SVKM'S
NMIMS
Deemed-to-be UNIVERSITY

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

AACSB
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STUDENT RESOURCE BOOK (2021-22)

School of Business Management Mumbai

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Message from Vice-Chancellor

Welcome, and Congratulations on joining NMIMS! Today, you have joined an institution that has the legacy of developing some of the most successful professionals and organizational leaders.

NMIMS is ranked among India's top universities and has been awarded national accreditation at the highest level. The Management & Engineering Schools of the University are globally accredited. You have joined a University that has a successful track record of growth. We believe in sustaining the quality, and the University offers a world-class learning experience. NMIMS strives towards excellence in all its endeavors. NMIMS students and faculty have earned national and global recognition in the form of Awards and Fellowships. It's a University that has a growing research culture.

The three pillars of NMIMS are quality, employability, and excellence. All this has been achieved through a culture of dialogue, collaboration, and mutual trust. The University's innovativeness is borne by many programs visualized in a value-driven manner compared to the conventional program designs. NMIMS have 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 ethos is 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 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 in 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. There is a Student Undertaking on the last page for your signature and to be handed over to your course coordinator by the mentioned date.

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

Dr. Ramesh Bhat

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Student Guidelines

(With effect from June 2021)

1.0 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 2021 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 comprehensive 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.

2.0 General Guidelines:

Code of Conduct

2.1 Cleanliness of the premises must be maintained by everyone in the NMIMS at all points of time.

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

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

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

2.5 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.

2.6 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.

2.7 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.

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

2.9 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).

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

2.11 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

2.12 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.

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

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

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

2.16 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.

2.17 University will reserve the rights to take action appropriately.

CODE OF CONDUCT	LINE OF ACTION
Alcohol and Other Drugs The unlawful possession, use, purchase or distribution of alcohol, illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs) or paraphernalia or the misuse of prescription drugs including sharing, procuring, buying or using in a different manner from the prescribed use or by someone other than the person for whom it was prescribed.	a. Suspension from attending college pending enquiry. b. Rustication from the school / campus / hostel
Assault, Endangerment or Infliction of Physical Harm Physical restraint, assault or any other act of violence or use of physical force against any member of the campus or any act that threatens the use of physical force.	Suspension from attending college pending enquiry.
Banners, Chalking and Posters Defacing of Campus property by means of Banners, Chalking and Posters.	Severe disciplinary action will be taken.
Bullying, Intimidation, and Stalking **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. **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. **Stalking.** Stalking is engaging in a course of conduct, repeated acts or communication towards another person, including unauthorized following, which demonstrate either an intent to put another person in fear of bodily injury or cause the person substantial emotional distress.	a. Suspension from attending college pending enquiry. b. Any person resorting to such act will amount to ragging and appropriate action will be taken.

Discrimination, Including Harassment, Based On a Protected Class Discrimination, including harassment, based on an individual's sex, race, colour, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability or any other legally protected classification.	a. Suspension from attending college pending enquiry. b. Rustication from the school / campus / hostel
Disorderly Conduct Excessive noise, which interferes with classes, school offices or other activities; Unauthorized entry into an area or a closed meeting. 1. Conduct that restricts or prevents faculty, staff or student employees from performing their duties, including interruption of meetings, classes or events; 2. Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others.	Abstain from attendance for the affective lecture / event.
False Representation Provide false information or make misrepresentation to any school office, forgery, alteration, or unauthorized possession or use of school documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail).	a. Suspension from attending college pending enquiry. b. Rustication from the school / campus / hostel
Fire Safety Tampering, interference, misuse, causing damage and/or destruction of fire safety and fire prevention equipment	Severe disciplinary action will be taken.
Theft, Vandalism, or Property Damage Theft, negligent, intentional, or accidental damage to personal or school property	a. Suspension from attending college pending enquiry. b. Rustication from the school / campus / hostel.
Unauthorized Entry or Access / Unauthorized Use of school Facilities or Services Unauthorized entry into or presence within enclosed school buildings or areas, construction sites, and student rooms or offices, even when unlocked, is prohibited.	a. Suspension from attending college pending enquiry. b. Rustication from the school / campus / hostel
Weapons and Fireworks Possession or use of firearms including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment, knives etc. Possession or use of fireworks, dangerous devices, chemicals, or explosives	a. Suspension from attending college pending enquiry. b. Rustication from the school / campus / hostel

2.18 Discipline Norms and Penalty

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

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

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

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

2.19.2 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 General Guidelines

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

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

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

3.1.4 Parents of the students shall be intimated with attendance record of their ward if the student has less than 80% attendance on 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.

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

3.1.6 If the student remains absent due to any medical issues 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.

3.1.7 Final attendance of Trimester/Semester will be published on Student Portal / Notice board after end of classes. If the student has any issues regarding attendance will notify the Dean/Director campus in writing and the same will be placed before an appeal committee. The decision of the committee will be final.

3.2 Attendance rules for all schools

3.2.1 100% attendance in classes for each subject is required. However, for medical reasons/ personal reasons/ extra- curricular and co-curricular activities/ placement/ institutional work/ other activities etc. absence relaxation 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 trimester/semester end term examination, subject to approval of exemption from attendance that has been granted 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 the 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 summarized 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
Below 80%	Have to take re-admission 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 of University decision by respective Dean/Director.

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.

4. Academic Guidelines

4.1Credit 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.

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.
Kindly refer Part II for school specific criteria.

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

4.5 Duration of examination

4.5.1 Minimum duration of Mid -Term Examinations: 1 hr.
4.5.2 Minimum duration of End-Term Examinations: 2 hrs.
4.5.3 Examination duration can also be more than the above specified time as defined by respective schools.
(refer Part II of SRB)

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

4.7 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.

4.8 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.

4.9 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.

4.10 Project Guidelines:

4.10.1 From time to time Faculty may assign projects to students in their courses.
4.10.2 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.

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.

7.0 **Examination Guidelines:**

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

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 necessarily have to get the approval of the Dean/Director of the respective school / Campus or person nominated by the Dean/Director in order 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 concerned. Such a student who has reported late will not be eligible for benefit of extra time due to late arrival as well as the loss of time in getting approval from the Dean of the school in such a case.

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 as a rule, 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 correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose on the answer-book.

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 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- 8) 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.

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.

*(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 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:

7.5.4 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.

7.5.5 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 2021**
Application for Verificationof Answer book/s	Within 3 days from the date of result declaration	Example: 20th October 2021
Application for Photocopy of the answer book/s	Within 2 days from the date of result declaration including holidays	Example: 19th October 2021
Receipt of the E-copy of Answer book/s	Latest on the 2nd day from the date of result declaration including holidays (answer	Example: 19th October 2021 (This will be

	books will be sent by e mail link)	immediate on application)
Application for Re-valuation of the answer book/s	**Within 3 days from the date of result declaration** including **holidays**	Example:20th October 2021

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

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

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

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

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

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

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

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

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

7.6.13.3 **If the marks of re-evaluation increase or decrease by more than 20%** A second revaluation of the said answer books shall be done by the examiner from the panel of examiners for the said subject and then **an average of the marks obtained in the first re-evaluation and marks obtained in the second re- evaluation shall be taken** and this shall be accepted by the University as the final marks for the said subject (fractional marks if any shall be rounded off to the next integer).

7.6.13.4 An answer book shall be sent for second revaluation to another senior examiner appointed by the Controller of Examinations in consultation with the Dean of the School or Chairperson of the Board of Studies of the University, if in the first revaluation, marks of a candidate are decreased below the passing marks or if a candidate obtains 'F' grade after the first revaluation or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.

The revised marks obtained by a candidate after re-evaluation, as accepted by the University shall be taken into account for the purpose of amendment of his results only and the said result shall be communicated to the student the student portal. Students may note that after carrying out reevaluation, the marks obtained may increase or

decrease or may not change.

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

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

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

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

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

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

7.6.17 The outcome of Revaluation process shall be final and binding on student.

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

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

8 Library Rules and Regulations:

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

8.2 Access to the NMIMS Library is restricted to staff and students of the NMIMS who are in possession of a current valid identification card issued by NMIMS, and to such other persons as may be authorized by the Librarian.

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

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

8.5 Silence is required in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off, or set to silent mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to fine and /or suspension of student for 3 weeks.

8.6 The consumption of food and beverages (with the exception of bottled water) and the use of personal audio equipment are not permitted in the Library.

8.7 Photography, filming, video-taping and audio-taping in the Library is not allowed.

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

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

8.10 Data retrieved from the Library's electronic resources *may not be used* for purposes other than teaching, research, personal educational development, administration and management of NMIMS and development work associated with any of the

aforementioned. *Use of the data is not permitted* for consultancy / services leading to commercial exploitation of the data
/ for work of significant benefit to the employer of students on industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.

8.11 The removal of any material from the Library must be properly authorized and recorded. Damage to or unauthorized removal of material constitutes a serious offence and may lead to a fine or to disciplinary action.

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

8.13 Fine of Rs.3.00 per day per book is levied on overdue books. Students can check their account details online in OPAC (Online Public Access catalogue) and also be notified overdue by email. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until such time as those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.

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

8.15 Students are required to wear smart casuals (Bermuda, half pants, Short skirts, Bathroom slippers are not allowed).

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

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

8.18 For list of electronic resources / Databases refer annexure.

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

9 Placement Guidelines:

NMIMS is a premier University of the country, in existence for over three decades and 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.

Being a Deemed to be University of higher learning, 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

9.1Batch 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.

9.1.1 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.

9.1.2 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.

9.1.3 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.

9.1.4 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.

9.2 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.

9.3 Internships/Projects

9.3.1 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.

9.3.2 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.

9.3.3 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.

9.3.4 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.

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

9.3.6 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.

9.3.7 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.

9.3.8 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.

9.4 Final Placements

9.4.1 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.

9.4.2 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.

9.4.3 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.

9.4.4 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.

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

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

10 Guidelines for the Use of Computing Facilities:

10.1 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.

10.2 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.

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

10.4 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.

10.5 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.

10.6 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.

10.7 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.

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

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

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

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

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

10.13 **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.

10.14 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.

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

10.16 Students will get 1 TB of space of One Drive to store documents for education purpose.

10.17 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.

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

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

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

10.21 Improper behaviour towards staff will result in disciplinary action.

10.22 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.

10.23 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.

10.24 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.

10.25 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.

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

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

10.28 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.

10.29 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.

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

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

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

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

10.34 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.

10.35 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.

10.36 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.

10.37 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

10.38 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.

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

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

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

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

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

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

10.45 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.

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

10.47 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.

10.48 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.

10.49 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.

10.50 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.

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

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

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

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

10.55 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.

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

10.57 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.

10.58 ***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.

11 Feedback Mechanism:

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

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

11.1.2 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.

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

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

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

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

12 Mentoring Programme / 'Psychologist and a Counsellor:

12.1 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 in identification of resources needed by all students. Do meet your faculty mentor regularly as per their convenience and availability.

12.2 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 based on realistic structured and research based therapies.

Managing emotions is important to ensure all-rounded progress in life. To learn something new, we need to break the old walls of myths and misconceptions. Visiting a counsellor helps us to relearn some more helpful, progressive, reality based thinking. **Personal counselling** is very important at every step in life even at the corporate level. What we think about situations affects our subconscious mind deeply which interferes with our present life and hinders our ability to lead a healthy 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 really help?

Have you had any of these repetitive thoughts or facing a rejection that you are not able to cope up with?

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

Just as we would treat a sprain with some ointment, we try to heal our emotional pain on our own. At times when the sprain is not healing, we visit the doctor and similarly one visits the counsellor sometimes when we are unable to clear our own 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 wound may have been too deep
/chronic or your bone is broken it could also need psychiatric intervention and give appropriate help.

We may be unaware of the implications of our behaviour 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 which we need to be aware of as they could again lead to complications and could affect our performance, decision making, logical thinking, studies, relationships and career. This form of 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 to believe that to be emotional is to be weak so often we push all our emotional issues under the blanket and then to avoid sleepless nights take up unhealthy habits like smoking, drinking, and substance abuse. We do this hoping to feel better, which lasts only for short term, on the other hand, creating long term damage and may lead to unhealthy dependency.

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

For Mumbai Campus: Assisting Psychologists and Counsellors, Mr. Joel Gibbs, Ms. Nazneen Raimalwala And Ms. Diksha Tyagi.

Location:
Mr. Joel Gibbs,
8th floor faculty area, Cabin:-West-854 at NMIMS building, Call on 022-42332218 or email joel.gibbs@nmims.edu to book appointments.

Ms. Nazneen Raimalwala,
7th floor faculty area, Cabin:-732, in the Mithibai college building, call on 022-42332225 or email Nazneen.raimalwala@nmims.edu to book appointments.

Ms. Diksha Tyagi,
For students studying at MPSTME Building, call on 02224350512 or email diksha.tyagi@nmims.edu for appointments

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

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

13.1 Admission Cancellation procedure:

For cancellation of admission, the student needs to submit 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). If the cancellation is after commencement of the programme, the said application to be submitted to the respective Dean for further process.

The Schedule of Refund 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: Candidates to refer Important Dates of the respective programme.

The above refund rules are as per University Grants Commission (UGC) notification on Refund of Fees and Non-Retention of Original Certificates of October, 2018 and are subject to revision as per UGC notification (as applicable). Please note the closure of admission/last date of admission as mentioned in the important dates of the respective programme.

13.2 Payment of fees:

13.2.1 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.

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

13.2.3 **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.

13.2.4 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.

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

Academic break	**Fees to be paid at the time of admission after the academic break**
Informed before the commencement of the academic year.	100% total fee prevalent.
Informed after commencement, not attended classes and fees not paid.	100% total fee + 25% readmission (prevalent).
Informed during the semester / trimester fees not paid for current year.	100% total fee + 25% readmission (prevalent).
Informed during the academic year and fees paid for that year.	25% of total fees as readmission fee prevalent that year.

13.3 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.**

13.4 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 –

13.4.1 The academic break can be granted to any student by respective Dean/Director of School/campus.

13.4.2 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.

13.5 Eligibility for Academic Break:

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

13.5.1 Serious personal medical reasons involving hospitalization, if required and supported by documents.

13.5.2 Serious 'family' related issues.

13.5.3 Financial constraints.

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

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

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

13.5.7 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.

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

13.6 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.

13.7 Admission Deferment:

Following rules are applicable to all the Schools of NMIMS.

13.7.1 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.

13.7.2 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.

13.7.3 Process for Admission deferment:

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

13.7.3.2 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.

13.7.3.3 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.

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

13.7.3.5 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.

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

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

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

13.7.3.9 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'.

14 Dean's list students:

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

14.1.1 10 % of the batch on the basis of highest yearly CGPA will be part of the Dean's List and will be awarded with the Dean's List Certificate at the end of each year.

14.1.2 Students who are participating in Student Exchange Program (for 2nd year) are also eligible for the Dean's list subject to the condition that they were also in the dean's list of 1st year. Such students will be shortlisted on the basis of the CGPA of two trimesters of 2nd year.

14.1.3 Students obtaining D grades/ F grades/ appearing in the re- exams in the current academic year will be ineligible to be part of Dean's List of the current academic year as well as in the Dean's list of the next year(s). Any student having disciplinary action taken against them will be ineligible to be listed in the Dean's list for that particular academic year.

14.1.4 Any breach in expected code of conduct for students (as per part II) and adverse behaviour may impact consideration for Dean's List for the current academic year.

15Students Portal (Learning Management System):

15.1 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.

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

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

15.4 Change Password: Students are recommended to change password after first login for safe surfing.

15.5 Email Update: Users need to change/update their email id & contact number for getting regular notification.

15.6 Course links: Your login will contain only current trimester/semester course list.

15.7 Announcements: Announcements related to course and other activities are published in Announcements section.

15.8 Library: It will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.

15.9 Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally.

15.10 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.

15.11 Academic Content: Syllabus, SRB, Teaching Scheme, Class Time-table etc. can be uploaded.

15.12 Course Content: All course related reading materials (ppts/notes/videos/links) can be published.

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

15.14 Admission Related content: Admission Notices can be published.

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

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

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

15.18 Groups: Groups can be created by faculty for assessments, File Exchange, Discussion Board etc. for their Courses.

15.19 Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss on topics related to their respective courses.

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

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

15.22 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.

15.23 System Requirement: Works Best with Chrome. (version 64 and above)

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

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

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

16.2 All student contests are classified as follows.

GRADE A: National and International level contests of very high repute. GRADE B: National level contests of high repute.

GRADE C: Local and National level contests

16.3 The respective school heads will make the classification of contest in Grade A/B/C.

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

16.5 Reimbursements (Applicable only for National Contest)

16.5.1 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.

16.5.2 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).

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

16.5.4 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.

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

16.6 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 Awards and Scholarships

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

17.2 Students are advised to apply for awards and participate in the process enthusiastically.

17.3 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.

17.4 Certificate of merit to be given by Dean at school level.

18 Guidelines for Convocation

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

18.2 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.

18.3 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.

18.4 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.

19 Roles and Responsibility of Class Representative and Student Council 19.1Class 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.

19.2 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.

19.3 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:

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

19.3.2 To navigate all student-related activities at NMIMS and facilitate a better life on campus.

19.3.3 To spearhead the organisation & co-ordination of the Corporate Festival, the Cultural Festival, & other Events.

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

19.3.5 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.

19.3.6 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.

19.3.7 For the major events prior formal invitation to be given to all the senior management

19.3.8 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.

20. Interface with Accounts:

20.1 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.

20.2 **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.

20.3 **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.

20.4 **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.

20.5**Hostel Deposit Refund**:
Location: NMIMS Accounts Department Procedure:

20.3.1 Please procure signature of Hostel in-charge on the receipt.
20.3.2 Submit signed Hostel Deposit Receipt to Accounts Department along with Application for Refund as per Annexure 9.
20.3.3 Please attach copy of cancelled cheque of your own account or parent's account. Same particulars of the bank account to which refund is to be send is to be mentioned on the Application for Refund form.
20.3.4 Please allow a period of 3 weeks for issue of the Refund.

20.6 **Library Deposit and Security Deposit Refund**: Location: Course Coordinator
Procedure:

20.6.1 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
20.6.2 Please allow a period of 3 weeks for issue of the Refund through NEFT

20.7 **Duplicate Receipt**:
Location: NMIMS Accounts Department Procedure:

20.7.1 Please fill the Application for Duplicate Fee Receipt and submit Rupees 100 per receipt to Accounts Department
20.7.2 Please allow a period of a week for issue of receipt

21. Guidelines for International Student Exchange Program

21.1Introduction

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.

21.2 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:

1. **The University Level:**
   - University of New South Wales, Australia
   - Clark University, USA
   - University of California, Berkeley, USA – Summer Sessions
   - University of Texas at Dallas, USA
   - Illinois Institute of Technology, USA
   - The University of Missouri - Kansas City, USA
   - Florida International University, USA
   - Stony Brook University, USA
   - Columbia University School of Professional Studies, USA
   - St. Martin's University, Washington, USA
   - Kings College London, UK
   - Bristol University, UK
   - University of Leeds, UK
   - Abdullah Gul University, Kayseri, Turkey
   - Virginia Tech. University, US
   - University of Memphis, USA
   - University of Guelph, CANADA
   - University of Essex, UK
   - University of Western Australia, Australia
   - University of Chester, UK
   - University of Stirling, UK
   - Warwick Manufacturing Group, University of Warwick

2. **School of Business Management (SBM)**:
   - HEC Lausanne, Switzerland
   - The Grenoble Ecole de Management, France
   - KEDGE Business School (Previously – EUROMED Marseille) France
   - NEOMA Business School (Previously ROUEN) 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

21.3 Eligibility

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

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

21.3.1 Completed the eligibility year of program as defined by respective Deans/Directors of school

21.3.2 Have a minimum CGPA of 2.25 and above as defined by respective Deans/ Directors of School.

21.3.3 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.

21.4 Selection Criteria and Conditions

21.4.1 As defined by respective Deans/Directors of Schools

21.4.2 Defined by MoU between Partner University and NMIMS for incoming students

21.5 Cost and Expenses

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

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

21.5.1 Accommodation and daily living expenses including study materials

21.5.2 Travel Expenses

21.5.3 Passport and visa costs

21.5.4 Insurance cover

21.5.5 Any other incidental costs

21.6 Application procedure for students and Expectations from students

21.6.1 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.

