STUDENT RESOURCE BOOK (2019-20)

School of Business Management
&
Pravin Dalal School of Entrepreneurship & Family Business
(SBM's Initiative)

(For PTMBA & Executive Programs)

Message from Vice Chancellor

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

Today NMIMS is ranked among the top 60 universities of India by Government of India. It is a University whose Management Schools are globally accredited. The institution by itself is nationally accredited at the highest level. You have joined the University that has had a successful track record of growth, sustaining quality and striving towards excellence in all its endeavors. Our 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 innovativeness of the University is borne by a large number of programs visualized in an entirely different manner than the conventional program designs. We 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 not so young; academic and industry experience; and those with national and/or foreign qualifications. It is this mix of faculty that you will have the opportunity to learn from. NMIMS ethos is to develop professionals who are socially sensitive and live in harmony with the environment.

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

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

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

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

Dr. Rajan Saxena

NMIMS
Deemed-to-be UNIVERSITY

Content

Part I

School of Business Management
&
Pravin Dalal School of Entrepreneurship & Family Business (SBM's Initiative)

(For PTMBA & Executive Programs)

Student Guidelines
(With effect from June 2019)

1. **About these guidelines:**

   1.1   These guidelines provide norms for daily functioning of the NMIMS and enable appropriate usage of infrastructure and effective academic deliveries for students.

   1.2   This compilation of guidelines comes into effect from June 2019 onwards and supersedes all other guidelines in respect of matters therein.

   1.3   These guidelines are applicable for all campuses schools under NMIMS deemed –to-be University located across the country.

   1.4   This document of NMIMS is the last word on interpretation of any student guideline, rule or regulation. While efforts are made to ensure uniformity between these guidelines and the Rules & Regulations of NMIMS, in the event of any dispute, the Students Resource Book will prevail.

   1.5   The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.

   1.6   NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.

   1.7   All disputes are subject to Mumbai jurisdiction only.

2. **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, and classrooms etc., must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach the Assistant Registrar /Deputy Registrar/ Dean/Directors of the school/ Registrar, NMIMS.

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

   2.5   Use of cell phones on campus is **not** permitted. Any student found using the cell phone on campus will be penalized as per the regulations in force from time to time.

   2.6   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 presentations, 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   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.

   2.10 Any person resorting to physical fights will amount to ragging and appropriate action will be taken accordingly.

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

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

   2.13 **Discipline Norms and Penalty**

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

      2.13.2 Woman Grievance Redressal committee constituted in each school comprises 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/ Director and the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the**

school level, refer part II of SRB.

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

2.13.4 Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the University after enquiry.

2.13.5 Students indulging in Sexual Harassment will also be liable to disciplinary action as per University norms.

2.13.6 In all matters of indiscipline and indecent behaviour, Chancellor of the University will be the appellate authority. Ombudsman is appointed by the University who would look into such cases referred by Chancellor and their decision is final and binding. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. Depending on gravity of Act, the student can be rusticated from the school. NMIMS will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

2.14 **Dress Code:**
NMIMS is a place which is visited by corporate leaders and international visitors. For this purpose, it becomes essential to adhere to broad guidelines for dress and appearance.

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

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

2.15 **Punctuality**

2.15.1 Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority to restrict latecomers to enter in the classroom.

2.15.2 Students are required to be present for all events of school/ NMIMS University, including the Convocation, Sports Day, Republic Day, Independence Day, Guest lectures, Compulsory workshops, CEO Series, and other events as intimated on the Student Portal / Notice board/ email. Record of attendance will be kept for action. The school/NMIMS reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated / displayed on the Student Portal / Notice Board/ email from time to time and / or remark on the transcript or any other decision by the management.

2.15.3 Students are required to be in city on all days of the trimester/semester. If they are leaving the city for personal or institutional work, they are required to obtain prior permission from the HOD/Director/Dean. This applies even to those students who are representing the NMIMS for social, cultural, and co-curricular events.

2.15.4 Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the school or the faculty concerned. Do not approach faculty members and others to change or extend deadlines.

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

3 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 unauthorised and will be reflected in the records as such.

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

attendance on 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 School of Business Management & PDSE & FBM (Not applicable for other schools)**

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

3.2.2   **For PTMBA/ EMBA & WEEKEND PROGRAMS**:

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

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

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

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

3.2.3   **For EXECUTIVE MBA Programme (EMBA)**:

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

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

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

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

3.2.4   If any student has obtained 'D' grade due to non-fulfilment of the above attendance criteria, then he/she will not be allowed to appear for written final re-examination and/ or improvement in the internal assessment.

4   Academic Guidelines

4.1   Credit Structure

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

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

Details	Credit	Equivalence in hrs in a 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 (per week)
Research paper/ dissertation	1 credit	20 hrs

4.2   The broad components of evaluation for any course/subject may be as follows. The total 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   End-term examination
    4.2.9   Any other school specific component

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

4.4   Term End examination is a compulsory component. The mode of the Term End Examination will depend on course learning objective.

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.

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 course/s.

4.10   Project Guidelines:
        4.10.1   From time to time Faculty may assign projects to students in their course.
        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. 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 Examination Guidelines:
Any breach of the following requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as "misconduct", and would be dealt with, under Disciplinary procedure of NMIMS. Severe penalty would be imposed on the students who are found to be involved in the adoption of unfair means in the examinations.

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

by the student/s concerned and strict action will be taken against them. The supervisors/ authorized persons are authorized to frisk the students.

5.1.14 Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the University.

5.1.15 The answer books of the term-end examinations are bar coded and therefore, students should not write his/her name, Roll No., Student No. etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.

5.1.16 While underlining of answers for focusing attention is permitted, use of varied inks, except for illustrations and figures must be avoided. DO NOT use any symbol like encircling the question or using colour arrows for 'P.T.O'. These will all be considered as attempts to readily identify the specific answer-book.

5.1.17 Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets to the same. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer books out of the examination hall will be treated as against rules and appropriate action will be taken against such candidate/s.

5.1.18 Students should not write anything on the question-paper.

5.1.19 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited.

5.1.20 If students want anything, they should approach the Room Supervisor without disturbing other students. However, they should not leave the examination hall on any account, without surrendering his/her answer book.

5.1.21 Students will not be allowed to leave the examination hall during the examination and especially during the last ten minutes. They should not leave their seats until answer-books from all students are collected by the Room Supervisor.

5.1.22 A student who disobeys any instructions issued by the Invigilator's / Room Supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the University.

5.1.23 **Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination only after giving an undertaking in writing that the decision of the University in respect of the reported act of unfair means will be binding on them.**

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

5.2.1 A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations.

5.2.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (Annexure 7) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.

5.3 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

5.3.1 As regards the student from other campuses, the Government Authorized Agencies from those cities would be accepted.

5.3.2 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office of the University. The university will make arrangement alternatively if possible.

5.3.3 The scribe should be one grade junior in academic qualification than the student if from the same stream.

5.3.4 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.

5.3.5 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.

5.3.6 The said student will sit in a separate room under supervision.

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

    5.4.1   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.

    5.4.2   These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams

    5.4.3   Concession will be given for spelling mistakes or mathematical calculation.

    5.4.4   Candidate failing in one or more subjects will be given grace marks up to 3 percent on the aggregate marks of the subjects in which he/she has appeared. These marks will be given by way of distribution for one subject or more subjects.

    5.4.5   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 also.

    5.4.6   The said medical certificate must be produced at the beginning of the academic year to the admission dept.

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

    5.5.1   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.

    5.5.2   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	Student concerned to be rusticated from University

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

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

     5.5.3 **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:
     5.5.4 **Student involved in malpractices at Practical/ Dissertation/ Project Report examinations including act of plagiarism, shall be dealt with as per the punishment provided for the theory examination.**
     5.5.3 **The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.**

  5.6 **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:
     5.6.1   The Grievance Redressal Mechanism will apply only to the 'term-end Examinations' of the University.
     5.6.2   The above mechanism will **not apply to** practicals/ oral examinations/ viva/ projects/ MCQ's in online exams/assignments/ dissertation/ presentation/ field work etc.
     5.6.3   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.
     5.6.4   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**.**
     5.6.5   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 ensures that (i) all the answers in the respective answer book are evaluated, (ii) marks have been allocated to each answer and carried forward to the first page of the answer book properly and (iii) totalling of the marks on the first page of the answer book has been carried out correctly.

<div align="center">

OR

</div>

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

5.6.6 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: 10th October 2019
Application for Verification of Answer book/s	**Within 3 days from the date of result declaration**	Example: 13th October 2019
Application for Photocopy of the answer book/s	Within 2 days from the date of result declaration including holidays	Example: 12th October, 2019
Collection of the answer book/s from the School Examination Office	Latest on the 2nd day from the date of result declaration including holidays (answer books will be sent by e mail link)	Example: 12th October, 2019 (This will be immediate on application)
Application for Re-valuation of the answer book/s	**Within 3 days from the date of result declaration including holidays**	Example: 13th October, 2019

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

5.6.8 A scanned image of the respective answer book/s will be sent to the email ID (registered with NMIMS) of the applicant student. Photo copies shall not be sent by post or by courier.

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

5.6.10 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.

5.6.11 **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**.

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

5.6.13 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:

5.6.13.1 **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.

5.6.13.2 **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.

5.6.13.3 **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).

5.6.13.4 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/s. Students may note that after carrying out reevaluation, the marks obtained may increase or decrease or may not change.

5.6.14 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.

5.6.15 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.

5.6.16 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.

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

5.6.16.2 The change of marks, if any, shall be communicated to the student applicant and a revised 'Grade Sheet' shall be issued to him/ her only on surrendering the original grade sheet to the Examination Office.

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

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

5.6.17 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)

6   Library Rules and Regulations:

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

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

6.3 Students are required to carry their NMIMS student 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.

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

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

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

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

6.8 Humanly operated personal equipment should not be used without the prior permission of the Librarian.

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

6.10 Data retrieved from the Library's electronic resources *may not be used* for purposes other than teaching, research, personal educational development, administration and management of NMIMS and development work associated with any of the aforementioned. *Use of the data is not permitted* for consultancy / 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.

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

6.12 Borrowing entitlement: Two books for ten days. One-time renewal is possible if the book is not in demand.

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

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

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

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

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

6.18 For list of electronic resources / Databases refer annexure.

7   Guidelines for the Use of Computing Facilities:

7.1 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. The list of websites which are blocked for use at NMIMS and at the Hostels is given in the annexure.

7.2 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.

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

7.4 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.

7.5 **Provision of Computing Resources:**

    7.5.1 The students of NMIMS are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aim, 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.

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

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

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

    7.5.5 **All students will be given NMIMS email id** and internet authentication id. They are permitted to access internet in computer centre or on their own laptop through this id and password only. A action will be taken against if any misuse of internet and email Id is seen.

    7.5.6 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.

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

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

        7.5.7.1 Improper behaviour towards staff will result in disciplinary action.

    7.5.8 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.

7.5.9 The Information Systems Group will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through 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.

7.5.10 The failure of any element of the computing service will not be accepted as a valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.

7.5.11 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.

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

7.6.1 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.

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

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

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

7.6.5 Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The NMIMS accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.

7.6.6 Removal, borrowing, connecting or disconnecting of any IT equipment is not permitted.

7.6.7 Neither deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility or network / campus, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.

7.6.8 Do not in any way cause any form of damage neither to the NMIMS IT facilities, nor to any of the accommodation or services associated with them.

7.6.9 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

7.6.10 Do not initiate or perpetuate any chain email message. Do report immediately to 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.

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

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

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

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

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

7.6.16 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.

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

7.6.18 You must adhere to the terms and conditions of all licence agreements relating to IT facilities which you use including software, equipment, services, documentation and other goods.

