



SVKM'S
Narsee Monjee Institute of Management Studies

Deemed-to-be UNIVERSITY

**STUDENT RESOURCE BOOK
SCHOOL OF BUSINESS MANAGEMENT
(FT/PTMBA & MPE)
(w.e.f. June, 2015 onwards)**

Part – I



Message from Vice Chancellor

We are delighted to have you at NMIMS. Hearty Welcome!

Let me also congratulate you on your decision to join NMIMS, which is today one of the prestigious universities recognized for quality education and strong corporate linkages. I am sure your desire to pursue a professional career and acquire knowledge and values has been at the root of this decision. Hence, I am sure you would like to make the best use of your time when you are at NMIMS.

The key value propositions of NMIMS are:

1. Encourage learning culture
2. Pursue the path of academic excellence
3. Enhance the employability of our graduates
4. Instill the spirit of inquisitiveness and discovery

I am sure you will find the infrastructure and the faculty as also the program architecture supporting these values.

One of the firm beliefs of ours at NMIMS is that integrity and ethics are the bedrock of a successful individual. I am sure you will not only learn more about it in the programs but also experience it during the course of your stay. We do hope to enroll you as a champion of this firm belief of NMIMS.

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

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

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 last date.

We would also like to have your support to maintain the dignity of the University and uphold the values to honor the systems established at NMIMS. We value your feedback. Hence whenever you wish to give one, do so to the appropriate authority including me in my capacity as Vice Chancellor.

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

Dr. Rajan Saxena

Content

Sr. No.	Details	Page nos.
I	PART – I (Rules and Regulations)	
1.	About these Guidelines	1
2.	General Guidelines	1
3.	Attendance Guidelines	2
4.	Academic Guidelines	3
5.	Examination Guidelines	5
6.	Library Rules and Regulations	10
7.	Placement Guidelines	10
8.	Guidelines for the Use of Computing Facilities	13
9.	Feedback Mechanism	15
10.	Mentoring Programme / Psychologist and a Counsellor	15
11.	Guidelines for Admission Cancellation / Payment of fees / Re-admission / Academic Break / Submission of Documents / Admission Deferment	15
12.	Dean's list / Meritorious students List	18
13.	Guidelines for using Black Board Technology	18
14.	Rules for participating in National/ International Level Contests	18
15.	Guidelines for Awards/ Scholarships	19
16.	Convocation Guidelines	19
17.	Roles and Responsibility of Class Representative and Student Council	19
18.	Interface with Accounts Department	20
19.	Guidelines for International Student Exchange Program	21
20.	Safety Guide for Students on Floods, Fire and Earthquakes	23
21.	Ragging / Sexual Harassment / Student Grievance Redressal – Ombudsman	26
22.	List of Websites categories blocked / List of E resources	27
23.	List of Holidays 2015	28
24.	NMIMS Infoline	29
II	PART – II (School specific inputs)	
1.	Academic Calendar	32 -37
2.	School Level inputs. Any other academic inputs/rules policies from respective schools	38
3.	Examination Guidelines (ICA, TEE, Passing Criteria, Grading System etc.)	46
4.	Course Structures and Guidelines of programmes: Guidelines (MBA II yr / PTMBA III yr & EMBA MBA /MBA E&FB/MBA HR/MBA PM/PTMBA/PTMBA SE/MPE/EMBA	51-60 64-81
5.	List of Awards (Provisional List) if applicable	83
6.	People you should know	84
III	PART – III (Annexures)	
1.	Application of Leave	86
2.	International Student Exchange Programme Forms	87
3.	Application form for NMIMS Students for Applying for Student Exchange Programme	88
4.	Application form – Exchange Students – On Arrival	90
5.	Application form – NMIMS Exchange Students	92
6.	Student Exchange Programme – Undertaking	93
7.	Student Exchange Programme (Visa Application)	95
8.	Examination	95
9.	Application for availing the facility of a Scribe/Writer during Examinations due to Permanent /Temporary Physical Disability / Learning Disability	96
10.	Application form for obtaining the Photocopy of the Answer Books	97
11.	Application for Redressal of Grievance Regarding Valuation of answer-books	98
12.	Accounts	98
13.	Application for Duplicate Fee Receipt	99
14.	Application for Refund	100
15.	Admission	100
16.	Application for Migration Certificate	102
17.	Others	102
18.	Clearance Certificate	103
19.	Undertaking from students for HBS cases & Articles	103
20.	Student undertaking with respect to the Student Guidelines	104



to be reliable. NMIMS does not accept any responsibility for such information and state that the manual is of a general nature only.

Student Guidelines (With effect from June 2015)

1.0 About these guidelines:

- 1.1 These guidelines provide boundaries to the daily functioning of the NMIMS and enable effective delivery of infrastructure and academic services to the students.
- 1.2 This compilation of guidelines comes into effect from June 2015 onwards and supersedes all other guidelines in respect of matters therein.
- 1.3 These guidelines are applicable for all **On** campus schools under NMIMS deemed –to-be University.
- 1.4 This document of the NMIMS is the last word on interpretation of any student guideline, rule or regulation. While efforts are made to ensure uniformity between these guidelines and the Rules & Regulations of NMIMS, in the event of any dispute, the Students Resource Book will prevail.
- 1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
- 1.6 NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.
- 1.7 All disputes are subject to Mumbai jurisdiction only.

2.0 General guidelines:

Code of Conduct

- 2.1 Cleanliness of the premises must be maintained by everyone in the NMIMS at all points of time.
- 2.2 There is acute shortage of parking space and the students are requested to park their vehicles outside the premises.
- 2.3 Any problem with regard to administrative facility, faculty, and classrooms etc, must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach the Assistant Registrar /Deputy Registrar/ Dean/Directors of the school/ Registrar, NMIMS.
- 2.4 In case of Lecture Cancellation, the course coordinator will inform said changes to class representative/ respective students through the Black Board / email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty.
- 2.5 Use of cell phones on campus is **not** permitted. Any student found using the cell phone on campus will be penalized as per the regulations in force from time to time.
- 2.6 Most classrooms are fitted with an LCD projector for the utility of the faculty and the student. In case a student requires an LCD for his/her presentations, he/she must make a prior booking through course coordinator. LCD's are allotted on first come first serve basis.
- 2.7 Mode of Communication to students is via Black Board / email /Notice Board. Students are advised to check the Black Board / email /Notice Board at least once a day, and not rely on rumour or hearsay about any matter.
- 2.8 All students are provided with an Identity Card, which they are required, to wear **mandatorily**. Entry is strictly through Identity Card and will be monitored by the NMIMS authorities. Penalty will be levied / action will be taken for non compliance.
- 2.9 Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas in order to ensure the safety and welfare of everyone in our NMIMS. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.
- 2.10 Any person resorting to physical fights will amount to ragging and appropriate action will be taken accordingly.
- 2.11 If any student during the tenure of his studentship has police case on his/ her name is liable for appropriate action against him/ her.

2.12 Discipline Norms and Penalty

- 2.12.1 A disciplinary committee constituted in each school will look in to all cases of indiscipline related to students. The committee comprises of the Chairperson / Head of the Department, one faculty member, one staff member and one student. The committee will hear each case and recommend action to the Dean and to the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, kindly refer part II of SRB**
- 2.12.2 Woman Grievance Redressal committee constituted in each school comprises of the Chairperson / Head of the department, one lady member (from faculty or staff), and two more members of the school. The committee will address all related issues and recommend action to the Dean and the University. On approval

by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, kindly refer part II of SRB.**

- 2.12.3 Ours is a **non-smoking** campus (School & Hostel). Possession and Consumption of alcoholic beverages / toxic materials and your presence on the campus under the influence of alcohol/ toxic material is a serious offence. Defaulters will be punished depending on the 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.
- 2.12.4 Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the University after enquiry.
- 2.12.5 Students indulging in Sexual Harassment will also be liable to disciplinary action as per University norms.
- 2.12.6 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. The NMIMS will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.)

2.13 **Dress Code:**

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

- 2.13.1 Students are required to wear smart casuals for classroom purposes (Half pants, short skirts, Bathroom slippers are not allowed).
- 2.13.2 For all functions of the School, including seminars and conferences students are required to dress in Institute blazer, Tie/ Cravat, Lapel Pin.

2.14 **Punctuality**

- 2.14.1 Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority not to allow latecomers from entering the classroom.
- 2.14.2 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 Black Board/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 Black Board/notice board/ email from time to time and / or remark on the transcript or any other decision by the management.
- 2.14.3 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's/Directors/Deans. This applies even to those students who are representing the NMIMS for social, cultural, and co-curricular events.
- 2.14.4 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.

- 2.15 The NMIMS shall not tolerate any act of indiscipline, misbehaviour, indulgence into unethical practices including possession and consumption of use of drugs, alcoholic drinks, harassment if any, violence, non obedience, non compliance etc by any student.

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

3.1 **General Guidelines**

- 3.1.1 A student is required to monitor his /her own attendance. The attendance reports will be shared on monthly basis and discrepancy (if any) to be informed by the student to the concerned course coordinator within 3 working days from the date when report has been shared. No changes will be permitted once attendance reports are finalized.
- 3.1.2 For ALL absence, prior intimation through prescribed leave application form is to be given to the Course Coordinator. In emergent situations, intimation must be given to Course Coordinator on phone/ fax/ email within 24 hours of the absence. Any leave without written intimation will be treated as unauthorised leave and will be reflected in the records as such.
- 3.1.3 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 coordinator concerned for necessary approvals.

3.2 Attendance Rules for School of Business Management

3.2.1 100% attendance in classes is compulsory. However for medical reasons/ personal reasons/ contest/ placement/ institutional work/ other activities 20% absence may be allowed. Following are rules relating to attendance:

3.2.2 For Full Time/ PTMBA/ MPE Programmes:

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

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

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

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

(c) Exceptional cases for absence up to maximum four weeks (Death in family/ self marriage/ long illness/ maternity/ out of station or out of country posting etc.) will be dealt with on case to case basis by Dean/Director 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 Written final re-examination and/ or improvement in the internal assessment will not be allowed if any student has obtained 'D' grade due to non fulfilment of the above attendance criteria.

4.0 Academic Guidelines

4.1 Credit Structure

Credit structure is defined in terms of contact hours assigned for various academic components of a programme. This includes class room lectures, tutorials, practical sessions, projects, seminars, lab work, group work and any other

academic activity for which contact hours are assigned in the curriculum. The details are as follows:

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

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

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

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

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

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

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

4.6 Duration of examination

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

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

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

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

4.8 The internal evaluation marks once shared and finalized cannot be changed subsequently.

4.9 For all the programs, the weightage for each component will be specified by the Faculty and will form an integral part of the course outline (as per specific requirement of school/programme). The Faculty has flexibility to formulate and implement evaluation system with weightage specified in course outline. While approving the courses, the HOD/Area-in-charge and the Dean/Directors/ Associate Dean will ensure that the evaluation components and weightage points assigned to each component are fair.

4.10 For grading purpose, the weightage mentioned by the faculty in the course outline will be applied for each component

of evaluation irrespective of the marks assigned to the said component for the examination.

- 4.11 The minimum number of students to offer a course/s will be decided by Dean/Director of respective schools on the basis of total number of students registered in that particular course/s.
- 4.12 Project Guidelines:
- 4.12.1 From time to time Faculty may assign projects to students in their course.
- 4.12.2 After Submissions, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS.
- 4.13 **For more details on Academic / Project guidelines, kindly refer Part II for school specific inputs**

5.0 Examination Guidelines:

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

5.1 Discipline in the Examination Hall

- 5.1.1 Students must know their Roll Number and Student No.
- 5.1.2 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.
- 5.1.3 Students, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination.
- 5.1.4 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.
- 5.1.5 A student, who fails to attend an examination at the time and place published in the timetable, will be deemed to have failed in that course. Opportunity for re-examination will be given according to the rules and regulations.
- 5.1.6 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.
- 5.1.7 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.
- 5.1.8 Every student present must sign against his / her Student number on the attendance sheet provided by the Room Supervisor.
- 5.1.9 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.
- 5.1.10 **On the front page of the answer book the students should write only the name of the program, specialization if any, trimester/semester details and course / subject for which examination is being held, number of supplementary sheets attached to the main answer book. Any extra writing on the front page or anywhere in the answer book will be treated as act of unfair means and will be processed as per rules.**
- 5.1.11 **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.
- 5.1.12 Students are forbidden to (i) bring any book, notes, scribbling papers, paggers, mobile phones, laptop or any other similar devices/things. 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.

- 5.1.13 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.
- 5.1.14 **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.**
- 5.1.15 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.
- 5.1.16 Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets to them. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor.
- 5.1.17 Students should not write anything on the question-paper.
- 5.1.18 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited.
- 5.1.19 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.
- 5.1.20 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.
- 5.1.21 A student who disobeys any instructions issued by the Senior / 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.
- 5.1.22 **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 disabled (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 I) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.
- 5.2.3 In the following cases of students, the medical certificate of only Government Authorized Agencies would be accepted for Mumbai Campus namely:
- Hearing Impaired Students: Ali Yavar Jung National Institute for the Hearing Handicapped.
 - Physically Challenged Students: All India Institute of Rehabilitation of Physically Handicapped
- 5.2.4 As regards the student from other campuses, the Government Authorized Agencies from those cities would be accepted.
- 5.2.5 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office of the University. The university will make arrangement alternatively if possible.
- 5.2.6 The scribe should be one grade junior in academic qualification than the student if from the same stream.
- 5.2.7 Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. E.g. for the examination of two hours, 20 minutes extra time will be allowed.
- 5.2.8 The Examination in Charge of the center will have powers to resolve issues if any in this regard. S/he will be authorized to make/ accept any last minute changes of scribe under exigencies.
- 5.2.9 The said student will sit in a separate room under supervision.
- 5.3 **Facilities relating to examinations for the students having Learning Disability (Dyslexia, Dysgraphia and Dyscalculia) for the purpose of examinations:**
- 5.3.1 At the time of all written examinations, all L.D. students would be given permission to use a writer. In such a case, the student concerned should submit application in writing along with all the necessary documents well before the commencement of the first examination. Also such students would get 25% additional time for

writing the examination.

- 5.3.2 These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams
- 5.3.3 Concession will be given for spelling mistakes or mathematical calculation.
- 5.3.4 L. D. students who have failed to pass will be eligible for 20 grace marks to pass the examination. These marks will be given by way of distribution for one subject or more subjects.
- 5.3.5 In case of L.D students the medical certificate of only Government Authorized Agencies would be accepted. For Mumbai campus medical certificate from Sion Hospital / Nair Hospital would be only accepted.

5.4 Rules and Penalties for Adoption of Unfair means by Candidates

- 5.4.1 The broad categories of Unfair Means resorted to by students of the University Examinations and the Quantum of Punishment for each category thereof:-

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

15.	Found something written on the body or on the clothes while in the examination	Annulment of the performance of the student at the University Examination in full. *
-----	--	--

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

- 5.4.2 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.
- 5.4.3 Student involved in malpractices at Practical/ Dissertation/ Project Report examinations shall be dealt with as per the punishment provided for the theory examination.
- 5.4.4 The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

5.5 Examination Grievance Redressal Mechanism

(Providing Photo copies to the candidates and Revaluation)

- 5.5.1 The Grievance Redressal Mechanism will apply only to the theory papers of the 'Semester / Trimester-end Examinations' of the University.
- 5.5.2 The above mechanism will not apply to practicals/ oral examinations/viva/ projects/MCQ's in online exams/ assignments/ dissertation/ presentation/ field work/ internal continuous assessments etc.
- 5.5.3 The prescribed application form for redressal of grievance regarding valuation can be obtained from the School Examination Office/ University Website.
- 5.5.4 All the students will be informed the course-wise marks obtained by them in the 'Internal Continuous Assessment' and 'Semester /Trimester-end Examination' by the Examination Office, **on the date of declaration of result, of the examinations of the respective class/es.**
- 5.5.5 In case a student is not satisfied with the marks awarded to him/her in the theory paper in any course of the 'Semester / Trimester-end Examination', s/he may approach the 'School Examination Office', along with a signed application in prescribed format either for obtaining the **photocopies of the answer-book/s**, for each course separately, **within three working days** or for **verification of marks within seven working days** from the date of result declaration. In no case, a student is permitted to apply for both verification of marks and for photocopy of the answer-book.
- 5.5.6 For verification of marks, student has to submit his application as mentioned above along with Rs. 500/- per answer-book. The photocopy will be supplied to the student on payment of Rs.500/- per answer-book. **No application, received after three working days from the date of result declaration, shall be entertained for any reason whatsoever.**
- 5.5.7 **Within a period of three working days** after receipt of the application for photo copy of answer-book/s, Examination Office will arrange to provide only to the student concerned in person, a photo copy of the answer-book of the related course for which application has been made. The student concerned will have to appear in person and prove his/ her identity at the time of obtaining the photo copies from 'Examination Office' by showing his/ her Identity card. **Under no circumstances, photo copy will be handed over to any other person, even if duly authorized by the student.** The Photo-copy would be authenticated by the 'Examination Office' by way of a rubber stamp and initials of competent authority. Also, photo copy shall not be sent by post or by courier.
- 5.5.8 The University will provide photo copies of the answer-books only for redressal mechanism and not for any other purpose. The student should not part with these photo copies received by him. He should ensure that such copies are not transferred to any other person for any reason whatsoever.
- 5.5.9 Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the University. The decision of the Board of Examinations shall be final in this regard. The penalty for such an unfair act could be ranging from (i) cancellation of his/ her appeal before the redressal committee or revoking unconditionally even if the appeal would be favourably considered (ii) Not allowing the student to appear at examination/s for a stipulated period of maximum up to two consecutive examinations (iii) Cancellation of his/ her result of the examination for which the student has applied for resolution of his/ her grievance.
- 5.5.10 In case, after going through the copy of answer-book, if the student is still not satisfied with the marks awarded to him/ her by the original examiner, he/ she shall apply for re-evaluation of the answer book to the Examination Office of the University **within two working days** from the date of receipt of photo copy from the Examination Office. Incomplete application forms in any respect shall be rejected unconditionally.

- 5.5.11 The applicant student will have to submit his/ her complete application for re-evaluation within a period of two working days from the date of receipt of photo copies from Examination Office along-with a fee of Rs. 1,000/- per subject / course to the Examination Office. Incomplete application will be rejected forthwith and fees paid will not be refunded in any case.
- 5.5.12 **Application for Redressal of Grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever.**
- 5.5.13 The application received from the student for revaluation shall be placed before an external examiner for re-evaluation.
- 5.5.14 After following the process of revaluation under Grievance Redressal, effect may be given to the change in original marks on revaluation, as under:-
- 5.5.14.1 The marks obtained after revaluation shall be accepted by the University, if the marks assigned to the answer book as a result of revaluation, increase or decrease by ten percent (10%) or more than the marks originally obtained by the candidate in the paper without any grace marks (wherever applicable), and in such cases the marks originally obtained by the candidate in the paper shall be treated as null and void and the marks obtained by the candidate after revaluation shall be accepted as the marks obtained in that paper. Fractional marks if any shall be rounded off for the purpose of computing the ten percent (10%) difference in marks.
Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the University, if the candidate gets benefit of passing the subject/examination or change of class or grade in that paper or in the overall result at the said examination with or without grace marks under the provisions of relevant rule.
- 5.5.14.2 Notwithstanding what is contained in (5.6.14.1) above, where the difference between the marks originally obtained by the candidate in the answer book with corrections, if any, made during the process of revaluation without any grace marks (wherever applicable) and the marks obtained after revaluation will be accepted upto and including twenty percent (20%) of the maximum marks assigned to that paper (fractional marks if any shall be rounded off for the purpose of computing 20%). If the difference between the marks originally obtained by the candidate in the paper, if any, made during the process of revaluation without any grace marks, and marks obtained after revaluation increase or decrease by more than twenty percent (20%) of the maximum marks assigned to that paper, a second revaluation of the said answer books shall be done by a third examiner from the panel of examiners for the said subject. In such an event, the average marks of the first and second revaluations shall be accepted by the University as the final marks for the said subject and communicated to the candidate.
- 5.5.14.3 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.
- 5.5.14.4 The revised marks obtained by a candidate after revaluation, 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.
- 5.5.15 The marks awarded by such external examiner/s in revaluation shall be final and binding on the student applicant and the original examiner.
- 5.5.16 The change of marks/grades, 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.
- 5.5.17 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.
- 5.5.18 In any case, the photo copies of re-evaluated answer-books shall not be provided to the student/s.