21.6.2 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.

21.6.3 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

21.6.4 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.

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

21.7 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.

21.8 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.

22. 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

22.1 Floods:

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

Before Floods	During Floods	After Floods
• Identify and visit elevated areas in and around the Institute as places of refuge during a flood • Be aware of drainage channels, and other low-lying areas known to flood suddenly. Consult and involve local authorities in the institutes • Check out for the monsoon alerts for the heavy rains declared by the Municipal Corporation of Greater Mumbai • Do not travel long distances on dates indicated as 'Monsoon Alerts'. Contact the Institute if there is any pre planned activity or examination or any other important work on that day and try to adjust it on some other day • Keep locally available equipment such as ropes, battery, radio, plastic bottles and cans handy 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	• 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 • 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	• 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.

22.2 Earthquake

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

Before Earthquake	During Earthquake	After Earthquake
• In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake. • 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.	**If you are at home or inside a building** • 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. **If you are in the street** • 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. **If you are driving** • Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle.	**If you are at home or inside a building** • Expect aftershocks. Be prepared. Stay where you are and do not come out immediately. • Keep calm, switch on the radio/TV and obey any instructions you hear on it after you come out • Turn off the water, gas and electricity • Do not smoke and do not light matches or use a cigarette lighter. Do not turn on switches. There may be gas leaks or short-circuits. • If there is a fire, try to put it out. If you cannot, call the fire brigade. • If possible then contact fire brigade immediately. • Immediately clean up any inflammable products that may have spilled (alcohol, paint etc). • Avoid places where there are loose electric wires and do not touch any metal object in contact with them. • Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth. • Eat something. You will feel better and more capable of helping others. • If the building is badly damaged, you will have to leave it. Collect water containers, food, and ordinary and special medicines (for persons with heart complaints, diabetes, etc.). • Help people who are injured. Provide them first aid. Do not move seriously injured people unless they are in danger. **If you are outside** • 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.

22.3 Fire

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

Before Fire	During Fire	After Fire
• 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.	• 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. ***If trapped or stranded:*** • 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.	• Don't re-enter or permit anyone to enter the building, unless the fire officials have given permission to enter.

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

23.1 **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.

Anti-Ragging Committees:

University				
	Name	**Designation**	**E-mail ID**	**Contact no.**
1.	Dr. Meena Chintamaneni	Chairperson	meena.chintamaneni@nmims.edu	022 42355555
2.	Mr. Paramanand Rajwar	Member	Paramanand.Rajwar@nmims.edu	022 42355558
3.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
4.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
5.	Mr. Samraj Dhasian	Member	Samraj.dhasian@nmims.edu	022 42355555
6.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
7.	Mr. Avinash Bairagi	Member (Police)	avinash1310.ab@gmail.com; juhupolicestation@gmail.com;	9967437521
8.	Dr. Christine D'Lima	Member (Lady Representative of Student Council Team)	Christine.Dlima@nmims.edu	022 42355555
9.	NGO representative will also be part of this committee.			
At Hostels, Mumbai				
1	Shri Bhupesh Patel	Chairperson	bhupesh.patel@svkm.ac.in	98200 20700
2	Shri Harshad H. Shah	Member	harshad.shah@svkm.ac.in	98202 93814
3	Prof. Seema Mahajan	Member	seemam@nmims.edu	9820341341
4	Dr. Meena Chintamaneni	Member	meena.chintamaneni@nmims.edu	4235 5550
5	Mr. Venugopal K	Member	Venugopal.k@nmims.edu	022 42355557

23.2 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, Associate 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, Registrar, NMIMS	Member Secretary	meena.chintamaneni@nmims.edu	022 42355555
6.	NGO Representative will also be part of this committee			

23.3 **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. Ketan Shah, Associate 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, Registrar, NMIMS	Member Secretary	meena.chintamaneni@nmims.edu	022 42355555
6.	NGO Representative will also be part of this committee			

23.4 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. Alok Misra, Dean KPMSOL	Member	Alok.Misra@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	Member		
8.	Dr. Meena Chintamaneni, Registrar, NMIMS	Member Secretary	meena.chintamaneni@nmims.edu	022 42355555

23.5 **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.

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

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

Sr. No.	Category
15	Controversial
16	Abortion
17	Adult Materials
18	Advocacy Organizations
19	Gambling
20	extremist Groups
21	Nudity And Risqué
22	Pornography
23	Tasteless
24	Weapons
25	Sex Education
26	Alcohol
27	Tobacco
28	Lingerie and Swimsuit

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

25 List of E resources subscribed by NMIMS

Sr. No.	Database	Sr. No.	Database	Sr. No.	Database
	LIBRARY SOFTWARE		**RESEARCH DATABASES**		**MARKETING DATABASES**
1.	Koha	14.	CMIE: Economic Outlook	29.	TVADINDX
	GRAMMAR/PLAGIARISM CHECK SFT.	15.	CMIE: Prowess IQ	30.	WARC
2.	Grammarly	16.	Euromonitor International: Passport		**CASE STUDY DATABASE**
	ELECTRONIC JOURNAL DATABASES	17.	EViews 8	31.	Harvard BusinesSchool Publishing
3.	ProQuest Central	18.	Frost & Sullivan		**FINANCE LAB**
4.	EBSCO	19.	ISI Emerging Markets	32.	Bloomberg
5.	Economic and Political Weekly	20.	SPSS: AMOS		**SWAYAM / NDL**
6.	JSTOR	21.	Statista	33.	National Digital Library
7.	Mathscient	22.	STATA	34.	SWAYAM
	ENGINEERING DATABASES	23.	Inc42		
8.	DELNET		**COMPANY DATABASE**	35.	Consortium for Educational Communication (CEC)
9.	IEL Online /IEEE	24.	Capitaline		
10.	NPTEL		**STATISTICAL DATABASE**		
	E-BOOKS DATABASES	25.	IndiaStat		
11.	E-brary	26.	EPWRF India Time Series		
12.	Pearson E-Books		**LAW DATABASES**		
13.	South Asia Archive	27.	Hein Online		
		28.	SCC Online		

25 LIST OF HOLIDAYS FOR THE YEAR 2021

OCCASION	DATE	DAY
New Year	1-Jan-21	Friday
Republic Day	26 -Jan-21	Tuesday
Mahashivratri	11-Mar-21	Thursday
Holi	29-Mar-21	Monday
Good Friday	02-Apr-21	Friday
Gudi Padwa	13-Apr-21	Tuesday
Maharashtra Day	01-May-21	Saturday
Ramzan-Id	13-May-21	Thursday
GopalKala	31-Aug-21	Tuesday
Ganesh Chaturthi	10- Sept-21	Friday
Gandhi Jayanti	02-Oct-21	Saturday
Dushera	15-Oct-21	Friday
Narak Chaturdashi/ Diwali	04-Nov-21	Thursday
Diwali (Balipratipada)	05-Nov-21	Friday
Diwali (Bhaubeej)	06-Nov-21	Saturday
Christmas	25-Dec-21	Saturday

Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January26, August15, May 01& October 02) Note: For Employees whose weekly off is other than Sunday.

All those employees who are having weekly off other than Sunday and if the Holiday falls on Sunday not declared by the University then their w/o will be considered as Sunday for that week.

NGASCE Centres at campuses will follow holiday list declared for campuses as above.

26 NMIMS INFOLINE (for Mumbai Campus)(can be updated for Respective campuses)

Agency	Number
Disaster Management Cell of Municipal Corporation of Greater Mumbai	108
Police	
Police Help Line	100
Juhu Police Station	26184432 / 26183856
Vile Parle Police Station	26117307 / 26117317
Vile Parle-East, Police Station	26112813
D. N. Nagar, Andheri (W) Police Station	26303893 / 26304002 / 26303038
Andheri (E) Police Station	26831562 / 26842677
Santacruz Police Station	26492972 / 26487856
Fire Brigade	
Fire Brigade Help Line	101
Andheri Fire Station	26205301
Bandra Fire Station	26435206
Ambulance	102 / 1298/1252
Hospitals	
Dr. Balabhai Nanavati Hospital	26182255 / 2626 7500
Dr. Cooper Hospital	26207254
Travel Agency	
V-explore	42705205/ 42705255
General Physician	
"Shri Vile Parle Kelavani Mandal" runs a dispensary which operates from 9:00 am to 6:00 pm. It is manned by two fully qualified Medical Officers in two shifts. Services of dispensary are available for attending to all emergency first aid and for OPD. This facility is available to all students, staff and faculty members of SVKM Institutions	Location: N.M. College Area, 2nd floor. Dr. Geeta Shah – 9820547571/ Dr.Goel-9869002653 /
Hostel(Contact – Mr. Venugopal)	
MKM Sanghvi Girls Hostel	022-26256382/ 83
Bansi Villa Girls Res. Flats	022-4235 5555 / 5557
Kalika Girls Res. Flats	022-4235 5555 / 5557
Sur Sagar Girls Res. Flats	022-4235 5555 / 5557
G. R. Jani Hostel Boys	022-42334056
Anand Hotel Premises Boys Res Flats	022-4235 5555 / 5557

Part II

MESSAGE FROM DEAN -OFFICIATING

Greetings from all of us at School of Business Management, Mumbai

We are very pleased to welcome you all in our fold and wish all the very best for graduating from SBM-NMIMS with flying colors. This institution has emerged as a premier B school over a period of time with contribution from all stakeholders. It is our alumni who have taken the institute to the glory and add new achievements every year.

Excellence in teaching and learning involves students as active participants in their educational experience, rather than as passive consumers.

In addition to the SBM Mumbai's role of awarding formal academic qualifications to students who successfully complete their studies, SBM seeks to instill in all students a capacity for independent scholarly learning, critical judgment, and academic integrity and ethical sensitivity.

Our SRB -Student Resource Book clearly details SBM's expectations on the enrolled participants of its program and provides guidance for good code of conduct. It also outlines what can be expected of students while they are undertaking their studies at SBM, including recognition that ethical and honest behaviour and treatment underpins the relationship between the NMIMS University, School of Business Management and each student.

Our website sbm.nmims.edu provides a lot of details. Pl. visit it to get details of the happening and when you join, we provide you orientation for various activities that you will engage yourselves in through the vibrant student cells.

NMIMS was started in 1981 by a leading public charitable education trust, Shri Vile Parle Kelavani Mandal (SVKM), in Mumbai. The goal of NMIMS was to offer management programs at the Diploma and Masters' (graduate) level. Since 1981, NMIMS offered Mumbai University (University of Bombay) programs like Masters in Management Studies, Diploma in Management Studies, Masters' Program in Marketing Management, Human Resources Management and Finance Management. The 'University' status was conferred on NMIMS principally on the strength of its contribution to the growth of management education and its influence on the Indian economy.

NMIMS School of Business Management (SBM), Mumbai, continues to be a premier private management institute in India. For the past 40 years, the institute has been developing business leaders and entrepreneurs; and creating intellectual capital that is meaningful to its stakeholders.

Our approach to conducting our activities is guided by our firm belief in the value of excellence in teaching, research, outreach programs and administration. We respect and promote diversity with our students coming from all over India

The institute's mission statement provide direction towards strategic planning of different functions at SBM Mumbai to ensure that outcomes meet the mission.

NMIMS School of Business Management uses innovative approaches to develop socially responsible managers with global perspective for successful careers. The School encourages basic and applied research and development of contextual instructional material for graduate and executive education.

We are pleased to share our Student Resource Book 2021-2022. We expect our students to adhere to our institutional norms for the smooth conduct of the programs. We provide details on all activities. SRB serves as a guide for students to know about the program and overall code of conduct during their two years of engagement in the program.
We also use technology to a great extent to communicate with our students, so we encourage students to use student portal and be informed. Due to the Covid 19 pandemic we are constrained to deliver our sessions, exams, events and placements through online media. We expect our students to uphold the image of the School of Business Management. We will share with you all the student portal user manual for familiarizing yourselves with using the portal.
Looking forward to your enriching experience with us across the curricular, cocurricular and career advancement phases of grooming you in the next two years.

Bala Krishnamoorthy

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 others 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 PROGRAMS -2021-2022

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), 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

DUAL DEGREE IN MBA DECISION SCIENCES AND ANALYTICS + MS IN BUSINESS ANALYTICS AND INFORMATION MANAGEMENT

School of Business Management, Mumbai of NMIMS University in collaboration with Krannert School of Management of Purdue University has developed a dual degree program leading to MBA (Decision Sciences and Analytics) and MS (Business Analytics and Information Management) program to cater to this need. The program has

Been designed with an aim to educate students in state-of-the-art information technologies and analytical techniques along with understanding the leadership challenges in the business. The globally accredited AACSB Schools have come together to create a rigorous curriculum to help the students to equip them with the advanced software tools currently used in business and get an opportunity to apply what they are learning to real-world problems through experiential learning.

Analytical tools like R, Python & SAS are learnt through hands on application, working on pre-assessed data for progressive analysis, analytics competitions are participated in to give a competitive edge to the process.

At Purdue, students have the opportunity to select experiential learning projects courses to apply their analytics knowledge as a consulting team in a competition-type format, with the goal of trying to differentiate analytical start-up company's capabilities and insights better than others competing in the market.

This methodology would help students develop a predictive analytics solution that supports and resolves business problem for a client and experience presenting and selling an analytics solution in a competitive environment.

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 program 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.

Academic Calendars

SVKM'S NMIMS

SVKM's NMIMS

School of Business Management, Mumbai

Master of Business Administration – First Year

Academic Calendar: 2021-2022

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester I: 7 June 2021 to 4 September 2021				
Foundation Program	MBA – Trim I	7 June 2021 (Monday)	19 June 2021 (Saturday)	13 Days
Academic Instruction Duration (Regular Classes)	MBA – Trim I	21 June 2021 (Monday)	28 August 2021 (Saturday)	69 Days (1 Holiday – Gopalkala)
Manan	MBA – Trim I	14 July 2021 (Wednesday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA – Trim I	28 July 2021 (Wednesday)	31 July 2021 (Saturday)	4 Days
Parichay	MBA – Trim I	5 August 2021 (Thursday)	7 August 2021 (Saturday)	3 Days
Augustus	MBA – Trim I	24 August 2021 (Tuesday)		1 Day
Term End Exams	MBA – Trim I	30 August 2021 (Monday)	4 September 2021 (Saturday)	6 Days
Re-Exams	MBA – Trim I	19 October 2021 (Tuesday)	23 October 2021 (Saturday)	5 Days
Trimester II: 6 September 2021 to 11 December 2021				
Academic Instruction Duration (Regular Classes)	MBA – Trim II	6 September 2021 (Monday)	4 December 2021 (Saturday)	90 Days (7 days - Diwali Break, 7 days -Placement & 3 Holidays- Ganesh Chaturthi, Gandhi Jayanti, Dushera)
Arcadia (Intra Sports)	MBA – Trim II	23 September 2021 (Thursday)	26 September 2021 (Sunday)	4 Days
Mid Term Test / Internal Continuous Assessment	MBA – Trim II	14 October 2021 (Thursday)	18 October 2021 (Monday)	5 Days
Paragana	MBA – Trim II	21 October 2021 (Thursday)	24 October 2021 (Sunday)	4 Days
Diwali Vacation	MBA – Trim II	1 November 2021 (Monday)	7 November 2021 (Sunday)	7 Days
Samarthya	MBA – Trim II	26 November 2021 (Friday)	28 November 2021 (Sunday)	3 Days
Term End Exams	MBA – Trim II	6 December 2021 (Monday)	11 December 2021 (Saturday)	6 Days
Re-Exams	MBA – Trim II	25 January 2022 (Tuesday)	29 January 2022 (Saturday)	5 Days

SVKM'S NMIMS

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester III: 13 December 2021 to 26 March 2022				
Academic Instruction Duration (Regular Classes)	MBA – Trim III	13 December 2021 (Monday)	20 March 2022 (Sunday)	98 Days (7 Days- Winter Break, 25 days – We care, 2 Holidays – Republic Day & Holi)
Winter Vacation	MBA – Trim III	26 December 2021 (Sunday)	1 January 2022 (Saturday)	7 Days
University Day	MBA – Trim III	13 January 2022 (Thursday)		1 Day
Illuminar (Marketing and Finance Conclave)	MBA – Trim III	9 January 2022 (Sunday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA – Trim III	21 January 2022 (Friday)	24 January 2022 (Monday)	4 Days
We Care	MBA – Trim III	31 January 2022 (Monday)	24 February 2022 (Thursday)	25 Days (Including 1 Day travelling - 24th Feb'22)
Euphoria	MBA – Trim III	3 March 2022 (Thursday)	4 March 2022 (Friday)	2 Days
Term End Exams	MBA – Trim III	21 March 2022 (Monday)	26 March 2022 (Saturday)	6 Days
Summer Internship & Break	MBA – Trim III	1 April 2022 (Friday)	31 May 2022 (Tuesday)	61 Days
Re-Exams	MBA – Trim III	6 June 2022 (Monday)	11 June 2022 (Saturday)	6 Days
Summer Vacation	For Faculty	18 April 2022 (Monday)	29 May 2022 (Sunday)	6 weeks (42 Days)
	For Students	NA	NA	
Commencement of next Academic year (2022-23) (Second Year)	MBA – Trim IV	13 June 2022 (Monday) - Tentative	----	--
Commencement of next Academic year (2022-23) (First Year)	MBA – Trim I	6 June 2022 (Monday) - Tentative	----	--

Note:
#1 Regular classes will conduct simultaneously with Mid-Term Examination for the MBA Program(s).
#2 Student oriented events mentioned selectively.

SVKM'S NMIMS

SVKM's NMIMS

School of Business Management, Mumbai

Master of Business Administration – Second Year

Academic Calendar: 2021-2022

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester IV: 14 June 2021 to 4 September 2021				
Academic Instruction Duration (Regular Classes)	MBA – Trim IV	14 June 2021 (Monday)	29 August 2021 (Sunday)	77 Days (1 holiday- Independence Day)
Summer Internship Report Submission(s)	MBA – Trim IV	26 June 2021 (Saturday)		1 Day
Summer Internship Presentation(s)	MBA – Trim IV	IV & V week of July 2021		13 Days
Manan	MBA – Trim IV	14 July 2021 (Wednesday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA – Trim IV	21 July 2021 (Wednesday)	24 July 2021 (Saturday)	4 Days
Parichay	MBA – Trim IV	5 August 2021 (Thursday)	7 August 2021 (Thursday)	3 Days
Augustus	MBA – Trim IV	24 August 2021 (Tuesday)		1 Day
Term End Exams	MBA – Trim IV	30 August 2021 (Monday)	4 September 2021 (Saturday)	6+ 4 Days for Electives (1 Holiday- Gopal kala)
Re-Exams (43 days after final exams)	MBA – Trim IV	19 October 2021 (Tuesday)	26 October 2021 (Tuesday)	8 Days
Trimester V: 6 September 2021 to 11 December 2021				
Academic Instruction Duration (Regular Classes)	MBA – Trim V	6 September 2021 (Monday)	5 December 2021 (Sunday)	91 Days (7 Days-Diwali Break, 7 Days – Placement, 3 Holidays – Ganesh Chaturthi, Gandhi Jayanti, Dushera)
Arcadia (Intra Sports)	MBA – Trim V	23 September 2021 (Thursday)	26 September 2021 (Sunday)	4 Days
Mid Term Test / Internal Continuous Assessment	MBA – Trim V	12 October 2021 (Tuesday)	16 October 2021 (Saturday)	4 Days (1 Holiday- Dushera)
Paragana	MBA – Trim V	21 October 2021 (Thursday)	24 October 2021 (Sunday)	4 Days
Diwali Vacation	MBA – Trim V	1 November 2021 (Monday)	7 November 2021 (Sunday)	7 Days
Samarthya	MBA – Trim V	26 November 2021 (Friday)	28 November 2021 (Sunday)	3 Days

SVKM'S NMIMS

Details	Program-Trim	Start Date	End Date	No. of Days
Term End Exams	MBA – Trim V	6 December 2021 (Monday)	11 December 2021 (Saturday)	6+ 4 Days for Electives
Re-Exams	MBA – Trim V	25 January 2022 (Tuesday)	2 February 2022 (Wednesday)	9 Days (1 Holiday- Republic Day)
Trimester VI: 13 December 2021 to 17 March 2022				
Academic Instruction Duration (Regular Classes)	MBA – Trim VI	13 December 2021 (Monday)	6 March 2022 (Sunday)	84 Days (7 Days-Winter Break, 7 Days – Placement & 1 Holiday – Republic Day)
Winter Vacation	MBA – Trim VI	26 December 2021 (Sunday)	1 January 2022 (Saturday)	7 Days
University Day	MBA – Trim VI	13 January 2022 (Thursday)		1 Day
Illuminar (Marketing and Finance Conclave)	MBA – Trim VI	9 January 2022 (Sunday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA – Trim VI	19 January 2022 (Wednesday)	22 January 2022 (Saturday)	4 Days
Euphoria	MBA – Trim VI	3 March 2022 (Thursday)	4 March 2022 (Friday)	2 Days
Term End Exams	MBA – Trim VI	7 March 2022 (Monday)	17 March 2022 (Thursday)	11 Days
Re-Exams	MBA – Trim VI	8 April 2022 (Friday)	12 April 2022 (Tuesday)	5 Days
Convocation	MBA – Trim VI	15 April 2022 (Friday) - Tentative	16 April 2022 (Saturday) - Tentative	2 Days
Summer Vacation	For Faculty	18 April 2022 (Monday)	29 May 2022 (Sunday)	6 weeks (42 Days)
	For Students	NA	NA	

Note:
 # Regular classes will conduct simultaneously with Mid-Term Examination for MBA Program(s).
 # 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 program only.
 # Student oriented events mentioned selectively.