7.6.19 You must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.

7.6.20 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 e.g. Projector cables. Disciplinary action will be taken by NMIMS if the Student is found guilty.

7.6.21   You must obtain prior permission to use computers for commercial or outside work including the use of IT facilities to the substantial advantage of other bodies such as employers of placement students.

7.6.22   Do not interfere with or change any hardware or software; if you do, you may be charged for having it put right.

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

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

7.6.25   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.

7.6.26   Do not smoke, eat or drink, and do ensure that consumable products including food and drink are stowed away at all times, from computer room or near any public access IT facilities.

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

7.6.28   You must immediately vacate any IT room when asked to do so by any person who has legitimately booked that room and must not leave processes running or files printing or otherwise interfere with the work of that person. Failure to cooperate gives that person the right to switch off the workstation that you are using.

7.6.29   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.

8   Feedback Mechanism:

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

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

8.1.2   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.

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

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

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

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

9   Mentoring Programme / 'Psychologist and a Counsellor':

9.1   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.

9.2   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. Nobody understands what I am going through…. people become judgemental instead of understanding and supporting, whom to share it with?

v. Where do I seek help? Who will be able to really help?

Have you had any of these repetitive thoughts or are you 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 plaster of protection (counselling). 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: Mrs Meeta Shah, Sr. Psychologist, Psychotherapist and a Counsellor with assisting Psychologists and Counsellors, Mr Joel Gibbs and Ms Nazneen Raimalwala at Mumbai campus for all the NMIMS students.
Available: 8th floor faculty area, Cabin: -West-854 at NMIMS building, call on 42332218 to book appointments.
7th floor faculty area, Cabin: -732, in the Mithibai college building, call on 42332225 to book appointments.

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

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

10.1 **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.

10.2 **Payment of fees:**

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

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

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

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

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

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

10.3 **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.**

10.4 **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 –

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

10.5 **Eligibility:**
Academic break can be granted to any student for any of the following reasons:
10.5.1 Serious personal medical reasons involving hospitalization, if required and supported by documents.
10.5.2 Serious 'family' related issues.
10.5.3 Financial constraints.
10.5.4 In executive education, 'temporary transfer to other country / city'
10.5.5 Financial crisis/Maternity/ shift of duties/additional assignments at the work place applicable for executive programme participants only.

10.5.6 The Dean of respective school will approve the academic break and forward the application of the student to admission department for necessary process.
10.5.7 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.
10.5.8 Payment of Fees for academic break: For details please refer point 10.2.3

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

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

10.7 **Admission Deferment:**
Following rules are applicable to all the Schools of NMIMS.

10.7.1 **Eligibility:**
Only those candidates who have paid the full fee or got an approval for part payment can apply for admission deferment.
The candidate has to submit an application for 'admission deferment' in admission department **before** commencement of that programme stating the reasons for admission deferment. Admission deferment can be approved only for one year.

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

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

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

10.7.3 **Process:**

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

10.7.3.2 The admission department will scrutinize all the applications and forward it with comments to concerned authorities for approval. The request to defer the offer of admission will be reviewed on case to case basis and will be granted depending on the reason stated along with the supporting documents. NMIMS decision with respect to this will be final and will not be challenged.

10.7.3.3 Offer of admission deferment, if not, taken in the subsequent year will lapse and the fee paid will not be refunded. Further, the applicant, if still wants to apply to NMIMS, has to undergo the admission process again as a fresh applicant.

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

10.7.3.5 Students who are found to have applied to other colleges and institutes during their time away from NMIMS will have their admission revoked and fees will not be refunded.

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

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

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

10.7.3.9 Deferment of admission is not applicable for the first year of the programme.

10.7.3.10 Once the programme has commenced, then even though the applicant may have not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

11 Dean's list:

11.1 Dean's List (Applicable only for School of Business Management and PDSE & FBM PG programmes)

11.1.1 10 % of the batch on the basis of highest yearly CGPA will be under Dean's List and will get a certificate at the end of each year.

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

11.1.3 Students obtaining D grades/ F grades/ appearing in the re- exams (except approved absenteeism cases of 1st attempt by Dean, SBM/ Director) in the current academic year will be ineligible to be listed in the Dean's List of the current academic year as well as in the Dean's list of the next year(s). Any student having disciplinary action will be ineligible to be listed in the Dean's list for that particular academic year.

11.1.4 Any breach in expected code of conduct for students (as per part II, page 61) and adverse behaviour may impact consideration for Dean's list for the current academic year.

12 Students Portal

(Learning Management System):

12.1 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.

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

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

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

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

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

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

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

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

12.10 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.

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

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

12.13 Examination related content: Results and exam time table can be made available. Online examination is conducted

on the portal. SAP education exam conducted online.

12.14 Admission Related content: Admission Notices can be published.

12.15 Internal assessment: Tests can be conducted on the Portal. Internal marks for respective courses can be published.

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

12.17 Online Plagiarism: Student / Faculty can check Plagiarism through this feature.

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

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

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

12.21 Mobile Application: Students will be able to view the portal on the mobile app.

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

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

12.24

13 **Rules for participating in National/International Level Contests:**

13.1 All contests have to be routed through Faculty in charge of Student Activity/HOD.

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

13.3 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

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

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

13.6 Reimbursements (Applicable only for National Contest)

13.6.1 Students going for GRADE A will be provided with 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from the contest destination.

13.6.2 Students going for GRADE B and C contests will be provided 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from contest destination, provided that they have won the contest (1st or 2nd place only).

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

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

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

13.7 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.

For additional information as specific to school, kindly refer Part II.

14. **Guidelines for Awards and Scholarships**

14.1 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.

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

14.3 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.

14.4 Certificate of merit to be given by Dean's/ Director at school level.

15. **Guidelines for Convocation**

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

15.2 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.

15.3 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.

15.4 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.

16 Roles and Responsibility of Class Representative and Student Council

16.1 Class Representative

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

16.1.1 Serving as sole point of contact between faculty & students

16.1.2 Co-ordinating the scheduling of lectures, assignments & formation of groups

16.1.3 Resolving student grievances

16.1.4 Relationship building & co-ordinating with CRs from other divisions

16.1.5 CR's cannot cancel / Reschedule lectures directly with Faculty

16.1.6 Any additional responsibility assigned by school heads.

17 Student Council

17.1 **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 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 representative 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, Treasurer, along with other council members representing schools and campuses across NMIMS University. The Core positions for every academic year are selected through a formal selection procedure involving the Faculty Convener/ faculty members & existing Council members.

17.2 **Student Council (School Level)**

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

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

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

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

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

17.2.5 All the cell activities have 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.

17.2.6 Communication and Invitations of events / guest lecturers / workshops etc. conducted by cells and

council has to be informed to the HOD/Dean/Director, well in advance.

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

17.2.8 To submit a trimester/semester report at the end of every trimester/semester to faculty In-charge.

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

18   Interface with Accounts:

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

18.2   **Re-examination Fees**:

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

18.3   **Re-Admission fees**:

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

18.4   Re-**Registration Fees**:

A Diploma 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.

18.5   **Concession in fees**:

Concession in fees shall be granted to economically weaker section and backward class students depending on the merit of the case of individual student.

18.6   **Hostel Deposit Refund**:

Location: NMIMS Accounts Department

Procedure:

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

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

18.6.3   Please allow a period of 3 weeks for issue of the Refund Demand Draft.

18.7   **Library Deposit and Security Deposit Refund**:

Location: Course Coordinator

Procedure:

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

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

18.8   **Duplicate Receipt**:

Location: NMIMS Accounts Department

Procedure:

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

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

19 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.

19.1 **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 • Don't try to save valuables. Your life is most precious • Disconnect electrical appliances. • Turn off utilities at the main switches of valves if instructed to do so • Don't touch electrical equipment if you are wet or standing in water • Do not walk through moving water. Six inches of moving water can make you fall • If you have to walk in water, walk where the water is not moving • Use a stick to check the firmness of the ground in front of you • Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage • Water may also be electrically charged from underground or downed power lines • Listen to the radio for advance information and advice. Don't spread rumors • Move vehicles to the highest ground nearby • Do not enter floodwaters by foot if you can avoid it • Never wander around a flooded area • Drink clean water	• 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.

19.2 **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.

19.3 **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, store room, kitchen and other such places. • Identify all the exit routes of the Institute. • Check the adequacy of	• 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.	• Don't re-enter or permit anyone to enter the building, unless the fire officials have given permission to enter.

Before Fire	During Fire	After Fire
firefighting apparatus and its maintenance.	• 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.	

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

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

Anti-Ragging Committees:

University				
	Name	**Designation**	**E-mail ID**	**Contact no.**
1.	Dr. Meena Chintamaneni	Chairperson	meena.chintamaneni@nmims.edu	022 42355555
2.	Mr. Paramanand Rajwar	Member	Paramanand.Rajwar@nmims.edu	022 42355558
3.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
4.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
5.	Mr. Samraj Dhasian	Member	Samraj.dhasian@nmims.edu	022 42355555
6.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
7.	Shri Rajendra K. Shah	Member	shahrk60@yahoo.com	022 42199999
School of Business Management/Pravin Dalal School of Entrepreneurship and Family Business Management				
1.	Dr. Veena Vohra	Chairperson	Veena.vohra@sbm.nmims.edu	022 4235 5841
2.	Dr. Hari Kumar Iyer	Member	Harikumar.Iyer@sbm.nmims.edu	022 4235 5891
3.	Dr. Shamim Mondal	Member	Shamim.mondal@sbm.nmims.edu	022 4235 5909
4.	Dr. Smita Mazumdar	Member	Smita.mazumdar@sbm.nmims.edu	022 4235 5831
5.	Dr. Hema Bajaj	Member	Hema.bajaj@sbm.nmims.edu	022 4235 5894
6.	Dr. Prasad Ranade	Member	Prasad.ranade@nmims.edu	022 4235 2260
7.	Prof. Rajan Tejuja	Member	Rajan.tejuja@nmims.edu	022 4235 5851
8.	Co-opted Student Council Member	Member	studentcouncil@nmims.edu.in	
9.	Dr. Prashant Dave (Convener)	Member	Prashant.Dave@sbm.nmims.edu	022 4235 5566

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

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

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

20.4 **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 Rajendra M. Savant* has been appointed as Ombudsman at NMIMS University.
For more details, kindly refer AICTE regulations on Ombudsman.

