students are advised to check the Student Portal / email /Notice Board at least once a day, and not rely on rumour or hearsay in any matter.
- 2.6 All students are provided with an Identity Card, which they are required, to wear **mandatorily**. Entry is strictly through Identity Card and will be monitored by the NMIMS authorities. Penalty will be levied / action will be taken for non-compliance. If the student misplaces the original ID-Card, duplicate ID-card be issued from school by paying the prescribed fee. ID card is used for access control to NMIMS campus.
- 2.7 Student should make use of flap barriers (wherever deployed and operational) to enter/exit school premises. Biometric Print plus ID cards is mandatory requirement at NMIMS. However, under the COVID-19 scenario and as per UGC guidelines to go touchless, students can enter/exit the premise by just showing their ID cards on biometric device. (Biometric is disabled to avoid touch for now).
- 2.8 Student must not use ID card of any other student.
- 2.9 In case student forgets to carry ID card, they should approach security and complete the process to get the requested access. Any grievances related to ID Card should be raised to biometricregistration@svkm.ac.in
- 2.10 Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas in order to ensure the safety and welfare of everyone at NMIMS. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.
- 2.11 Any person resorting to physical fights will amount to ragging and appropriate action will be viewed accordingly.
- 2.12 If any student during the tenure of studentship has police case on his/ her name, he/she is liable for appropriate action.
- 2.13 Any comments posted in social media, print attempting to bring disrepute to University will be viewed very seriously and will attract severe disciplinary action.
- 2.14 NMIMS has zero tolerance policy towards misbehaviour, discrimination of gender sensitivity, indulgence into unethical practices including possession and consumption of drugs, alcoholic drinks, harassment, violence, non-obedience, non-compliance and any action that will bring disrepute to the University etc. by any student.
- 2.15 University will reserve the rights to take action appropriately.
- 2.16 In case of Lecture Cancellation, the course coordinator will inform said changes to class representative/ respective students through the Student Portal /email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty on their own.
- 2.17 Classrooms are fitted with an LCD projectors / Smart Boards for the utility of the faculty and the student. In case a student requires an LCD / Smart Boards for his/her presentation, he/she must make a prior booking through course coordinator. Portable LCD's if required are allotted on first come first serve basis.

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

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

2.18 Discipline Norms and Penalty:

- 2.18.1 A disciplinary committee constituted in each school, will look into all cases of indiscipline related to students. The committee comprises Chairperson / Head of the Department, one faculty member and one staff member. The committee will hear each case and recommend action to the Dean and then to the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, refer part II of SRB.**
- 2.18.2 Woman Grievance Redressal committee constituted in each school comprises Chairperson / Head of the department, one lady member (from faculty or staff), and two more members of the school. The committee will address all related issues and recommend action to the Dean and the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, refer part II of SRB.**
- 2.18.3 NMIMS campus including premises of all schools/colleges and hostels are earmarked as non-smoking zones. Possession and Consumption of alcoholic beverages / toxic materials and presence on the campus under the influence of alcohol/ toxic material/ addictive material is a serious offence. Defaulters will be punished depending on the gravity of act. Any student found consuming or in possession of any objectionable material will be rusticated from the hostel, school and the campus. Further after enquiry confirmation, the student's name will be struck off from the roll of the University.
- 2.18.4 Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the University after enquiry.
- 2.18.5 Students indulging in Sexual Harassment will also be liable to disciplinary action as per University norms.
- 2.18.6 In all matters of indiscipline and indecent behaviour, Chancellor of the University will be the appellate authority. Ombudsman is appointed by the University who would look into such cases referred by Chancellor and their decision is final and binding. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. Depending on gravity of Act, the student can be rusticated from the school. NMIMS will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

2.19 Dress Code:

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

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

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

2.20 Punctuality

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

3.0 Attendance and leave of absence guidelines for all students:

3.1 Attendance Guidelines

- 3.1.1 A student is required to monitor his /her own attendance regularly. All doubts regarding attendance should be clarified with concerned faculty within appropriate time (at the end of each class during recess or at the end of class hours of the day). If the student is marked absent even when present, he/she should immediately inform the concerned faculty by submitting a written application justifying his/her stand.
- 3.1.2 Attendance report of all the students would be displayed on notice board / Student Portal on monthly basis. If a student has any issue or finds any discrepancy in his/her attendance, he/she should inform the office in writing regarding the same within 3 days of the publication of attendance record. No claim shall be entertained under any circumstances after that. No changes will be permitted once attendance reports are finalized.
- 3.1.3 For all absence, prior intimation through prescribed application form is to be given to Course Coordinator. In emergent situations, intimation must be given to Course Coordinator preferably on email within 24 hours of the absence. Any absence without written intimation will be treated as unapproved and will be reflected in the records as such.
- 3.1.4 It is sole responsibility of the student to confirm his / her email Id and parents email Id with school academic office.
- 3.1.5 Parents of the students shall be intimated with attendance record of their ward if the student has less than 80% attendance on monthly basis through email/SMS. Students have to notify the office in case of change of any contact information of parents. Parents may be called to school to discuss the consequences of remaining absent.
- 3.1.6 Students must refrain from approaching the visiting and full time faculty members for attendance related issues and exemptions. They must submit an application to the concerned coordinator for necessary approvals.
- 3.1.7 If the student remains absent due to any medical issues he / she should submit medical certificate along with copy of all the medical reports to the office within 3 days of resuming the classes after medical leave. No certificate shall be entertained under any circumstances thereafter.
- 3.1.8 Final attendance of Trimester/Semester will be published on Student Portal / Notice board after end of session. If the student has any issues regarding attendance will notify the Dean/Director campus in writing. Dean/Director will ensure data is factual and act accordingly.

3.2 Attendance rules for all schools

- 3.2.1 100% attendance in classes for each subject/course is required. However, for medical reasons/ personal reasons/ extra-curricular and co-curricular activities/ placement/ institutional work/ other activities etc. relaxation with respect to absence upto 20% may be allowed.
- 3.2.2 Students, who are having attendance, equal to or more than 80% in each subject, in a trimester/Semester, are eligible to appear for respective Trimester/Semester end examinations.
- 3.2.3 Exceptional cases for students having less attendance in any subject(s), will be dealt with on case to case basis by Dean/Director of the respective school by giving them an individual hearing. After giving hearing the, Dean/Directors of the respective schools may give them exemption upto 10% on case to case basis to enable them to reach upto 80%. Such students will be eligible to appear for the regular term end examination, subject to approval of exemption from attendance from the Dean of respective School / Director of the respective campus.
- 3.2.4 After giving 10% exemption by respective Dean / Director if student attendance is below 80% in any subject, he/she has to take re-admission in same year of the study / program of subsequent academic year by paying requisite fees as per prevailing rules of NMIMS and complete all requirements of the program.
- 3.2.5 Attendance requirements are summarised hereunder:
100% Attendance in each subject is required.

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

- 3.2.6 Any genuine and exceptional case which needs special approval over and above the prescribed limits (including Dean's approval power) can be forwarded with Dean's /Director's comments to committee constituted at University level. The committee will make its recommendations to Vice Chancellor whose decision will be final. The concerned students will be informed about final decision of University by respective Dean/Director of the respective campus.
- 3.2.7 From the academic year 2021-22, attendance and grading will be delinked wherever it was applicable earlier. Faculty members may give due weightage to attendance in the Internal Continuous Assessment through the component of Class participation or other related activity, which may be referred in Part-II of SRB.

4. Academic Guidelines

4.1 Credit Structure

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

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

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

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

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

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

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

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

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

Kindly refer Part II for school specific criteria.

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

4.6 Duration of examination

- 4.6.1 Minimum duration of Mid -Term Examinations: 1 hr.
- 4.6.2 Minimum duration of End-Term Examinations: 2 hrs.
- 4.6.3 Examination duration can also be more than the above specified time as defined by respective schools.

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

- 4.8 For all the programs, the weightage for each component will be specified by the Faculty and will form an integral part of the course outline (as per specific requirement of school/programme). The Faculty has flexibility to formulate and implement evaluation system with weightage specified in course outline. While approving the courses, the HOD/Area-in-charge and the Dean/Director/ Associate Dean will ensure that the evaluation components and weightage points assigned to each component are fair. Such evaluation components should be announced to students before commencement of course delivery.
- 4.9 For grading purpose, the weightage mentioned by the faculty in the course outline will be applied for each component of evaluation irrespective of the marks assigned to the said component for the examination.
- 4.10 The minimum number of students to offer a course/s will be decided by Dean/Director of respective schools on the basis of total number of students registered in that particular elective courses.
- 4.11 **Project Guidelines:**
- 4.11.1 From time to time Faculty may assign projects to students in their courses.
- 4.11.2 After submission, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Similarity index / plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS.
- 4.11.3 All policies in regard to confidentiality and discipline needs to be adhere by the student.
- For more details on Academic / Project guidelines, refer Part II for school specific inputs.**

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

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

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

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

7. Examination Guidelines:

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

7.1 Discipline in the Examination Hall

- 7.1.1 Students must know their Roll Number and Student No.
- 7.1.2 Students who are eligible to write the term end examination/re-examination should be present in the Examination Hall at least 30 minutes before the scheduled time of the commencement of the examination. All the students, who arrive in the examination hall after the scheduled time of the commencement, will not be permitted to appear for that examination. In exceptional circumstances, the student will be required to seek written approval from the Dean/Director of the respective school / Campus or person nominated by the Dean/Director to allow to appear at the examination. Students who report late to the examination would be permitted to appear at the examination in exceptional circumstances only after they produce a written approval from the said authorities on application to be made by the student. Such a student who has reported late will not be eligible for benefit of extra time due to late arrival as well as the loss of time in getting approval from the Dean of the school in such a case.
- 7.1.3 Students are not permitted to enter the examination hall after half an hour of the commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session.
- 7.1.4 Students, who are not in their seats by the time notified, will not, be permitted to appear for the examination.
- 7.1.5 Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Supervisor's table or outside the examination hall, at their own risk. NMIMS will not be responsible for the safety and security of the same.
- 7.1.6 A student, who fails to attend an examination at the time and place published in the timetable, will be have an 'Absent' remark in the grade sheet. Opportunity for re-examination will be given according to the rules and regulations.
- 7.1.7 Students should occupy their respective seats as per the seating plan displayed on notice board/door plan.
- 7.1.8 Students are required to have and keep ready their Identity Cards issued by SVKM's NMIMS and they must produce these for verification by the room supervisor during the examination. Students not having the said identity card with them during the examination may be denied permission to appear for the examination.
- 7.1.9 Every student present must sign against his / her Student number on the attendance sheet provided by the Room Supervisor.
- 7.1.10 Students should specifically go through the instructions given on the top of the question paper and on the front page of the answer book. They are of utmost importance.
- 7.1.11 **On the front page of the answer book the students should write only the name of the program, specialization/stream if any, trimester/semester details and course / subject for which examination is being held, number of supplementary sheets attached to the main answer book. Any extra writing on the front page or anywhere in the answer book will be treated as act of unfair means and will be dealt as per rules.**
- 7.1.12 **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:** If a student has any query as regards to the contents of the question paper, he should bring the same to the notice of the examination hall supervisor without disturbing others in the examination hall.
- 7.1.13 Students are forbidden to (i) bring any books, notes, scribbling papers, mobile phones, calculators, laptop, Bluetooth devices or any other similar devices/things unless specifically permitted. Any such material found in possession of the student will be confiscated (ii) smoke in the examination hall, (iii) bring eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, and (v) take with them any answer-book, written or blank, while leaving the examination hall. All Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them. The supervisors/ authorized persons are authorized to frisk the students.
- 7.1.14 Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the University.
- 7.1.15 The answer books of the term-end examinations are Bar coded / QR coded and therefore, students should not write his/her name, Roll No., Student No. etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.
- 7.1.16 While underlining of answers for focusing attention is permitted, use of varied inks, except for illustrations and figures must be avoided. DO NOT use any symbol like encircling the question or using colour arrows for 'P.T.O'. These will all be considered as attempts to readily identify the specific answer-book.
- 7.1.17 Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets to the same. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer book out of the examination hall will be treated as against rules and appropriate action will be taken against such candidate/s.

- 7.1.18 Students should not write anything on the question-paper.
- 7.1.19 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited and will attract penalty.
- 7.1.20 If students want anything, they should approach the Room Supervisor without disturbing other students. However, they should not leave the examination hall on any account, without surrendering his/her answer book.
- 7.1.21 Students will not be allowed to leave the examination hall during the examination and especially during the last ten minutes. They should not leave their seats until answer-books from all students are collected by the Room Supervisor.
- 7.1.22 A student who disobeys any instructions issued by the Invigilator's / Room Supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the University.
- 7.1.23 **Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination only after giving an undertaking in writing that the decision of the University in respect of the reported act of unfair means will be binding on them.**
- 7.2 **Guidelines for Appointment and Availing facility of Scribe for the physically challenged (permanent or temporary disability) students during examinations conducted by NMIMS**
- 7.2.1 A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations.
- 7.2.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (Annexure 7) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.
- 7.3 **In the following cases of students, the medical certificate of only Government Authorized Agencies would be accepted for Mumbai Campus namely:**
- a) Hearing Impaired Students: Ali Yavar Jung National Institute for the Hearing Handicapped.
- b) Physically Challenged Students: All India Institute of Rehabilitation of Physically Handicapped
- 7.3.1 As regards the student from other campuses, the Government Authorized Agencies from those cities would be accepted.
- 7.3.2 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office of the University. The university will make arrangement alternatively if possible.
- 7.3.3 The scribe should be one grade junior in academic qualification than the student if from the same stream.
- 7.3.4 Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. E.g. for the examination of two hours, 20 minutes extra time will be allowed.
- 7.3.5 The Examination in Charge of the center will have powers to resolve issues, if any, in this regard. She/he will be authorized to make/ accept any last minute changes of scribe under exigencies.
- 7.3.6 The said student will sit in a separate room under supervision.
- 7.4 **Facilities relating to examinations for the students having Learning Disability (Dyslexia, Dysgraphia and Dyscalculia) for the purpose of examinations:**
- 7.4.1 At the time of all written examinations, all L.D. students would be given permission to use a writer. In such a case, the student concerned should submit application in writing along with all the necessary documents well before the commencement of the first examination. Also such students would get 25% additional time for writing the examination.
- 7.4.2 These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams
- 7.4.3 Concession will be given for mistakes in spelling or mathematical calculations/graphs.
- 7.4.4 L.D students who have failed to pass a subject/s will be eligible for grace marks up to 3 per cent of the aggregate marks of the subjects in which he/she has appeared. These grace marks would be for one or more subjects.
- 7.4.5 In case of L.D students, the medical certificate of only Government Authorized Agencies would be accepted. For Mumbai campus medical certificate from Sion Hospital / Nair Hospital only would be accepted.
- 7.4.6 The said medical certificate must be produced at the beginning of the academic year to the admission dept. Retrospective benefit will not be given to any student in case certificate is submitted after declaration of results.
- 7.5 **Rules as regards cases of adoption of Unfair means by the candidates during the University examination are as under:**
- 7.5.1 If during the course of an examination, any candidate is found resorting to any of the following acts, he/she shall be deemed to have adopted unfair means at the examination. The adoption of unfair means by the candidates during the examinations is treated seriously and appropriate penalties are imposed after following the principles of natural justice.
- 7.5.2 The broad categories of Unfair Means resorted to by students of the University Examinations and the Quantum of Punishment for each category thereof: -

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

19	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed second time)	Annulment of the performance of the student at the University Examination in full.
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*(Note: The Term “Annulment of Performance in full” includes performance of the student at the theory examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used thereat.)

- 7.5.3 Students should note that material found with him / her during the examination would be confiscated and would be returned back after completion of inquiry.
- 7.5.4 If on previous occasion, a disciplinary action was taken against a Student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.

Practical/Dissertation/Project Report Examination:

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

7.6 Examination Grievance Redressal Mechanism

(Providing Photo copies to the candidates and Revaluation)

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

- 7.6.1 The Grievance Redressal Mechanism will apply only to the ‘term-end Examinations’ of the University.
- 7.6.2 The above mechanism will **not apply to** practicals / oral examinations/ viva/ projects/ MCQ’s in online exams/assignments/ dissertation/ presentation/ field work etc.
- 7.6.3 The application for Redressal of Grievance can be made online only through the Student Portal. Applications made through offline mode would not be considered under any circumstances.
- 7.6.4 All the students will be informed the course/module-wise marks obtained by them in the ‘Internal Continuous Assessment’ and ‘Term-end Examination’ by the Examination Office, on the date of declaration of result of the examinations of the respective class/es. The date of declaration of result shall be the date on which examination result is made live on ‘Student Portal’ of the University.
- 7.6.5 Under the Grievance Redressal Mechanism, a student can apply for:
- a) **Verification of Answer book:** Under this process, on application of the student, the University verifies that (i) all the answers in the respective answer book are evaluated, (ii) marks have been allocated to each answer and carried forward to the first page of the answer book properly and (iii) totalling of the marks on the first page of the answer book has been carried out correctly.
- OR**
- b) **Re-evaluation of the Answer book:** Under this process, the student may (i) opt to first apply for the photocopy/ies of the answer book/s and subsequently apply for the re-evaluation of the said answer book/s after going through the answer book **OR** (ii) directly apply for the re-evaluation of his/her answer book/s without applying for photo copy of his/ her answer book.
- 7.6.6 After the result declaration on ‘student portal’, if a student is not satisfied with the marks awarded to him/her in the Term-end Examination/s, in any course/module, s/he may apply for the Grievance Redressal **within the prescribed number of days as per the example mentioned in the table below:**

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

- 7.6.7 No application, received after the prescribed number of days as mentioned in the table above, shall be entertained for any reason whatsoever.
- 7.6.8 Soft copy/ies of answer books will be available for download on the result declaration page after payment of the fees. Else soft copy of the answer book will be sent by email to the student concerned.
- 7.6.9 Copies of the answer-book/s provided by the University are only for Grievance Redressal mechanism and do not have any evidentiary value.
- 7.6.10 Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/her liable for appropriate punishment by the University. The decision of the University shall be final in this regard.
- 7.6.11 **Application for Redressal of grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever. Also application will be deemed to be complete only after payment of requisite fee.**
- 7.6.12 The application received from the student for re-evaluation shall be placed before an external examiner for re-evaluation.
- 7.6.13 After following the process of re-evaluation under the Grievance Redressal, effect will be given to change in original marks on re-evaluation, if any, as under:
- 7.6.13.1 **If the marks of re-evaluation, increase or decrease by less than ten percent (10%)** There will be no change in the marks and original marks awarded to the candidate in the subject will be retained.
- 7.6.13.2 **If the marks of re-evaluation increase or decrease between 10.01% and 20%:** In such cases the marks originally awarded to the candidate in the subject shall be treated as null and void and the marks obtained by the candidate after re-evaluation shall be accepted as the marks obtained in that subject. Fractional marks if any shall be rounded off for the purpose of computing the ten percent (10%) difference in marks.
- 7.6.13.3 **If the marks of re-evaluation increase or decrease by more than 20%** A second reevaluation of the said answer books shall be done by the examiner from the panel of examiners for the said subject and then **an average of the marks obtained in the first re-evaluation and marks obtained in the second re-evaluation shall be taken** and this shall be accepted by the University as the final marks for the said subject (fractional marks if any shall be rounded off to the next integer).
- 7.6.13.4 An answer book shall be sent for second reevaluation 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 reevaluation, marks of a candidate are decreased below the passing marks or if a candidate obtains 'F' grade after the first reevaluation 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 reevaluation be treated as the final marks in the said subject.

The revised marks obtained by a candidate after re-evaluation, as accepted by the University shall be taken into account for the purpose of amendment of his results only and the said result shall be communicated to the student/son the student portal. Students may note that after carrying out reevaluation, the marks obtained may increase or decrease or may not change.

- 7.6.14 The above difference in marks in percentage term shall be with reference to the maximum marks assigned for the term end examination of the respective subject.
- 7.6.15 The examiner/s for re-evaluation will be appointed by the Controller of Examinations from the panel of examiners provided by the Dean of the School duly approved by Pro Vice Chancellor and the Vice Chancellor of the University.
- 7.6.16 The revised marks obtained by a candidate after re-evaluation, as accepted by the University shall be taken into account for the purpose of amendment of his/her results only and the said result shall be communicated to the student/s by suitable means.
- 7.6.16.1 The marks awarded by examiner/s in re-evaluation shall be final and binding on the student applicant and the original examiner.
- 7.6.16.2 The whole process of Redressal of grievances shall be completed within a period of 15 working days from the date of receipt of application for Redressal of grievances.
- 7.6.16.3 In any case, the photo copies of re-evaluated answer-books shall not be provided to the student/s.
- 7.6.17 The outcome of Reevaluation process shall be final and binding on student.

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

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

8. Policy on Award / Prizes and Dean's / Director's list:

- 8.1 One prize will be awarded where number of students in the batch/stream is between 01 and 20, two prizes will be awarded where number of students in the batch/stream is between 21 and 59, and three prizes will be awarded where number of students in the batch / stream is > 60.
- 8.2 The criteria for award of prizes will be highest CGPA obtained by the students in the examinations of all the years of the program on programme completion.
- 8.3 For the above purpose, count of students at the final year of the programme will be considered.
- 8.4 In case of exactly the same CGPA obtained by two or more students for a particular rank, same medal may be given to the students and second and third (Silver & Bronze) medal may be given to the next ranking students.
- 8.5 Rankings would always be decided at University level.
- 8.6 Students should have passed all examinations in single attempt.
- 8.7 Lateral admission cases may be considered for ranking purpose
- 8.8 Students obtaining F grades/ATKT/ involved in unfair means or any misconduct will be ineligible to be listed in the Rank Holder List and Dean's/ Director's list.
- 8.9 The students who opt for Student Exchange program in any trimester/semester would be considered if he/she is eligible as per above criteria. However, performance at the partner University shall not be considered for award.
- 8.10 **Dean's/ Director's List:**
 - 8.10.1 10% of the batch (top 10% students) on the basis of highest CGPA will be considered to be eligible to be in Dean's/ Director's List and will get a certificate at the end of the programme. (SBM Mumbai / Campus gives yearly).
 - 8.10.2 The Dean's/ Director's list would be for each programme/ stream at each campus.

9. Guidelines for Scholarships:

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

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

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

10.1 Admission Cancellation procedure:

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

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

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

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

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

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

10.2 Payment of fees:

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

Academic break	Fees to be paid at the time of admission after the academic break
<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.

10.3 Academic break:

Following rules are applicable for all the schools of NMIMS.

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

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

10.4 Eligibility for Academic Break:

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

- 10.4.1 Serious personal medical reasons involving hospitalization, if required and supported by documents.
- 10.4.2 Serious 'family' related issues.

- 10.4.3 Financial constraints.
- 10.4.4 In executive education, 'temporary transfer to other country / city'
- 10.4.5 Financial crisis/Maternity/ shift of duties/additional assignments at the work place applicable for executive programme participants only.
- 10.4.6 The Dean of respective school will approve the academic break and forward the application of the student to admission department for necessary process.
- 10.4.7 The academic break can be granted to any student at best twice during the programme as long as the total period of academic break is not exceeding one year and not exceeding the validity period of that programme.
- 10.4.8 Payment of Fees for academic break: For details please refer point 13.2.

10.5 Re-admission rules:

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

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

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

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

10.6 Submission of certificates / mark sheets:

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

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

10.7 Admission Deferment:

Following rules are applicable to all the Schools of NMIMS.

10.7.1 Eligibility for admission Deferment:

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

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

10.7.2 Who can apply:

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

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

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

10.7.3 Process for Admission deferment:

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

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



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

- 10.7.3.3 Offer of admission deferment, if not, taken in the subsequent year will lapse and the fee paid will not be refunded. Further, the applicant, if still wants to apply to NMIMS, has to undergo the admission process again as a fresh applicant.
- 10.7.3.4 The letter of deferment of admission will be issued by admission department to the applicant.
- 10.7.3.5 Students who are found to have applied to other colleges and institutes during their time away from NMIMS will have their admission revoked and fees will not be refunded.
- 10.7.3.6 Financial aid offers cannot be deferred. Students must reapply for financial aid.
- 10.7.3.7 Admitted 'Transfer' students are not eligible for deferred admission.
- 10.7.3.8 Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.
- 10.7.3.9 Once the programme has commenced, then even though the applicant may have not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

11. Library Rules and Regulations:

- 11.1 Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate NMIMS disciplinary procedures.
- 11.2 Access to the NMIMS Library is restricted to staff and students of the NMIMS who have a currently valid identification card issued by NMIMS, and to such other persons as may be authorized by the Librarian.
- 11.3 Students are required to carry their NMIMS student ID-card, and staff to carry their NMIMS staff identity card to get entry and to use the Library and must produce this when required by an authorized person. This card must be used only by the member to whom it is issued.
- 11.4 Bags, etc., are not allowed in the Library. Bags and other personal possessions should not be left unattended for security reasons. The Library has no responsibility in case of damage to or theft of private property.
- 11.5 Silence is to be maintained in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off or set to silent mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to a student's penalty and /or suspension for three weeks.
- 11.6 The consumption of food and beverages (except for bottled water) and personal audio equipment are not permitted in the Library.
- 11.7 Photography, filming, videotaping and audio-taping in the Library is not allowed.
- 11.8 Personal equipment should not be used without the prior permission of the Librarian.
- 11.9 Users are required to comply with copyright regulations as displayed by the photocopiers.
- 11.10 Data retrieved from the Library's electronic resources *may not be used* for purposes other than teaching, research, personal educational development, administration and management of NMIMS and development work associated with any of those mentioned above. Use of the data is not permitted for consultancy / services leading to commercial exploitation of the information for work of significant benefit to the employer of students on an industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.
- 11.11 Removing any material from the Library must be appropriately authorized and recorded. Damage to or unauthorized material removal of material, constitutes a severe offence and may lead to a fine or to disciplinary action.
- 11.12 Borrowing entitlement: Two books for ten days. One-time renewal is possible if the book is not in demand. As Library is RFID enabled, the issue of the books will be done at self-check in kiosk only.
- 11.13 Fine of Rs.3.00 per day per book is levied on overdue books. Students can check their account details online in OPAC (Online Public Access catalogue) and be notified of due by email. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.
- 11.14 Users are responsible for material borrowed on their cards. They will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while payment is outstanding.
- 11.15 Students must wear smart casuals (Bermuda, half pants, Short skirts, Bathroom slippers are not allowed).
- 11.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.
- 11.17 The award of a NMIMS qualification will be deferred until all books, and other library materials have been returned and outstanding fines/charges paid.
- 11.18 For list of electronic resources / Databases refer annexure.
- 11.19 All library users should take care of Covid 19 precautionary measures.

