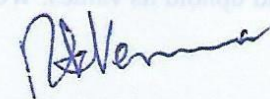



# STUDENT RESOURCE BOOK (2021-22)

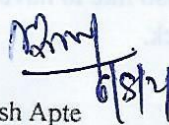
## Part-I

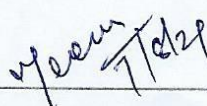
# School of Hospitality Management

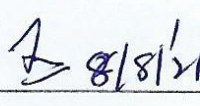
## (Navi Mumbai)


  
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(Dean, SoHM)

  
Ms. Vandana Kushte  
(Deputy Registrar, Academics)

  
Mr. Ashish Apte  
(Controller of Examination)

  
Dr Meena Chintamaneni  
(Registrar)

  
Dr Sharad Mhaikar  
(Pro Vice Chancellor)

  
Dr Ramesh Bhat  
(Vice Chancellor)

### **Message from Vice-Chancellor**

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

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

The three pillars of NMIMS are quality, employability, and excellence. All this has been achieved through a culture of dialogue, collaboration, and mutual trust. The University's innovativeness is borne by many programs visualized in a value-driven manner compared to the conventional program designs. NMIMS have always believed in remaining relevant and, at the same time, engaging in knowledge generation and dissemination. NMIMS faculty today is an eclectic mix of young and young at hearts, having academic and industry experience, and those with national and foreign qualifications. With this mix of faculty, you will have the opportunity to learn from NMIMS ethos is to develop socially sensitive professionals and live in harmony with the environment.

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

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

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

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

Dr. Ramesh Bhat

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## Student Guidelines

(With effect from June 2021)

### 1.0 About these Guidelines:

- 1.1 These guidelines provide norms for daily functioning of the NMIMS and ensure appropriate usage of infrastructure and effective academic delivery for students.
- 1.2 This compilation of guidelines comes into effect from June 2021 onwards and supersedes all other guidelines in respect of matters therein.
- 1.3 These guidelines are applicable for all schools & campuses under NMIMS Deemed-to-be University located across the country.
- 1.4 This document of NMIMS is comprehensive student guidelines, rules and regulations. While efforts are made to ensure uniformity & consistency between these guidelines and the Rules & Regulations of NMIMS. In the event of any dispute, the Students Resource Book will prevail.
- 1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
- 1.6 NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.
- 1.7 All disputes are subject to Mumbai jurisdiction only.

### 2.0 General Guidelines:

#### Code of Conduct

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

CODE OF CONDUCT	LINE OF ACTION
<p><b><u>Alcohol and Other Drugs</u></b></p> <p>The unlawful possession, use, purchase or distribution of alcohol, illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs) or paraphernalia or the misuse of prescription drugs including sharing, procuring, buying or using in a different manner from the prescribed use or by someone other than the person for whom it was prescribed.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>
<p><b><u>Assault, Endangerment or Infliction of Physical Harm</u></b></p> <p>Physical restraint, assault or any other act of violence or use of physical force against any member of the campus or any act that threatens the use of physical force.</p>	<p>Suspension from attending college pending enquiry.</p>
<p><b><u>Banners, Chalking and Posters</u></b></p> <p>Defacing of Campus property by means of Banners, Chalking and Posters.</p>	<p>Severe disciplinary action will be taken.</p>
<p><b><u>Bullying, Intimidation, and Stalking</u></b></p> <p><b>Bullying.</b> Bullying includes any electronic, written, verbal or physical act or a series of acts of physical, social or emotional domination that is intended to cause physical or substantial emotional harm to another person or group.</p> <p><b>Intimidation.</b> Intimidation is any verbal, written, or electronic threats of violence or other threatening behaviour directed towards another person or group that reasonably leads the person(s) in the group to fear for their physical well-being.</p> <p><b>Stalking.</b> Stalking is engaging in a course of conduct, repeated acts or communication towards another person, including unauthorized following, which demonstrate either an intent to put another person in fear of bodily injury or cause the person substantial emotional distress.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Any person resorting to such act will amount to ragging and appropriate action will be taken.</p>
<p><b><u>Discrimination, Including Harassment, Based On a Protected Class</u></b></p> <p>Discrimination, including harassment, based on an individual's sex, race, colour, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability or any other legally protected classification.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>
<p><b><u>Disorderly Conduct</u></b></p> <p>Excessive noise, which interferes with classes, school offices or other activities; Unauthorized entry into an area or a closed meeting.</p> <ol style="list-style-type: none"> <li>Conduct that restricts or prevents faculty, staff or student employees from performing their duties, including interruption of meetings, classes or events;</li> <li>Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others.</li> </ol>	<p>Abstain from attendance for the affective lecture / event.</p>
<p><b><u>False Representation</u></b></p> <p>Provide false information or make misrepresentation to any school office, forgery, alteration, or unauthorized possession or use of school documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail).</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>

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

## 2.18 Discipline Norms and Penalty

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

## 2.19 Dress Code:

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

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

## **2.20 Punctuality**

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

## **3.0 Attendance and leave of absence guidelines for all students:**

### **3.1 General Guidelines**

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

### 3.2 Attendance rules for all schools

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

Attendance % (In each Subject/s)	Remarks
80% and above	Eligible to appear for Trimester/Semester End Examinations
Below 80%	Have to take re-admission in the same Trimester / Semester of same year of study in the subsequent academic year

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



## 4. Academic Guidelines

### 4.1 Credit Structure

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

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

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

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

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

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

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

**4.3** It is advisable for every course to have at least 3-4 evaluation components.

**Kindly refer Part II for school specific criteria.**

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

**4.5** Duration of examination

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

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

**4.7** For all the programs, the weightage for each component will be specified by the Faculty and will form an integral part of the course outline (as per specific requirement of school/programme). The Faculty has flexibility to formulate and

implement evaluation system with weightage specified in course outline. While approving the courses, the HOD/Area-in-charge and the Dean/Director/ Associate Dean will ensure that the evaluation components and weightage points assigned to each component are fair. Such evaluation components should be announced to students before commencement of course delivery.

- 4.8 For grading purpose, the weightage mentioned by the faculty in the course outline will be applied for each component of evaluation irrespective of the marks assigned to the said component for the examination.
- 4.9 The minimum number of students to offer a course/s will be decided by Dean/Director of respective schools on the basis of total number of students registered in that particular elective courses.
- 4.10 Project Guidelines:
  - 4.10.1 From time to time Faculty may assign projects to students in their courses.
  - 4.10.2 After submission, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Similarity index / plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS.