20.5 **University Student Grievance Redressal Committee:**
1. Dr. N. T. Rao, Dean, MPSTME – Chairperson
2. Dr. Alok Misra, Dean KPMSOL - Member
3. Dr. Veena Vohra, Associate Dean (Programs and Student Learning Experience), SBM - Member
4. Prof. Amita Vaidya, Associate Dean, SAMSOE -- Member
5. Prof. Dhirendra Mishra, Assistant Professor (Mechanical), MPSTME - Member
6. Ms. Pallavi Rallan, Assistant Professor, ASMSOC – Member
7. Dy. Registrars concerned
8. Dr. Meena Chintamaneni, Registrar - Member Secretary

21 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

22 List of E resources

Sr. No.	Database	Sr. No.	Database	Sr. No.	Database
	LIBRARY DATABASE/ OPAC		**E-BOOKS DATABASES**		**COMPANY DATABASE**
1	Koha OPAC	15	E-brary		**LAW DATABASES**
	ELECTRONIC JOURNAL DATABASES	16	McGraw-Hill Access Engineering	30	Lexis Nexis
2	ProQuest Central	17	Pearson E-Books	31	Hein Online
3	EBSCO	18	PDF Drive	32	West Law
4	JSTOR	19	South Asia Archive	33	SCC Online
5	Science Direct	20	World eBook Library (WEL)	34	Manupatra
6	Economic and Political Weekly		**RESEARCH DATABASES**		**MARKETING DATABASES**
	ENGINEERING DATABASES	21	ISI Emerging Markets	35	TVADINDX
7	Springer	22	Frost & Sullivan	36	WARC
8	Science Direct	23	EViews 8		**ARCHITECTURE DATABASE**
9	ASME	24	CMIE: Economic Outlook	37	Buildofy
10	ASCE	25	SPSS: AMOS		**CASE STUDY DATABASE**
11	NPTEL	26	Euromonitor International: Passport	38	Harvard
12	IEL Online /IEEE	27	EPWRF India Time Series	39	Emerald emerging Market Cases
13	Gate Practice Software	28	Capital Market		**FINANCE LAB**
14	DELNET		**STATISTICAL DATABASE**	40	Bloomberg
		29	IndiaStat		**SWAYAM / NDL**
				41	SWAYAM
				42	National Digital Library
				43	**Consortium for Educational Communication(CEC)**

22 LIST OF HOLIDAYS FOR THE YEAR 2019

NMIMS (Mumbai)		
List of Holidays for the year 2019		
OCCASION	**DATE**	**DAY**
New Year	1-Jan-19	Monday
Republic day	26-Jan-19	Saturday
Holi	21-Mar-19	Thursday
Gudi Padwa	06-Apr-19	Saturday
Good Friday	19-Apr-19	Friday
Maharashtra Day	01-May-19	Wednesday
Ramzan-Id	05-Jun-19	Wednesday
Independence Day	15-Aug-19	Thursday
GopalKala	24-Aug-19	Saturday
Ganesh Chaturthi	02-Sep-19	Monday
Anant Chaturdasi	12-Sep-19	Thursday
Gandhi Jayanti	02-Oct-19	Wednesday
Dussehra	08-Oct-19	Tuesday
Diwali (Balipratipada)	28-Oct-19	Monday
Diwali (Bhaubeej)	29-Oct-19	Tuesday
Christmas	25-Dec-19	Wednesday

23 NMIMS INFOLINE (for Mumbai Campus)

Agency	Number
Disaster Management Cell of Municipal Corporation of Greater Mumbai	108
Police	
Police Help Line	100
Juhu Police Station	26184432 / 26183856
Vile Parle Police Station	26117307 / 26117317
Vile Parle-East, Police Station	26112813
D. N. Nagar, Andheri (W) Police Station	26303893 / 26304002 / 26303038
Andheri (E) Police Station	26831562 / 26842677
Santacruz Police Station	26492972 / 26487856
Fire Brigade	
Fire Brigade Help Line	101
Andheri Fire Stations	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
Chemist	
Dilip Drug House	26182255 / 2618 7038
Empire Chemists	26718970 / 2625 1238
Welcome	26111796
General Physician	
"Shri Vile Parle Kelavani Mandal" runs a dispensary which operates from 9:00 am to 6:00 pm. It is manned by two fully qualified Medical Officers in two shifts. Services of dispensary are available for attending to all emergency first aid and for OPD. This facility is available to all students, staff and faculty members of SVKM Institutions	Location: N.M. College Area, 2nd floor. Dr. Geeta Shah – 9820547571/ Dr.Goel-9869002653 /
Criticare Clinic Plot no. 38/39 , Main Gulmohar Road, JVPD Scheme, Opposite Copper Chimney, Andheri (W), Mumbai- 400049	26286644/ 88/ 002 6775 6600
Hostel (Contact – Mr. Venugopal- 4235 5557)	
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
Megha Villa Boys Hostel	022-4235 5555 / 5557

Part II

**School of Business Management
&
Pravin Dalal School of Entrepreneurship &
Family Business (SBM's Initiative)**

(For PTMBA & Executive Programs)

Heartiest congratulations to all of you on making to the SBM NMIMS for the MBA Batch of 2019-21. On behalf of all our faculty and staff at the School, I am delighted to welcome you to the NMIMS University.

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

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

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

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

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

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

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

My faculty will ensure that while you are here, you not only understand the business dynamics and how to create excellence but emphasize how to be socially and ethically responsible managers with a global perspective. Our courses are designed to provide greater learning through feedback system and providing a hands-on experiential learning environment. The School creates opportunities to intern with well-known companies in India and work with social-sector organizations through We Care Program. This year our students interned with 229 companies and 265 social sector organization in locations across the country.

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

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

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

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

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

Wish you very best

Happy Learning

(Dr. Ramesh Bhat)

**"If your thoughts & actions inspire others to 'Dream big' 'Learn More' 'Do More'
and 'Become More' you are Leader" - Seema Mahajan**

Family businesses have been an integral part of any country's economy and society. The story is not different in India. These businesses, whether large conglomerates or medium and small enterprises, have contributed significantly to nation building, employment generation and overall wealth creation.

Family dynamics is the lever which determines how a family business is run. In the recent past we have seen how families are unprepared to handle conflict. In order to tide over other challenges, conflict management strategy is a must. The PwC's 2016 Family Business Survey reveals that only 15 % of the Indian family businesses had a robust, documented and communicated plan in place. This is an alarming number; and unless family businesses are able to administer processes to ensure business continuity and create succession plans around senior roles, key functions and important locations, the threat of disintegration will continue to mar its reputation.

Our Pravin Dalal School for Entrepreneurship and Family Business management (SBM'S Initiative), at NMIMS, being the pioneer and in the segment for more than a decade, understands the emerging needs of family run businesses in these challenging and turbulent times. We were also amongst the first few to understand that thinking and acting entrepreneurially is more than just an inclination. It can be taught. And we do it better than anyone else because we have a global outlook along with customized approach for catering to Indian family run businesses.

We believe that entrepreneurship can be a powerful force within organizations of all types and sizes, in established businesses as well as in new ventures. In any industry, in any position, it takes entrepreneurial thinking and relative action to solve problems and make an impact.

The School has a vision to be amongst the top 50 in the World at enabling the development of leadership skills, for sustainability and scalability of their respective family run businesses. Today in our collaborative community at NMIMS, students gain the fundamental business skills and specialized knowledge necessary to cultivate an entrepreneurial mind-set. They then use that mind-set to navigate real business situations, putting what they learn into practise and becoming leaders equipped to make a difference on campus, in their businesses and around the world.

The programs MBA E&FB (2 years' full time) time since 1999, Integrated MBA E&FB (5 years post 12th) since 2015, ETW, and Weekend FMBA since 1999 at our School focus on technical and strategic competence, self-awareness and moral judgement. Our balanced curriculum keeping in mind the Indian family businesses, their values and professional challenges has been designed in such a way that it offers students a blend of skills and capabilities that are at the heart of management, along with their values and beliefs.

NMIMS Pravin Dalal School of Entrepreneurship and Family Business Management has continuously worked in fortifying the SME sector in India. Today we have over 4000 alumni who are names to reckon with in this sector. Many of them have started their own ventures and triumphed. It has been our endeavour to customise the latest in management studies for family businesses and make it relevant to the ever-changing demands of a fast-paced economy like ours. The School's motto is to provide intellectual capital to those with easy sources of capital so that family business is professionalised and commands the due respect that it deserves.

The Intensive International exposure at the right time of their career while they are academically geared, helps them to build a global perspective and thereby lead their scalability strategies.

I am sure, the journey of students here at NMIMS will be an unparalleled experience of intensive learning which will lead to a record of outstanding accomplishments in all walks of their life along with providing a deeper perspective to the ideas and practice of management of respective Family run businesses and new ventures.
I wish to thank each and every "Entrepreneur" for believing in us and trusting us completely.

Seema Mahajan, Director
Pravin Dalal School of Entrepreneurship & Family Business Management

Academic Calendar

SVKM's NMIMS
School of Business Management, Mumbai
Part Time MBA Programmes Academic Calendar 2019-2020 (REVISED)
First Year (2019-20)
(Weekdays Batch)

Details	Start Date	End Date	No. of Days
Trimester I			
Orientation Program (Bridge Course)	31 May 2019 (Friday)	9 June 2019 (Sunday)	10 Days
Academic Instruction Duration (Regular Classes)	10 June 2019 (Monday)	*23 August 2019 (Friday)	75 Days
Mid Term (If applicable- PTMBA)	12 July 2019 (Friday)	14 July 2019 (Sunday)	3 Days
Final Exams (PTMBA)**	30 August -1 September 2019 (Friday - Sunday)	6 – 8 September 2019 (Friday- Sunday)	6 Days
Re-Exam	Tentatively last two weeks of October 2019		
Trimester II			
Academic Instruction Duration (Regular Classes)	16 September 2019 (Monday)	*6 December 2019 (Friday)	82 Days
Mid Term (If applicable- PTMBA)	25 October 2019 (Friday)	27 October 2019 (Sunday)	3 Days
Diwali Vacation (PTMBA)	28 October 2019 (Monday)	3 November 2019 (Sunday)	7 Days
Final Exams (PTMBA)**	13 – 15 December 2019 (Friday - Sunday)	20 – 22 December 2019 (Friday –Sunday)	6 Days
Re-Exam	Tentatively last two weeks of January 2020		
Trimester III			
Academic Instruction Duration (Regular Classes)	6 January 2020 (Monday)	*13 March 2020 (Friday)	68 Days
Mid Term (If applicable- PTMBA)	7 February 2020 (Friday)	9 February 2020 (Sunday)	3 Days
Final Exams (PTMBA)**	20 - 22 March 2020 (Friday - Sunday)	27 March – 29 March 2020 (Friday- Sunday)	6 Days
Re-Exam	Tentatively last two weeks of May 2020		

For the Last Instruction Day.
*** For the Examination Saturday & Sunday are ideally to be Used.*

DR – Mgmt. Edu
of the school

Dean - SBM
of the school
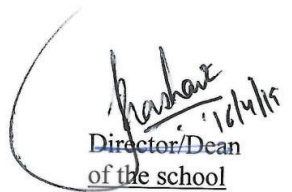
COE
NMIMS

DR - Academics
NMIMS

SVKM's NMIMS
School of Business Management , Mumbai
Part Time MBA Programmes Academic Calendar 2019-2020
First Year (2019-20)
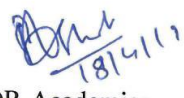
Details	Start Date	End Date	No. of Days
Trimester I			
Orientation Program (Bridge Course)	31 May 2019 (Friday)	9 June 2019 (Sunday)	10 Days
Academic Instruction Duration (Regular Classes)	14 June 2019 (Friday)	*25 August 2019 (Sunday)	73 Days
Mid Term (If applicable-PTMBA)	12 July 2019 (Friday)	14 July 2019 (Sunday)	3 Days
Final Exams (PTMBA)**	30 August -1 September 2019 (Friday - Sunday)	6 – 8 September 2019 (Friday-Sunday)	6 Days
Re-Exam	Tentatively last two weeks of October 2019		
Trimester II			
Academic Instruction Duration (Regular Classes)	20 September 2019 (Friday)	*8 December 2019 (Sunday)	80 Days
Mid Term (If applicable-PTMBA)	25 October 2019 (Friday)	27 October 2019 (Sunday)	3 Days
Diwali Vacation (PTMBA)	28 October 2019 (Monday)	3 November 2019 (Sunday)	7 Days
Final Exams (PTMBA)**	13 – 15 December 2019 (Friday - Sunday)	20 – 22 December 2019 (Friday –Sunday)	6 Days
Re-Exam	Tentatively last two weeks of January 2020		
Trimester III			
Academic Instruction Duration (Regular Classes)	3 January 2020 (Friday)	*15 March 2020 (Sunday)	73 Days
Mid Term (If applicable-PTMBA)	7 February 2020 (Friday)	9 February 2020 (Sunday)	3 Days
Final Exams (PTMBA)**	20 - 22 March 2020 (Friday - Sunday)	27 March – 29 March 2020 (Friday- Sunday)	6 Days
Re-Exam	Tentatively last two weeks of May 2020		

*For the Last Instruction Day.
** For the Examination Saturday & Sunday are ideally to be Used.