12. Guidelines for the Use of Computing Facilities:

- 12.1 NMIMS invests significant resources in the provision of computing resources for the students. In order to ensure maximum availability, computing resources must be used in a responsible way. Students are responsible for ensuring that these resources are used in an appropriate manner. All inappropriate websites are blocked for student access. The list of blocked websites dynamically updated based on their defined global category. If any specific website requires to be accessed which is blocked with inappropriate, requesting to send email to ITHelpdesk@nmims.edu. We will check the content of the website and found appropriate for access, necessary access will be granted.
- 12.2 You are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in withdrawal of your rights to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of this document will be available with the Computer Centre.
- 12.3 The internet access to students will be as per the NMIMS policy. Any change request has to be routed through the Registrar in writing.
- 12.4 Food and/or beverages are allowed only in cafeteria. Food and/or beverages (except drinking water) will not be permitted in the Computer Centre. Smoking is not permitted in the Campus premises.
- 12.5 It is important to note that all the SVKM/NMIMS premises are deployed with CCTV surveillance equipment and all the areas of the premises recorded 24x7.
- 12.6 It is important to note that all SVKM/NMIMS is monitoring network 24x7. All actions and logs are stored and recorded. SVKM/NMIMS has all the rights to record all actions by student on the network and use appropriately.
- 12.7 The students of NMIMS are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aims, or that otherwise, acts against the interests of the NMIMS is prohibited. In the event of non-approved usage of the computing facilities, NMIMS reserves the right to withdraw access to computing facilities at any time.
- 12.8 Use of NMIMS computing facilities for students' commercial gain is prohibited.
- 12.9 Not to use/install third party software to bypass campus Network security policies. It is prohibited and may lead to further disciplinary action.
- 12.10 Students residing in college hostels not to touch or tamper WiFi routers and other network infrastructure installed at hostels. If any such incidents found, may lead to disciplinary action.
- 12.11 Computer Centre facility will be provided on priority to the students of the concerned programmes, where using Laptop is not compulsory.
- 12.12 Students are not allowed to connect personal pen drives/ Laptops to the systems/smartboard installed in the classrooms.
- 12.13 **All students will be given NMIMS email id on Microsoft office 365** and internet authentication id. They are permitted to access internet in computer centre or on their own laptop through this id and password only. Action will be taken against if any misuse of internet and email Id is seen.
- 12.14 Students will get Microsoft email id for official email correspondence and to use MS Teams for online lectures and regular updates from University/School/College.
- 12.15 Do not provide sensitive personal information (like passwords) over email.
- 12.16 Students will get 1 TB of space of OneDrive to store documents for education purpose.
- 12.17 Use of computing facilities is governed by various applicable IT Acts, laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the NMIMS.
- 12.18 It is student's responsibility to ensure that student's activities do not contravene these or any other laws.
- 12.19 Student using personal Laptop or any other devices for access campus infrastructure should have updated with latest operating system (Windows / Mac) and antivirus patches.
- 12.20 Students must comply with all requests+ or instructions issued by any Information Systems staff with respect to the use of NMIMS computing facilities.
- 12.21 Improper behaviour towards staff will result in disciplinary action.
- 12.22 NMIMS endeavours continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, students should lodge a written complaint in a Complaints Register available in Computer Lab. No action will be taken on any verbal complaint.
- 12.23 The Information Systems Group will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through notice boards/ email placed in the Computer Lab as well as Student Notice Boards/ emails/Students Portal. It is your duty to regularly check the notice boards/ email and plan your use of the facilities accordingly.
- 12.24 The failure of any element of the computing service will not be accepted as a valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.
- 12.25 **Disciplinary Proceedings:** In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.
- 12.26 If any student comes across any security incidents, please contact reportsecurityincidents@svkm.ac.in
- 12.27 These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of Computing Facilities at NMIMS.

- 12.28 Use only own login id and password and don't allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for the purpose of assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to the NMIMS authorities if any breach of university regulations is suspected in connection with that use.
- 12.29 It is recommended a strong password must be at least 8 characters long. It should not contain any of your personal information – specifically your real name, user name, or even your company name. It must be very unique from your previously used passwords. It should not contain any word spelled completely.
- 12.30 Use of any faculty member user name and password to access IT infrastructure including smartboards is prohibited and may lead to disciplinary action.
- 12.31 You should not copy or share other's data resulting in data theft of any kind under IT Act.
- 12.32 Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.
- 12.33 Request to be placed only for required resources or access rights that you need.
- 12.34 Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The NMIMS accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.
- 12.35 Removal, borrowing, connecting or disconnecting of any IT equipment is not permitted. Neither deliberately introduces any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility or network / campus, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
- 12.36 Do not in any way cause any form of damage neither to the NMIMS IT facilities, nor to any of the accommodation or services associated with them.
- 12.37 Without permission of the account owner or system administrator, do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user
- 12.38 Do not initiate or perpetuate any chain email message. Do report immediately to 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.
- 12.39 Student do not click on links or attachments from senders that you do not recognize or asking something which is not regular in nature.
- 12.40 You should not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.
- 12.41 Transmission of unsolicited commercial or advertising material on NMIMS network / Campus is prohibited.
- 12.42 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
- 12.43 Never monitor, read and disrupt network traffic inside the campus.
- 12.44 Do not make deliberate unauthorised access to facilities or services accessible via the NMIMS Local Area Network (LAN).
- 12.45 Appreciate staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.
- 12.46 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
- 12.47 You must adhere to the terms and conditions of all licence agreements relating to IT facilities, which you use including software, equipment, services, documentation and other goods.
- 12.48 You must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.
- 12.49 Students are prohibited from viewing any Pornographic material in computer Centre or on any other computer or IT system inside NMIMS campus or store child pornography, Playing Games, hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure. If found so, appropriate disciplinary action will be taken.
- 12.50 You must obtain prior permission to use computers for commercial or outside work including the use of IT facilities to the substantial advantage of other bodies such as employers of placement students.
- 12.51 Students request related to additional Internet Bandwidth requirement for special access on events, request should reach IT helpdesk minimum 72 hours in advance.
- 12.52 Do not interfere with or change any hardware or software; if you do, appropriate action will be taken to make it right.
- 12.53 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
- 12.54 Game software loading onto, or play games software on, the IT facilities unless required for academic purposes.
- 12.55 Neither admit any other person to computer facilities or other NMIMS premises when those facilities or premises are locked nor enter unless authorised to do so.
- 12.56 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
- 12.57 You must immediately vacate any IT room when asked to do so by any person who has legitimately booked that room and must not leave processes running or files printing or otherwise interfere with the work of that person. Failure to cooperate gives that person the right to switch off the workstation that you are using.

- 12.58 **Important:** In the event, the guidelines are not followed and there is a consequent damage to any computing facility, NMIMS reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.
- 12.59 Student request related to additional internet Bandwidth requirement & any IT related for special access on any events, request should reach IT helpdesk minimum 72 hours in advance with approval of HOD OR Registrar inform of Email and IT request form.
- 12.60 Student are not allowed to change default settings of Desktops/smartboard installed in the classrooms, Conference Rooms & Board rooms (except prior approval intimation).

13. Students Portal (Learning Management System):

- 13.1 Student Portal is a Web-based learning management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.
- 13.2 URL: Access Portal through <https://portal.svkm.ac.in/usermgmt/login>
- 13.3 Login Policy: Default User ID is Student's SAP number and Password will be mailed by the Admin / Course Coordinator
- 13.4 Change Password: Students are recommended to change password after first login for safe surfing.
- 13.5 Email Update: Users need to change/update their email id & contact number for getting regular notification.
- 13.6 Course links: Your login will contain only current trimester/semester course list.
- 13.7 Announcements: Announcements related to course and other activities are published in Announcements section.
- 13.8 Library: It will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.
- 13.9 Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally.
- 13.10 Assignments / Assessments: Assignments can be uploaded and will be graded by faculty. Online score will be stored. All type of assessments can be conducted online.
- 13.11 Academic Content: Syllabus, SRB, Teaching Scheme, Class Time-table etc. can be uploaded.
- 13.12 Course Content: All course related reading materials (ppts/notes/videos/links) can be published.
- 13.13 Examination related content: Results and exam time table can be made available. Online examination is conducted on the portal. SAP education exam conducted online.
- 13.14 Admission Related content: Admission Notices can be published.
- 13.15 Assessment (Internal/External): Tests can be conducted on the Portal. Internal/External marks for respective courses will be published on Students Portal.
- 13.16 Faculty Feedback: Faculty Feedback is accepted online for respective trimester/semester.
- 13.17 Online Similarity index: Student / Faculty can check Similarity index through this feature.
- 13.18 Groups: Groups can be created by faculty for assessments, File Exchange, Discussion Board etc. for their Courses.
- 13.19 Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss on topics related to their respective courses.
- 13.20 Hostel Application: Students can book Hostel through the portal (where online admissions are done)
- 13.21 Mobile Application: available for student attendance, assignment, survey, Display ICA marks, notification can be viewed.
- 13.22 Student Service: Students are benefitted on students' portal for Name validations as required for mark sheet, photo upload, railway concession, bonafide certificate, Letter of recommendation (LOR), whenever required. Registration and allocation process for CBCS and Interdisciplinary courses.
- 13.23 Selection of Electives: options are available for MPSTME students to choose Open Electives.

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

14. Feedback Mechanism:

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

- 14.1 Feedback at the end of the third week of every trimester/Semester. Dean / Director /Programme Chairperson/HOD will meet students personally, if applicable.
- 14.2 Online Feedback through Students Portal is taken using a questionnaire preferably in the last session of every course in each trimester/Semester. This feedback is compiled and statistics are placed before each faculty member by the end of the trimester/Semester.
 - 14.2.1 All students should get involved in this mechanism seriously as it truly helps the NMIMS improve the quality of services and teaching provided.
 - 14.2.2 These are open ended questions in which student can reflect learning and teaching aspects of the course.
 - 14.2.3 NMIMS uses feedback to improve the teaching learning process proactively.
 - 14.2.4 While sharing the feedback to the faculty members, student's identity is kept confidential.

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

15.1 Mentoring Programme:

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

15.2 Psychologist and a Counsellor:

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

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

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

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

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

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

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

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

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

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

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

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

- 16.1 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
- 16.2 All student contests are classified as follows.
 - GRADE A: National and International level contests of very high repute.
 - GRADE B: National level contests of high repute.
 - GRADE C: Local and National level contestsThe respective school heads will make the classification of contest in Grade A/B/C.
- 16.3 The classification of the contest will determine the selection, reimbursement and appraisal of the students.
- 16.4 **Reimbursements** (Applicable only for National Contest)
 - 16.4.1 Students going for GRADE A will be provided with 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from the contest destination.
 - 16.4.2 Students going for GRADE B and C contests will be provided 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from contest destination, provided that they have won the contest (1st or 2nd place only).
 - 16.4.3 All reimbursements are subject to the approval of the head of the school and are hence subject to change.
 - 16.4.4 All reimbursements will be made only after the student has returned from the contest. All bills, tickets of the travel and copy of certificates will have to be retained and submitted.
 - 16.4.5 All students claiming the reimbursement will have to submit all details to the AR / DR of the school for processing through the accounts department.

16.5 Contest Winners:

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

17. Guidelines for Convocation

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

18. Roles and Responsibility of Class Representative and Student Council

18.1 Class Representative:

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

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

18.2 Student Council:

NMIMS University Student Council (NUSC)

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

The major roles and responsibilities of Students Council includes:

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

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

18.3 Student Council (School Level)

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

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

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

19. Interface with Accounts:

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

19.2 Re-examination Fees:

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

19.3 Re-Admission fees:

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

19.4 Re-Registration Fees:

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

19.5 Hostel Deposit Refund:

Location: NMIMS Accounts Department

Procedure:

19.5.1 Please procure signature of Hostel in-charge on the receipt.

19.5.2 Submit signed Hostel Deposit Receipt to Accounts Department along with Application for Refund as per Annexure 9.

19.5.3 Please attach copy of cancelled cheque of your own account or parent's account. Same particulars of the bank account to which refund is to be sent is to be mentioned on the Application for Refund form.

19.5.4 Please allow a period of 3 weeks for issue of the Refund.

19.6 Library Deposit and Security Deposit Refund:

Location: Course Coordinator

Procedure:

19.6.1 On completion of program (course), course coordinator would co-ordinate with all students for Student Bank account details (for NEFT Transfer). The same is required for refund of Library and Security Deposit

19.6.2 Please allow a period of 3 weeks for issue of the Refund through NEFT

19.7 Duplicate Receipt:

Location: NMIMS Accounts Department

Procedure:

19.7.1 Please fill the Application for Duplicate Fee Receipt and submit Rupees 100 per receipt to Accounts Department

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

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

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

To help students, Committees have been formed at University level and School level, please refer Part II of SRB.

Committee members will be modified if there is any change.

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

Anti-Ragging Committees:

University Level				
	Name	Designation	E-mail ID	Contact no.
1.	Dr. H Ravishankar Kamath	Chairperson	hravishankar.kamath@nmims.edu	022 42355555
2.	Mr. Paramanand Rajwar	Member	Paramanand.Rajwar@nmims.edu	022 42355558
3.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
4.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
5.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
6.	Mr. Dilip Varhadi	Member (Police)	juhupolicestation@gmail.com;	9870458518
7.	Dr. Christine D'Lima	Member (LR-Student Council Team)	Christine.Dlima@nmims.edu	022 42355555
8.	NGO representative will also be part of this committee.			
At Hostels, Mumbai				
1.	Shri Bhupesh Patel	Chairperson	bhupesh.patel@svkm.ac.in	022 42199999
2.	Shri Harshad H. Shah	Member	harshad.shah@svkm.ac.in	022 42199999
3.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
4.	Dr. H Ravishankar Kamath	Member	hravishankar.kamath@nmims.edu	022 42355555
5.	Mr. Venugopal K	Member	Venugopal.k@nmims.edu	022 42355555

20.2 Women Grievance Redressal Cell:

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

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

Internal Complaints Committee:

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

5.	Dr. Meena Galliara, Director, Centre for Sustainability Management & Social Ent	Member	Meena.Galliara@sbm.nmims.edu>	022 42355555
6.	Dr. H Ravishankar Kamath	Member Secretary	hravishankar.kamath@nmims.edu	022 42355555
7.	NGO Representative will also be part of this committee			

20.4 University Student Grievance Redressal Committee:

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

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

For more details, kindly refer AICTE regulations on Ombudsman.

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

NMIMS gives utmost importance to safety of its students. It prepares students for natural hazards.

The safety measures for some natural disasters such as 1) Floods, 2) Earthquakes and 3) Fire are highlighted briefly.

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

Before Floods	During Floods	After Floods
<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 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 during rainy season. This can help you to plan your rescue Prepare a food kit including emergency food items such as biscuits, snacks, drinking water and so on 	<ul style="list-style-type: none"> Evacuate to previously identified elevated areas Your life is most precious Avoid to save valuables at that moment. Disconnect electrical appliances. Turn off utilities at the main switches of valves if instructed to do so Don't touch electrical equipment if you are wet or standing in water Do not walk through moving water. Six inches of moving water can make you fall If you have to walk in water, walk where the water is not moving Use a stick to check the firmness of the ground in front of you Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage Water may also be electrically charged from underground or downed power lines Listen to the radio for advance information and advice. Don't spread rumors Move vehicles to the highest ground nearby Do not enter floodwaters by foot if you can avoid it Never wander around a flooded area Drink clean water 	<ul style="list-style-type: none"> Stay away from downed power lines, and report them to Security Officer Leave the Institute / home only when authorities indicate it is safe Stay out of any building if it is surrounded by floodwaters Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations Floors in the building will be slippery due to water and mud. Walk carefully on the slippery floor. Wear appropriate footwear. Do not use slippers during rainy season Watch out for loose flooring, holes and dislodged nails Clean and disinfect everything that got wet Discard any food items which may have got wet Inform about the damaged drainage and sewage systems in and around the building to the authorities as soon as possible. These can be a major health hazard First protect yourself and then help others.

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

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 mobile handy. Keep the corridors in the hostel/house clear of furniture and other things, making movement easier. 	<p>If you are at home or inside a building</p> <ul style="list-style-type: none"> Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture. Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or even under a bed. <p>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>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 obey any instructions you hear 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. 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

Before Earthquake	During Earthquake	After Earthquake
	<p>If you are driving</p> <ul style="list-style-type: none"> • Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle. 	<p>special medicines (for persons with heart complaints, diabetes, etc.).</p> <ul style="list-style-type: none"> • Help people who are injured. Provide them first aid. Do not move seriously injured people unless they are in danger. <p>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.

21.3 Fire: 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, storeroom, kitchen and other such places. • Identify all the exit routes of the Institute. • Check the adequacy of firefighting 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. • 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 Room will call back to verify the call. • Wait for the Fire Brigade to arrive and co-operate with the firefighters. 	<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.

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

Sr. No.	Category
1	Potentially Liabile
2	Drug Abuse
3	Occult
4	Hacking
5	Illegal Unethical
6	Racism and Hate
7	Violence
8	Marijuana
9	Folklore
10	Proxy Avoidance
11	Web Translation
12	Phishing
13	Plagiarism
14	Child Abuse
15	Controversial
16	Abortion

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

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

23. NMIMS INFOLINE (for Mumbai Campus)

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

24. People you should know

University Administration

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

ANNEXURES



APPLICATION OF LEAVE OF ABSENCE

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

NAME: _____ Date: _____

Email ID: _____ Mobile No. _____

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

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

Reason: -

I have missed more than 20 % sessions for the reasons as mentioned below and request you to consider this application for my attendance purposes on a special case basis (As per SRB).

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

To be filled by Students
(For Office use)

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

Checked by Course Coordinator (Signature)

Verified by AR / DR (signature)

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



**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.



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

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

5. NMIMS Course Choice (Final)

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

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

6. Declaration

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

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

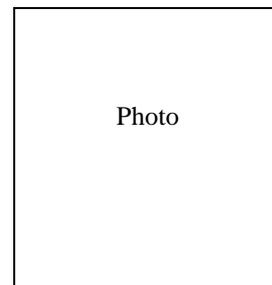
Signature of the Student: _____ Date _____

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



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

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	



UNDERTAKING
(Applicable for Student Exchange)

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

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

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

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

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

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

Name & Signature of the student

Date

Name & Signature of the Parent

Date

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



Student Exchange Programme (for Visa Office)

(School Letter Head)

Dated _____.

To:

The Visa Section

The Indian High Commission

_____ (City)

_____ (Country)

Dear Sir/Madam,

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

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

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

Thanking you,

Yours sincerely,

Dean

(School Name & Address)

(Phone no & email)



Student Exchange Programme (for Visa Application)

(School Letter Head)

Dated _____

To:

The Consul General of _____

_____ Consulate/ Embassy

Mumbai, India

Dear Sir/Madam,

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

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

Thanking you,

Yours faithfully,

DEAN

(School Name & Address)

(Phone no & email)

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

For Office use:

Approved by (Exam. Dept)

Date: _____

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

Dear Sir,

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

Name of the Student: _____ Mobile No.: _____

Name of the School: _____

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

Academic Year: _____ Trimester. /Semester: _____

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

Permanent /Temporary Physical Disability / Learning Disability

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)



REFUND FORM

Annexure 8

Date: _____

<ul style="list-style-type: none"> • Excess Fees • Excess Deposit • Hostel Deposit (Please indicate as applicable)	
• SAP No. / Student No.	
• Student's Name	
• Student's Address	
• Student's contact number	
• School Name and Course	
• Email ID of the student	

Particulars of my bank for RTGS of the refundable amount are

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

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

(Signature of Student)

Attachments Required

- Excess Fees/Excess Deposit Refund
 - Excess Fees/Excess Deposit - Original Receipt along with photocopy of Fees Receipt/Deposit Receipt.
- Hostel Deposit Refund
 - Original Hostel Deposit Receipt signed by Hostel-in-charge & Mr. Venugopal.
- Laboratory Deposit Refund
 - Original Laboratory Deposit Receipt signed by Laboratory In-Charge/Dean.
 -

SVKM'S NARSEE MONJEE INSTITUTE OF MANAGEMENT STUDIES

APPLICATION FOR MIGRATION CERTIFICATE

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

3. Permanent address: _____

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

Examinations	Year of passing	Roll no	Results

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

DECLARATION BY THE STUDENT

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

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

Date: _____

Mumbai 400056

(Signature of the student)

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

P.T.O.

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

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

Clearance Certificate

Date: _____

Name: _____ Contact No. _____

Student SAP No. _____ Roll No. _____

Programme: _____ Semester / Trimester _____

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

Course Coordinator

Deputy Registrar / Assistant Registrar

Dean / Director



Undertaking by Students (HBS Cases/ Articles)

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

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

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

ACKNOWLEDGEMENT

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

Signature: _____

Name:

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

Programme:.....

Roll Number: _____ Email ID: _____

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

OFFICE COPY

Student Undertaking with respect to the Student Guidelines

(Submit this form to your Course Coordinator within 7 days from receipt of Student Resource Book)

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

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

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

Signature: _____

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

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

Roll Number: _____ Programme: _____

Email ID: _____ Contact Nos. _____ / _____

Address for Correspondence:

Name of the parent _____ Contact Nos: _____ / _____

Office No: _____ Residence No.: _____ Mobile: _____

Parent's email ID _____

For Office Use :

Date of Receipt: _____ Signature of Course Coordinator _____

NMIMS Anthem

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

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

We are the future

We are a part of this institute so fine

NMIMS NMIMS

NMIMS NMIMS

Respect the past

Create the future

Transcend horizons however far

We have what it takes

We make a great team

At NMIMS each one is a star

NMIMS NMIMS

NMIMS NMIMS



MESSAGE FROM DEAN

Heartiest congratulations to all of you on making to School of Business Management, NMIMS for the MBA Batch of 2022-23. On behalf of all our faculty and staff at the School, I am delighted to welcome you to the NMIMS University.

You are about to set foot into the learning eco-system and prepare yourself for the corporate world. You will 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, the harder you practice, the 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. We are hugely proud of the efforts they put in to create 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, block chain encrypted technologies, communication, management information systems, and operations management. The administrative staff will also guide you in how to make the most optimum use of your time here in SBM through regular updates, announcements and communiques to keep you abreast of crucial deadlines, submissions, schedules and events.

The academic ecosystem works best in an environment where there is clarity and transparency in rules and regulations. To facilitate your journey with us, and to ensure that there is a common reference point for all processes, rules and regulations, we have compiled the “**Students Resource Book**” which serves as a manual of instructions. We exhort you to go through it carefully to understand the curricula, requirements, course offerings as well as the rules and regulations that you need to abide by.

Once again, I congratulate you on being part of a 40-year old legacy which has been in the forefront of providing quality management education. And I sincerely wish you happy learning and personal growth!

Dr Prashant Mishra

Content		
1	Introduction	3
2	Programmes at SBM	4
3	Academic Guidelines	7-8
4	Summer Internship	8-9
5	Orientation Program & Other Activities at SBM	9-10
6	Course of Independent Study (CIS)/ Research Project/Seminar Papers	12-14
7	Re Admission Rules	15
8	Disciplinary Committee	15-16
9	Placement Guidelines	16-18
10	Rules for participating in National/ International Level Contests	18
11	Student Council	19
12	Exchange Program	20-23
13	Examination Guidelines (Passing Criteria & Grading System)	23-29
14	List of E resources subscribed by NMIMS	29
14	Course Structures and Guidelines of programmes	30-54
15	Academic Calendar	55-83
16	List of Holidays	84
17	List of Awards	85-86
18	SBM Team	87
19	Annexures	
	1. Project Proposal: Course of Independent Study	89
	2. Application for Bonafide Certificate	90
	3. Project Proposal: Independent Study & Dissertation- REM Program	91

Introduction

SBM recognizes that students are central to the Business School community, and so it elaborates the expectations associated with participation while at SBM. It is acknowledged that student participation is enhanced by an environment which promotes healthy lifestyle choices, encourages the highest personal and ethical standards, the development of a network of support for all students, and support of student representative organizations.

STUDENT EXPECTATIONS/SBM's RESPONSIBILITIES

1.1. Students as individuals can expect:

- a) To be treated with courtesy and respect;
- b) SBM to address the reasonable needs of all students regardless of gender, ethnicity, age, disability or background;
- c) To be able to communicate freely and to be able to voice alternative points of view in rational debate;
- d) To enjoy a study environment free from harassment, discrimination and bullying
- e) To be provided with a harmonious work and study environment in which concerns and complaints are addressed as quickly as possible.
- f) To have personal privacy respected. Students may expect that personally sensitive information will be requested only where necessary for The School's academic or administrative functions and that, once collected, it will be adequately protected against inappropriate or unauthorized access;
- g) To have access upon request to personal records, which the B School may hold about them, subject to relevant School access policies and procedures.

1.2. While participating in their education, students can expect:

- a) To be provided with accurate, timely and helpful information regarding their studies, and about enrolment and other administrative procedures that apply to them;
- b) To receive, at the beginning of each semester from the subject coordinator, an up-to-date course profile;
- c) That program and subject content will be up-to-date and informed by current scholarship in the discipline;
- d) That methods of teaching and learning will be sound and informed by pedagogy;
- e) To have reasonable access to teaching staff for individual consultation outside class times, in person or by other means (such as telephone or email);
- f) That evaluations of academic performance will reflect each student's true merit.
- g) That feedback on assessment will be recognized as a valuable part of the educative process. Items of progressive assessment should be marked promptly and returned to students with feedback and the mark or grade obtained.
- h) That copyright in any essay, assignment, thesis or dissertation produced will be recognized and that students' moral rights in relation to original academic work will be acknowledged in, for example, scholarly publications, academic presentations or teaching materials.
- i) That the facilities or equipment they use are safe and comply with the University's occupational health and safety guidelines.

1.3. As members of the B School community, students can expect:

- a) That rules, regulations and policies applicable to them are readily available and easily accessible.
- b) To have their views heard at the most senior levels of the University, with representation on appropriate committees and involvement in appropriate processes.
- c) An opportunity to appraise the teaching performance of academic staff and to provide input into program planning and subject design.

2. SBM's EXPECTATIONS/STUDENT RESPONSIBILITIES

2.1. Consideration of other students as individuals are expected to:

- a) Treat other members of the SBM community with respect and courtesy;
- b) Treat other members of the SBM's community equitably.
- c) Respect the opinions of others and deal with disagreement by rational debate;
- d) Avoid conduct which disrupts the teaching, learning or research activities of other students and staff, or which interferes with others performing their duties; avoid conduct which might reasonably be perceived as discrimination, harassment or bullying or which is otherwise intimidating.

2.2. ACADEMIC CONDUCT AND INTEGRITY

While at SBM, students are expected to:

- a) Acquaint themselves with University policies and procedures relevant to their enrolment and studies and to observe the regulations, rules and policies of the University;
- b) Attend classes, maintain steady progress in subjects undertaken and submit required work on time (unless prevented from doing so by unforeseen or exceptional circumstances, which are communicated to the relevant staff member as soon as possible);
- c) Conduct themselves in a professional manner while undertaking placements,
- d) Incorporate feedback into their learning, make use of the assessment criteria with which they are provided, and be aware of rules and policies relating to assessment;
- e) Maintain the highest standards of academic integrity in their work by:
 - Not cheating in examinations or other forms of assessment,
 - Not helping others to cheat in examinations or other forms of assessment,
 - Ensuring that they do not plagiarize the work or ideas of other persons,
 - Ensuring that the findings of their research are interpreted and presented appropriately and based on accurate data.

2.3. As members of the SBM community, students can be expected to:

- a) Participate actively in and contribute to SBM's decision-making bodies of which they are members, since students represent a key constituency within SBM and provide useful perspectives on its operation;
- b) Provide fair and honest feedback on teaching performance and the presentation of subjects;
- c) Respect University property and the facilities, such as library, computing and other resources, which SBM provides to support teaching and learning, so that these are available to fellow students;
- d) Avoid conduct which disrupts the teaching, learning or research activities of other students and staff, or which interferes with others performing their duties.

Programs of SBM-NMIMS

SBM PROGRAMMES -2022-2023

MBA

The MBA Program is a two-year full-time programme spread over six trimesters leading to the degree in Master of Business Administration. It is the flagship programme of the School of Business Management, NMIMS Deemed-to-be University, Mumbai with a legacy of over 35 years. Many of our alumni occupy significant leadership positions in the corporate hierarchy while some have been successful entrepreneurs.

Students undergo a wide gamut of courses in the first year followed by an intensive focus on their areas of concentration in Year II. Annual seminars, CEO series of guest lectures, business simulation games, personal growth lab, psychological profiling, personality development workshops (MBTI- Myers Briggs Type Indicator), and the like create an all-round holistic development of the student.

To build the bridge between theory and practice, students are required to spend six to eight weeks on a summer project between the first and the second year of the full-time MBA programme. The pedagogical approach used here is participant-centred, case-based learning which is supplemented with lectures, problem-solving, in-class and out-of-class group activities, discussions, and simulations. The programme seeks to train students to become decision-makers with social sensitivity.