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)

6.0 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 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 ring mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to fine and /or suspension of student for 3 weeks.
- 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 Mans 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 or services leading to commercial exploitation of the data, or for work of significant benefit to the employer of students on industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.
- 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.

7.0 Placement Guidelines:

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

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

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

repercussions for placements and for the future.

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

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

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

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

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

The Placement process typically involves –

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

7.1 **Batch Preparation:**

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

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

7.1.1.2 Interaction with seniors who have undergone internships in companies.

7.1.1.3 Assigning seniors or alumni as mentors to guide students.

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

7.1.1.5 Guest talks and workshops on various topics from corporates.

7.1.1.6 Resume building as per guidelines

7.1.1.7 Soft skills training etc.

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

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

7.1.4 Seniors who have interned with the company, their experience, what did they learn to understand, whether it fits what they want. If the company is new, seniors who have done their internship in the same sector should be contacted.

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

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

7.2 Pre Placement Talk – PPT

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

7.3 Internships/Projects

- 7.3.1 The Placement Office makes all efforts to reach out for internships across varied sectors, companies and profiles. Based on ones interests and capabilities one should seek internships. Choosing the correct company for internships and performing up to the mark is of utmost importance.
- 7.3.2 The Internships are not only a window to the corporate world but also a relationship building tool for NMIMS. It allows the companies to have a look at the talent at NMIMS, thereby strengthening Final Placements.
- 7.3.3 Internships are an integral part of the curriculum for securing the degree. It is a great learning platform for our students and goes a long way in shaping the learning obtained in the class room. This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.

School	Programs	Remarks
Business	MBA, MBA HR	Management Internships of 8 weeks after the I year during vacation

- 7.3.4 The project is expected to build on the theoretical learning with practical experience and help students to identify the gaps in their learning which they can attempt to fill in. They could also discover areas of interest and future career options.
- 7.3.5 Interactions during the internships both with other interns as well as employees help students to understand the expectations/needs of the organisation, the sector in general, to identify the gaps in their learning and in orienting oneself towards the sector and developing the required skill sets to emerge as the most suitable candidate.
- 7.3.6 Internships also hold a special significance as it is an apt mechanism for companies to spot bright talent early. Many companies have structured internship process which is used as a 'testing ground' to gain a direct understanding of the skill and ability of students leading to declaration of PPO's/PPI's. NMIMS too encourages candidates to work towards such offers that are based on internship performance.
- 7.3.7 Pre Placement Offer (PPO) is an Offer by the company to the intern acknowledging the excellent work done during the internship. Pre Placement Interview (PPI) is an opportunity by the company for the intern to be directly selected for the interview for final placements. Thus, the students should be careful in applying to the companies of their choice and should put in all efforts to convert the internship into an Offer. Thus, the seriousness of this cannot be overstated.
- 7.3.8 While feedback from the company is sought, the internship is also evaluated by School that could involve faculty guide monitoring the performance; periodic report submissions, evaluations and Viva Voce.

7.4 Final Placements

- 7.4.1 Leading companies across sectors aspire to recruit students of NMIMS. Each company has its own set of characteristics or qualities that they look for in a candidate. Hence, the company devises the eligibility criteria and selection process accordingly.
- 7.4.2 The process of selection starts with inviting applications based on the eligibility, profile, project, stipend/compensation details shared by the company. The applications of applicants are then sent to companies. Students are required to check their emails/blackboard regularly for information updates.
- 7.4.3 Every effort will be made to facilitate the placement process. However it is the effort of the student that gets him/her selected for the job. Not getting selected for internships or during final placements in the first few companies should not lead to panic. Students are advised not to switch profiles in anxiety or haste.
- 7.4.4 Companies could have one or multiple rounds for selection – case analysis, group discussion, group exercises, interviews etc. Reasons like location, family issues etc. should not be constraints to students. They are expected to be mobile and have the capability to adjust and adapt and respond to emergent situations successfully.
- 7.4.5 Students who wish to drop out of the placement process are expected to formally notify the Placement Office vide the 'Opted Out Form' mentioning the reason, which could be higher studies, entrepreneurship, family

business, seeking placements on their own giving with the names of such companies and details. The reason being, to iron out any hitches that may crop up later as the Placement Office approaches many companies and would like to continue the cordial relationship with them.

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

8.0 Guidelines for the Use of Computing Facilities:

- 8.1 NMIMS invests significant resources in the provision of computing resources for the students. In order to ensure maximum availability, computing resources must be used in a responsible way. The students are responsible for ensuring that these resources are used in an appropriate manner. The list of websites which are blocked for use at NMIMS and at the Hostels is given in the annexure.
- 8.2 You are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in withdrawal of your rights to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of the document will be available with the Computer Centre.
- 8.3 The internet access to students will be as per the NMIMS policy. Any change request has to be routed through the Registrar in writing.
- 8.4 Food and/or beverages (except drinking water), smoking will not be permitted in the Computer Centre.
- 8.5 **Provision of Computing Resources:**
- 8.5.1 The students of NMIMS are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aims, or that otherwise, acts against the interests of the NMIMS is prohibited. In the event of non-approved usage of the computing facilities, NMIMS reserves the right to withdraw access to computing facilities at any time.
- 8.5.2 Use of NMIMS computing facilities for students' commercial gain is prohibited.
- 8.5.3 Computer Centre facility will be provided on priority to the students of the concerned programmes, where using Laptop is not compulsory.
- 8.5.4 Students are not allowed to connect personal pen drives/ Laptops to the systems installed in the classrooms.
- 8.5.5 **All students will be given NMIMS email id** and internet authentication id. They are permitted to access internet in computer centre or on their own laptop through this id and password only. The action will be taken against if any misuse of internet.
- 8.5.6 Law: Your use of the computing facilities is governed by various applicable laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the NMIMS.
- 8.5.6.1 It is student's responsibility to ensure that student's activities do not contravene these or any other laws.
- 8.5.7 Authority of Information Systems Staff: Students must comply with all requests or instructions issued by any Information Systems staff with respect to the use of NMIMS computing facilities.
- 8.5.7.1 Improper behaviour towards ~~the~~ staff will result in disciplinary action.
- 8.5.8 Levels of Service: NMIMS endeavours continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, the students should lodge a written complaint in the Complaints Register available in the Computer Lab. No action will be taken on any verbal complaint.
- 8.5.9 The Information Systems Group will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through the notice boards/ email placed in the Computer Lab as well as the Student Notice Boards/ emails. It is your duty to regularly check the notice boards/ email and plan your use of the facilities accordingly.
- 8.5.10 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.
- 8.5.11 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.
- 8.6 These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of Computing Facilities at NMIMS.
- 8.6.1 Do not use others user login id and password, nor allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence,

- under your supervision and only for the purpose of assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to the NMIMS authorities if any breach of university regulations is suspected in connection with that use.
- 8.6.2 Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.
 - 8.6.3 Do not request resources or access rights that you do not need.
 - 8.6.4 Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The NMIMS accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.
 - 8.6.5 Do not remove, borrow, connect or disconnect equipment without permission.
 - 8.6.6 Do not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
 - 8.6.7 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.
 - 8.6.8 Do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user or of a system administrator without that person's permission.
 - 8.6.9 Do not initiate or perpetuate any chain email message. Do report immediately to 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.
 - 8.6.10 Do not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.
 - 8.6.11 Do not transmit unsolicited commercial or advertising material.
 - 8.6.12 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
 - 8.6.13 Do not monitor network traffic-
 - 8.6.14 Do not make deliberate unauthorised access to facilities or services accessible via the NMIMS Local Area Network (LAN).
 - 8.6.15 Do not waste staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.
 - 8.6.16 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
 - 8.6.17 You must adhere to the terms and conditions of all licence agreements relating to IT facilities which you use including software, equipment, services, documentation and other goods.
 - 8.6.18 You must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.
 - 8.6.19 Students are prohibited from viewing Pornographic material in computer Centre or on any other computer, Playing Games, Hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure e.g. Projector cables. Disciplinary action will be taken by NMIMS if the Student is found guilty.
 - 8.6.20 You must obtain prior permission to use computers for commercial or outside work including the use of IT facilities to the substantial advantage of other bodies such as employers of placement students.
 - 8.6.21 Do not interfere with or change any hardware or software; if you do, you may be charged for having it put right.
 - 8.6.22 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
 - 8.6.23 Do not load games software onto, or play games software on, the IT facilities unless required for academic purposes.
 - 8.6.24 Do not admit any other person to computer facilities or other NMIMS premises when those facilities or premises are locked and do not enter unless authorised to do so.
 - 8.6.25 Do not smoke, eat or drink, and do ensure that consumable products including food and drink are stowed away at all times, in any computer room or near any public access IT facilities.
 - 8.6.26 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
 - 8.6.27 You must immediately vacate any IT room when asked to do so by any person who has legitimately booked that room and must not leave processes running or files printing or otherwise interfere with the work of that person. Failure to cooperate gives that person the right to switch off the workstation that you are using.
 - 8.6.28 Important: In the event that the guidelines are not followed and there is a consequent damage to any computing facility, NMIMS reserves the right to charge students for the cost of rectification of such damage

and/or take further disciplinary action.

9.0 Feedback Mechanism:

- 9.1 The NMIMS has a well-established online feedback mechanism (through Black Board) for communication of your perceptions. The components of this feedback mechanism are:
 - 9.1.1 Oral Feedback at the end of the third week of every trimester/Semester. Dean / Directors /Programme Chairpersons/HOD will meet students personally.(if applicable)
 - 9.1.2 Online Feedback is taken using a questionnaire 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.
- 9.2 All students should get involved in this mechanism seriously as it truly helps the NMIMS improve the quality of services and teaching provided.
- 9.3 These are open ended questions in which student can reflect learning and teaching aspects of the course.
- 9.4 While sharing the feedback to the faculty members, student's identity is kept confidential.

10.0 Mentoring Programme / 'Psychologist and a Counsellor':

- 10.1 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.
- 10.2 Personal Counselling is highly recommended and is very important at every step in life even at the corporate level. There have been situations which we are able to cope with in our life but there could be a situation in our lives when we cannot cope with, which does not allow us to lead a normal routine. Consciously we need to be aware of the negative thoughts, feeling **lonely**, sleepless nights **which** could again lead to further anxiety in us; which affects our decision making, logical thinking, studies, work and our physiological health. A counsellor is a non judgemental friend who understands, ensures privacy and confidentiality of the client and counsels you by giving choices so that you make the right decision. Counselling is based on realistic, structured and research based study. NMIMS has a full time 'Psychologist and a counsellor' available in Mumbai campus for all the students.

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

11.1 Admission Cancellation procedure :

For cancellation of admission, the student needs to submit the application for cancellation of his seat alongwith 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.

Refund Rules if Commencement of Programme & Closure of Admission date is same:

1. Till the date of commencement of the Program.	Rs.1000/- will be deducted as administrative charges
2. Cancellation after the official closure of admission.	Cancellation made after the official closure of admission fees will NOT be refunded.

fund Rules if Commencement of Programme & Closure of Admission date is different:

1. Till the date of commencement of the Program.	Rs.1000/- will be deducted as administrative charges
2. After the commencement of Program but before the close of the admission	Rs.1000 + Proportionate fees i.e. one tenth of the fees for every completed month or part thereof, if the seat vacated by the candidate is filled. If the seat remains vacant/unfilled, fees will NOT be refunded.
3. Cancellation after the official closure of admission.	Cancellation made after the official closure of admission, fees will NOT be refunded.

11.2 Payment of fees for subsequent years :

The promoted students for the subsequent years are required to pay the fees as per the notice issued by admission department. Late fee will be levied if the fee is not paid within the due date.

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

11.3 **Re-admission rules:**

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

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

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

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

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

11.4 **Academic break :**

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

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

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

11.4.1 **Eligibility:**

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

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

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

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

11.4.2 **Payment of fees:**

Fees for the academic break:

- 11.4.2.1 If the student has informed the Dean regarding academic break before the commencement of the relevant year and not paid the total fee for that year, then if his academic break is granted, he can pay the total fee (100%) prevalent at that time when he seeks re-admission.
- 11.4.2.2 If a student wants to take academic break after the commencement of the academic year, but he has not attended the classes and if the fee is not paid, then while seeking re-admission he has to pay the total fee (100%) plus 25% of the total fee as re-admission fee to continue his studentship.
- 11.4.2.3 If the student has paid the total fee for the entire year and then sought the academic break after commencement of that academic year in the middle of semester / trimester again, then he has to pay

25% of the total fee prevalent at that time, towards re-admission in subsequent year.

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

11.5 Submission of certificates / mark sheets:

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

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

11.6 Admission Deferment:

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

11.6.1 Eligibility :

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

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

11.6.2 Who can apply :

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

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

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

11.6.3 Process:

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

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

11.6.3.3 Offer of admission deferment, if not, taken in the subsequent year will lapse and the fee paid will not be refunded. Further, the applicant therein, if still want to apply to NMIMS, have to undergo the admission process again as fresh applicant.

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

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

- 11.6.3.6 Financial aid offers cannot be deferred. Students must reapply for financial aid.
- 11.6.3.7 Admitted 'Transfer' students are not eligible for deferred admission.
- 11.6.3.8 Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.
- 11.6.3.9 Deferment of admission is not applicable for the first year of the programme.
- 11.6.3.10 Once the programme has commenced, then even though the applicant have not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

12.0 Dean's list / Meritorious students:

- 12.1 Dean's List (Applicable only for School of Business Management)
 - 12.1.1 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.
 - 12.1.2 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.
 - 12.1.3 Students obtaining D grades/ F grades/ appearing in the re- exams in the current academic year will be ineligible to be listed in the Dean's List of the current academic year as well as in the Dean's list of the next year(s).

13.0 Black Board (Learning Management System):

Blackboard Learn⁺ is a Web-based learning management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.

- 13.1 **System Requirement:** Latest browser with Java installed on your PC.
Check browser compatibility:
<http://www.edugarage.com/pages/viewpage.action?pageId=38830689>
Test/install Java: <http://java.com/en/download/help/testvm.xml>
- 13.2 **URL:** Access Blackboard through <http://blackboard.svkm.ac.in>
- 13.3 **Login Policy:** Default User ID and Password is Student's SAP number.
- 13.4 **Change Password:** Students are advised to change password after first login for safe surfing.
- 13.5 **Email Update:** Users need to change/update their email id for getting regular notification
- 13.6 **Course links:** Your login will contain only current trimester/semester course list.
- 13.7 **Faculty Announcements:** Announcement related to course and other activities will be published in Announcement section.
- 13.8 **Online Library: Online Library** database is available through Blackboard; it will be a single gateway for all data access.
Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally through user ID and password.
- 13.9 **Assignment / Assessment:** Assignments can be uploaded in Blackboard which will be graded by faculty and online score will be stored. Assessment will be conducted via Test (selective), survey, etc online.
- 13.10 **Academic Resources:** All Academic Information & News will be published on blackboard.
- 13.11 **Examination Report:** All Examination Grade & Report can be published on Blackboard
- 13.12 **Faculty Feedback:** Faculty Feedback will be accepted online through Blackboard trimester-semester wise.
- 13.13 **Course Content:** Soft copy of reading material and teaching plan are uploaded by faculties for review and references.
- 13.14 **Safe Assign:** Online Plagiarism check will be performed via this section.
- 13.15 **Course Co-ordinator Announcement:** Single link to display, notice related to program like course calendar, SRB, schedule, etc.
- 13.16 **Groups:** Students can create group for online -Blogs, File Exchange, Collaboration, Discussion Board scope for their courses.
- 13.17 **Student Discussion Board / Chat:** This tool will act as a bridge between students & faculties to interact among themselves regarding the courses.
- 13.18 **Blackboard Mobile:** Users can access Blackboard through their smart phones. Download Blackboard Learn app and search for institute by typing **45L1UY**.
- 13.19 **Help – Assistance:** Online assistance is available on front page of portal.
URL: https://help.blackboard.com/en-us/Learn/9.1_SP_14/Student

14.0 Rules for participating in National/International Level Contests:

- 14.1 All contests have to be routed through Faculty In charge of Student Activity/HOD.
- 14.2 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.

- 14.3 All student contests are classified as follows.
- 14.3.1 GRADE A: National and International level contests of very high repute.
 - 14.3.2 GRADE B: National level contests of high repute.
 - 14.3.3 GRADE C: Local and national level contests
- 14.4 The respective school heads will make the classification of contest in Grade A/B/C.
- 14.5 The classification of the contest will determine the selection, reimbursement and appraisal of the students.
- 14.6 Reimbursements (Applicable only for National Contest)
- 14.6.1 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.
 - 14.6.2 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).
 - 14.6.3 All reimbursements are subject to the approval of the head of the school and are hence subject to change.
 - 14.6.4 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.
 - 14.6.5 All students claiming the reimbursement will have to submit all details to the staff co-ordinator for processing through the accounts department.
- 14.7 Contest Winners
- 14.7.1 Any student who has won any contest is required to provide full details of the contest and award won to the faculty within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals.
- 14.8 **For additional information as specific to school, kindly refer Part II.**

15.0 Guidelines for Awards and Scholarships

- 15.1 Each year there are several student awards and scholarships announced for different school/programs of NMIMS (if applicable). For details specific to school, kindly refer Part II.
- 15.2 Students are advised to apply for awards and participate in the process enthusiastically.
- 15.3 Students are also advised to keep a good performance track record if they wish to apply for these awards. Students obtaining an F in any subject or with a record of misconduct or a record of low attendance will be automatically disqualified from the awards process.
- 15.4 Certificate of merit to be given by Dean's at school level.

16.0 Guidelines for Convocation

- 16.1 The Annual Convocation will be held for all Full Time and Part Time programs of NMIMS.
- 16.2 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.
- 16.3 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.
- 16.4 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.

17.0 Roles and Responsibility of Class Representative and Student Council

17.1 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:

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

17.2 Student Council

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:

- 17.2.1.1 To serve as a formal communication channel between the students, faculty and administration
- 17.2.1.2 To navigate all student-related activities at NMIMS and facilitate a better life on campus
- 17.2.1.3 To spearhead the organisation & co-ordination of the Corporate Festival, the Cultural Festival, & other Events.
- 17.2.1.4 To assist all public relation activities and supervise student publications & newsletters at NMIMS
- 17.2.1.5 All the cell activities has to be routed through President of cell, General Secretary of Council (Budget and Release of Money), HOD/Dean/Directors, (Accounts Department - In case of Release of Money)
- 17.2.1.6 Communication and Invitations of events / guest lecturers / workshops etc. conducted by cells and council has to be informed to the HOD/Dean/Directors well in advance.
- 17.2.1.7 For the major events prior formal invitation to be given to all the senior management
- 17.2.1.8 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.