AR/DR
of the school

Director/Dean
of the school
DR- Academics

DR-Academics
NMIMS
Dean of the school

DR- Academics

COE
NMIMS

34

SVKMs NMIMS
School of Business Management, Mumbai
Part Time MBA Programme II Year

Academic Calendar for the Academic Year: 2019-2020

Details	Program-Sem/Trim	Start date	End Date	No. of Days
Trimester IV				
Academic Instruction Duration (Regular Classes)	PTMBA – Trim IV	11 April 2019 (Thursday)	*30 June 2019 (Sunday)	81
Mid Term Test \ Internal Continuous Assessment	PTMBA – Trim IV	16 May 2019 (Thursday)	19 May 2019 (Sunday)	4
Term End Exams	PTMBA – Trim IV	4 – 7 July 2019 (Thursday - Sunday)	11 - 14 July 2019 (Thursday - Sunday)	8
Re-Exams	PTMBA – Trim IV	Tentatively last two weeks of August 2019		
Trimester V				
Academic Instruction Duration (Regular Classes)	PTMBA – Trim V	23 July 2019 (Tuesday)	*13 October 2019 (Sunday)	83
Mid Term Test \ Internal Continuous Assessment	PTMBA – Trim V	29 August 2019 (Thursday)	1 September 2019 (Sunday)	4
Term End Exams	PTMBA – Trim V	17 - 20 October 2019 (Thursday - Sunday)	24 -27 October 2019 (Thursday – Sunday)	8
Re-Exams	PTMBA – Trim V	Tentatively first two weeks of December 2019		
Trimester VI				
Academic Instruction Duration (Regular Classes)	PTMBA – Trim VI	5 November 2019 (Tuesday)	*25 January 2020 (Saturday)	82
Mid Term Test \ Internal Continuous Assessment	PTMBA – Trim VI	12 December 2019 (Thursday)	15 December 2019 (Sunday)	4
Winter Vacation		26 December 2019 (Thursday)	1st January 2020 (Wednesday)	7
Term End Exams	PTMBA – Trim VI	30 - 2 February 2020 (Thursday - Sunday)	6 - 9 February 2020 (Thursday - Sunday)	8
Re-Exams	PTMBA – Trim VI	Tentatively last two weeks of March 2020		
Trimester VII				
Academic Instruction Duration (regular classes)	PTMBA – Trim VII	18 February 2020 (Tuesday)	*3 May 2020 (Sunday)	76
Mid Term Test \ Internal Continuous Assessment	PTMBA – Trim VII	26 March 2020 (Thursday)	29 March 2020 (Sunday)	4
Term End Exams	PTMBA – Trim VII	7 May – 10 May 2020 (Thursday - Sunday)	14 - 17 May 2020 (Thursday - Sunday)	8

Page 1 of 2

35

Details	Program-Sem/Trim	Start date	End Date	No. of Days
Re-Exams	PTMBA – Trim VII	Tentatively last two weeks of June 2020		
Convocation	PTMBA	Tentatively Last week of October 2020		
Commencement of next academic year	PTMBA	Tentatively last week of May 2020		

Note :

* For the Last Instruction Day.
** For the Examination Saturday & Sunday are ideally to be used.
** Second Year's exams may start from Tuesday onward for electives.
No summer vacation for faculty/students in PTMBA.

AR/DR
of the school   16/4/19

Director/Dean
of the school

DR-Academics
NMIMS

COE
NMIMS

SVKMs NMIMS
School of Business Management, Mumbai
Diploma/Part Time MBA Social Entrepreneurship Programme (I Year)

Academic Calendar for the Academic Year: 2019-2020

Details	Program-Sem/Trim	Start date	End Date	No. of Days
Trimester I				
Orientation (Bridge Course)	PTMBA SE – Trim I	24 May 2019 (Friday)	2 June 2019 (Sunday)	10
Academic Instruction Duration (Regular Classes)	PTMBA SE – Trim I	7 June 2019 (Friday)	*25 August 2019 (Sunday)	79
Mid Term Test \ Internal Continuous Assessment	PTMBA SE – Trim I	12 July 2019 (Friday)	14 July 2019 (Sunday)	3
Term End Exams	PTMBA SE – Trim I	30 August -1 September 2019 (Friday - Sunday)	6 – 8 September 2019 (Friday-Sunday)	6
Re-Exams	PTMBA SE – Trim I	Tentatively last two weeks of October 2019		
Trimester II				
Academic Instruction Duration (Regular Classes)	PTMBA SE – Trim II	20 September 2019 (Friday)	*8 December 2019 (Sunday)	80
Mid Term Test \ Internal Continuous Assessment	PTMBA SE – Trim II	25 October 2019 (Friday)	27 October 2019 (Sunday)	3
Diwali Vacation	PTMBA SE – Trim II	28 October 2019 (Monday)	3 November 2019 (Sunday)	7
Term End Exams	PTMBA SE – Trim II	13 - 15 December 2019 (Friday - Sunday)	20 – 22 December 2019 (Friday –Sunday)	6
Re-Exams	PTMBA SE – Trim II	Tentatively last two weeks of January 2020		
Trimester III				
Academic Instruction Duration (Regular Classes)	PTMBA SE – Trim III	3 January 2020 (Friday)	*15 March 2020 (Sunday)	73
Mid Term Test \ Internal Continuous Assessment	PTMBA SE – Trim III	7 February 2020 (Friday)	9 February 2020 (Sunday)	3
Term End Exams	PTMBA SE – Trim III	20 - 22 March 2020 (Friday - Sunday)	27 March – 29 March 2020 (Friday- Sunday)	6
Re-Exams	PTMBA SE – Trim III	Tentatively 2nd-3rd weeks of May 2020		

Note :

For the Last Instruction Day.
For the Examination Saturday & Sunday are ideally to be used.

AR/DR
of the school

Director/Dean
of the school

DR-Academics
NMIMS

COE
NMIMS

Page 1 of 1

SVKMs NMIMS
School of Business Management , Mumbai
Part Time MBA Social Entrepreneurship Programme (II Year)

Academic Calendar for the Academic Year: 2019-2020

Details	Program-Sem/Trim	Start date	End Date	No. of Days
Trimester IV				
Academic Instruction Duration (Regular Classes)	PTMBA SE – Trim IV	12 April 2019 (Friday)	*30 June 2019 (Sunday)	80
Mid Term Test \ Internal Continuous Assessment	PTMBA SE – Trim IV	17 May 2019 (Friday)	19 May 2019 (Sunday)	3
Term End Exams	PTMBA SE – Trim IV	5 – 7 July 2019 (Friday - Sunday)	12 - 14 July 2019 (Friday- Sunday)	6
Re-Exams	PTMBA SE – Trim IV	Tentatively last two weeks of August 2019		
Trimester V				
Academic Instruction Duration (Regular Classes)	PTMBA SE – Trim V	26 July 2019 (Friday)	*13 October 2019 (Sunday)	80
Mid Term Test \ Internal Continuous Assessment	PTMBA SE – Trim V	30 August 2019 (Friday)	1 September 2019 (Sunday)	3
Term End Exams	PTMBA SE – Trim V	18 - 20 October 2019 (Friday - Sunday)	25-27 October 2019 (Friday – Sunday)	6
Re-Exams	PTMBA SE – Trim V	Tentatively first two weeks of December 2019		
Trimester VI				
Academic Instruction Duration (Regular Classes)	PTMBA SE – Trim VI	8 November 2019 (Friday)	*25 January 2020 (Saturday)	79
Mid Term Test \ Internal Continuous Assessment	PTMBA SE – Trim VI	13 December 2019 (Friday)	15 December 2019 (Sunday)	3
Winter Vacation		27 December 2019 (Friday)	1 January 2020 (Sunday)	6
Term End Exams	PTMBA SE – Trim VI	31 - 2 February 2020 (Friday- Sunday)	7 - 9 February 2020 (Friday- Sunday)	6
Re-Exams	PTMBA SE – Trim VI	Tentatively third week of March 2020		
Trimester VII				
Academic Instruction Duration (regular classes)	PTMBA SE – Trim VII	21 February 2020 (Friday)	*3 May 2020 (Sunday)	73
Mid Term Test \ Internal Continuous Assessment	PTMBA SE – Trim VII	27 March 2020 (Friday)	29 March 2020 (Sunday)	3
Term End Exams	PTMBA SE – Trim VII	8 May – 10 May 2020 (Friday- Sunday)	15 - 17 May 2020 (Friday- Sunday)	6
Re-Exams	PTMBA SE – Trim VII	Tentatively last two weeks of June 2020		

Convocation	PTMBA SE	Tentatively last week of October 2020	
Commencement of next academic year	PTMBA SE	Tentatively last week of May 2020	

Page **1** of **2**

Note :

* For the Last Instruction Day.
** For the Examination Saturday & Sunday are ideally to be used.
** Second Year's exams may start from Tuesday onward for electives.
No summer vacation for faculty/students in PTMBA SE.

AR/DR
of the school

Director/Dean
of the school

DR-Academics
NMIMS

COE
NMIMS

Code of Conduct for SBM/ PDSE & FBM Students

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

    a. Respect for others
    b. Integrity
    c. Empathy
    d. Cooperation

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

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

1. **Academic Guidelines: Academic Guidelines (In continuation to pt.4 of Part I)**:
   1.1 The components of evaluation for any course of all the years of Part Time / Diploma / Certificate / Weekend programs would be as follows:
       i. Class-participation / Individual presentation in class
       ii. Quizzes / Class test / Surprise test (announced/unannounced)
       iii. Individual assignment/ Group assignments/ presentations/ Decision sheets
       iv. Term papers and project reports
       v. Mid-term examination (Not applicable for EMBA programme)
       vi. End-term examination (This is a compulsory component)
   1.2 It is necessary for every course to have at least 4 evaluation components out of 6 components mentioned in point 1.1 OR 3 components where a multi-phased, trimester long field based group assignment / project is being conducted. Half credit courses to have at least 3 evaluation components; however, 4 evaluation components are ideal and desirable. **NOTE: for EMBA programme every course to have at least 3 evaluation components and Group assignment is compulsory component for EMBA.** This will not be applicable for courses conducted in the workshop / Project mode. Internal evaluation will not be repeated.
   1.3 The mode of the Term End Examination will depend on course objective.
   1.4 End-term examination is a compulsory component. However, it is optional to have Mid-Term Examinations. The prior approval from Dean SBM/ Director is required for absence from Mid-term / End-term examinations.
   1.5 Duration of examination
       i. Minimum duration of Mid –Term Examinations: 1.5 hrs
       ii. Minimum duration of End-Term Examinations: 2 hrs
       iii. A full 3 credit course will comprise of class room teaching for 20 sessions of 80 mins each.
       iv. A 1.5 credit course will comprise of class room teaching for 10 sessions of 80 mins each.
       Examination duration can also be more than the above specified time as the case may be.
   1.6 School of Business Management will use total weightage points for each course for evaluation purpose instead of using marks. These weightage points would be as follows:
       i. Full Credit course: 100 points
       ii. Half-credit course: 50 points
   1.7 The total points for each course (with maximum what can be assigned) will be divided in Internal Continuous Assessment and End Term Examination (60:40 ICA: TEE ratio). ICA has various components which may include the following:
       i. Class-participation/Review (books /reports/articles) (not more than 20 points weightage)

ii. Quizzes / Class test / Surprise test / Assignments (not more than 30 points weightage)

iii. Group /individual assignments / presentations / decision sheets / term papers / project reports (not more than 30 points weightage)

iv. Mid-term examination (Wherever applicable) (not more than 30 points weightage & not less than 20 points weightage)

v. Students adopting Unfair Means in ICA would be dealt with as per University Examination Guidelines (Pls.refer pt.no. 5.5, 5.6 SRB- Part I) and all such cases would be referred to SBM Disciplinary Committee for hearing and consequent decree.

vi. Trimester-end Examination (not more than 40 points weightage and not less than 35 points weightage)

1.8 Deviation, if any, from above mentioned evaluation schemes will be communicated separately. For PTMBA, EMBA the course/s will not be offered if less than 10 students opt for it.