SVKM's NMIMS

SVKM's NMIMS

School of Business Management, Mumbai

Master of Business Administration (Human Resources) – First Year

Academic Calendar: 2021-2022

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester I: 7 June 2021 to 4 September 2021				
Foundation Program	MBA HR – Trim I	7 June 2021 (Monday)	19 June 2021 (Saturday)	13 Days
Academic Instruction Duration (Regular Classes)	MBA HR – Trim I	21 June 2021 (Monday)	28 August 2021 (Saturday)	69 Days (1 Holiday – Gopalkala)
Manan	MBA HR – Trim I	14 July 2021 (Wednesday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA HR – Trim I	28 July 2021 (Wednesday)	31 July 2021 (Saturday)	4 Days
HR Conclave	MBA HR – Trim I	14 August 2021 (Saturday)		1 Day
Pankh	MBA HR – Trim I	07 August 2021 (Saturday)		1 Day
Term End Exams	MBA HR – Trim I	30 August 2021 (Monday)	4 September 2021 (Saturday)	6 Days
Re-Exams	MBA HR – Trim I	19 October 2021 (Tuesday)	23 October 2021 (Saturday)	5 Days
Trimester II: 6 September 2021 to 11 December 2021				
Academic Instruction Duration (Regular Classes)	MBA HR – Trim II	6 September 2021 (Monday)	4 December 2021 (Saturday)	90 Days (7 days - Diwali Break, 7 days -Placement & 3 Holidays- Ganesh Chaturthi, Gandhi Jayanti, Dushera)
Arcadia (Intra Sports)	MBA HR – Trim II	23 September 2021 (Thursday)	26 September 2021 (Sunday)	4 Days
Mid Term Test / Internal Continuous Assessment	MBA HR – Trim II	14 October 2021 (Thursday)	18 October 2021 (Monday)	5 Days
Paragana	MBA HR – Trim II	21 October 2021 (Thursday)	24 October 2021 (Sunday)	4 Days
Diwali Vacation	MBA HR – Trim II	1 November 2021 (Monday)	7 November 2021 (Sunday)	7 Days
Samarthya	MBA HR – Trim II	26 November 2021 (Friday)	28 November 2021 (Sunday)	3 Days
Term End Exams	MBA HR – Trim II	6 December 2021 (Monday)	11 December 2021 (Saturday)	6 Days
Re-Exams	MBA HR – Trim II	25 January 2022 (Tuesday)	29 January 2022 (Saturday)	5 Days

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester III: 13 December 2021 to 26 March 2022				
Academic Instruction Duration (Regular Classes)	MBA HR – Trim III	13 December 2021 (Monday)	20 March 2022 (Sunday)	98 Days (7 Days- Winter Break, 25 days – We care, 2 Holidays – Republic Day & Holi)
Winter Vacation	MBA HR – Trim III	26 December 2021 (Sunday)	1 January 2022 (Saturday)	7 Days
University Day	MBA HR – Trim III	13 January 2022 (Thursday)		1 Day
Illuminar (Marketing and Finance Conclave)	MBA HR – Trim III	9 January 2022 (Sunday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA HR – Trim III	21 January 2022 (Friday)	24 January 2022 (Monday)	4 Days
We Care	MBA HR – Trim III	31 January 2022 (Monday)	24 February 2022 (Thursday)	25 Days (Including 1 Day travelling - 24th Feb'22)
Euphoria	MBA HR – Trim III	3 March 2022 (Thursday)	4 March 2022 (Friday)	2 Days
Term End Exams	MBA HR – Trim III	21 March 2022 (Monday)	26 March 2022 (Saturday)	6 Days
Summer Internship & Break	MBA HR – Trim III	1 April 2022 (Friday)	31 May 2022 (Tuesday)	61 Days
Re-Exams	MBA HR – Trim III	6 June 2022 (Monday)	11 June 2022 (Saturday)	6 Days
Summer Vacation	For Faculty	18 April 2022 (Monday)	29 May 2022 (Sunday)	6 weeks (42 Days)
	For Students	NA	NA	
Commencement of next Academic year (2022-23) (Second Year)	MBA – Trim IV	13 June 2022 (Monday) - Tentative	----	--
Commencement of next Academic year (2022-23) (First Year)	MBA – Trim I	6 June 2022 (Monday) - Tentative	----	--

Note:
#1 Regular classes will conduct simultaneously with Mid-Term Examinations for the MBA Program(s).
#2 Student oriented events mentioned selectively.

SVKM'S NMIMS

SVKM's NMIMS

School of Business Management, Mumbai

Master of Business Administration (Human Resources) – Second Year

Academic Calendar: 2021-2022

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester IV: 14 June 2021 to 4 September 2021				
Academic Instruction Duration (Regular Classes)	MBA HR – Trim IV	14 June 2021 (Monday)	29 August 2021 (Sunday)	77 Days (1 holiday- Independence Day)
Summer Internship Report Submission(s)	MBA HR – Trim IV	26 June 2021 (Saturday)		1 Day
Summer Internship Presentation(s)	MBA HR – Trim IV	IV & V week of July 2021		13 Days
Manan	MBA HR – Trim IV	14 July 2021 (Wednesday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA HR – Trim IV	21 July 2021 (Wednesday)	24 July 2021 (Saturday)	4 Days
HR Conclave	MBA HR – Trim IV	14 August 2021 (Saturday)		1 Day
Pankh	MBA HR – Trim IV	07 August 2021 (Saturday)		1 Day
Term End Exams	MBA HR – Trim IV	30 August 2021 (Monday)	4 September 2021 (Saturday)	6+ 4 Days for Electives (1 Holiday- Gopal kala)
Re-Exams (43 days after final exams)	MBA HR – Trim IV	19 October 2021 (Tuesday)	26 October 2021 (Tuesday)	8 Days
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Academic Instruction Duration (Regular Classes)	MBA HR – Trim V	6 September 2021 (Monday)	5 December 2021 (Sunday)	91 Days (7 Days-Diwali Break, 7 Days – Placement, 3 Holidays – Ganesh Chaturthi, Gandhi Jayanti, Dushera)
Arcadia (Intra Sports)	MBA HR – Trim V	23 September 2021 (Thursday)	26 September 2021 (Sunday)	4 Days
Mid Term Test / Internal Continuous Assessment	MBA HR – Trim V	12 October 2021 (Tuesday)	16 October 2021 (Saturday)	4 Days (1 Holiday- Dushera)
Paragana	MBA HR – Trim V	21 October 2021 (Thursday)	24 October 2021 (Sunday)	4 Days
Diwali Vacation	MBA HR – Trim V	1 November 2021 (Monday)	7 November 2021 (Sunday)	7 Days

Details	Program-Trim	Start Date	End Date	No. of Days
Samarthya	MBA HR – Trim V	26 November 2021 (Friday)	28 November 2021 (Sunday)	3 Days
Term End Exams	MBA HR – Trim V	6 December 2021 (Monday)	11 December 2021 (Saturday)	6+ 4 Days for Electives
Re-Exams	MBA HR – Trim V	25 January 2022 (Tuesday)	2 February 2022 (Wednesday)	9 Days (1 Holiday- Republic Day)
Trimester VI: 13 December 2021 to 17 March 2022				
Academic Instruction Duration (Regular Classes)	MBA HR – Trim VI	13 December 2021 (Monday)	6 March 2022 (Sunday)	84 Days (7 Days-Winter Break, 7 Days – Placement & 1 Holiday – Republic Day)
Winter Vacation	MBA HR – Trim VI	26 December 2021 (Sunday)	1 January 2022 (Saturday)	7 Days
University Day	MBA HR – Trim VI	13 January 2022 (Thursday)		1 Day
Illuminar (Marketing and Finance Conclave)	MBA HR – Trim VI	9 January 2022 (Sunday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA HR – Trim VI	19 January 2022 (Wednesday)	22 January 2022 (Saturday)	4 Days
Euphoria	MBA HR – Trim VI	3 March 2022 (Thursday)	4 March 2022 (Friday)	2 Days
Term End Exams	MBA HR – Trim VI	7 March 2022 (Monday)	17 March 2022 (Thursday)	11 Days
Re-Exams	MBA HR – Trim VI	8 April 2022 (Friday)	12 April 2022 (Tuesday)	5 Days
Convocation	MBA HR – Trim VI	15 April 2022 (Friday) - Tentative	16 April 2022 (Saturday) - Tentative	2 Days
Summer Vacation	For Faculty	18 April 2022 (Monday)	29 May 2022 (Sunday)	6 weeks (42 Days)
	For Students	NA	NA	

Note:
 # Regular classes will conduct simultaneously with Mid-Term Examination for MBA Program(s).
 # 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.
 # Student oriented events mentioned selectively.

SVKM'S NMIMS

SVKM's NMIMS

School of Business Management, Mumbai

Master of Business Administration (Pharmaceutical Management) - First Year

Academic Calendar: 2021-2022

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester I: 7 June 2021 to 4 September 2021				
Foundation Program	MBA PM – Trim I	7 June 2021 (Monday)	19 June 2021 (Saturday)	13 Days
Academic Instruction Duration (Regular Classes)	MBA PM – Trim I	21 June 2021 (Monday)	28 August 2021 (Saturday)	69 Days (1 Holiday – Gopalkala)
Manan	MBA PM – Trim I	14 July 2021 (Wednesday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA PM – Trim I	28 July 2021 (Wednesday)	31 July 2021 (Saturday)	4 Days
Parichay	MBA PM – Trim I	5 August 2021 (Thursday)	7 August 2021 (Saturday)	3 Days
Augustus	MBA PM – Trim I	24 August 2021 (Tuesday)		1 Day
Term End Exams	MBA PM – Trim I	30 August 2021 (Monday)	4 September 2021 (Saturday)	6 Days
Re-Exams	MBA PM – Trim I	19 October 2021 (Tuesday)	23 October 2021 (Saturday)	5 Days
Trimester II: 6 September 2021 to 11 December 2021				
Academic Instruction Duration (Regular Classes)	MBA PM – Trim II	6 September 2021 (Monday)	4 December 2021 (Saturday)	90 Days (7 days - Diwali Break, 7 days -Placement & 3 Holidays- Ganesh Chaturthi, Gandhi Jayanti, Dushera)
Arcadia (Intra Sports)	MBA PM – Trim II	23 September 2021 (Thursday)	26 September 2021 (Sunday)	4 Days
Mid Term Test / Internal Continuous Assessment	MBA PM – Trim II	14 October 2021 (Thursday)	18 October 2021 (Monday)	5 Days
Paragana	MBA PM – Trim II	21 October 2021 (Thursday)	24 October 2021 (Sunday)	4 Days
Diwali Vacation	MBA PM – Trim II	1 November 2021 (Monday)	7 November 2021 (Sunday)	7 Days
Samarthya	MBA PM – Trim II	26 November 2021 (Friday)	28 November 2021 (Sunday)	3 Days
Term End Exams	MBA PM – Trim II	6 December 2021 (Monday)	11 December 2021 (Saturday)	6 Days
Re-Exams	MBA PM – Trim II	25 January 2022 (Tuesday)	29 January 2022 (Saturday)	5 Days

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester III: 13 December 2021 to 26 March 2022				
Academic Instruction Duration (Regular Classes)	MBA PM – Trim III	13 December 2021 (Monday)	20 March 2022 (Sunday)	98 Days (7 Days- Winter Break, 25 days – We care, 2 Holidays – Republic Day & Holi)
Winter Vacation	MBA PM – Trim III	26 December 2021 (Sunday)	1 January 2022 (Saturday)	7 Days
University Day	MBA PM – Trim III	13 January 2022 (Thursday)		1 Day
Illuminar (Marketing and Finance Conclave)	MBA PM – Trim III	9 January 2022 (Sunday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA PM – Trim III	21 January 2022 (Friday)	24 January 2022 (Monday)	4 Days
We Care	MBA PM – Trim III	31 January 2022 (Monday)	24 February 2022 (Thursday)	25 Days (Including 1 Day travelling - 24th Feb'22)
Euphoria	MBA PM – Trim III	3 March 2022 (Thursday)	4 March 2022 (Friday)	2 Days
Term End Exams	MBA PM – Trim III	21 March 2022 (Monday)	26 March 2022 (Saturday)	6 Days
Summer Internship & Break	MBA PM – Trim III	1 April 2022 (Friday)	31 May 2022 (Tuesday)	61 Days
Re-Exams	MBA PM – Trim III	6 June 2022 (Monday)	11 June 2022 (Saturday)	6 Days
Summer Vacation	For Faculty	18 April 2022 (Monday)	29 May 2022 (Sunday)	6 weeks (42 Days)
	For Students	NA	NA	
Commencement of next Academic year (2022-23) (Second Year)	MBA PM – Trim III	13 June 2022 (Monday) - Tentative	----	--
Commencement of next Academic year (2022-23) (First Year)	MBA PM – Trim III	6 June 2022 (Monday) - Tentative	----	--

Note:
#1 Regular classes will conduct simultaneously with Mid-Term Examinations for the MBA PM Program(s).
#2 Student oriented events mentioned selectively.

SVKM'S NMIMS

SVKM's NMIMS

School of Business Management, Mumbai

Master of Business Administration (Pharmaceutical Management) - Second Year
Academic Calendar: 2021-2022

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester IV: 14 June 2021 to 4 September 2021				
Academic Instruction Duration (Regular Classes)	MBA PM – Trim IV	14 June 2021 (Monday)	29 August 2021 (Sunday)	77 Days (1 holiday- Independence Day)
Manan	MBA PM – Trim IV	14 July 2021 (Wednesday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA PM – Trim IV	21 July 2021 (Wednesday)	24 July 2021 (Saturday)	4 Days
Parichay	MBA PM – Trim IV	5 August 2021 (Thursday)	7 August 2021 (Thursday)	3 Days
Augustus	MBA PM – Trim IV	24 August 2021 (Tuesday)		1 Day
Term End Exams	MBA PM – Trim IV	30 August 2021 (Monday)	4 September 2021 (Saturday)	6+ 4 Days for Electives (1 Holiday- Gopal kala)
Re-Exams (43 days after final exams)	MBA PM – Trim IV	19 October 2021 (Tuesday)	26 October 2021 (Tuesday)	8 Days
Trimester V: 6 September 2021 to 11 December 2021				
Academic Instruction Duration (Regular Classes)	MBA PM – Trim V	6 September 2021 (Monday)	5 December 2021 (Sunday)	91 Days (7 Days-Diwali Break, 7 Days – Placement, 3 Holidays – Ganesh Chaturthi, Gandhi Jayanti, Dushera)
Arcadia (Intra Sports)	MBA PM – Trim V	23 September 2021 (Thursday)	26 September 2021 (Sunday)	4 Days
Mid Term Test / Internal Continuous Assessment	MBA PM – Trim V	12 October 2021 (Tuesday)	16 October 2021 (Saturday)	4 Days (1 Holiday- Dushera)
Paragana	MBA PM – Trim V	21 October 2021 (Thursday)	24 October 2021 (Sunday)	4 Days
Diwali Vacation	MBA PM – Trim V	1 November 2021 (Monday)	7 November 2021 (Sunday)	7 Days
Samarthya	MBA PM – Trim V	26 November 2021 (Friday)	28 November 2021 (Sunday)	3 Days
Term End Exams	MBA PM – Trim V	6 December 2021 (Monday)	11 December 2021 (Saturday)	6+ 4 Days for Electives
Re-Exams	MBA PM – Trim V	25 January 2022 (Tuesday)	2 February 2022 (Wednesday)	9 Days (1 Holiday- Republic Day)

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester VI: 13 December 2021 to 17 March 2022				
Academic Instruction Duration (Regular Classes)	MBA PM – Trim VI	13 December 2021 (Monday)	6 March 2022 (Sunday)	84 Days (7 Days-Winter Break, 7 Days – Placement & 1 Holiday – Republic Day)
Winter Vacation	MBA PM – Trim VI	26 December 2021 (Sunday)	1 January 2022 (Saturday)	7 Days
University Day	MBA PM – Trim VI	13 January 2022 (Thursday)		1 Day
Illuminar (Marketing and Finance Conclave)	MBA PM – Trim VI	9 January 2022 (Sunday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA PM – Trim VI	19 January 2022 (Wednesday)	22 January 2022 (Saturday)	4 Days
Euphoria	MBA PM – Trim VI	3 March 2022 (Thursday)	4 March 2022 (Friday)	2 Days
Term End Exams	MBA PM – Trim VI	7 March 2022 (Monday)	17 March 2022 (Thursday)	11 Days
Re-Exams	MBA PM – Trim VI	8 April 2022 (Friday)	12 April 2022 (Tuesday)	5 Days
Convocation	MBA PM – Trim VI	15 April 2022 (Friday) - Tentative	16 April 2022 (Saturday) - Tentative	2 Days
Summer Vacation	For Faculty	18 April 2022 (Monday)	29 May 2022 (Sunday)	6 weeks (42 Days)
	For Students	NA	NA	

Note:
#1 Regular classes will conduct simultaneously with Mid-Term Examination for the MBA PM Program(s).
#2 Student oriented events mentioned selectively.