**For more details on Academic / Project guidelines, refer Part II for school specific inputs.**

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

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

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

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

## 7.0 Examination Guidelines:

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

### 7.1 Discipline in the Examination Hall

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

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



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

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

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

#### **Practical/Dissertation/Project Report Examination:**

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

### **7.6 Examination Grievance Redressal Mechanism**

#### **(Providing Photo copies to the candidates and Revaluation)**

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

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

<b>Activity under Grievance Redressal Mechanism</b>	<b>Time Limit</b>	<b>Date of Declaration of Result Example: 17<sup>th</sup> October 2021</b>
Application for Verification of Answer book/s	Within 3 days from the date of result declaration	Example: 20 <sup>th</sup> October 2021
Application for Photocopy of the answer book/s	Within 2 days from the date of result declaration including holidays	Example: 19 <sup>th</sup> October 2021
Receipt of the E-copy of Answer book/s	Latest on the 2nd day from the date of result declaration including holidays (answer books will be sent by e mail link)	Example: 19 <sup>th</sup> October 2021 (This will be immediate on application)
Application for Re-valuation of the answer book/s	<b>Within 3 days from the date of result declaration including holidays</b>	Example: 20 <sup>th</sup> October 2021

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

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

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

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

**(To download the examination related formats go to the website [nmims.edu](http://nmims.edu) → School → Campus → Academics → Examination).**

## 8 Library Rules and Regulations:

- 8.1 Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and with any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate NMIMS disciplinary procedures.
- 8.2 Access to the NMIMS Library is restricted to staff and students of the NMIMS who are in possession of a current valid identification card issued by NMIMS, and to such other persons as may be authorized by the Librarian.
- 8.3 Students are required to carry their NMIMS student ID-card and staff to carry their NMIMS staff identity card to get entry and to use the Library, and must produce this when required doing so by an authorized person. This card must be used only by the member to whom it is issued.
- 8.4 Bags, etc., are not allowed in the Library. For reasons of security, bags and other personal possessions should not be left unattended. The Library has no responsibility in case of damage to or theft of personal property.
- 8.5 Silence is required in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off, or set to silent mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to fine and /or suspension of student for 3 weeks.
- 8.6 The consumption of food and beverages (with the exception of bottled water) and the use of personal audio equipment are not permitted in the Library.
- 8.7 Photography, filming, video-taping and audio-taping in the Library is not allowed.
- 8.8 Personal equipment should not be used without the prior permission of the Librarian.
- 8.9 Users are required to comply with copyright regulations as displayed by the photocopiers.
- 8.10 Data retrieved from the Library's electronic resources *may not be used* for purposes other than teaching, research, personal educational development, administration and management of NMIMS and development work associated with any of the aforementioned. *Use of the data is not permitted* for consultancy / services leading to commercial exploitation of the data / for work of significant benefit to the employer of students on industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.
- 8.11 The removal of any material from the Library must be properly authorized and recorded. Damage to or unauthorized removal of material constitutes a serious offence and may lead to a fine or to disciplinary action.
- 8.12 Borrowing entitlement: Two books for ten days. One-time renewal is possible if the book is not in demand. As Library is RFID enabled, Issue of the books will be done at self-check in kiosk only.
- 8.13 Fine of Rs.3.00 per day per book is levied on overdue books. Students can check their account details online in OPAC (Online Public Access catalogue) and also be notified overdue by email. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until such time as those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.
- 8.14 Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while payment is outstanding.
- 8.15 Students are required to wear smart casuals (Bermuda, half pants, Short skirts, Bathroom slippers are not allowed).
- 8.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.
- 8.17 The award of a NMIMS qualification will be deferred until all books and other library materials have been returned and outstanding fines/charges paid.
- 8.18 For list of electronic resources / Databases refer annexure.
- 8.19 All library users should take care of Covid 19 precautionary measures.



## 9 Placement Guidelines:

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

NMIMS is also a great place to recruit potential young managers and business leaders. Leading companies across sectors consider our students for recruitments/ internships. As we have cordial relations with the corporate world, many companies have supported us even during tough times. We would like to continue this mutually symbiotic relationship. Hence, it is expected that students understand this sentiment and behave responsibly at all times. Any untoward incident will jeopardize this association and have serious repercussions for placements and for the future.

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

Placement assistance is offered to students of various programs across Schools & Campuses.

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

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

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

The COVID 19 pandemic has had far-reaching consequences leading to an altogether new world of working for all leading to WFH, virtual internships and virtual selection process.

The Placement process typically involves –

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

### 9.1 Batch Preparation:

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

- a. Interactive sessions with alumni/industry experts in various profiles that help students to gain clarity on role/fit, understanding expectations of the company, future prospects - career evolution, right approach for cracking interviews, listen to first-hand experience & get a feel of life in a particular profile etc.
- b. Interaction with seniors who have undergone internships in companies.
- c. Assigning seniors or alumni as mentors to guide students.
- d. Mock interviews with alumni/corporates to get a direct feedback from people in relevant industries.
- e. Guest talks and workshops on various topics from corporates.
- f. Resume building as per guidelines
- g. Soft skills training etc.

- 9.1.1 Prior to the commencement of the selection process it is expected that students should be having a fair idea about their interest, sector and specialization or at least have some long term vision of where they want to be and should direct their efforts accordingly. A bit of clarity will help students land a good internship/job.
- 9.1.2 Hence students should do a thorough research about the company, the business, the sector, other players in the sector, the financials etc. and be prepared with a background and fact file prior to the process. Also some additional information – the number of interns/recruits in the past, whether the company has a PPO policy, the roles offered, the experience of seniors who interned with the company etc. will be of help.
- 9.1.3 The Placement Office also involves companies in a number of Campus Engagement activities – contests, projects, workshops, seminars, guest talks etc. that would benefit a larger number of students and also help in promoting the excellent quality of the batch.