MBA HUMAN RESOURCES

MBA-HR program was conceptualized and started in 2011 with the purpose of developing professionals with a strong grounding in the HR domain as well as possessing a deep understanding of business and other functions. We have been able to develop strong HR professionals who are placed in organizations across diverse sectors in India and other countries. In the last few years, we have consistently been placed amongst the top-ranking MBA-HR programs in the country.

Our pedagogy includes case study methodology, live group, and individual assignments, role plays, games and simulations, lectures, self-assessments, field studies, etc. that are instrumental in building a wide range of comprehensive skills like conceptual, analytical, interpersonal, and technical. Our faculty comprises academicians with strong research credentials and

industry experts with experience across varied sectors at senior levels of management, ensuring that the learning of students is well rounded to the requirements of the industry.

MBA – PHARMACEUTICAL MANAGEMENT

This programme started in 2003, MBA Pharmaceutical Management Programme offered by SVKM's NMIMS School of Business Management is arguably ranked number one in the country and is one of the earliest pharma focused programmes in the country.

The two –years, full-time MBA course prepare students to enter the industry in various sectors such as; Pharmaceuticals, Medical Devices, Market Research, Consultancy, IT Healthcare Verticals, Diagnostics, Medical Communication, Nutraceuticals and other allied healthcare sectors. The profile of job they enter into covers Sales, Marketing, Business Analysis, Project Management, Client Servicing and Business Development, International Marketing, Operations etc.

The objective of MBA Pharmaceuticals Management course is to develop students, over the period of two years, engaging in multi-disciplinary management courses through rigorous fieldwork and academics, for managerial positions in the Pharmaceutical Industry. Students spend 8 weeks of summer Internship with Pharmaceutical, Medical Communication or Medical Devices Companies. And every week, in addition to academics, one full day is devoted to fieldwork. In the first year, over 18 field projects are carried out, total Field work exceeds 180 hours and requires an additional 100 hours of data analysis. Students carry out multiple projects throughout the two years, both as a part of their curriculum and for the corporates.

MBA REAL ESTATE MANAGEMENT

MBA Real Estate Management is a relatively newer offering from the School of Business Management, NMIMS, and Mumbai. The Real Estate sector in India has witnessed a paradigm shift. With the renewed regulations and incentive schemes, India is moving towards a mature real estate market and there is a dearth of qualified real estate professionals who understand and amalgamate the technical and business side of Real Estate. This program aims at bridging this gap.

The program is curated by senior leaders from the industry and is taught by practicing professionals and academic experts. The program offers a unique blend of experiential learning by integrating on-field experience throughout the six terms wherein the students along with their academic curricula work on live projects with organizations on two days of the week.

The course aids the students in building careers not only in the real estate sector but also in areas/industries that are enablers to real estate such as financial institutions, architectural firms, legal firms, valuation companies, international consultants etc. The program intends on creating managers and leaders who understand the sector, its dynamicity and complexity.

MBA – LAW

NMIMS, School of Business Management offers a two year MBA program. MBA (Law) bridges the knowledge gap by bringing management and law together.

SBM, NMIMS' MBA (Law) Program is the first program of its kind in the nation. It equips its students for success, whether they aspire for leadership in business and know the value of legal expertise, or whether they're primarily interested in a career in law but seek a solid foundation in management. There are several advantages of having leaders with a lawyer's eye. A few of the benefits to the organization enlisting the services of leaders of such background include reduction in external legal spending, better management of in-house legal department, Risk management, Corporate governance and compliance, Leadership which can understand the changing needs of the business in a highly dynamic global scenario

MBA HEALTHCARE MANAGEMENT

The MBA (HCM) is a multi-disciplinary professional programme focused at preparing future health care executives for management and leadership positions dedicated to building and managing health care systems and organizations aimed at delivering quality health service delivery across all sectors. The program seeks to present a deep immersion of the healthcare sector with a global focus, identifying providers' trends and issues. The program is especially useful to young graduates having interest in managerial and leadership positions within hospitals and health systems, health insurance industry, health policy, and healthcare consulting firms.

The programme will be focused on the emerging economies (India in particular) healthcare systems and is especially useful to young graduates having interested in managerial and leadership positions within hospitals and health systems, the health insurance industry, and health policy and consulting firms and healthcare entrepreneurship.

It is structured in six trimesters of 12 weeks each and includes 5 trimesters of course work and one trimester of practical residency

(internship) with health care centric institutions.

Programme is built on principles of strategic problem-solving and innovation and aims to develop the business acumen, leadership potential along with analytical, technical, and management skills required to improve the quality, cost-effectiveness, and integration of health and health care organizations and systems.

MBA DIGITAL TRANSFORMATION

MBA in Digital Transformation is designed as a multidisciplinary post graduate program with a strong commitment to industry relevance as well as business and social implications. Its objective is to make the students to have multidisciplinary skills and perspectives in order to enable them to architect digital innovations and disruption.

MBA in Digital Transformation is designed to help organizations build a digital culture by grooming a workforce who can leverage emerging digital technologies to transform business.

PART TIME PROGRAMS

MBA PT (CONCENTRATION IN MARKETING, FINANCE, OPERATIONS AND DUAL SPECIALIZATION WITH MINOR IN HR & DATA ANALYTICS)

The MBA (Part Time) program is meant for executives who have spent sufficient time in the industry and have adequate exposure to operational roles and responsibilities. The two - year MBA (Part Time) program will offer an opportunity to participants to hone their managerial skills and enable them to contribute better to their professional decision making.

The programme focuses on decision-making, to analyze situations, generate and evaluate options on available information. Developing a strategic perspective, competencies to analyze the linkages within the business and with the external business environment.

The cases reflecting global management experiences will provide participants an opportunity to discuss issues and challenges in their context. The program offers an enriching interaction and academic orientation to the executive who seeks to achieve a work-study balance and seeks to boost his or her career through an industry-recognized MBA.

MBA PT - SOCIAL ENTREPRENEURSHIP

The MBA (Part Time) in Social Entrepreneurship prepares students for innovatively approaching public needs with a combination of entrepreneurial practices and social purposes through the for-profit, non-profit, and governmental sectors. Post-MBA (SE) students get opportunities to take on leadership roles within their existing organization, leading non-profit organizations, for-profit social enterprises, government, or CSR departments. Many alumni have chosen to work as professionals within an organization that supports social entrepreneurs like incubation centers, venture capital funding organizations, not-for-profit funding agencies both at national and international levels, and development consulting firms.

DIPLOMA IN SOCIAL ENTREPRENEURSHIP

The Diploma program aims at providing managerial inputs for those who have work experience in the social development sector and also to those who wish to develop their career in the social sector or who have less than two years work experience or no work/volunteering experience.

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 must 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 etiquette 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, 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 the expected code of conduct for students will lead 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:

1.1 The components of evaluation for any course of all the years of Full Time programs/ Part Time would be as follows:

1. Class-participation / Individual presentation in class
 2. Quizzes / Class test / Surprise test (announced/unannounced)
 3. Individual assignment/ Group assignments/ presentations/ Decision sheets
 4. Term papers and project reports
 5. Mid-term examination
 6. End-term examination
- The pattern of Term End Examination depends on course objective.
 - Students are expected to complete all components specified for the courses wherever Term End Examination is specified candidates must attend the Term End Examination.
 - Permission from the Dean is required if a candidate wants to remain absent for Mid Term or Term End Examination, such permissions will be granted only for extra ordinary circumstances.
 - Duration of examination
 1. Minimum duration of Mid –Term Examinations: 1.5 hrs.
 2. Minimum duration of Term End Examination: 2 hrs.
 3. A full 3 credit course will comprise of classroom teaching for 20 sessions of 80 mins each for FT MBA & 90 mins for MBA PT & PT SE.
 4. A 1.5 credit course will comprise of class room teaching for 10 sessions of 80 mins each for FT MBA & 90 mins for MBA PT & PT SE.

The duration of Examination may be modified by the faculty members with a specific reason for extending the duration.

**** In case of faculty driven online examination, the duration of examination may vary. In such cases, prior intimation will be provided to the candidates from the program office through the coordinators.**

- Following course credits are specified by School of Business Management across programs.
 1. Full Credit course: 100 marks
 2. Half-credit course: 50 marks
- The total points for each course (with maximum what can be assigned) will be divided into Internal Continuous Assessment (ICA) and Term End Examination (TEE) (60:40 ICA: TEE ratio). Every full credit course must have at least 4 evaluation components out of 6 components mentioned in point 1.1. Every half credit course must have at least 3 evaluation components. For courses conducted through **workshop or project mode**, evaluation components may vary and will be mentioned separately.
For a full credit course of 100 marks for ICA has various components which may include the following:

1. Class-participation/Review (books /reports/articles) (not more than 20 marks)
 2. Quizzes / Class test / Surprise test / Assignments (not more than 30 marks)
 3. Group /individual assignments / presentations / decision sheets / term papers / project reports (not more than 30 marks)
 4. Term papers and project reports (not more than 30 marks)
 5. Mid-term examination (Wherever applicable) (not more than 30 marks & not less than 20 marks)
 6. Trimester-end Examination (not more than 40 marks and not less than 35 marks)
- 1.8 Faculty members can develop courses with 100% ICA components. Prior intimation and approval from the Dean is mandatory for 100% ICA courses.

Please note, all components of ICA - midterm, dissertation, project submission and any other component will be scrutinized for similarity at the school level. All dispute and representations will be referred to the school level examination disciplinary committee headed by the Associate Dean Programs reporting to the Dean. Students who are found resorting to Unfair Means in any component of the TEE, would be dealt with as per University Examination Guidelines.

- 1.9 **In MBA PT specialization course will be offered only if a minimum of 10 students register for the course.**
- 1.10 School of Business Management follows the 'letter grades' and corresponding 'grade point's system as given in the table.

Sr. No.	Grade	Grade Points
1	A+	4.00
2	A	3.75
3	A-	3.50
4	B+	3.25
5	B	3.00
6	B-	2.75
7	C+	2.50
8	C	2.25
9	C-	2.00
10	D	1.50
11	F	0.00

- 1.11 Candidates who resort to unfair means due to which are required to appear at re-examination (as penalty) will get **C+ or actual grade in the Term End Examination, whichever is lower in the re-examination.**
- 1.12 The system of assigning the Grades is based on relative performance of students in the batch. The relative grading system will be followed. The distribution of grades based on relative grading system ensures that the students are distributed across grades. The letter grades for a course would be calculated by software/ computer system on the basis of the Passing Criteria
- 1.13 **Attendance Norms**
SBM students are responsible for and are required to maintain 100% attendance across courses in their programme. **Please refer Part I for more details.**

2 Summer Internship:

- 2.1 Faculty may assign projects to students in their course.
- 2.2 Summer Internship applies only to Full Time MBA students. Final Projects/capstone 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 dates (last date for submissions etc.) announced. Dean's approval will be required to submit the project report after deadlines.
- 2.4 Students are required to take six-eight weeks of summer training in any company as per dates announced intimated by the placement department -this is a compulsory component of the program.
- 2.5 Students are advised to be proactive and explore for options for summer placement with their resources as well in addition to the summer placement opportunities facilitated by SBM NMIMS Placement Department. 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 always requiring submission of a Summer Project Report to the SBM within indicated deadlines. This submission is a part to the programme requirements. Summer Internship is a non-credit compulsory course, as an essential partial fulfilment of the requirements for award of MBA degree.
- 2.7 This project is subject to a review by the company guide assigned. It is the student's responsibility to facilitate that the guide sends this review to the Course Coordinator within the deadline given.
- 2.8 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.
- 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. **Similarity Index 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 In case a student is not able to complete the summer internship, he or she will be interviewed by the Career Advisory Committee (CAC). Some likely conditions owing to which the internship may not be completed are as follows:
 - Personal reasons including force majeure
 - Company Terminates the internship at an earlier date because the student is unable to complete the given task due to lack of interest
 - Company Terminates the internship at an earlier date because the student's work is far below expectations
 - Company terminates internship at an earlier date because of breach of confidentiality or plagiarism.

The student may be given an option to complete the academic requirement of summer internship by doing an industrial project. In ordinary circumstances, the student should complete the internship after the sixth term. Besides this, the CAC recommend that SBM take one or more of the following actions.

Sr. No	Possible actions by the institute
1	Debarment from receiving any scholastic award of the institute
2	Debarment from holding any official position in any SBM's student cell/body.
3	Debarment from Placement process till November 30 th and his/her CV will show incomplete summer internship
4	Debarment from promotion to the next academic year

3 Research Assistantships

SBM encourages MBA students to work with faculty members on research projects/consulting assignments. Applications are called for by the concerned faculties depending on the requirement, based on which, students can send in their expression of interest.

- 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 Orientation Program, Foundation Programs and other Activities at SBM

- 4.1 **Orientation Program:** An important component of NMIMS SBM's mission is to use innovative approaches to develop socially responsible managers with global perspective for successful careers. Accordingly, the curriculum of two-year MBA program of the school has been designed so as to ensure the development of the following knowledge and skills sets among the students enrolled in the program,
 - An understanding of global issues impacting organizations
 - Critical thinking skills
 - An integrated approach to decision making

- Effective communication skills and
- An understanding of Corporate Social Responsibility, ethical and sustainable business models

To lay the foundation for this curriculum, each year the incoming batch of students are taken through a Foundation Program which is held before they begin first-year trimester I. The program takes the students through sessions on various topics, themes, pedagogy, discussions and interactions. The objective is to

- Provide them with basic understanding of fields that are crucial in the program
- Help them develop foundation knowledge that will be essential during their MBA program
- Equip them with tools that enable them to begin with the program without getting overwhelmed

The sessions are a mix of seminars and individual sessions. These seminars are designed and delivered on topics and themes related to the broad structure of the curriculum and aligned to the mission of the school. The individual sessions are planned and designed to expose the students to the pedagogical tools and to equip them with the tools and skill sets required to cope better with the rigours of the two-year curriculum. For effective learning and its application, knowing and doing by students are equally important. Accordingly, the sessions, seminars as well as the individual sessions include synchronous and asynchronous components with respect to both knowing and doing.

4.2 **We Care: Civic Engagement Internship** is a compulsory part of the FT MBA program. The 21 days internship is designed to enable MBA students to examine the ground realities and acquaint themselves with the social issues faced by marginalized communities. The exposure facilitates in developing managerial and entrepreneurial skills among students to deal with issues of poverty, unemployment, livelihood, health and social inequities. Students are placed in NGO's/social enterprises/CSR departments/Government Departments selected by the Jasani Centre for Social Entrepreneurship & Sustainability Management, SBM, NMIMS.

Students are placed majorly in their own hometowns to facilitate better rapport with the internship organization. On designated days of We Care internship students are expected to be in the field and devote 7 to 8 hours to work on the project(s) allotted to them. Each student will be supervised by organizational mentor as well as faculty mentor to facilitate the internship deliverables and integrate academic learning with practice.

The internship is governed by the We Care Code of Conduct which will be shared by December 2022. To meet administrative expenses a few NGOs charge fees for placing interns. This fee ranges from Rs 500/- to Rs.5000/- per candidate. The We Care office will inform the students well in advance in case the NGOs selected by them are charging fees. Please note these fees will not be borne by the institute.

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

- 100 per cent attendance at internship organizations during the internship period.
- Adherence to code of conduct of our institute and internship organization
- Securing certification of satisfactory completion of internship from internship organizations based on:
 - Adherence to the instructions given by organizational head / mentor,
 - Maintaining appropriate professional conduct during the internship with the placement organization and faculty mentor.
 - Completion and timely submission of all the deliverables.
 - Timely submission of required information, weekly reports, final report to the We Care office, organizational mentor, and faculty mentor. The final report should include in-text citations and end references in APA (American Psychological Association) format. (Similarity Index should not exceed over 10 %)
- Securing 'Certificate of Completion' from faculty mentors on the basis of:
 - Face-face/virtual meeting with the faculty mentor before and during the internship
 - Timely submission of log sheets/weekly reports/ Annual reports
 - Viva-voce based on the final project report and We Care Rubric
- Participation in We Care Poster Presentation (virtual or any other format) is compulsory.

4.2.2 We Care Code of Conduct

- 100% attendance is mandatory.
- Visit to the field/project location as directed by the organizational mentor is mandatory and non-negotiable.
- Students are required to be self-motivated, self-disciplined, self-starters, and be accommodative while working with their internship organizations
- Each intern is accountable to their internship organizations. Hence, is required to observe discipline, professional ethics, and timelines during the internship.

- 5) Students are required to maintain their weekly reports and get them approved from the organizational mentor every week.
- 6) Students are required to respond to calls and emails from the We Care team, organizational mentors, and faculty mentors.
- 7) Students are required to establish contact with their respective internship organizations and faculty mentors well in advance. Adherence to instructions given by them is mandatory.
- 8) Students are required to take initiative and be prompt in interacting with the organizational mentor.
- 9) Failure to adhere to the attendance requirement and We Care internship-related deadlines will lead to strict action by the institute including debarment from the placement process and/or debarment from promotion to the next academic year.
- 10) Interns are permitted to take sick leave or professional leave during the We Care internship duration after soliciting written permission from the respective internship organization, faculty mentor or from We Care core faculty team. The absence should be subsequently covered by working for extra hours in the internship organization.
- 11) During the We Care internship office hours, students should not attend any other personal/professional work like corporate project or should not use social media for personal purposes.
- 12) The We Care office will make every attempt to place students in their hometowns or in the nearby vicinity. However, if no suitable organization is found in the home town or its close vicinity, the We Care office will provide placement in alternate location after discussing it with the student. In case if suitable NGOs are not found in alternate locations, the student will be placed in Mumbai.
- 13) Attendance for poster presentations is compulsory.
- 14) Any grievances regarding, We Care should be brought to the notice of the We Care office.

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 Actions
1	Late submission / non-submission of student data form / preference form/information required for We Care placement
2	Remaining absent for We Care orientation workshop/other special workshops/meetings with faculty mentor/organizational mentor, Poster Presentation, viva-voce Not responding to We Care emails/communication
3	Lack of punctuality and self-discipline during internship duration
4	Casual approach towards work allotted by organizational mentor or failure to deliver deliverables Non submission of weekly report/submitting weekly reports to the institute without approval by the organizational mentor
5	Giving misleading information/intentionally hiding information from We Care office/faculty mentor/internship organization Attending personal/professional agendas (other than We Care) during the internship work hours Using social media during work hours Adverse comments / defaming University / Institute / We Care Office / We Care Internship / Internship organization on social media;
P	Submitting reports with high similarity index

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

Disciplinary Actions by SBM

Sr. No	Possible actions by the institute
1	Debarment from receiving any scholastic award of the institute
2	Debarment from holding any official position in any SBM's student cell/body.
3	Debarment from Placement process till the end of Trim V
4	To complete fieldwork during the second year of the MBA program. Minimum 150 to maximum 300 hours. Number of hours to be allocated based on the nature of the default

5	Debarment from promotion to the next academic year
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All Disciplinary action and disputes regarding We Care will be dealt by Director of Jasani Centre along with program chairs and the Dean.

4.3 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.

4.4 Guest Lectures

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

4.5 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 two 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.

4.6 Value Added Workshop/ Focused Learning 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/ Focused Learning Workshop. This will be in addition to your performance in credit courses. Workshops (for MBA and MBA HR I Yr. & II Yr.), and for courses conducted in Workshop mode, an evaluation component is mandatory. Students registering for value added workshop must honor their commitment by attending the workshop.

5 Course of Independent Study (CIS)//Research Project/Seminar Papers

Across the different programs at the school, SBM has dissertation and seminar papers that have to be taken up as part of the curriculum. There is also an option available to the students to pursue courses of independent studies. The table below lists down such requirement/option across different programs.

Sr. No	Program	CIS/Dissertation/Research Project/Seminar Paper
1	MBA	CIS
2	MBA Law	Research Project
3	MBA REM	Independent Study & Dissertation
4	MBA PT SE	Seminar Paper

The details of each of these are as follows:

5.1 Course Independent Study (CIS)

Purpose

Course of Independent Study (CIS) allows students to pursue their interests in areas that are not covered in the regular bouquet of electives offered in the second year of the MBA programs.

A course of independent study is an exceptional instrument designed for advanced learning rather than serving as a substitute for regular courses. Such a course will necessitate high level of self-directed learning and may require students to study, conduct primary/ secondary research, and complete written examinations, reports, projects, research papers, presentations or similar assignments that are designed to measure competency in the stated educational objectives.

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:

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

advanced course of investigation in the area of his/her choice.

- 5.1.2 The course matter of study is relevant for his/her career aspirations within the overall academic objectives of the MBA Programme.
- 5.1.3 The course matter is not adequately covered in the choice of elective courses on offer. The relevant area approves the offering of the CIS and a faculty member from within the area is willing and available to help with the design, delivery and evaluation of CIS.

Guidelines

1. CIS courses at SBM are offered in the IInd year of the MBA program.
2. Students can pursue only 1 CIS course in a year in either of Term IV, V or VI.
3. CIS courses will be equivalent to a full (3.0) credit course. No 0.5 credit, 0.75 credit or 1.5 credit CIS are permitted.
4. The CIS Course can also be considered as part of required courses for concentration in an area. The grade obtained in the CIS will be taken into account for calculation of student's CGPA just like any other full credit course but will not be considered for arriving at decision to award any scholarship and/or medal.
5. The academic capability of the student (reflected in CGPA), ability to pursue advanced work (as endorsed by the Area) 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 a CIS.
6. 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.

Requirements

The following minimum criteria must be met to ensure overall outcome of the educational experience, success of the students and alignment to the Program learning objectives of SBM.

1. Students who wish to opt for CIS should have a minimum CGPA of 3.1
2. The CIS must include comprehensive objectives in written form.
3. The CIS must promote a high level of self-directed learning
4. Students must interact with the faculty-in-charge throughout the trimester
5. It is the responsibility of the students to communicate with the faculty and document the time spent on the CIS. Students are expected to be engaged in various CIS related activities for a minimum of 100 hours. These will include but not limited to in-class and out-of-class activities like reading, interaction with faculty, conducting primary research, analysis and interpretation, learning and use of databases and analytical software's and report writing.

Procedure

1. Eligible student(s) who wish to pursue a CIS will indicate such intent before bidding for their choice of electives for terms IV, V and VI. They will be responsible to make a good case as to why they should be permitted to pursue a CIS.
2. The preliminary proposals (in the prescribed format available with the Academic office) would be forwarded to the Area Chairpersons for their consideration and discussion at the area level.
3. 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 before the final registrations for term-IV begins.
4. The Area Chairperson will also provide to Academic office the timeline for the course in terms of stages like submission of final proposal, submission of course report, date of oral defence, panel of area members (3 members including the CIS guide) who would evaluate the course and the evaluation scheme.
5. Academic office will intimate to the concerned student the name of his/her faculty guide as approved by the Area. The student will have the option to withdraw from the CIS till his/her final registration for term-IV, V or VI open.
6. In case the CIS is not offered or the students chooses to withdraw from the CIS, s/he will be required to take up another course of equivalent credit from the available courses during the final registration for the respective term.
7. The responsibility for getting the CIS going alongside the faculty guide is that of the student. The finalization of proposal, regular meetings with faculty guide and other course related interactions are left to the initiative of the student.
8. Students carrying out CIS should circulate a reading list, duly approved by the guide, to all the Area members (with a CC to Academic office) within 7 days from the beginning of the respective term (term IV or V).
9. Students have to submit the CIS report to the Academic office before the 'End-Term Examination' of the term in which the student undertakes the CIS.
10. No extension of time for submitting the report will be allowed.
11. On receipt of the report, the Academic office will get in touch with concerned Area Chairperson and the Guide to finalize the date for presentation by the student.

As part of the evaluation of the CIS, a presentation will have to be made to the Evaluation committee on the date

specified. This presentation will be open to SBM faculty and MBA program students besides the 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+.

Milestones/ Deliverables

All CIS courses are expected to have the following milestones:

1. Expression of interest – This request to pursue CIS should be made before students chose electives for year II and should include (a) the proposed title and topic of study and the broad area of specialization to which it will 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); (b) relevance and importance of the course for the student.
2. Area level deliberation and Confirmation (including faculty- student interaction to work on feasibility and topic finalization) – should be conducted within 3 weeks of receiving the EOI.
3. Presentation for defence of Proposal– Objective, Methodology, Terms of reference, Time frame – during the 1st week of the trimester.
4. Interim Submission – Presentation to reflect the progress of the study as per the terms of reference and time frame in the proposal – between 4-6 weeks from the beginning of the trimester.
5. Final Report and Defence (Viva) – in the 9th week

Format for Expression of Interest for Course of Independent Studies mentioned in Annexure

5.2 Research Project MBA Law Program

In MBA Law Research Projects are exceptional instruments designed for advanced learning rather than serving as substitutes for regular courses. The academic capability of the student, as reflected in CGPA; ability to pursue advanced work, as endorsed by the Research Guide; and the relevance of the area of study to the career of the student, as demonstrated or organized in the proposal, is the indicative criteria for undertaking the Research Project. A Research Project comprises an investigation together with a written report and interpretation thereof. The Research Project guidelines are mentioned in the guidelines section.

5.3 Independent Study & Dissertation MBA REM Program

MBA REM course gives the student a choice of perusing a certain topic of interest to the student. The course matter of study is relevant for his/her career aspirations within the overall academic objectives of the programme and helps the student in gaining deeper understanding or honing the requisite skillset in the subject matter of his/her choice. This course will necessitate high level of self-directed learning and may require students to study, conduct primary/secondary research, and complete written examinations, reports, projects, research papers, presentations or similar assignments that are designed to measure competency in the stated educational objectives. The Research Seminar guidelines are mentioned in the guidelines section.

5.4 Seminar Paper MBA PT SE Program

In the course titled 'Seminar on Social Development' in trimester VI of MBA PT (SE), the students develop and demonstrate expertise in the topic/theme of their interest in the area of Social Development and write it in the form of a Research Paper. The students are allotted a Faculty Guide. The Faculty Guide helps the student in developing the Research Paper over a period of ten weeks.

Aim of the Seminar Paper

- To develop research and documentation skills of the students in the area of social development.
- Objectives of the Course
- To develop primary and secondary research skills of the students
- To help students develop knowledge of the concerned topic through review of literature
- To enable students to write research paper as per ethical standards

Nature and Scope of the Course

- The seminar course takes a comprehensive view of social development covering the relationship between development and social institutions, the phenomena of wider social change in the developmental context, role of politics/macro policies, and impact of technology as also the alternative paradigms of development and consequent interventions.
- The students identify their own areas of study on various themes on social development.

Before the start of the Seminar Paper, a term before (in Term V), students are asked to submit a Concept Note on a theme/topic of their interest. The Concept Note covers the following points

- Topic
- Rationale for selecting the topic
- Objectives
- How is the student going to undertake the study- secondary/primary data sources?
- What are the important documents/reports/websites that the student will refer to?

Based on the Concept Note, Faculty are allotted to students as Faculty Guide by the Seminar Paper Coordinator.

Students are expected to meet the guide every week. One Session (3 hr.) is allotted in the Time Table, during which the students can meet the guide, do research in the library and work on the Seminar Paper. Apart from this, students can meet the guide as per need and convenience.

Students submit two written submissions/drafts, one at the mid-term and one at the end-term. The Faculty Guide evaluates the written submission. Mid-term Viva and End-term viva by an external faculty are conducted.