SVKM's NMIMS

SVKM's NMIMS

School of Business Management, Mumbai

MBA (Decision Science & Analytics) – First Year

Academic Calendar: 2021-2022

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester I: 7 June 2021 to 4 September 2021				
Foundation Program	MBA DSA – Trim I	7 June 2021 (Monday)	19 June 2021 (Saturday)	13 Days
Academic Instruction Duration (Regular Classes)	MBA DSA – Trim I	21June 2021 (Monday)	28 August 2021 (Saturday)	69 Days (1Holiday – Gopalkala)
Manan	MBA DSA – Trim I	14 July 2021 (Wednesday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA DSA – Trim I	28 July 2021 (Wednesday)	31 July 2021 (Saturday)	4 Days
Term End Exams	MBA DSA – Trim I	30 August 2021 (Monday)	4 September 2021 (Saturday)	6 Days
Re-Exams	MBA DSA – Trim I	14 October 2021 (Thursday)	20 October 2021 (Wednesday)	6 Days
Trimester II: 6 September 2021 to 11 December 2021				
Academic Instruction Duration (Regular Classes)	MBA DSA – Trim II	6 September 2021 (Monday)	4 December 2021 (Saturday)	90 Days (7 days - Diwali Break, 7 days -Placement & 2 Holidays-Gandhi Jayanti, Dushera)
Arcadia (Intra Sports)	MBA DSA – Trim II	23 September 2021 (Thursday)	26 September 2021 (Sunday)	4 Days
Mid Term Test / Internal Continuous Assessment	MBA DSA – Trim II	9 October 2021 (Saturday)	13 October 2021 (Wednesday)	4 Days
Paragana	MBA DSA – Trim II	21 October 2021 (Thursday)	24 October 2021 (Sunday)	4 Days
Diwali Vacation	MBA DSA – Trim II	1 November 2021 (Monday)	7 November 2021 (Sunday)	7 Days
Samarthya	MBA DSA – Trim II	26 November 2021 (Friday)	28 November 2021 (Sunday)	3 Days
Term End Exams	MBA DSA – Trim II	6 December 2021 (Monday)	11 December 2021 (Saturday)	6 Days
Re-Exams	MBA DSA – Trim II	20 January 2022 (Thursday)	27 January 2022 (Thursday)	6 Days

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester III: 13 December 2021 to 26 March 2022				
Academic Instruction Duration (Regular Classes)	MBA DSA – Trim III	13 December 2021 (Monday)	20 March 2022 (Sunday)	98 Days (7 Days- Winter Break, 2 Holidays – Republic Day & Holi)
Winter Vacation	MBA DSA – Trim III	26 December 2021 (Sunday)	1 January 2022 (Saturday)	7 Days
University Day	MBA DSA – Trim III	13 January 2022 (Thursday)		1 Day
Mid Term Test / Internal Continuous Assessment	MBA DSA – Trim III	27 January 2022 (Thursday)	31 January 2022 (Monday)	4 Days
Term End Exams	MBA DSA – Trim III	21 March 2022 (Monday)	26March 2022 (Saturday)	6 Days
Re-Exams	MBA DSA Trim III	5 May 2022 (Thursday)	10 May 2022 (Tuesday)	6 Days
Summer Term : 28 March 2022 to 21 May 2022				
Academic Instruction Duration (Regular Classes	MBA DSA Summer term	28 March 2022 (Monday)	15 May 2022 (Sunday)	56 days
Mid Term Test / Internal Continuous Assesment	MBA DSA Summer term	21 April 2022 (Thursday)	23 April 2022 (Saturday)	3 days
Term End Exams	MBA DSA Summer term	16 May 2022 (Monday)	21 May 2022 (Saturday)	6 days
Re-Exams	MBA DSA Summer term	30 June 2022 (Thursday)	5July 2022 (Tuesday)	4 days
Summer Vacation	For Faculty	18 April 2022 (Monday)	29 May 2022 (Sunday)	6 weeks (42 Days)
	For Students	NA	NA	
Commencement of next Academic year (2022-23) (First Year)		6 June 2022 (Monday) - Tentative	----	--

Note:
#1Regular classes will conduct simultaneously with Mid-Term Examination for the MBA Program.
#2Student oriented events mentioned selectively. However, the student council in separate communication may inform all the event dates.

SVKM's NMIMS

SVKM's NMIMS

School of Business Management, Mumbai

Master of Business Administration (Real Estate Management) – First Year

Academic Calendar: 2021-2022

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester I: 5 July 2021 to 1 October 2021				
Foundation Program	MBA (REM) – Trim I	5th July, 2021 (Mon)	10th July, 2021 (Sat)	6 days
Academic Instruction Duration (Regular Classes)	MBA (REM) – Trim I	12th July, 2021 (Mon)	26th September, 2021 (Sun)	77 days (2 Holidays – Gopalkala, Ganesh Chathurthi)
Manan	MBA (REM) – Trim I	14th July, 2021 (Wednesday)		1 day
Mid Term Test / Internal Continuous Assessment	MBA (REM) – Trim I	16th August, 2021 (Mon)	19th August, 2021 (Thurs)	4 days
Augustus	MBA (REM) – Trim I	24th August 2021 (Tuesday)		1 Day
Arcadia (Intra Sports)	MBA (REM) – Trim I	23rd September, 2021 (Thurs)	26th September, 2021 (Sunday)	4 Days
Term End Exams	MBA (REM) – Trim I	27th September, 2021 (Mon)	1st October, 2021 (Fri)	5 days
Re-Exams	MBA (REM) – Trim I	10th November 2021 (Wednesday)	16th November 2021 (Tuesday)	7 days
Trimester II: 4 October 2021 to 15 January 2022				
Academic Instruction Duration (Regular Classes)	MBA (REM) – Trim II	4th October, 2021 (Mon)	9th January, 2022 (Sun)	89 days (2 Holidays – Dusherra, Christmas, 7 days – Diwali vacation, 7 days – Winter vacation)
Paragana	MBA (REM) – Trim II	21st October, 2021 (Thursday)	24th October, 2021 (Sunday)	4 Days
Diwali Vacation	MBA (REM) – Trim II	1st November 2021 (Mon)	7th November 2021 (Sunday)	7 Days
Mid Term Test / Internal Continuous Assessment	MBA (REM) – Trim II	22nd November, 2021 (Mon)	25th November, 2021 (Thurs)	4 days
Samarthya	MBA (REM) – Trim II	26th November, 2021 (Friday)	28th November, 2021 (Sunday)	3 Days
Winter Vacation	MBA (REM) – Trim II	26th December, 2021 (Sunday)	1st January, 2022 (Saturday)	7 Days
Illuminar (Marketing and Finance Conclave)	MBA (REM) – Trim II	9th January 2022 (Sunday)		1 Day

Details	Program-Trim	Start Date	End Date	No. of Days
Term End Exams	MBA (REM) – Trim II	10th January 2022 (Monday)	15th January 2022 (Saturday)	6 Days
University Day	MBA (REM) – Trim II	13th January 2022 (Thursday)		1 Day
Re-Exams	MBA (REM) – Trim II	24th February 2022 (Thursday)	3rd March 2022 (Thursday)	8 Days
Trimester III: 17 January 2022 to 9 April 2022				
Academic Instruction Duration (Regular Classes)	MBA (REM) – Trim III	17th January, 2022 (Monday)	3rd April, 2022 (Sunday)	77 Days (4 Holidays – Republic Day, Mahashivratri, Holi, Gudi Padwa)
Mid Term Test / Internal Continuous Assessment	MBA (REM) – Trim III	7th March, 2022 (Monday)	10th March, 2022 (Thursday)	4 Days
Euphoria	MBA (REM) – Trim III	3rd March, 2022 (Thursday)	4th March, 2022 (Friday)	2 Days
Term End Exams	MBA (REM) – Trim III	4th April, 2022 (Monday)	9th April, 2022 (Saturday)	6 Days
Summer Internship	MBA (REM) – Trim III	11th April, 2022 (Monday)	11th June, 2022 (Saturday)	62 days
Summer Vacation	For Faculty	18 April, 2022 (Monday)	29 May, 2022 (Sunday)	6 weeks (42 Days)
	For Students	NA	NA	
Re-Exams	MBA (REM) – Trim III	20th June, 2022 (Mon)	25th June, 2022 (Sat)	6 Days
Commencement of next Academic year (2022-23) (Second Year)	MBA (REM) – Trim IV	27th June, 2022 (Monday) - Tentative	----	--
Commencement of next Academic year (2022-23) (First Year)	MBA (REM) – Trim I	4th July, 2022 (Monday) - Tentative	-----	----

Note:
#1 Regular classes will conduct simultaneously with Mid-Term Examination for the MBA Program.
#2 Student oriented events mentioned selectively. However, the student council in separate communication may inform all the event dates.

SVKM'S NMIMS

SVKM's NMIMS

School of Business Management, Mumbai

Master of Business Administration (Real Estate Management) – Second Year

Academic Calendar: 2021-2022

Details	Program-Trim	Start Date	End Date	No. of Days
Trimester IV: 26 July 2021 to 30 October 2021				
Academic Instruction Duration (Regular Classes)	MBA (REM) – Trim IV	26th July, 2021 (Mon)	24th October, 2021 (Sun)	91 days (4 Holidays – Gopalkala, Ganesh Chathurthi, Gandhi Jayanti, Dushera)
Mid Term Test / Internal Continuous Assessment	MBA (REM) – Trim IV	6th September, 2021 (Mon)	9th September, 2021 (Thurs)	4 days
Augustus	MBA (REM) – Trim IV	24th August 2021 (Tuesday)		1 Day
Arcadia (Intra Sports)	MBA (REM) – Trim IV	23rd September, 2021 (Thurs)	26th September, 2021 (Sunday)	4 Days
Paragana	MBA (REM) – Trim IV	21st October, 2021 (Thursday)	24th October, 2021 (Sunday)	4 Days
Term End Exams	MBA (REM) – Trim IV	25th October, 2021 (Mon)	30th October, 2021 (Sat)	6 days
Diwali Vacation	MBA (REM) – Trim IV	1st November 2021 (Mon)	7th November 2021 (Sunday)	7 Days
Re-Exams	MBA (REM) – Trim IV	9th December, 2021 (Thursday)	15th December, 2021 (Wednesday)	7 days
Trimester V: 8 November 2021 to 29 January 2022				
Academic Instruction Duration (Regular Classes)	MBA (REM) – Trim V	8th November, 2021 (Mon)	23rd January, 2022 (Sun)	77 days (3 Holidays – Christmas, New Year, Republic Day, 7 days – Winter vacation)
Samarthya	MBA (REM) – Trim V	10th December, 2021 (Friday)	12th December, 2021 (Sunday)	3 Days
Mid Term Test / Internal Continuous Assessment	MBA (REM) – Trim V	20th December, 2021 (Mon)	23rd December, 2021 (Thurs)	4 days
Winter Vacation	MBA (REM) – Trim V	26th December, 2021 (Sunday)	1st January, 2022 (Saturday)	7 Days
Illuminar (Marketing and Finance Conclave)	MBA (REM) – Trim V	9th January 2022 (Saturday)		1 Day

Details	Program-Trim	Start Date	End Date	No. of Days
University Day	MBA (REM) – Trim V	13th January 2022 (Thursday)		1 Day
Term End Exams	MBA (REM) – Trim V	24th January 2022 (Monday)	29th January 2022 (Saturday)	6 Days
Re-Exams	MBA (REM) – Trim V	10th March, 2022 (Thursday)	16th March, 2022 (Wednesday)	7 Days
Trimester VI: 31 January 2022 to 30 April 2022				
Academic Instruction Duration (Regular Classes)	MBA (REM) – Trim VI	31st January, 2022 (Monday)	24th April, 2022 (Sunday)	84 Days (4 Holidays - Mahashivratri, Holi, Gudi Padwa, Good Friday)
Euphoria	MBA (REM) – Trim VI	26th February, 2022 (Saturday)	27th February, 2022 (Sunday)	2 Days
Mid Term Test / Internal Continuous Assessment	MBA (REM) – Trim VI	21st March, 2022 (Monday)	24th March, 2022 (Thursday)	4 Days
Summer Vacation	For Faculty	18 April, 2022 (Monday)	29 May, 2022 (Sunday)	6 weeks (42 Days)
	For Students	NA	NA	
Term End Exams	MBA (REM) – Trim VI	25th April, 2022 (Monday)	30th April, 2022 (Saturday)	6 Days
Re-Exams	MBA (REM) – Trim VI	9th June, 2022 (Thursday)	15th June, 2022 (Wednesday)	7 Days
Convocation	MBA (REM) – Trim VI	To be intimated later		
Commencement of next Academic year (2022-23) (Second Year)	MBA (REM) – Trim IV	11th July, 2022 (Monday) - Tentative	----	--

Note:
#1 Regular classes will conduct simultaneously with Mid-Term Examination for the MBA Program.
#2 Student oriented events mentioned selectively. However, the student council in separate communication may inform all the event dates.

SVKM'S NMIMS

SVKM's NMIMS

School of Business Management, Mumbai

MBA Part Time (I Year) – Weekdays/Weekend Batches
Academic Year: 2021-2022

Details	Program- Trim	Start date	End Date	No. of Days
Trimester I: 14 June 2021 to 10 October 2021				
Introduction to Management	MBA Part Time – Trim I	14 June 2021 (Monday)	27 June 2021 (Sunday)	14
Academic Instruction Duration (Regular Classes)	MBA Part Time – Trim I	28 June 2021 (Monday)	*26 September 2021 (Sunday)	91
Mid Term Test / Internal Continuous Assessment	MBA Part Time – Trim I	2 July 2021 (Monday)	8 July 2021 (Sunday)	7
Term End Exams	MBA Part Time – Trim I	1 - 3 October 2021 (Friday - Saturday)	7 –10 October 2021 (Thursday-Sunday)	7
Re-Exams	MBA Part Time – Trim I	Tentatively third and fourth weeks of November 2021		
Trimester II: 11 October 2021 to 6 February 2022				
Academic Instruction Duration (Regular Classes)	MBA Part Time – Trim II	11 October 2021 (Monday)	*23 January 2022 (Sunday)	105
Diwali Vacation	MBA Part Time – Trim II	1 November 2021 (Monday)	7 November 2021 (Sunday)	7
Mid Term Test / Internal Continuous Assessment	MBA Part Time – Trim II	22 November 2021 (Monday)	28 November 2021 (Sunday)	7
Winter Vacation	MBA Part Time – Trim II	26 December 2021 (Sunday)	1 January 2022 (Saturday)	7
Term End Exams	MBA Part Time – Trim II	28 -30 January 2022 (Friday - Saturday)	4 -6 February 2022 (Friday - Saturday)	6
Re-Exams	MBA Part Time – Trim II	Tentatively third and fourth weeks of March 2022		
Trimester III: 14 February 2022 to 29 May 2022				
Academic Instruction Duration (Regular Classes)	MBA Part Time – Trim III	14 February 2022 (Monday)	*15 May 2022 (Sunday)	91
Mid Term Test \ Internal Continuous Assessment	MBA Part Time – Trim III	21 March 2022 (Monday)	27 March 2022 (Sunday)	7
Term End Exams	MBA Part Time – Trim III	20 – 22 May 2022 (Friday - Sunday)	27 May – 29 May 2022 (Friday- Sunday)	6
Re-Exams	MBA Part Time – Trim III	Tentatively second and third weeks of July 2022		
Summer Term:6 June 2022 to 14 August 2022				
Academic Instruction Duration (Regular classes)	MBA Part Time Summer Term	6 June 2022 (Monday)	31 July 2022 (Sunday)	56
Term End Exams	MBA Part Time Summer Term	5 - 7 Aug 2022 (Friday - Sunday)	12 –14 Aug 2022 (Friday- Sunday)	6
Re-Exams	MBA Part Time Summer Term	Tentatively third and fourth weeks of Sep 2022		

***Last instructions Day**

** Subject to revision

SVKM'S NMIMS

SVKM's NMIMS

School of Business Management, Mumbai

MBA Part Time (II Year) – Weekdays/Weekend batches
Academic Calendar: 2021-22

Details	Program- Trim	Start date	End Date	No. of Days
Summer Term:21 June 2021 to 8 August 2021				
Academic Instruction Duration (Regular classes)	MBA Part Time Summer Term	21 June 2021 (Monday)	1 August 2021 (Sunday)	42
Term End Exams	MBA Part Time Summer Term	6 August 2021 (Friday)	8 August 2021 (Sunday)	3
Re-Exams	MBA Part Time Summer Term	Tentatively third and fourth week of September 2021		
Trimester IV: 9 August 2021 to 21 November 2021				
Academic Instruction Duration (Regular classes)	MBA Part Time Trim IV	9 August 2021 (Monday)	*31 October 2021 (Sunday)	84
Mid Term Test / Internal Continuous Assessment	MBA Part Time Trim IV	17 September 2021 (Friday)	19 September 2021 (Sunday)	3
Term End Exams	MBA Part Time Trim IV	12 November - 14 November 2021 (Friday - Sunday)	19 –21 November 2021 (Friday-Sunday)	6
Re-Exams	MBA Part Time Trim IV	Tentatively first and second weeks of January 2022		
Trimester V: 22 November 2021 to 27 February 2022				
Academic Instruction Duration (Regular Classes)	MBA Part Time Trim V	22 November 2021 (Monday)	*13 February 2022 (Sunday)	84
Winter Vacation	MBA Part Time – Trim V	26 December 2021 (Sunday)	1 January 2022 (Saturday)	7
Mid Term Test \ Internal Continuous Assessment	MBA Part Time Trim V	7 January 2022 (Friday)	9 January 2021 (Sunday)	3
Term End Exams	MBA Part Time Trim V	18 February-20 February 2022 (Friday - Sunday)	25 – 27 February 2022 (Friday – Sunday)	6
Re-Exams	MBA Part Time Trim V	Tentatively second and third week of April 2022		
Trimester VI (28 February, 2022 to 5 June, 2022)				
Academic Instruction Duration (Regular Classes)	MBA Part Time Trim VI	28 February 2022 (Monday)	*22 May 2022 (Sunday)	84
Mid Term Test / Internal Continuous Assessment	MBA Part Time Trim VI	8 April 2022 (Friday)	10 April 2022 (Sunday)	3
Term End Exams	MBA Part Time Trim VI	27 – 29 May 2022 (Friday - Sunday)	3 June – 5 June 2022 (Friday- Sunday)	6
Re-Exams	MBA Part Time Trim VI	Tentatively third and fourth weeks of July 2022		
Convocation	MBA Part Time Trim VI	Tentatively last week of October 2022		
Commencement of next academic year	MBA Part Time	Tentatively last week of May 2022		

Note: * *Last Instruction Day.*

SVKM's NMIMS

SVKM's NMIMS

School of Business Management, Mumbai

Diploma/ MBA Part Time - Social Entrepreneurship Programme (I Year)
Academic Year: 2021-2022

Details	Program- Trim	Start date	End Date	No. of Days
Trimester I: 4 June 2021 to 26 September 2021				
Communication Skills	Diploma / MBA Part Time SE – Trim I	4 June 2021 (Friday)	13 June 2021 (Sunday)	10
Academic Instruction Duration (Regular Classes)	Diploma / MBA Part Time SE – Trim I	18 June 2021 (Friday)	*12 September 2021 (Sunday)	87
Mid Term Test / Internal Continuous Assessment	Diploma / MBA Part Time SE – Trim I	23 July 2021 (Friday)	25 July 2021 (Sunday)	3
Term End Exams	Diploma / MBA Part Time SE – Trim I	17 September - 18 September 2021 (Friday - Saturday)	24 –26 September 2021 (Friday-Sunday)	5
Re-Exams	Diploma / MBA Part Time SE – Trim I	Tentatively first and second weeks of November 2021		
Trimester II: 1 October 2021 to 9 January 2022				
Academic Instruction Duration (Regular Classes)	Diploma / MBA Part Time SE –Trim II	1 October 2021 (Friday)	*24 December 2021 (Friday)	85
Diwali Vacation	Diploma / MBA Part Time SE –Trim II	1 November 2021 (Monday)	7 November 2021 (Sunday)	7
Mid Term Test / Internal Continuous Assessment	Diploma / MBA Part Time SE –Trim II	19 November 2021 (Friday)	21 November 2021 (Sunday)	3
Winter Vacation	MBA Part Time – Trim II	26 December 2021 (Sunday)	1 January 2022 (Saturday)	7
Term End Exams	Diploma / MBA Part Time SE –Trim II	2 January 2022 (Sunday)	7 – 9 January 2022 (Friday –Sunday)	4
Re-Exams	Diploma / MBA Part Time SE –Trim II	Tentatively third and fourth weeks of February 2022		
Trimester III: 14 January 2022 to 17 April 2022				
Academic Instruction Duration (Regular Classes)	Diploma / MBA Part Time SE –Trim III	14 January 2022 (Friday)	*3 April 2022 (Sunday)	80
Mid Term Test \ Internal Continuous Assessment	Diploma / MBA Part Time SE –Trim III	18 February 2022 (Friday)	20 February 2022 (Sunday)	3
Term End Exams	Diploma / MBA Part Time SE –Trim III	8 – 10 April 2022 (Friday - Sunday)	15 April – 17 April 2022 (Friday- Sunday)	6
Re-Exams	Diploma / MBA Part Time SE –Trim III	Tentatively last week of May and first week of June 2022		

Note: * *Last Instruction Day.*

SVKM'S NMIMS

SVKM's NMIMS

School of Business Management, Mumbai

MBA Part Time - Social Entrepreneurship Programme (II Year)
Academic Calendar: 2021-22

Details	Program- Trim	Start date	End Date	No. of Days
Summer Term: 16 April 2021 to 30 May 2021				
Academic Instruction Duration (Regular classes)	MBA Part Time - SE Summer Term	16 April 2021 (Friday)	23 May 2021 (Sunday)	38
Term End Exams	MBA Part Time - SE Summer Term	28 May 2021 (Friday)	30 May 2021 (Sunday)	3
Re-Exams	MBA Part Time - SE Summer Term	Tentatively second and third week of July 2021		
Trimester IV (18 June 2021 to 26 September 2021				
Academic Instruction Duration (Regular classes)	MBA Part Time - SE – Trim IV	18 June 2021 (Friday)	*12 September 2021 (Sunday)	87
Mid Term Test / Internal Continuous Assessment	MBA Part Time - SE – Trim IV	23 July 2021 (Friday)	25 July 2021 (Sunday)	3
Term End Exams	MBA Part Time - SE – Trim IV	17 September - 18 September 2021 (Friday - Saturday)	24 –26 September 2021 (Friday-Sunday)	5
Re-Exams	MBA Part Time - SE – Trim IV	Tentatively first and second weeks of November 2021		
Trimester V: 1 October 2021 to 9 January 2022				
Academic Instruction Duration (Regular Classes)	MBA Part Time - SE – Trim V	1 October 2021 (Friday)	*24 December 2021 (Friday)	85
Diwali Vacation	MBA Part Time - SE – Trim V	1 November 2021 (Monday)	7 November 2021 (Sunday)	7
Mid Term Test / Internal Continuous Assessment	MBA Part Time - SE – Trim V	19 November 2021 (Friday)	21 November 2021 (Sunday)	3
Winter Vacation	MBA Part Time – Trim V	26 December 2021 (Sunday)	1 January 2022 (Saturday)	7
Term End Exams	MBA Part Time - SE – Trim V	2 January 2022 (Sunday)	7 – 9 January 2022 (Friday –Sunday)	4
Re-Exams	MBA Part Time - SE – Trim V	Tentatively third and fourth weeks of February 2022		
Trimester VI: 14 January 2022 to 17 April 2022				
Academic Instruction Duration (Regular Classes)	MBA Part Time - SE – Trim VI	14 January 2022 (Friday)	*3 April 2022 (Sunday)	80
Mid Term Test / Internal Continuous Assessment	MBA Part Time - SE – Trim VI	18 February 2022 (Friday)	20 February 2022 (Sunday)	3
Term End Exams	MBA Part Time - SE – Trim VI	8 – 10 April 2022 (Friday - Sunday)	15 April – 17 April 2022 (Friday- Sunday)	6
Re-Exams	MBA Part Time - SE – Trim VI	Tentatively last week of May and first week of June 2022		
Convocation	MBA Part Time - SE	Tentatively last week of October 2022		
Commencement of next academic year	MBA Part Time - SE	Tentatively first week of June 2022		

Note *last instruction day

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 / Diploma /PGDM/ Certificate / Weekend 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

1.2 The pattern of Term End Examination depends on course objective.

1.3 Students are expected to complete all components specified for the courses wherever Term End Examination is specified candidates must attend the Term End Examination.