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

## 9.2 Pre-Placement Talk – PPT

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

## 9.3 Internships/Projects

- 9.3.1 The Placement Office makes all efforts to reach out for internships across varied sectors, companies and profiles. Based on ones' interests and capabilities one should seek internships. Choosing the correct company for internships and performing up to the mark is of utmost importance.
- 9.3.2 The Internships are not only a window to the corporate world but also a relationship-building tool for NMIMS. It allows the companies to have a look at the talent at NMIMS, thereby strengthening Final Placements.
- 9.3.3 Internships are an integral part of the curriculum for securing the degree. It is a great learning platform for our students and goes a long way in shaping the learning obtained in the classroom. This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.
- 9.3.4 The project is expected to build on the theoretical learning with practical experience and help students to identify the gaps in their learning, which they can attempt to fill in. They could also discover areas of interest and future career options.
- 9.3.5 Interactions during the internships both with other interns as well as employees help students to understand the expectations/needs of the organisation, the sector in general, to identify the gaps in their learning and in orienting oneself towards the sector and developing the required skill sets to emerge as the most suitable candidate.
- 9.3.6 Internships also hold a special significance as it is an apt mechanism for companies to spot bright talent early. Many companies have structured internship process which is used as a 'testing ground' to gain a direct understanding of the skill and ability of students leading to declaration of PPO's/PPI's. NMIMS too encourages candidates to work towards such offers that are based on internship performance.
- 9.3.7 Pre Placement Offer (PPO) is an Offer by the company to the intern acknowledging the excellent work done during the internship. Pre Placement Interview (PPI) is an opportunity by the company for the intern to be directly selected for the interview for final placements. Thus, the students should be careful in applying to the companies of their choice and should put in all efforts to convert the internship into an Offer. Thus, the seriousness of this cannot be overstated.
- 9.3.8 While feedback from the company is sought, the internship is also evaluated by School that could involve faculty guide monitoring the performance; periodic report submissions, evaluations, Viva Voce etc.

## 9.4 Final Placements

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

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

## 10 Guidelines for the Use of Computing Facilities:

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

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



## 11 Feedback Mechanism:

- 11.1 NMIMS has a well-established online feedback mechanism through Student Portal for communication of perceptions. The components of this feedback mechanism are:
  - 11.1.1 Feedback at the end of the third week of every trimester/Semester. Dean / Director /Programme Chairperson/HOD will meet students personally, if applicable.
  - 11.1.2 Online Feedback through Students Portal is taken using a questionnaire preferably in the last session of every course in each trimester/Semester. This feedback is compiled and statistics are placed before each faculty member by the end of the trimester/Semester.
- 11.2 All students should get involved in this mechanism seriously as it truly helps the NMIMS improve the quality of services and teaching provided.
- 11.3 These are open ended questions in which student can reflect learning and teaching aspects of the course.
- 11.4 NMIMS uses feedback to improve the teaching learning process proactively.
- 11.5 While sharing the feedback to the faculty members, student's identity is kept confidential.

## 12 Mentoring Programme / 'Psychologist and a Counsellor':

### 12.1 Mentoring Programme:

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

### 12.2 Psychologist and a Counsellor:

A counsellor is a non-judgmental friend who understands, ensures privacy and confidentiality and counsels you by giving choices so that you make the right decision. Counselling is based on realistic structured and research based therapies. Managing emotions is important to ensure all-rounded progress in life. To learn something new, we need to break the old walls of myths and misconceptions. Visiting a counsellor helps us to relearn some more helpful, progressive, reality based thinking. **Personal counselling** is very important at every step in life even at the corporate level. What we think about situations affects our subconscious mind deeply which interferes with our present life and hinders our ability to lead a healthy life.

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

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

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

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

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

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

The biggest myth is to believe that to be emotional is to be weak so often we push all our emotional issues under the blanket and then to avoid sleepless nights take up unhealthy habits like smoking, drinking, and substance abuse. We do

this hoping to feel better, which lasts only for short term, on the other hand, creating long term damage and may lead to unhealthy dependency.

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

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

Location:

Mr. Joel Gibbs,

8<sup>th</sup> floor faculty area, Cabin:-West-854 at NMIMS building, Call on 022-42332218 or email [joel.gibbs@nmims.edu](mailto:joel.gibbs@nmims.edu) to book appointments.

Ms. Nazneen Raimalwala,

7<sup>th</sup> floor faculty area, Cabin:-732, in the Mithibai college building, call on 022-42332225 or email [Nazneen.raimalwala@nmims.edu](mailto:Nazneen.raimalwala@nmims.edu) to book appointments.

Ms. Diksha Tyagi,

For students studying at MPSTME Building, call on 02224350512 or email [diksha.tyagi@nmims.edu](mailto:diksha.tyagi@nmims.edu) for appointments

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

National library of Medicine: Psychosomatic disorders in developing countries:

[www.ncbi.nlm.nih.gov/pubmed/16612204](http://www.ncbi.nlm.nih.gov/pubmed/16612204)

WHO | Prevention of bullying-related morbidity and mortality:

[www.ncbi.nlm.nih.gov/pubmed/16612204](http://www.ncbi.nlm.nih.gov/pubmed/16612204)

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

#### 13.1 Admission Cancellation procedure:

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

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

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

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

Note: Candidates to refer Important Dates of the respective programme.

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

### 13.2 Payment of fees:

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

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

### 13.3 Re-admission rules:

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

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

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

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

### 13.4 Academic break:

Following rules are applicable for all the schools of NMIMS.

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

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

### 13.5 Eligibility for Academic Break:

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

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

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

### **13.6 Submission of certificates / mark sheets:**

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

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

### **13.7 Admission Deferment:**

Following rules are applicable to all the Schools of NMIMS.

#### **13.7.1 Eligibility for admission Deferment:**

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

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

#### **13.7.2 Who can apply:**

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

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

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

#### **13.7.3 Process for Admission deferment:**

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



#### 14 Dean's list / Meritorious students:

- 14.1 Dean's List (Applicable only for School of Business Management)
  - 14.1.1 10 % of the batch on the basis of highest yearly CGPA will be part of the Dean's List and will be awarded with the Dean's List Certificate at the end of each year.
  - 14.1.2 Students who are participating in Student Exchange Program (for 2<sup>nd</sup> year) are also eligible for the Dean's list subject to the condition that they were also in the dean's list of 1<sup>st</sup> year. Such students will be shortlisted on the basis of the CGPA of two trimesters of 2<sup>nd</sup> year.
  - 14.1.3 Students obtaining D grades/ F grades/ appearing in the re- exams in the current academic year will be ineligible to be part of Dean's List of the current academic year as well as in the Dean's list of the next year(s). Any student having disciplinary action taken against them will be ineligible to be listed in the Dean's list for that particular academic year.
  - 14.1.4 Any breach in expected code of conduct for students (as per part II) and adverse behaviour may impact consideration for Dean's List for the current academic year.
- 14.2 Meritorious students list (applicable for all schools except School of Business Management)
  - 14.2.1 10 % of the batch on the basis of highest CGPA during the entire period of programme will be under meritorious students list and will get a certificate at the time of Convocation.
  - 14.2.2 Students who are participating in Student Exchange Program are also eligible for the meritorious students list. Such students will be shortlisted on the basis of the CGPA of all semesters/trimester completed at NMIMS.
  - 14.2.3 Students obtaining F grades/ATKT/ appearing in the re- exams/ appearing in unfair means or any misconduct will be ineligible to be listed in the meritorious students list.