1.9 School of Business Management would follow the following 'letter grades' and corresponding 'grade points' System:

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

1.10 The candidates who resort to unfair means and who are required to appear at re-examination due to involvement in adoption of unfair means (as penalty) will get C+ or actual grade whichever is lower in the re-examination.

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

2 Project Guidelines:

2.1 From time to time Faculty may assign projects to students in their course.

2.2 Final Projects and Class Projects apply to all course/s programs and faculty concerned can assign project work to be undertaken.

2.3 Students are required to submit their final project report as per the deadlines announced. Dean's approval will be required to submit the project report after deadlines as announced.

2.4 This project is subject to a review by the company guide assigned. It is the student's role to ensure that the guide sends this review to the Course Coordinator within the deadline given. The student has to waive the rights to see the review.

2.5 The student needs to satisfactorily complete the project as an essential partial fulfilment of the requirements for award of MBA degree.

2.6 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.

2.7 They will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. **Plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of SBM/ PDSE &FBM, NMIMS policies and will be dealt with as per rules of SBM/ PDSE &FBM, NMIMS.**

3 Research Assistantships

3.1 A limited number of research assistantships from time to time may be available for all students of MBA Programme.

3.2 There will be a notice from concerned faculty inviting applications from students to assist them in doing a research project for a stipulated period of time.

3.3 Students will be selected by the faculty under whom they wish to work.

4   Value Added Compulsory Workshops/ Activities (MBA Programmes)

4.1   **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.

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

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

5   Re-Admission rules:

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

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

6   Disciplinary Committee
6.1   **Students' Disciplinary Committee**

    i.   Dr Bala Krishnamoorthy - Chairperson
    ii.   All Programme Chairs (PhD, MBA, E& FB, PM and HR)
    iii.   Area Chairs
    iv.   Dr Hari Iyer
    v.   Dr Prashant Dave - Convener
    vi.   President – Student Council
    vii. Student Affairs head, Student Council

6.2   **Committee against Sexual Harassment / Woman Grievance Redressal Committee**
    i.   Dr Meena Galliara
    ii.   Prof Seema Mahajan
    iii.   Dr. Veena Vohra
    iv.   Dr Hari Iyer
    v.   Audrey D'Mello, (NGO: Majlis)

6.3   **Anti-Ragging Committee**
    i.   Dr. Veena Vohra
    ii.   Dr. Hari Iyer
    iii.   All Programme Chairs (PhD, MBA, E& FB, PM and HR)
    iv.   Co-opted Student Council Members
    v.   Dr. Prashant Dave

7   Rules for participating in National / International Level Contests
7.1   Protocol for Contest
Any event that comes through PLACECOM (like HUL Lime, Mahindra War Room, JPMC Deal, AirteliCreate etc.) will come under the purview of Placecom. They are handled by team of Placecom under the guidance of Placement Director.

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

Business Plan, FMS etc.) will be under the purview of events coordinator. These events will be communicated to the batch using events@nmims.org and handled by cultural secretary under the guidance of Faculty In Charge Student's Activities

7.2   Contest Classification handled by Event Coordinator

7.3   Contests will be classified under the following grades

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

GRADE B: National level contests of high repute e.g. NITIE, SP Jain, MDI, XLRI

GRADE C: Local and national level contests

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

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

7.6   Notices and Intimations of Contests

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

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

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

8.7   Student Registrations and Nominations

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

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

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

8.8   Reimbursements (Applicable only for National Contest)

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

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

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

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

8.9   Attendance for Contests

         8.9.1   No additional attendance benefit will be provided for students who might miss classes due to above mentioned contests. The missed classes will be counted as part of the 20% leeway given to the students.

8.10   Contest Winners

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

9   Student Council

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

- To serve as a formal communication channel between the students, faculty and administration
- To navigate all student-related activities at NMIMS and facilitate a better life on campus
- To spearhead the organisation & co-ordination of 'Paragana' – The Corporate Festival, 'Euphoria' - The Cultural Festival, 'MANAN' – The Traditional Fresher's Event & other SBM Events
- To assist all public relation activities and supervise student publications & newsletters at NMIMS

9.1   Communication Guidelines for Student Council and Cells

- All the cells, clubs, and committee's events and activities has to be routed through President of cell, General Secretary of Council (Budget and Release of Money), Faculty – In charge of Cell, Faculty in charge of Student Activity, Deputy Registrar (Academics/Admin) and Dean, SBM. (Accounts Department - In case of Release of Money)
- Communication and Invitations of events / guest lecturers / workshops etc. conducted by cells and council has to be informed to the faculties and the area concerned well in advance, to Faculty in charge of Student Activity, Deputy Registrar (Academics) and Staff Coordinator.

- Formal invitations should be given to the Dean, SBM well in advance for all events / guest lectures / workshops etc. (For the major events prior formal invitation to be given to all the senior management)

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

9.3 These different student bodies will be required to submit a trimester report at the end of every trimester, which will be reviewed by the Faculty In-charge of the cell as per the Events List submitted in the beginning of each Trimester. Final consolidated report to be submitted by Student Council to Faculty In charge of Student Activity and Deputy Registrar (Academics).

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

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

9.6 Odyssey annual handbook provides a one stop guide and will help the incoming batch quickly get acquainted with the life at SBM/ PDSE &FBM, NMIMS

10 SBM/ PDSE &FBM Alumni Association

The Alumni Cell of NMIMS was formed in the year 2002 and has been active since then. The Alumni cell SBM/ PDSE &FBM

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/ PDSE &FBM, NMIMS and its esteemed alumni community.

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

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

A strong mechanism of communication has been setup with the alumni on a day-to-day basis, which involves informing them about special achievements by our alumni, activities held at the institute, job postings, regular database updations, invites to events, responding to their queries and so on. Moreover, to ensure effective communication and interaction between the alumni of various batches, the Alumni Portal, alumni.nmims.edu a social networking platform, is operational. The monthly e-newsletter, Aluminous, informs the alumni with the latest developments in the institute and to make them feel a part of it. Moreover, the Alumni Cell facilitates other cells of the Institute like Student Council, Finomenon, Adverb by providing alumni contacts. The cell involves the alumni in the admission process by having the alumni as panelist during the CD-PI process. Every year many Alumni have been invited to college to judge events and as speakers for seminars, thereby increasing the student interaction with our alumni. The Alumni Cell Conducts Round Table Conference which is a fortnightly event wherein Alumni are invited to share their industry experience, work experience and domain Knowledge with the students. The Alumni cell under the guidance of NMIMS Business School Alumni Association has launched "Lead the Way" a mentorship program in the year 2012 with an aim to enhance the interaction of the alumni with students. The Alumni Cell also helps in organizing the following Alumni Meets across the globe:

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

11 Attendance Norms

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

Attendance Exemption Criteria (In Continuation of SRB Part I Point No. 3.2)

11.1 In case a student has remained absent on emergency grounds, the Attendance Exemption Application (In Part III Annexures) must be submitted to program office for approval of absence within 48 hrs of Leave Availed. This will convert the absent status to an approved absence status.

11.2 100% attendance in classes for each subject is desirable. However, for medical reasons/ personal reasons/ contest/ placement/ institutional work/ other activities etc. approved absence may be allowed up to 20% in a particular course.

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

11.4 The academic loss incurred due to his/her absence must be satisfactorily compensated as directed by the faculty in-charge, and will be the responsibility of the student.

12 Examination Guidelines (Applicable for PTMBA & PTMBA SE)

12.1 EVALUATION & GRADING

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

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

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

12.2 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**

45

marks into normal distribution curve.

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

Letter Grade	% of class
Grade A	35 percent of batch excluding Grades D & F
Grade B	50 percent of batch excluding Grades D & F
Grade C	15 percent of batch excluding Grades D & F
Grade D	Where marks obtained are between 40 and 49
Grade F	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.

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.

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

12.3 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.

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

12.4 Method of Calculation of CGPA:

Cumulative Grade Point Average upto and including a term will be computed by dividing the sum of product of grade

point of each course/ module and credit value assigned to each respective course by the sum of credits assigned to all the

courses/ modules upto and including the related term. **Here:**

C =   Credit value assigned to a course/ module

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

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

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

12.5 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.

12.6 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.

12.7 NON-FULFILMENT OF PASSING CRITERIA:

- A student who has failed to fulfil passing criteria as given above will be required to appear for Trimester-end re-examination which will be conducted immediately after declaration of results of the said regular Trimester -end examination. The internal continuous assessment marks obtained by the students would be carried forward in such case.
- Re-examination would not be allowed if any student has obtained 'D' due to non-fulfilment of attendance criteria.
- If a student gets D grade in a course/s due to attendance and also due to academic performance, the D grade obtained due to attendance will prevail.
- A student who does not fill-in online re-examination form within specified time period, will be denied permission to appear at the re-examination.
- The written re-examination for all the students 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.
- A student will have to remove "F" grade/s in the non-credit courses. The formalities of removing the same will be as mentioned in point 4(i). The grade that a student, in such a case, can obtain for such course will be C+ or actual whichever is lower.
- Students will be Allowed To Keep Terms (from Trim I to II, Trim II to III, Trim IV to V, V to VI, & VI to VII) as per below mentioned criteria after Re-Examination.

  Criteria 1: not more than 2 'F' and no 'D' grades   OR

  Criteria 2: not more than 1 'F' and 2 'D' grades   OR

  Criteria 3: not more than 0 'F' and 4 'D' grades

- A student who may fail to fulfil the passing criteria of a Trimester's courses after re-examination as per criteria given above, will be allowed to attend the classes and appear at the examination/ re-examination of the subsequent Trimesters.
- In case, the student fails even in the re-examination, which is so held (as per Criteria 1, 2, and 3), he/ she will have to seek re-admission to the concerned trimester/ s and **only repeat the course/ s of that trimester not cleared.** In which case the grades and attendance of other courses will be carried forward.
- A student obtaining **more than** "2 'F' grades and no 'D' grades" OR student obtaining **more than** "1 'F' and more than 2 'D' grades" OR student obtaining more than "0 'F' and 4 'D' grades" after Re-examination than, he/ she is expected to take re-admission and **repeat all Trimesters of the respective year**.
- 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 ATKT is not available if a student obtaining **more than** "2 'F' grades and no 'D' grades" OR student obtaining **more than** "1 'F' and more than 2 'D' grades" OR student obtaining more than "0 'F' and 4 'D' grades" after Re-examination than, he/ she is expected to take re-admission and repeat all Trimesters of the respective year.
- Re admission rules as regards fees would be same in such cases.

12.8 GENERAL RULES

- A student who remains absent from term end 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 would not be able to avail any further reexamination chance.
- In order to receive the degree, the student will have to pass in all the examinations of all the years
- 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.