18.0 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 students who fails in a course/subject shall be required to re-register himself in that course for the next year by paying re-registration fees , which shall be determined from time to time and communicated through suitable mechanisms.
- 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
18.6.2 Submit signed Hostel Deposit Receipt to Accounts Department along with Refund Format
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

19.0 International Student Exchange Program Policy

19.1 Introduction

NMIMS Deemed-to-be-University has developed an extensive International Students Exchange Program in order to provide a cross cultural exposure and a global perspective to the students apart from classroom teaching. The Exchange Program has become increasingly popular with the students and every year students get a chance to spend Semester/Trimesters at a partner Institute. With the dedicated International Linkages department in place, efforts are underway to have larger number of students to avail of this unique opportunity in every school. It is strongly recommended for all students to have international exposure in terms of academics and cultural immersion. However, due to some limitations, the students who do not visit these foreign institutes as part of the exchange program benefit through interaction with the overseas students who visit us.

19.2 PREAMBLE

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

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

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

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

A. The University Level:

- Charles Darwin University, Australia
- University of Southampton, United Kingdom
- Latrobe University, Australia
- University of Newcastle, Australia
- Friedrich – Alexander University of Erlangen-Nurnberg, Germany
- University of Jyväskylä, Finland
- University of Chester, United Kingdom
- University of Westminster, United Kingdom
- Ingolstadt University of Applied Sciences, Germany
- CETYS University, Mexico
- The University of Turino, Italy

B. The School of Business Management (SBM):

- HEC Lausanne, Switzerland
- The Grenoble Ecole de Management, France
- ESSCA, Angers, France
- ESSCA, Budapest, Hungary
- KEDGE Business School (Previously – EUROMED Marseille) France
- ROUEN Business School (Previously NEOMA) France
- HLL Leipzig School of Management, Germany
- IESEG School of Management, Lille, Paris, France
- IAE AIX Graduate School of Management, Paul Cezanne University, Marseille, France
- Royal Melbourne Institute of Technology (RMIT), Melbourne, Australia
- Macquarie University, Australia

- Hogeschool Utrecht, Netherlands
- University of South Florida, USA
- Rotterdam Business School, Rotterdam, Netherlands
- Athens University of Economics & Business, Athens, Greece
- Washington Center for Internship and Academic Seminars, Washington DC, USA

C. The School of Technology & Management (MPSTME):

- Warwick Manufacturing Group, University of Warwick, UK
- Cullen College of Engineering, University of Houston, Texas, USA
- The Institute of Telecom, Groupe des Ecoles des Mines, (GEM), Paris, France
- Howe School of Technology Management, Stevens Institute of Technology, New Jersey, USA

D. The School of Pharmacy (SPPSPTM):

- The University of Turin, Italy

E. The School of Science (SOS):

- Henry Ford Health System, Detroit, Michigan, USA

F. The National Global Access School for Continuing Education (NGA-SCE):

- University of Stirling, UK

G. The School of Architecture (BSSA):

- University of Ferrara, Italy
- University of Nebrija, Spain
- Graduate School of Architecture, Planning and Prevention, Columbia University
- Institute for Advanced Architecture of Catalonia (IAAC), Barcelona, Spain

H. The School of Commerce (ASMSOC)

- University of South Florida, USA
- Hogeschool Utrecht, Netherlands
- Rotterdam Business School, Rotterdam, Netherlands

19.3 Eligibility

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

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

- 19.3.1 Completed the eligibility year of program as defined by respective Deans/Directors of school
- 19.3.2 Have a minimum CGPA of 2.75 and above. (except SBM)

19.4 Selection Criteria and Conditions

As defined by respective Deans/Directors of Schools

19.5 Cost and Expenses

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

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

- 19.5.1 Accommodation and daily living expenses including study materials
- 19.5.2 Travel Expenses
- 19.5.3 Passport and visa costs
- 19.5.4 Insurance cover
- 19.5.5 Any other incidental costs

19.6 Application procedure for students and Expectations from students

- 19.6.1 Students have to apply in specified application form (See Annexure “Application Form for NMIMS Students for Applying for Student Exchange Program” in SRB) to their respective Schools. Those selected after

required assessment at their School's end have to fill another detailed form (See Annexure "Application Form – NMIMS Exchange Students")

- 19.6.2 The list of courses that a student intends to take up in the partner institute should be clearly mentioned. For those who wish to apply in more than one institute, the lists of the courses in each of these institutes should be mentioned.
- 19.6.3 Upon joining the partner institute the courses the students intends to take up should be finalized and communicated to the NMIMS School authorities (Refer Annexure of SRB)
- 19.6.4 Students need to ensure that they do not get any F grade in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.
- 19.6.5 Other criteria as defined by Deans/Directors of the Schools.

19.7 Code of Conduct

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

19.8 Enclosures:

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

Note:

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

20.0 Safety Guide for Students on Floods, Fire and Earthquakes

Introduction

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

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

20.1 Floods:

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

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

Floods in Mumbai -Are we prepared this time? (2009). Retrieved April, 2010 from Deloitte Official Website: <http://bcm-india.org/deloitte-mumflood.pdf>

Before Floods	During Floods	After Floods
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Evacuate to previously identified elevated areas • Don't try to save valuables. Your life is most precious • Disconnect electrical appliances. • Turn off utilities at the main switches of valves if instructed to do so • Don't touch electrical equipment if you are wet or standing in water 	<ul style="list-style-type: none"> • Stay away from downed power lines, and report them to Security Officer • Leave the Institute / home only when authorities indicate it is safe • Stay out of any building if it is surrounded by floodwaters • Use extreme caution when entering buildings; there may be hidden

Before Floods	During Floods	After Floods
<p>for the heavy rains declared by the Municipal Corporation of Greater Mumbai</p> <ul style="list-style-type: none"> 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 equipments such as ropes, battery, radio, plastic bottles and cans handy during rainy season. This can help you to plan your rescue Prepare a food kit including emergency food items such as biscuits, snacks, drinking water and so on 	<ul style="list-style-type: none"> 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 	<p>damage, particularly in foundations</p> <ul style="list-style-type: none"> 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.

20.2 Earthquake

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

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

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

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

Before Earthquake	During Earthquake	After Earthquake
<ul style="list-style-type: none"> In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake. Make sure your water heater and gas cylinder is secured and intact. This will ensure that it will not fall during an earthquake and hurt someone or start a fire. Keep a torch and a portable transistor radio handy. Keep the corridors in the hostel/house clear 	<p>A) If you are at home or inside a building</p> <ul style="list-style-type: none"> Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture. Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or even under a bed. <p>B) If you are in the street</p> <ul style="list-style-type: none"> Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets. Keep away from buildings, especially old, tall or 	<p>A) If you are at home or inside a building</p> <ul style="list-style-type: none"> Expect aftershocks. Be prepared. Stay where you are and do not come out immediately. Keep calm, switch on the radio/TV and obey any instructions you hear on it after you come out Turn off the water, gas and electricity Do not smoke and do not light matches or use a cigarette lighter. Do not turn on switches. There may be gas leaks or short-circuits. If there is a fire, try to put it out. If you cannot, call the fire brigade. If possible then contact fire brigade immediately. Immediately clean up any inflammable products that may have spilled (alcohol, paint, etc). Avoid places where there are loose electric wires and do not touch any metal object in contact with them. Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an

Before Earthquake	During Earthquake	After Earthquake
of furniture and other things, making movement easier.	detached buildings, electricity wires, slopes and walls, which are liable to collapse. C) If you are driving • Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle.	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. B) 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.

20.3 Fire

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

Before Fire	During Fire	After Fire
<ul style="list-style-type: none"> Identify the fire hazards and where fires might start, e.g. laboratories, store room, kitchen and other such places) Identify all the exit routes of the Institute. (There are six exit routes in UPG building) Check the adequacy of fire fighting apparatus and its maintenance. 	<ul style="list-style-type: none"> Do not panic. Shout loudly for help Do not run. Do not waste time in collecting valuables. Do not panic. Inform the fire brigade about the fire and alert neighbors. If possible, use fire extinguisher. Do not take shelter in toilet. Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere. Do not use the lift to escape. Use nearest means of escape and the staircase available. Make exit to ground level instead of the terrace. Report about your safe escape and any other information to the University authorities, fire brigade or police present at the site. <p>If trapped or stranded:</p> <ul style="list-style-type: none"> Stay close to the floor level. Cover the gaps of the door by any piece of cloth available. Do not jump out of the building. Signal or shout for help. Stop, drop and roll on the ground and cover with blanket; pour water on the body Dial 101 or 22620 111 for fire brigade Give the fire officer detailed address, nature of the incident and the telephone number from which you are calling. Preferably, use landline. Keep down the receiver and wait at the same spot. Control Room will call back to verify the call. Wait for the Fire Brigade to arrive and co-operate with the firefighters. 	<ul style="list-style-type: none"> Don't re-enter or permit anyone to enter the building, unless the fire officials have given permission to enter.

21.0 Ragging / Sexual harassment / Student Grievance Redressal – Ombudsman

- 21.1 **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.
- 21.2 **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.
- 21.3 **Student Grievance Redressal – Ombudsman:** The Ombudsman shall exercise power to hear grievances of those who are not satisfied with decision of NMIMS Grievance Redressal Committee. The Ombudsman would be required to dispose cases within one month of the receipt for speedy redress of grievances. On conclusion of the proceeding, the Ombudsman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the effected party. Mr. Justice S. S. Parkar has been appointed as Ombudsman at NMIMS University. For more details kindly refer AICTE regulations on Ombudsman.
- 21.4 Please visit the website for more details : “The Sexual Harassment-Women-Workplace Act” & “Women Grievance Redressal Cell Policy”
- 21.5 Following are the details of Women Grievance Redressal Cell & Anti Ragging Committee:

Women Grievance Redressal Cell:

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

Anti Ragging Committees:

University				
	Name	Designation	E-mail ID	Contact no.
1.	Dr. Meena Chintamaneni	Chairperson	meena.chintamaneni@nmims.edu	022 42355555
2.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
3.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
4.	Mr. Sunil Monteiro	Member	Sunil.Monteiro @nmims.edu	022 42355555
5.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
6.	Shri Rajendra K. Shah	Member	shahrk60@yahoo.com	022 42199999
School of Business Management				
1.	Dr. Bala Krishnamoorthy	Chairperson	Balak@nmims.edu	022 4235 5806
2.	Prof. Preeti Khanna	Member	Preeti.khanna@nmims.edu	022 42355864
3.	Dr. Seema Khanvilkar	Member	Seemak@nmims.edu	022 4235 5809
4.	Prof. Hari Kumar Iyer	Member	Harikumar.Iyer@nmims.edu	022 4235 5891
5.	Ms. Varuna Saksena	Member	varunas@nmims.edu	022-4235 5555
Anti-Ragging Squad:				
1.	Prof. Abhay Kumar	Chairperson	Abhay.kumar@nmims.edu	9371533461
2.	Prof. Manoj Sankhe	Member	Manoj.sankhe@nmims.edu	9224574993
3.	Prof. Vinod Jain	Member	Vinod.jain@nmims.edu	9821488869
4.	Prof. Avinash More	Member	Avinash.more@nmims.edu	9892385010
5.	Prof. Abhay Kolhe	Member	Abhay.kolhe@nmims.edu	9220842278
6.	Prof. Mahesh Mourya	Member	Mahesh.mourya@nmims.edu	9773314010
7.	Prof. Lakshmi Gorty	Member	VR.Lakshmigorty@nmims.edu	9757075048
8.	Prof. Krishna Palod	Member	Krishna.palod@nmims.edu	9922409325
9.	Mr. Sailesh Mohanty	Member	Sailesh.Mohanty@nmims.edu	7873930555
Hostels				
1.	Shri Bhupesh Patel	Chairperson	bhupesh.patel@svkm.ac.in	98200 20700
2.	Shri Harshad H. Shah	Member	harshad.shah@svkm.ac.in	98202 93814
3.	Shri Rajubhai Shah	Member	rajendra.shah@svkm.ac.in	98190 36555
4.	Prof. Seema Mahajan	Member	seemam@nmims.edu	9820341341

5.	Dr. Meena Chintamaneni	Member	meena.chintamaneni@nmims.edu	42355550
6.	Mr. Sunil Monteiro	Member	Sunil.Monteiro@nmims.edu	42355558

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

Sr. No.	Category
1	Potentially Liable
2	Drug Abuse
3	Occult
4	Hacking
5	Illegal Unethical
6	Racism and Hate
7	Violence
8	Marijuana
9	Folklore
10	Proxy Avoidance
11	Web Translation
12	Phishing
13	Plagiarism
14	Child Abuse
15	Controversial
16	Abortion
17	Adult Materials
18	Advocacy Organizations
19	Gambling
20	extremist Groups
21	Nudity And Risqué

Sr. No.	Category
22	Pornography
23	Tasteless
24	Weapons
25	Sex Education
26	Alcohol
27	Tobacco
28	Lingerie and Swimsuit
29	Sports Hunting and war Games
30	Freeware Downloads
31	Games
32	Peer-to-peer File Sharing
33	Multimedia Download
34	Internet Radio and TV
35	Potential Security Violating
36	Malware
37	Spyware
38	Web Hosting
39	Multimedia Search
40	Audio Search
41	Video Search
42	Spam URL

List of E resources (In library)

Sr. No.	Database
	LIBRARY DATABASE/ OPAC
1	LibSys OPAC
	ELECTRONIC JOURNAL DATABASES
2	ProQuest Central
3	EBCSO
4	JSTOR
5	Science Direct
6	Bentham Science Publishers
	ENGINEERING DATABASES
7	IEL Online /IEEE
8	Springer
9	ASME
10	J-Gate
11	Science Direct
12	ASCE
	E-BOOKS DATABASES
13	E-brary
14	McGraw-Hill
15	Pearson E-Books

	RESEARCH DATABASES
16	ISI Emerging Markets
17	CRISIL
18	Frost & Sullivan
19	CMIE: Economic Outlook
	COMPANY DATABASES
20	CMIE-Prowess 4
21	Capital Market
	STATISTICAL DATABASES
22	CEIC Database
23	IndiaStat
	LAW DATABASES
24	Manupatra
25	West Law
	MARKETING DATABASE
26	TAM
27	TVADINDX
28	WARC
	Directory
29	Cabell's Directory

23.0 LIST OF HOLIDAYS FOR THE YEAR 2015

SVKM's NMIMS (Deemed-to-be-University)

NMIMS (Mumbai & Shirpur)		
List of Holidays for the year 2015		
OCCASION	DATE	DAY
Republic day	26-Jan-15	Monday
Chhatrapati Shivaji Jayanti	19-Feb-15	Thursday
Holi	06-Mar-15	Friday
Gudhi Padwa	21-Mar-15	Saturday
Good Friday	03-Apr-15	Friday
Maharashtra Day	01-May-15	Friday
Ramzan-Id	18-Jul-15	Saturday
Independence Day	15-Aug-15	Saturday
Ganesh Chaturthi	17-Sep-15	Thursday
Gandhi Jayanti	02-Oct-15	Friday
Dussehra	22-Oct-15	Thursday
Diwali (Narak Chaturdashi)	10-Nov-15	Tuesday
Diwali Amavasya (Laxmi Pujan)	11-Nov-15	Wednesday
Diwali (Balipratipada)	12-Nov-15	Thursday
Diwali (Bhaubeej)	13-Nov-15	Friday
Christmas	25-Dec-15	Friday

Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January 26, 2015, August 15, 2015, May 01, 2015 & October 02, 2015)

24.0 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 (E) Police Station	26112813
D. N. Nagar, Andheri (W) Police Station	26303893 / 26304002 / 26303038
Andheri (E) Police Station	26831562 / 26842677
Santacruz Police Station	26492972 / 26487856
Fire Brigade	
Fire Brigade Help Line	101
Andheri Fire Stations	2620 5301
Bandra Fire Station	2643 5206
Ambulance	102 / 1298/1252
Hospitals	
Dr. Balabhai Nanavati Hospital	26182255
Cooper Hospital	26207254
Travel Agency	
V-explore	42705205/ 42705255
Chemist	
Dilip Drug House	26182255
Empire Chemists	26718970
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 and staff members of SVKM Institutions	Location: N.M. College Area, 2 nd floor.
Criticare Clinic Plot no. 38/39 , Main Gulmohar Road, JVPD Scheme, Opposite Copper Chimney, Andheri (W), Mumbai- 400049	26286644/ 88
Hostel	
G. R. Jani Hostel Boys	26240070
Girls Hostel (MKM)	26256382/ 83

Part II

School of Business Management



Message from Dean

Welcome to NMIMS School of Business Management.

NMIMS School of Business Management's diverse perspective on management and leadership has made the school's reputation for producing management graduates grow stronger by the years and has also strengthened the recognition it receives from the industry. The various awards and honors conferred upon SBM through the years and the recent accreditations by NBA, SAQs and AMBA are testimony to this.

Living up to the School's vision of imparting quality management education while raising the bar of the learning experience through world class curriculum and pedagogy makes all of us here acutely conscious of the future and our responsibility in building a business management workforce that is capable of meeting the business needs of the country in an era of globalization. Accordingly, all our programmes are designed so as to provide students with an appropriate grounding and understanding in all the courses. Our classrooms provide an environment that is diverse and rich in cultural. The students are constantly challenged with the rigour and the intensity of our program and our faculty and staffs embrace the challenges with the students. This dedication has only been growing stronger year after year.

The students are instilled with a global orientation via our world class infrastructure, faculty and relationship. Our constantly evolving curriculum with its focus on case studies, internships, workshops, mentorship and student participation in various student cells and programs provide a strong theoretical foundation along with understanding of the realities of business world. We at SBM also work hard to design and deliver business education that has a deep social context as we believe that the success of business is relevant only if it has social consequences which can positively impact life, people and communities. Thus, a well balanced education in a supportive environment at SBM has enabled us year after year to develop and nourish the exemplary managers for coming times.

"NMIMS, SBM has over the years emerged as the bench mark of excellence in Management Education" and to make it to this esteemed institute is undoubtedly a major achievement. My heartiest congratulations to each one of you!

Life is very dynamic at SBM. We keep raising our bar. Every time a new height is scaled, we break our own achievement to make a new achievement possible. I hope and expect that every one of you will do justice to your own potential while you are here, and that SBM will help you to reach your dreams, and then aspire yet further. We will be doing our job well if you take from here an ability in small ways and great ways to make the world a better place. So enjoy every moment of it.