1.4 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.

1.5 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 FTMBA & 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 FTMBA & 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.**

1.6 Following course credits are specified by School of Business Management across programs.
1. Full Credit course: 100 marks
2. Half-credit course: 50 marks

1.7 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.

Attendance Exemption Criteria

- 100% attendance in classes for each subject is required. However, for medical reasons/ personal reasons/ extra- curricular and co-curricular activities/ placement/ institutional work/ other activities etc. absence relaxation up to 20% may be allowed. 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.
- 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 trimester/semester end term examination, subject to approval of exemption from attendance that has been granted from the Dean of respective School / Director of the respective campus.
- 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 Trimester / Semester, 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.
- 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 of University decision by respective Dean/Director.
- 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.

- Attendance requirements are summarized 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
Below 80%	Have to take re-admission in the subsequent academic year

2 Project Guidelines / 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.**

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 CSR, 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 **Outbound Training (OBT)** Extensively used by the Corporate and Academic World in India and overseas, the Outbound Training Method enables learning and experiencing challenges in an unfamiliar terrain. Creative activities, nature trails, interactive exercises are woven together to enhance team building, inculcate leadership and delegation abilities as well as learn about the latent facets of one's own personality. The

Outbound Training Program works on the principles of experiential learning, and challenges one to take risks and operate out of one's comfort zone, thereby providing enough data for self as well as group development and leadership. The debrief sessions are included to provide feedback to the students by the facilitators and complete the learning experience.

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

4.4 ***We Care:*** **Civic Engagement Internship** is a compulsory part of the MBA program. The 21 days internship is designed to enable MBA students to examine the ground realities and engage their creative energy to address some of the social issues like education, gender discrimination, energy conservation, poverty, and related others. The exposure facilitates in developing managerial & entrepreneurial skills among students to deal with social issues. Students are placed in NGOs/social enterprises/CSR departments/Government Departments selected by the Jasani Centre for Social Entrepreneurship & Sustainability Management, SBM, and NMIMS.
Students are placed primarily in their own hometowns to facilitate better rapport with the internship organization. On designated days of We Care internship students are expected to 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 after October 2021. It has to be noted that some NGOs will 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.

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

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

4.4.2 We Care Code of Conduct

a) 100% attendance is mandatory.
b) Students are required to be self-motivated, self-disciplined, accommodative and be self-starters while working with their internship organizations

c) Each intern is accountable to their internship organizations. Hence are required to observe discipline, professional ethics, and timelines during the internship.
d) Students are required to maintain their time sheets.
e) Students are required to respond to calls and emails from the We Care team, organizational mentors and faculty mentors.
f) Pre-internship virtual meeting with Faculty Mentor & Organisational Mentor is a must. Adherence to instructions given by them is mandatory.
g) Students are required to be prompt and take initiative in interacting with the organizational mentor.
h) 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.
i) 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 mentors or from We Care core faculty team. The absence should be subsequently covered by working for extra hours in the internship organization.
j) 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 student will have to intern in an organization which is allocated by the We Care office.
k) Attendance for poster presentations is compulsory.
l) Students are required to establish contact with their respective internship organizations and faculty mentors well in advance. This will help in facilitating the internship process
m) 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 for We Care placement
2	Remaining absent for We Care orientation workshop/other special workshops/ Virtual meetings with Faculty Mentor/Organizational Mentor, Poster presentation, Viva and not responding to We Care mails
3	Lack of punctuality and self-discipline during internship duration
4	Casual approach towards work allotted by organizational mentor or failure to deliver deliverables
5	Giving misleading information/intentionally hiding information from We Care office/faculty mentor/internship organization Using social media during work hours Adverse comments / defaming University / Institute / We Care Internship / Internship organization on social media; Submitting plagiarized reports

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

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. Debarment from receiving any scholastic award of the institute
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

All Disciplinary action and disputes regarding We Care will be dealt by Director of Jasani Centre along with program chairs.

4.5 Industry Visits

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

4.6 Guest Lectures

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

4.7 Harvard Online Module & Other Online Modules

SBM has partnered with Harvard Business School Publishing (HBSP) to provide several online modules produced by HBSP. These modules are provided to full-time students as preparatory and complementary modules. These are provided to students before the start of the Foundation of MBA Programme as well as during the I Year. These modules are a non-credit compulsory feature of the programme and students are required to clear the expected pass percentage set by the Faculty. Along with Harvard online modules additional other online modules will be used to compliment the student's continuous learning process. Performance of the student in the modules will reflect on the grade sheet /transcript and will be made available to the recruiting partners.

4.8 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.

4.9 Value Added Workshop/ Focussed 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)/Dissertation/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 HR	Dissertation
3	MBA Law	Research Project
4	MBA REM	Independent Study & Dissertation
5	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 choses 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 III

5.2 Dissertation Guidelines MBA HR Program

The objective of a research study is to prepare students to play the role of key actors in shaping the knowledge-based economy. A dissertation builds competencies of problem-solving, critical reasoning, thinking in-depth and looking at challenges and opportunities from different angles and perspectives. The transferable skills developed through a research study are usually durable and enhance the content knowledge gained through two years of rigorous coursework. This is also a good opportunity to consolidate your theoretical learning's and test/enhance them. Successful completion of a research degree also indicates to a prospective employer that the students have excellent project and personal management skills, and that they can think

independently and critically, solve problems and communicate effectively.

The dissertation forms an integral component of MBA HR program and an important step in preparing students towards a data and research driven corporate world. Students are prepared for the dissertation through business research workshops in trimester 1, 2 and 4. The Dissertation guidelines are mentioned in the guidelines section.

5.3 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.

5.4 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.

5.5 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:

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	FTMBA	2	4
2	MBA PT	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: Ph.D., MBA, HR, MBA PT, MBA PT-SE, MBA-EFB, PM, DSA, REM, MBA –Ent.
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: MBA PT, MBA PT-SE, PhD, MBA, EFB, PM,HR, DSA, REM, MBA E& FB
7.3.5 Police Member (Mr. Avinash Bairagi)
7.3.6 President Student Council Members
7.3.7 Deputy Registrar (Convener)
7.3.8 Audrey D'Mello, (NGO: Majlis)
7.3.9 Parent Member

7.4 Collegiate Student Grievance Redressal Committee (CSGRC)

7.4.1 Dean SBM
7.4.2 Program Chairs REM & MBA II Year
7.4.3 Chairperson- Student Activities
7.4.4 General Secretory – 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

8 Rules for participating in National/ International Level Contests

8.1 Protocol for Contest:

Competitions announced by companies and sent via placement department with specification (eg. HUL Lime, Mahindra War Room, JPMC Deal, AirteliCreate etc.) will be handled by the placement team under the guidance of the placement director.

Competition for student participation from the program office, program chair persons and the Dean's office will be handled by student representatives of the program -under the placement committee. The course coordinators are responsible for timely communication to the students with intimation to the deputy registrar and maintaining records.

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 co-ordinator. These events will be communicated to the batch using events@nmims.edu and handled by cultural secretary under the guidance of Faculty-In-Charge of Students' Activities.

8.2 Contest Classification will be handled by Event Co-ordinator.

8.3 Contests will be classified under the following grades:

- GRADE A: National and International level contests of very high repute. E.g., corporate contests such as UTI, CRISIL, ITC; academic contests such as AIMA, BMA; institution contests of IIM's, ISB, etc.

- GRADE B: National level contests of high repute. E.g., NITIE, SP Jain, MDI, XLRI, etc.
- GRADE C: Local and national level contests

8.4 The faculty team will make the classification of each contest.

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

8.6 Notices and Intimations of Contests:

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

8.6.2 All students interested in gaining more information regarding any contest are required to refer to the "CURRENT CONTEST FILE" available with the staff co-ordinator.

8.6.3 Any contest that has not been routed through the contest department will not be considered for the procedure laid down by SBM, NMIMS for contests.

8.7 Student Registrations and Nominations:

8.7.1 For all GRADE A contests, the faculty and student representative will select the student team that will represent the SBM, NMIMS at the contest.

8.7.2 For all GRADE B contests, students are allowed to make direct applications for the contest.

8.7.3 For all GRADE C contests, students are allowed to make direct application for the contests.

8.8 Reimbursements (Applicable only for National Contest)

8.8.1 Students going for GRADE A will be provided with 100% reimbursements for travel (Sleeper Class) to and fro from the contest destination.

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

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

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

8.9 Attendance for Contests

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

8.10 Contest Winners

8.10.1 Any student who has won any contest is required to provide full details of the contest and award won to the faculty within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals at the end of the year at the time of the Annual Convocation.

9 Student Council

The Student Council is the apex student body at NMIMS and represents the full-time students. The General

Secretary, Cultural Secretary along with a team of executive members and course representatives support the

President and share responsibility for each student body & 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 organisation & 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

9.1 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)

9.2 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" available with the staff co-ordinator.

9.3 These different student bodies will be required to submit a trimester report at the end of every trimester, which will be reviewed by the Faculty-In-charge of the cell as per the Events List submitted 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).

9.4 Pratibimb - Student Activities Dossier is the final annual report at SBM developed under the guidance of Faculty- in-charge of Student's Activities which catalogues the details of all students' accomplishment including corporate events organized, participation, contest winners, sports, cultural festivals, etc.

9.5 Landmark, the online quarterly student magazine highlights NMIMS Extravaganza; events along with the sports give a snapshot of the various activities at NMIMS.

9.6 Odyssey annual handbook provides a one stop guide to help the incoming batch quickly get acquainted with the life at SBM, NMIMS.

10 **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://sbmnmimsalumni.org** 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, Phenomenon, 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

11 EXCHANGE PROGRAM

11.1 INTRODUCTION

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

11.2 PREAMBLE

This policy seeks to clarify the philosophy behind the NMIMS School of Business Management International Student Exchange Programme, specify eligibility and selection criteria for applicants and set expectations for students going for the exchange program. In a world that is increasingly interdependent, it becomes imperative for the School of Business Management to uphold the agenda of internationalization. In order to foster a global perspective on its campus and in its programs, NMIMS SBM has established linkages with a number of globally renowned foreign universities with which student exchanges take place. Students are encouraged to spend one trimester studying at a partner university overseas as part of their NMIMS degree. The opportunity to study overseas enables students to gain an appreciation of education systems, pedagogies, business philosophies and cultures other than their own, enhances their personal growth and development and potentially makes students more attractive to future employers.

11.3 APPLICATION PROCESS AND CRITERIA

All full-time MBA program students are eligible to participate in the International Student Exchange Programme if they have successfully completed the first year of their Full-time MBA program at SBM. Students applying for the International Student Exchange Programme must:

- Submit a completed application form in the format prescribed by the International Linkages Office.
- Submit updated Curriculum Vitae along with the application form.
- Have a minimum CGPA of 2.25.
- Have a valid passport at the time of application to the International Student Exchange Programme. Expiry date of the passport must be at least 6 months past the date of return from the exchange program.

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

11.5 COSTS AND EXPENSES

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

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

11.6 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 program chairperson at NMIMS with a copy marked to the International Linkages office.

11.7 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," 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 program. Students may not get an opportunity to appear for a re-examination or it may delay their convocation.
- Students participating in the International Student Exchange Programme are eligible

for the Dean's list during their 2nd year, provided they were also in the Dean's list for the I year. Such students will be shortlisted on the basis of the CGPA of two trimesters of the II year.

11.8 CODE OF CONDUCT

While abroad, the students are subject to the rules and regulations of the host institution, the laws of the host country and the student code of conduct of NMIMS. Each student is an ambassador of NMIMS SBM and should at all-time display behaviour that is reflective of the code of conduct required by NMIMS University and that of the host institution.

12 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.

13 Examination Guidelines (Applicable for FTMBA Programme)(13.1 to 13.8)

13.1 EVALUATION & GRADING

a. 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.

13.2 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.

13.3 **Method of Calculation of GPA:**

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

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

13.4 **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.

13.5 **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.

13.6 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.

13.7 PROGRESSION TO NEXT ACADEMIC YEAR AND COMPLETION OF THE PROGRAMME

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

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

13.8 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.

14. Examination Guidelines (Applicable for MBA PT /MBA PT SE Programme) (14.1to14.7)

14.1 EVALUATION & GRADING

a. 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.

14.2 **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

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**.**

b. Maximum marks assigned by the faculty concerned for a course will be taken into account for the batch group.
c. 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:

b. Maximum marks assigned by the faculty concerned for a course will be taken into account for the batch / group.
c. Difference between the maximum marks and 50 marks would be calculated.
d. 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-)
e. 'D' grade will be assigned to students, who have obtained marks between 40 and 49.
f. '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.
g. 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.

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/ 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.

14.6 **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.

14.7 **NON-FULFILMENT OF PASSING CRITERIA -for MBA PT & MBA PT SE -updates if any will be circulated separately.**

- 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"Grades 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.

15. Examination Guidelines (Applicable for MBA - DSA Program only (15.1 to 15.6)

DSA Program would follow the following 'letter grades' and corresponding 'grade points' System:

Grade	**Grade Points**
A	4.00
A-	3.70
B+	3.40
B	3.10
B-	2.80
C	2.20
D	1.00
F	0.00

15.1 **THE GRADING SYSTEM**

Letter Grade	**% of class**
Grade A	50 percent of batch excluding Grades C & D
Grade B	50 percent of batch excluding Grades C & D

Grade C	Where marks obtained are between 40 and 49
Grade D	i) Where marks obtained are less than 40 (39 and below) in aggregate and/ or. ii) Where the marks obtained in the trimester end examination are less than one-third of the total maximum marks of the respective course

15.2 **RE - EXAMINATIONS:**

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

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

- 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 B 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 in 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.

15.4 **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 the 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 above mentioned exceptional cases.

15.5 **PROGRESSION TO NEXT ACADEMIC YEAR AND COMPLETION OF THE PROGRAMME**

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

- He/ she should have no **"D"** grade in any of the first / second year courses after re-examination and not more than **2 Cs** at the end of each academic year.
- His/ her total cumulative grade should not be less than **3.00** at the end of the first year and also at the end of program (to be calculated after re-examination)

15.6 **NON-FULFILMENT OF THE ABOVE REQUIREMENT RELATING TO C AND D GRADES:**

- The written re-examination for all the students of first year who have obtained **'C'** and

/or **'D'** 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 B+ 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 "C"** s has an option to remove all the **"C"** 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 B + or actual whichever is lower.
- A student obtaining up to two **"D"** grades in credit courses must necessarily pass the **"D"** grade by appearing at a re-examination. If the student is not able to clear **"D"** 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 **"D"** grades in a year (credit courses) (even though the candidate might have cleared the **2 'D'** grades in the re-examination). Student who obtains more than two **"D"** 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 **'D'** grade, despite having cleared previous **2 'D'** grades in re-exam attempts. Such a student, who obtains more than two **"D"** 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 "C**" s in aggregate of trimesters in a year (even though the he/ she might have cleared the "**C"** grades in the re-examination) at any time during the academic year should take readmission as per the rules of SBM, NMIMS.
- Student obtaining **4C** and **1D** in aggregate of trimesters in a year (even though the candidate might have cleared the D/C 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) **"D"** & **4 "C"** s OR **1 "D"** & **3 "C"** s OR **2 "D"** s & **1 "C"** in aggregate of trimesters in a year (even though he / she might have cleared the **D** and/or **C** grades in the re-examination) at any time during the academic year should take re-admission as per the rules of SBM, NMIMS.

15.7 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.