Guidelines and Course Structures

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

Executive MBA Guidelines (2019-20)

1.0 General Guidelines

a. Executive MBA Students are required to choose their Modules/Courses through online system only.

b. At the start of term the registration to modules will be open (for 1 week time) for the modules scheduled in the next month. Subsequently every month the registration will be open (for 1 week time) for the subsequent month e.g.

    a. Enrollment for Modules will be done in 2nd week of March for the month of April.

    b. April (1 week) enrollment for Modules will be done for May and so on…

c. The student will be allowed to take up the course provided the Pre requisite condition is fulfilled.

d. To deregister from the Module in the current term the student has to pay fine of ₹ 500. If a student does not attend or fails to comply with the attendance norms of any module that he/she registered, the student has to pay fine of ₹ 500/-. The student need to pay fine, pending which he/she will not be allowed to register for any module in future.

e. The Class strength is 60 and the registration will stop for the Particular Course /Module once the full class strength is achieved.

f. The payment of fees will be in three installments in a year as per the notification of the University Admission and Accounts dept.

g. The students who fail to pay fees by due date or do not submit the relevant documents by the last date specified, registration will not be allowed in subsequent modules/courses from next term onwards until the payment is made & documents submitted. If the fine is paid after the last date of registration week, the student will be able to register from the next subsequent Term(s).

h. Foundation Classes will be held (Mon- Sun) prior to the Commencement of Regular classes.

i. Students need to complete 79 credits including 4 credits of dissertation and 2 non-credit workshops for completion of the Programme.

j. The total no of modules offered are 38 and it is bifurcated into

- Compulsory modules - 24 (48 Credits, 1 credit = 10 hrs, 20 hours module (3 hours mini project & 2 hrs. Group Discussion/Assignments/Viva/Quizzes/PPT's/Case Analysis/Class test/Role play etc.)
- Electives - 12 (24 Credits, 1 credit = 10 hrs, 20 hours module (3 hours mini project & 2 hrs. Group Discussion/Assignments/Viva/Quizzes/PPT's/Case Analysis/Class test/Role play etc.)
- Dissertation - 1 (4 Credits, 1 credit = 20 hrs, Duration- 80 hours)
- Capstone Simulation/Business Strategy Simulation - 1 (3 credits, 1 credit = 10 hours, Duration- 30 hours)
- Student has to complete the prerequisite module before taking up advanced module.

k. **The requirement for number of courses/modules for dual specialization are** :

l. **Major specialization**: 7 Electives **from a particular area**

m. **Minor specialization**: 4 Electives **from a particular area**

n. Remaining 1 module he/she can do it from any one of the Electives offered (below the major/minor)

o. General Management —i) have taken at least one course from 6 functional areas. ii) Remaining 6 modules can be from any functional area.

p. For the modules if the registration is less than 10 then those modules will not be offered to students and the same will be intimated to the students.

q. Lectures for the programme will be conducted 5 days a week on Tuesday, Wednesday, Thursday, Saturday from 7.00pm to 10.15 pm and on Sunday from 10.00 am onwards till 3.30 pm.

r. Each Module/Course will have 15 hours of classroom studies, 2 hours of Group discussions in a week & 3 hrs mini project (Total 20 hrs).

s. Value addition Workshops will be part of curriculum. It is compulsory for students to attend at least any two workshops.

t. The degree awarded will be of Executive Master of Business Administration (EMBA). However, the Major /Minor specialization will be reflected only on the transcript. Student must adhere to the nomenclature given by SBM-NMIMS and use the same in all the communications with the outside world.

u. Feedback is compulsory & important part of curriculum. The Student Portal link for online feedback will be open next month for the courses held this month.

v. A student abstains from registering in any module/ course maximum for 5 consecutive registration period will be considered as long leave without intimation to the management and will be dealt as per the clause mentioned.

w. The prior long leave (more than 5 consecutive registration period) of absence may be granted on a very special case to case basis by Dean SBM for up to 1 year in which case student has to pay a re-registration fee of. ₹ 50000/- or the revised fee as applicable. The re-registration fee is to regularize the continuation of the Program. This will be in addition to the outstanding fees.

x. If student fails to earn 79 credits within 3 years, then the student will be required to seek extension of programme duration by paying 25% of the program fees applicable then. The Programme be completed within 5 years from

the actual date of registration. The credits earned by the student will remain intact.

1 Attendance Norms

1.1   Students who are having less than 60% of attendance in any Module/ Course will not be eligible to appear in end term examination for said Module/ Course. Such students will have to repeat the entire Course/ Module with all evaluation components. Such students have to re-register for Module/ Course when it is subsequently offered. The student will be considered to have not attended the module for the purpose of fulfilment of Pre-requisite. The student will be required to pay de-registration fine of ₹.500/-.

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

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

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

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

2 Academic Guidelines:

2.1 **The components of evaluation for any course of all the years would be as follows:**
- Quizzes (announced/unannounced)   - compulsory component
- Individual assignment/Group assignments/ presentations/decision sheets/case analysis – Any one Component
- Term papers / project reports – Any one Component
- End-term examination (This is a compulsory component)

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

2.3 End-term examination is a compulsory component.

2.4 Duration of examination
    2.4.1..1 Minimum duration of End-Term Examinations : 2 hrs
Examination duration can also be more than the above specified time.

2.5 School of Business Management will use total weightage points for each course for evaluation purpose instead of using marks. These weightage points would be as follows:
    2.5.1..1 Full Credit Course.:   100 points

2.6 The total points for each course (with maximum what can be assigned) will be divided in various components which may include the following:
- Quizzes (not more than 20 points weightage)
- Individual assignments/ presentations/ decision sheets/ (not more than 20 points weightage)
- Term papers/ Project reports (not more than 25 points weightage)
- Module Completion Examination (not more than 50 points weightage and not less than 35 points weightage)

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

2.8 The weightage for each component will be specified by the Faculty and will form an integral part of the course outline. The Faculty has flexibility to formulate and implement evaluation system with weightage specified in course outline. While approving the courses, the Area-in-charge and the Dean\Associate Dean - School of Business Management will ensure that the evaluation components and weightage points assigned to each component are fair.

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

3. Examination Guidelines

3.1   **Grading**:-
    3.1.1   School of Business Management would follow the following 'letter grades' and corresponding 'grade points' system:

Grade	Grade Points
A+	4.00
A	3.75

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

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

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

3.1.3 The Average of marks in a course for a batch would be calculated for each faculty.
Grand Average of marks for each course of the batch would be calculated.

3.1.4 'Factor Score' using Individual average and grand average obtained above would be calculated as - grand average divided by average for a faculty.

3.1.5 The marks assigned by each faculty to the individual student for each course would be factorised.

3.1.6 The above factorization would be done by multiplying 'the marks assigned by the faculty to each student for the course' by 'the factor score for the course obtained as above' for respective division.

3.1.7 Combining all factorised marks of the entire batch (all divisions) for the course sharing common paper, normal distribution would be fitted.

3.1.8 For the purpose of assigning grades, the following table would be used.

Letter Grade	% of class
Grade A	15 percent of batch excluding Grades D & F
Grade B	50 percent of batch excluding Grades D & F
Grade C	35 percent of batch excluding Grades D & F
Grade D	Where factorized marks obtained are between 40 and 49
Grade F	Where factorized marks obtained are less than 40 (39 and below)

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

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

3.1.9 Maximum marks assigned by the faculty concerned for a course will be taken into account for the batch/ group.

3.1.10 Difference between the maximum marks and 50 marks would be calculated.

3.1.11 The said difference will be equally divided into slabs of nine letter grades (i.e. A+, A, and A-, B+, B and B- and C+, C and C-)

3.1.12 'D' grade will be assigned to students, who have obtained marks between 40 and 49.

3.1.13 'F' grade will be assigned to students who have obtained marks less than 40

3.1.14 Grading will be done on the basis of marks obtained by a student in each course which will be fitted into the above slabs of letter grades
Here A will include A+, A and A-, B includes B+, B and B-, C includes C+, C and C- as given above, while calculating the letter grades for each course of the students:

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

4 Examination / Re-examination

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

4.1.1 **The Term End Exam would be treated null & void, if by any chance the student hasn't attended the module and/or hasn't completed ICA.**

Note:

(i) Student who fails in first physical attempt will be allowed two more physical attempts to clear 'D'/ 'F' grade as per rules..

(ii) If the student fails to clear module even after 3 physical attempts of the module, he/she will have to redo the module by paying module redo fees Rs. 15000/-.

(iii) **Student needs to update themselves with revised course outline before appearing for the re-exam(s). The responsibility lies with the student to update themselves with the revised curriculum (if any).**

(iv) **Internal Assessment marks obtained by the student will remain unchanged and will be carried forward for Re-Exam**.

(v) Students submitting re-examination form will be awarded F grade if he/ she remains absent without prior approval of Dean SBM

    i. All Students (except first physical attempt) will have to pay. ₹1000/- as re-exam fees per module. A student is required to fill in re-examination form along with prescribed re-examination fee of ₹1000/- to be eligible for appearing re-examination.

    ii. During Examinations week, exams will be held on all days of Week in the Evenings. On Sunday, exams may be held during daytime also.

    iii. **Re-Do - If the student gets less than 40% in the internals in a module or scores 'D' / 'F' Grade after TEE / two Re-Exam, he /she can opt to Re-do that particular module by paying Module Re-Do Fees ₹15000/-.**

4.2   **Passing Standards:**

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

1. His/ her cumulative grade should not be less than 2.25 at the end of the programme **and**
2. He/she should have no "F" grade in any Modules/courses and not more than 2D grades at the end of the programme including Dissertation, after permissible examination/re-examinations.
3. Dissertation Guideline:
   a. Dissertation should be submitted to program office along with Plagiarism report.
   b. The students are required to start their dissertation just after they are done with two electives, Research Methods for Business and statistics modules.
   c. The timelines and evaluation scheme mentioned in dissertation guidelines should be strictly followed by faculty guide and the student.
   d. Total duration for dissertation is 12 weeks
   e. The dissertation process include filling the registration form and submission of proposal report, interim report and final report.
4. **A student must secure a minimum of one-third marks of the total maximum marks of that module, in the Module Completion Examination**

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

4.2.1   Any student who has been awarded maximum up to 4 "D"s has an option to remove all the "D"s in case he wishes so. He/she has to appear for the re-examination whenever it is scheduled by paying requisite fees. The maximum grade that a student can get in such a case will be C +.

4.2.2   At any point of time, if student obtains more than 4 "D"s and/ or any F, student will not be allowed to register for any module unless student clears his /her all F and at least 2 "D"s.

4.2.3   If the student is not able to improve the extra "D"s even after 1 permissible re-examination attempt, he /she will have to Re-Do that module after paying applicable fees.

4.2.4   A student obtaining only one "F" grade in any Module/ course must necessarily clear the "F" grade by appearing at written re-examination. If the student is not able to clear "F" even after 1 permissible re-examination attempt, he/ she is expected to Re-Do that module after paying applicable fees.

4.2.5   Students appearing for the re-exams will be allowed provisionally to register to the next Modules/Courses. His/ her registration will be confirmed only after declaration of the results of the re-exams.

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

Guidelines for Selection of Courses for Part-Time MBA – Second Year (2019-20)

I. During first year all the courses were compulsory, however in Second year students can choose credit choices from the list of electives offered (trimester wise) and student will choose elective for the whole year (Trim V, VI & VII) and on the basis of their selection of courses, a student will be placed in one of the following categories:
  1. MBA General Management
  2. MBA with Concentration in any one particular area
  3. MBA with Dual Specialization

II. The degree awarded will be Part-Time MBA, however, the concentration, if any, will be reflected only on the grade sheet/ transcript. Students must adhere to the nomenclature given from SBM-NMIMS and use the same in all the communications with the outside world.