#### 15 Students Portal (Learning Management System):

- 15.1 Student Portal is a Web-based learning management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.
- 15.2 URL: Access Portal through <https://portal.svkm.ac.in/usermgmt/login>
- 15.3 Login Policy: Default User ID is Student's SAP number and Password will be mailed by the Admin / Course Coordinator
- 15.4 Change Password: Students are recommended to change password after first login for safe surfing.
- 15.5 Email Update: Users need to change/update their email id & contact number for getting regular notification.
- 15.6 Course links: Your login will contain only current trimester/semester course list.
- 15.7 Announcements: Announcements related to course and other activities are published in Announcements section.
- 15.8 Library: It will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.
- 15.9 Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally.
- 15.10 Assignments / Assessments: Assignments can be uploaded and will be graded by faculty. Online score will be stored. All type of assessments can be conducted online.
- 15.11 Academic Content: Syllabus, SRB, Teaching Scheme, Class Time-table etc. can be uploaded.
- 15.12 Course Content: All course related reading materials (ppts/notes/videos/links) can be published.
- 15.13 Examination related content: Results and exam time table can be made available. Online examination is conducted on the portal. SAP education exam conducted online.
- 15.14 Admission Related content: Admission Notices can be published.
- 15.15 Assessment (Internal/External): Tests can be conducted on the Portal. Internal/External marks for respective courses will be published on Students Portal.
- 15.16 Faculty Feedback: Faculty Feedback is accepted online for respective trimester/semester.
- 15.17 Online Similarity index: Student / Faculty can check Similarity index through this feature.
- 15.18 Groups: Groups can be created by faculty for assessments, File Exchange, Discussion Board etc. for their Courses.
- 15.19 Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss on topics related to their respective courses.
- 15.20 Hostel Application: Students can book Hostel through the portal (where online admissions are done)
- 15.21 Mobile Application: available for student attendance, assignment, survey, Display ICA marks, notification can be viewed.
- 15.22 Student Service: Students are benefitted on students' portal for Name validations as required for mark sheet, photo upload, railway concession, bonafide certificate, Letter of recommendation (LOR), whenever required.
- 15.23 System Requirement: Works Best with Chrome. (version 64 and above)
- 15.24 Help – Assistance: mail to [portal\\_app\\_team@svkm.ac.in](mailto:portal_app_team@svkm.ac.in) or phone no: 022 - 42199993

- 16 Rules for participating in National/International Level Contests:** All contests have to be routed through Faculty in charge of Student Activity/HOD.
- 16.1 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
  - 16.2 All student contests are classified as follows.
    - GRADE A: National and International level contests of very high repute.
    - GRADE B: National level contests of high repute.
    - GRADE C: Local and National level contests
  - 16.3 The respective school heads will make the classification of contest in Grade A/B/C.
  - 16.4 The classification of the contest will determine the selection, reimbursement and appraisal of the students.
  - 16.5 Reimbursements (Applicable only for National Contest)
    - 16.5.1 Students going for GRADE A will be provided with 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from the contest destination.
    - 16.5.2 Students going for GRADE B and C contests will be provided 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from contest destination, provided that they have won the contest (1<sup>st</sup> or 2<sup>nd</sup> place only).
    - 16.5.3 All reimbursements are subject to the approval of the head of the school and are hence subject to change.
    - 16.5.4 All reimbursements will be made only after the student has returned from the contest. All bills, tickets of the travel and copy of certificates will have to be retained and submitted.
    - 16.5.5 All students claiming the reimbursement will have to submit all details to the AR / DR of the school for processing through the accounts department.
  - 16.6 Contest Winners:
    - Any student who has won any contest is required to provide full details of the contest and award won to the faculty (video clip / photographs/reports etc.) within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals.
- 17 Guidelines for Awards and Scholarships**
- 17.1 Each year there are several student awards and scholarships announced for different schools/programs of NMIMS (as applicable school wise). For details specific to school, kindly refer Part II.
  - 17.2 Students are advised to apply for awards and participate in the process enthusiastically.
  - 17.3 Students are also advised to keep a good performance track record if they wish to apply for these awards. Students obtaining F in any subject or with a record of misconduct or a record of low attendance will be automatically disqualified from the awards process.
  - 17.4 Certificate of merit to be given by Dean at school level.
- 18 Guidelines for Convocation**
- 18.1 The Annual Convocation will be held for all Full Time and Part Time programs of NMIMS.
  - 18.2 Only those students who have fulfilled the requirements of the program will be eligible to receive their degrees/diplomas at the Convocation. These requirements include migration certificate, attendance requirements, submission of all assignments and projects, clearance of all dues from various departments like accounts, hostel, library etc., and passing of all examinations and any other deliverables to the school/ NMIMS.
  - 18.3 In case any student is found in-eligible to receive degree/diploma on any account, he/she may apply for consideration of his case at least 48 hours before the Annual Convocation. The decision of the management will be final and binding. No last minute requests for reconsideration will be entertained.
  - 18.4 Students will be given a set of guidelines by school authorities and they are required to follow these guidelines for effective conduct of the event.

## 19 Roles and Responsibility of Class Representative and Student Council

### 19.1 Class Representative:

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

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

### 19.2 Student Council :

#### NMIMS University Student Council (NUSC)

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

The major roles and responsibilities of Students Council includes:

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

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

### 19.3 Student Council (School Level)

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

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

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

## **20. Interface with Accounts:**

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

### **20.2 Re-examination Fees:**

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

### **20.3 Re-Admission fees:**

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

### **20.4 Re-Registration Fees:**

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

### **20.5 Hostel Deposit Refund:**

Location: NMIMS Accounts Department

Procedure:

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

### **20.6 Library Deposit and Security Deposit Refund:**

Location: Course Coordinator

Procedure:

- 20.6.1 On completion of program (course), course coordinator would co-ordinate with all students for Student Bank account details (for NEFT Transfer). The same is required for refund of Library and Security Deposit
- 20.6.2 Please allow a period of 3 weeks for issue of the Refund through NEFT

### **20.7 Duplicate Receipt:**

Location: NMIMS Accounts Department

Procedure:

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

## 21. Guidelines for International Student Exchange Program

### 21.1 Introduction

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

### 21.2 Preamble

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

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

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

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

#### 1. The University Level:

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

#### 2. School of Business Management (SBM):

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



- Purdue University, USA
- University of Texas at Dallas, USA
- Florida International University, USA
- University of South Florida, USA

**3. School of Technology Management & Engineering (MPSTME):**

- Virginia Tech, USA
- Stevens Institute of Technology, USA
- University of New South Wales, Australia
- Western Sydney University, Australia
- University of Canberra, Australia

**4. School of Architecture (BSSA):**

- University of Nebrija, Spain

**5. School of Commerce (ASMSOC)**

- University of Bristol UK
- University of South Australia, Australia
- University of Wollongong – Australia
- University of California Riverside, USA
- State University of New York at Albany, USA
- Clark University, USA
- University of Dallas – USA
- HEC Lausanne, Switzerland

**6. School of Economics (SAMSOE)**

- University of California Riverside, USA
- Clark University, USA
- University of Wollongong - Australia
- Dalhousie University – Canada
- University of Bristol – UK
- University of South Australia, Australia
- HEC Lausanne, Switzerland

**21.3 Eligibility**

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

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

- 21.3.1 Completed the eligibility year of program as defined by respective Deans/Directors of school
- 21.3.2 Have a minimum CGPA of 2.25 and above as defined by respective Deans/ Directors of School.
- 21.3.3 Eligibility of International students coming to our campus recommended by the partner university should satisfy the eligibility criteria as per the memorandum of understanding signed between the Universities/ Schools.

**21.4 Selection Criteria and Conditions**

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

**21.5 Cost and Expenses**

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

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

- 21.5.1 Accommodation and daily living expenses including study materials
- 21.5.2 Travel Expenses
- 21.5.3 Passport and visa costs
- 21.5.4 Insurance cover
- 21.5.5 Any other incidental costs

## 21.6 Application procedure for students and Expectations from students

- 21.6.1 Students have to apply in specified application form as defined by respective Deans/ Directors of schools. Candidates with completed and accurate application will be interviewed by the International Linkages office. Successful candidates will then be nominated to the respective partner universities following which they have to complete the online application as instructions received from partner university via email.
- 21.6.2 The list of courses that a student intends to take up in the partner institute should be clearly mentioned. For those who wish to apply in more than one institute, the lists of the courses in each of these institutes should be mentioned.
- 21.6.3 Upon joining the partner institute, the courses the students intends to take up should be finalized and communicated for approval to the NMIMS School authorities
- 21.6.4 Students need to ensure that they do not get any fail grade in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.
- 21.6.5 Other criteria as defined by Deans/Directors of the Schools.

## 21.7 Code of Conduct

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

## 21.8 Enclosures:

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

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

## 22. Safety Guide for Students on Floods, Fire and Earthquakes

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

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

### 22.1 Floods:

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

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

## 22.2 Earthquake

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

Before Earthquake	During Earthquake	After Earthquake
<ul style="list-style-type: none"> <li>• In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake.</li> <li>• 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.</li> <li>• Keep a torch and a mobile handy.</li> <li>• Keep the corridors in the hostel/house clear of furniture and other things, making movement easier.</li> </ul>	<p><b>If you are at home or inside a building</b></p> <ul style="list-style-type: none"> <li>• Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture.</li> <li>• 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.</li> </ul> <p><b>If you are in the street</b></p> <ul style="list-style-type: none"> <li>• Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets.</li> <li>• Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse.</li> </ul> <p><b>If you are driving</b></p> <ul style="list-style-type: none"> <li>• Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle.</li> </ul>	<p><b>If you are at home or inside a building</b></p> <ul style="list-style-type: none"> <li>• Expect aftershocks. Be prepared. Stay where you are and do not come out immediately.</li> <li>• Keep calm, switch on the radio/TV and obey any instructions you hear on it after you come out</li> <li>• Turn off the water, gas and electricity</li> <li>• 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.</li> <li>• If there is a fire, try to put it out. If you cannot, call the fire brigade.</li> <li>• If possible then contact fire brigade immediately.</li> <li>• Immediately clean up any inflammable products that may have spilled (alcohol, paint etc).</li> <li>• Avoid places where there are loose electric wires and do not touch any metal object in contact with them.</li> <li>• Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth.</li> <li>• Eat something. You will feel better and more capable of helping others.</li> <li>• 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.).</li> <li>• Help people who are injured. Provide them first aid. Do not move seriously injured people unless they are in danger.</li> </ul> <p><b>If you are outside</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Do not re-enter badly damaged buildings and do not go near damaged structures.</li> <li>• Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass.</li> <li>• Keep away from beaches and low banks of rivers. Huge waves may sweep in.</li> <li>• Keep updating yourself with latest information on earthquake through radio or T. V.</li> </ul>

### 22.3 Fire

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

Before Fire	During Fire	After Fire
<ul style="list-style-type: none"> <li>Identify the fire hazards and where fires might start, e.g. laboratories, storeroom, kitchen and other such places.</li> <li>Identify all the exit routes of the Institute.</li> <li>Check the adequacy of firefighting apparatus and its maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>Do not panic. Shout loudly for help.</li> <li>Do not run.</li> <li>Do not waste time in collecting valuables.</li> <li>Inform the fire brigade about the fire and alert neighbors.</li> <li>If possible, use fire extinguisher.</li> <li>Do not take shelter in toilet.</li> <li>Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere.</li> <li>Do not use the lift to escape.</li> <li>Use nearest means of escape and the staircase available.</li> <li>Make exit to ground level instead of the terrace.</li> <li>Report about your safe escape and any other information to the University authorities, fire brigade or police present at the site.</li> </ul> <p><b><i>If trapped or stranded:</i></b></p> <ul style="list-style-type: none"> <li>Stay close to the floor level.</li> <li>Cover the gaps of the door by any piece of cloth available.</li> <li>Do not jump out of the building.</li> <li>Signal or shout for help.</li> <li>Stop, drop and roll on the ground and cover with blanket; pour water on the body</li> <li>Dial 101 or 22620 5301 for fire brigade</li> <li>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.</li> <li>Wait for the Fire Brigade to arrive and co-operate with the firefighters.</li> </ul>	<ul style="list-style-type: none"> <li>Don't re-enter or permit anyone to enter the building, unless the fire officials have given permission to enter.</li> </ul>