6 Re-Admission rules & Program Validity:

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

Sr. no.	Name of the programme	Duration of the programme (in years)	Maximum duration permissible for completion the programme (in years)
1	1. MBA 2. MBA Human Resources 3. MBA Pharmaceutical Management 4. MBA Law 5. MBA Real Estate Management 6. MBA Health Care Management 7. MBA Digital Transformation	2	4
2	1. MBA Part Time 2. MBA Part Time Social Entrepreneurship 3. Diploma in Social Entrepreneurship	2	4

**** Students admitting themselves with respective programs in SBM are responsible for submitting documents required for eligibility, transfer certificates, migration certificates, marks sheets etc. at appropriate time. This is mandatory for award of degree**

7 Disciplinary Committee

7.1 Students' Disciplinary Committee

- 7.1.1 Seema Rawat (Chair)
- 7.1.2 Program Chairs (all programmes)
- 7.1.3 Area Chairs
- 7.1.4 Deputy Registrar, SBM
- 7.1.5 Assistant Registrar
- 7.1.6 President – Student Council
- 7.1.7 Student Affairs head, Student Council

7.2 Committee against Sexual Harassment / Woman Grievance Redressal Committee

- 7.2.1 Director: Jasani Centre of SE & SM (Chair)
- 7.2.2 Director: PD School of E&FB
- 7.2.3 Associate Deans, SBM
- 7.2.4 Head: Student Council
- 7.2.5 Audrey D'Mello, (NGO: Majlis)

7.3 Anti-Ragging Committee

- 7.3.1 Director: Jasani Centre of SE & SM (Chair)
- 7.3.2 Associate Dean: PSLE
- 7.3.3 Chair: Student Activities
- 7.3.4 Program Chairs (all programs)
- 7.3.5 Police Member (Mr. Dilip Varhadi)

- 7.3.6 President Student Council Members
- 7.3.7 Deputy Registrar (Convener)
- 7.3.8 Audrey D'Mello, (NGO: Majlis)

7.4 Collegiate Student Grievance Redressal Committee (CSGRC)

- 7.4.1 Dean SBM
- 7.4.2 Program Chair
- 7.4.3 Chairperson- Student Activities
- 7.4.4 General Secretary – Student Council

7.5 Departmental Student Grievance Redressal Committee (DSGRC)

- 7.5.1 Associate Dean SBM
- 7.5.2 Director: PD School of E&FB
- 7.5.3 Director: Jasani Centre of SE & SM (Chair)
- 7.5.4 Chairperson- Student Activities
- 7.5.5 Head – Student Affairs

STUDENT GRIEVANCE/COMMITTEE SECTION

**** Student Grievance Redressal process @ <https://nmims.edu/student-grievances.php>**

8 Placement Guidelines:

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

NMIMS is also a great place to recruit potential young managers and business leaders. Leading companies across sectors consider our students for recruitments/ internships. As we have cordial relations with the corporate world, 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 association and have serious repercussions for placements and for the future.

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

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

The Placement Office devises placement guidelines that are in the larger interest of the School and students, 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 COVID 19 pandemic has had far-reaching consequences leading to an altogether new world of working for all leading to WFH, virtual internships and virtual selection process.

The Placement process typically involves –

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

8.1 Batch Preparation:

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

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

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 classroom. This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.
- 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 organization, 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/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.
- 8.4.6** 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 Rules for participating in National/ International Level Contests

- 9.1** Protocol for Contest:
Competitions announced by companies and sent via placement department with specification (eg. HUL Lime, Mahindra War Room, JPMC Deal, AirtelCreate etc.) will be handled by the placement team under the guidance of the placement director.
Competition for student participation from the programme office, program chairpersons and the Dean's office will be handled by student representatives of the program -under the placement committee. Intra College and Inter College events and other open contests (like Best Summer Projects, FLIP, IMCI, CFA, Business Plan, FMS etc.) will be handled by the event coordinator. These events will be communicated to the batch through mails and handled by cultural secretary under the guidance of Faculty-In-Charge of Students' Activities.
- 9.2** Contest Classification will be handled by Event Co-coordinator.
- 9.3** 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, etc.
 - **GRADE B:** National level contests of high repute. E.g., NITIE, SP Jain, MDI, XLRI, etc.
 - **GRADE C:** Local and national level contests
- 9.4** The faculty team will make the classification of each contest.
- 9.5** The classification of the contest will determine the selection, reimbursement and appraisal of the students.
- 9.6** Notices and Intimations of Contests:
- 9.6.1** All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
- 9.6.2** All students interested in gaining more information regarding any contest are required to refer to the "CURRENT CONTEST FILE".
- 9.6.3** Any contest that has not been routed through the contest department will not be considered for the procedure laid down by SBM, NMIMS for contests.
- 9.7** Student Registrations and Nominations:
- 9.7.1** For all GRADE A contests, the faculty and student representative will select the student team that will represent the SBM, NMIMS at the contest.
- 9.7.2** For all GRADE B contests, students are allowed to make direct applications for the contest.
- 9.7.3** For all GRADE C contests, students are allowed to make direct application for the contests.
- 9.8** Reimbursements (Applicable only for National Contest)
- 9.8.1** Students going for GRADE A will be provided with 100% reimbursements for travel (Non AC Sleeper class/ 3 Tier) to and fro from the contest destination.
- 9.8.2** All reimbursements are subject to the approval of the head of the school and are hence subject to change.

9.8.3 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.

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

9.9 Attendance for Contests

8.9.1 No additional attendance benefit will be provided for students who might miss classes due to above mentioned contests.

9.10 Contest Winners

9.10.1 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.

10 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 & activities on the 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:

- Serving as a formal communication channel between the students, faculty and the administration
- Navigating all student-related activities at NMIMS and facilitating a better life on the campus
- Spearheading the organization & co-ordination of 'Paragana' – The Corporate Festival, 'Euphoria' - The Cultural Festival, 'MANAN' – The Traditional Fresher's Event & other SBM Events
- Assisting all public relation activities and supervising student publications & newsletters at NMIMS

Communication Guidelines for Student Council and Cells

- All the cells, clubs, and committee events and activities have to be routed through the President of the cell, General Secretary of Council (Budget and Release of Money), Accounts Department (In case of Release of Money), Faculty-In-charge of the cell, Faculty-in-charge of Student Activity, Deputy Registrar (Academics/Admin) and the Dean, SBM.
- Communication and Invitations of events/guest lecturers/workshops etc. conducted by cells and council have to be informed to the faculties and the area concerned, Faculty-in-charge of Student Activity, Deputy Registrar (Academics) and Staff Coordinator well in advance.
- 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)
- The cells and clubs under the student council mandate include core, functional and interest based cell. Roles and responsibilities of each have been listed in the "PROTOCOL FOR COUNCIL AND CELL".
- 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 at the beginning of each trimester. Final consolidated report will be submitted by Student Council to Faculty-In-charge of Student Activity and Deputy Registrar (Academics).
- 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.
- Landmark, the online quarterly student magazine highlights NMIMS Extravaganza; events along with the sports give a snapshot of the various activities at NMIMS.
- Odyssey annual handbook provides a one stop guide to help the incoming batch quickly get acquainted with the life at SBM, NMIMS.

11 Alumni Association SBM

The Alumni Cell of NMIMS was formed in the year 2002 and has been active since then. The Alumni cell at 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 form 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 updating, 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, <https://alumnisbmmumbai.nmims.edu> a social networking platform, is operational.

The monthly e-newsletter, Aluminous, informs the alumni with the latest developments in the institute that make them feel connected to the institute in more than one way. Moreover, the Alumni Cell facilitates other cells of the Institute like Student Council, Finomenon, and 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

12 EXCHANGE PROGRAM

12.1 INTRODUCTION

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

12.2 PREAMBLE

In a world that is increasingly interdependent, it is imperative for the NMIMS Deemed-to-be-University to have an internationalization agenda. This involves creation of a multi ethnic environment in our programs on our campus. This can happen only when students from different countries and communities join NMIMS programs. This policy on internationalization seeks to clarify the philosophy behind the NMIMS Deemed-to-be-University’s Internationalization program and sets out the eligibility of students to apply for an international exchange program. It also sets out the selection criteria and guidelines for assessing applications and the expectations from the students going for the exchange program. This policy also lays out the facilities for international students in our programs and also the expectations from them. We expect our foreign students to conduct themselves at par with other Indian students.

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

School of Business Management (SBM):

- HEC Lausanne, Switzerland
- The Grenoble Ecole de Management, France
- KEDGE Business School, France

- NEOMA Business School, France
- HLL Leipzig School of Management, Germany
- IESEG School of Management, Lille, Paris, France
- University of Erlangen-Nurnberg, Germany
- Europa Universitat Flensburg- EUF, Germany
- ESSCA Ecole De Management, France
- EDHEC Business School, France
- Purdue University, USA
- University of Texas at Dallas, USA
- Florida International University, USA
- University of South Florida, USA
- Excelia France

12.3 ELEGIBILITY

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:

- 12.3.1 Completed the eligibility year of program as defined by respective Deans/Directors of school
- 12.3.2 Have a minimum CGPA of 2.25 and above as defined by respective Deans/ Directors of School.
- 12.3.3 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.

12.4 SELECTION CRITERIA AND CONDITIONS

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

12.5 COSTS 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:

- 12.5.1 Travel Expenses
- 12.5.2 Accommodation and daily living expenses including study materials
- 12.5.3 Passport and visa costs
- 12.5.4 Insurance cover
- 12.5.5 Any other incidental costs

12.6 APPLICATION PROCEDURE FOR STUDENTS AND EXPECTATIONS FROM STUDENTS

- 12.6.1 Students have to apply in specified application form as defined by respective Deans/ Directors of schools. Candidates with completed and accurate application will be interviewed by the International Linkages office. Successful candidates will then be nominated to the respective partner universities following which they have to complete the online application as instructions received from partner university via email.
- 12.6.2 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.
- 12.6.3 Upon joining the partner institute, the courses the students intends to take up should be finalized and communicated for approval to the NMIMS School authorities
- 12.6.4 Students need to ensure that they do not get any fail grade in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.
- 12.6.5 Other criteria as defined by Deans/Directors of the Schools.

12.7 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.

12.8 ENCLOSURES:

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

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

12.9 School Level Inputs

12.9.1 SELECTION PROCESS AND CRITERIA

Participation of students at Partner Universities is approved by the International Linkages Office. Students who apply within the timeline given by the International Linkages Office will undergo an interview with the Faculty-In-Charge of International Linkages. Selection will depend on:

- Cumulative CGPA.
- Number of applications and availability of seats at the selected Partner Institute.
- Compatibility of courses at the Partner Institute with the individual student's programme.

The academic standing, motivation, seriousness of purpose, communication skills, social maturity and adaptability of the student.

12.9.2 SELECTION OF COURSES AT PARTNER INSTITUTES

After students complete the selection process at NMIMS, they will be nominated to the selected exchange university. The exchange university will contact nominated students by email and ask them to complete an online application procedure within a prescribed time period. An important part of this process is the selection of courses at the exchange university.

When selecting courses, students must remember the following:

- The courses selected, in terms of type of courses, number of courses and total classroom contact hours, must be in line with the students' NMIMS programme requirements.
- Students must select a minimum of 5 courses during their term abroad.
- The courses selected must total a certain minimum number of contact hours of classroom teaching. This minimum number will depend on the student's programme at NMIMS. For FTMBA Core students (Mumbai campus), the minimum number is 133 hours. Students of other programmes must check with their course coordinator or programme chairperson for minimum number of contact hours. Hours spent by the students in project work are not included in the minimum number of contact hours.
- The courses selected cannot be the same as the courses the students have completed or plan to complete at NMIMS.
- The courses selected should be in accordance with the students' programme requirements at NMIMS and must have the approval of their course coordinator and programme chairperson at NMIMS. For guidance on this, students may contact their course coordinator or programme chairperson at NMIMS.
- Upon joining the exchange university and finalizing their course selections, students must immediately email the final list of courses to their course coordinator and programme chairperson at NMIMS with a copy marked to the International Linkages office.

12.9.3 EXPECTATIONS REGARDING ACADEMIC GRADES AND COURSE-WORK

- Students must be extremely careful in fulfilling the academic requirements of their Host University. It is the student's responsibility to ensure that evaluations for every course are completed successfully. Students must meet Professors of every course they have taken to ensure that:
 - (1) They fully understand the requirements of the course as well as the evaluation norms
 - (2) Their submissions for every evaluation have been received on time.

If a student brings back a failed grade, the Host University may not provide the opportunity for a re-submission or re-exam. In such a case, NMIMS will accept the grade as it is, and the student will have to repeat the year. Excuses such as “I was unaware that the assignment did not get uploaded/submitted” or “I was mistakenly accused of Similarity index” will not be accepted.

- In case there are any problems with or deviations in process for any course that students have taken at their Host University, students must inform NMIMS’s International Linkages Office immediately with a copy marked to the administration of the host university and the professor teaching the course. Delay in informing and seeking approval from NMIMS’s International Linkages Office may lead to negative consequences for the student.
- Students must also ensure that they do not get a failing grade in the trimester at NMIMS prior to the exchange programme. Students may not get an opportunity to appear for re-examination or it may delay their convocation.
- Students participating in the International Student Exchange Programme are eligible for the Director’s list during their 2nd year, provided they were also in the Director’s list for the 1st year. Such students will be shortlisted on the basis of the CGPA of two trimesters of the 2nd year.

13 **Similarity Rules for All Programs.**

The similarity rules mentioned in 2.10 is applicable to all submissions leading to ICA components. All similarity instances in the Final examinations for all courses across programmes within SBM will be dealt with as per the unfair means of the university examination norms.

All submissions will be checked for similarity scores. Having similarity scores beyond acceptable limits is a serious offence, which is unethical and illegal. A similarity score of greater than 15% will attract penalty.

Note: All of the following are considered as plagiarism and is likely to have a high similarity score

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

14 **Examination Guidelines (Applicable for FT MBA Programme)**

14.1 **EVALUATION & GRADING**

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

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

PASSING STANDARDS FOR EACH SUBJECT: Trimester-end exam passing criteria for each course:

- To pass in a particular subject in any of the trimester end examination or trimester end re-examination, student must secure a minimum of one-third marks of the total maximum marks of that subject, in the trimester end examination.

- “F” Grade would be awarded, where marks obtained are less than 40 (39 and below) in aggregate or where the marks obtained in the trimester end examination are less than one-third of the total maximum marks of the respective course.
- Students who fail to fulfil above passing criteria would be awarded ‘F’ grade.
- Students who obtain marks between 40 and 49.99 would be awarded ‘D’ grade (low pass). Please refer ‘Grading’ scheme given below.
- For 100% ICA course the passing standards are same as above. There is no provision for re- evaluation/re- examination for the such course post the declaration of ICA evaluation.

14.2 Grading System

The following would be the letter grading system leading to the award of a four-point Grade Point Average (GPA) for each term and Cumulative Grade Point Average (CGPA) for all the terms until date.

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.**

Maximum marks assigned by the faculty concerned for a course will be taken into account for the batch / group. For the purpose of assigning grades, the following table would be used.

Sr.No	Letter Grade	% of class
1	Grade A	35 percent of batch excluding Grades D & F
2	Grade B	50 percent of batch excluding Grades D & F
3	Grade C	15 percent of batch excluding Grades D & F
4	Grade D	Where marks obtained are between 40 and 49
5	Grade F	Where marks obtained are less than 40 (39 and below) in aggregate and/ or. Where the marks obtained in the trimester end examination are less than one-third of the total maximum marks of the respective course.

b) **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.

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

14.3 Method of Calculation of GPA:

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

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

14.4 Method of Calculation of CGPA:

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

Here:

C = Credit value assigned to a course/ module

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

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

CGPA: Cumulative Grade Point Average shall be calculated up to and including each term till date.

14.5 RE - EXAMINATIONS:

- Re-Examination will be conducted immediately after Term-End Exam for students who may have obtained 'F' and/ or 'D' grade, immediately after Term End Exam.
- The maximum grade that a student, in such a case, can obtain for such course will be C +.

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

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

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

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

- 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.
- Improvement in the internal assessments 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.
- A student who does not fill up online re-examination form will be denied permission to appear at the examination.
- Students submitting re-examination form will be awarded AB / F grade if he/ she remains absent.

14.6 RE – EXAMINATIONS/ EXEMPTION / EXCEPTIONAL CASES

- Exceptional cases, approved by Dean /Director/Associate Dean SBM (Self marriage/ long illness – Medical cases/ maternity/ Death in immediate family) will be eligible to appear in re-examination (and for award of regular grade).
- For medical cases, he/she will have to necessarily produce a certificate from a Medical Practitioner along with required pathological / diagnostic 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 fulfill passing/ progression conditions, after the re-examination/s, he/she is expected to take readmission as per the rules of SBM, NMIMS.
- No further re-examination chance will be given to the above mentioned exceptional cases.

14.7 PROGRESSION TO NEXT ACADEMIC YEAR AND COMPLETION OF THE PROGRAMME

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

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

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

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

- Any student who has been awarded maximum up to 4 “D” s has an option to remove all the “D” s in case he wishes so. The norms of removing the same will be as given above. The grade that a student can get in such a case, for such course will be C + or actual whichever is lower.
- A student obtaining up to two “F” grades in credit courses must necessarily pass the “F” grade by appearing at a re-examination. If the student is not able to clear “F” grades 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 trimester of the program. His/ her admission will be confirmed only after declaration of the results of the re-exams.
- The provision of re-examination is not available if a student has accumulated more than two “F” grades in a year (credit courses) (even though the candidate might have cleared the 2 ‘F’ grades in the re-examination). Student who obtains more than two “F” in aggregate of trimesters **at any time during the academic year** should take re-admission as per the rules of SBM, NMIMS.
- The provision of re-examination is not available when a student obtains third ‘F’ grade, despite having cleared previous 2 ‘F’ grades in re-exam attempts. Such a student, who obtains more than two “F” in aggregate of trimesters **at any time during the academic year, will have to** take re-admission as per the rules of SBM, NMIMS.
- Student obtaining more than 4 “D” s in aggregate of trimesters in a year (even though he/she might have cleared the D grades in the re-examination) **at any time during the academic year** should take readmission as per the rules of SBM, NMIMS.
- **Student obtaining 4D and 1F in aggregate of trimesters** in a year (even though the candidate might have cleared the F/D grades in the re-examination) **at any time during the academic year will have to take readmission as per the rules of SBM, NMIMS**
- Student obtaining **more than 0 (zero) “F” & 4 “D” s OR 1 “F” & 3 “D” s OR 2 “F” s & 1 “D”** in aggregate of trimesters in a year (even though he / she might have cleared the F and/or D grades in the re-examination) **at any time during the academic year** should take re-admission as per the rules of SBM, NMIMS.

15 Examination Guidelines (Applicable for MBA PT /MBA PT SE Programme)

15.1 EVALUATION & GRADING

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

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

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

PASSING STANDARDS FOR EACH SUBJECT:

Trimester end exam Passing Criteria for each Course:

- To pass in a particular subject in any of the trimester end examination or trimester end re-examination, student must secure a minimum of one-third marks of the total maximum marks of that subject, in the trimester end examination.
- “F” Grade would be awarded, where marks obtained are less than 40 (39 and below) in aggregate or where the marks obtained in the trimester end examination are less than one-third of the total maximum marks of the respective course.
- Students who fail to fulfil above passing criteria would be awarded ‘F’ grade.
- Students who obtain marks between 40 and 49.99 would be awarded ‘D’ grade (low pass). Please refer ‘Grading’ scheme given below.
- For 100% ICA course the passing standards are same as above. There is no provision for re- evaluation/re- examination for the such course post the declaration of ICA evaluation.

15.2 Grading System

The following will be the letter grading system leading to the award of a four-point Grade Point Average (GPA) for each term and Cumulative Grade Point Average (CGPA) for all the terms till date.

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

- 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.
- Maximum marks assigned by the faculty concerned for a course will be taken into account for the batch group.
- For the purpose of assigning grades, the following table would be used.

Letter Grade	% of class
Grade A	35 percent of batch excluding Grades D & F
Grade B	50 percent of batch excluding Grades D & F
Grade C	15 percent of batch excluding Grades D & F
Grade D	Where marks obtained are between 40 and 49
Grade F	Where the marks obtained in the trimester end examination are less than one-third of the total maximum marks of the respective course.

ii) 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 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.

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

15.3 Method of Calculation of GPA:

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

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

15.4 Method of Calculation of CGPA:

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

Here:

C = Credit value assigned to a course/ module

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

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

CGPA: Cumulative Grade Point Average shall be calculated up to and including each term till date.

15.5 RE – EXAMINATIONS/ EXEMPTION / EXCEPTIONAL CASES

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

15.6 PROGRESSION TO THE SUBSEQUENT YEAR OF THE PROGRAMME/AWARD OF DEGREE

- A student will be promoted to the subsequent year of the programme only when he/she has no F grade and/or not more than 2 D grades in the year after re-examination.
- A student should obtain CGPA of ≥ 2.25 at the end of first / second year of the programme.

15.7 NON-FULFILMENT OF PASSING CRITERIA -for MBA PT & MBA PT SE

- A student, who has failed to fulfill the passing criteria as given above, is required to appear for trimester-end reexamination which will be conducted immediately after declaration of results of the said regular trimester-end examination. The internal marks will be carried forward for the re-examination.
- A student has to submit an online re-examination form available on student's portal. Such students who fail to submit the form will not be allowed to appear for the reexamination. A student who has failed to fulfill the passing criteria of Trimester I courses after re-examination, will be allowed to attend the classes and appear at the examination/ re-examination of Trimester II (and so on).
- In case, the student fails even in the re-examination, which is so held, he/ she can appear at the term end re-examination in the subsequent year of the program or seek readmission for the entire year. Students who have got "Fail" "Grade in 1 or 2 courses and do not want to take readmission are allowed to sit at home and appear for the term end re-examination after paying necessary examination fees. Such student will not be promoted.
- Such students who directly appear for the term end re-examination, their internal component assessment (ICA) marks will be carried forward to the next academic year and they will be appearing only for the term end examination (TEE) for 40 marks. Students also have an option for taking readmission for the entire year in the next academic year and re-do all the courses, that is both ICA and TEE.

16 GENERAL RULES (All Programmes)

- A student who remains absent from term/ semester examination/s due to any reason in any subject shall be marked as 'AB' in the result/ grade sheet/ transcript for the subject/s in which he/ she has remained absent. All such students will be allowed to appear at re-examination in the said subject. The said re-examination will be conducted immediately after the declaration of the respective term examination. A student who remains absent in the re-examination will not be able to avail any further re-examination chance.
- 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.
- Grievance Redressal: In case a student is not satisfied with the result/ grade received by him in a particular subject, he/ she may follow the 'Grievance Redressal Procedure' in case he/ she desires.
- The fees for re-examinations and re-admission will be decided by the University from time to time.
- In case of any disputes/differences, decision of the University shall be final and binding on the students. If a student desires to institute any legal proceedings against the University, such legal proceedings shall be instituted only in court at Mumbai in whose jurisdiction the application is submitted by the student and not in any other court.
- Modification in criteria/rules: On the recommendation of the Board of Studies of the School of Business Management and the Board of Examinations, the Academic Council shall have the sole discretionary right to modify all or any of the above criteria at any time without prior notice.

16.1.1 List of E resources subscribed by NMIMS

Sr. No.	Database	Sr. No.	Database	Sr. No.	Database
	LIBRARY SOFTWARE		RESEARCH DATABASES		MARKETING DATABASES
1.	Koha	21.	CMIE: Economic Outlook	38.	TVADINDX
	GRAMMAR/PLAGIARISM CHECK SFT.	22.	CMIE: Prowess IQ	39.	WARC
2.	Grammarly	23.	Euromonitor International: Passport		FINANCE LAB
	ELECTRONIC JOURNAL DATABASES	24.	EViews 8	40.	Bloomberg
3.	ProQuest Central	25.	ISI Emerging Markets		SWAYAM / NDL
4.	EBSCO	26.	SPSS: AMOS	41.	National Digital Library
5.	Economic and Political Weekly	27.	Statista	42.	SWAYAM
6.	JSTOR	28.	STATA		
7.	MathSciNet			43.	Consortium for Educational Communication (CEC)
8.	Co-Design		COMPANY DATABASE		
9.	Current Science	29.	Capitaline AWS		
10.	Design and Culture		STATISTICAL DATABASE		
11.	Ergonomics in Design	30.	IndiaStat		
12.	Information Design Journal	31.	EPWRF India Time Series		
13.	Fast Company		LAW DATABASES		
14.	Economic and Political Weekly	32.	Hein Online		
	ENGINEERING DATABASES	33.	SCC Online		
15.	DELNET	34.	LexisNexis		
16.	IEL Online /IEEE	35.	<u>American Journal of International Law</u>		
17.	NPTEL	36.	<u>International Legal Materials</u>		
	E-BOOKS DATABASES	37.	Law & Literature		
18.	E-brary				
19.	Pearson E-Books				
20.	South Asia Archive				

Course Structure, Guidelines for Electives, Research proposals and Capstone projects

SVKM'S NMIMS – School of Business Management Master of Business Management (MBA) First Year (2022 - 2023) : Building Integrated Perspective of Management for Leadership			
	Trim I	Trim II	Trim III
	<ul style="list-style-type: none"> Ethical Issues in Management (1.5) Microeconomics (3) Managerial Communication I (3) Financial and Management Accounting (3) Marketing Management 1 (3) Organizational Behaviour 1(3) Statistical Inference for Decision Making (3) 	<ul style="list-style-type: none"> Contract, Competition and Consumer Laws (1.5) Industry and Competitive Landscape Analysis (1.5) Macroeconomics (3) Managerial Communication II (1.5) Financial Statement Analysis (1.5) Business Research Methods (1.5) Marketing Management 2 (1.5) Organizational Behaviour 2 (3) Business Analytics (1.5) Optimization Modelling for Business Decisions (3) 	<ul style="list-style-type: none"> Corporate Sustainability (3) Strategic Management (3) Business Communication & Analysis (1.5) Corporate Finance (3) Human Resource Management (1.5) Enterprise Systems in the Digital Age (1.5) Production & Operations Management (3) <p>Elective: Any one of the following</p> <ul style="list-style-type: none"> Financial Markets and Modelling (3) Sales and Channel Management (3) Data Analytics for Business (3) We- Care (1.5)
Non Credit Workshops	Group Process Lab (Compulsory workshop - 4 hours)	Neuro Linguistic Programming (Optional Workshop- 3 hours)	Negotiations Skills & Processes (NC Compulsory workshop -7 hours)
Total Credits	19.5	19.5	19.5
Total Courses	7	10	8
Year total Credits	60		

- Additional MOOC may be Mandatory for a few courses.
- [Each (3) credit will be of 20 sessions of 80 minutes each]
- [Each (1.5) credit will be of 10 sessions of 80 minutes each]

SVKM's NMIMS, School of Business Management
Master of Business Administration (MBA): Second Year (2022-2023)

	Trimester IV	Trimester V	Trimester VI
Compulsory Courses	<ul style="list-style-type: none"> • CAPSTONE® Business Simulation (3) • Corporate Sustainability (1.5) • Strategy Implementation (3) • Summer Internship 	Corporate Governance (1.5) \$	
Business Environment and Strategy	<ul style="list-style-type: none"> • Business Models and Planning (3) • Infrastructure Consulting and Management (3) • Innovation Management (3) • Managing Turnaround Strategies (3) • Strategic perspectives in Indian businesses (3) • Strategy, Value Creation and Management (3) 	<ul style="list-style-type: none"> • Competency Building for Consulting (3) • International Business Management (3) • Management Consulting (3) • Public Policy (3) • Social Entrepreneurship and Consulting (3) • Strategic Alliance (3) 	<ul style="list-style-type: none"> • Entrepreneurship Management (3) • Intellectual Property Rights (3) • Management & Measurement of Social Impact (3) • Strategy Lab-Managing Disruption & Hyper competition (3)
Communication	<ul style="list-style-type: none"> • Advanced Negotiation Skills (3) 	<ul style="list-style-type: none"> • Intercultural and Strategic Communication (3) • Storytelling for Business (3) 	<ul style="list-style-type: none"> • Communication and Leadership through Literature (3) • Persuasive communication (3)
Economics	<ul style="list-style-type: none"> • Applied Macroeconomics (3) • Emerging Market Economies (3) 	<ul style="list-style-type: none"> • Econometric Methods for Decision Making (3) • Information and Regulatory Economics (3) 	<ul style="list-style-type: none"> • Economics of Infrastructure Development and Management (3) • Game theory and its application (3) • Industrial Organization (3)
Finance Area	<ul style="list-style-type: none"> • Commercial Bank Management (3) • Financial Analysis and Business Valuation (3) • Futures and Options (3) • Investment Analysis and Portfolio Management (3) • Strategic Cost Management (3) 	<ul style="list-style-type: none"> • Behavioral Finance (3) • Financial Consulting (3) • Fixed Income Securities (3) • Mergers and Acquisitions (3) • Private Equity and Venture Finance (3) • Project Finance (3) • Strategic Financial Management (3) 	<ul style="list-style-type: none"> • Alternative Investments and Hedge Funds (3) • Commodity Markets (3) • Consumer Finance (3) • Financial Risk Management (3) • Film and media financing (3) • Healthcare financing (3) • International Banking and Finance (3)