Course Structure, Guidelines for electives, dissertations, research proposals and capstone projects

SVKM'S NMIMS

Master of Business Management (MBA) SVKM'S NMIMS – School of Business Management First Year (2021-2022) : Building Integrated Perspective of Management for Leadership			
	Trim I	**Trim II**	**Trim III**
	• Financial and Management Accounting (3) • Microeconomics (3) • Ethical Issues in Management (1.5) • Technology applications for Business (1.5) • Statistical Inference for Decision Making (3) • Marketing Management 1 (3) • Managerial Communication I (3) • Managing Self and Teams (3)	• Value, Risk and Capital Markets (1.5) • Financial Statement Analysis (1.5) • Marketing Management 2 (3) • Macroeconomics (3) • Creating Shared Value: Competitive Advantage Through Social Impact (1.5) • Industry and Competitive Landscape Analysis (1.5) • Competition and Consumer Law (1.5) • Business Analytics (1.5) • Optimization Modelling for Business Decisions (3) • Managerial Communication II (1.05) • Leadership Lab (1.5) • Understanding Organizations (1.2)	• Corporate Finance (3) • Indian Economy – Issues and Challenges (1.5) • Strategic Management (3) • Contract Management (1.5) • Analytics Lab (1.5) • Operations & Supply Chain Management (3) • Business Communication & Analysis (1.5) • Human Resource Management (3) • Negotiations: Skills and Processes (0.75) **Elective: Any one of the following** • Financial Modelling [Elective] (1.5) • Data Analytics for Business [Elective] (1.5) • Sales and Channel Management [Elective] (1.5) • Analytics using Python (1.5)
Total Credits	21	21.75	20.25
Year total Credits	63		

- 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]
- [Each (1.2) credit will be of 8 sessions of 80 minutes each]
- [Each (1.05) credit will be of 7 sessions of 80 minutes each]
- [Each (0.75) credit will be of 5 sessions of 80 minutes each]

SVKM's NMIMS, School of Business Management Master of Business Administration (MBA): Second Year (2021-2022)			
	Trimester IV	Trimester V	Trimester VI
Compulsory Courses	• Summer Internship • Strategy Implementation (3) • CAPSTONE® Business Simulation (3) • Corporate Sustainability (1.5)		
Business Environment and Strategy	• Infrastructure Consulting and Management (3) • Innovation Management (3) • Managing Turnaround Strategies (3) • Business Models and Planning (3) • Strategies for Transformation in a Digital World (3) • Strategy, Value Creation and Management (3) • Strategic Management for Core-Sector Companies (3)	• Risk and Advisory Consulting (3) • Strategic Alliance (3) • Management Consulting (3) • Public Policy (3) • International Business Management (3) • Building & Managing Networked Businesses (3) • Social Entrepreneurship and Consulting (3) • Strategy Evaluation & Outcome Management (3)	• Entrepreneurship and Venture Capital Management (3) • Intellectual Property Rights (3) • Strategy Lab-Managing Disruption & Hyper competition (3) • Green Business Management (3) • Management & Measurement of Social Impact (3) • Strategic perspectives in Indian businesses (3) •
Communication	• Advanced Negotiation Skills (3)	• Intercultural and Strategic Communication (3)	• Communication and Leadership through Literature (3) • Persuasive communication (3)
Economics	• Emerging Market Economies (3) • Applied Macroeconomics (3)	• Econometric Methods for Decision Making (3) • Information and Regulatory Economics (3)	• Game theory and its application (3) • Economics of Infrastructure Development and Management (3) • Industrial Organization (3)
Finance Area	• Mergers and Acquisitions (3) • Financial Analysis and Reporting (3) • Commercial Bank Management (3) • Investment Analysis and Portfolio Management (3) • Strategic Cost Management (3) • Strategic Financial Management (3)	• Futures and Options (3) • Mergers and Acquisitions (3) • Project Finance (3) • Private Equity and Venture Finance (3) • Investment Analysis and Portfolio Management (3)	• Structured Finance (3) • Alternative Investments and Hedge Funds (3) • Managing Corporate Financial Distress (3) • Wealth Management (3) • Commodity Markets (3)

	• Futures and Options (3)	• Strategic Financial Management (3) • Financial Consulting (3) • Behavioral Finance (3) • Fixed Income Securities (3)	• Financial Risk Management (3) • Wholesale and Retail Financing (3) • Film and media financing (3) • Healthcare financing (3) • International Banking and Finance (3) • Household Finance (3)
Human Resource and Behavioral Sciences	• Managing High Performance (3) • Diversity management (3)	• Driving Organizational Change: Strategies and Behavioral Interventions (3) • Strategic Leadership (1.5) • Driving Business Outcomes Through Total Rewards (1.5)	• Strategic HRM (3) • Talent Management (3) • Emotional Intelligence-Developing Abilities for Superior Performance (3)
Marketing Area	• Consumer Behaviour (3) • Marketing Research (3) • Sales Management (3) • Integrated Marketing Communication (3) • Brand Management (3) • Distribution (3) • Digital Marketing (3) • Service Marketing and Innovation (3)	• International Marketing (3) • Sales Management (3) • B2B Marketing (3) • Brand Management (3) • Social Media Marketing (3) • Consumer Behaviour (3) • Qualitative Marketing Research (3) • Retail Marketing Management (3)	• Marketing Analytics (3) • Rural Marketing (3) • Customer Relationship Management (3) • Sales Promotion (3) • Social marketing (3) • B2B Marketing (3) • Customer Driven Marketing Strategy (3) • Marketing of Financial Services (3)
Operations and Data Sciences	• Digital Business Models (3) • Service Operation Management (3) • Logistics Management (3) • Supply Chain Management (3) • Basics of Crypto currency & Block chain (3) • Digital Platforms and Data Monetization (3) • Advanced Data Analysis (3) • Social Networking and Web Analytics (3) • Social Media and collaborative Enterprise (3)	• Green IT (1.5) • Marketing of IT Products and Services (3) • Cloud Computing and Cloud migration (1.5) • Supply Chain Management (3) • Modeling for Decision Making (3) • Project Management (3) • IoT and Emerging Technologies (3) • Digital Footprint and its Implications (3) • Leveraging Machine Learning using Python (1.5) • Technology in Finance-Fintech (3) • Predictive Analytics (3)	• Technology Ventures (3) • Cyber Security (3) • Agile Program Management (1.5) • Project Management (3) • Supply chain analytics (3) • Operations Strategy (3) • AI concepts and Applications in Business (3) • Visual Analytics (3) • Technology application in SC processes (3) • Big Data and its Ecosystem (3)

		• Visual Analytics (3) • Advanced Data Analysis (3)	
	No. of full Credits to be chosen:15	No. of full Credits to be chosen:15	No. of full Credits to be chosen:15
Compulsory Workshop		Corporate Governance (1.5)$	
2020-2021	Total No. of Credits: 22.5	Total No. of Credits: 15	Total No. of Credits: 15

Total No. of Credits: 54

Summer Internship: Non-credit compulsory course.

$ Corporate Governance (1.5) - Students can opt for it in either of the Trimesters 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

SVKM'S NMIMS - School of Business Management
Master of Business Administration in Human Resource - MBA(HR)
First Year (2021-22)

	Trim I	Trim II	Trim III	
Four Pillars of the MBA HR Program • *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*	• 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)	• 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)	• Talent Planning and Acquisition (3) * • Employee Rewards and Recognition (3) * • Financial Management (3) • Industrial Relations (3) • Managing Strategy (3) • Service and Operations Management (3)	WE CARE (3 WEEKS)
Value Added Workshop	• Ethical Dilemmas in Business (1) • Business Research - I (1.5)*	• Legal Environment of Organizations (1.5) • Labour Economics • Business Research - II (1.5)*	• Competency Mapping (1.5) * • Introduction to People Analytics • Negotiations : Skills and Processes (1.5)	
		Sectoral Inputs I *	Sectoral Inputs II *	
No. of Credits in Year1: 64	Courses: 8 No. of credits in trim 1: 22	Courses: 7 No. of credits in trim II: 21	Courses: 6 No. of credits in trim III: 21	

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

SVKM'S NMIMS

SVKM'S NMIMS - School of Business Management
Master of Business Administration in Human Resource - MBA(HR)
Second year (2021-22)

Term		Trim IV	Trim V	Trim VI
Courses	SUMMER INTERNSHIP**	• Organizational Applications of Behavioural Science (3) • Managing Change and Organizational Development (3) * • Learning and Development (3) • Labour Laws II (3) • Managing Performance (3)	• People Analytics (3) • Advanced Compensation (3) • Emotional Intelligence (3) • People Integration in Mergers & Acquisitions and Corporate Restructuring (3) • Talent Management (1.5) • Organization Structure and Design (3) • Capstone (3)	• Strategic Human Resource Management (3) • Conflict Management and Dispute Resolution (1) • Dissertation (3) * • Elective (3) (Any Two) BES - Strategic Perspectives in Indian Business BES -Business Models and Plans COM-Intercultural & Strategic Communication COM- Persuasive Communication INS -Organizational Network Analysis Using Visualization Tools ECO - Game Theory and its Application ECO -Industrial Organization FIN –Economics of Employee Compensation FIN - Financial Analysis, Value Creation and Human Capital OPS - Advanced Data Analysis OPS - Supply Chain Management MKT - Strategic Marketing Management MKT - Digital Marketing (1.5) MKT - Employer Branding (1.5)
Value Added Workshops		• Behavioural Economics • Employee Benefits • Business Research - III (1.5)*	• Design Thinking and HR • Emerging Technologies and HR	• Appreciative Inquiry (1) • Career Management
		Sectoral Inputs III*		
No. of Credits in Year II: 50 Total No. of credits: 114		Courses: 6 No. of credits in trim IV: 16.5	Courses: 7 No. of credits in trim V: 19.5	Courses: 5 No. of credits in trim VI: 14

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

SVKM's NMIMS

SVKM's NMIMS, School of Business Management
Master of Business Administration (Pharmaceutical Management) : First Year (2021-22)

	Trimester I	Trimester II	Trimester III
Business Environment and Strategy	• Pharma Business Environment (1.5) • Principles and Practices of Management in Pharma Industry(3)	• Research Methodology (1.5) • Ethical Issues in Management(1.5)	• Legal Environment of Organizations (1.5) • Strategic Management (1.5) • Corporate Social Responsibility(1.5)
Communication	• Written Communication(1.5)	• Oral Communication (1.5) • Spanish /Mandarin (1.5)	• Spanish / Mandarin(1.5)
Economics	• Microeconomics(3)	• Macroeconomics(3)	
Finance Area	• Financial Accounting and Analysis(1.5)	• Cost and Management Accounting(1.5)	• Financial Management(3)
Human Resource and Behavioral Sciences	• Individual Dynamics & Leadership(1.5)	• Group and Organizational Dynamics(1.5)	• Human Resource Management(1.5)
Information System			• Information System for Management(1.5)
Marketing Area	• Marketing Management (1.5) • Listening to Customers – I (3) • Marketing ofMedical Devices(1.5)	• Principles and Practices of Sales Management (3) • Listening to Customers – II (3) • Consumer Behavior in Pharma (1.5) • Brand Management in Pharma(1.5)	• Listening to Customers- III (3) • Business Development in Pharma (1.5) • Pharma Brand Promotion- I (1.5) • Marketing Research(1.5)
Operations and Decision Sciences	• Statistical Analysis(1.5)	• Operations Management(1.5)	
2021-22	**Total No. of Credits: 19.5**	**Total No. of Credits: 22.5**	**Total No. of Credits: 19.5-21-**

Total No. of Credits: 61.5
Total Courses: 33
Value added workshops (non-credit): 1. Taking a Brand OTC 2. Career Planning 3. Corporate Compliance ,

SVKM's NMIMS

SVKM's NMIMS, School of Business Management Master of Business Administration (Pharmaceutical Management) : Second Year (2021-22)			
	Trimester IV	Trimester V	Trimester VI
Business Environment and Strategy	• Managing IPR in Pharma (1.5) • Strategic Brand Management in Pharma (1.5) • Managing the Frontline Manager(3)		
Communication			
Economics			
Finance Area		• Strategic Financial Management(3)	
Human Resource and Behavioral Sciences	• Managing Innovation in Pharma (3) • OB in Pharma(1.5)	• People Management(1.5)	• Managing the Self in Organizational Context(1.5)
Information System			
Marketing Area	• 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)	• Marketing of API (1.5) • Pricing Strategy in Pharma Industry (1.5) • Good Marketing Practices (1.5) • Marketing Strategy & Implementation (1.5) • Strategic Brand Marketing Plan (3) * **Option 1 (Any one) (1.5)** • Marketing Practices in International Markets in Pharma • Launching a New Division	• Business Leadership in Pharma (3) • Marketing Analytics II (1.5) • Strategic Brand Marketing Plan (3) • Country Analysis & Pharma Clusters(3)

		• Emotional Branding **Option 2 (Any one) (1.5)** • Managing Multinational Companies • Promotion of Medical Devices to Hospitals • CRM Practices in Pharma	
Operations and Decision Sciences	• Managing Quality & Regulatory Practices in Pharma (1.5) • Managing Distribution Channels in Pharma(1.5)	• Strategic Procurement (1.5) • Good Manufacturing Practices(1.5)	• Supply Chain Management in Pharma(1.5)

2021-22 **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

SVKM's NMIMS Deemed to-be University | School of Business Management, Mumbai Master of Business Administration (Law)| Course Structure | First Year (2021-2022)			
Area	**Trimester I**	**Trimester II**	**Trimester III**
Law Courses			
Business Environment and Strategy	• Business Contracts (3) • Overview of Corporate Laws (3)	• Intellectual Property Rights (3) • Corporate Governance and Compliances (3)	• Law on Infrastructure Development including environmental compliances (3)
Finance			• Law of Bankruptcy and Insolvency (3) • Foreign Direct Investment and International Trade (3) • Banking and Insurance Laws (3) • Corporate and International Taxation (3)
Operations and Decision Sciences			• Internet, e-Commerce and Cyber Laws (3)
Management Courses			
Business Environment and Strategy &			
Communication	• Oral Communication and Soft Skills (3)	• Business Communication (3)	
Economics	• Business Economics (3)		
Finance	• Financial Statement Analysis (3)	• Corporate Finance (3)	
Human Resource and Behavioral Sciences	• Personal and Team Dynamics (3)	• Leading Organisations (3)	
Marketing Area		• Marketing Management (3)	
Operations and Decision Sciences	• Statistical Analysis (1.5) • Operations Research (1.5)		
Workshop	• Legal Methods (Nil)#		
No. of Credits:	**21**	**18**	**18**

Total No. of Credits: 57 and Total Courses: 20

SVKM's NMIMS Deemed to-be University | School of Business Management, Mumbai Master of Business Administration (Law) | Course Structure | Second Year (2021-2022)				
Area	**(June to July)**	**Trimester IV**	**Trimester V**	**Trimester VI**
Compulsory Courses	Summer Internship **			
Law Courses				
Business Environment and Strategy		• Litigation Management (3)	• Competition Law (3)	• Alternative Dispute Resolution Mechanisms (3) • Economic Offences (3)
Finance			• Financial Markets Regulations (3) • Legal Aspects of Merger, Acquisition and Restructuring (3)	
Management Courses				
Business Environment and Strategy		• Strategic Management (3) • Research Project (6)	• Environment Management (3)	• Ethical Issues in Management(3)
Communication			• Negotiation Skills (3)	
Economics				
Finance		• Project Finance (3) • Strategic Financial Management (3)	• Operational and Financial Risks Management (3) • Merger, Acquisition and Restructuring (3)	• Entrepreneurship and Venture Capital management (3) • Financial Institutions and Markets (3) • International Finance (3)
Human Resource and Behavioral Sciences		• Human Resource Management (3)	• Emotional Intelligence (3)	
Marketing Area				• Customer Relationship Management (3)
Operations and Decision Sciences				
No. of Credits:		**21**	**24**	**21**

Total No. of Credits: 63 and Total Courses: 20

**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.

Brief Note for Workshop on Legal Methods (Nil Credit)

Three sessions of two hours each to be held on three different dates during Trimester – I. Topics will include:

- Digital Transformation of Legal Methods,
- Contemporary Developments in Legal Methods in India and abroad,
- Smart Contracts for Blockchain Platforms etc.

SVKM'S NMIMS

SVKM's NMIMS , School of Business Management Master of Business Administration Decision Science and Analytics : First Year (2021-2022)				
	Trimester I	**Trimester II**	**Trimester III**	Bridge Term (March To April) Any 3 electives to be chosen
Business Environment and Strategy	• Creating shared values: Competitive advantage through social impact (1.5)		• Strategic Management (3) • Ethical Issues in Management (1.5)	• Consulting Approach to Analytics (3)
Finance	• Financial and Management Accounting (3)	• Value Risk & Capital Markets (1.5)	• Corporate Finance (1.5) • Advanced Spreadsheet Modeling & Simulation (1.5)	• Portfolio & Risk Analytics (3)
Information System	• Programming for Analytics (3)	• Machine Learning Using Pythons (3) • Artificial Intelligence Concepts & Applications (1.5)	• IT Project Management (3) • Information Systems for Management (3)	
Communication	• Managerial Communication- I (1.5)	• Negotiation Skills (3) • Managerial Communication – II (1.5)	• Business Communication & Analysis (1.5)	
Economics	• Principles of Economics (3)			
Human Resource and Behavioral Sciences	• Group &Organisational Dynamics (1.5)		• Human Resource Management (3)	• HR Analytics (3)
Marketing Area	• Marketing Management (3)	• Marketing Research & Planning(3)		• Marketing Analytics (3)
Operations and Decision Sciences	• Statistical Inference for Decision Making (3) • Business Visualisation (3)	• Optimization Modelling for Business Analytics (3) • Operations & Supply Chain Management (3) • Multi Variate Data Analysis (3)	• Advanced Optimizing Techniques (1.5) • Predictive Modeling (3)	• Supply Chain Analytics (3)
No. of Credits:	**22.5**	**22.5**	**22.5**	**9**

Total No. of Credits: 76.5 **Total Courses: 31**

SVKM'S NMIMS Deemed to-be University
School of Business Management, Mumbai
MBA (Real Estate Management) | Course Structure | I Year Batch 2021- 2022

Trimester I (July 2021 – October 2021)	Trimester II (October 2021 – January 2022)	Trimester III (January 2022– April 2022)
• Urban Development (3) • Real Estate Industry & Dynamics (3) • Accounting and Finance – I (3) • Business Communication (1.5) • Marketing Management (3) • Economics (3) • Business Statistics (3)	• Economics of Housing and Urban Development (1.5) • Business and Construction Law (3) • Accounting and Finance – II (3) • Organizational Behaviour & Human Resource Management (3) • Modern Construction Techniques (3) • Operations Management (3) • Construction Materials (3) • Building Planning and Design (0) (Workshop)	• Building Approvals and Documentation (3) • Real Estate Investment Analysis (3) • Quantity Surveying & Estimation (3) • Project Management (3) • Real Estate and Infrastructure Value Chain (3) • Building Services (3) • Technology Applications in Real Estate (3) • Construction Safety (0) (Workshop)
• Project work on Understanding Real Estate Markets	• Project work on Understanding Real Estate Markets	• Project work on Projects & Operations in Real Estate
• Summer Internship after completion of the first year**		

2021-2022 Total No. of Credits: Trim – I (19.5) – Trim – II (19.5) – Trim – III (21)

Figures in bracket represent number of credits. Each full credit will be of 20 sessions. Each session of 80 minutes.

** Summer Internship is Non-credit compulsory course.
However, the candidate needs to satisfactorily complete the requirements related to the course with submission of the report, as an essential partial fulfillment, for award of MBA degree.

SVKM'S NMIMS Deemed to-be University
School of Business Management, Mumbai
MBA (Real Estate Management) | Course Structure | II Year Batch 2021- 2022

Trimester IV (July 2021 – October 2021)	Trimester V (November 2021 – January 2022)	Trimester VI (January 2022 – April 2022)
• Tools and Techniques for Scheduling and Project Planning (1.5) • Real Estate Asset Class - I (3) • Real Estate Asset Class - II (3) • Strategic Management in Built Environment (3) • Marketing in Real Estate (3) • Managing Mega Projects (1.5) • Facility Management (1.5)	• Smart Cities (3) • Real Estate & Infrastructure Financing (3) • Real Estate Asset Class – III (3) • Global Infrastructure and Real Estate (3) • Real Estate Transactions, Alliances and Joint ventures (3) • Disruptions in built environment (3) • Negotiations (0) (Workshop)	• Investment Portfolio Management (3) • Real Estate & Infrastructure Valuation (3) • Entrepreneurship in Infrastructure and Real Estate (3) • Sustainable Development (3) • Independent Study and Dissertation (4.5)
• Project work on Finance in Real Estate	• Project work on Finance in Real Estate	

2021-2022 Total No. of Credits: Total No. of Credits: Trim – IV (16.5) – Trim – V (18) – Trim – VI (16.5)

Total Credits - 111

Figures in bracket represent number of credits. Each full credit will be of 20 sessions. Each session of 80 minutes.