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

(Debashis Sanyal)



Academic Calendar

*Last Instruction day: Marked with **

Details	Program	Start date	Finish Date
Trimester I\IV (8 June 2015 -5 September 2015)			
Opening day/Preparation & Orientation	MBA / HR I year	8 June 2015 (Mon)	13 June 2015 (Sat)
	PM I yr	10 June 2015 (Wed)	13 June 2015 (Sat)
Commencement of regular classes	MBA/HR II year	8 June 2015 (Mon)	*30 August 2015 (Sun)
	MBA/HR/PM I & II yr/E&FB I year & II year	15 June 2015 (Mon)	*30 August 2015 (Sun)
Summer Internship report submission	FTMBA- II year	29 June 2015	
Summer Internship presentations	FTMBA - II year	I – II week of July 2015	
Mid Term	MBA/HR - II year	13 July 2015 (Mon)	16 July 2015 (Thu)
	MBA/HR/PM I & II yr/ E&FB I & II year	20 July 2015 (Mon)	23 July 2015 (Thu)
Final Exams	*FTMBA I & II (all programs)	31 August 2015 (Mon)	5 September 2015 (Sat)
Trimester II\V (7 September 2015- 12 December 2015)			
Commencement of regular classes	FTMBA I & II (all programs)	7 September 2015 (Mon)	*6 December 2015 (Sun)
Arcadia (Intra - Sports)		25 September 2015 (Fri)	27 September 2015 (Sun)
Mid Term	FTMBA I & II (all programs)	12 October 2015 (Mon)	15 October 2015 (Thu)
Paragana	FT MBA Prog	29 October 2015 (Thu)	1 November 2015 (Sun)
Diwali Vacations	All Prog	09 November 2015 (Mon)	15 November 2015 (Sun)
Final Exams	**FTMBA-I & II (all prog)	07 December 2015 (Mon)	12 December 2015 (Sat)
Trimester III \ VI (14 December 2015 – 2 April 2016 /26 March 2016)			
Commencement of regular classes	FTMBA I (all progs)	14 December 2015 (Mon)	27 March 2016 (Sun)
	FTMBA II (all progs)	14 December 2015 (Mon)	20 March 2016 (Sun)
Illuminar	FT MBA Prog	19 December 2015 (Sat)	20 December 2015 (Sun)
Vacations	FTMBA Prog.	26 December 2015 (Sat)	3 January 2016 (Sun)

Details	Program	Start date	Finish Date
University Day		13 January 2016 (Wed)	
Samarthya (Inter - Sports)		15 January 2016 (Fri)	17 January 2016 (Sun)
Mid Term	FTMBA - I & II Year (all prog)	25 January 2016 (Mon)	29 January 2016 (Fri)
Euphoria	FT MBA Prog	4 March 2016 (Fri)	6 March 2016 (Sun)
<i>We Care</i>	MBA /HR - I year	01 February 2016 (Mon)	24 February 2016 (Wed)
<i>We Care</i> Poster Presentation	MBA /HR - I year	12 March 2016 (Sat)	
Final Exams	FTMBA I yr (all progs)	28 March 2016 (Mon)	2 April 2016 (Sat)
	FTMBA II yr (all progs)	21 March 2016 (Mon)	26 March 2016 (Sat)
Convocation	FTMBA II Year	15-16 April 2016 (Fri & Sat)	
Summers		4 April 2016 (Mon)	31 May 2016 (Tue)
Re- Exam Week	All Prog (other than graduating students)	One week prior to the commencement of program.	

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

*****During all the Students Events classes may be rescheduled if required.**

New Session for students: 6 June 2016 onwards

Faculty vacation: 18 April 2016 to 29 May 2016 – 6 weeks

Faculty New Academic Session: 30 May 2016 (Mon)

*Last Instruction day: Marked with**

Details	Start Date	Finish Date
Trimester I (17 July 2015 – 25 October 2015)		
Opening Day / Foundation Program (First Year)	17 July 2015 (Fri)	19 July 2015 (Sun)
Commencement of regular classes (All Years)	24 July 2015 (Fri)	*11 October 2015 (Sun)
Mid Term (If applicable)	26 August 2015 (Wed)	30 August 2015 (Sun)
Final Exams	16 -18 October 2015 (Fri-Sun)	23 -25 October 2015 (Fri-Sun)
Trimester II (6 November 2015 – 14 February 2016)		
Commencement of regular classes	6 November 2015 (Fri)	*31 January 2016 (Sun)
Mid Term (If applicable)	16 Dec 2015 (Wed)	20 Dec 2015 (Sun)
Diwali Vacation	09 November 2015 (Mon)	15 November 2015 (Sun)
University Day	13 January 2016 (Wed)	
Final Exams	5 -7 February 2016 (Fri-Sun)	12 -14 February 2016 (Fri-Sun)
Trimester III (26 February 2016 – 29 May 2016)		
Commencement of regular classes	26 February 2016 (Fri)	*15 May 2016 (Sun)
Mid Term (If applicable)	30 Mar 2016 (Thu)	3 April 2016 (Sun)
Final Exams	20 -22 May 2016 (Fri-Sun)	27 -29 May 2016 (Fri-Sun)
Trimester IV (10 June 2016 – 11 September 2016)		
Commencement of regular classes	10 June 2016 (Fri)	*28 Aug 2016 (Sun)
Mid Term (If applicable)	13 July 2016 (Wed)	17 July 2016 (Sun)
Final Exams	2 -4 Sep 2016 (Fri-Sun)	9 - 11 Sep 2016 (Fri-Sun)

PTMBA – classes for Trimester I to IV are scheduled on Thursday, Friday, Saturday and Sunday and for Trimester V to VII are scheduled on Wednesday, Friday, Saturday and Sunday
PT MBA (SE & Diploma) classes are scheduled on Friday, Saturday and Sunday

Details	Start Date	Finish Date
Trimester IV / VII (19 June 2015 – 20 September 2015)		
Commencement of regular classes (All Years)	19 June 2015 (Fri)	*06 September 2015 (Sun)
Mid Term (If applicable)	31 July 2015 (Fri)	02 August 2015 (Sun)
Final Exams*	11-13 September 2015 (Fri-Sun)	18–20 September 2015 (Fri- Sun)
Trimester V / VIII (25 September 2015 – 27 December 2015)		
Commencement of regular classes	25 September 2015 (Fri)	*13 December 2015 (Sun)
Mid Term (If applicable)	30 October 2015 (Fri)	1 November 2015 (Sun)
Diwali Vacation	09 November 2015 (Mon)	15 November 2015 (Sun)
Final Exams*	18–20 December 2015 (Fri-Sun)	24 – 27 December 2015 (Thu-Sun)
Trimester VI / IX (1 January 2016 –10 April 2016)		
Commencement of regular classes	1 January 2016 (Fri)	*27 March 2016 (Sun)
University Day	13 January 2016 (Wed)	
Mid Term (If applicable)	05 February 2016 (Fri)	07 February 2016 (Sun)
Final Exams*	1-3 April 2016 (Fri – Sun)	8-10 April 2016 (Fri – Sun)
Convocation (batch 2012-13)	17 October 2015 (Sat)	
Re-Exam	One week prior commencement of the program	

PTMBA – II YR classes are scheduled on Thursday, Friday, Saturday and Sunday.

PTMBA III YR classes can be scheduled on all days due to electives

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

- *Since there are many electives in the PTMBA IIIyr the final exams may start 2-3 days prior to the mentioned dates.*

SVKM's NMIMS
School of Business Management
Post Graduate Diploma in Business Management
MPE II yr 2015-16

Trim IV (13 June 2015 to 27 Sept 2015)			
Trim V (3 October 2015 to 10 Jan 2016)			
Foundation Program	MPE II Yr	13 June 2015	14 June 2015
Commencement of Trim IV regular classes	MPE II Yr	20 June 2015	*13 September 2015
Final Exams TRIM-VI	MPE II Yr	19 - 20 September 2015	26-27 September 2015
Commencement of Trim V regular classes	MPE II Yr	3 October 2015	*26 December 2015
Final Exams TRIM-V	MPE II Yr	2-3 January 2016	9-10 January 2016

SVKM's NMIMS - School of Business Management
Management Program for Executives (MPE) – II year Academic Calendar 2014-2015

MPE Specialization 2014-15				
MPE Specialization –VI- (25 April 2015 to 9 August 2015)				16 weeks
Commencement of Specialization classes	MPE Specialization	25 April 2015	* 26 July 2015	14 weeks
Final Exams	MPE Specialization	1 - 2 Aug 2015	8-9 August 2015	2 weeks

**Last Instruction Day*

1. Any other Academic/general inputs, Rules Policies at school level

1.1 Academic Guidelines: Academic Guidelines (In continuation to pt 4 of Part I):

- 1.2 The components of evaluation for any course of all the years of Full Time/ Part Time / Diploma / Certificate / Weekend programs would be as follows:
 - 1.2.1 Class-participation / Individual presentation in class
 - 1.2.2 Quizzes / Class test / Surprise test / Assignments (announced/unannounced)
 - 1.2.3 Individual assignment/ Group assignments/ presentations/ Decision sheets
 - 1.2.4 Term papers and project reports
 - 1.2.5 Mid-term examination (Not applicable for EMBA programme)
 - 1.2.6 End-term examination (This is a compulsory component)
- 1.3 It is necessary for every course to have at least 4 evaluation components out of 6 components mentioned in point 1.1. Half credit courses to have at least 3 evaluation components; however 4 evaluation components are ideal and desirable. NOTE: for EMBA programme every course to have at least 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.
- 1.4 The mode of the Term End Examination will be dependable on course learning objective.
- 1.5 End-term examination is a compulsory component. Mid-term examinations are compulsory for compulsory courses in full time programs. However it is optional to have Mid-Term Examinations for Half credit / Electives / Part Time and Weekend programs. The prior approval from Dean SBM is required for absence from Mid-term / End-term examinations.
- 1.6 Group Assignment (This is a compulsory component for EMBA program)
- 1.7 Duration of examination
 - 1.7.1 Minimum duration of Mid –Term Examinations : 1.5 hrs
 - 1.7.2 Minimum duration of End-Term Examinations : 2 hrs
 - 1.7.3 1 full credit is 10 hour of class room teaching
Examination duration can also be more than the above specified time as the case may be.
- 1.8 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:
 - 1.8.1 Full Credit course: 100 points
 - 1.8.2 Half-credit course: 50 points (Not applicable for EMBA programme)
- 1.9 The total points for each course (with maximum what can be assigned) will be divided in various components which may include the following:
 - 1.9.1 Class-participation/Review (books /reports/articles) (not more than 20 points weightage)
 - 1.9.2 Quizzes / Class test / Surprise test / Assignments (not more than 30 points weightage)
 - 1.9.3 Group /individual assignments / presentations / decision sheets / term papers / project reports (not more than 30 points weightage)
 - 1.9.4 Mid-term examination (not more than 30 points weightage & not less than 20 points weightage) (Not applicable for EMBA programme)
 - 1.9.5 Trimester-end Examination (not more than 50 points weightage and not less than 35 points weightage)
- 1.10 Deviation, if any, from above mentioned evaluation schemes will be communicated separately.
- 1.11 For PTMBA, EMBA & MPE, the Course/s will not be offered if less than 10 students opt for it.
- 1.12 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

1.13 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.

1.14 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 Summer Internship applies only to Full Time MBA students. Final Projects and Class Projects apply to all course/s programs and faculty concerned can assign project work to be undertaken.

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

2.4 Summer Internship:

2.5 Students are compulsorily required to take six-eight weeks of summer training in any company as per dates announced on the notice board.

2.6 Students are advised not to rely on the SBM, NMIMS placement process for provision of Summer Internship activities, but to look for such assignments on their own initiative. The SBM, NMIMS placement cell makes all the efforts possible to provide Summer Internship opportunities to as many students as possible.

2.7 The Summer Internship is expected to culminate in the submission of a Summer Project Report to the SBM, NMIMS within deadlines as indicated. This submission is a compulsory part to the course requirements.

2.8 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.

2.9 Summer Internship is a non-credit compulsory course. However the student needs to satisfactorily complete the project as an essential partial fulfillment of the requirements for award of MBA degree.

2.10 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.

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

2.12 A Faculty guide will be assigned to each student based on the type/area of internship. It is mandatory for the students to meet their respective faculty guides before proceeding for internship and continue to remain in touch with them for regular updates and guidance throughout the internship. Students can take the initiative of establishing communication protocols with their faculty guides to ease contact during the summer internship. Any issues should be immediately brought to the notice of the faculty guide.

3. Research Assistantships

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

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

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

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

4.1 Soft Skill

4.1.1 Need

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

4.1.2 Methodology

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

4.2 **Outbound Training (OBT)**

Extensively used by the Corporate and Academic World in India and overseas, the Outbound Training Method enables learning and experiencing challenges in an unfamiliar terrain. Creative activities, nature trails, interactive exercises are woven together to enhance team building, inculcate leadership and delegation abilities as well as learn about the latent facets of one's own personality. The Outbound Training Program works on the principles of experiential learning, and challenges one to take risks and operate out of one's comfort zone, thereby providing enough data for self as well as group development and leadership. The debrief sessions are included to provide feedback to the students by the facilitators and complete the learning experience.

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

4.4 **We Care Civic Engagement** internship is a compulsory part of the MBA programme. The internship is designed to enable MBA students to examine the ground realities and engage their creative energy to address some of the social issues like education, gender discrimination, energy conservation, poverty and others. The exposure facilitates in developing managerial & entrepreneurial solutions to deal with social issues. Students are placed for three weeks in a year in socially oriented public/ private sector organizations identified by the Jasani Center for Social Entrepreneurship & Sustainability Management, NMIMS.

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

- a) 100 per cent attendance at internship organizations during the internship period.
- b) Securing certification of satisfactory completion of internship from internship organizations.
- c) Submission of internship report to the internship organization and to the Jasani Center for Social Entrepreneurship & Sustainability Management, NMIMS.
- d) Participation in the Poster Presentation to share the internship learning's with industry, government and NGOs.

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

4.4.2 **We care Code of Conduct (Policy for Attendance)**

- 100% attendance is compulsory.
- The purpose of a mandatory 100% attendance is to make the interns accountable to their projects and in still a discipline. Moreover, it also prevents maligning of the reputation of the institute due to a few miscreants.
- Failure to adhere to the attendance requirement will lead to strict action by the institute including debarment from promotion to next year.
- If any student remains absent during We Care for attending any extracurricular activity, prior written intimation should be given to the We Care office well in advance. The absence should be subsequently covered by working for extra hours in the internship organisation.
- We Care internship cannot be completed through home based assignments. If any student is found influencing the internship organisation to provide home based assignments, will be declared as defaulter.
- If no suitable organisation is found in the home town or near the home town of the student, the student will be placed in Mumbai.
- Attendance to poster presentation is compulsory.

4.5 **Personal Communication**

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

4.6 **Cultural Immersion**

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

for the next two years, managing their finances as well as themselves, foster team bonding and introduce them to the shared decision making approach.

4.6 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.

4.7 Guest Lectures

Speakers from Industry / Alumni are called to deliver guest lectures to full time students. It is mandate for each student to attend at least 3 sessions in each trimester.

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

5. Course of Independent Study (CIS)

- 5.1 SBM NMIMS will offer a scheme for course of Independent study for MBA Programme – II year students as a part of elective courses. CIS courses are exceptional instruments designed for advanced learning rather than serving substitutes for regular courses. The academic capability of the student (reflected in CGPA), ability to pursue advanced work (as endorsed by the CIS Guide) and the relevance of the area of study to the career of the student (as demonstrated or organized in the proposal) are the indicative criteria for allowing CIS courses. A CIS must follow the primary course on offer. A CIS cannot be taken up on a course that is going to be covered in the subsequent courses. The CIS comprises an investigation together with a written report and interpretation thereof on a course accepted and approved by the area in charge.
- 5.2 CIS is a course that a student co-designs and pursues under the guidance of a designated instructor to explore an area or course of knowledge that is not adequately covered through the normal elective courses on offer. By this very logic, a CIS is a privilege and not a right for the intending student, which is made available under exceptional circumstances including the following:
 - 5.2.1 The student has demonstrated through his/her past academic performance, a preparedness to pursue an advanced course of investigation in the area of his/her choice.
 - 5.2.2 The course matter of study is relevant for his/her career aspirations within the overall academic objectives of the MBA Programme.
 - 5.2.3 The course matter is not adequately covered in the choice of elective courses on offer. The relevant area approves the offering of the CIS and a faculty member from within the area is willing and available to help with the design, delivery and evaluation of CIS.
- 5.3 The student(s) who wish to pursue a CIS will indicate such intent right at the time of exercising his/her choice of elective courses for the entire year. They will be responsible to make a good case why they should be permitted to pursue a CIS. Their request for CIS (preliminary proposal) at this stage should include the following:
 - 5.3.1 Proposed Title
 - 5.3.2 What you wish to study and under what area of specialisation does your topic belong (Please note that even where the CIS is cross-functional in nature, it has to belong to one primary area for guidance and evaluation)
 - 5.3.3 Why do you think it is important for you to undertake this course
Why do you think it is not covered under any elective(s) even when it is so important?
- 5.4 A prescribed application form for CIS will be available in the Academic Office. Please complete this form and enclose your preliminary proposal and submit it to the Academic office before submitting your final choice of electives for terms IV, V and VI.
- 5.5 These preliminary proposals would be forwarded to the Area Chairpersons for their consideration and discussion at the area level. The Area Chairperson will intimate the approval of CIS proposals together with the name of the faculty guide to the Academic office as soon as possible but definitely before the final registrations for term-IV begins. The area Chairman will also provide to Academic office the timeline for the course in terms of stages like submission of final proposal, submission of course report, date of oral defense, panel of area members (3 members including the CIS guide) who would evaluate the course and the evaluation scheme.
- 5.6 Academic office will intimate to the concerned student the name of his/her faculty guide as approved by the

area. The student would have the option to take up the CIS or not till his/her final registration for term-IV or term-V is open.

- 5.7 The responsibility for getting the CIS going alongside the faculty guide is that of the student. The finalization of proposal and meetings with faculty guide and other course related interactions are also left to the initiative of the student.
- 5.8 Three copies of the CIS Report must be submitted to the Academic Office. If any student fails to submit his/her CIS Report on or before the stipulated deadline for submission, no extension will be granted and a grade of 'F' will be awarded. A student will also be required to give a formal presentation in presence of an Evaluation Committee on the date specified. This presentation will be open to SBM faculty and MBA program students besides faculty members of that area. In case the Evaluation Committee is not satisfied with the CIS Report and presentation, it reserves the right to ask the student to re-write a part or whole of the report. However, in this case, the student will be awarded a maximum grade of B+.
- 5.9 The grade obtained in the CIS is taken into account for calculation of student's CGPA just like any other full credit course.
- 5.10 A student cannot have more than one Course of Independent Study under any circumstances. The CIS Course can also be considered as part of required courses for concentration in an area and will not be considered for arriving at decision to award any scholarship and/or medal.
- 5.11 **Step-wise process of Course of Independent study (CIS)**
 - 5.11.1 CIS is a one credit Course. A student can take up only one CIS in lieu of an elective.
 - 5.11.2 In MBA Programme – II year, CIS can be pursued in term IV and V only. No CIS can be carried out during VI term.
 - 5.11.3 First year students, who wish to take up a CIS in second year, should submit their proposal to the Academic office.
 - 5.11.4 The Area, if satisfied with the proposal, will nominate a faculty for the respective CIS keeping into consideration the area of interest expressed by the students and area of expertise of the faculty.
 - 5.11.5 The Area may reject the proposal or may propose amendment to the proposal and ask the student concerned to resubmit the proposal.
 - 5.11.6 The entire exercise of acceptance of the proposal and nominating faculty for the CIS should be completed and communicated to the Academic office by the Area Chairperson. The dates will be announced by Academic office.
 - 5.11.7 Students who do not receive any communication by said dates should contact the Academic office immediately.
 - 5.11.8 Students carrying out CIS should circulate a reading list, duly approved by the guide, to all the Area members (with a CC to Academic office) within 7 days from the beginning of the respective term (term 4 or 5).
 - 5.11.9 Students have to submit the CIS report to the Academic office before the 'end term examination' of the term in which the student undertakes the CIS.
 - 5.11.10 No extension of time for submitting the report will be allowed.
 - 5.11.11 On receipt of the report, the Academic office will get in touch with concerned Area Chairperson and the Guide to finalize a date for presentation by the student.
 - 5.11.12 As part of the evaluation of the CIS, a presentation will have to be made to the expert panel. Presentation once made will be final. No students will be allowed to make presentation more than once.