			<ul style="list-style-type: none"> Managing Corporate Financial Distress (3) Structured Finance (3) Wholesale and Retail Financing (3) Wealth Management (3)
Human Resource and Behavioral Sciences	<ul style="list-style-type: none"> Diversity management (3) Managing High Performance (3) 	<ul style="list-style-type: none"> Driving Business Outcomes Through Total Rewards (1.5) Driving Organizational Change: Strategies and Behavioral Interventions (3) Strategic Leadership (1.5) 	<ul style="list-style-type: none"> Emotional Intelligence-Developing Abilities for Superior Performance (3) Strategic HRM (3) Talent Management (3)
Marketing Area	<ul style="list-style-type: none"> Behavioral Science and Marketing (3) Brand Management (3) Consumer Behaviour (3) Integrated Marketing Communication (3) Marketing Research (3) Product Management and Marketing (3) Sales and Channel Management (3) 	<ul style="list-style-type: none"> B2B Marketing (3) International Marketing (3) Qualitative Marketing Research (3) Retail Marketing Management (3) Service Marketing and Innovation (3) Social Media Marketing (3) Digital Marketing (3) 	<ul style="list-style-type: none"> Customer Relationship Management (3) Management and Marketing Lessons in Political Campaigns (3) Marketing Analytics (3) Marketing Strategy(3) Rural Marketing (3) Social marketing (3)
Operations and Data Sciences	<ul style="list-style-type: none"> Basics of Crypto currency & Block chain (3) Digital Platforms and Data Monetization (3) Digital Strategy for Transforming Business (3) Managing Cybersecurity Risks in the Information age (3) Modeling for Decision Making (3) Multivariate Data Analysis: Techniques and Applications (3) Quality Management for Productivity and Performance Improvement (3) 	<ul style="list-style-type: none"> Industry 4.0 for Resilient Operations (3) IoT Applications for New Business Market (3) Leveraging Machine Learning in Business Applications (3) Logistics Management (3) Management Strategies for Enterprise Cloud Systems (3) Marketing of IT Products and Services (3) 	<ul style="list-style-type: none"> AI concepts and Applications in Business (3) Applied Simulation Modeling (3) Applying Agile Concepts in Program Management (3) Big Data and its Ecosystem (3) Data Exploration & Visualization (3) Enterprise Risk Management (3) Operations Strategy (3) Technology application in SC processes (3) Technology Ventures (3) Supply chain analytics (3)
	<ul style="list-style-type: none"> Services Operations Analytics (3) Social Networking and Web Analytics (3) Supply Chain Management (3) 	<ul style="list-style-type: none"> New Product Design & Development For High Tech Product (3) Project Management (3) Technology Management in the Digital Age (3) Technology in Finance - Fintech, Decentralized Finance (3) 	
	No. of full Credits Electives to be chosen:15	No. of full Credits Electives to be chosen: 15	No. of full Credits Electives to be chosen: 15
Non Credit Workshop-Optional	Income Tax (6 hours)		
Total Credits	22.5	15 / 16.5	15 / 16.5
Total Courses	8	5 / 6	5 / 6
Year Total Credits	54		

Summer Internship: Non-credit compulsory course.

\$ Corporate Governance (1.5) - Students can opt for it in either of the Trimester subject to availability of seats.

Students will also have access to Interdisciplinary courses offered by schools under SVKM's NMIMS as per University norms.

However, the candidate needs to satisfactorily complete the project as an essential partial fulfillment of the requirements for award of MBA degree. Figures in bracket represent number of credits. Each full credit will be of 20 sessions, each session of 80 min. Areas may have essential workshops/ MOOC which will be compulsory for students concentrating in those areas.

SVKM'S NMIMS - School of Business Management
Master of Business Administration in Human Resource - MBA(HR)
First Year (2022-23)

	Trim I	Trim II	Trim III	WE CARE (3 WEEKS)
Four Pillars of the MBA HR Program <ul style="list-style-type: none"> • Building business acuity • Harnessing technology for high impact organizations • Developing research driven business solutions. • Sociological, Anthropological, Psychological, Economics and Global Outlook, keeping the changing nature of workforce and emergence of gig economy, to be inbuilt in every course 	<ul style="list-style-type: none"> • Business Anthropology (1.5) • Sociology of Work (1.5) • Organizational Psychology (3) • Managing People (3) • Microeconomics (3) • Managerial Communication I (1.5) • Financial Accounting & Analysis (3) • Statistical Inferences for Business (3) 	<ul style="list-style-type: none"> • Corporate Social Responsibility (1.5) • Management Accounting (3) • Managerial Communication II (1.5) • Leadership and Team Effectiveness (3) • Marketing Management (3) • Macroeconomics (3) • Labour Laws I (3) 	<ul style="list-style-type: none"> • Talent Planning and Acquisition (3) * • Employee Rewards and Recognition (3) * • Financial Management (3) • Industrial Relations (3) • Managing Strategy (3) • Service and Operations Management (3) 	
Value Added Workshop	<ul style="list-style-type: none"> • Ethical Dilemmas in Business (1) • Business Research - I (1.5)* • Group Process Lab 	<ul style="list-style-type: none"> • Legal Environment of Organizations (1.5) • Labour Economics • Business Research - II (1.5)* 	<ul style="list-style-type: none"> • Competency Mapping (1.5) * • Introduction to People Analytics • Negotiations : Skills and Processes (1.5) 	
		Sectoral Inputs I *	Sectoral Inputs II *	
No. of Credits in Year I: 64	Courses: 8 No. of credits in trim I: 22	Courses: 7 No. of credits in trim II: 21	Courses: 6 No. of credits in trim III: 21	

Each full credit course will be of 20 sessions- 80 minutes duration & half credit course will be of 10 sessions – 80 minutes duration

- *Project/field based
- Value Added Workshops – Students require to compulsorily attend the workshops for award of MBA HR Degree

SVKM'S NMIMS - School of Business Management
Master of Business Administration in Human Resource - MBA(HR)
Second year (2022-23)

Term	Trim IV	Trim V	Trim VI
Courses	<ul style="list-style-type: none"> • Organizational Applications of Behavioural Science (3) • Managing Change and Organizational Development (3) * • Learning and Development (3) • Labour Laws II (3) • Managing Performance (3) 	<ul style="list-style-type: none"> • People Analytics (3) • Advanced Compensation (1.5) • Emotional Intelligence (3) • People Integration in Mergers & Acquisitions and Corporate Restructuring (3) • Talent Management (1.5) • Organization Structure and Design (1.5) • Capstone (3) 	<ul style="list-style-type: none"> • Strategic Human Resource Management (3) • <u>Elective (Any Two)</u> BES - Strategic Perspectives in Indian Business (3) BES - Business Models and Plans (3) COM - Intercultural & Strategic Communication (3) COM - Persuasive Communication (3) ECO - Game Theory and its Application (3) ECO - Behavioral Economics (3) FIN - Personal Financial Planning (3) FIN - Financial Analysis, Value Creation and Human Capital (3) ODS - Advanced Data Analysis (3) ODS - Supply Chain Management (3) ODS - Organizational Network Analysis Using Visualization Tools (3) MKT - Strategic Marketing Management (3) MKT - Digital Marketing (1.5) <li style="text-align: center;">& MKT - Employer Branding (1.5) } (3)
Value Added Workshops	<ul style="list-style-type: none"> • Employee Benefits • Business Research - III (1.5)* 	<ul style="list-style-type: none"> • Design Thinking and HR • Emerging Technologies and HR 	<ul style="list-style-type: none"> • Appreciative Inquiry (1) • Career Management
	Sectoral Inputs III*		
No. of Credits in Year II: 42 Total No. of credits I&II: 106	Courses: 5 No. of credits in trim IV: 16.5	Courses: 7 No. of credits in trim V: 16.5	Courses: 3 No. of credits in trim VI: 9

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. *Project/field based. Each full credit course will be of 20 sessions- 80 minutes duration & half credit course will be of 10 sessions – 80 minutes duration

Value Added Workshops – Students require to compulsorily attend the workshops for award of MBA HR Degree

SVKM'S NMIMS, School of Business Management
Master of Business Administration (Pharmaceutical Management) : First Year (2022-23)

	Trimester I	Trimester II	Trimester III
Business Environment and Strategy	<ul style="list-style-type: none"> Business Environment (3) Principles of Management (1.5) 	<ul style="list-style-type: none"> Indian Healthcare Systems and Regulation (1.5) Business Laws (1.5) 	<ul style="list-style-type: none"> Strategic Management (3)
Communication	<ul style="list-style-type: none"> Managerial Communication-I (1.5) 	<ul style="list-style-type: none"> Managerial Communication-II (1.5) 	<ul style="list-style-type: none"> Spanish* (Non-credit)
Economics	<ul style="list-style-type: none"> Microeconomics (3) 	<ul style="list-style-type: none"> Macroeconomics (3) 	
Finance	<ul style="list-style-type: none"> Financial Accounting and Analysis (3) 	<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"> Organizational Behaviour-I (3) 	<ul style="list-style-type: none"> Organizational Behaviour-II (1.5) 	<ul style="list-style-type: none"> Human Resource Management (3)
Marketing	<ul style="list-style-type: none"> Marketing Management (3) 	<ul style="list-style-type: none"> Listening to Customers-I (3) Managing Sales in Pharma (1.5) Research Methodology and Marketing Research (3) 	<ul style="list-style-type: none"> Listening to Customers-II (3) B2B Marketing (1.5) Digital Marketing and Digital Technology and Tools in Healthcare (3)
Operations and Data Sciences	<ul style="list-style-type: none"> Statistics for Business Decisions (1.5) 	<ul style="list-style-type: none"> Operations Management (1.5) 	<ul style="list-style-type: none"> Management Information System (1.5)
Compulsory workshops (06 hours each)	<ul style="list-style-type: none"> Basics of Anatomy, Physiology and Pathology R Analytics 	<ul style="list-style-type: none"> Basics of Pharmacology** Pharma Sales Communication (Situational Role Plays) 	<ul style="list-style-type: none"> New Division Planning

2022-23

Total No. of Credits: 19.5

Total No. of Credits: 19.5

Total No. of Credits: 18

**Compulsory Non-Credit course -20 Sessions*

*** (Compulsory for non B. Pharm students. Interested B. Pharm students can also enroll)*

Total No. of Credits: 57

Total Courses: 25+1

SVKM'S NMIMS, School of Business Management Master of Business Administration (Pharmaceutical Management) : Second Year (2022-23)			
	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) * <p>Option 1 (Any one) (1.5)</p> <ul style="list-style-type: none"> 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 <p>Option 2 (Any one) (1.5)</p> <ul style="list-style-type: none"> 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)

2022-23

Total No. of Credits: 19.5

Total No. of Credits: 19.5

Total 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 Deemed to-be University School of Business Management, Mumbai Master of Business Administration (Law) Course Structure First Year (2022-2023)			
Area	Trimester I	Trimester II	Trimester III
Law Courses			
Business Environment and Strategy	<ul style="list-style-type: none"> • Business Contracts (3) • Overview of Corporate Laws, Compliance and Governance (3) 	<ul style="list-style-type: none"> • Intellectual Property Rights (3) 	<ul style="list-style-type: none"> • Law on Infrastructure Development including environmental compliances (3)
Finance			<ul style="list-style-type: none"> • Law of Bankruptcy and Insolvency (3) • Corporate and International Taxation (3) • Alternate Dispute Resolution (3)
Operations and Decision Sciences			<ul style="list-style-type: none"> • Internet, e-Commerce and Cyber Laws (3)
Management Courses			
Business Environment and Strategy &			<ul style="list-style-type: none"> • Strategic Management (3)
Communication	<ul style="list-style-type: none"> • Business Communication - I (3) 	<ul style="list-style-type: none"> • Business Communication II (3) 	
Economics	<ul style="list-style-type: none"> • Business Economics (3) 		
Finance	<ul style="list-style-type: none"> • Financial Statement Analysis (3) 	<ul style="list-style-type: none"> • Corporate Finance (3) 	
Human Resource and Behavioral Sciences	<ul style="list-style-type: none"> • Organizational Behaviour (3) 	<ul style="list-style-type: none"> • Human Resource Management(3) 	
Marketing Area		<ul style="list-style-type: none"> • Marketing & Customer Relationships Management (3) 	
Operations and Decision Sciences		<ul style="list-style-type: none"> • Statistical Analysis (1.5) • Operations Research (1.5) 	
Workshop	<ul style="list-style-type: none"> • Legal Methods (4 Hrs.) Nil • Blockchain and Smart Contracts (4 Hrs.) Nil 		<ul style="list-style-type: none"> • Research Methodology (4 Hrs.) Nil • Placement Preparation and Mock Interview (4 Hrs.) Nil
No. of Credits:	18	18	18

Total No. of Credits: 54 and Total Courses: 19 & Workshops: 4

Figure in the bracket represent number of credits. Each full credit course will be of 20 sessions- 80 minutes duration & half credit course will be of 10 sessions – 80 minutes duration

SVKM's NMIMS Deemed to-be University School of Business Management, Mumbai Master of Business Administration (Law) Course Structure Second Year (2022-2023)				
Area	(June to July)	Trimester IV	Trimester V	Trimester VI
Compulsory Courses	Summer Internship **			
Law Courses				
Business Environment and Strategy		<ul style="list-style-type: none"> Litigation Management (3) 	<ul style="list-style-type: none"> Competition Law (3) 	<ul style="list-style-type: none"> Alternative Dispute Resolution Mechanisms (3) Economic Offences (3)
Finance			<ul style="list-style-type: none"> Financial Markets Regulations (3) Legal Aspects of Merger, Acquisition and Restructuring (3) 	
Management Courses				
Business Environment and Strategy		<ul style="list-style-type: none"> Strategic Management (3) Research Project (6) 	<ul style="list-style-type: none"> Environment Management (3) 	<ul style="list-style-type: none"> Ethical Issues in Management(3)
Communication			<ul style="list-style-type: none"> Negotiation Skills (3) 	
Economics				
Finance		<ul style="list-style-type: none"> Project Finance (3) Strategic Financial Management (3) 	<ul style="list-style-type: none"> Operational and Financial Risks Management (3) Merger, Acquisition and Restructuring (3) 	<ul style="list-style-type: none"> Entrepreneurship and Venture Capital management (3) Financial Institutions and Markets (3) International Finance (3)
Human Resource and Behavioral Sciences		<ul style="list-style-type: none"> Human Resource Management (3) 	<ul style="list-style-type: none"> Emotional Intelligence (3) 	
Marketing Area				<ul style="list-style-type: none"> Customer Relationship Management (3)
Operations and Decision Sciences				

No. of Credits:

21

24

21

Total No. of Credits: 66 and Total Courses: 21

**Summer internship is a non-credit compulsory course. However, the candidate needs to satisfactorily complete the project as an essential partial fulfillment of the requirements for award of MBA degree. Figure in the bracket represent number of credits. Each full credit will be of 20 sessions of 80 minutes.

Name of the School : School of Business Management

Proposed structure of : **Master of Business Administration (Health Care Management) First year**

Batch : (2022-2024)

Trimester - I			Trimester - II			Trimester - III		
S.No.	Course Name	Credits	S.No.	Course Name	Credits	S.No.	Course Name	Credits
1	Introduction to Indian and Global HealthCare Systems	3	1	Leading People and Organisations in Service Business	3	1	Public Health and Policy Issues	3
2	Statistical Reasoning In HealthCare and Public Health	3	2	Applied Methods for Optimizing Performance in HealthCare Organizations	3	2	Human Resources in Health Organizations	3
3	Financial and Management Accounting	3	3	Fundamentals of Financial Management	3	3	Hospital Administration Fundamentals	3
4	Health Economics Fundamentals	3	4	Marketing Fundamentals for Healthcare Services	3	4	Introduction to Healthcare Quality and Patient Safety: A Management Perspective	3
5	Introduction to HealthCare Operations	3	5	Healthcare Informatics	3	5	Business Analytics for Decision Making	3
6	Legal and Ethical Issues in HealthCare	3	6	Operations Management for Healthcare Systems	3	6	Strategy Formulation and Execution	3
	Total	18		Total	18		Total	18

Total credits in first year = 54

Total Subjects = 18

SVKM'S NMIMS - School of Business Management Master of Business Management -Real Estate Management (REM) First Year (2022 - 2023)			
	Trim I	Trim II	Trim III
	<ul style="list-style-type: none"> • Business Communication (1.5) • Economics (3) • Accounting and Finance - I (3) • Marketing Management (3) • Business Statistics (3) • Urban Development (1.5) • Real Estate Industry & Dynamics (3) 	<ul style="list-style-type: none"> • Business and Construction Law (3) • Managerial Practices in Real Estate (1.5) • Accounting and Finance - II (3) • Organizational Behaviour (1.5) • Human Resources Management (1.5) • Marketing Research (3) • Operations Management (3) • Construction Materials (1.5) 	<ul style="list-style-type: none"> • Economics of Housing and Urban Development (1.5) • Real Estate Investment Analysis (3) • Project Management (3) • Building Approvals and Documentation (3) • Building Services (3) • Quantity Surveying & Estimation (3) • Modern Construction Techniques (1.5)
Workshops (credits)	Ethical Principles and Practices (6 Sessions) (Compulsory - Non Credit)	<ul style="list-style-type: none"> • Building Planning and Design (10 Sessions) (Compulsory - Non Credit) • Construction Materials-Workshop (6 Sessions) (Compulsory - Non Credit) 	Construction Safety (10 Sessions) (Compulsory - Non Credit)
Total Credits	18	18	18
Total Courses	7	8	7
Year total Credits	54		

**** Note: Weekend Projects across all three trimesters are compulsory components.

- [Each (3) credit will be of 20 sessions of 80 minutes each]
- [Each (1.5) credit will be of 10 sessions of 80 minutes each]

SVKM'S NMIMS – School of Business Management Master of Business Management –Real Estate Management (REM) Second Year (2022 - 2023)			
	Trim IV	Trim V	Trim VI
	<ul style="list-style-type: none"> • Strategic Management in Built Environment (3) • Marketing in Real Estate (3) • Tools and Techniques for Scheduling and Project Planning (1.5) • Real Estate Asset Class - I (3) • Real Estate Asset Class - II (3) • Managing Mega Projects (1.5) • Facility Management (1.5) 	<ul style="list-style-type: none"> • Real Estate Transactions, Alliances and Joint ventures (3) • Real Estate & Infrastructure Financing (3) • Real Estate Asset Class - III (3) • Global Infrastructure and Real Estate (3) • Disruptions in built environment (3) • Smart Cities (3) 	<ul style="list-style-type: none"> • Entrepreneurship in Infrastructure and Real Estate (3) • Sustainable Real Estate Development (3) • Investment Portfolio Management (3) • Real Estate & Infrastructure Valuation (3) • Independent Study and Dissertation (4.5)
Workshops		Negotiations (10 Sessions) (Compulsory)	
Total Credits	16.5	18	16.5
Total Courses	7	6	5
Year total Credits	51		

*** Note: Summer Internship and Finance projects in Trim IV & V respectively, are compulsory components.

- [Each (3) credit will be of 20 sessions of 80 minutes each]
- [Each (1.5) credit will be of 10 sessions of 80 minutes each]

Name of the School: School of Business Management

Proposed structure of Name of the Program : Master of Business Administration (Digital Transformation) 1st Year (Batch 2022-24)

Trimester - I			Trimester - II			Trimester - III		
S.No.	Course Name	Credits	S.No.	Course Name	Credits	S.No.	Course Name	Credits
1	Design Thinking and Innovation	3	1	CRM and Marketing Analytics	3	1	Enterprise Planning Systems	3
2	Mathematical Foundations of Analytics	3	2	Business Economics	3	2	Artificial Intelligence and Quantum Machine Learning	3
3	Cloud Computing	3	3	Corporate Finance	3	3	Strategic Management	3
4	Marketing Management	3	4	Data Engineering & Visualization	3	4	Online Platforms for Business Transformation	3
5	Human Resource Management	3	5	Operations Management	3	5	Supply Chain Management	3
6	Value added Course - (Any one- Accounting and Taxation/Introduction to IT)	Non-credit	6	Digital Transformation Competency -I	3	6	Digital Transformation Competency -II	3
7	Workshop - Python, Knime	Non-credit	7	Value added Course - Databases SQL and NoSQL	Non-credit	7	Value added Course - Financial Modelling using Excel and VBA	Non-credit
			8	Workshop - Big Data on Cloud	Non-credit	8	Workshop - Blockchain	Non-credit
	Total	15		Total	18		Total	18
Total Credit courses - 17 nos. - 51 credits								
Total Non Credit Compulsory Workshops - 3 nos.								
Total Non Credit Value added Course - 4 nos.								
Total Credits - MBA (DT) 1st Year - 51 credits								

Name of the School: School of Business Management

Proposed structure of Name of the Program : Master of Business Administration (Digital Transformation) 2nd Year (Batch 2021-23)

Trimester - IV			Trimester - V			Trimester - VI		
S.No.	Course Name	Credits	S.No.	Course Name	Credits	S.No.	Course Name	Credits
1	Summer Internship	6	1	New Product Development and Innovation Management	3	1	Elective - II (Choose any three)	9
2	Digital Capability Model	3	2	Managing Organizational Change for Digital Transformation & Leadership	3	2	Project in Company / Capstone	6
3	Financial Supply Chain and Digital Payments	3	3	Business Laws & Ethics	3			
4	Program and Project Management	3	4	Elective - I (Choose any two)	6			
5	Business Applications of Analytics	3	5	Workshop: AR - Augmented Reality, VR - Virtual Reality, MR - Mixed Reality, XR - Extended Reality	Non-credit			
6	Business Process Transformation and Intelligent Automation	3	6	Workshop: DevOps	Non-credit			
7	Business Communication	2						
8	Workshop: Cyber Security	Non-credit						
9	Workshop: Internet of Things	Non-credit						
10	Value Added Course - Strategic Perspectives of Emerging Technologies	Non-credit						
Total		23	Total		15	Total		15
				Elective - I (Choose any two)			Elective - II (Choose any three)	
			1	Disruptive Financial Strategies of 21st Century	3	1	Smart Manufacturing	3
			2	Digital Transformation for Automotive Industry	3	2	Technology for E- Commerce	3
			3	Technology for Retail Industry	3	3	Technology for SCM & Logistics Industry	3
			4	Artificial Intelligence - II	3	4	IT Risk Management	3
			5	HR Technologies	3	5	Architecting Solutions- Case Studies	3
			6	Digital Service Management	3	6	Augmented Reality Development and its Applications	3
* Summer Internship two months - 6 credits								
Total Credit courses - 16 nos. - 53 credits								
Total Non credit Compulsory Workshops - 4 nos.								
Total Non credit Value added Course - 1 nos.								
Total Credits - MBA (DT) 2nd Year - 53 credits								

SVKM'S NMIMS School of Business Management
MBA Part Time Course Structure – 2022-24
(For New Batch 2022-24)

FIRST YEAR

FIRST YEAR		
Trimester I (Total – 15 Credits)	Trimester II (Total – 15 Credits)	Trimester III (Total – 15 Credits)
<ul style="list-style-type: none"> • Managerial Economics (3) • Marketing Management – I (3) • Financial Accounting and Analysis (3) • Statistics for Business (3) • Organization Behaviour – I (1.5) • Business Communication I (1.5) 	<ul style="list-style-type: none"> • Operations Management (3) • Marketing Management – II (3) • Management Accounting for Decision Making (3) • Macroeconomics (3) • Organization Behaviour – II (3) 	<ul style="list-style-type: none"> • Strategic Management (3) • Human Resource Management (3) • Corporate Finance (3) • Business Communication II (3) • Technology Management (1.5) • Business Analytics through IT (1.5)
<ul style="list-style-type: none"> • Audit Workshop – Human Values in Business 		<ul style="list-style-type: none"> • Audit Workshop – Block Chain
Summer Session (Total – 9 Credits)		
<ul style="list-style-type: none"> • Competition Law & IPR (1.5) 		<ul style="list-style-type: none"> • Business Simulation (1.5)
<ul style="list-style-type: none"> • Corporate Social Responsibility (1.5) 		<ul style="list-style-type: none"> • Visual & Functional Data Analytics (3)
<ul style="list-style-type: none"> • Ethical issues in Management (1.5) 		

SVKM'S NMIMS School of Business Management
MBA Part Time Course Structure – 22-24
(For New Batch 2022-24)

SECOND YEAR

	Trimester IV (Total– 15 Credits)	Trimester V (Total– 15 Credits)	Trimester VI (Total– 12 Credits)
Finance Area	<ul style="list-style-type: none"> • Strategic Cost Management (3) • Investment and Portfolio Management (3) • Commercial Bank Management (3) • Futures and Options (3) 	<ul style="list-style-type: none"> • Mergers, Acquisitions and Corporate Restructuring (3) • Fixed Income Securities and Debt Market (3) • Strategic Financial Management (3) • Private Equity and Venture Finance (3) 	<ul style="list-style-type: none"> • Alternative Investments and Hedge Funds (3) • Financial Risk Management (3)
Human Resources Area	<ul style="list-style-type: none"> • Organisation Theory Structure and Design (3) • Recruitment and Selection (3) • Emotional Intelligence (3) 	<ul style="list-style-type: none"> • Performance Management Systems (3) • Change Management and Organisational Development (3) 	<ul style="list-style-type: none"> • Talent Management (3) • Diversity and Inclusion (3)
Operations & Data Sciences Area	<ul style="list-style-type: none"> • Business Analysis (3) • Modelling for Decision Making (3) 	<ul style="list-style-type: none"> • Supply Chain Management (3) • Project Management (3) • Advanced Method of Data 	<ul style="list-style-type: none"> • Service Operations Management (3) • World Class Manufacturing (1.5)
	<ul style="list-style-type: none"> • Total Quality Management (3) • Big Data Analytics (1.5) • Artificial Intelligence (1.5) 	Analysis (3)	<ul style="list-style-type: none"> • Technology Ventures (1.5) • Operations Strategy (3)
Marketing Area	<ul style="list-style-type: none"> • Sales and Distribution Management (3) • Consumer Behaviour (3) • Brand Management (3) 	<ul style="list-style-type: none"> • Services Marketing (3) • Integrated Market Communication (3) • B2B Marketing (3) • Digital Marketing (3) 	<ul style="list-style-type: none"> • Rural Marketing (3) • Customer Relationship Management (3) • Marketing Strategy (3)
Data Analytics Area	<ul style="list-style-type: none"> • AI in Business (1.5) • Machine Learning (1.5) • Information Systems Management (3) 	<ul style="list-style-type: none"> • Finance Analytics (1.5) • Marketing Analytics (1.5) 	<ul style="list-style-type: none"> • Migrating Business to Cloud (1.5) • Building a Data-Driven Organization (1.5) • Supply Chain Analytics (3)