SVKM'S NMIMS

SVKM'S NMIMS School of Business Management
MBA Part Time Course Structure – 21-22
(For New Batch 2021-23)

FIRST YEAR		
Introduction to Management - Total – 30 Hours (3 Credits)		
• Excel – 6 Hours	• Business Environment & Strategy – 3 Hours	• Introduction to Operations – 3 Hours
• Finance – 9 Hours	• Human Resource Management – 6 Hours	• Introduction to Statistics – 3 Hours
Trimester I (Total – 15 Credits)	**Trimester II (Total – 15 Credits)**	**Trimester III (Total – 15 Credits)**
• Managerial Economics (3) • Marketing Management – I (3) • Financial Accounting and Analysis (3) • Statistics for Business (3) • Oral Communication (1.5) • Business Communication I (1.5)	• Operations Management (3) • Marketing Management – II (3) • Management Accounting for Decision Making (3) • Macroeconomics (3) • Behavioural Dynamics in Organisations (3)	• Strategic Management (3) • Human Resource Management (3) • Corporate Finance (3) • Digital Marketing (3) • Business Communication II (1.5) • Business Analytics through IT (1.5)
• Audit Workshop – Human Values in Business	• Audit Workshop – Bloomberg Laboratory	• Audit Workshop – Block Chain

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

SVKM'S NMIMS

SVKM'S NMIMS School of Business Management
MBA Part Time Course Structure – 22-23
(For New Batch 2021-23)

Summer Term (Total – 9 Credits)	
• Competition Law & IPR (1.5)	• Business Simulation (1.5)
• Corporate Social Responsibility (1.5)	• Visual & Functional Data Analytics (3)
• Ethical issues in Management (1.5)	• Audit Workshop - IPR

SECOND YEAR

	Trimester IV (Total – 15 Credits)	Trimester V (Total – 15 Credits)	Trimester VI (Total – 15 Credits)
Finance Area	• Strategic Cost Management (3) • Investment and Portfolio Management (3) • Commercial Bank Management (3) • Futures and Options (3)	• Mergers, Acquisitions and Corporate Restructuring (3) • Fixed Income Securities and Debt Market (3) • Strategic Financial Management (3) • Private Equity and Venture Finance (3)	• Alternative Investments and Hedge Funds (3) • Financial Risk Management (3)
Human Resources Area	• Organisation Theory Structure and Design (3) • Recruitment and Selection (3) • Emotional Intelligence (3)	• Performance Management Systems (3) • Change Management and Organisational Development (3)	• Talent Management (3) • Diversity and Inclusion (3)
Operations & Data Sciences Area	• Business Analysis (3) • Modelling for Decision Making (3)	• Supply Chain Management (3) • Project Management (3) • Advanced Method of Data	• Service Operations Management (3) • World Class Manufacturing (1.5)
	• Total Quality Management (3) • Big Data Analytics (1.5) • Artificial Intelligence (1.5)	Analysis (3)	• Technology Ventures (1.5) • Operations Strategy (3)
Marketing Area	• Sales and Distribution Management (3) • Consumer Behaviour (3) • Brand Management (3)	• Services Marketing (3) • Integrated Market Communication (3) • B2B Marketing (3)	• Rural Marketing (3) • Customer Relationship Management (3) • Marketing Strategy (3)
Data Analytics Area	• AI in Business (1.5) • Machine Learning (1.5) • Information Systems Management (3)	• Finance Analytics (1.5) • Marketing Analytics (1.5)	• Migrating Business to Cloud (1.5) • Building a Data-Driven Organization (1.5) • Supply Chain Analytics (3)

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

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

Course Structure (Batch 2021-2022)

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

First year 2021-22

Sr. No.	Courses	Credit	Area
	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 & Organizational Dynamics	1.5	HRBS
7	Financial Accounting & Analysis	3	FIN
8	Fund Raising Workshop	-	FIN
	Total No. of Credits	**18**	
	Total No. of Courses	**8**	
	Trimester II	**Credit**	**Area**
1	Managing and Organizing the Social Enterprise	3	BES
2	Social Engineering and Project Management (I)	3	BES
3	Macro Economics	3	ECO
4	Human Resource Management	3	HRBS
5	Micro-Finance (I)	3	FIN
6	Social Impact Workshop	-	BES
	Total No. of Credits	**15**	
	Total No. of Courses	**6**	
	Trimester-III	**Credit**	**Area**
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**	

SVKM's Narsee Monjee Institute of Management Studies (NMIMS)
Course Structure (Batch 2020-21)
Part Time MBA (SE) Two year Programme

Second year 2021--22

Sr. No.	Courses	Credit	Area
	Summer Trimester		
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	7.5	
	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	**15**	
	Trimester-V	**Credit**	**Area**
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
7	Disaster Management Workshop	-	BES
	Total No. of Credits -16.5 & Total No. of Courses- 7	**16.5**	
	Trimester-VI	**Credit**	**Area**
1	Understanding Global Cultures and Management of International Social Development Projects	3	BES
2	Stakeholder Management & Social Audit	3	BES
3	Business Plan	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	**18**	

SVKM's NMIMS
School of Business Management
Full Time MBA - Second Year – 2021-22

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

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 Workshop is a Compulsory workshop 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. (For more details please refer SRB).

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 available for Year II during Academic Year 2021-22 is available in Annexure I.

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:

It is mandatory to complete concentration electives on campus

No elective similar in nomenclature or content should be opted for at the Foreign University

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. These rules supersede all other rules and notices, which may have been framed prior to 22nd February 2021. The School of Business Management reserves the right to make changes in the above. Any changes will be communicated in a timely manner.

Guidelines for Selection of Courses for MBA Part-Time – Second Year (2021-22)

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:

a. MBA General Management (subject to minimum no. of students)
b. MBA with Concentration in any one particular area
c. MBA with Dual Specialization

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.
Students of category 1, 2 & 3 (refer point I) have the option to choose their credit choices from the list of the courses offered by five areas as mentioned below:

1. Finance
2. Human Resources & Behavioral Sciences
3. Data Analytics
4. Marketing
5. Operations

Students are required to choose credit courses from the list enclosed area wise and Trimester wise.
For MBA General Management, a student should choose minimum 2 electives (credit courses) from 5 different areas, the remaining 2 electives can be taken from any area mentioned above in point no. III. (over the year in Trim IV, V & VI)

For MBA with Concentration in any one particular area, a student should choose at least 8 electives from any one particular area out of Five Areas mentioned above in point no. III. (over the year in Trim IV, V & VI), the remaining 4 electives can be taken from any area mentioned above in point no. III. (over the year in Trim IV, V & VI)

For MBA with Dual specialization, a student should choose 7 electives from a major area of specialization and 5 electives from a minor area of specialization. (For instance, a student who wishes to opt to major in Finance and have marketing as his or her minor specialization will have to choose 7 electives from the area of Finance and 5 electives from the area of Marketing).
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

MBA HR - Second Year – 2021-22
Guidelines for Selection of Courses

I. Students in the sixth trimester of the MBA HR Program can choose two elective courses from areas other than HRBS. This selection will be made from the list of electives offered.

II. A student must accumulate 6 credits from the list of offered electives.
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.

III. The following electives are available to the students:

Sr.No.	Elective	Credit	Area
1	Strategic Perspectives in Indian Business	3	BES
2	Business Models and Plans	3	BES
3	Intercultural & Strategic Communication	3	COMM
4	Persuasive Communication	3	COMM
5	Organizational Network Analysis Using VisualizationTools	3	INS
6	Game Theory and its Application	3	ECO
7	Industrial Organization	3	ECO
8	Economics of Employee Compensation	3	FIN
9	Financial Analysis, Value Creation and Human Capital	3	FIN
10	Advanced Data Analysis	3	OPS
11	Supply Chain Management	3	OPS
12	Strategic Marketing Management	3	MKT
13	Digital Marketing	1.5	MKT
14	Employer Branding	1.5	MKT

IV. Students are required to choose their electives at the start of the Second Year according to the dates specified.

V. 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 III), which will then be available to them for bidding on the subjects of their choice.

VI. For an elective to be offered, 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.

VII. The maximum capacity per division per course is 65 students. A course may have more than one division subject to student interest and organizational resources/constraints. Students will be informed in advance about these details.

VIII. Students can opt for 1 Audit course in the 6th 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.

IX. It is student's responsibility to ensure adherence to the guidelines mentioned here towards earning their MBA HR, failing which the degree may not be granted.

X. The School of Business Management reserves the right to make changes in the above. Any changes will be communicated in a timely manner.

MBA HR - Dissertation Guidelines

1. Introduction

The objective of a research study is to prepare students to play the role of key actors in shaping the knowledge-based economy. A dissertation builds competencies of problem-solving, critical reasoning, thinking in-depth and looking at challenges and opportunities from different angles and perspectives. The transferable skills developed through a research study are usually durable and enhance the content knowledge gained through two years of rigorous coursework. This is also a good opportunity to consolidate your theoretical learning's and test/enhance them. Successful completion of a research degree also indicates to a prospective employer that the students have excellent project and personal management skills, and that they can think independently and critically, solve problems and communicate effectively.

The dissertation forms an integral component of MBA HR program and an important step in preparing students towards a data and research driven corporate world. Students are prepared for the dissertation through business research workshops in trimester 1,2 and 4.

This manual provides details regarding dissertation.

2. Objectives of Dissertation

The objective of the dissertation in MBA HR program is to provide an integrative, field based experience that enables students to synthesize their conceptual learning's and apply them to real time business challenges. Through the dissertation, the students use multiple research designs to select, formulate and find solutions to problems and opportunities that interest them and prepare them better for their roles in industry. This is a student driven and faculty guided endeavor, that builds competencies of independent thinking, environment scanning, decision taking, conceptual and analytical skills and writing proficiency amongst students.

3. Scope of Work

Students are required to pursue this dissertation by examining a subject of their choice from different points of view through the process of studying existing work on the subject, and then systematically collecting and analyzing information (data) in order to increase their understanding of the subject/phenomenon. They will need to fulfill the following conditions:

To design and conduct research in an area of inquiry related to the domain of Human Resource Management / Organization Behavior or an Interdisciplinary Area.

1. It will be an application-oriented work in a relevant area of their learning in MBA HR programme. Example: 'Role of HR in building an employee branding strategy in the insurance sector'
2. The dissertation should have a reliable, specific, measurable time bound objective to achieve.
3. The dissertation should have some value addition to their working area.

It carries a weightage of THREE credits. Students, in a group of not more than three (3) members, can choose a topic to pursue their research in areas that will enhance their career aspirations/choices. Students will be responsible for planning, developing and implementing their deliverables under the guidance of a Faculty.

4. Faculty Guidance for Dissertation

The school has prepared a list of faculty guides for guiding students to ensure quality of work, proper coordination and smooth conduct of the dissertation. Faculty guide is the student's primary academic advisor. The list of faculty guides is given in Annexure I. Students can give choice of 3 faculty guides from the available list. Students have to submit the application form as per annexure 1 for the selection of guide through Course Coordinator. As per the availability of the faculty guide, student's, area of research interest and domain expertise and faculty guide recommendations, the Program Chairperson will assign the guide. One faculty member can have a maximum of 6 students under his/her guidance at any point of time. The student may additionally choose a mentor from the Industry (with experience in research) in consultation with the Program Chairperson and final approval by Dean SBM.

Prerequisites

The prerequisites for registering for dissertation are:

- Completion of the compulsory courses on
  a) Business Research Workshops 1 and 2
  b) Statistical Inferences for Business

5. Evaluation

Evaluation is done at various stages of the dissertation and students' performance is monitored by the Faculty Guide at regular intervals. The phases, schedule and weightage of assessment are as follows:

Faculty Guide

Phases of Evaluation	Weightage
Research Proposal	15 Marks
Interim Report	15 Marks
Final Report	20 Marks
Presentation & Viva	10 Marks

External Guide

Phases of Evaluation	Weightage
Consolidated Report	20 Marks
Presentation & Viva	20 Marks

For details refer rubrics for internal as well as external examination will be shared separately

6. Timelines for Dissertation

The timelines will be given at the beginning of the academic year for submission of dissertation registration form, submission of proposal, preparation & submission of interim as well as final report. Students are hereby advised to adhere to the timelines given by program office for successful completion of the dissertation.

7. The Dissertation Process

- Phase 1: Dissertation Registration Form

  Students meet with the prospective Faculty Guide to discuss and decide the topic of study. At the end students submit a brief report and register for the dissertation.

- Phase II: Research Proposal

  Students prepare and submit a dissertation proposal in discussion and consultation with the Faculty Guide.

- Phase III: Interim Report

  Students carry out the literature review, pilot study with the guidance of their Faculty Guide and submit a written report to their respective Faculty Guides.

- Phase IV: Final Report
  After completion of data collection & analysis, students are required to submit a written report on their study and are evaluated through Viva Voice Examination.

8. Details of the Dissertation Process are as follows:

8.1 Dissertation Registration Form

Students should register for their dissertation and should submit their registration form to the MBA HR Coordinator. The registration form signed by the student and the faculty guide should include the title, dissertation details, organization/population in which the study is to be carried out, name of the faculty. This form is not for evaluation. Please find the form attached as Annexure II.

8.2 Research Proposal

Students are required to submit dissertation title (submission 1) and proposal (submission 2) prior to commencing the research and obtain approval from Faculty Guide. Proposals should include information on the proposed topic, scope of work, and learning objectives. The approved proposal is to be submitted to the MBA HR Coordinator. Once it is submitted to the Coordinator, the student cannot change the topic of study without special approval from the Dean. The proposal should include the following:

- The Topic for the Dissertation
- Literature Review (Organization and Industry analysis will form a part of it)
- Rationale for the Study, Research Questions and Research Objectives
- Research Design (that you propose to use)
  - Methodology
  - Research Site
  - Participants/Respondents for the Study
  - Data Collection Methods
  - Tools and Techniques for Data Analysis
- Expected Outcomes from the Study

The student should submit soft and hard copy of the proposal. The proposal is evaluated by the Faculty Guide based on coverage and depth/quality of above mentioned contents.

8.3 Interim Report

The interim report gives mid-way progress of the dissertation. In this duration, the student is expected to finish substantial amount of work in their data collection. The

interim evaluation creates scope for mid-term report feedback/evaluation/ correction. The report is evaluated by the faculty guide based the attached rubric and will include:

- Findings and Interim Data Analysis

8.4 Final Report

The final report is to be submitted on completion of the dissertation to the Coordinator. It includes the following components:

- Results, Discussion and Conclusion
- Implications for Practitioners and Researchers
- Scope and Limitations of the Study
- References

8.4.1 The Consolidated Dissertation should be in the following sequence and format are mentioned in annexures part III.

- Title of the dissertation
- Declaration
- Certificate
- Preface
- Acknowledgements
- Executive Summary
- Table of Contents
- List of Tables, Graphs & Figures
- Chapter 1 – Introduction
- Chapter II – Literature Review
- Chapter III- Research Methodology
- Chapter III – Findings & Analysis
- Chapter IV – Results and Discussion, Conclusions
- Chapter V –Implications for Practitioners and Researchers
- Annexure-A, B, C and so on
- References
- Glossary (if required)
- Index (if possible)
- Author's Profile

8.5. Viva and Presentation:

Your viva will be conducted by a panel consisting of both - external examiner and internal faculty. The viva will be based on all components of your dissertation.

9. General Guidelines

9.1 Formatting & layout requirements: The complete dissertation report should be typed in font Times New Roman, Font 12, 1.5 space, paragraphs – justified. The following formatting must be followed throughout the dissertation report unless specified otherwise:

- Title (e.g. Preface, Chapters, etc.): font Times New Roman size 16 bold (Center)
- Heading 1: font Times New Roman size 14 bold (Center)
- Heading 2: font Times New Roman size 12 bold (Left)
- Heading 3: font Times New Roman size 12 underline (Left)
- Heading 4: font Times New Roman size 12 Italics (Left)
- Page Numbers: Times New Roman size 10 without brackets. Page numbers should be in Roman Numerals for items like Declaration, Certificate, Preface, Acknowledgements,

Executive Summary, Table of Contents, List of Tables, Graphs & Figures, chapters starting from "Introduction "are Arabic Numerals. The title page should not be numbered.

The hard copy of the dissertation report must be on A4 size white paper and it should be hard bound (black colour). Colour prints are not needed. Students are required to send soft copy of the report (pdf version) to the coordinator.

9.2 Tables and Figures: Tables offer a useful means of presenting large amounts of detailed information in small space. They contribute to clear, concise and comparative presentation of data. Tables could be based on primary data or secondary data. Tables based on secondary data should cite their 'source(s)' at the bottom of the table. Title should be given to all tables, figures and long calculations. Number all tables and figures with Arabic numerals in the order in which they are first mentioned in text, regardless of whether a more detailed discussion of the table or figure occurs later in the paper. Do not suffix letters to number tables and figures; that is, label them as Table 5, Table 6 and Table 7 or Figure 5, Figure 6, and Figure 7 instead of 5, 5a, and 5b.

9.3 Footnotes: Footnotes are used to provide additional content or to acknowledge copyright permission status. Content footnotes supplement or amplify substantive information in the text; they should not include complicated, irrelevant, or nonessential information. Because they can be distracting to readers, such footnotes should be included only if they strengthen the discussion. Copyright permission footnotes acknowledge the source of lengthy quotations, scale and test items, and figures and tables that have been reprinted or adapted. It is positioned at the bottom of the same page. The text of the footnote is in font Times New Roman size 10. The footnotes are number in the order of the appearance in the dissertation report. The numbering of the footnotes is in font Times New Roman size 10 Superscript. No punctuation mark is used after the footnote number. The first line of each footnote is indented five spaces, and the rest of the lines are started from the regular margin. There can be more than one footnotes on a single page depending upon the requirements of the report.

9.4 Plagiarism: Students are required to produce quality work. The dissertation provided by the students will be checked for plagiarism. Students are directed to use plagiarism check through LMS portal or alternatively with library official assistance, use '*Turnitin'. The similarity index for the dissertation should be less than 20% and maybe limited to appearance of keywords, section titles, references and quotations*. For more details, contact the respective faculty.

Plagiarism report has to be attached along with the final report.

Contact Details: Students are requested to go through the guidelines carefully and for any further queries/clarifications, they may contact the following persons:

- Ms. Swapnali Kadam, Course Coordinator, MBA HR

Email Id: Swapnali.kadam@sbm.nmims.edu

- Dr. Hema Bajaj, Programme Chairperson, MBA HR
  Email Id: Hema.bajaj@sbm.nmims.edu

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

Format for Project Proposal: Independent Study & Dissertation is mentioned in Part III Annexures

Research Project Guidelines for MBA (Law) (Trimester - IV)

1. 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.
2. A student co-designs and pursues Research Project under the guidance of a designated instructor to explore an area or course of knowledge that is not adequately covered through the normal courses on offer
3. For the Research Project a preliminary proposal has to be created and submitted. The proposal should include the following

    - 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.
    - Proposed Title
    - Why do you think it is important for you to undertake this research project?

4. 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 any time within 30 days from the date of official commencement date of Summer Internship.

5. 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.

6. 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.
7. Four copies 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.
8. Only exception to this will be permitted by the Vice Provost (Management Education) and Dean based on extreme situations of exigencies that the students might have faced due to medical or family matters.
9. 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+.

10. 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)
11. A student cannot undertake more than one Research Project under any circumstances.
12. Step-wise process for RESEARCH PROJECT
    - 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.
    - The entire exercise of acceptance of the proposal and nominating faculty for the RESEARCH PROJECT should be completed and communicated to the Academic office by the Programme Chairperson. The dates will be announced by Academic office.
    - Students who do not receive any communication by said dates should contact the Academic office immediately.
    - 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.
    - Students have to submit the RESEARCH PROJECT report to the Academic office before the 'end term examination' of the term in which the student undertakes the RESEARCH PROJECT.
    - No extension of time for submitting the report will be allowed except in circumstances and subject to such approval as stated in clause 1.7 above
    - 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.
    - 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.

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 and by an external examiner (who would be an external subject/ area expert).
2. The research guide and external examiner would award marks out of 20 each towards evaluation of the project. (total: 40 marks)
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, the external expert, who evaluated the research project, and one industry expert to be nominated by Dean (SBM) would form the panel for the said presentation and viva.
4. Evaluation of the presentation and viva would be carried out by the research guide, external examiner and one industry expert. They would award marks as under, out of total 60 marks:
    - Research Guide - Evaluated marks out of total 20 marks would be awarded by guide;
    - External Examiner - Evaluated marks out of 20 marks; and
    - Industry Expert - Evaluated marks out of 20 marks

5. The grading will be done in absolute terms, as per the following criteria:

Sr.no	Marks	Grade points
1	100 – 90	A+
2	89.99 – 85	A
3	84.99 – 80	A-
4	79.99 – 70	B+
5	69.99 - 65	B
6	64.99 - 61	B-
7	60.99 - 56	C+
8	55.99 - 53	C
9	52.99 - 50	C-
10	49.99 - 40	D
11	ess than 40	F

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.

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

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.

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.