6. Re-Admission rules:

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

Sr no.	Name of the programme	Duration of the programme (in years)	Maximum duration permissible for completion the programme (in years)
1	MBA /MPE	2	4
2	PTMBA	2	4

7. Discipline Norms and Penalty:

In continuation to the Discipline Norms and Penalty explained in Part I of this SRB, the names of committee members are as follows:

8. Disciplinary Committee

Students' Disciplinary Committee

- a) P.N. Mukherjee (Chairman)
- b) Veena Vohra
- c) Seema Rawat
- d) Tarun Gupta
- e) Seema Mahajan
- f) Amit Bhadra
- g) Manjari Srivastava
- h) Meena Galliara
- i) Varuna Saxena
- j) Jayanti Ramesh
- k) President Student Council

8.1.1 Anti Sexual Harrashment /Woman Grievance Redressal Committee

- a) Meena Galliara (Chairperson)
- b) Seema Mahajan
- c) Amit Bhadra
- d) Anupam Rastogi
- e) Meeta Shah
- f) Ms Audrey D'Mello

9. Rules for participating in National / International Level Contests

9.1 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

9.2 Contest Classification handled by Event Coordinator

9.3 Contests will be classified under the following grades

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

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

GRADE C: Local and national level contests

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

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

9.6 Notices and Intimations of Contests

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

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

9.6.3 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.

9.7 Student Registrations and Nominations

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

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

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

9.8 Reimbursements (Applicable only for National Contest)

9.8.1 Students going for GRADE A will be provided with 100% reimbursements for travel (2NDclass, 3 tier, Non A/C) to and fro from the contest destination.

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

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

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

9.9 Attendance for Contests

9.9.1 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.

9.10 Contest Winners

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

10.0 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

10.1 Communication Guidelines for Student Council and Cells

- All the cells, clubs, and committees events and activities has to be routed through President of cell, General Secretary of Council (Budget and Release of Money), Faculty – In charge of Cell, Faculty in charge of Student Activity, Assistant Registrar (Academics/Admin) and Dean, SBM. (Accounts Department - In case of Release of Money)
- Communication and Invitations of events / guest lecturers / workshops etc. conducted by cells and council has to be informed to the faculties and the area concerned well in advance, to Faculty In charge of Student Activity, Deputy Registrar (Academics) and Staff Coordinator.
- Formal invitations should be given to the Dean, SBM well in advance for all events / guest lectures / workshops etc. (For the major events prior formal invitation to be given to all the senior management)

10.2 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.

10.3 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).

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

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

10.6 Odyssey annual handbook provides a one stop guide and will help the incoming batch quickly get acquainted with the life at SBM, NMIMS

11. Alumni Cell

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

The Alumni Cell, and the School of Business Management, NMIMS have helped to formed the "NMIMS Business School Alumni Association" under the Section (25) of the Companies Act, 1956. It was incorporated on 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

12. EXCHANGE PROGRAM (IN CONTINUATION TO PART 1)

ELIGIBILITY

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

12.1 SELECTION CRITERIA AND CONDITIONS

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

Exchanges are approved, based on the following selection criteria

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

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

2. Examination Guidelines (ICA / TEE, Passing Criteria, Grading system, method of calculation of CGPA, Re-Examination, exceptional cases – medical etc.)

2.1 Passing Criteria for each course:

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

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

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

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

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

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

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

normal distribution would be fitted.

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

Letter Grade	% of class
Grade A	15 percent of batch excluding Grades D & F
Grade B	50 percent of batch excluding Grades D & F
Grade C	35 percent of batch excluding Grades D & F
Grade D	Where factorized marks obtained are between 40 and 49
Grade F	i) Where marks obtained are less than 40 (39 and below) in aggregate and/ or. <ul style="list-style-type: none"> • Where the marks obtained in the trimester end examination are less than one-third of the total maximum marks of the respective course. (as defined in 11.0 (a) and (b) above.

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

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

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

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

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

2.3 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.

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

2.4 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

2.5 Re - Examinations:

- 2.5.1 The written re-examination for all the students of first year (in case of FTMBA) and first and second years (in case of PTMBA) who have obtained 'D' or 'F' grade (as per rules of passing standards) will take place after the specific academic year ends but before the commencement of the next academic year. The maximum grade that a student, in such a case, can obtain for such course will be C +.
- 2.5.2 The written re-examination for all the students of final years of all the programs of SBM who have obtained 'D' or 'F' grade (as per rules of passing standards) will take place before convocation. The grade that a student, in such a case, can obtain for such course will be C + or actual whichever is lower.
- 2.5.3 Re-examination would not be allowed if any student has obtained 'D' due to poor attendance.
- 2.5.4 Improvement in the internal marks will not be allowed for re-examination purpose.
- 2.5.5 If a student fails in project, one attempt is allowed to re- submit the project. However the re-submission should happen prior to re- examination scheduled for the academic year.
- 2.5.6 Students submitting re-examination form will be awarded F grade if he/ she remains absent without prior approval of Dean SBM.

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

2.6 Re – Examinations/ Exemption / Exceptional cases

- 2.6.1 Exceptional cases, approved by Dean/Associate Dean SBM (Self marriage/ long illness – Medical cases/ maternity/ Death in immediate family/ out station or out of country posting: only in case of student of PTMBA, Weekend Programme,) will be eligible to appear in re-examination (and for award of regular grade).
- 2.6.2 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.
- 2.6.3 For exceptional cases all necessary relevant documents to be submitted before the commencement of the re-examination.
- 2.6.4 In case a student fails to fulfil conditions given in RE-examination. To be added even after the re-examination/s he/she is expected to take re-admission as per the rules of SBM, NMIMS.
- 2.6.5 No further re-examination chance will be given to above mentioned exceptional cases.
- 2.6.6 In order to receive the degree, diploma, certificate, the student will have to clear in all the examinations of all the years. Student should ensure that he/she has cleared his/her all dues from the respective departments like Accounts, Library, Hostel, etc.
- 2.6.7 The fees for re-examinations and re-admission will be decided by the SBM, NMIMS from time to time.
- 2.6.8 In case of any disputes/ differences, decision of the SBM, NMIMS shall be final and binding on the students. If a student desires to institute any legal proceedings against the SBM, NMIMS, such legal proceedings shall be instituted only in courts at Mumbai in whose jurisdiction the application is submitted by the student and not in any other court.

2.7 Passing Standards

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

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

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

2.7.3 First Year of the program:

- 2.7.3.1 **To be eligible to be promoted to the second/ third year** (as the case may be):
 - i) A student should obtain CGPA of ≥ 2.25 at the end of the first / second year of the program **and**
 - ii) He should clear all first year credit courses (subject to 10.5.2 above)

- 2.7.3.2 **Non-fulfilment of the above requirement (as given in 10.5.2) relating to D and F Grades:**
- The written re-examination for all the students of first year (in case of FTMBA) and first and second years (in case of PTMBA) who have obtained 'D' or 'F' grade (as per rules of passing standards) will take place after the related academic year ends but before the commencement of the next academic year. The grade that a student can get in such a case, can obtain for such course will be C + or actual whichever is lower. The result of the re-examination will be treated as final and binding on the students.
 - Any student who has been awarded maximum up to 4 "D"s has an option to remove all the "D"s in case he wishes so. The norms of removing the same will be as given in (a) above. The grade that a student can get in such a case, can obtain for such course will be C + or actual whichever is lower.
 - If the student is not able to improve the extra "D"s even after re-examination, he /she will not be eligible for promotion to second/ third year and is expected to take re-admission as per the rules of SBM, NMIMS.
 - A student will have to remove "F" grade/s in the noncredit courses. The formalities of removing the same will be as given in (a) above. The grade that a student, in such a case, can obtain for such course will be C+ or actual whichever is lower.
 - A student obtaining only one "F" grade in first year credit courses must necessarily pass the "F" grade by appearing at a written re-examination. If the student is not able to clear "F" even after this chance, he/ she is expected to take re-admission as per the rules of SBM, NMIMS.
 - Students appearing for the re-exams (as per the rules of passing standards) will be given provisional admission to the next year of the program. His/ her admission will be confirmed only after declaration of the results of the re-exams.
 - Student who obtains more than one "F" in aggregate of trimesters **at any time during the academic year** should take re-admission as per the rules of SBM, NMIMS.
 - Student obtaining more than 4 "D"s in aggregate of trimesters **at any time during the academic year** should take re-admission as per the rules of SBM, NMIMS.
 - Student obtaining 4D and 1F in aggregate of trimester at any time during the academic year will not be allowed to appear for re-exam and have to take re-admission as per the rules of SBM, NMIMS.**
- 2.7.3.3 The students falling in category (g) or (h) or (i) above, will be required to seek readmission in the next academic year, as a regular student for the concerned program for that year of the program in which he/ she has been declared failed. He/ she shall also be required to pay all the necessary prescribed fees/charges at the time of seeking re-admission in the concerned program as per the rules prescribed by the University for the same from time to time.
- 2.7.3.4 Any student who has been awarded 1 D or 2 D's (not more than 2 D's) has an option to remove the said D by appearing in the re-examinations. The grade that a student, in such a case can obtain for such course will be C+ or actual whichever is lower.
- 2.7.3.5 If a student gets D grade in a course/s due to attendance and also due to academic Performance, the D grade obtained due to attendance will prevail.
- 2.7.3.6 **Second/ Third Year of the Programme (As the case may be):**
To be eligible for award of the degree:
A student should obtain CGPA of ≥ 2.25 at the end of the second/ third year of the Program and pass all second/ third year credit courses.
- 2.7.3.7 **Non-fulfilment of the above requirement (as given in 11.5.2) relating to D and F Grades:**
- The written re-examination for all the students of second/ third year (as the case may be) who have obtained 'D' or 'F' grade (as per the rules of passing standards) will take place before the convocation. The grade that a student, in such a case can obtain for such course will be C+ or actual whichever is lower. The result of the re-examination will be treated as final and binding on the students.
 - Any student who has been awarded maximum up to 4 "D"s has an option to remove all the "D"s in case he wishes so. The norms of removing the same will be as given in (a) above. The grade that a student, in such a case can obtain for such course will be C+ or actual whichever is lower.
 - If the student is not able to remove the extra "D"s even after re-examination, he/ she will not be eligible for award of degree and is expected to take re-admission as per the rules of SBM, NMIMS.

- d) **A student will have to remove “F” grade/s in the non credit courses.** The student will not be considered as having completed the programme, till the time all his “F” grades (including non credit courses) are removed. The formalities of removing the same will be as given in (a) above. The grade that a student, in such a case can obtain for such course will be C+ or actual whichever is lower. If the student is not able to clear “F” grade even after two attempts, he/ she is expected to take re-admission as per the rules of SBM, NMIMS.
- e) A student obtaining only one “F” grade in final year credit courses must necessarily pass the “F” grade by appearing at a re-examination. If the student is not able to clear “F” even after this chance, he/ she is expected to take re-admission as per the rules of SBM, NMIMS.
- f) Students appearing for the re-exams (as per rules of passing standards) will be given provisional admission to the next year of the program (as the case may be). His/ her admission will be confirmed only after declaration of the results of the re-exams. His/ her registration will be confirmed only after declaration of the results of the re-exams.
- g) Student who obtains more than one “F” in aggregate of trimesters **at any time during the academic year** should take re-admission as per the rules of SBM, NMIMS.
- h) Student obtaining more than 4 “D”s in aggregate of trimesters **at any time during the academic year** should take re-admission as per the rules of SBM, NMIMS.
- i) **Student obtaining 4D and 1F will not be allowed to appear for re-exam and have to take re-admission as per the rules of SBM, NMIMS.**

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

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

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

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



Guidelines and Course Structures

Second/ Third year courses offerings are provisional and are subject to change. The final list of courses offered will be communicated to the students by April 2015.



SVKM's NMIMS

School of Business Management

Full Time MBA - Second Year – 2015-16

Guidelines for Selection of Courses

13th March 2015

- I. All courses in the First Year are compulsory. In Second year students can choose credit choices from the list of electives offered (trimester wise) and based on selection of courses, student will be placed in one of the following categories:
1. MBA General Management
 2. MBA with Concentration in any one particular area (except Human Resource Management)
- II. The degree awarded will be MBA, the concentration, if any, will be reflected only on the grade sheet/ transcript. Students must adhere to the nomenclature given from SBM-NMIMS and use the same in all the communications with the outside world.
- III. A student must take a total of **Sixteen** Credit Courses (48 credits) (including 1 Compulsory Course) in trim IV, V, and VI as explained below. (One credit is equivalent to 10 hours of class room teaching)
- | | |
|----------|---|
| Trim IV: | 1 Compulsory Course* + 5 Credit Courses (Total 6 Courses) |
| Trim V: | 5 Credit Courses (Total 5 Courses) |
| Trim VI: | 5 Credit Courses (Total 5 Courses) |
- *Strategic Implementation Credit Course is compulsory for all students
- IV. Students are required to choose credit courses, trimester wise, from the 8 areas mentioned below and from the area wise list enclosed:
1. Business Environment & Strategy
 2. Communication
 3. Economics
 4. Finance
 5. Human Resources & Behavioral Sciences* (Not available for concentration)
 6. Information Systems
 7. Marketing
 8. Operations & Decision Sciences
- *Student cannot choose more than 5 credits (over the year in Trim IV, V & VI) from the Human Resources & Behavioral Sciences Area.
- V. For **MBA General Management**, student should choose minimum 2 electives (credit courses) from at least 5 different areas out of the eight areas mentioned above in point no. III. (across the year in Trim IV, V & VI)
- VI. For **MBA with Concentration in any one particular area** student should choose at least 8 courses from any one particular area out of the seven areas (excluding HR & Behavioral Sciences)

mentioned above in point no. III. (over the year in Trim IV, V & VI). The area may have essential Workshops which will be compulsory for concentration in that particular area.

- VII Students cannot take more than 11 courses from any one particular area during the Second year.
- VIII In addition, students need to choose their elective choices to cover at least 4 areas during the second year.
- IX The CGPA based allotment system will be used to offer electives to students. Students will have to choose their electives for all the Trimester (IV, V & VI) together before the Second Year begins during the dates specified.
- X Students will register their choices on the Blackboard/ through any software as instructed by the School only. The dates for the same will be intimated in advance and will have to be adhered to. No extensions will be provided.
- XI Students will be allowed to make only 3 changes to their initial elective selections (during particular window of dates as will be informed to them). **A student will not be allowed to move out of the course where the registration is 15 and the course is being offered for the first time, or in other courses when the registration is 20.**

Trimester	Dates for change of electives(Mon-Tue)
IV	1 st & 2 nd June 2015
V	3 rd & 4 th August 2015
VI	2 nd & 3 rd November 2015

- XII For an elective to be offered during a particular trimester, it should have at least 20 student registrations. However in case an elective is being offered for the first time, then minimum registration is 15 students for the elective to be offered.
- XIII The maximum number of registration allowed for an elective is 120. For some courses, it may be 60. Students will be informed in advance about these details course wise.
- XIV **To be awarded an MBA degree the student needs to choose courses which fall under either General Management / Concentration, failing which the student needs to take re-admission in the second year.**
- XV. The summer internship will be treated as a as a non-credit compulsory course. However the candidate needs to **satisfactorily** complete the project as an essential partial fulfilment of the requirements for award of MBA Degree
- XVI These rules supersede all other rules and notices, which may have been framed prior to 10 March 2015. The School Of Business Management reserves the right to make changes in the above. Any changes will be communicated in a timely manner.

SVKM'S NMIMS
School of Business Management

Guidelines for Selection of Courses for Part-Time MBA – Third Year (2015-16)

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

- XXIII.** For **MBA General Management**, a student should choose minimum 2 electives (credit courses) from 5 different areas, the remaining 2 elective can be taken from any area mentioned above in point no. III. (over the year in Trim VII,VIII & IX)
- XXIV.** For **MBA with Concentration in any one particular area**, a student should choose at least 8 elective from **any one** particular area out of Five Areas mentioned above in point no. III. (over the year in Trim VII,VIII & IX), the remaining 4 elective can be taken from any area mentioned above in point no. III. (over the year in Trim VII,VIII & IX)
- XXV.** 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).
- XXVI.** A student must take a total of **Twelve** Credit Courses in trim VII, VIII and IX:(Three credit course is equivalent to 100 marks)
- | | |
|------------|-----------|
| Trim VII: | 4 Courses |
| Trim VIII: | 4 Courses |
| Trim IX: | 4 Courses |

Note: 1 Course = 3 Credit = 100 Marks

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

XXVII. The maximum enrolment for an elective is 60.

XXVIII. a) The student will have to fill his or her elective choice for all the Trimesters (VII, VIII & IX) together at the beginning of the year itself.

b) Students will be allowed to change elective choices for three courses in a year, maximum two at a time (over Trim VII, VIII & IX). Find below the Time Table for the same:

Trimester	Start Date	End Date
VII	13th June 2015	14th June 2015
VIII	12th September 2015	13th September 2015
IX	19th December 2015	20th December 2015

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

d) The selection of elective will be only through Black Board. The Black Board link will be open only on **25th April and 26th April 2015**.

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

Executive MBA Guidelines

1.0 General Guidelines

- a. Executive MBA Students are required to choose their Modules/Courses through online system.
- b. At the start of term the registration to modules will be open (for 1 weeks' time) for 2 Terms and subsequently every month the registration will be open (for 1 weeks' time) for the subsequent terms e.g.
 - a. Enrollment for Modules will be done in 2- 3rd week of March for Term I & II
 - b. May (1st week) enrollment for Modules will be done for Term III
 - c. June (1st week) enrollment for Modules will be done for Term IV and so on....
- c. Student if fails to register for the modules for two consecutive terms then it will be considered as long leave & have to take permission from competent authorities.
- d. The student will be allowed to take up the course provided the Pre requisite condition is fulfilled.
- e. To deregister from the Module in the current term the student has to pay fine of Rs. 500. If a student does not attend or fails to comply with the attendance norms of any module that he/she registered, the student has to pay fine of Rs.500/-. The student need to pay fine pending which he/she will not be allowed to register for any module in future.
- f. The Class strength is 60 and the registration will stop for the Particular Course /Module once the full class strength is achieved.
- g. The payment of fees will be in three installments in a year i.e.
 - a. 1st Installment at the time of admissions; Rs.1.70 lakh
 - b. 2nd installment on or before 15th November ; Rs.1.50 lakh
 - c. 3rd Installment will be paid by a student on or before 15th April ; Rs.1.50 lakh
- h. 31st October will be the last date for submission of any documents for which approval has been granted for late submission. The students who fail to pay fees by due date or do not submit the relevant documents by the last date specified, registration will not be allowed in subsequent modules/courses from next term onwards until the payment is made & documents submitted. If the fine is paid after the last date of registration week, the student will be able to register from the next subsequent Term(s).
- i. Foundation Classes will be held (Mon- Sun) prior to the Commencement of Regular classes.
- j. Students need to complete 54 credits and also dissertation equivalent to 4 credits for completion of the Programme.
- k. The total no of modules offered are 37 and it is bifurcated into
 - a. Compulsory modules - 24 (36 Credits, 1 credit = 10 hrs)
 - b. Electives - 12 (18 Credits, 1 credit = 10 hrs)
 - c. Dissertations - 1 (4 Credits, 1 credit = 20 hrs)
- l. **The requirement for number of courses/modules for dual specialization are :**
- m. **Major specialization: 7 courses/Modules from a particular area**
- n. **Minor specialization: 4 courses/modules from a particular area**
- o. Remaining 1 module he/she can do it from any one of the Electives offered (below the major/minor)
- p. **Concentration – More than 7 courses/modules from a particular area.**
- q. **General Management – a) Have not done major in any area and b) have taken at least one course from all functional areas. This provision is effective for student taking admission from academic year 2014-15**
- r. For the electives if the registration is less than 10 then those electives will not be offered to students and the same will be intimated to the students through Blackboard.
- s. Lectures for the programme will be conducted 5 days a week on Tuesday, Wednesday, Thursday, Saturday from 7.00pm to 10.15 pm and on Sunday from 10.00 am onwards till 3.30 pm.
- t. Each Module/Course will have 15 hours of classroom studies and 2 hours of Group discussions in a week (Total 17 hrs).
- u. Value addition Workshops will be part of curriculum. It is compulsory for students to attend at least any two workshops.
- v. The degree awarded will be of Executive Master of Business Administration (EMBA). However, the Major /Minor specialization will be reflected only on the transcript. Student must adhere to the nomenclature given by SBM-NMIMS and use the same in all the communications with the outside world.
- w. Feedback is compulsory & important part of curriculum. The Blackboard link for online feedback will be open from Saturday of current week to Monday of subsequent week for the courses held during the week. Students

have to give their feedback through Blackboard, failing which their attendance of 2 sessions out of total sessions attended for that week will not be considered.