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

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

### Anti-Ragging Committees:

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

### 23.2 Women Grievance Redressal Cell:

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



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

**Internal Complaints Committee:**

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

**23.4 University Student Grievance Redressal Committee :**

	Name	Designation	E-mail ID	Contact no.
1.	Dr. Alka Mahajan, Dean, MPSTME	Chairperson	alka.mahajan@nmims.edu	022 42355555
2.	Dr. Alok Misra, Dean KPMSOL	Member	Alok.Misra@nmims.edu	022 42355555
3.	Dr. Sachin Mathur, Associate Professor (Finance), SBM	Member	Sachin.Mathur@sbm.nmims.edu	022 42355555
4.	Prof. Amita Vaidya, Director, SAMSOE	Member	Amita.Vaidya@nmims.edu	022 42355555
5.	Prof. Dharendra Mishra, Assistant Professor (Mechanical), MPSTME	Member	Dhirendra.Mishra2@nmims.edu	022 42355555
6.	Ms. Pallavi Rallan, Assistant Professor, ASMSOC	Member	Pallavi.Rallan@nmims.edu	022 42355555
7.	Dy. Registrars concerned	Member		
8.	Dr. Meena Chintamaneni, Registrar, NMIMS	Member Secretary	meena.chintamaneni@nmims.edu	022 42355555

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

For more details, kindly refer AICTE regulations on Ombudsman.

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

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

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

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

## 25 List of E resources subscribed by NMIMS

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

## 26 LIST OF HOLIDAYS FOR THE YEAR 2021

### SVKM'S NMIMS Deemed to be University

	NMIMS (Mumbai, Navi Mumbai, Shirpur & Dhule)		NMIMS (Bangalore)		NMIMS (Hyderabad)		NMIMS (Indore)		NMIMS (Chandigarh)	Calendar2021
List of Holidays for the year 2021										
	OCCASION		OCCASION		OCCASION		OCCASION		OCCASION	DATE DAY
1	New Year	1	New Year	1	New Year	1	New Year	1	New Year	01-Jan-21 Friday
		2	Sankranti/Pongal	2	Sankranti/ Pongal	2	Sankranti/ Pongal	2	Lohri	14-Jan-21 Thursday
2	Republic Day	3	Republic Day	3	Republic Day	3	Republic Day	3	Republic Day	26-Jan-21 Tuesday
3	Mahashivratri					4	Mahashivratri	4	Mahashivratri	11-Mar-21 Thursday
4	Holi	4	Holi	4	Holi	5	Holi	5	Holi	29-Mar-21 Monday
5	Good Friday	5	Good Friday	5	Good Friday	6	Rang Panchami			02-Apr-21 Friday
6	Gudi Padwa	6	Ugadi	6	Ugadi					13-Apr-21 Tuesday
								6	Baisakhi	14-Apr-21 Wednesday
						7	Ram Navmi			21-Apr-21 Wednesday
7	Maharashtra Day	7	Labor Day	7	Labor Day					01-May-21 Saturday
8	Ramzan-Id			8	Ramzan-Id	8	Ramzan-Id	7	Ramzan-Id	13-May-21 Thursday
				9	Telangana Day					02-Jun-21 Wednesday
		8	Bakri-ID							21-Jul-21 Wednesday
						9	Janmashthami			30-Aug-21 Monday
9	Gopal Kala							8	Gopal Kala	31-Aug-21 Tuesday
10	Ganesh Chaturthi	9	Ganesh Chaturthi	10	Ganesh Chaturthi	10	Ganesh Chaturthi	9	Ganesh Chaturthi	10-Sep-21 Friday
11	Gandhi Jayanti	10	Gandhi Jayanti	11	Gandhi Jayanti	11	Gandhi Jayanti	10	Gandhi Jayanti	02-Oct-21 Saturday
12	Dushera	11	Dushera	12	Dushera	12	Dushera	11	Dushera	15-Oct-21 Friday
		12	Kannada Rajyotsava							01-Nov-21 Monday
13	Narak Chaturdashi/ Diwali	13	Narak Chaturdashi/ Diwali	13	Narak Chaturdashi/ Diwali	13	Narak Chaturdashi/ Diwali	12	Narak Chaturdashi/ Diwali	04-Nov-21 Thursday
14	Diwali (Balipratipada)	14	Diwali (Balipratipada)	14	Diwali (Balipratipada)	14	Dwali (Balipratipada)	13	Diwali (Balipratipada)	05-Nov-21 Friday
15	Diwali (Bhaubeej)	15	Diwali (Bhaubeej)	15	Diwali (Bhaubeej)	15	Diwali (Bhaubeej)	14	Diwali (Bhaubeej)	06-Nov-21 Saturday
								15	Gururanak Jayanti	19-Nov-21 Friday
16	Christmas	16	Christmas	16	Christmas	16	Christmas	16	Christmas	25-Dec-21 Saturday
Holidays falling on Sunday										
1	Independence Day	1	Independence Day	1	Independence Day	1	Independence Day	1	Independence Day	15-Aug-21 Sunday
2	Rakshabandhan			2	Rakshabandhan	2	Rakshabandhan			22-Aug-21 Sunday
3	Anant Chaturdasi									19-Sep-21 Sunday

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

Note: For Employees whose weekly off is other than Sunday.

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

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

## 27 NMIMS INFOLINE

Agency	Number
Disaster Management Cell of Municipal Corporation of Greater Mumbai	108
<b>Police</b>	
Police Help Line	100
Kharghar Police Station	27742500
CBD Belapur Police Station	27580255
<b>Fire Brigade</b>	
Fire Brigade Help Line	101
Kharghar Fire Station	27740704
Panvel Fire Station	27452337
<b>Ambulance</b>	102 / 1298/1252
<b>Hospitals</b>	
MITR Hospital	27744269
Sanjeevan Hospital	27743633
Kharghar Medicity Hospital	7045399388
<b>Travel Agency</b>	
Sai Tours & Travels	9324954941
<b>Chemist</b>	
Global Chemist	27744353
Apple Chemists	9892974241
Welcome	26111796
<b>General Physician</b>	
Institutes has provided for limited medical facility for its students and employees to meet any urgent medical exigencies. Dr. Patel is available on campus twice in a week and can also be contacted otherwise to attend any urgent medical exigencies.	Dr. Patel: 7738211338 Tuesday/Friday from 2:00 to 3:00 p.m. at Campus.
Arielle Family Clinic – Sector – 20, Kharghar, Navi Mumbai 410210	9769704959
<b>Hostel (Contact – Mr. Venugopal)</b>	
Mr. Venugopal - University	022-42355557
Mr. Amit Agarwal	9741891230
Mr. Zahid Mallik	9425318535
Mr. Shiv Sharma	9663068526
Girls Hostel- Astavinayak, Plot no- 158, Sector-21,Near Little Angel School, Opp- Priyanka TVS showroom,Kharghar	

# **Part II**

**SVKM's  
School of Hospitality  
Management  
Navi Mumbai  
BBA  
(2021 – 22)**





### **Message from Dean**

Dear Students/Parents,

I take this opportunity to welcome you all to SVKM's Narsee Monjee Institute of Management Studies (NMIMS) - School of Hospitality Management (SoHM). SVKM's NMIMS is one of the top Management Schools in India. Nearly three decades after its inception since 1981, NMIMS continues its tradition of training young minds and finding solutions to address challenges in the business world and the Society in general. The Tourism and Hospitality industry is one of the largest industries under the services sector in India. By 2028, Tourism & Hospitality is forecasted to earn \$ 50.9 billion and 52.3 million jobs in India. By 2030, India is expected to be among the top five business travel destinations of the world.