People you should know

UNIVERSITY ADMINISTRATION

Name	**Designation**
Dr. Ramesh Bhat	Vice Chancellor
Dr. Sharad Mhaiskar	Pro Vice Chancellor
Dr. Meena Chintamaneni	Registrar
Ms. Shobha Pai	Director (Placements)
Mr. Manish Dalmia	Director (Marketing)
Ms. Khyati Bhatt	Jt. Registrar (HR & Personnel)
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	Software Development Team – Students Portal
Mr. Joel Gibbs & Ms. Nazneen Raimalwala	Counselling Psychologist & Clinical Psychologist
Finance & Accounts	
Ms. Karuna Bhaya	Finance Controller
Ms. Varsha Oak	Addl. Finance Controller
Ms. Ermegilda Goes	Chief Accountant
Examinations	
Mr. Ashish Apte	Controller of Examinations
Ms. Shilpa Patil	Deputy Controller of Examinations
International Linkage	
Ms. Meena Saxena	Director, International Linkage

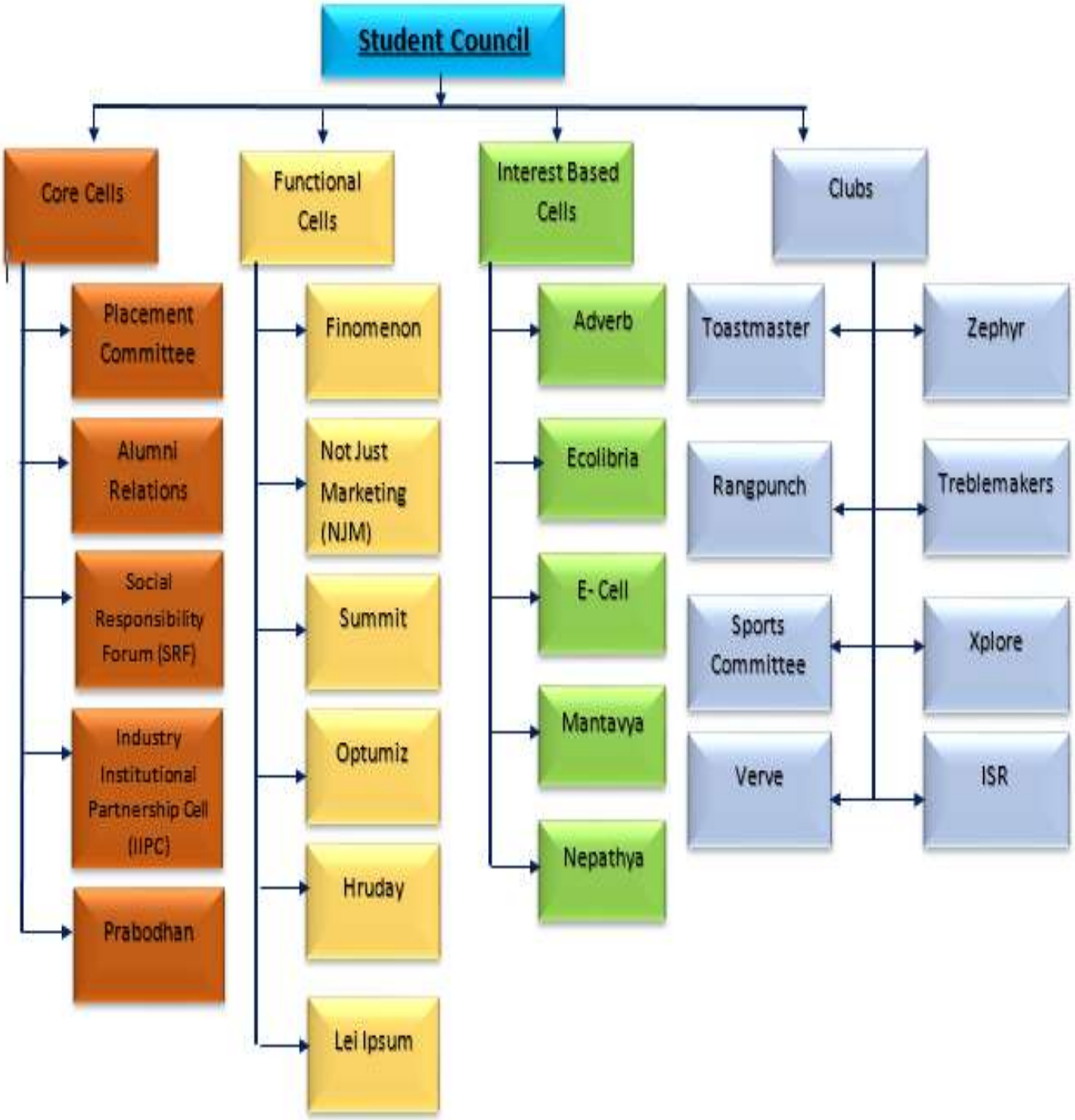
SCHOOL OF BUSINESS MANAGEMENT
THE TEAM

Sr. No.	Name	Email ID / Contact Nos.	Details
1	Dr. Bala Krishnamoorthy	42355806/bala.krishnamoorthy@sbm.nmims.edu	Officiating Dean & Associate Dean - Accreditation SBM
2	Dr. Chandrima Sikdar	42355818/ chandrima.sikdar@sbm.nmims.edu	Associate Dean - School of Business Management
3	Dr. Mayank Joshipura	42355834/ mayank.joshipura@sbm.nmims.edu	Associate Dean Research & Ph.D.
4	Dr. Smita Mazumdar	42355831/ smita.mazumdar@sbm.nmims.edu	Programme Chairperson MBA I Year
	Dr. Hitesh Kalro	42355832/ hitesh.kalro@sbm.nmims.edu	Programme Chairperson MBA II Year
5	Dr. Hema Bajaj	42355894/ hema.bajaj@sbm.nmims.edu	Program Chairperson MBA HR, Discipline Chairperson HRBS
6	Dr. Hari Kumar Iyer	42355891/ harikumar.iyer@sbm.nmims.edu	Programme Chairperson MBA Pharma
7	Dr. Paritosh Chandra Basu	42355835/ paritosh.basu@sbm.nmims.edu	Programme Chairperson MBA Law
8	Dr. Binesh Nair	42355966/ binesh.nair@sbm.nmims.edu	Programme Chairperson MBA DSA
9	Dr. Alaknanda Menon	42359926/ alaknanda.menon@sbm.nmims.edu	Programme Chairperson MBA REM
10	Dr. Meena Galliara	42355807/ meena.galliara@sbm.nmims.edu	Programme Chairperson MBA PT SE
11	Prof. Pradeep Pai	42355856/ pradeep.pai@sbm.nmims.edu	Programme Chairperson MBA PT
12	Dr. Srinivas Ainavolu	42355750/ srinivas.ainavolu@sbm.nmims.edu	Discipline Chairperson Business Environment and Strategy
13	Prof. Papiya De	42355837/ papiya.de@sbm.nmims.edu	Discipline Chairperson Communication
14	Prof. Souvik Dhar	42355819/ souvik.dhar@sbm.nmims.edu	Discipline Chairperson Economics
15	Dr. Sachin Mathur	42352209/ sachin.mathur@sbm.nmims.edu	Discipline Chairperson Finance
16	Dr. Arun Sharma	42355802/ arun.sharma@sbm.nmims.edu	Discipline Chairperson Marketing
17	Dr. Somnath Roy	42355883/ ashu.sharma@sbm.nmims.edu	Discipline Chairperson Operations & Data Sciences
18	Mr. Tejash Somaiya	42355566 /tejash.somaiya@sbm.nmims.edu	Deputy Registrar SBM
19	Mr. Gurendar Singh	42352226 / gurendar.singh@sbm.nmims.edu	Assistant Registrar SBM
20	Ms. Tulsi Mistry	42355643/	Assistant Registrar SBM

		tulsi.mistry@sbm.nmims.edu	Examination
21	Ms. Pinky Shah	42335692/ pinky.shah@sbm.nmims.edu	Research/ Ph. D/ Management Review
22	Ms. Smita Kadam	42355694 /smita.kadam@sbm.nmims.edu	MBA Programme Second Year
23	Ms. Swapnali Kadam	42355869/ swapnali.kadam@sbm.nmims.edu	MBA HR/MBA Law/ Ratings & Ranking /Annual Roster & Brochure
24	Ms. Cheryl Monteiro	42355689 / cheryl.monteiro@sbm.nmims.edu	MBA Pharma Mgmt. / International Linkages
25	Ms. Ashwini Dighe	42355691/ ashwini.dighe@sbm.nmims.edu	MBA Programme First Year
26	Mr. Santosh Gaikwad	42352293/ santosh.gaikwad@nmims.edu	MBA REM/MBA DSA
27	Mr. Manish Chavan	42355687 / manish.chavan@sbm.nmims.edu	PT MBA Social Entrepreneurship/ PT MBA
28	Mr. Swapnil Mangale	42355573/ swapnil.m@sbm.nmims.edu	Coordinator SBM Examination

Student Council Committee

Position	**Name of Student**	**NMIMS Email ID**	**Contact No.**
President	Srija Ghosh	srija.ghosh59@nmims.edu.in	9073012686
General Secretary	Malvika Srivastava	malvika.srivastava71@nmims.edu.in	9163230097
Treasurer	Nitish Sharma	nitish.sharma61@nmims.edu.in	9560916047
Corporate Communications Head	Chitra Sureka	chitra.sureka01@nmims.edu.in	9874330165
Cultural Secretary	M Anandhan	anandhan.mahendran03@nmims.edu.in	9791075139
Marketing & PR Head	Aman Kanungo	aman.kanungo37@nmims.edu.in	9899877410
Editorial Head	Simran Mirchandani	simran.mirchandani21@nmims.edu.in	9920145885
Creative Head	Aniket Iyengar	aniket.iyengar11@nmims.edu.in	9987300004
Seminars Head	Tanika Goyal	tanika.goyal17@nmims.edu.in	9433922846
Student Affairs Head	Vaishnav Singh	Vaishnav.singh52@nmims.edu.in	8004923383
Admin & Externals Head	Sakshi Khandelwal	sakshi.khandelwal24@nmims.edu.in	7044491886
Operations & Logistics Head	Shikhar Pradhan	shikhar.pradhan21@nmims.edu.in	8800250296
Sports Secretary	Agrim Manchanda	agrim.manchanda66@nmims.edu.in	8860876424


Student Council
Core Cells
Functional Cells
Interest Based Cells
Clubs
Placement Committee
Alumni Relations
Social Responsibility Forum (SRF)
Industry Institutional Partnership Cell (IIPC)
Prabodhan
Finomenon
Not Just Marketing (NJM)
Summit
Optumiz
Hruday
Lei Ipsum
Adverb
Ecolibria
E- Cell
Mantavya
Nepathya
Toastmaster
Zephyr
Rangpunch
Treblemakers
Sports Committee
Xplore
Verve
ISR

Part III

ANNEXURES

Annexure 1

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:

Annexure 2

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.

Annexure 3

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

APPLICATION FORM – EXCHANGE STUDENTS-INCOMING

1. Personal Information

Photo

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

Nationality _____Gender M ☐ F ☐ Date of Birth _____
DD/MM/YY

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

LocalAddress_____
_____

Phone No._____ Email 1. _____Email 2. _____

Home University Details:
Name:_____

Address_____
_____

Phone no._____ Website _____

University Contact Person _____Email ID_____

Person to be contacted in case of emergency:

Name_____Relation_____

Address_____

Phone No._____ Email ID _____

Do you have any relatives / friends/ contacts in India? If yes, please 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

_____

2. Educational Qualification (Completed)

Examination	**University / Board**	**No. of Years of Education**	**Year of Passing**	**Percentage / Grade**

3. Details of any aptitude test taken: (TOEFL, IELTS Any other)

Name of the Test_____Score _____ Percentile Score_____

4. Program for which enrolled at home institution

Level: Master ☐

Name of the Program _____ Duration _____

Year: Second year (Fall Trimester September-December 2021) ☐

Second year (Spring Trimester December 2021- March 2022)) ☐

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 choice to be provided by email before arrival. Please refer our Factsheet 2021,
List of electives sheet as well as the course structure for fall trimester V and/or spring trimester VI)

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

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

Signature of the Student: _____ Date _____

S**ignature of Dean/Director/HOD)**

CC. Director – International Linkages

Annexure 4

APPLICATION FORM – NMIMS EXCHANGE STUDENTS (OUTGOING)

Name of School: _____

Photo

1. Personal Information

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

Nationality _____ Gender M ☐ F ☐ Date of Birth _____
(dd/mm/yy)

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

Local Address:

Name
_____

Address
_____
_____

Phone No _____ Email _____

Permanent Address:

Name _____
Address _____
_____

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

Person to be contacted in case of emergency:

Name _____Relation_____
Address_____
_____

Phone No. _____ Email ID _____

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

Name _____Relation _____
Address_____
_____

Phone No. _____ Email ID _____

Medical Insurance details:

Insurer _____Policy No. _____Contact person_____
Blood group _____ Vaccination Details _____
Any medical problem, which you would like to mention to us:
_____

Any medication you have been prescribed to take: _____

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

_____

Semester/ Trimester _____

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

3. Declaration

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

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

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

I declare that all information filled by me in this form are correct and will complete all the requirements, with full engagements in the academic matters, like all other student in the college campus.
I hereby agree to abide by the rules and regulations expected during the entire program.

_____ _____

Name & Signature of the student Date

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

(Signature of Dean/Director/HOD)

CC. Director – International Linkages with Enclosures

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

Annexure 5

Undertaking for Outgoing Students

To,
SVKM'S NMIMS Deemed-to-be-University
School of Business Management
Mumbai, India

Subject: Undertaking by Outgoing Student Participating in NMIMS Deemed-to-be-University SBM's International Student Exchange Programme

I, _____ (Student Name) student of Full Time _____ (Programme Name), from batch of _____ (Year) and Roll No. _____ am going for the International Student Exchange Programme during the period _____.

I have gone through the NMIMS Student Resource Book and have volunteered to join the stated programme of my own will and with the consent of my parents/guardian. I will adhere to the rules and regulations of the Foreign Exchange (Host) university as well as NMIMS Deemed-to-be-University's School of Business Management. My parents/guardian have been informed of the details of the programme, the schedule and the code of conduct expected during my stay at the Foreign Exchange university and they are in full agreement with the terms of the student exchange programme. I undertake to keep officials of the Foreign Exchange university, NMIMS Deemed-to-be-University's School of Business Management and my parents/guardian/family informed about details of my travel, my stay, my whereabouts and my well-being during my term in the International Student Exchange Programme.

I promise to uphold the values and honour of NMIMS Deemed-to-be-University, fulfill my responsibilities as a student and treat everyone with dignity and respect. I hereby declare that I have clearly understood and will carefully follow the instructions given to me, as well as adhere to any further instructions given from time to time. In case I violate or do not adhere to the expected code, I will be liable to suitable action as per SVKM'S NMIMS Deemed-to-be-University rules.

I declare that all information provided by me as part of my application to the programme is accurate and I will complete all requirements of the programme as well as the requirements of my academic engagements at NMIMS, SBM.

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

_____ _____
Name of Student Signature of the student

Date: _____

Annexure 6

Undertaking for Incoming Students

To,
SVKM'S NMIMS Deemed-to-be-University
School of Business Management
Mumbai, India

Subject: Undertaking by Incoming Student Participating in NMIMS Deemed-to-be-University SBM's International Student Exchange Programme

I, _____ student of _____ University studying in the Full Time _____ (Programme Name), year _____ have joined NMIMS Deemed-to-be-University, School of Business Management through the International Student Exchange Programme in Trimester _____, Year _____.

I have volunteered to join the International Student Exchange Programme of my own free will and with the consent of my parents/guardian. I will adhere to the rules and regulations laid down in the MoU between my University and NMIMS Deemed-to-be-University and the Student Resource Book of NMIMS Deemed-to-be-University, School of Business Management (SBM). I undertake to keep my university, parents/guardian/family and officials of NMIMS Deemed-to-be-University SBM informed about details of my travel, my stay, my whereabouts and my well-being during my term in the International Student Exchange Programme.

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

I promise to uphold the values and honour of 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 and will carefully follow the instructions given to me, as well as adhere to any further instructions given from time to time. In case I violate or do not adhere 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 of me during the entire programme.

_____ _____
Name of Student Signature of the student

Date: _____

Mobile Phone Number: _____

Annexure 7

Student Exchange Programme (Visa Application)

(School Letter Head)

Dated _____.

To:
The Visa Section
The Indian High Commission
_____ (City)
_____ (Country)

Dear Sir/Madam,

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

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

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

Thanking you,
Yours sincerely,

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

Student Exchange Programme (Visa Application)

(School Letter Head)

Dated_____

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

Dear Sir/Madam,

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

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

Thanking you,

Yours faithfully,

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

Annexure 8

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

Date: _____

For Office use: Approved by (Exam. Dept.)

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

Dear Sir,

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

Name of the Student: _____ Mobile No.:_____

Name of the School: _____

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

Academic Year: _____Trimester. /Semester: _____

Permanent /Temporary Physical Disability / Learning Disability

Details of Scribe being arranged by the undersigned

Name of the scribe: _____

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

Address and Contact No.:_____
_____
_____

Yours faithfully,

_____ _____
Signature of the Student **Date**

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

Annexure 9

APPLICATION FOR REFUND

Date: _____

Excess Fee ☐ **Excess Deposit** ☐ **Hostel Deposit** ☐ (Please tick whichever is applicable)	
• **Student Number**	
• **Name**	
• **Email ID**	
• **Student Mobile number**	
• **Campus**	
• **School Name**	
• **Course (Program**	
• **Student Bank account details** • **Type of account (Savings/Current)** • **Bank account number** • **IFSC code** **(Please attach a cancelled cheque)**	

(**Signature of Student**)

Attachments Required

- Excess Fees/Excess Deposit Refund
  Original Receipt of Excess Fees/Excess Deposit along with photocopy of Fees Receipt/Deposit Receipt
- Hostel Deposit Refund
  Original Hostel Deposit Receipt signed by Hostel-in-charge & DR Administration.

Acknowledgement

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

Signature of Counter Staff, Stamp and Date

Annexure 10

APPLICATION FOR MIGRATION CERTIFICATE

1. Name: _____

2. Address for Correspondence: _____
   _____
   _____

3. Permanent address: _____
   _____

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

5. Birth Date: _____

6. Date of leaving: _____

7. Details of the Examination passed from this university

Examinations	Year of passing	Roll no	Results

8. Name of the University where the student proposes to register his name and the Name of the course. _____

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

DECLARATION BY THE STUDENT

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

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

Date: _____ _____

(Signature of the student)

Mumbai 400056

P.T.O.

FOR OFFICE USE

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

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

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

4. Other Particulars if necessary: _____

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

He / She has been a student of _____since, _____, 20And 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 online mode (Details will be provided by admission department).
* Fee for the Migration Certificate is accepted between 10.00 am to 5.00 pm on week days except on Sundays, Bank Holidays.

Annexure 11

Clearance Certificate

Date:

Name:

Programme:

Roll No:

Department	**Name of the Concerned Person**	**Signature**
Library (Books)	Person In charge	
Hostel ***Applicable only for Hostellers***	Person In charge	
IT / Computer Centre	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 Asst. Registrar Deputy Registrar

Annexure 12

Application for Bonafide Certificate

Date: _____

Photo

To,
The Dean **or** Director
School of Business Management **or**
Pravin Dalal School of Entrepreneurship & Family Business (SBM Initiative)
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,

Annexure 13

Undertaking by Students (HBS Cases/ Articles)

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

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

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

---

ACKNOWLEDGEMENT

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

Signature: _____

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

Programme:.....

RollNumber: _____Email ID: _____

For Office Use:

Date of Receipt: _____

Signature of Course Coordinator:

Annexure 14
OFFICE COPY

Student Undertaking with respect to the Student Guidelines

(Submit this form to your Course Coordinator)

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

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

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

Signature:

_____

Name:

_____

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

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

Programme: _____

Roll Number: _____Email ID: _____

Address for Correspondence:

_____

_____

Contact Phone Numbers:

Office: Residence: Mobile:

For Office Use:

Date of Receipt:

Signature of Course Coordinator:

Annexure 15

Dissertation Registration Form MBA HR Program

Name: 1 _____ Roll No:_____
Name: 2 _____ Roll No:_____
Name: 3 _____ Roll No:_____

I. Dissertation Details

Title of the Dissertation:.....
.....
Domain of HRBS or any other area that the dissertation will draw from:.....
.....
.....
Why have you selected this topic and what are the outcomes you are trying to achieve through this dissertation?.....
.....
.....
.....
.....

Faculty Guide	**Order of Preference**
1) Name:	.....
2) Name:	.....
3) Name:	.....

Declaration

I understand the requirements of the dissertation and I hereby declare that I will follow the guidelines and timelines.

Date: Signature of the Student

FOR OFFICE USE ONLY

Date & Signature of the Course Coordinator:

Name of the Guide Assigned:

Date & Signature of the Programme Chairperson:

Annexure 16

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)

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