*1 Session – 90 minutes

**Total Program Credits - 96

SVKM's Narsee Monjee Institute of Management Studies(NMIMS)
Course Structure (Batch 2022-2024)
Diploma Programme / MBA Part Time (Social Entrepreneurship) Two year Programme
First year 2022-23

Program	Sr. No.	Courses	Credit	Area
Diploma Programme / MBA Part Time (SE)		Trimester I		
	1	Communication Skills	3	COMM
	2	Law & Social Work	3	BES
	3	Social Development & Introduction to Social Entrepreneurship	3	BES
	4	Micro Economics	3	ECO
	5	Individual Dynamics & Leadership	1.5	HRBS
	6	Group & Organisational Dynamics	1.5	HRBS
	7	Financial Accounting & Analysis	3	FIN
		Fund Raising Workshop	-	FIN
		Total No. of Credits	18	
		Total No. of Courses	7	
Diploma Programme / MBA Part Time (SE)		Trimester II		
	1	Managing and Organizing the Social Enterprise	3	BES
	2	Social Engineering and Project Management (I)	3	BES
	3	Macro Economics	3	ECO
	4	Human Resource Management	3	HRBS
	5	Micro-Finance (I)	3	FIN
		Social Impact Workshop	-	BES
		Total No. of Credits	15	
	Total No. of Courses	5		
Diploma Programme / MBA Part Time (SE)		Trimester-III		
	1	Research Methodology	3	BES
	2	Micro Finance (II)	3	FIN
	3	Cost & Management Accounting	3	FIN
	4	Marketing Management	3	MKT
	5	Corporate Social Responsibility	3	BES
		Total No. of Credits	15	
	Total No. of Courses	5		
MBA Part Time (SE)		Summer Term		
	1	Legal Environment of Organization	1.5	BES
	2	Financial Management	3	FIN
	3	Statistical Analysis	3	ODS
		Total No. of Credits	7.5	
	Total No. of Courses	3		

SVKM's Narsee Monjee Institute of Management Studies (NMIMS)
Course Structure (Batch 2022-24)
MBA Part Time (SE) Two year Programme
Second year 2022--23

Program	Sr. No.	Courses	Credit	Area
MBA Part Time (SE)		Trimester-IV		
	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	ODS
		Total No. of Credits	15	
		Total No. of Courses	6	
MBA Part Time (SE)		Trimester-V		
	1	Seminar on Social Development	3	BES
	2	Environment Management	3	BES
	3	Information Systems for Management	3	ODS
	4	Training and Development	3	HRBS
	5	Social Engineering & Project Management (II)	3	ODS
	6	Export Management	1.5	MKT
		Disaster Management Workshop	-	BES
		Total No. of Credits	16.5	
	Total No. of Courses	6		
MBA Part Time (SE)		Trimester-VI		
	1	Understanding Global Cultures and Management of International Social Development Projects	3	BES
	2	Stakeholder Management & Social Audit	3	BES
	3	Business Plan	3	BES
	4	Case Study	3	BES
	5	Development Communication	3	COMM
	6	Management of Cross Sector Partnership	3	BES
		Total No. of Credits	18	
	Total No. of Courses	6		

**SVKM's NMIMS School of Business Management
Full Time MBA - Second Year – 2022-23**

Guidelines for Selection of Courses

- I. Students in the Second year of the FT MBA Program can choose elective courses from the list of electives offered (trimester wise). Based on the selection of electives, students will be placed in **ANY ONE** of the following categories:
- a. **MBA General Management**
 - b. **MBA with Concentration in any one**
 - i. **Marketing**
 - ii. **Finance**
 - iii. **Operations & Data Sciences**
- II. 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 SBM-NMIMS and use the same in all the communication with the outside world.
- III. A student must accumulate **54 credits** in the Second Year across trimesters IV, V, and VI. Please note that one full course is of 3 credits having 20 sessions of 80 minutes each and similarly, one-half course is of 1.5 credits equal to 10 sessions of 80 minutes each. Term-wise number of courses which you need to elect are as follows:
- | | |
|----------|---|
| Trim IV: | 3 Compulsory Courses* + Min 5 Elective Courses (Total Credit: 22.5) |
| Trim V: | Min 5 Elective Courses (Total Credit: 15) |
| Trim VI: | Min 5 Elective Courses (Total Credit: 15) AND
Corporate Governance Workshop# (Total credit: 1.5) |
- *Strategy Implementation (3 credit), CAPSTONE® Business Simulation (3 credit) and Corporate Sustainability (1.5 credit)*
#Corporate Governance is a Compulsory course to be opted for either in Trim V or in Trim VI subject to availability of seats
- IV. Students are required to choose credit courses, trimester wise, from the 7 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
 6. Marketing
 7. Operations & Data Sciences
- V. For **MBA General Management**, student should choose minimum 2 full-credit electives from at least 5 different Areas out of the seven areas listed above in Para IV (across the year in Trim IV, V & VI).
- VI. For **MBA with Concentration in Marketing or Finance or Operations**, student should choose a **minimum of 7 elective courses** (21 Credits) from the respective areas as mentioned above in Para IV (spread over in Trimesters IV, V & VI). The area may conduct Workshops which will be requirement for the concentration opted. In addition, students need to plan their elective choices **to cover at least 4 areas** during the Second year (1 full credit course or two half credit courses, at least).
- VII. Compulsory courses will not be considered towards elective credit calculation as indicated in Paras V and VI.
- VIII. Students can pursue only 1 CIS course in a year in either of Term IV, V or VI. CIS courses will be equivalent to a full (3.0) credit course. No 0.5 credit, 0.75 credit or 1.5 credit CIS are permitted. The CIS Course can also be considered as part of required courses for concentration in an area. The grade obtained in the CIS will be taken into account for calculation of student's CGPA just like any other full credit course but will not be considered for arriving at decision to award any scholarship and/or medal. Eligible Student(s) who wish to pursue a CIS will indicate such intent before bidding for their choice of electives for terms IV, V and VI. They will be responsible to make a good case why they should be permitted to pursue a CIS.

- IX. Students can take a **maximum of 9 elective courses** (equivalent to 27 Credits) from any one particular area during the Second year.
- X. Students are required to choose their electives for all the Trimesters (IV, V & VI) before the start of the Second Year according to the dates specified. A complete list of electives is available for Year II during Academic Year 2022-23 in course structure.
- XI. Students will be allotted electives based on an **Open Bidding System**. Each student will get certain number of points (partially based on their CGPA up to Trimester II), which will then be available to them for bidding on the subjects of their choice. (Please refer to the detailed note on open bidding system for further information on the process).
- XII. 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 registrations are required for the elective to be offered. In case of lower number of registrations and in the case the elective has to be dropped, registered students for that course will be offered seats in other electives, as available.
- XIII. During the year, students will be allowed to make changes to their initial elective selections during Add/Drop Round scheduled before every trimester. For this the dates will be announced in advance. A **maximum of 2 changes will be allowed in a single Add/Drop Round**. 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 for relevant electives will be provided before the Add/Drop Round.
- XIV. The **maximum capacity per division per course is 65 students**. A course may have more than one division subject to student interest and organizational constraints. Students will be informed in advance about these details.
- XV. 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 7 Areas and electives from Interdisciplinary area to complete their credits. Details about the Interdisciplinary courses and registration details will be intimated separately.
- XVI. Students can opt for **1 Audit course per trimester** from the available courses from the elective pool in addition to the mandatory number of electives. The grade earned will be reflected on the transcript, but will not impact CGPA calculation or concentration completion requirement. Details of available audit courses will be communicated before commencement of each trimester.
- XVII. 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.
- XVIII. The summer internship will be treated as a non-credit compulsory course. The candidate needs to satisfactorily complete these as per pre-decided norms, as an essential partial fulfillment of the requirements for award of MBA Degree
- XIX. For students planning to visit foreign universities as part of the **international exchange-program**, following additional guidelines will apply:
 - i. It is mandatory to complete concentration electives on campus
 - ii. No elective similar in nomenclature or content should be opted for at the Foreign University
 - iii. 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).
- XX. The School of Business Management reserves the right to make changes in the above. Any changes will be communicated in a timely manner.

INDEPENDENT STUDY AND DISSERTATION GUIDELINES FOR MBA REM.

Objectives:

This course gives the student a choice of perusing a certain topic of interest to the student. The course matter of study is relevant for his/her career aspirations within the overall academic objectives of the programme and helps the student in gaining deeper understanding or honing the requisite skillset in the subject matter of his/her choice.

The 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.

This course will necessitate high level of self-directed learning and may require students to study, conduct primary/ secondary research, and complete written examinations, reports, projects, research papers, presentations or similar assignments that are designed to measure competency in the stated educational objectives.

Procedure

1. The student reaches out to concerned faculty guide with a proposal (in the prescribed format available with the Academic office). Once the faculty agrees to guide the student, the same must be intimated to the Program office within the 1st week of the term.
2. The student may choose to have an industry mentor as well. And the student has to communicate the same to the program office by the 1st week of the term.
3. The faculty guide along with the industry mentor (if any) will also provide the timeline for the course in terms of stages like submission of final proposal, submission of course report, date of oral defence to the program office.
4. The responsibility for getting the dissertation going alongside the faculty guide and/or the industry mentor is that of the student. The finalization of proposal, regular meetings with faculty guide and/or industry mentor and other course related interactions are left to the initiative of the student.
5. Students have to submit the CIS report to the program office before the 'End-Term Examination' of the term.
6. No extension of time for submitting the report will be allowed.
7. On receipt of the report, the program office will get in touch with concerned faculty guide and/or industry mentor to finalize the date for presentation by the student.
8. The evaluation would be done by a panel of academic and industry experts. A formal presentation will have to be made which is open to all SBM faculty members and MBA REM students. In case the Evaluation Committee is not satisfied with the Dissertation 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+.

Milestones/ Deliverables

1. Project Proposal – The student submits the initial proposal in the requisite format.
2. Confirmation by faculty guide and industry mentor (if any) within 1st week of the term receiving the EOI.
3. Mid review Presentation: Progress of study as per the proposed schedule as submitted by the student in the 1st week.
4. Final Report and Defence (Viva) – in the penultimate week of the term

Guidelines for Selection of Courses for Part-Time MBA – Applicable only for current Second Year (Batch 2021-23)

- 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 IV, V & VI) and on the basis of their selection of courses, a student will be placed in one of the following categories:
- MBA with Concentration in any one particular area
 - 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 (refer point I) have the option to choose their credit choices from the list of the courses offered by five areas as mentioned below:
- Finance
 - Human Resources & Behavioral Sciences
 - Data Analytics
 - Marketing
 - Operations

Students are required to choose credit courses from the list enclosed area wise and Trimester wise.

IV. For MBA with Concentration in Finance, Marketing, Operations area, a student should choose at least 8 electives from that particular area (over the year in Trim IV, V & VI),

V. 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).

VI. A student must take a total of Fifteen Credit Courses in Trim IV, V & VI :(Three credit courses is equivalent to 100 marks)

Trim IV: 5 Courses

Trim V: 5 Courses

Trim VI: 5 Courses

Note: 1 Course = 3 Credit = 100 Marks

(The Course will not be offered if less than 10 students opt. for it)

VII. The student will have to fill his or her elective choice for all the Trimesters (IV, V, VI) together at the beginning of the year itself.

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

No Change of Course would be allowed after module booking in SAP at the beginning of Trimester IV.

Amendments to these guidelines may take the form of additions, deletions and modifications and will be communicated to the students through the Notice Board / Email. 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 the competent authorities.



SVKM'S NMIMS
School of Business Management
Research Project Guidelines 2022-23 for MBA Law (Trimester - IV)

- Research Projects are exceptional instruments designed for advanced learning rather than serving as substitutes for regular courses. The academic capability of the student, as reflected in CGPA; ability to pursue advanced work, as endorsed by the Research 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 undertaking the Research Project. **A Research Project comprises an investigation together with a written report and interpretation thereof.**
- A student co-designs and pursues Research Project under the guidance of a designated Research Guide to explore an area or course of knowledge that is not adequately covered through the normal courses on offer.
- A student, working on such a Research Project shall decide about who will be his/her Research guide for this project and shall accordingly ensure that the said learned professional agrees to guide and mentor till completion of research work, presentation and viva- voce for evaluation.
- For the Research Project a preliminary proposal has to be created and submitted. The proposal should include the following:
 - Proposed Title
 - What you wish to study? Please note that even where the RESEARCH PROJECT is cross-functional in nature, it has to belong to one primary area for guidance and evaluation.
 - Why do you think it is important for you to undertake this research project?
 - Name and brief details of the Research Guide
- A prescribed application form for RESEARCH PROJECT will be available with the Coordinator. Please complete this form and enclose your preliminary proposal and submit it to the Coordinator as per the deadline received from academic office.
- These preliminary proposals would be forwarded to the Programme Chairperson for consideration and discussion. The Programme Chairperson will intimate the approval of RESEARCH PROJECT proposals together with the name of the faculty guide to the Coordinator within ten working days from the date of submission. The Programme Chairperson will also provide to Academic office the timeline for the course in terms of stages like submission of final proposal, submission of course report, date of presentation and oral defence, panel of area members consisting of three members including the Research Project guide, who would evaluate the project.
- The responsibility for setting up meetings for the Research Project with 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.
- A copy of the RESEARCH PROJECT Report must be submitted to the Coordinator. If any student fails to submit his / her RESEARCH PROJECT Report on or before the stipulated deadline for submission, no extension will be granted and a grade of 'F' will be awarded.
Only exception to this will be permitted by Dean SBM based on extreme situations of exigencies that the students might have faced due to medical or family matters.

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 Law program students. In case the Evaluation Committee is not satisfied with the RESEARCH PROJECT 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 C+.

- The grade obtained in the RESEARCH PROJECT is taken into account for calculation of student's CGPA just like any other full credit course. This RESEARCH PROJECT will be considered as one Course with 6 full credits (100 Marks)
- A student cannot undertake more than one Research Project under any circumstances.

Step-wise process for RESEARCH PROJECT

- i. RESEARCH PROJECT is a 'Six Full Credit' Course and is compulsory. The Programme Chair may reject the proposal or may propose amendment to the proposal and ask the student concerned to resubmit the proposal.
- ii. The entire exercise of acceptance of the proposal and nominating faculty for the RESEARCH PROJECT should be completed and communicated to the Academic office.

- iii. Students carrying out RESEARCH PROJECT should circulate a reading list, duly approved by the guide, to the Programme Chairperson with a copy to Academic office within seven days from the beginning of the project date.
- iv. Students have to submit the RESEARCH PROJECT report to the Academic office before 1month of 'end term examination' of the term in which the student undertakes the RESEARCH PROJECT.
- v. On receipt of the report, the Academic office will get in touch with concerned Programme Chairperson and the Guide to finalize a date for presentation by the student.
- vi. As part of the evaluation of the RESEARCH PROJECT, a presentation will have to be made to the Evaluation Committee. Presentation once made will be final. No students will be allowed to make presentation more than once.

3 Evaluation Mechanism and Guidelines:

A student will be required to submit the research project to the coordinator concerned. The evaluation mechanism would be as under:

1. The research project will be evaluated by the research guide under whom the research was carried out.
2. The research guide would award marks out of 20 towards evaluation of the project.
3. On satisfactory completion of writing the RESEARCH PROJECT, the said student will be required to appear for a presentation and viva. The research guide and external examiner will form a panel for the said presentation and viva.
4. Evaluation of the presentation and viva would be carried out by the research guide and external examiner. They would award marks as under,
 - Research Guide – 40 Marks
 - External Examiner – 40 Marks
5. The grading will be done as per examination guidelines.
6. A student may be asked to resubmit the RESEARCH PROJECT if the same is found to be unsatisfactory, during project evaluation or viva/presentation.
7. If after the aforesaid evaluation, the RESEARCH PROJECT of any student is found to be unsatisfactory, such a student would be awarded 'F' grade.
8. In such case, the examiners may ask the student to re-submit a part of complete research project or complete research project and undergo viva/presentation separately. In that case, such students would be eligible for a maximum grade of 'C+' after the re-submission.

Academic Calendars

SVKM's NMIMS

School of Business Management, Mumbai

Master of Business Administration – First Year
Academic Calendar: 2022-2023

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester I: 6 June 2022 to 3 September 2022				
Foundation Program	MBA – Trim I	6 June 2022 (Monday)	11 June 2022 (Saturday)	6 Days
Academic Instruction Duration (Regular Classes)	MBA – Trim I	13 June 2022 (Monday)	27 August 2022 (Saturday)	76 Days (3 Holidays – Rakshabandhan, Independence Day, Gopalkala,)
Manan	MBA – Trim I	10 July 2022 (Sunday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA – Trim I	20 July 2022 (Wednesday)	23 July 2022 (Saturday)	4 Days
Parichay	MBA – Trim I	5 August 2022 (Friday)	7 August 2022 (Sunday)	3 Days
Arcadia (Intra Sports)	MBA – Trim I	20 August 2022 (Saturday)	22 August 2022 (Monday)	3 Days
Term End Exams	MBA – Trim I	30 August 2022 (Tuesday)	3 September 2022 (Saturday)	4 Days (1 Day Holiday, Ganesh Chaturthi – 31 August.)
Re-Exams	MBA – Trim I	15 October 2022 (Saturday)	20 October 2022 (Thursday)	5 Days
Trimester II: 5 September 2022 to 3 December 2022				
Academic Instruction Duration (Regular Classes)	MBA – Trim II	5 September 2022 (Monday)	26 November 2022 (Saturday)	83 Days (7 days - Diwali Break, 7 days - Placement & 2 Holidays- Anant Chaturdashi, Dushera)
Mid Term Test / Internal Continuous Assessment	MBA – Trim II	3 October 2022 (Monday)	7 October 2022 (Friday)	5 Days
Paragana	MBA – Trim II	13 October 2022 (Thursday)	16 October 2022 (Sunday)	4 Days
Diwali Vacation	MBA – Trim II	21 October 2022 (Friday)	27 October 2022 (Thursday)	7 Days
Samarthya	MBA – Trim II	18 November 2022 (Friday)	20 November 2022 (Sunday)	3 Days
Term End Exams	MBA – Trim II	29 November 2022 (Tuesday)	3 December 2022 (Saturday)	5 Days

Details	Program-Trim	Start Date	End Date	No. of Days
Re-Exams	MBA – Trim II	24 January 2023 (Tuesday)	28 January 2023 (Saturday)	4 Days
Trimester III: 5 December 2022 to 25 March 2023				
Academic Instruction Duration (Regular Classes)	MBA – Trim III	5 December 2022 (Monday)	18 March 2023 (Saturday)	104 Days (7 Days- Winter Break, 25 days – We care, 2 Holidays – Republic Day & Holi)
Winter Vacation	MBA – Trim III	26 December 2022 (Monday)	1 January 2023 (Sunday)	7 Days
University Day	MBA – Trim III	13 January 2023 (Friday)		1 Day
Conclave Week	MBA – Trim III	14 January 2023 (Saturday)	16 January 2023 (Monday)	3 Days
Mid Term Test / Internal Continuous Assessment	MBA – Trim III	18 January 2023 (Wednesday)	21 January 2023 (Saturday)	4 Days
We Care	MBA – Trim III	30 January 2023 (Monday)	23 February 2023 (Thursday)	25 Days (Including 1 Day travelling - 23 rd Feb'23)
We Care (Poster Presentation)	MBA – Trim III	4 March 2023 (Saturday)	4 March 2023 (Saturday)	1 Day
Euphoria	MBA – Trim III	11 March 2023 (Saturday)	12 March 2023 (Sunday)	2 Days
Term End Exams	MBA – Trim III	21 March 2023 (Tuesday)	25 March 2023 (Saturday)	4 Days
Summer Internship & Break	MBA – Trim III	1 April 2023 (Saturday)	31 May 2023 (Wednesday)	61 Days
Re-Exams	MBA – Trim III	14 June 2023 (Wednesday)	17 June 2023 (Saturday)	4 Days
Summer Vacation	For Faculty	17 April 2023 (Monday)	28 May 2023 (Sunday)	6 weeks (42 Days)
	For Students	NA	NA	
Commencement of next Academic year (2023-24) (Second Year)	MBA – Trim IV	12 June 2023 (Monday) - Tentative	----	--
Commencement of next Academic year (2023-24) (First Year)	MBA – Trim I	5 June 2023 (Monday) - Tentative	----	--

Note:

#1 Regular classes will be conducted simultaneously with Mid-Term Examination for the MBA Programs.

#2 Student oriented events mentioned selectively. However, the student council would have separate communication for the said event dates.

Master of Business Administration – Second Year
Academic Calendar: 2022-2023

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester IV: 13 June 2022 to 10 September 2022				
Academic Instruction Duration (Regular Classes)	MBA – Trim IV	13 June 2022 (Monday)	3 September 2022 (Saturday)	83 Days (4 Holidays – Rakshabandhan, Independence Day, Gopalkala, Ganesh Chaturthi)
Summer Internship Report Submission(s)	MBA – Trim IV	25 June 2022 (Saturday)		1 Day
Summer Internship Presentation(s)	MBA – Trim IV	IV & V week of July 2022		13 Days
Manan	MBA – Trim IV	10 July 2022 (Sunday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA – Trim IV	27 July 2022 (Wednesday)	30 July 2022 (Saturday)	4 Days
Parichay	MBA – Trim IV	5 August 2022 (Friday)	7 August 2022 (Sunday)	3 Days
Arcadia (Intra Sports)	MBA – Trim IV	20 August 2022 (Saturday)	22 August 2022 (Monday)	3 Days
Term End Exams	MBA – Trim IV	5 September 2022 (Monday)	10 September 2022 (Saturday)	6 + 4 Days for Electives (1 holiday - Anant Chaturthi)
Re-Exams	MBA – Trim IV	1 November 2022 (Tuesday)	5 November 2022 (Saturday)	5 Days
Trimester V: 12 September 2022 to 17 December 2022				
Academic Instruction Duration (Regular Classes)	MBA – Trim V	12 September 2022 (Monday)	10 December 2022 (Saturday)	90 Days (7 days - Diwali Break, 7 days - Placement & 1 Holiday - Dushera)
Mid Term Test / Internal Continuous Assessment	MBA – Trim V	15 October 2022 (Saturday)	19 October 2022 (Wednesday)	4 Days
Paragana	MBA – Trim V	13 October 2022 (Thursday)	16 October 2022 (Sunday)	4 Days
Diwali Vacation	MBA – Trim V	21 October 2022 (Friday)	27 October 2022 (Thursday)	7 Days
Samarthya	MBA – Trim V	18 November 2022 (Friday)	20 November 2022 (Sunday)	3 Days
Term End Exams	MBA – Trim V	12 December 2022 (Monday)	17 December 2022 (Saturday)	6 + 4 Days for Electives
Re-Exams	MBA – Trim V	31 January 2023 (Tuesday)	4 February 2023 (Saturday)	5 Days

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester VI: 19 December 2022 to 16 March 2023				
Academic Instruction Duration (Regular Classes)	MBA – Trim VI	19 December 2022 (Monday)	4 March 2023 (Saturday)	76 Days (7 Days- Winter Break, 1 Holiday – Republic Day)
Winter Vacation	MBA – Trim VI	26 December 2022 (Monday)	1 January 2023 (Sunday)	7 Days
University Day	MBA – Trim VI	13 January 2023 (Friday)		1 Day
Conclave Week	MBA – Trim VI	14 January 2023 (Saturday)	16 January 2023 (Monday)	3 Days
Mid Term Test / Internal Continuous Assessment	MBA – Trim VI	18 January 2023 (Wednesday)	21 January 2023 (Saturday)	4 Days
Euphoria	MBA – Trim VI	11 March 2023 (Saturday)	12 March 2023 (Sunday)	2 Days
Term End Exams	MBA – Trim VI	6 March 2023 (Monday)	16 March 2023 (Thursday)	11 Days
Re-Exams	MBA – Trim VI	31 March 2023 (Friday)	5 April 2023 (Wednesday)	5 Days
Convocation	MBA – Trim VI	14 April 2023 (Friday) - Tentative	15 April 2023 (Saturday) - Tentative	2 Days
Summer Vacation	For Faculty	17 April 2023 (Monday)	28 May 2023 (Sunday)	6 weeks (42 Days)

Note:

- #1 Regular classes will be conducted simultaneously with Mid-Term Examination for the MBA Programs.
- #2 Due to various electives in MBA-II year, final examination may commence 3-4 days prior than the actual date and accordingly the last instruction date will change for this programme only
- #3 Student oriented events mentioned selectively. However, the student council would have separate communication for the said event dates.

SVKM'S NMIMS

School of Business Management, Mumbai

Master of Business Administration (Human Resources) – First Year
Academic Calendar: 2022-2023

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester I: 6 June 2022 to 3 September 2022				
Foundation Program	MBA HR – Trim I	6 June 2022 (Monday)	11 June 2022 (Saturday)	6 Days
Academic Instruction Duration (Regular Classes)	MBA HR – Trim I	13 June 2022 (Monday)	27 August 2022 (Saturday)	76 Days (3 Holidays – Rakshabandhan, Independence Day, Gopalkala,)
Manan	MBA HR – Trim I	10 July 2022 (Sunday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA HR – Trim I	20 July 2022 (Wednesday)	23 July 2022 (Saturday)	4 Days
Parichay	MBA HR – Trim I	5 August 2022 (Friday)	7 August 2022 (Sunday)	3 Days
HR Conclave	MBA HR – Trim I	13 August 2022 (Saturday)		1 Day
Arcadia (Intra Sports)	MBA HR – Trim I	20 August 2022 (Saturday)	22 August 2022 (Monday)	3 Days
Term End Exams	MBA HR – Trim I	30 August 2022 (Tuesday)	3 September 2022 (Saturday)	4 Days (1 Day Holiday, Ganesh Chaturthi – 31 August.)
Re-Exams	MBA HR – Trim I	15 October 2022 (Saturday)	20 October 2022 (Thursday)	5 Days
Trimester II: 5 September 2022 to 3 December 2022				
Academic Instruction Duration (Regular Classes)	MBA HR – Trim II	5 September 2022 (Monday)	26 November 2022 (Saturday)	83 Days (7 days - Diwali Break, 7 days - Placement & 2 Holidays- Ganesh Chaturthi, Anant Chaturdashi, Dusshera)
Mid Term Test / Internal Continuous Assessment	MBA HR – Trim II	3 October 2022 (Monday)	7 October 2022 (Friday)	5 Days
Paragana	MBA HR – Trim II	13 October 2022 (Thursday)	16 October 2022 (Sunday)	4 Days
Diwali Vacation	MBA HR – Trim II	21 October 2022 (Friday)	27 October 2022 (Thursday)	7 Days
Samarthyaa	MBA HR – Trim II	18 November 2022 (Friday)	20 November 2022 (Sunday)	3 Days
Term End Exams	MBA HR – Trim II	29 November 2022 (Tuesday)	3 December 2022 (Saturday)	5 Days

Details	Program-Trim	Start Date	End Date	No. of Days
Re-Exams	MBA HR – Trim II	24 January 2023 (Tuesday)	28 January 2023 (Saturday)	4 Days (1 Day Holiday, Republic day – 26 January)
Trimester III: 5 December 2022 to 25 March 2023				
Academic Instruction Duration (Regular Classes)	MBA HR – Trim III	5 December 2022 (Monday)	18 March 2023 (Saturday)	104 Days (7 Days- Winter Break, 25 days – We care, 2 Holidays – Republic Day & Holi)
Winter Vacation	MBA HR – Trim III	26 December 2022 (Monday)	1 January 2023 (Sunday)	7 Days
University Day	MBA HR – Trim III	13 January 2023 (Friday)		1 Day
Conclave Week	MBA HR – Trim III	14 January 2023 (Saturday)	16 January 2023 (Monday)	3 Days
Mid Term Test / Internal Continuous Assessment	MBA HR – Trim III	18 January 2023 (Wednesday)	21 January 2023 (Saturday)	4 Days
We Care	MBA HR – Trim III	30 January 2023 (Monday)	23 February 2023 (Thursday)	25 Days (Including 1 Day travelling - 23 rd Feb'23)
We Care (Poster Presentation)	MBA HR – Trim III	4 March 2023 (Saturday)	4 March 2023 (Saturday)	1 Day
Euphoria	MBA HR – Trim III	11 March 2023 (Saturday)	12 March 2023 (Sunday)	2 Days
Term End Exams	MBA HR – Trim III	21 March 2023 (Tuesday)	25 March 2023 (Saturday)	4 Days
Summer Internship & Break	MBA HR – Trim III	1 April 2023 (Saturday)	31 May 2023 (Wednesday)	61 Days
Re-Exams	MBA HR – Trim III	14 June 2023 (Wednesday)	17 June 2023 (Saturday)	4 Days
Summer Vacation	For Faculty	17 April 2023 (Monday)	28 May 2023 (Sunday)	6 weeks (42 Days)
	For Students	NA	NA	
Commencement of next Academic year (2023-24) (Second Year)	MBA HR – Trim IV	12 June 2023 (Monday) - Tentative	---	--
Commencement of next Academic year (2023-24) (First Year)	MBA HR – Trim I	5 June 2023 (Monday) - Tentative	---	--

Note:

#1 Regular classes will be conducted simultaneously with Mid-Term Examination for the MBA Programs.