- x. A student abstains from registering in any module/ course maximum for 3 consecutive registration weeks will be considered as long leave without intimation to the management and will be dealt as per the clause mentioned.
- y. The prior long leave (more than 3 consecutive registration weeks) of absence may be granted on a very special case to case basis by Dean SBM for up to 1 year in which case student has to pay a re-registration fee of Rs. 50000/- or the revised fee as applicable. The re-registration fee is to regularize the continuation of the Program. This will be in addition to the outstanding fees.
- z. The Programme should be completed within 4 years.

2.0 Attendance Norms

- 2.1 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 Rs.500/-.

2.2 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

- (d) 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.

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

3.0 Academic Guidelines:

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

- 3.1.1 **Class-participation/individual presentation in class**
 - 3.1.2 Quizzes (announced/unannounced)
 - 3.1.3 Individual assignment/Group assignments/ presentations/decision sheets
 - 3.1.4 Term papers and project reports
 - 3.1.5 End-term examination (This is a compulsory component)
- 3.2 It is necessary for every course to have at least 3 evaluation components out of 6 components mentioned in above point. **Internal evaluation will not be repeated.** This will not be applicable for courses conducted in the workshop / Project mode.
- 3.3 End-term examination is a compulsory component.
- 3.4 Group Assignment (is a compulsory component for EMBA programme)
- 3.5 Duration of examination
- 3.5.1 Minimum duration of End-Term Examinations : 2 hrs
Examination duration can also be more than the above specified time.
- 3.6 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:
- 3.6.1 Full Credit Course.: 100 points
- 3.7 The total points for each course (with maximum what can be assigned) will be divided in various components which may include the following:
- 3.7.1 Class-participation/individual presentations (not more than 20 points weightage)
 - 3.7.2 Quizzes (not more than 20 points weightage)
 - 3.7.3 Group/ individual assignments/ presentations/ decision sheets/ term papers/ project reports (not more

- than 20 points weightage)
- 3.7.4 Trimester-end Examination (not more than 50 points weightage and not less than 35 points weightage)
- 3.8 Deviation, if any, from above mentioned evaluation schemes will be communicated separately.
- 3.9 For all the programs, the weightage for each component will be specified by the Faculty and will form an integral part of the course outline. The Faculty has flexibility to formulate and implement evaluation system with weightage specified in course outline. While approving the courses, the Area-in-charge and the Dean\Associate Dean - School of Business Management will ensure that the evaluation components and weightage points assigned to each component are fair.
- 3.10 For grading purpose the weightage mentioned by the faculty in the course outline will be applied for each component of evaluation irrespective of the marks assigned to the said component for the examination.

4.0 Examination Guidelines

4.1 Grading :-

- 4.1.1 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

- 4.1.2 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

- 4.1.3 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.
- 4.1.4 'Factor Score' using Individual average and grand average obtained above would be calculated as - grand average divided by average for a faculty.
- 4.1.5 The marks assigned by each faculty to the individual student for each course would be factorised.
- 4.1.6 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.
- 4.1.7 Combining all factorised marks of the entire batch (all divisions) for the course sharing common paper, normal distribution would be fitted.
- 4.1.8 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:

- 4.1.9 Maximum marks assigned by the faculty concerned for a course will be taken into account for the batch/ group.
- 4.1.10 Difference between the maximum marks and 50 marks would be calculated.
- 4.1.11 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-)
- 4.1.12 'D' grade will be assigned to students, who have obtained marks between 40 and 49.
- 4.1.13 'F' grade will be assigned to students who have obtained marks less than 40
- 4.1.14 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:
- 4.1.15 In case of elective courses, the number of students for that course would be considered for the purpose of assigning grades for that course.

4.2 Examination / Re-examination

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

Note: 1 Student who fails in first physical attempt ('a' or 'b' above) will be allowed one more physical attempt to clear 'D'/'F' as per rules.

- (i) If the student fails to clear module even after 2 physical attempts of the module, he/she will be allowed to appear for the said exam only during next re-exam week.
- (ii) For any module, student will be allowed maximum three physical attempts.
- (iii) Student who opts for 'a' or 'b' stated above needs to update with revised course outline before appearing for the said exam(s). The responsibility lies with the student to update with the revised curriculum (if any).
- (iv) A student appearing for the first time in any module during the re-exam week will be allowed to appear for the same course/module only during the next re-examination week if he/she obtains 'D'/'F' grade.
- (v) **Internal Assessment marks obtained by the student will remain unchanged and will be carried forward for next physical attempts.**
- 4.2.5 All Students (first physical attempt or more) enrolling during re-examination week will have to pay Rs. 1000/- as re-exam fees per module. Student(s) will be registered for any default examination automatically. A student is required to fill in re-examination form alongwith prescribed re-examination fee of Rs. 1000/- to be eligible for appearing at any re-examination.
- 4.2.6 A Student is eligible/ allowed to appear at re-examination in the modules where he has obtained 'D' or 'F' grade only.
- 4.2.7 During Examinations week, exams will be held on all days of Week in the Evenings. On Sunday, exams may be held during daytime also.
- 4.2.8 During Re-Examination week (once in a year), re-exams will be held on all days of that particular week, between 10.00 A.M. to 10.00 P.M.
- 4.2.9 Students submitting re-examination form will be awarded F grade if he/ she remains absent without prior approval of Dean SBM.
- 4.2.10 **Re-Do- If the student gets less than 40% in the internals in a module, he /she can opt to Re-do that particular module by paying Rs.15000/-.The student will be get this facility for maximum two modules only.**

4.3 Passing Standards

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

1. His/ her cumulative grade should not be less than 2.25 at the end of the programme **and**
2. He/she should have no “F” grade in any Modules/courses and not more than 4D grades at the end of the programme including Dissertation, after permissible examination/re-examinations.
3. **A student must secure a minimum of one-third marks of the total maximum marks of that subject, in the trimester end examination**

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

- a. Any student who has been awarded maximum up to 4 “D”s has an option to remove all the “D”s in case he wishes so. He/she has to appear for the re-examination whenever it is scheduled by paying requisite fees. The maximum grade that a student can get in such a case will be C +.
 - b. At any point of time, if student obtains more than 4 ”D”s and/ or any F, student will not be allowed to register for any module unless student clears his /her all F and at least 2 “D”s.
 - c. If the student is not able to improve the extra “D”s even after second attempt of re-examination, he /she will have to take re-admission for the program as per the rules of SBM, NMIMS.
 - d. A student obtaining only one “F” grade in any Module/ course must necessarily clear the “F” grade by appearing at written re-examination. If the student is not able to clear “F” even after two attempts, he/ she is expected to take re-admission for the program as per the rules of SBM, NMIMS.
 - e. Students appearing for the re-exams (as per the rules of passing standards, subject to (a) & (b) above) will be allowed provisionally to register to the next Modules/Courses. His/ her registration will be confirmed only after declaration of the results of the re-exams.
 - f. The students falling in category (c) or (d) above will be required to seek re-admission along with the students seeking admission with any of the subsequent batch as a regular student for the concerned program. The Programme be completed latest within 4 years from the date of registration. He/ she shall also be required to pay all the necessary prescribed fees/charges at the time of seeking re-admission in the concerned program as per the rules prescribed by the University for the same from time to time.
- 5 Amendments to these guidelines may take the form of additions, deletions, and modifications and will be communicated to the students through the notice board/ Black Board /Email under signature of appropriate authorities. The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students. Any deviation from the norms stated above will need approval from competent authorities.**

Preparation and Orientation MBA Full-Time

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

Master of Business Management (MBA) SVKM'S NMIMS – School of Business Management First Year (2015 - 2016) : Building Integrated Perspective of Management for Leadership						
Programme Preparation	Orientation	Trim I	Trim II	Trim III		
		<ul style="list-style-type: none"> Financial Accounting and Analysis (3) Marketing Management (3) Microeconomics (3) Individual Dynamics and Leadership (3) Statistical Analysis (3) Corporate Social Responsibility (3) Oral Communication (3) 	<ul style="list-style-type: none"> Cost and Management Accounting (3) Marketing Planning (3) Macroeconomics (3) Group and Organization Dynamics (3) Decision Analysis and Modeling (3) Information Systems for Management (1.5) Ethical Issues in Management (1.5) Environment Management (1.5) Written Communication (1.5) 	<ul style="list-style-type: none"> Financial Management (3) Globalization and Indian Economy (1.5) Human Resource Management (3) Operations Management (3) (3) Enterprise Systems (3) Strategic Management (3) Legal Environment of Organizations (3) Written Analysis and Communication (1.5) 	WE CARE (3 WEEKS)	Integration (15 hrs) during Trim III
		Compulsory workshops <ul style="list-style-type: none"> Business Etiquettes Business Research Methods 				
Indicative List of Workshop (All students have to take at least two)	<ul style="list-style-type: none"> Management learning through Films and Literature Management learning through Arts and History Change Management & IT Creative Thinking Family Businesses in India Creative Problem Solving Career Planning History of management thought Consulting Skills Introductory workshop on SAS Designing and Managing Information Security 		<ul style="list-style-type: none"> Marketing Analytics Advanced SPSS Leadership Labs Business History Finance Workshop Indian Philosophy Any other value added workshop New models in business Foreign language (30 hours) Workshop on Budget 			

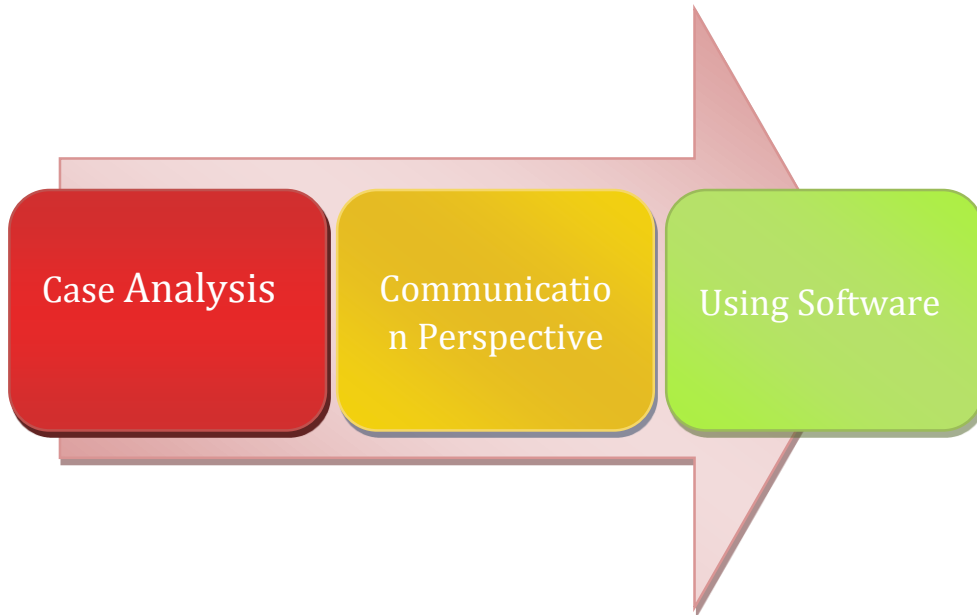
Total No. of credits 63

No. of credits: 21

No. of credits: 21

No. of credits: 21

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



SVKM's NMIMS , School of Business Management			
Master of Business Administration (MBA): Second Year (2015-2016)			
	Trimester IV	Trimester V	Trimester VI
Compulsory Courses	<ul style="list-style-type: none"> • Summer Internship ** • Strategy Implementation (3) 		
Business Environment and Strategy	<ul style="list-style-type: none"> • Management Consulting (3) • Infrastructure Consulting and Management(3) • Managing Turnaround Strategies (3) 	<ul style="list-style-type: none"> • Risk and Advisory Consulting (3) • Sustainable Competitive Advantage(3) • Business Strategy Simulation (3) • Innovation Management (3) • Strategic Alliance (3) 	<ul style="list-style-type: none"> • Public policy (3) • Entrepreneurship and Venture Capital Management (3) • Intellectual Property Rights (3) • Emergency Preparedness and Disaster Management (3)
Communication	<ul style="list-style-type: none"> • Negotiation Skills (3) 	<ul style="list-style-type: none"> • Intercultural and Strategic Communication (3) 	
Economics	<ul style="list-style-type: none"> • Emerging Market Economies (3) 	<ul style="list-style-type: none"> • Econometric Methods for Decision Making (3) • Economics of Infrastructure Development and Management (3) 	<ul style="list-style-type: none"> • Game theory and its application (1.5) • Managing City Services with Private Partnership (1.5)
Finance Area	<ul style="list-style-type: none"> • International Finance (3) • Investment Analysis and Portfolio Management (3) • Quantitative Finance (3) • Strategic Cost Management (3) • Advance Financial Accounting and Reporting (3) • Enterprise Performance Management(3) • Strategic Financial Management(3) • Commercial Bank Management (3) • Financial Econometrics (1.5) • Corporate Tax Planning (1.5) 	<ul style="list-style-type: none"> • Futures, Options & Risk management (3) • Mergers and Acquisitions (3) • Project Finance (3) • Private Equity and Venture Finance (3) • Investment Analysis and Portfolio Management (3) • Strategic Financial Management(3) • Hedge Funds (1.5)(3) • Financial Institutions and Markets (3) • Financial Consulting(3) • Market Microstructure (1.5) 	<ul style="list-style-type: none"> • Behavioral Finance (3) • Commodity Markets (3) • Mergers and Acquisitions (3) • Fixed Income Securities (3) • Management Planning & Control(3) • Retail Banking and Financial Services.(3) • Wholesale and Retail Financing(3) • Wealth Management.(3) • Corporate Governance and Compliance(3)
Human Resource and Behavioral Sciences	<ul style="list-style-type: none"> • Personal Effectiveness and Leadership (3) • HR Planning, Selection & Recruitment (3) • Performance Management (3) • Employment Laws for Managers (3). 	<ul style="list-style-type: none"> • Learning and Development (3) • Compensation & Benefits and Rewards Management (3) • Managing Change (3) • Human Resource Information System(3) • Employee Relations (3) 	<ul style="list-style-type: none"> • Strategic HRM (3) • Talent Management (3) • Organization Structure & Design(3) • Emotional Intelligence- Developing Abilities for Superior Performance (3) • HR Audit (1.5) • HR Metrics(1.5)

Information System	<ul style="list-style-type: none"> E Business(3) Business Dynamics of the IT Industry (3) Digital Government(3) 	<ul style="list-style-type: none"> Business intelligence (3) Business Analysis(3) Generating Business Value Through IT (3) Technologies and Innovations for Managing Banking 2.0 (3) 	<ul style="list-style-type: none"> IT Service Management(3) Technology Ventures (3) Business Process Management(3)
Marketing Area	<ul style="list-style-type: none"> Consumer Behaviour (3) Marketing Research (3) Sales Management (3) Integrated Marketing Communication (3) Services Marketing (3) Brand Management (3) Distribution (3) Digital Marketing (3) 	<ul style="list-style-type: none"> International Marketing (3) Sales Management (3) Marketing of Financial Services (3) B2B Marketing (3) Marketing Strategy (1.5) Media Planning (1.5) Brand Management (3) Retail Marketing ((3) 	<ul style="list-style-type: none"> Marketing Engineering (1.5) Rural Marketing (3) Innovations in Marketing (3) Customer Relationship Management (3) Sales Promotion (3) Marketing for Entrepreneurs (3) Pricing Strategy (1.5) Social marketing (3) B2B Marketing (3)
Operations and Decision Sciences	<ul style="list-style-type: none"> Advanced Data Analysis(3) Service Operation Management (3) Logistics Management(3) Production, Planning & Control (3) Supply Chain Management (3) 	<ul style="list-style-type: none"> Supply Chain Management (3) Modeling for Decision Making (3) Total Quality Management (3) Project Management (3) Business Analytics (3) 	<ul style="list-style-type: none"> Manufacturing Strategy (3) World Class Manufacturing (3) Managing Technology(3) Advance Supply Chain management (3)
Interest based Electives	<ul style="list-style-type: none"> Consumer Anthropology (1.5) 		<ul style="list-style-type: none"> Indian Philosophy & Business History (1.5)
	No. of full Credits to be chosen:15	No. of Credits to be chosen:15	No. of Credits to be chosen: 15

2015-16 Total No. of Credits : 18 Total No. of Credits : 15 Total No. of Credits : 15
 Total No. of Credits: 48

** Summer Internship: Non-credit compulsory course.

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

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

SVKM's NMIMS , School of Business Management

Master of Business Administration (MBA Entrepreneurship & Family Business): First Year (2015-2016)

Area	Trimester I	Trimester II	Trimester III
Business Environment and Strategy	<ul style="list-style-type: none"> Management Practice for Entrepreneurs(3) 	<ul style="list-style-type: none"> Legal Environment of organizations (3) Corporate Social Responsibility (1.5) 	<ul style="list-style-type: none"> Introduction to a Business Plan (3) Strategic Management (3) Ethical Issues in Management(1.5)
Communication	<ul style="list-style-type: none"> Oral Communication (1.5) 	<ul style="list-style-type: none"> Written Communication(1.5) 	
Economics	<ul style="list-style-type: none"> Microeconomics (3) 	<ul style="list-style-type: none"> Macroeconomic s (3) 	
Finance	<ul style="list-style-type: none"> Financial Accounting and Analysis (3) 	<ul style="list-style-type: none"> Banking Activity in Business(3) Cost And Management Accounting (3) 	<ul style="list-style-type: none"> Financial Management (3)
Human Resource and Behavioral Sciences	<ul style="list-style-type: none"> Individual Dynamics and Leadership (1.5) 	<ul style="list-style-type: none"> Group and Organization Dynamics (1.5) 	<ul style="list-style-type: none"> Human Resource Management (3)
Information System	<ul style="list-style-type: none"> Information Systems for Management(1.5) 		
Marketing	<ul style="list-style-type: none"> Marketing Management (3) 	<ul style="list-style-type: none"> Marketing Planning (3) 	<ul style="list-style-type: none"> Distribution & Logistics Management (3)
Operations and Decision Sciences	<ul style="list-style-type: none"> Statistical Analysis (3) 	<ul style="list-style-type: none"> Operation Management(1.5) 	
Value added Modules	Business Etiquettes Research Methodology Leading Change and growth in Family Business compulsory project during summers OBT International Tour		