III. Students of category 1, 2 & 3 (refer point I) have the option to choose their credit choices from the list of the courses offered by five areas as mentioned below:
  1. Finance
  2. Human Resources & Behavioral Sciences
  3. Information Systems
  4. Marketing
  5. Operations & Decision Sciences

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

IV. For **MBA General Management**, a student should choose minimum 2 electives (credit courses) from 5 different areas, the remaining 2 electives can be taken from any area mentioned above in point no. III. (over the year in Trim V, VI & VII)

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

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

VII. A student must take a total of **Twelve** Credit Courses in Trim V, VI & VII:(Three credit course is equivalent to 100 marks)

  Trim V: 4 Courses

  Trim VI: 4 Courses

  Trim VII: 4 Courses

  Note: 1 Course = 3 Credit = 100 Marks

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

VIII.   The maximum enrolment for an elective is 60.
  a) The student will have to fill his or her elective choice for all the Trimesters (V, VI & VII) together at the beginning of the year itself.
  b) Students will be allowed to change elective choices for three courses in a year, maximum two at a time (over Trim V, VI & VII). Find below the Time Table for the same:

Trimester	Start Date	End Date
V	20 – June – 2019	22 – June – 2019
VI	10 – October – 2019	12 – October – 2019
VII	29 – January – 2020	31 – January – 2020

  c) **A student will not be allowed to move out of the course where the registration is only 10.**
  d) Instructions for selection will be communicated through mail. Elective selection will be open **only between 3rd June to 8th June 2019**

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

SVKM'S NMIMS School of Business Management
MBA (Part Time – I Year) Course Structure 2019-21 Batch

Bridge Course - Total – 30 Hours (3 Credits)		
• Excel – 9 Hours	• Business Environment & Strategy – 3 Hours	• Operations / Statistics – 6 Hours
• Finance – 9 Hours	• Human Resource Management – 3 Hours	
Trimester I (June 2019 – September 2019)	**Trimester II (September 2019 – December 2019**	**Trimester III (January 2020 – March 2020)**
• Managerial Economics (3) • Marketing Management (3) • Financial Accounting for Business (3) • Statistics for Business (3) • Oral Communications (1.5) • Individual Dynamics and Leadership (1.5)	• Operations Management (3) • Team and Organizational Dynamics (3) • Strategic Management (3) • Management Accounting (3) • Business Communications - I (1.5) • Macroeconomics I (1.5)	• Strategy Implementation (3) • Management Information Systems (3) • Human Resources & Change Management for practicing Executives (3) • Marketing Research and planning (3) • Macroeconomics II (1.5) • Business Communications II (1.5)
• Audit Workshop – Environmental Management and Green Initiatives	• Audit Workshop – Bloomberg Laboratory	• Audit Workshop – Capstone Simulation

2019-2020 Total No. of Credits: 15 per Trimester
Total Session: 100 per Trimester

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

Course Coordinator
Abhay Gaware

Program Chairperson
Prof. Pradeep Pai

A.R. Academics

D.R. Management Education
Dr. Prashant Dave

Provost and Dean (SBM),
Dr. Ramesh Bhat

SCHOOL OF
BUSINESS MANAGEMENT
NMIMS

The ONLY AACSB accredited MBA (Part Time) contact program in India AACSB ACCREDITED

PTMBA: Second Year (2018-2020)		
Trimester IV (April 2019 – July 2019)		
• Decision Analysis & Modeling (3)	• Enterprise Planning Systems (3)	• Advanced Corporate Finance (3)
• Research Methodology (3)	• Written Communication (1.5)	• Ethical Issues in Management (1.5)
Trimester V (July 2019 - October 2019)	**Trimester VI (October 2019 - February 2020)**	**Trimester VII (February 2020 – May 2020)**
Finance Area • International Finance (3) • Fixed Income Securities & Debt Markets (3) • Corporate Taxation (3) • Merger. Acquisitions & Corporate Restructuring (3)	• Private Equity and Venture Finance (3) • Commercial Bank Management (3) • Investment & Portfolio Management (3) • Insurance & Risk Management (3) • Infrastructure Project Financing (3)	• Hedge Funds & Private Equity Financing (3) • Real Estate Finance (3) • Fundamental & Technical Analysis (3) • Futures Options and Risk Management (3) • Strategic Cost Management (3)
Human Resource and Behavioural Sciences • Organization Theory Structure & Design (3) • Industrial Relations & Labor laws (3) • Recruitment & Selection (3) • Behavioral Dynamics in Organizations (3) • Learning & Development (3)	• Performance Management Systems (3) • Change Management & Organizational Development (3) • Compensation & Benefits (3) • International HRM (3) • Talent Management & Career Planning (3)	• Organization Culture and Work – life Balance (3) • Strategic HRM (3) • HR Audit (3) • IT in HR (3)
Marketing Area • Sales Management (3) • Consumer Behavior (3) • Market Research (3) • Brand Management (3) • International Marketing (3)	• Customer Relationship Management (3) • Integrated Marketing Communications (3) • Service Marketing (3) • Retail Marketing (3)	• Rural Marketing (3) • B2B Marketing (3) • Digital Marketing (3) • Sales Promotion (3) • Marketing Strategy (3)

Information System	• Business Intelligence (3) • Software Project Management (3) • Business Analysis (3) • Generating Business value through IT (3) • Strategic Business Process Outsourcing (3)	• IT Service Management: Current Trends (3) • Business Process Management (3) • E-Business (3) • Strategic Planning of Information Systems (3) • Designing and Managing Information Security (3)	• E-Governance (3) • Business Dynamics of the IT Industry (3) • Business Innovation Through IT (3) • Technology Ventures (3)
Operations and Decision Sciences	• Advanced Method of Data Analysis (3) • Logistics Management (3) • Production Planning and Control (3) • Total Quality Management (3)	• Modelling For Decision Making (3) • Supply Chain Management (3) • Project Management (3) • Manufacturing Strategy (3) • Materials & Inventory Management (3)	• Lean Manufacturing (3) • World Class Manufacturing (3) • Managing Technology (3) • Advanced Supply Chain Management (3) • Service Operations Management (3)
Compulsory	• Corporate Social Responsibility (3)	• Strategy Implementation (3)	• Legal Environment of Organization (3)
2019-2020	Total No. of Credits: 15 Total Session: 100	Total No. of Credits: 15 Total Sessions: 100	Total No. of Credits: 15 Total Sessions: 100

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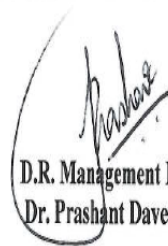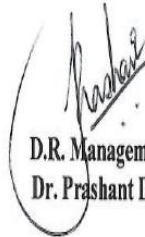
Course Coordinator
Abhay Gaware

A.R. Academics

Program Chairperson
Prof. Pradeep Pai

D.R. Management Education
Dr. Prashant Dave

Provost and Dean (SBM),
Dr. Ramesh Bhat

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

Course Structure (Batch 2019-2020)

Diploma Programme / Part Time MBA (SE) Two year Programme
First year 2019-20

Sr. No.	Courses	Credit	Area
	Trimester I		
1	Communication (Bridge Course)	3	COMM
2	Law & Social Work	3	BES
3	Social Development & Introduction to Social Entrepreneurship	3	BES
4	Micro Economics	3	ECO
5	Individual Dynamics & Leadership	1.5	HRBS
6	Group & Organisational Dynamics	1.5	HRBS
7	Financial Accounting & Analysis	3	FIN
8	Audit Workshop – Fund Raising	-	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	Audit Workshop – Social Impact	-	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**	

Signature

Programme Chairperson
Diploma / PTMBA - SE

On Leave.

Associate Dean

Deputy Registrar (Mgmt. Edu)

Provost & Dean-
SBM

EMBA Course Structure 2019-20

Total Courses: 38= 79 credits

Compulsory:25 (51 credits)

Elective: 12 (24 credits)

Dissertation: 1(4 credits)

*Each courses of 20 hours.

S.N	Code	Name	Area	Pre Requisite
		Compulsory Courses		
1	CS0001	Strategy Formulation	BES	
2	CS0002	Legal Environment of Business	BES	
3	CS1003	Strategy Implementation	BES	CS0001
4	CS0003	Capstone Simulation	BES	
5	CC0009	Communication Strategies for Leadership I	COMM	
6	CC0010	Communication Strategies for Leadership II	COMM	
7	CE0007	Global & Macroeconomic Environment	ECO	CE1008
8	CE1008	Economics of Strategy	ECO	CS0001
9	CF0009	Financial Accounting	FIN	
10	CF1010	Analysis of Financial Statements	FIN	CF0009
11	CF1011	Management Accounting & Control	FIN	CF0009
12	CF2012	Corporate Finance I	FIN	CF0009 & CF1010
13	CF3013	Corporate Finance II	FIN	CF0009 , CF1010 & CF2012
14	CH0018	Building Personal Effectiveness	HRBS	
15	CH0019	Team & Organisation Effectiveness	HRBS	CH0018
16	CH0016	Human Resource Management	HRBS	
17	CH0017	Leadership & Corporate Accountability	HRBS	
18	CI0018	Information Systems for Management	INS	
19	CM0019	Customer Acquisition & Retention	MKT	
20	CM1020	Marketing Planning	MKT	CM0019
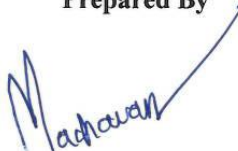
21	CM1022	Digital Marketing	MKT	CM0019 & CM1020
22	CO0022	Statistical Analysis for Business Decisions	OPS	
23	CO1023	Decision Analysis and Modeling	OPS	CO0022
24	CO1024	Managing Business Operations	OPS	CO0022
25	CO0023	Research methods for Business	OPS	CO0022 & CO1023

S.N		Electives	Area	
		Finance		
1	EF4051	International Finance	FIN	CF0009 , CF1010 , CF2012 & CF3013
2	EF4052	Investment Analysis and Portfolio Management	FIN	CF0009 , CF1010 , CF2012 & CF3013
3	EF2053	Strategic Cost Management	FIN	CF0009 & CF1011
4	EF5056	Wealth Management	FIN	CF1010 , CF2012, CF3013 & EF4052
5	EF5055	Futures Options & Risk Management	FIN	CF0009, CF1010 , CF2012, CF3013 & EF4052
6	EF4056	Mergers, Acquisitions and Corporate Restructuring	FIN	CF0009 , CF1010 , CF2012 & CF3013
7	EF4057	Financial Institutions & Markets	FIN	CF0009 , CF1010 , CF2012 & CF3013
8	EF4058	Commercial Bank Management	FIN	CF0009 , CF1010 , CF2012 & CF3013
9	EF4059	Project Finance	FIN	CF0009 , CF1010 , CF2012 & CF3013
		HRBS		
1	EH1071	Employee Relations & Labor Laws	HRBS	CH0016
2	EH1072	Talent Management	HRBS	CH0016
3	EH1073	Performance Management	HRBS	CH0016
4	EH2074	Organization Theory, Structure & Design	HRBS	CH0018 & CH0019

5	EH1075	Compensation & Benefits	HRBS	CH0016
6	EH1076	Strategic HRM	HRBS	CH0016
7	EH1077	Change Management & Development	HRBS	CH0016
8	EH1078	Emotional Intelligence-Developing Abilities for Superior Performance	HRBS	CH0018
9	EH1079	Learning & Development	HRBS	CH0016
		Information System		
1	EI1102	Business Intelligence & Data Mining	INS	CI0018
2	EI1104	Digital Strategy for Transforming Business	INS	CI0018
3	EI1105	IoT and Emerging Technologies	INS	CI0018
4	EI1108	IT for Non-IT Managers	INS	
5	EI1109	Blockchain Technology	INS	
6	EI1110	Innovations in Finance – Fintech	INS	CI0018, CF2012, CF3013
7	EI1111	Crypto Currencies – Challenges and Opportunities	INS	CI0018, CF2012, CF3013
8	EI1106	Enterprise systems and Analytics	INS	CI0018
9	EI1107	Big Data Strategy and Technology Innovation	INS	CI0018
		Marketing		
1	EM2120	Consumer Behaviour	MKT	CM0019 & CM1020
2	EM2121	International Marketing	MKT	CM0019 & CM1020
3	EM2113	Sales & Distribution Management	MKT	CM0019 & CM1020
4	EM2114	B2B Marketing	MKT	CM0019 & CM1020
5	EM2115	Service Marketing	MKT	CM0019 & CM1020
6	EM2116	Customer Relationship Management	MKT	CM0019 & CM1020
7	EM2123	Integrated Marketing Communication	MKT	CM0019 & CM1020
8	EM2118	Brand Management	MKT	CM0019 & CM1020
9	EM2122	Marketing Research & Analytics	MKT	CM0019 & CM1020
		Operations		
1	EO3131	Advanced Method of Data Analysis	OPS	CO0022 , CO1023 & CO1024