#2 Student oriented events mentioned selectively. However, the student council would have separate communication for the said event dates.

Master of Business Administration (Human Resources) – Second Year
Academic Calendar: 2022-2023

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester IV: 13 June 2022 to 10 September 2022				
Academic Instruction Duration (Regular Classes)	MBA HR – Trim IV	13 June 2022 (Monday)	3 September 2022 (Saturday)	83 Days (4 Holidays – Rakshabandhan, Independence Day, Gopalkala, Ganesh Chaturthi)
Summer Internship Report Submission(s)	MBA HR – Trim IV	25 June 2022 (Saturday)		1 Day
Summer Internship Presentation(s)	MBA HR – Trim IV	IV & V week of July 2022		13 Days
Manan	MBA HR – Trim IV	10 July 2022 (Sunday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA HR – Trim IV	27 July 2022 (Wednesday)	30 July 2022 (Saturday)	4 Days
Parichay	MBA HR – Trim IV	5 August 2022 (Friday)	7 August 2022 (Sunday)	3 Days
HR Conclave	MBA HR – Trim IV	13 August 2022 (Saturday)		1 Day
Arcadia (Intra Sports)	MBA HR – Trim IV	20 August 2022 (Saturday)	22 August 2022 (Monday)	3 Days
Term End Exams	MBA HR – Trim IV	5 September 2022 (Monday)	10 September 2022 (Saturday)	6 Days
Re-Exams	MBA HR – Trim IV	1 November 2022 (Tuesday)	5 November 2022 (Saturday)	5 Days
Trimester V: 12 September 2022 to 17 December 2022				
Academic Instruction Duration (Regular Classes)	MBA HR – Trim V	12 September 2022 (Monday)	10 December 2022 (Saturday)	90 Days (7 days - Diwali Break, 7 days - Placement & 1 Holiday - Dusshera)
Mid Term Test / Internal Continuous Assessment	MBA HR – Trim V	15 October 2022 (Saturday)	20 October 2022 (Thursday)	5 Days
Paragana	MBA HR – Trim V	13 October 2022 (Thursday)	16 October 2022 (Sunday)	4 Days
Diwali Vacation	MBA HR – Trim V	21 October 2022 (Friday)	27 October 2022 (Thursday)	7 Days
Samarthya	MBA HR – Trim V	18 November 2022 (Friday)	20 November 2022 (Sunday)	3 Days
Term End Exams	MBA HR – Trim V	12 December 2022 (Monday)	17 December 2022 (Saturday)	6 Days

Details	Program-Trim	Start Date	End Date	No. of Days
Re-Exams	MBA HR – Trim V	31 January 2023 (Tuesday)	4 February 2023 (Saturday)	5 Days
Trimester VI: 19 December 2022 to 16 March 2023				
Academic Instruction Duration (Regular Classes)	MBA HR – Trim VI	19 December 2022 (Monday)	4 March 2023 (Saturday)	76 Days (7 Days- Winter Break, 1 Holiday – Republic Day)
Winter Vacation	MBA HR – Trim VI	26 December 2022 (Monday)	1 January 2023 (Sunday)	7 Days
University Day	MBA HR – Trim VI	13 January 2023 (Friday)		1 Day
Conclave Week	MBA HR – Trim VI	14 January 2023 (Saturday)	16 January 2023 (Monday)	3 Days
Mid Term Test / Internal Continuous Assessment	MBA HR – Trim VI	18 January 2023 (Wednesday)	21 January 2023 (Saturday)	4 Days
Euphoria	MBA HR – Trim VI	11 March 2023 (Saturday)	12 March 2023 (Sunday)	2 Days
Term End Exams	MBA HR – Trim VI	6 March 2023 (Monday)	16 March 2023 (Thursday)	11 Days
Re-Exams	MBA HR – Trim VI	31 March 2023 (Friday)	5 April 2023 (Wednesday)	5 Days
Convocation	MBA HR – Trim VI	14 April 2023 (Friday) - Tentative	15 April 2023 (Saturday) - Tentative	2 Days
Summer Vacation	For Faculty	17 April 2023 (Monday)	28 May 2023 (Sunday)	6 weeks (42 Days)

Note:

#1 Regular classes will be conducted simultaneously with Mid-Term Examination for the MBA Programs.

#2 Student events mentioned selectively. However, the student council would have separate communication for the said event dates.

**Master of Business Administration (Pharmaceutical Management) – First Year
Academic Calendar: 2022-2023**

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester I: 6 June 2022 to 3 September 2022				
Foundation Program	MBA PM – Trim I	6 June 2022 (Monday)	11 June 2022 (Saturday)	6 Days
Academic Instruction Duration (Regular Classes)	MBA PM – Trim I	13 June 2022 (Monday)	27 August 2022 (Saturday)	76 Days (3 Holidays – Rakshabandhan, Independence Day, Gopalkala.)
Manan	MBA PM – Trim I	10 July 2022 (Sunday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA PM – Trim I	20 July 2022 (Wednesday)	23 July 2022 (Saturday)	4 Days
Parichay	MBA PM – Trim I	5 August 2022 (Friday)	7 August 2022 (Sunday)	3 Days
Arcadia (Intra Sports)	MBA PM – Trim I	20 August 2022 (Saturday)	22 August 2022 (Monday)	3 Days
Term End Exams	MBA PM – Trim I	30 August 2022 (Tuesday)	3 September 2022 (Saturday)	4 Days (01 Day Holiday, Ganesh Chaturthi – 31 st August)
Re-Exams	MBA PM – Trim I	15 October 2022 (Saturday)	20 October 2022 (Thursday)	5 Days
Trimester II: 5 September 2022 to 3 December 2022				
Academic Instruction Duration (Regular Classes)	MBA PM – Trim II	5 September 2022 (Monday)	26 November 2022 (Saturday)	83 Days (7 days - Diwali Break, 7 days - Placement & 2 Holidays- Ganesh Chaturthi, Anant Chaturdashi, Dushera)
Mid Term Test / Internal Continuous Assessment	MBA PM – Trim II	3 October 2022 (Monday)	7 October 2022 (Friday)	5 Days
Paragana	MBA PM – Trim II	13 October 2022 (Thursday)	16 October 2022 (Sunday)	4 Days
Diwali Vacation	MBA PM – Trim II	21 October 2022 (Friday)	27 October 2022 (Thursday)	7 Days
Samarthya	MBA PM – Trim II	18 November 2022 (Friday)	20 November 2022 (Sunday)	3 Days
Term End Exams	MBA PM – Trim II	29 November 2022 (Tuesday)	3 December 2022 (Saturday)	5 Days
Re-Exams	MBA PM – Trim II	24 January 2023 (Tuesday)	28 January 2023 (Saturday)	4 Days (01 Holiday-Republic day)

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester III: 5 December 2022 to 25 March 2023				
Academic Instruction Duration (Regular Classes)	MBA PM – Trim III	5 December 2022 (Monday)	18 March 2023 (Saturday)	104 Days (7 Days- Winter Break, 25 days – We care, 2 Holidays – Republic Day & Holi)
Winter Vacation	MBA PM – Trim III	26 December 2022 (Monday)	1 January 2023 (Sunday)	7 Days
University Day	MBA PM – Trim III	13 January 2023 (Friday)		1 Day
Conclave Week	MBA PM – Trim III	14 January 2023 (Saturday)	16 January 2023 (Monday)	3 Days
Mid Term Test / Internal Continuous Assessment	MBA PM – Trim III	18 January 2023 (Wednesday)	21 January 2023 (Saturday)	4 Days
Euphoria	MBA PM – Trim III	11 March 2023 (Saturday)	12 March 2023 (Sunday)	2 Days
Term End Exams	MBA PM – Trim III	21 March 2023 (Tuesday)	25 March 2023 (Saturday)	4 Days (01 Holiday-Gudi Padwa)
Summer Internship & Break	MBA PM – Trim III	1 April 2023 (Saturday)	31 May 2023 (Wednesday)	61 Days
Re-Exams	MBA PM – Trim III	14 June 2023 (Wednesday)	17 June 2023 (Saturday)	4 Days
Summer Vacation	For Faculty	17 April 2023 (Monday)	28 May 2023 (Sunday)	6 weeks (42 Days)
	For Students	NA	NA	
Commencement of next Academic year (2023-24) (Second Year)	MBA PM – Trim IV	12 June 2023 (Monday) - Tentative	----	--
Commencement of next Academic year (2023-24) (First Year)	MBA PM – Trim I	5 June 2023 (Monday) - Tentative	----	--

Note:

#1 Regular classes will be conducted simultaneously with Mid-Term Examination for the MBA Programs.

#2 Student oriented events mentioned selectively. However, the student council would have separate communication for the said event dates.

SVKM's NMIMS

School of Business Management, Mumbai

**Master of Business Administration (Pharmaceutical Management) – Second Year
Academic Calendar: 2022-2023**

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester IV: 13 June 2022 to 10 September 2022				
Academic Instruction Duration (Regular Classes)	MBA PM – Trim IV	13 June 2022 (Monday)	3 September 2022 (Saturday)	83 Days (4 Holidays – Rakshabandhan, Independence Day, Gopalkala, Ganesh Chaturthi)
Manan	MBA PM – Trim IV	10 July 2022 (Sunday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA PM – Trim IV	27 July 2022 (Wednesday)	30 July 2022 (Saturday)	4 Days
Parichay	MBA PM – Trim IV	5 August 2022 (Friday)	7 August 2022 (Sunday)	3 Days
Arcadia Sports (Intra)	MBA PM – Trim IV	20 August 2022 (Saturday)	22 August 2022 (Monday)	3 Days
Term End Exams	MBA PM – Trim IV	5 September 2022 (Monday)	10 September 2022 (Saturday)	6 Days (1 holiday - Anant Chaturthi)
Re-Exams	MBA PM – Trim IV	1 November 2022 (Tuesday)	5 November 2022 (Saturday)	5 Days
Trimester V: 12 September 2022 to 17 December 2022				
Academic Instruction Duration (Regular Classes)	MBA PM – Trim V	12 September 2022 (Monday)	10 December 2022 (Saturday)	90 Days (7 days - Diwali Break, 7 days - Placement & 1 Holiday - Dushera)
Mid Term Test / Internal Continuous Assessment	MBA PM – Trim V	15 October 2022 (Saturday)	19 October 2022 (Wednesday)	4 Days
Paragana	MBA PM – Trim V	13 October 2022 (Thursday)	16 October 2022 (Sunday)	4 Days
Diwali Vacation	MBA PM – Trim V	21 October 2022 (Friday)	27 October 2022 (Thursday)	7 Days
Samarthya	MBA PM – Trim V	18 November 2022 (Friday)	20 November 2022 (Sunday)	3 Days
Term End Exams	MBA PM – Trim V	12 December 2022 (Monday)	17 December 2022 (Saturday)	6 Days
Re-Exams	MBA PM – Trim V	31 st January 2023 (Tuesday)	04 February 2023 (Saturday)	5 Days

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester VI: 19 December 2022 to 16 March 2023				
Academic Instruction Duration (Regular Classes)	MBA PM – Trim VI	19 December 2022 (Monday)	4 March 2023 (Saturday)	76 Days (7 Days- Winter Break, 1 Holiday – Republic Day)
Winter Vacation	MBA PM – Trim VI	26 December 2022 (Monday)	1 January 2023 (Sunday)	7 Days
University Day	MBA PM – Trim VI	13 January 2023 (Friday)		1 Day
Conclave Week	MBA PM – Trim VI	14 January 2023 (Saturday)	16 January 2023 (Monday)	3 Days
Mid Term Test / Internal Continuous Assessment	MBA PM – Trim VI	18 January 2023 (Wednesday)	21 January 2023 (Saturday)	4 Days
Euphoria	MBA PM – Trim VI	11 March 2023 (Saturday)	12 March 2023 (Sunday)	2 Days
Term End Exams	MBA PM – Trim VI	6 March 2023 (Monday)	16 March 2023 (Thursday)	11 Days
Re-Exams	MBA PM – Trim VI	31 March 2023 (Friday)	5 April 2023 (Wednesday)	5 Days
Convocation	MBA PM – Trim VI	14 April 2023 (Friday) - Tentative	15 April 2023 (Saturday) - Tentative	2 Days
Summer Vacation	For Faculty	17 April 2023 (Monday)	28 May 2023 (Sunday)	6 weeks (42 Days)

Note:

#1 Regular classes will be conducted simultaneously with Mid-Term Examination for the MBA Programs.

#2 Student oriented events mentioned selectively. However, the student council would have separate communication for the said event dates.

SVKM's NMIMS
School of Business Management, Mumbai
**Master of Business Administration Law – First Year
Academic Calendar: 2022-2023**

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester I: 11 July 2022 to 15 October 2022				
Foundation Program	MBA Law – Trim I	11 July 2022 (Monday)	16 July 2022 (Saturday)	6 Days
Academic Instruction Duration (Regular Classes)	MBA Law – Trim I	18 July 2022 (Monday)	6 October 2022 (Thursday)	81 days (6 Holidays Rakshabandhan, Independence Day, Gopalkala, Ganesh Chaturthi, Anant Chaturdashi, Dushera, 1 week Diwali vacation)
Arcadia (Intra Sports)	MBA Law – Trim I	20 August 2022 (Saturday)	22 August 2022 (Monday)	3 Days
Mid Term Test / Internal Continuous Assessment	MBA Law – Trim I	23 August 2022 (Tuesday)	27 August 2022 (Saturday)	5 Days
Paragana	MBA Law – Trim I	13 October 2022 (Thursday)	16 October 2022 (Sunday)	4 Days
Term End Exams	MBA Law – Trim I	10 October 2022 (Monday)	15 October 2022 (Saturday)	6 Days
Diwali Vacation	MBA Law – Trim I	21 October 2022 (Friday)	27 October 2022 (Thursday)	7 Days
Re-Exams	MBA Law – Trim I	5 December 2022 (Monday)	10 December 2022 (Saturday)	6 Days
Trimester II: 31 October 2022 to 4 February 2023				
Academic Instruction Duration (Regular Classes)	MBA Law – Trim II	31 October 2022 (Monday)	21 January 2023 (Saturday)	83 Days (1-week Winter vacation, 1 Holiday- Republic Day)
Mid Term Test / Internal Continuous Assessment	MBA Law – Trim II	12 December 2022 (Monday)	17 December 2022 (Saturday)	6 Days
University Day	MBA Law – Trim II	13 January 2023 (Friday)		1 Day
Winter Vacation	MBA Law – Trim II	26 December 2022 (Monday)	1 January 2023 (Sunday)	7 Days
Term End Exams	MBA Law – Trim II	27 January 2023 (Friday)	4 February 2023 (Saturday)	8 Days (1 Sunday)
Re-Exams	MBA Law – Trim II	20 March 2023 (Monday)	25 March 2023 (Saturday)	6 Days

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester III: 6 February 2023 to 29 April 2023				
Academic Instruction Duration (Regular Classes)	MBA Law – Trim III	6 February 2023 (Monday)	19 April 2023 (Wednesday)	73 Days (2 holidays- Gudi Padwa, Good Friday)
Mid Term Test / Internal Continuous Assessment	MBA Law – Trim III	13 March 2023 (Monday)	18 March 2023 (Saturday)	6 Days
Term End Exams	MBA Law – Trim III	24 April 2023 (Monday)	29 April 2023 (Saturday)	6 Days
Summer Internship & Break	MBA Law – Trim III	2 May 2023 (Tuesday)	30 June 2023 (Friday)	60 Days
Re-Exams	MBA Law – Trim III	10 July 2023 (Monday)	15 July 2023 (Saturday)	6 Days
Summer Vacation	For Faculty	17 April 2023 (Monday)	28 May 2023 (Sunday)	6 weeks (42 Days)
	For Students	NA	NA	
Commencement of next Academic year (2023-24) (Second Year)	MBA Law – Trim IV	3 July 2023 (Monday) - Tentative	----	--
Commencement of next Academic year (2023-24) (First Year)	MBA Law – Trim I	10 July 2023 (Monday) - Tentative	----	--

Note:

#1 Regular classes will be conducted simultaneously with Mid-Term Examination.

SVKM'S NMIMS

School of Business Management, Mumbai

**Master of Business Administration Law – Second Year
Academic Calendar: 2022-2023**

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester IV: 1 August 2022 to 20 October 2022				
Academic Instruction Duration (Regular Classes)	MBA Law – Trim IV	1 August 2022 (Monday)	12 October 2022 (Wednesday)	73 days (6 Holidays Rakshabandhan, Independence Day, Gopalkala, Ganesh Chaturthi, Anant Chaturdashi, Dushera, 1 week Diwali vacation)
Arcadia (Intra Sports)	MBA Law – Trim IV	20 August 2022 (Saturday)	22 August 2022 (Monday)	3 Days
Mid Term Test / Internal Continuous Assessment	MBA Law – Trim IV	5 September 2022 (Monday)	10 September 2022 (Saturday)	6 Days
Paragana	MBA Law – Trim IV	13 October 2022 (Thursday)	16 October 2022 (Sunday)	4 Days
Term End Exams	MBA Law – Trim IV	15 October 2022 (Saturday)	20 October 2022 (Thursday)	5 Days (1 Sunday)
Diwali Vacation	MBA Law – Trim IV	21 October 2022 (Friday)	27 October 2022 (Thursday)	7 Days
Re-Exams	MBA Law – Trim IV	5 December 2022 (Monday)	10 December 2022 (Saturday)	6 Days
Trimester V: 31 October 2022 to 4 February 2023				
Academic Instruction Duration (Regular Classes)	MBA Law – Trim V	31 October 2022 (Monday)	21 January 2023 (Saturday)	83 Days (1-week Winter vacation, 1 Holiday- Republic Day)
Mid Term Test / Internal Continuous Assessment	MBA Law – Trim V	12 December 2022 (Monday)	17 December 2022 (Saturday)	6 Days
University Day	MBA Law – Trim V	13 January 2023 (Friday)		1 Day
Winter Vacation	MBA Law – Trim V	26 December 2022 (Monday)	1 January 2023 (Sunday)	7 Days
Term End Exams	MBA Law – Trim V	27 January 2023 (Friday)	4 February 2023 (Saturday)	8 Days (1 Sunday)
Re-Exams	MBA Law – Trim V	20 March 2023 (Monday)	25 March 2023 (Saturday)	6 Days

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester VI: 6 February 2023 to 29 April 2023				
Academic Instruction Duration (Regular Classes)	MBA Law – Trim VI	6 February 2023 (Monday)	19 April 2023 (Wednesday)	73 Days (2 holidays- Gudi Padwa, Good Friday)
Mid Term Test / Internal Continuous Assessment	MBA Law – Trim VI	13 March 2023 (Monday)	18 March 2023 (Saturday)	6 Days
Term End Exams	MBA Law – Trim VI	24 April 2023 (Monday)	29 April 2023 (Saturday)	6 Days
Re-Exams	MBA Law – Trim VI	12 June 2023 (Monday)	17 June 2023 (Saturday)	6 Days
Summer Vacation	For Faculty	17 April 2023 (Monday)	28 May 2023 (Sunday)	6 weeks (42 Days)
	For Students	NA	NA	

Note:

#1 Regular classes will be conducted simultaneously with Mid-Term Examination.

SVKM's NMIMS

**School of Business Management,
Mumbai**

**Master of Business Administration (Real Estate Management) – First Year
Academic Calendar: 2022-2023**

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester I: 4 July 2022 to 1 October 2022				
Foundation Program	MBA (REM) – Trim I	4 th July, 2022 (Monday)	9 th July, 2022 (Saturday)	6 days
Academic Instruction Duration (Regular Classes)	MBA (REM) – Trim I	11th July, 2022 (Monday)	22nd September, 2022 (Thursday)	74 days (5 Holidays – Rakshabandhan, Independence Day, Gopalkala, Ganesh Chaturthi, Anant Chaturdashi)
Mid Term Test / Internal Continuous Assessment	MBA (REM) – Trim I	16th August, 2022 (Tuesday)	20th August, 2022 (Saturday)	5 days
Term End Exams	MBA (REM) – Trim I	26th September, 2022 (Monday)	1st October, 2022 (Saturday)	6 days
Re-Exams	MBA (REM) – Trim I	24th November 2022 (Thursday)	30th November 2022 (Wednesday)	7 days
Trimester II: 3 October 2022 to 14 January 2023				
Academic Instruction Duration (Regular Classes)	MBA (REM) – Trim II	3rd October, 2022 (Monday)	7th January , 2023 (Saturday)	97 days (1 Holiday – Dusherra, Diwali vacation 7 days Christmas vacation 7 days – Winter vacation)
Diwali Vacation	MBA (REM) – Trim II	21 October 2022 (Friday)	27 October 2022 (Thursday)	7 Days
Mid Term Test / Internal Continuous Assessment	MBA (REM) – Trim II	21st November, 2022 (Monday)	24th November, 2022 (Thursday)	4 days
Winter Vacation	MBA (REM) – Trim II	26th December, 2022 (Monday)	1st January, 2023(Sunday)	7 Days
Term End Exams	MBA (REM) – Trim II	9th January 2023 (Monday)	14th January 2023 (Saturday)	6 Days
University Day	MBA (REM) – Trim II	13th January 2023 (Friday)		1 Day
Re-Exams	MBA (REM) – Trim II	27th February 2023 (Monday)	4 March 2023 (Saturday)	6 Days

Trimester III: 16 January 2023 to 6 April 2023				
Academic Instruction Duration (Regular Classes)	MBA (REM) – Trim III	16th January, 2023 (Monday)	25th March, 2023 (Saturday)	69 Days (3 Holidays – Republic Day, Holi, Gudi Padwa)
Mid Term Test / Internal Continuous Assessment	MBA (REM) – Trim III	22nd February, 2023 (Wednesday)	25 February, 2023 (Saturday)	4 Days
Term End Exams	MBA (REM) – Trim III	30th March, 2023 (Thursday)	6th April, 2023 (Thursday)	8 Days ,
Summer Internship	MBA (REM) – Trim III	10th April, 2023 (Monday)	10th June, 2023 (Saturday)	62 days
Summer Vacation	For Faculty	17 April, 2023 (Monday)	28 May, 2023 (Sunday)	6 weeks (42 Days)
	For Students	NA	NA	
Re-Exams	MBA (REM) – Trim III	19th June, 2023 (Mon)	24th June, 2023 (Sat)	6 Days
Commencement of next Academic year (2023-24) (Second Year)	MBA (REM) – Trim IV	26th June, 2023 (Monday) - Tentative	----	--
Commencement of next Academic year (2023-24) (First Year)	MBA (REM) – Trim I	3rd July, 2023 (Monday) - Tentative	-----	----

Note:

#1 Regular classes will be conducted simultaneously with Mid-Term Examination for the MBA REM Program.

#2 Student oriented events mentioned selectively. However, the student council in separate communication may inform all the event dates.

SVKM's NMIMS

School of Business Management, Mumbai

**Master of Business Administration (Real Estate Management) – Second Year
Academic Calendar: 2022-2023**

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester IV: 27 June 2022 to 17 September 2022				
Academic Instruction Duration (Regular Classes)	MBA (REM) – Trim IV	27th June, 2022 (Monday)	7th September, 2022 (Wednesday)	73 days (4 Holidays – Rakshabandhan, Independence Day, Gopalkala, Anant Chaturdashi)
Mid Term Test / Internal Continuous Assessment	MBA (REM) – Trim IV	1st August, 2022 (Monday)	4th August, 2022 (Thursday)	4 days
Term End Exams	MBA (REM) – Trim IV	12th September 2022 (Monday)	17th September 2022 (Saturday)	6 days
Re-Exams	MBA (REM) – Trim IV	31st October, 2022 (Monday)	5th November, 2022(Saturday)	6 days
Trimester V: 19 September 2022 to 24 December 2022				
Academic Instruction Duration (Regular Classes)	MBA (REM) – Trim V	19th September, 2022 (Monday)	14th December, 2022(Wednesday)	87 days (Dussehra, Diwali Vacation 7 days)
Diwali Vacation	MBA (REM) – Trim IV	21 October 2022 (Friday)	27 October 2022 (Thursday)	7 Days
Mid Term Test / Internal Continuous Assessment	MBA (REM) – Trim V	24th October, 2022 (Monday)	29th October, 2022 (Saturday)	6 days
Term End Exams	MBA (REM) – Trim V	19th December 2022 (Monday)	24th December 2022 (Saturday)	6 Days
Winter Vacation	MBA (REM) – Trim II	26th December, 2022 (Monday)	1st January, 2023(Sunday)	7 Days
Re-Exams	MBA (REM) – Trim V	6th February, 2023 (Monday)	11th February, 2023(Saturday)	6 Days

Trimester VI: 2 January 2023 to 17 March 2023				
Academic Instruction Duration (Regular Classes)	MBA (REM) – Trim VI	2nd January, 2023 (Monday)	11th March, 2023 (Saturday)	69 Days (3 Holidays – Republic Day, Gudi Padwa, Good Friday)
University Day	MBA (REM) – Trim V	13th January 2023 (Friday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA (REM) – Trim VI	6th February, 2023 (Monday)	9th February, 2023 (Thursday)	4 Days
Term End Exams	MBA (REM) – Trim VI	14th March, 2023 (Tuesday)	17th March, 2023 (Friday)	4 Days
Re-Exams	MBA (REM) – Trim VI	1st April, 2023 (Saturday)	5th April, 2023 (Wednesday)	5 Days
Convocation	MBA (REM) – Trim VI	To be intimated later		
Summer Vacation	For Faculty	17 April, 2023 (Monday)	28 May, 2023 (Sunday)	6 weeks (42 Days)
	For Students	NA	NA	
Commencement of next Academic year (2023-24) (Second Year)	MBA (REM) – Trim IV		---	--

Note:

#1 Regular classes will be conducted simultaneously with Mid-Term Examination for the MBA REM Program.