Hospitality is synonymous with guest satisfaction and excellence in service, irrespective of an individual's role or the industry. It calls for certain inherent qualities in an individual namely passion, resilience, integrity and reliability. Hospitality education transforms an individual into a self-reliant and service minded professional. It encourages lifelong learning and helps him/her to take-on the challenges of the professional world with confidence.

SVKM's NMIMS SoHM with its modern campus in Navi-Mumbai is all about hands-on training, critical thinking, research, and application. NMIMS SoHM's Hospitality programs is being brought to the students, by stalwarts of education. SVKM's NMIMS is a trendsetter and considered as a benchmark in the education sector and has a legacy sought by the industry. The students will be taught, mentored and closely monitored by a team of experts who are experienced and passionate about what they do and represent. The philosophy of the School is to motivate the students to help them attain the best of their potential, along with the appropriate Industry interface. In sync with the ethos of the NMIMS University, the School of Hospitality will be a leader in hospitality and management education. Our students will be exposed to the dynamics of hospitality operations, vigor of management and the diverse cultures it represents. After graduating from our program, our students will be ready to work in any segment of the service industry, anywhere in the world.

Dear Students, it is a beginning of an exciting journey into a plethora of opportunities. I look forward for your enrollment in our ambitious program to explore the world of opportunities!

Once again I welcome you all!

Dr. Ruchita Verma – Dean

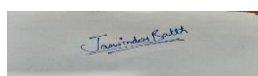
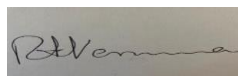
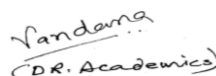
## 1. Approved Academic Calendar of all programs

SVKM's NMIMS  
School of Hospitality Management  
Navi Mumbai  
Bachelor of Business Administration – Hospitality Operations & Management Program  
Academic Calendar for the Academic Year: 2021-2022

Details	Program-Sem	Start date	End Date	No. of Days
<b>Semester I, III, V</b>				
Orientation/Induction Program	BBA Semester-I	2 <sup>nd</sup> August 2021	13 <sup>th</sup> August 2021	11 Days
Academic Instruction Duration (regular classes)	BBA Semester-I	16 <sup>th</sup> August 2021	4 <sup>th</sup> December 2021	96 Days
	BBA Semester-III	7 <sup>th</sup> June 2021	28 <sup>th</sup> August 2021	72 Days
	BBA Semester-V	7 <sup>th</sup> June 2021	17 <sup>th</sup> September 2021	89 Days
Term End Exams	BBA Semester-I	13 <sup>th</sup> December 2021	24 <sup>th</sup> December 2021	11 Days
	BBA Semester-III	1 <sup>st</sup> September 2021	9 <sup>th</sup> September 2021	8 Days
	BBA Semester-V	22 <sup>nd</sup> September 2021	30 <sup>th</sup> September 2021	8 Days
Re-Exams	BBA Semester-I	24 <sup>th</sup> January 2022	4 <sup>th</sup> February 2022	11 Days
	BBA Semester-III	1 <sup>st</sup> November 2021	9 <sup>th</sup> November 2021	8 Days
	BBA Semester-V	1 <sup>st</sup> November 2021	9 <sup>th</sup> November 2021	8 Days
<b>Diwali Vacation</b>	BBA Semester-I, III & V	<b>1<sup>st</sup> November, 2021</b>	<b>7<sup>th</sup> November, 2021</b>	<b>7 Days</b>
<b>Semester II, IV, VI</b>				
Academic Instruction Duration (regular classes)	BBA Semester-II	3 <sup>rd</sup> January 2022	23 <sup>rd</sup> April 2022	96 Days
	BBA Semester - IV	13 <sup>th</sup> September 2021	11 <sup>th</sup> December 2021	78 Days
Term End Exams	BBA Semester-II	2 <sup>nd</sup> May 2022	14 <sup>th</sup> May 2022	12 Days
	BBA Semester - IV	15 <sup>th</sup> December 2021	23 <sup>rd</sup> December 2021	8 Days
Re-Exams	BBA Semester-II	18 <sup>th</sup> June 2022	30 <sup>th</sup> June 2022	11 Days
	BBA Semester - IV	7 <sup>th</sup> February 2022	15 <sup>th</sup> February 2022	8 Days
<b>Winter Vacation</b>		<b>26<sup>th</sup> December 2021</b>	<b>1<sup>st</sup> January 2022</b>	<b>7 Days</b>

<b>Summer Vacation</b>	<b>For Faculty</b>	Batch 1	16 <sup>th</sup> May 2022	12 <sup>th</sup> June 2022	28 Days
		Batch 2	13 <sup>th</sup> June 2022	10 <sup>th</sup> July 2022	<b>28 Days</b>
	<b>For Students</b>	<b>Semester - II</b>	16 <sup>th</sup> May 2022	2 <sup>nd</sup> July 2022	48 Days
Convocation	2 <sup>nd</sup> week of July 2022				
Semester –VI Industry Based Workshop & Capstone Project (For Batch 2019-22)	4 <sup>th</sup> October 2021 to 31 <sup>st</sup> December 2021				89 Days
Commencement of First Year in next Academic year (AY 2022-23)	Semester - I	1 <sup>st</sup> August 2022 to 3 <sup>rd</sup> December 2022	-----		

Note: - 1) Due to the Intense practical nature of the program, there will be no Mid-Term exam held in the AY.

Approved by Exam Dept.  
via email dated 04.06.2021

Co-ordinator (SoHM)	Director/Dean (SoHM)	DR-Academics (NMIMS)	Controller of Examinations (NMIMS)
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## 2. Any other Academic/general inputs, Rules Policies at school level

### 2.1 General Guidelines:

With an undergraduate degree in Hospitality Management, you are entering an exciting business, which is one of the world's fastest growing industry. You will develop human relationship and management skills required to launch a hospitality career that can span the globe or keep you close to home.