3 Credit= 30 Hrs

Sessions: 130

Sessions: 140

Sessions: 110

Courses: 8

Courses: 9

Courses: 6

No of Credits: 19.5

No of Credits: 21

No of Credits: 16.5

SVKM's NMIMS , School of Business Management			
Master of Business Administration (MBA Entrepreneurship & Family Business): Second Year (2015-2016)			
Area	Trimester IV	Trimester V	Trimester VI
Business Environment and Strategy	<ul style="list-style-type: none"> Competitive and Global Strategic Management (3) Implementation of Business Plan (3) Managing and Growing Business(1.5) 	<ul style="list-style-type: none"> Auditing a Business Plan (3) Innovation, Change and Entrepreneur (3) Succession Planning models (3) 	<ul style="list-style-type: none">
Finance	<ul style="list-style-type: none"> Wealth Management(1.5) 	<ul style="list-style-type: none"> Assessing Business Opportunities (1.5) Tax Management (3) 	<ul style="list-style-type: none"> Valuation & Business Expansion (3)
Human Resource and Behavioral Sciences	<ul style="list-style-type: none"> Management of people at work (1.5) 	<ul style="list-style-type: none"> Negotiation and Dispute Resolution(1.5) 	<ul style="list-style-type: none"> Compensation & Benefits (3)
Information System	<ul style="list-style-type: none"> Enterprise Resource Planning (3) 		
Marketing	<ul style="list-style-type: none"> Managing Franchises (1.5) PR and Advertising for Business (1.5) 	<ul style="list-style-type: none"> Rural Marketing (3) 	<ul style="list-style-type: none"> Consumer Behavior (3) B2B marketing (1.5) Digital marketing (3) Market Analysis and value Creation(1.5)
Operations and Decision Sciences	<ul style="list-style-type: none"> Supply Chain management (1.5) 	<ul style="list-style-type: none"> Total Quality Management (3) 	<ul style="list-style-type: none"> Project Management (3)
Value added Modules	Portfolio Management in Family Run Businesses Corporate Valuation Venture growth strategies Managing Insurance Business analytics & intelligence Understanding start up's(identification & implementation)		

1 Credit = 10 Hrs

Sessions:120

Courses: 9

No of Credits:18

Sessions: 120

Courses: 8



No of Credits: 21

Sessions:120

Courses: 7

No of Credits: 18

SVKM'S NMIMS - School of Business Management
Master of Business Administration in Human Resource - MBA(HR)
First Year (2015-2016)

Preparation	Orientation	Trim I	Trim II	Trim III	WE CARE (3 WEEKS)
		<ul style="list-style-type: none"> • Microeconomics (3) • Financial Accounting and Analysis (3) • Marketing Management (3) • Individual Dynamics and Leadership (3) • Statistical Analysis (3) • Information Systems for Management (3) • Oral Communication (1.5) • Corporate Social Responsibility (1.5) 	<ul style="list-style-type: none"> • Macroeconomics (3) • Decision analysis and Modeling (3) • Cost and Management Accounting (3) • Groups and Organizational Dynamics (3) • Organizational Research (3) • Industrial Relations (3) • Written Communication (1.5) • Ethical Issues in Management (1.5) 	<ul style="list-style-type: none"> • Strategic Management (3) • Financial Management (3) • Labor Economics (1.5) • Operations Management (3) • Industrial Jurisprudence and Labor Laws (3) • Human Resource Management (3) • Wage and Salary administration (1.5) • Legal Environment of Organizations (3) 	
Value Added Workshops*		<ul style="list-style-type: none"> • Personal Growth Lab I • Personal Effectiveness and Leadership • SPSS • Personal Growth Lab II • Negotiation Skills • Outbound Training 			
SECTOR SPECIFIC INPUTS					
		Sessions: 140 Courses: 8	Sessions: 140 Courses: 8	Sessions: 140 Courses: 8	

Total No. of credits: 63 No. of credits: 21 No. of credits: 21 No. of credits: 21 (Figures in bracket represent number of credits. Each 3 credit will be of 20 sessions of 1 hr & 30 mins)

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

SVKM'S NMIMS - School of Business Management
Master of Business Administration in Human Resource - MBA(HR)
Second year (2015-2016)

Term	Term IV	Term V	Term VI
Courses	<ul style="list-style-type: none"> • Summer Internship** • Managing Change and OD (3) • Competency Mapping and Assessment Centres (3) • Performance Management (3) • H R Planning, Recruitment and Selection (3) • Compensation and Benefits (3) • Learning and Development (3) • Organization Theory, Structure and Design (3) 	<ul style="list-style-type: none"> • International HRM (3) • Psychometric testing (1.5) • Strategic HRM (3) • Emotional Intelligence (3) • HRIS (3) • Advanced Compensation (1.5) 	<ul style="list-style-type: none"> • H.R. Audit (1.5) • Building Learning Organizations and Knowledge Management (1.5) • Fostering Innovation (3) • Appreciative Inquiry (1.5) • HR Metrics (1.5) • Total Quality Management (1.5) • Talent Management (3) • HR Issues in Mergers & Acquisitions(1.5)
Value Added Workshops*	<ul style="list-style-type: none"> • Stress Management • Transactional Analysis • Coaching and Mentoring Skills • Counseling and Grievance Handling • Consulting Skills • Rational Emotive Behavior Therapy 		
SECTOR SPECIFIC INPUTS			
	Sessions: 140 Courses: 7	Sessions: 100 Courses: 6	Sessions: 100 Courses: 8

Total No. of credits: 51 No. of credits: 21 No. of credits: 15 No. of credits: 15

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

MBA Pharmaceutical Management Programme

FIRST YEAR 2015-16

TRIMESTER – I (JUNE – SEPTEMBER) (2015-16)

AREA	SUBJECT	Credit
FINANCE	Financial Accounting and Analysis	1.5
MARKETING	Marketing Management	1.5
	Listening to Customers – I	3
	Marketing of Medical Devices	1.5
	Consumer Behaviour in Pharma – I	1.5
ECONOMICS	Microeconomics	3
BUSINESS ENVIRONMENT & STRATEGY	Pharma Business Environment	1.5
	Principles and Practices of Management in Pharma Industry	3
	Statistical Analysis	1.5
COMMUNICATION	Written Communication	1.5
HUMAN RESOURCES & BEHAVIOURAL SCIENCES	Individual Dynamics & Leadership	1.5

TRIMESTER – II (SEPTEMBER – DECEMBER) (2015-16)

AREA	SUBJECT	Credit
FINANCE	Cost and Management Accounting	1.5
MARKETING	Principles and Practices of Sales Management	3
	Pharma Marketing Management	1.5
	Listening to Customers – II	3
	Consumer Behaviour in Pharma – II	1.5
	Marketing of Medical Devices	1.5
	Brand Management in Pharma	1.5
ECONOMICS	Macroeconomics	3
COMMUNICATION Languages:	Oral Communication	1.5
	Spanish	1.5
	Mandarin	1.5
OPERATIONS & DECISION SCIENCE	Operation Management	1.5
HUMAN RESOURCES & BEHAVIOURAL SCIENCES	Group and Organizational Dynamics	1.5
BUSINESS ENVIRONMENT & STRATEGY	Research Methodology	1.5
	Ethical Issues in Management	1.5

TRIMESTER – III (JANUARY – MARCH)(2015-16)

AREA	SUBJECT	Credit
MARKETING	Listening to Customers- III	3
	Business Development in Pharma	1.5
	Pharma Brand Promotion- I	1.5
HUMAN RESOURCES & BEHAVIOURAL SCIENCES	Human Resource Management	1.5
FINANCE	Financial Management	3
INFORMATION SYSTEM	Information System for Management	1.5
BUSINESS ENVIRONMENT & STRATEGY	Legal Environment of Organizations	1.5
	Strategic Management	1.5
	Corporate Social Responsibility	1.5
COMMUNICATION Languages:	Spanish	1.5
	Mandarin	1.5

MBA Pharmaceutical Management Programme

SECOND YEAR 2015-16

TRIMESTER – IV (JUNE – SEPTEMBER) (2015-16)

AREA	SUBJECT	Credit
MARKETING	Pharma Brand Promotion II	1.5
	Marketing Research(LTS)-4 (Weekly Fieldwork , Preparation of Questionnaire, Research design, Review of Field work)	1.5
	Launching a New Product	1.5
	Brand Management in Pharma	1.5
BUSINESS ENVIRONMENT & STRATEGY	Managing IPR in Pharma	1.5
	Strategic Brand Management in Pharma	1.5
OPERATIONS & DECISION SCIENCE	Managing Quality & Regulatory Practices in Pharma	1.5
	Managing Distribution Channels in Pharma	1.5
HUMAN RESOURCES & BEHAVIOURAL SCIENCES	Managing Innovation in Pharma	3
	OB in Pharma	1.5
WORKSHOP	Marketing Analytics – I	NON-CREDIT

TRIMESTER – V (SEPTEMBER – DECEMBER) (2015-16)

AREA	SUBJECT	Credit
MARKETING	Managing Multinational companies	1.5
	Marketing of API	1.5
	International Marketing	3
	Pricing Strategy in Pharma Industry	1.5
	Good Marketing Practices	1.5
	Launching a New Division	1.5
	Marketing Strategy & Implementation	1.5
	Marketing Practices in International Markets in Pharma	1.5
	Emotional Branding	1.5
Dissertation & Fieldwork (commence)	3	
OPERATIONS & DECISION SCIENCE	Strategic Procurement	1.5
	Good Manufacturing Practices	1.5
BUSINESS ENVIRONMENT & STRATEGY	Strategic Management(including Organisation Structure)	1.5
HUMAN RESOURCES & BEHAVIOURAL SCIENCES	People Management	1.5
WORKSHOP	OTC Advertising & Strategy(Going OTC)	Non- Credit
	Selling Medical Devices to Hospitals	Non-Credit

TRIMESTER – VI (JANUARY – MARCH) (2015-16)

AREA	SUBJECT	Credit
MARKETING	International Marketing-II	1.5
	Business Leadership in Pharma	1.5
	CRM Practices in Pharma	1.5
	Data Analysis for Strategy	1.5
	Dissertation	6
	Country Analysis & Pharma Clusters	3
BUSINESS ENVIRONMENT & STRATEGY	CSR in Pharma	1.5
OPERATIONS & DECISION SCIENCE	Supply Chain Management in Pharma	1.5

SVKM's NMIMS , School of Business Management	
PTMBA: (2015-2016)	
Trimester I	Trimester II
<ul style="list-style-type: none"> • Financial Accounting and Analysis (3) • Microeconomics (3) • Individual Dynamics & Leadership (3) • Statistical Analysis (3) • Marketing Management (3) 	<ul style="list-style-type: none"> • Cost & Management Accounting (3) • Information Systems for Management (3) • Group & Organization Dynamics (3) • Macroeconomics (3) • Marketing Management II (3) • Environment Management (0 – audit workshop)

2015-16 Total No. of Credits: 15
 Total Session: 100

Total No. of Credits : 15
 Total Sessions: 100

SVKM's NMIMS , School of Business Management	
PTMBA: (2015-2016)	
Trimester III	Trimester IV
<ul style="list-style-type: none"> • Financial Management (3) • Human Resources Management (3) • Strategic Management (3) • Operation Management (3) • Oral Communication (3) • Emergency Response Management (0 – audit workshop) 	<ul style="list-style-type: none"> • Legal Environment of Organization (3) • Corporate Social Responsibility (3) • Enterprise Planning Systems (3) • Ethical Issues in Management (1.5) • Written Communication (1.5) • Decision Analysis & Modeling (3)

2015-16 Total No. of Credits: 15
 Total Session: 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)

SVKM's NMIMS , School of Business Management
Part Time MBA: Second Year (2015-2016)

	Trimester IV	Trimester V	Trimester VI
	<ul style="list-style-type: none"> • Legal Environment of Organization (3) • Environment Management (1.5) • Emergency Response Management (1.5) • Strategic Management (3) • Operation Management (3) 	<ul style="list-style-type: none"> • Macroeconomics (3) • Research Methodology(3) • Corporate Social Responsibility (3) • Oral Communication (3) 	<ul style="list-style-type: none"> • Strategy Implementation (3) • Corporate Taxation (3) • Enterprise Planning Systems (3) • Ethical Issues in Management (1.5) • Written Communication (1.5)

2015-16 Total No. of Credits: 12

Total Session: 80

Total No. of Credits: 12

Total Sessions: 80

Total No. of Credits : 12

Total Sessions: 80

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

SVKM's NMIMS , School of Business Management
Part Time MBA: Third Year (2015-2016)

	Trimester VII	Trimester VIII	Trimester IX
Finance Area	<ul style="list-style-type: none"> • International Finance (3) • Fixed Income Securities & Debt Markets (3) • Infrastructure Project Financing (3) • Strategic Financial Management (3) • Merger. Acquisitions & Corporate Restructuring (3) 	<ul style="list-style-type: none"> • Private Equity and Venture Finance (3) • Commercial Bank Management (3) • Investment & Portfolio Management (3) • Insurance & Risk Management (3) 	<ul style="list-style-type: none"> • Hedge Funds & Private Equity Financing (3) • Real Estate Finance (3) • Fundamental & Technical Analysis (3) • Futures Options and Risk Management (3) • Strategic Cost Management (3)

Human Resource and Behavioral Sciences	<ul style="list-style-type: none"> • Organization Theory Structure & Design (3) • Employee Relations & Labor laws (3) • HR Planning, Recruitment & Selection (3) • Behavioral Dynamics in Organizations (3) • Learning & Development (3) 	<ul style="list-style-type: none"> • Performance Management Systems (3) • Change Management & Organizational Development (3) • Compensation & Benefits (3) • International HRM (3) • Talent Management (3) 	<ul style="list-style-type: none"> • Organization Culture and Work-life Balance (3) • Strategic HRM (3) • HR Audit (3) • Human Resource Information System (3)
Information System	<ul style="list-style-type: none"> • Business Intelligence (3) • Software Project Management (3) • Business Analysis (3) • Generating Business value through IT (3) • Strategic Business Process Outsourcing (3) 	<ul style="list-style-type: none"> • IT Service Management: Current Trends (3) • Business Process Management (3) • E-Business (3) • Strategic Planning of Information Systems (3) • Designing and Managing Information Security (3) 	<ul style="list-style-type: none"> • E-Governance (3) • Business Dynamics of the IT Industry (3) • Business Innovation Through IT (3) • Technology Ventures (3)
Marketing Area	<ul style="list-style-type: none"> • Sales Management (3) • Consumer Behavior (3) • Market Research (3) • Brand Management (3) • International Marketing (3) 	<ul style="list-style-type: none"> • Marketing Strategy (3) • Customer Relationship Management (3) • Integrated Marketing Communications (3) • Service Marketing (3) • Retail Marketing (3) 	<ul style="list-style-type: none"> • Rural Marketing (3) • B2B Marketing (3) • Internet Marketing (3) • Sales Promotion (3)
Operations and Decision Sciences	<ul style="list-style-type: none"> • Advanced Method of Data Analysis (3) • Logistics Management (3) • Production Planning and Control (3) • Total Quality Management (3) 	<ul style="list-style-type: none"> • Modeling For Decision Making (3) • Supply Chain Management (3) • Project Management (3) • Manufacturing Strategy (3) • Materials & Inventory Management (3) 	<ul style="list-style-type: none"> • Lean Manufacturing (3) • World Class Manufacturing (3) • Managing Technology (3) • Advance Supply Chain Management (3) • Service Operations Management (3)
	No. of Courses to be chosen: 4	No. of Courses to be chosen: 4	No. of Courses to be chosen: 4

2015-16

Total No. of Credits: 12

Total No. of Credits: 12

Total No. of Credits : 12

Total Session: 80

Total Sessions: 80

Total Sessions: 80

Sr. No.	Courses	Credit	Area
Trimester I			
1	Law & Social Work	3	BES
2	Social Development & Introduction to Social Entrepreneurship	3	BES
3	Written Communication	1.5	COMM
4	Oral Communication	1.5	COMM
5	Micro Economics	3	ECO
6	Individual Dynamics & Leadership	1.5	HRBS
7	Group & Organisational Dynamics	1.5	HRBS
Trimester II			
		Credit	Area
1	Managing and Organizing the Social Enterprise	3	BES
2	Social Engineering and Project Management (I)	3	BES
3	Macro Economics	3	ECO
4	Financial Accounting & Analysis	3	FIN
5	Human Resource Management	3	HRBS
Trimester-III			
		Credit	Area
1	Research Methodology	3	BES
2	Micro-Finance (I)	3	FIN
3	Cost & Management Accounting	3	FIN
4	Corporate Social Responsibility	3	HRBS
5	Marketing Management	3	MKT
Trimester-IV			
		Credit	Area
1	Disaster Management	3	BES
2	Legal Environment of Organization	3	BES
3	Micro Finance (II)	3	FIN
4	Financial Management	3	FIN
5	Statistical Analysis	3	OPS

Second Year batch 2015-16

Sr. No.	Courses	Credit	Area
Trimester-IV			
1	Cost & Management Accounting	3	BES
2	Strategic Management	3	BES
3	Macro Economics	3	ECO
4	Financial Management	3	FIN
5	Statistical Analysis	3	ODS
Trimester-V			
		Credit	Area
1	Corporate Social Responsibility	3	BES
2	Legal Environment of Organization	3	BES
3	Research Methodology (II)	3	BES
4	Performance Management of Social Enterprises	3	HRBS
5	Operations Management	3	ODS
Trimester-VI			
		Credit	Area
1	Ethical Issues in Management	1.5	BES
2	Governance of Social Enterprises	1.5	BES
3	Micro Finance (II)	3	FIN
4	Information Systems for Management	3	INS
5	Management of Development Programmes at Grass roots	3	ODS
6	Social Engineering & Project Management (II)	3	ODS

Third Year batch 2015-16

Third Year batch 2015-16			
	Trimester-VII	Credit	Area
1	Performance Management of Social Enterprises	3	HRBS
2	Marketing Management	3	MKT
3	Brand Building for Social Enterprises	3	MKT
4	Management of Livelihood Support Programmes (I)	3	BES
5	Governance of Social Enterprises	3	BES
Trimester-VIII			
		Credit	Area
1	Corporate Social Responsibility	3	BES
2	Training and Development in Social Enterprises	3	HRBS
3	Management of Cross Sector Partnerships	3	BES
4	Stakeholder Management & Social Audit	3	BES
5	Seminar on Social Development (30 hrs)	1.5	BES