SVKM's NMIMS

School of Business Management, Mumbai

Master of Business Administration (Digital Transformation) – First Year

Academic Calendar: 2022-2023

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester I: 16 June 2022 to 10 September 2022				
Orientation Program	MBA DT- Trim I	16 June 2022 (Thursday)	22 June 2022 (Wednesday)	7 Days (1 Sunday)
Academic Instruction Duration (Regular Classes)	MBA DT- Trim I	20 June 2022 (Monday)	3 September 2022 (Saturday)	76 Days (3 Holidays – Rakshabandhan, Independence Day, Gopalkala,)
Manan	MBA DT- Trim I	10 July 2022 (Sunday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA DT- Trim I	20 July 2022 (Wednesday)	23 July 2022 (Saturday)	4 Days
Parichay	MBA DT- Trim I	5 August 2022 (Friday)	7 August 2022 (Sunday)	3 Days
Arcadia (Intra Sports)	MBA DT- Trim I	20 August 2022 (Saturday)	22 August 2022 (Monday)	3 Days
Term End Exams	MBA DT- Trim I	6 September 2022 (Tuesday)	10 September 2022 (Saturday)	4 Days (1 Holiday Anant Chaturdasi)
Re-Exams	MBA DT- Trim I	25 October 2022 (Tuesday)	28 October 2022 (Friday)	4 Days
Trimester II: 12 September 2022 to 9 December 2022				
Academic Instruction Duration (Regular Classes)	MBA DT- Trim II	12 September 2022 (Monday)	3 December 2022 (Saturday)	83 Days (7 days - Diwali Break, 7 days- Placement & 2 Holidays- Ganesh Chaturthi, Anant Chaturdashi, Dusheera)
Mid Term Test / Internal Continuous Assessment	MBA DT- Trim II	3 October 2022 (Monday)	7 October 2022 (Friday)	5 Days
Paragana	MBA DT- Trim II	13 October 2022 (Thursday)	16 October 2022 (Sunday)	4 Days
Diwali Vacation	MBA DT- Trim II	21 October 2022 (Friday)	27 October 2022 (Thursday)	7 Days
Samarthya	MBA DT- Trim II	18 November 2022 (Friday)	20 November 2022 (Sunday)	3 Days
Term End Exams	MBA DT- Trim II	6 December 2022 (Tuesday)	9 December 2022 (Friday)	4 Days
Re-Exams	MBA DT- Trim II	24 January 2023 (Tuesday)	28 January 2023 (Saturday)	4 Days (1 Day Holiday, Republic day – 26 January)

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester III: 12 December 2022 to 1 April 2023				
Academic Instruction Duration (Regular Classes)	MBA DT- Trim III	12 December 2022 (Monday)	25 March 2023 (Saturday)	104 Days (7 Days- Winter Break, 2 Holidays - Republic Day & Holi)
Winter Vacation	MBA DT- Trim III	26 December 2022 (Monday)	1 January 2023 (Sunday)	7 Days
University Day	MBA DT- Trim III	13 January 2023 (Friday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA DT- Trim III	18 January 2023 (Wednesday)	21 January 2023 (Saturday)	4 Days
Euphoria	MBA DT- Trim III	11 March 2023 (Saturday)	12 March 2023 (Sunday)	2 Days
Term End Exams	MBA DT- Trim III	28 March 2023 (Tuesday)	1 April 2023 (Saturday)	4 Days (1 Day holiday Gudipadwa)
Summer Internship & Break	MBA DT- Trim III	3 April 2023 (Monday)	31 May 2023 (Wednesday)	59 Days
Re-Exams	MBA DT- Trim III	14 June 2023 (Wednesday)	17 June 2023 (Saturday)	4 Days
Summer Vacation	For Faculty	17 April 2023 (Monday)	28 May 2023 (Sunday)	6 weeks (42 Days)
	For Students	NA	NA	
Commencement of next Academic year (2023-24) (Second Year)	MBA DT- Trim IV	12 June 2023 (Monday) - Tentative	----	--
Commencement of next Academic year (2023-24) (First Year)	MBA DT- Trim I	5 June 2023 (Monday) - Tentative	----	--

Note:

#1 Regular classes will be conducted simultaneously with Mid-Term Examination for the MBA Programs.

#2 Student oriented events mentioned selectively. However, the student council would have separate communication for the said event dates.

Master of Business Administration Digital Transformation – Second Year
Academic Calendar: 2022-2023

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester IV: 20 June 2022 to 17 September 2022				
Academic Instruction Duration (Regular Classes)	MBA DT- Trim IV	20 June 2022 (Monday)	10 September 2022 (Saturday)	83 Days (4 Holidays – Rakshabandhan, Independence Day, Gopalkala, Ganesh Chaturthi)
Summer Internship Report Submission(s)	MBA DT- Trim IV	25 June 2022 (Saturday)		1 Day
Summer Internship Presentation(s)	MBA DT- Trim IV	IV & V week of July 2022		14 Days
Manan	MBA DT- Trim IV	10 July 2022 (Sunday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA DT- Trim IV	27 July 2022 (Wednesday)	30 July 2022 (Saturday)	4 Days
Parichay	MBA DT- Trim IV	5 August 2022 (Friday)	7 August 2022 (Sunday)	3 Days
Arcadia (Intra Sports)	MBA DT- Trim IV	20 August 2022 (Saturday)	22 August 2022 (Monday)	3 Days
Term End Exams	MBA DT- Trim IV	12 September 2022 (Monday)	17 September 2022 (Saturday)	6 Days
Re-Exams	MBA DT- Trim IV	31 October 2022 (Monday)	5 November 2022 (Saturday)	6 Days
Trimester V: 19 September 2022 to 17 December 2022				
Academic Instruction Duration (Regular Classes)	MBA DT- Trim V	19 September 2022 (Monday)	10 December 2022 (Saturday)	83 Days (7 days - Diwali Break, 7 days - Placement & 1 Holiday- Dushera)
Mid Term Test / Internal Continuous Assessment	MBA DT – Trim V	19 October 2022 (Wednesday)	22 October 2022 (Saturday)	4 Days
Paragana	MBA DT- Trim V	13 October 2022 (Thursday)	16 October 2022 (Sunday)	4 Days
Diwali Vacation	MBA DT- Trim V	21 October 2022 (Friday)	27 October 2022 (Thursday)	7 Days
Samarthya	MBA DT- Trim V	18 November 2022 (Friday)	20 November 2022 (Sunday)	3 Days
Term End Exams	MBA DT – Trim V	12 December 2022 (Monday)	17 December 2022 (Saturday)	7 Days
Re-Exams	MBA DT – Trim V	31 January 2023 (Tuesday)	4 February 2023 (Saturday)	5 Days

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester VI: 19 December 2022 to 16 March 2023				
Academic Instruction Duration (Regular Classes)	MBA DT – Trim VI	19 December 2022 (Monday)	4 March 2023 (Saturday)	76 Days (7 Days- Winter Break, 1 Holiday – Republic Day)
Winter Vacation	MBA DT- Trim VI	26 December 2022 (Monday)	1 January 2023 (Sunday)	7 Days
University Day	MBA DT- Trim VI	13 January 2023 (Friday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA DT- Trim VI	18 January 2023 (Wednesday)	21 January 2023 (Saturday)	4 Days
Euphoria	MBA DT- Trim VI	11 March 2023 (Saturday)	12 March 2023 (Sunday)	2 Days
Term End Exams	MBA DT- Trim VI	6 March 2023 (Monday)	16 March 2023 (Thursday)	10 Days
Re-Exams	MBA DT- Trim VI	31 March 2023 (Friday)	5 April 2023 (Wednesday)	5 Days
Convocation	MBA DT- Trim VI	14 April 2023 (Friday) - Tentative	15 April 2023 (Saturday) - Tentative	2 Days
Summer Vacation	For Faculty	17 April 2023 (Monday)	28 May 2023 (Sunday)	6 weeks (42 Days)

Note:

#1 Regular classes will be conducted simultaneously with Mid-Term Examination for the MBA Programs.

#2 Student oriented events mentioned selectively. However, the student council would have separate communication for the said event dates.

SVKM'S NMIMS

School of Business Management, Mumbai

MBA Part Time Programme (I Year)

Academic Year: 2022-2023

Details	Program- Trim	Start date	End Date	No. of Days
Trimester I: 6 June 2022 to 25 September 2022				
Orientation	MBA Part Time Trim I	6 June 2022 (Monday)	19 June 2022 (Sunday)	14
Academic Instruction Duration (Regular Classes)	MBA Part Time Trim I	20 June 2022 (Monday)	*11 September 2022 (Sunday)	84
Mid Term Test / Internal Continuous Assessment	MBA Part Time Trim I	29 July 2022 (Friday)	31 July 2022 (Sunday)	3
Term End Exams	MBA Part Time Trim I	16 September - 18 September 2022 (Friday - Sunday)	23 September -25 September 2022 (Friday-Sunday)	6
Re-Exams	MBA Part Time Trim I	Tentatively second and third weeks of November 2022		
Trimester II: 3 October 2022 to 15 January 2023				
Academic Instruction Duration (Regular Classes)	MBA Part Time Trim II	3 October 2022 (Monday)	*1 January 2023 (Sunday)	91
Diwali Vacation	MBA Part Time Trim II	21 October 2022 (Friday)	27 October 2022 (Thursday)	7
Mid Term Test / Internal Continuous Assessment	MBA Part Time Trim II	2 December 2022 (Friday)	4 December 2022 (Sunday)	3
Winter Vacation	MBA Part Time Trim II	26 December 2022 (Monday)	1 January 2023 (Sunday)	7
Term End Exams	MBA Part Time Trim II	6 January - 8 January 2023 (Friday - Sunday)	13 January - 15 January 2023 (Friday - Sunday)	6
Re-Exams	MBA Part Time Trim II	Tentatively first and second week of March 2023		
Trimester III: 23 January 2023 to 30 April 2023				
Academic Instruction Duration (Regular Classes)	MBA Part Time Trim III	23 January 2023 (Monday)	*16 April 2023 (Sunday)	84
Mid Term Test / Internal Continuous Assessment	MBA Part Time Trim III	17 March 2023 (Friday)	19 March 2023 (Sunday)	3
Term End Exams	MBA Part Time Trim III	21 April - 23 April 2023 (Friday - Sunday)	28 April - 30 April 2023 (Friday- Sunday)	6
Re-Exams	MBA Part Time Trim III	Tentatively third and fourth week of June 2023		
Summer Term: 2 May 2023 to 18 June 2023				
Academic Instruction Duration (Regular Classes) + ICA	MBA Part Time - Summer Term	2 May 2023 (Tuesday)	*18 June 2023 (Sunday)	48

Note: * Last Instruction Day of Trimester.

SVKM's NMIMS

School of Business Management, Mumbai

MBA Part Time (II Year) –Weekend batches

Academic Calendar: 2022-23

Details	Program- Trim	Start date	End Date	No. of Days
Trimester IV: 11 July 2022 to 16 October 2022				
Academic Instruction Duration (Regular classes)	MBA Part Time Trim IV	11 July 2022 (Monday)	*1 October 2022 (Saturday)	83
Mid Term Test / Internal Continuous Assessment	MBA Part Time Trim IV	19 August 2022 (Friday)	21 August 2022 (Sunday)	3
Term End Exams	MBA Part Time Trim IV	7 October 2022 (Friday)	16 October 2022 (Sunday)	10
Re-Exams	MBA Part Time Trim IV	Tentatively first and second week of November 2022		
Trimester V: 17 October 2022 to 29 January 2023				
Academic Instruction Duration (Regular Classes)	MBA Part Time –Trim V	17 October 2022 (Monday)	*15 January 2023 (Sunday)	91
Diwali Vacation	MBA Part Time –Trim V	21 October 2022 (Friday)	27 October 2022 (Thursday)	7
Mid Term Test / Internal Continuous Assessment	MBA Part Time –Trim V	2 December 2022 (Friday)	4 December 2022 (Sunday)	3
Winter Vacation	MBA Part Time –Trim V	26 December 2022 (Monday)	1 January 2023 (Sunday)	7
Term End Exams	MBA Part Time –Trim V	20 January 2023 (Friday)	29 January 2023 (Sunday)	10
Re-Exams	MBA Part Time –Trim V	Tentatively third and fourth weeks of March 2023		
Trimester VI: 30 January 2023 to 7 May 2023				
Academic Instruction Duration (Regular Classes)	MBA Part Time Trim VI	30 January 2023 (Monday)	*23 April 2023 (Sunday)	84
Mid Term Test / Internal Continuous Assessment	MBA Part Time Trim VI	3 March 2023 (Friday)	5 March 2023 (Sunday)	3
Term End Exams	MBA Part Time Trim VI	28 April 2023 (Friday)	7 May 2023 (Sunday)	10
Re-Exams	MBA Part Time Trim VI	Tentatively fourth and fifth week of June 2023		
Convocation	MBA Part Time	Tentatively last week of October 2023		
Commencement of next academic year	MBA Part Time	Tentatively first week of June 2023		

Note: * Last Instruction Day of Trimester.

SVKM'S NMIMS

School of Business Management, Mumbai

Diploma/MBA Part Time Programme – Social Entrepreneurship (I Year)

Academic Year: 2022-2023

Details	Program- Trim	Start date	End Date	No. of Days
Trimester I: 10 June 2022 to 25 September 2022				
Communication Skills	Diploma/MBA PT SE Trim I	10 June 2022 (Friday)	19 June 2022 (Sunday)	10
Academic Instruction Duration (Regular Classes)	Diploma/MBA PT SE Trim I	24 June 2022 (Friday)	*11 September 2022 (Sunday)	80
Mid Term Test / Internal Continuous Assessment	Diploma/MBA PT SE Trim I	29 July 2022 (Friday)	31 July 2022 (Sunday)	3
Term End Exams	Diploma/MBA PT SE Trim I	16 September - 18 September 2022 (Friday - Sunday)	23 September -25 September 2022 (Friday-Sunday)	6
Re-Exams	Diploma/MBA PT SE Trim I	Tentatively second and third weeks of November 2022		
Trimester II: 7 October 2022 to 15 January 2023				
Academic Instruction Duration (Regular Classes)	Diploma/MBA PT SE Trim II	7 October 2022 (Friday)	*1 January 2023 (Sunday)	87
Diwali Vacation	Diploma/MBA PT SE Trim II	21 October 2022 (Friday)	27 October 2022 (Thursday)	7
Mid Term Test / Internal Continuous Assessment	Diploma/MBA PT SE Trim II	2 December 2022 (Friday)	4 December 2022 (Sunday)	3
Winter Vacation	Diploma/MBA PT SE Trim II	26 December 2022 (Monday)	1 January 2023 (Sunday)	7
Term End Exams	Diploma/MBA PT SE Trim II	6 January - 8 January 2023 (Friday - Sunday)	13 January – 15 January 2023 (Friday -Sunday)	6
Re-Exams	Diploma/MBA PT SE Trim II	Tentatively first and second week of March 2023		
Trimester III: 27 January 2023 to 30 April 2023				
Academic Instruction Duration (Regular Classes)	Diploma/MBA PT SE Trim III	27 January 2023 (Friday)	*16 April 2023 (Sunday)	80
Mid Term Test / Internal Continuous Assessment	Diploma/MBA PT SE Trim III	17 March 2023 (Friday)	19 March 2023 (Sunday)	3
Term End Exams	Diploma/MBA PT SE Trim III	21 April – 23 April 2023 (Friday - Sunday)	28 April – 30 April 2023 (Friday- Sunday)	6
Re-Exams	Diploma/MBA PT SE Trim III	Tentatively third and fourth week of June 2023		
Summer Term: 5 May 2023 to 18 June 2023				
Academic Instruction Duration (Regular Classes) + ICA	MBA PT SE - Summer Term	5 May 2023 (Friday)	*18 June 2023 (Sunday)	45

Note: * Last Instruction Day of Trimester.

SVKM'S NMIMS

School of Business Management, Mumbai

MBA Part Time Social Entrepreneurship (II Year)

Academic Calendar: 2022-23

Details	Program- Trim	Start date	End Date	No. of Days
Trimester IV: 24 June 2022 to 25 September 2022				
Academic Instruction Duration (Regular classes)	MBA PT SE Trim IV	24 June 2022 (Friday)	*11 September 2022 (Sunday)	80
Mid Term Test / Internal Continuous Assessment	MBA PT SE Trim IV	29 July 2022 (Friday)	31 July 2022 (Sunday)	3
Term End Exams	MBA PT SE Trim IV	16 September 2022 (Friday)	25 September 2022 (Sunday)	10
Re-Exams	MBA PT SE Trim IV	Tentatively first and second week of November 2022		
Trimester V: 7 October 2022 to 22 January 2023				
Academic Instruction Duration (Regular Classes)	MBA PT SE Trim V	7 October 2022 (Friday)	*8 January 2023 (Sunday)	94
Diwali Vacation	MBA PT SE Trim V	21 October 2022 (Friday)	27 October 2022 (Thursday)	7
Mid Term Test / Internal Continuous Assessment	MBA PT SE Trim V	18 November 2022 (Friday)	20 November 2022 (Sunday)	3
Winter Vacation	MBA PT SE Trim V	26 December 2022 (Monday)	1 January 2023 (Sunday)	7
Term End Exams	MBA PT SE Trim V	13 January 2023 (Friday)	22 January 2023 (Sunday)	10
Re-Exams	MBA PT SE Trim V	Tentatively first and second week of March 2023		
Trimester VI: 3 February 2023 to 7 May 2023				
Academic Instruction Duration (Regular Classes)	MBA PT SE Trim VI	3 February 2023 (Friday)	*23 April 2023 (Sunday)	80
Mid Term Test / Internal Continuous Assessment	MBA PT SE Trim VI	17 March 2023 (Friday)	19 March 2023 (Sunday)	3
Term End Exams	MBA PT SE Trim VI	28 April 2023 (Friday)	7 May 2023 (Sunday)	10
Re-Exams	MBA PT SE Trim VI	Tentatively fourth and fifth week of June 2023		
Convocation	MBA PT SE Trim VI	Tentatively last week of October 2023		
Commencement of next academic year	MBA PT SE Trim VI	Tentatively first week of June 2023		

Note: * Last Instruction Day of Trimester.

LIST OF HOLIDAYS FOR THE YEAR 2022

SR NO.	OCCASION	DATE	DAY
1	New Year	01-Jan-22	Saturday
2	Republic Day	26-Jan-22	Wednesday
3	Mahashivratri	01-Mar-22	Tuesday
4	Holi	18-Mar-22	Friday
5	Gudi Padwa	02-Apr-22	Saturday
6	Good Friday	15-Apr-22	Friday
7	Ramzan-Id	03-May-22	Tuesday
8	Rakshabandhan	11-Aug-22	Thursday
9	Independence Day	15-Aug-22	Monday
10	GopalKala	19-Aug-22	Friday
11	Ganesh Chaturthi	31-Aug-22	Wednesday
12	Anant Chaturdasi	09-Sep-22	Friday
13	Dushera	05-Oct-22	Wednesday
14	Narak Chaturdashi	24-Oct-22	Monday
15	Diwali	25-Oct-22	Tuesday
16	Diwali (Balipratipada)	26-Oct-22	Wednesday

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

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

Sr. No.	Awards
1	Chancellor's Gold Medal for the Best All Round Student Performance for the year
2	Vice-Chancellor's Gold Medal for the Student scoring highest CGPA over 6 terms
3	Gold Medal & Certificate of Honour for overall excellence & leadership instituted by MMS Class of 1981-83 in memory of their classmate Mr. Shailesh Kharkar
4	Gold Medal Award- Information Technology (Academics & Overall) in memory of Dr. Chirag Unadkat
5	Late Prof. Pratap V Sirur Silver Medal for scoring the highest marks in the subject of Investment and Portfolio Management.
6	Dun & Bradstreet Award for the Best Student in the MBA program
7	Prof. Y. K. Zamvar NMIMS Alumni Association Trophy for the Best Organizer of the Year
8	Prof. Y. K. Zamvar Award for the Best Student based on the Academic Performance for MBA for the year.
9	Trophy of Honor in recognition of consistent Academic Performance and Contribution to the Student's Activities in MBA HR for the year.
10	Certificate of Honor for the Best Student across all fulltime MBA programs for consistent Academic Performance and Contribution towards Student's Activities for the year
11	Certificate of Honor in recognition of consistent Academic Performance and Contribution to the Student's Activities in MBA for the year.
12	Certificate of Honor in recognition of consistent Academic Performance and Contribution to the Student's Activities in MBA Pharmaceuticals Management for the year.
13	Chancellor's gold medal to the All-Rounder student of MBA HR
14	SBM Distinction Award for MBA HR
15	SBM "Leader in the Making" Award for MBA HR
16	SBM "Outstanding Student Award for MBA HR
17	Award for Outstanding Performance in the field of Sports.

Note: The Vice Chancellor Gold Medal will be awarded based on CGPA of only compulsory courses (All core courses in I & II Year)

MBA PHARMACEUTICAL MANAGEMENT STUDENTS LIST OF AWARDS

Sr.No.	Company Awards	Subject
1	ACG Worldwide Pvt. Ltd	Marketing Management
2	AIOCD Pharmasofttech AWACS Pvt. Ltd	Best Prescription Audit
3	Late Dr. S. K. Punshi Memorial Award	Operations Management
4	Macleods Pharmaceuticals Ltd.	Principles & Practices of Sales Management
5	Medley Pharmaceuticals	Consumer Behaviour in Pharma
6	Abbott Healthcare Ltd	Marketing Analytics
7	Zydus HealthCare Ltd	Managing Innovation in Pharma
8	Cipla Award in Memory of Late Dr. K.A. Hameid.	Business Leadership in Pharma
9	Dr. Anji Reddy Memorial Award	Good Marketing Practices
10	EISAI Pharmaceuticals (I) Ltd	Good Manufacturing Practices
11	Glaxo Smithkline	Highest CGPA in 2nd Year
12	Himalaya Drug Company	Strategic Brand Management in Pharma
13	Indegene Pvt. Ltd	Marketing Strategy & Implementation
14	Allergan India Pvt. ltd	Pharma Brand Promotion I & II
15	Novartis Ltd.	Best Thesis

**SCHOOL OF BUSINESS MANAGEMENT
THE TEAM**

Sr. No	Name	Email ID / Contact Nos.	Details
1	Dr. Prashant Mishra	42355705/dean@sbm.nmims.edu	Dean - School of Business Management
2	Dr. Bala Krishnamoorthy	42355806/bala.krishnamoorthy@sbm.nmims.edu	Associate Dean - Accreditation SBM, Discipline Chairperson Business Environment and Strategy
3	Dr. Chandrima Sikdar	42355818/ chandrima.sikdar@sbm.nmims.edu	Associate Dean - School of Business Management
4	Dr. Mayank Joshipura	42355834/ mayank.joshipura@sbm.nmims.edu	Associate Dean Research & Ph.D.
5	Dr. Madhavi Gokhale	42355852/Madhavi.Gokhale@sbm.nmims.edu	Programme Chairperson MBA
6	Dr. Hema Bajaj	42355894/ hema.bajaj@sbm.nmims.edu	Programme Chairperson MBA HR, Discipline Chairperson HRBS
7	Dr. Hari Kumar Iyer	42355891/ harikumar.iyer@sbm.nmims.edu	Programme Chairperson MBA Pharma
8	Prof. Sudhanshu Pani	42355886/ sudhanshu.pani@sbm.nmims.edu	Programme Chairperson MBA Law
9	Dr. Binesh Nair	42355966/ binesh.nair@sbm.nmims.edu	Programme Chairperson MBA DT
10	Dr. Alaknanda Menon	42359926/ alaknanda.menon@sbm.nmims.edu	Programme Chairperson MBA REM
11	Dr. Neha Sadhotra	42355809/ Neha.Sadhotra@sbm.nmims.edu	Programme Chairperson MBA HCM
12	Dr. Satish Kajjer	42355812/ Satish.Kajjer@sbm.nmims.edu	Programme Chairperson MBA PT SE
13	Prof. Pradeep Pai	42355856/ pradeep.pai@sbm.nmims.edu	Programme Chairperson MBA PT
14	Prof. Papiya De	42355837/ papiya.de@sbm.nmims.edu	Discipline Chairperson Communication
15	Prof. Souvik Dhar	42355819/ souvik.dhar@sbm.nmims.edu	Discipline Chairperson Economics
16	Dr. Samveg Patel	42355842/ samveg.patel@sbm.nmims.edu	Discipline Chairperson Finance
17	Dr. Arun Sharma	42355802/ arun.sharma@sbm.nmims.edu	Discipline Chairperson Marketing
18	Dr. Manisha Sharma	42355851/ manisha.sharma@sbm.nmims.edu	Discipline Chairperson Operations & Data Sciences
20	Mr. Tejash Somaiya	42355566 /tejash.somaiya@sbm.nmims.edu	Deputy Registrar SBM
21	Ms. Tulsi Mistry	42355643/ tulsi.mistry@sbm.nmims.edu	Assistant Registrar SBM Examination
22	Ms. Pinky Shah	42335692/ pinky.shah@sbm.nmims.edu	Research/ Ph. D/ Management Review
23	Ms. Ashwini Dighe	42355691/ ashwini.dighe@sbm.nmims.edu	MBA Programme First Year
24	Ms. Smita Kadam	42355694 /smita.kadam@sbm.nmims.edu	MBA Programme Second Year
25	Ms. Swapnali Kadam	42355869/ swapnali.kadam@sbm.nmims.edu	MBA HR/MBA Law
27	Ms. Cheryl Monteiro	42355689 / cheryl.monteiro@sbm.nmims.edu	MBA Pharma Mgmt. / International Linkages
28	Ms. Answeeta Coutinho	42355167 / Answeeta.Coutinho@nmims.edu	MBA DT
29	Mr. Manish Chavan	42355687 / manish.chavan@sbm.nmims.edu	PT MBA Social Entrepreneurship/ PT MBA
30	Mr. Swapnil Mangale	42355573/ swapnil.m@sbm.nmims.edu	Coordinator SBM Examination
31	Ms. Vedangi Mayekar	42355678/ Vedangi@nmims.edu	Deputy Director Placement
32	Mr. Jayesh Ahuja	42352264/ Jayesh.Ahuja@nmims.edu	Assistant Director Placement
33	Ms. Arti Karamchandani	42355677/Arti.Karamchandani@sbm.nmims.edu	Assistant Director Placement

ANNEXURES

Expression of Interest for Course of Independent Studies
Project Proposal: Course of Independent Study

- (i) Name of the student:
- (ii) SAP id.:
- (iii) Roll no.:
- (iv) Trimester in which you intend to pursue a CIS course:
- (v) Broad area:
- (vi) Proposed Title of the Research Proposal:
- (vii) Introduction of the proposed study (approx. 200 words)

- (viii) Major existing international and national research work reviewed (approx. 300 words)

- (ix) Identification of Research gap (approx. 200 words)

- (x) Expected Outputs such as papers, report, book, document, dataset etc. (100 words)

- (xi) Relevance of the proposed study for the student (approx. 300 words)

- (xii) Terms of reference and time frame of deliveries (approx. 200 words)

Declaration

I hereby declare that the proposal and its contents are entirely original and as per the standard practice.

Signature of the Candidate

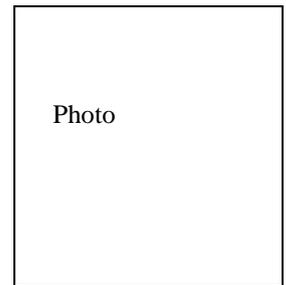
Place:

Date:

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,

Project Proposal: Independent Study & Dissertation (MBA REM Program)

Name of the student: _____

SAP ID: _____ **Roll no.** _____

Broad area: _____

Proposed Title of the Research Proposal: _____

Body of the Project proposal must contain:

1. Introduction of the proposed study (approx. 200 words)
2. Relevance of the proposed topic both globally and in the Indian context (300 words)
3. Motivation for the proposed study (approx. 200 words)
4. Contemporary research on the proposed topic (approx. 300 words)
5. Expected Outputs such as papers, report, book, document, dataset etc. (100 words)
6. Time frame of deliverables (approx. 200 words)
7. A declaration stating that the contents are entirely original and as per standard practice; all the borrowed materials are duly acknowledged and referenced.
8. Confirmation from the Industry mentor (if any)