S 86? · Manish ?
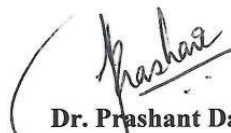
2	EO2132	Service Operation Management	OPS	CO0022 & CO1024
3	EO2133	Logistics Management	OPS	CO0022 & CO1024
4	EO2140	Visual Analytics	OPS	CO0022
5	EO3135	Modeling for Decision Making	OPS	CO0022 , CO1023 & CO1024
6	EO2136	Supply Chain Management	OPS	CO0022 & CO1024
7	EO2137	Total Quality Management	OPS	CO0022 & CO1024
8	EO2138	Project Management	OPS	CO0022 & CO1024
9	EO2141	Operations Strategy	OPS	CO1024
		Strategy		
1	ES0001	Social Responsibility of Business	BES	
2	ES0002	Ethical issues in Management	BES	

Prepared By   **Approved by**

Mr. Manish Chavan   **Dr. Pradeep Pai**   **Dr. Prashant Dave**
Coordinator   **Program Chairperson**   **Deputy Registrar (Mgmt Edu.)**

Dr. Veena Vohra   **Dr. Ramesh Bhat**
Associate Dean   **Provost & Dean SBM**

SVKM'S NMIMS

Pravin Dalal School of Entrepreneurship & Family Business Management

COURSE STRUCTURE Weekend FMBA 2019-2020

FMBA course structure has been devised in such a manner that, the first 3 phases/modules talk's about not only understanding own businesses but also the challenges lying ahead, while the next 2 phases/modules deal's with imparting knowledge to equip the students to scale up in their respective businesses as well as to start a new business line.

The course has been thus divided accordingly into five modules. The course structure of each module is as below:

Course Name: - WEEKEND FAMILY MANAGED BUSINESS ADMINISTRATION PROGRAMME (WFMBA)

Duration: - 32 Weekend (Sat 6 hrs. & Sun 5 hrs.)

Total Teaching hours	290
Project Submission: -	40
Total Contact Hours: -	330

Sr. No	Module I (Initiate)	No of Session	No. Of Hours
1	Understanding business environment	6	12
2	Design thinking for Entrepreneurs(know your customer well)	8	16
3	Money management	8	16
4	Communication & Networking Skills	8	16
	Module II (Evolve)		
5	Identify your own business model(defining your own competitive advantage and create business plan)	8	16
6	Develop your vision and mission(translate thought process into business ideas)	5	10
7	The CEO	2	4
8	Growth strategies & Entrepreneurial Business	4	8
9	Opportunity Scanning & Family Businesses	3	6
10	Understanding HR Functions	8	16
	Module III (Elevate)		
11	Digital marketing	5	10
12	Financial management and control systems	8	16
13	Reputation Management	3	6
14	Role of Directors in Family Business	2	4
15	Learning From failures	5	10

	Module IV (Endure)		
16	Production, Supply Chain and Supplier Relations Management	8	16
17	Governance of family Businesses	5	10
18	Image Building	3	6
19	Negotiation Skills	5	10
20	Taxation policies	6	12
21	Building legal foundation	6	12
	Module V (Expand)		
22	Startup Foundation	5	10
23	Pitching And Fund Raising	5	10
24	Developing international business competencies	8	16
25	Getting family to work together	5	10
26	Succession Planning	2	4
27	CSR (Corporate Social Responsibility)	4	8
	Total	145	290

Namita Kanojia
Program Coordinator

Dr. Girish Bagale
Program Chairperson

Seema Mahajan
Director - PDSE & FBM

Dr. Prashant Dave
Deputy Registrar (Management Education)

2. People you should know

University Administration

Name	Designation
Dr. Rajan Saxena	Vice Chancellor
Dr. Sharad Mhaiskar	Pro Vice Chancellor
Dr. Subhajyoti Ray	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 (Admissions)
Ms. Vandana Kushte	Deputy Registrar (Academics)
Mr. Paramanand Rajwar	Deputy Registrar, Administration
Ms. Meeta Shah , Mr. Joel Gibbs & Ms. Nazneen Raimalwala	Sr. Psychologist (Clinical), Counselling Psychologist & Clinical Psychologist
Mr. Shivanand Sadlapur	Librarian
Mr. Samir Singh	Software Development Team – Students Portal
Finance & Accounts	
Ms. Karuna Bhaya	Finance Controller
Ms. Varsha Oak	Addl. Finance Controller
Ms. Ermegilda Goes	Chief Accountant
Examinations	
Mr. Ashish Apte	Controller of Examinations
Ms. Shilpa Patil	Deputy Controller of Examinations
International Linkage	
Ms. Meena Saxena	Director, International Linkage

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

   Mr. Tejash Somaiya - Deputy Registrar (Management Education) (42355566 / Tejash.Somaiya@nmims.edu)

   Mr. Gurendar Singh – Assistant Registrar (SBM) (42352226 / gurendar.singh@sbm.nmims.edu)

- **Course Coordinators**:

Sr. No.	Name	Email ID / Contact Nos.	Programmes
1	Ashwini Dighe	42355691/ ashwini.dighe@nmims.edu	MBA Core Programme First Year
2	Smita Kadam	42355694 /smita.kadam@nmims.edu	MBA Core Programme Second Year
3	Swapnali Kadam	42355869/ Swapnali.Kadam@sbm.nmims.edu	MBA HR/ Ratings /Annual Roster & Brochure / Student Activities
5	Pinky Shah	42335692/ Pinky.Shah@nmims.edu	MBA DSA / MBA Law / Ph. D
6	Cheryl Monteiro	42355689 / cheryl.monteiro@nmims.edu	MBA Pharma Mgmt. / International Linkages
7	Abhay Gaware	42355693/AbhayKumar.Gaware@nmims.edu	PT MBA / ICICI
8	Manish Chavan	42355687 / Manish.Chavan@nmims.edu	Executive MBA / PT MBA Social Entrepreneurship
9	Jaydev Vasu	42355718/Jaydev.Vasu@nmims.edu	EMBA Pharma

- **Pravin Dalal School of Entrepreneurship & Family Business Management**

   Director – PDSE & FBM :   Prof. Seema Mahajan

Sr. No.	Name	Email ID / Contact Nos.	Programmes
1	Namita Kanojia	42355688/Namita.Kanojia@nmims.edu	MBA E&FBM
2	Kananbala Ningthoujam	42332211 / Kananbala.Ningthoujam@nmims.edu	Relationship Officer Int. MBA E&FBM

Part III

ANNEXURES

APPLICATION FOR APPROVED ABSENCE
School of Business Management
Pravin Dalal School of Entrepreneurship and Family Business Management (SBM Initiative)

NAME: _____ Date: _____

Email ID: _____Mobile No. _____

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

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

Reason: - _____

_____

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

*To be filled mandatorily

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

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

Any documents attached? Y/N   Pls specify.

Student's Signature: _____

(For Office use)

Checked by Course Coordinator (Signature):
Approved by

Assistant Registrar   Deputy Registrar, Management Education

APPLICATION OF LEAVE
School of Business Management
&
Pravin Dalal School of Entrepreneurship and Family Business Management (SBM Initiative)

NAME: _____ Date: _____

Email ID: _____Mobile No. _____

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

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

Reason: -

| |
| |

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

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

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

To be filled by Students

Name of Course(s)	No. of Classes missed	Attendance as on date:	Exemption (s) (For office use)	Exemption (s) in percentage (For office use)

Checked by Course Coordinator (Signature):

Approved by

Program Chairperson   Asst. Registrar   Dy. Registrar   Associate Dean   Dean/ Director

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

Date: _____

Approved by (Exam. Dept)

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

Dear Sir,

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

Name of the Student: _____ Mobile No.:_____

Name of the School: _____

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

Academic Year: _____Trimester. /Semester: _____

Permanent /Temporary Physical Disability / Learning Disability

Details of Scribe being arranged by the undersigned

Name of the scribe: _____

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

Address and Contact No.:_____
_____
_____

Yours faithfully,

_____   _____

Signature of the Student   **Date**
Enclosed: Medical Certificate from a Registered Medical Practitioner with rubber stamp

Application for Duplicate Fee Receipt

Sir/Madam,

Kindly issue me Duplicate Fee receipt, since I have lost my Original Fee receipt.
Please find the particulars as under:

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

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

Course: _____ Academic Year: _____

Student Number _____Roll No. _____

Thanking You,

Yours Faithfully,

_____
(Student's Signature)

_ _

DUPLICATE FEE RECEIPTS WILL BE ISSUED AFTER 7 DAYS ON:

Office Remarks:

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

_____
(Receiver's Signature)

APPLICATION FOR REFUND

Date: _____

• **Excess Fees** • **Excess Deposit** • **Hostel Deposit** (Please indicate as applicable)	
• **Student Number**	
• **Student Name**	
• **Student Address**	
• **Student Mobile contact number**	
• **School Name and Course (Program)**	
• **Student Bank account details** o **Type of account(Savings/Current)** o **Bank account number** o **IFSC code** 　(Please attach a cancelled cheque)	
• **Email ID of the student**	

(**Signature of Student**)

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

_ _

Acknowledgement

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

Signature of Counter Staff, Stamp and Date

APPLICATION FOR MIGRATION CERTIFICATE

1. Name: _____

2. Address for Correspondence: _____
                         _____
                         _____

3. Permanent address: _____
               _____
               _____

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

5. Birth Date: _____

6. Date of leaving: _____

7. Details of the Examination passed from this university

Examinations	Year of passing	Roll no	Results

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

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

DECLARATION BY THE STUDENT

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

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

Date: _____   _____
                                                 (Signature of the student)

Mumbai 400056

P.T.O.

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

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

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

4. Other Particulars if necessary: _____

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

He / She has been a student of _____since, _____, 20
And left in _____20   .

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

_____
(Signature of Head of the Dept)

Place : _____

Date : _____

DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No: _____   Date: _____

_____
(Signature of the Person of In – Charge)
_____

INSTRUCTION TO THE STUDENT
* The Prescribed fee of Rs. 250/- for Migration Certificate should invariably be sent along with application for Migration Certificate by Demand Draft drawn in favour of the SVKM's N.M.I.M.S. payable at Mumbai. The fees may be paid by cash in the Accounts Office along with the application.
* Fee for the Migration Certificate is accepted between 10.00 am to 5.00 pm on week days except on Sundays, Bank Holidays.

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

Application for Bonafide Certificate

Date: _____

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,

Undertaking by Students (HBS Cases/ Articles)

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

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

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

- I will not be cause or involve to Publishing, distributing or making available the Content, works based on the Content or works which combine the Content with any other content, other than as permitted in the User Agreement

----

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

Signature: _____

Name:

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

Programme:………………………………………………………………………………

Roll   Number: _____Email   ID:
_____

For Office Use:
Date of Receipt: _____
Signature of Course Coordinator:

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

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

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

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

Signature: _____

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

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

Programme: _____

Roll Number: _____Email ID: _____

Address for Correspondence:
_____
_____
_____

Contact Phone Numbers:
   Office: Residence: Mobile:

For Office Use:

Date of Receipt:

Signature of Course Coordinator:

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