	Trimester-IX	Credit	Area
	The Trimester concentrates on providing hands-on experience to students to integrate theoretical knowledge with practical experience. Hence greater emphasis is laid on learning by doing.		
1	Export Management	3	MKT
2	Environment Management	3	BES
3	Seminar on Sustainability of Social Enterprises(30hrs)	3	BES
	Practical and Experiential Component:		
4	Five day Study Tour (30 hrs)		
5	60 hours of Internship.	2.5	
	Students would be required to produce a dissertation focused on social enterprise under one of the following two headings: (30 hrs)		
6	Case-study of an existing social enterprise, evaluating its past successes and providing insights for improving its future performance	1.5	
	OR		
	Business plan for establishing a new social enterprise.	1.5	

SVKM'S NMIMS - School of Business Management
MANAGEMENT PROGRAMME FOR EXECUTIVE –MPE (2014 -2016)
POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT (PGDBM)
Second Year (2015-2016)

Trimester	Foundation	Trimester IV	Trimester V
Courses	Research Methodology Introduction of Capstone Project	<ul style="list-style-type: none"> • Strategic Management II(3) • Business law IPR & WTO(3) • International Finance (3) • Service Marketing (3) • Information System(3) 	<ul style="list-style-type: none"> • Strategic Marketing Management (3) • International Business(3) • Supply Chain Management(3) • Corporate Social Responsibility (3) • Capstone Project (1)
		Workshop on World Class Quality Initiatives	
	Courses: 9 plus Capstone Project	Session : 100 Workshop: 6 Hours Credit : 15	Sessions : 80 Credit : 13

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

- **Capstone Project – 20 hrs**

Specialization:

SVKM'S NMIMS - School of Business Management
MANAGEMENT PROGRAMME FOR EXECUTIVE –MPE (2014 -2015)
POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT (PGDBM)
Marketing Specialisation

Courses	<ul style="list-style-type: none"> • Consumer Behaviour (3) • B2B Marketing (3) • International Marketing (3) • Integrated Marketing Communication (3) 	
	Courses: 4	Sessions : 80 Credit : 12

**SVKM's NMIMS – School of Business
Management**

Course Structure

Executive MBA Batch 2015-17

Total Courses : 37 = 58 Credits

Compulsory : 24 (36 Credits)

Elective : 12 (18 Credits)

Dissertation : 1 (4 Credits)

* Each Course is of 17 Hours

Compulsory Courses				
S.N	Code	Name	Area	Pre Requisite
1	CS0001	Strategy Formulation	BES	
2	CS0002	Legal Environment of Business	BES	
3	CS1003	Strategy Implementation	BES	CS0001
4	CS2004	Business Research Methods	BES	CO0022 & CO1023
5	CC0005	Business Communication	COMM	
6	CC0006	Negotiations Skills	COMM	
7	CE0007	Global & Macroeconomic Environment	ECO	
8	CE1008	Economics of Strategy	ECO	CS0001
9	CF0009	Financial Accounting	FIN	
10	CF1010	Analysis of Financial Statements	FIN	CF0009
11	CF1011	Management Accounting & Control	FIN	CF0009
12	CF2012	Corporate Finance I	FIN	CF0009 & CF1010
13	CF3013	Corporate Finance II	FIN	CF0009 , CF1010 & CF2012
14	CH0014	Individual Dynamics & Organization	HRBS	
15	CH0015	Group & Organization Dynamics	HRBS	
16	CH0016	Human Resource Management	HRBS	
17	CH0017	Leadership & Corporate Accountability	HRBS	

S.No.	Code	Name	Area	Pre Requisite
18	CI0018	Information Systems for Management	INS	
19	CM0019	Customer Acquisition & Retention	MKT	
20	CM1020	Marketing Planning	MKT	CM0019
21	CM1021	International Marketing	MKT	CM0019
22	CO0022	Statistical Analysis for Business Decisions	OPS	
23	CO1023	Decision Analysis and Modeling	OPS	CO0022
24	CO1024	Managing Business Operations	OPS	CO0022
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	EF5054	Fixed Income Securities and Debt Markets	FIN	CF0009 , CF1010 , CF2012 , CF3013 & EF4052
5	EF5055	Futures Options & Risk Management	FIN	CF0009 , CF1010 , CF2012 , CF3013 & EF4052
6	EF4056	Mergers, Acquisitions and Corporate Restructuring	FIN	CF0009 , CF1010 , CF2012 & CF3013
7	EF4057	Financial Institutions & Markets	FIN	CF0009 , CF1010 , CF2012 & CF3013
8	EF4058	Commercial Bank Management	FIN	CF0009 , CF1010 , CF2012 & CF3013
9	EF4059	Project Finance	FIN	CF0009 , CF1010 , CF2012 & CF3013
HRBS				
1	EH1071	Employee Relations & Labor Laws	HRBS	CH0016
2	EH1072	Talent Management	HRBS	CH0016
3	EH1073	Performance Management	HRBS	CH0016
4	EH2074	Organization Theory, Structure & Design	HRBS	CH0014 & CH0015
5	EH1075	Compensation & Benefits	HRBS	CH0016
6	EH1076	Strategic HRM	HRBS	CH0016
7	EH1077	Change Management & Development	HRBS	CH0016
8	EH1078	Emotional Intelligence-Developing Abilities for Superior Performance	HRBS	CH0014
9	EH1079	Learning & Development	HRBS	CH0016

Information System				
1	EI1091	Business Intelligence using Data Mining Tools	INS	CI0018
2	EI1092	ERP Systems: Technology Planning and Implementation	INS	CI0018
3	EI1093	IT Entrepreneurship	INS	CI0018
4	EI1096	Generating Business Values Through IT	INS	CI0018
5	EI1097	Solutions for Business Analysis	INS	CI0018
6	EI1098	Managing IT Project	INS	CI0018
7	EI1099	Business Dynamics of Information & Communication Technology Industry	INS	CI0018
8	EI1100	E-Business	INS	CI0018
9	EI1101	Managing Innovation	INS	CI0018

Marketing				
1	EM2111	Consumer Based Marketing Strategy	MKT	CM0019 & CM1020
2	EM5112	Marketing Research	MKT	CS2004, CM0019, CM1020, CO0022 & CO1023
3	EM2113	Sales & Distribution Management	MKT	CM0019 & CM1020
4	EM2114	B2B Marketing	MKT	CM0019 & CM1020
5	EM2115	Service Marketing	MKT	CM0019 & CM1020
6	EM2116	Customer Relationship Management	MKT	CM0019 & CM1020
7	EM2117	Marketing Strategy	MKT	CM0019 & CM1020
8	EM2118	Brand Management	MKT	CM0019 & CM1020
9	EM2119	Marketing Analytics	MKT	CM0019 & CM1020
Operations				
1	EO3131	Advanced Method of Data Analysis	OPS	CO0022 , CO1023 & CO1024
2	EO2132	Service Operation Management	OPS	CO0022 & CO1024
3	EO2133	Logistics Management	OPS	CO0022 & CO1024
4	EO2134	Production, Planning & Control	OPS	CO0022 & CO1024
5	EO3135	Modeling for Decision Making	OPS	CO0022 , CO1023 & CO1024
6	EO2136	Supply Chain Management	OPS	CO0022 & CO1024
7	EO2137	Total Quality Management	OPS	CO0022 & CO1024
8	EO2138	Project Management	OPS	CO0022 & CO1024
9	EO2139	Manufacturing Strategy	OPS	CO0022 & CO1024

List of Awards (Provisional List) – if applicable

List of Awards (Provisional List)

Sr. No.	Awards
1	Chancellor's Gold Medal for the Best All Round Student Performance for the year
2	Vice-Chancellor's Gold Medal for the Student scoring highest CGPA over 6 terms
3	Gold Medal & Certificate of Honour for overall excellence & leadership instituted by MMS Class of 1981-83 in memory of their classmate Mr. Shailesh Kharkar
4	Gold Medal Award – Information Technology (Academics & Overall) in memory of Dr. Chirag Unadkat
5	LAXMIKANT JAMNADAS TANNA gold medal to the All-Rounder student of MBA Entrepreneurship & Family Business
6	Late Prof. Pratap Vijayanand Sirur Silver Medal and a Cash Award of Rs. 3,000/- for scoring the highest marks in the subject of Investment and Portfolio Management
7	Dun & Bradstreet Award for the Best Student (based on application) for the year
8	Prof. Y. K. Zamvar's NMIMS Alumni Association Trophy for the Best Organiser of the Year
9	Prof. Y. K. Zamvar Award for the Best Student based on the Academic Performance for MBA for the Year
10	Certificate of Honour for the Best Student for consistent Academic Performance and Contribution towards Student's Activities for the year
11	Certificate of Honour in recognition of contribution towards Placement Activities for the Year
12	Certificate of Honour in recognition of contribution towards various Student's Activities for the year
13	Certificate of Honour in recognition of consistent Academic Performance and Contribution to the Student's Activities in Pharmaceuticals Management for the year
14	Certificate of Honour in recognition of consistent Academic Performance & Contribution to the Student's Activities in MBA Entrepreneurship & Family Business for the year
15	Certificate of Honour in recognition of consistent Academic Performance and contribution to the Student's Activities in MBA HR for the year
16	Certificate of Honour in recognition of contribution towards 'We Care' Activities for the Year
17	SHRM Distinction Award
18	SHRM "Leader in the Making" Award
19	SHRM Outstanding Student Award
20	Outstanding Performance in the field of Sports

People you should know

University Administration

Name	Designation
Dr. Rajan Saxena	Vice Chancellor
Dr. M. N. Welling	Pro Vice Chancellor
Dr. Meena Chintamaneni	Registrar
Ms. Shobha Pai	Director (Placements)
Ms. Varuna Saksena	Deputy Registrar (Academics)
Ms. Anjali Barmukh	Deputy Registrar (Admissions)
Ms. Khyati Bhatt	Deputy Registrar (HR & Personnel)
Mr. Anjul Goel	Director (Marketing)
Ms. Sharalene Moonjely	Jt. Director (Marketing)
Mr. Ashish Tambe	Public Relation Officer
Ms. Meeta Shah	Psychologist & Counsellor
Mr. Shivanand Sadlapur	Librarian
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. Alka Shukla	Deputy Controller of Examinations
IT, Computer & Web Management	
Mr. Jitendra Panchal	Jt. Director IT – Infrastructure and Systems – NMIMS New Project
Mr. Santosh Parab	Jt. Director - IT
Mr. Ketan Shah / Mr. Sujeet Chowdhary	LMS Blackboard

School Administration

- **Academic Administration :** Ms. Jayanti Ramesh, Assistant Registrar-Academic Admin
(42355695 / jayanti.ramesh@nmims.edu)

Course Coordinator

Staff Name	Contact no. / email id	Program
Pinky Shah	42355692/pinky.shah@nmims.edu	MBA I year /website update
Ashwini Dighe	42355691/ashwini.dighe@nmims.edu	MBA II year & Student Activities
Beverly A. Ferrao	42355690/beverly.ferrao@nmims.edu	TCS/ ICICI /Defence Program
Namita Kanojia	42355688/namita.kanojia@nmims.edu	MBA Entrepreneurship & Family Business 5yr integrated Family Business / Weekend Family Business/Rating & Ranking
Smita Kadam	42355694/smita.kadam@nmims.edu	MBA HR & PTMBA SE
Cheryl Monteiro	42355689/cheryl.monteiro@nmims.edu	Ph.D / ETW/ International Linkages
Bhushan Hirlekar	42355693/bhushan.hirlekar@nmims.edu	Part Time MBA / MPE/ support to MBA I yr/ Room Allocation
Marimuthu Raju	42355687/marimuthu.raju@nmims.edu	Executive MBA & Pharma / MBA Pharmaceuticals

- **School Examination :**
Tulsi Mehta –Assistant Registrar 42355643/tulsi.mistry@nmims.edu
Abhay Kumar Gaware – Coordinator 42355573/abhaykumar.gaware@nmims.edu

Part III

ANNEXURES

**APPLICATION OF LEAVE
School of Business Management**

NAME: _____ Date: _____

Email ID: _____ Mobile No. _____

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

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

Reason: -

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

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

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

To be filled by Students
(For Office use)

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

Checked by Course Coordinator (Signature):

Approved by

Program Chairperson

Assistant Registrar Academics

Dean -SBM

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

Name of School: _____

Name of the Student: _____

Name of the Program: _____

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

Roll No. _____ Contact No. _____ Email ID _____

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

Parents Name & Address:

Father's Name _____ Mother's Name _____

Address _____

Phone No. (R) _____ Mobile No. _____

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

1. _____

2. _____

3. _____

4. _____

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

Name of the Foreign Language you are acquainted with _____

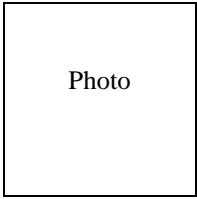
If selected, I undertake to apply for Visa on my own initiative. I am also liable not to back out of the process.

Signature of the Student _____ Date _____

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



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



Website: www.nmims.edu

APPLICATION FORM – EXCHANGE STUDENTS-On Arrival

1. Personal Information

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

Nationality _____ Gender M F Date of Birth _____ (d/m/y)

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

Local Address _____
 Address _____
 PhoneNo. _____ Email1. _____ Email2. _____

Home University Details:
 Name _____
 Address _____

Phone no. _____ Website _____
 University ContactPerson _____ EmailID _____

Person to be contacted in case of emergency:
 Name _____ Relation _____
 Address _____
 Phone No. _____ EmailID _____

Do you have any relatives / friends/ contacts in India ? If yes, pl provide the details:
 Name _____ Relation _____
 Address _____
 Phone No. _____ Email ID _____

Medical Insurance details:
 Insurer _____ PolicyNo. _____ Contact person _____
 Blood group _____ Vaccination Details _____

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

2. Educational Qualification (Completed)

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

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

Name of the Test _____ Score _____ Percentile Score _____

4. Program for which enrolled at home institution

Level: Bachelor Master Diploma Any other (Specify name)

Name of the Program _____ Duration _____

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

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

5. NMIMS Course Choice (Final)

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

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

6. Hostel Accommodation

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

Single occupancy accommodation Double occupancy accommodation

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

7. Declaration

I _____ declare that all information filled by me in this form is
(First name Middle name Last name)

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

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

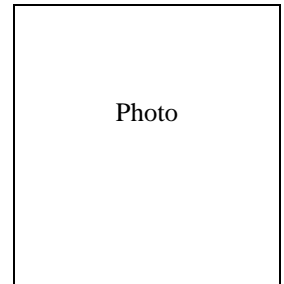
Signature of the Student: _____ Date _____

(Signature of Dean/Director/HOD)

CC. Director – International Linkages

APPLICATION FORM – NMIMS EXCHANGE STUDENTS

Name of School: _____



1. Personal Information

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

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

Local Address :

Name _____
 Address _____
 Phone No _____ Email _____

Permanent Address:

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

Person to be contacted in case of emergency:

Name _____ Relation _____
 Address _____
 Phone No. _____ Email ID _____

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

Name _____ Relation _____
 Address _____
 Phone No. _____ Email ID _____

Medical Insurance details :

Insurer _____ Policy No. _____ Contact person _____
 Blood group _____ Vaccination Details _____

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

Any medication you have been prescribed to take: _____

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

Semester/ Trimester _____

UNDERTAKING

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

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

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

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

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

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

Name & Signature of the student

Date

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

Student Exchange Programme (Visa Application)

(School Letter Head)

Dated _____.

To:

The Visa Section

The Indian High Commission

_____ (City)

_____ (Country)

Dear Sir/Madam,

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

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

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

Thanking you,

Yours sincerely,

Dean

(School Name & Address)

(Phone no & email)



Student Exchange Programme (Visa Application)

(School Letter Head)

Dated _____

To:

The Consul General of _____

_____ Consulate/ Embassy

Mumbai, India

Dear Sir/Madam,

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

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

Thanking you,

Yours faithfully,

DEAN

(School Name & Address)

(Phone no & email)

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:

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

Approved by (Exam. Dept)

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 FORM FOR OBTAINING THE PHOTOCOPY OF THE ANSWER BOOKS
(To be filled in on or before the last date as per rules)**

For Office use:

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

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

Dear Sir,

I wish to obtain the photocopies of my answer book/s as per the following details. I hereby submit fees of Rs. _____/- (Rs.500/- per subject/course).

I undertake that I will use the photocopies of the answer book/s only for the purpose of Redressal Mechanism and not for any other purpose. I also undertake that I will not part with the said photocopy/ies. I fully understand that any deviation from the guidelines in this regard will be treated as an act of adoption of unfair means.

Name of the Student: _____ Student No.: _____

School: _____ Roll No.: _____

Name of the Program: _____ Trim/Sem: _____

Academic Year: _____ Programme Year: _____

Email ID: _____ Mobile No. : _____

Address: _____

Subject name/s for which photocopies are required:

1. _____
2. _____
3. _____
4. _____
5. _____

Payment Details: _____ Amount Paid on Date: _____

Yours faithfully,

Name and Signature of the Student

**APPLICATION FOR REDRESSAL OF GRIEVANCE REGARDING VALUATION OF ANSWER-BOOKS
(Separate form to be filled in for each subject/course)**

(To be filled on or before the last date as per rules)

For Office use:

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

To,
The Controller of Examinations,
SVKM's NMIMS,
Vile Parle (W),
Mumbai – 400 056

Dear Sir,

I wish to apply for the revaluation of the answer-book(s) in the subjects mentioned below: I hereby submit fees of f Rs. _____/- (Rs. 1000/- per subject/course).

Subject: _____

Name of the Student: _____ Student No.: _____

School: _____ Roll No.: _____

Name of the Program: _____ Trim/Sem: _____

Academic Year: _____ Programme Year: _____

Email ID: _____ Mobile No.: _____

Address for Correspondence:

Payment Details: _____ Amount Paid on Date: _____

Yours faithfully,

Name and Signature of the Student

Enclosed: Question Paper Copy

Application for Duplicate Fee Receipt

Sir/Madam,

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

Please find the particulars as under:

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

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

Course: _____ Academic Year: _____

Student Number _____ Roll No. _____

Thanking You,

Yours Faithfully,

(Student's Signature)

DUPLICATE FEE RECEIPTS WILL BE ISSUED AFTER 7 DAYS ON:

Office Remarks:

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

(Receiver's Signature)

APPLICATION FOR REFUND

Date: _____

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

(Signature of Student)

Attachments Required

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

Acknowledgement

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

Signature of Counter Staff, Stamp and Date

APPLICATION FOR MIGRATION CERTIFICATE

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

3. Permanent address: _____

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

Examinations	Year of passing	Roll no	Results

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

DECLARATION BY THE STUDENT

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

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

Date: _____

(Signature of the student)

Mumbai 400056

P.T.O.

FOR OFFICE USE

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

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

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

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

(Signature of Head of the Dept)

Place : _____

Date : _____

DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No: _____

Date: _____

(Signature of the Person of In – Charge)

INSTRUCTION TO THE STUDENT

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

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

Clearance Certificate

Date:

Name:

Programme:

Roll No:

Department	Name of the Concerned Person	Signature
Library (Books)	Person Incharge	
Hostel <i>Applicable only for Hostellers</i>	Mr. Venugopal K.	
IT / Computer Centre	Person Incharge	
Admissions	Ms. Anjali Barmukh / or person incharge of School / campus	
Examinations	Mr. Ashish Apte/ Ms. Alka Shukla / or person incharge of School / campus	
Accounts	Ms. Karuna Bhaya / or person incharge of School / campus	

Course Coordinator

Assistant Registrar

Undertaking by Students (HBS Cases/ Articles)

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

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

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

ACKNOWLEDGEMENT

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

Signature: _____

Name:

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

Programme:.....

Roll Number: _____ Email ID:

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