Our Vision:

NMIM's SOHM will be the source and launch pad for future ready world-class leaders and entrepreneurs of the Hospitality Industry.

Our Mission:

- To inculcate the service ethos of positive attitude, customer service, professionalism and environmental care.
- To impart deeply rewarding and remarkable educational experience through exceptional training and placement.
- To create leaders who can solve hospitality industry challenges through creative thinking and innovation.
- To encourage research and entrepreneurship in the hospitality industry.
- To create an environment for the holistic development

As it is a practical intense course both Theory and Practical classes are interdependent, hence students are advised to not miss any classes.

#### **Pandemic guidelines for students in campus**

- Entry to the campus will be allowed with Temperature check, Mask, & Sanitization only.
- Student will not crowd or get together in large groups in the canteen or the corridors.
- Once the Campus open students will have to submit copy of their vaccination certificate.
- COVID appropriate behavior will be followed at all time.

### 2.2 Academic Guidelines:

- 2.2.1 In continuation to point number 3.2 of University Guidelines, please note the following additional guidelines: The attendance reports will be available through student portal. Discrepancy (if any) to be informed by the student to the course coordinator concerned within 3 working days from the date when report has been uploaded. No changes will be permitted once attendance reports are finalized.
- 2.2.2 For ALL absence, prior intimation is to be given to the Course Coordinator concerned. In case of emergency, intimation must be given to Course Coordinator on phone/ email within 24 hours of the absence. Any leave without written intimation will be treated as unauthorized leave and will be reflected in the records as such.
- 2.2.3 Students must refrain from approaching the faculty members for attendance related issues and exemptions. They must submit an application to the course coordinator concerned for necessary approvals. Individual faculty members are not allowed to give exemptions.
- 2.2.4 For sanction of Authorised Leave up to 10%: Dean – School of Hospitality Management. In absence of the Dean (School of Hospitality Management), Registrar is the appropriate authority for Authorised Leave.
- 2.2.5 Classes are expected to begin on time. Late coming is not permitted. Faculties have the authority to close the doors of the classroom and debar latecomers from entering the classroom. They have also been advised to deal with students who habitually come late.
- 2.2.6 Students are required to be present for all events of the University and School of Commerce, including the Convocation, Orientation Ceremony, Sports Day, Republic Day, Independence Day, Guest Lectures, Compulsory Workshops, CEO Series, and other events as intimated on the notice board. Record of attendance will be kept for disciplinary action wherever deemed necessary. The University 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 notice board from time to time and / or remark on the transcript or any other decision by the management.

- 2.2.7 Students are not entitled automatically to make up tests / quizzes / viva's and any other form of evaluation even when prior authorization has been obtained for absence from the class. In case of group discussion / presentations, students will not be allowed any marks for absence during the presentations / discussion even if the student has been granted authorized leave during the same.
- 2.2.8 Absence from examination / re-examination for medical or any other reason shall be treated as failure.
- 2.2.9 As all programs conducted by School of Hospitality Management are full time programs, students will not be granted leave and / or any other exemptions to pursue any additional programs of studies beyond that for which they are currently enrolled at the School of Hospitality Management.
- 2.2.10 Students are required to be in Mumbai city on all days of the semester. If they are leaving the city on personal or institutional work, they are required to obtain prior permission from the Dean. This applies even to those students who are representing the University for social, cultural, and co-curricular events.

Students are required to honor deadlines for submissions of projects, reports, assignments, forms and any other submission to the University or the faculty concerned. Do not approach faculty members and others in the University to change or extend deadlines. The intimation of assignments, projects will also be sent to the parents on a regular basis so that parents can efficiently monitor their ward's academic activities.

### 2.3 Program Validity:

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

(School has to fill this table as per approved existing/offered programme and its duration)

Sr. No.	Name of the programme	Duration of the programme (in years)	Maximum duration permissible for completion the programme (in years)
1	BBA – Hospitality Operations & Management	3	5

### 2.4 Discipline Norms and Penalty:

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

#### 2.4.1 Anti-Ragging Committee

S.No	Name	Designation	Email ID	Phone
1	Dr. P. N. Mukherjee	Director, SVKM's NMIMS Navi Mumbai Campus & Chairperson	<a href="mailto:Parthasarathi.Mukherjee@nmims.edu">Parthasarathi.Mukherjee@nmims.edu</a>	9820338530
2	Dr. Ruchita Verma	Dean, SOHM, SVKM's NMIMS Navi Mumbai Campus & Member	<a href="mailto:Ruchita.Verma@nmims.edu">Ruchita.Verma@nmims.edu</a>	9820671202
3	Prof. Mukund Madhav Tripathi	Program Chairperson, SOC, SVKM's NMIMS Navi Mumbai Campus & Member	<a href="mailto:mukund.m.tripathi@gmail.com">mukund.m.tripathi@gmail.com</a>	9594939617
4	Sr. Police Inspector	Kharghar Police Station (member)	dcpzone2nm@gmail.com	022-27742500

5	Rtn. Pradip Sinharay Rtd	NGO (Member)	sinharaypradip@yahoo.co.in	9987364004
6	Jhanvi Gupta	Student Council (Member)	janvi.gupta12@nmims.edu.in	9919887900
7	Dr. Kala Srinivasan	Parent (Member)	kalsusa77@gmail.com	9819030966

#### 2.4.2 Disciplinary Committee

S. No.	Name	Position	Email ID	Phone
1	Dr. Chandan Adhikari	Chairperson	chandansingh.adhkari@sbm.nmims.edu	8369838043
2	Dr. Ruchita Verma	Dean – SOHM	ruchita.verma@nmims.edu	9820671202
3	Dr. Manjari Srivastava	Associate Dean – SBM	manjari.srivastava@sbm.nmims.edu	9867698371
4	Dr. Saurabh Chaturvedi	Associate Dean – LAW	Saurabh.Chaturvedi@nmims.edu	7982292431
5	Dr. Arvind Mathur	Associate Dean – STME	arvind.mathur@nmims.edu	9619576405
6	Dr. Salim Shamsher	Associate Dean - SOC	salim.shamsher@nmims.edu	9822329039
7	Ms. Anupriya Sharma	Deputy Registrar	anupriya.sharma@nmims.edu	9619723584

#### 2.4.3 Woman Grievance Redressal Committee

S. No.	Name	Position	Email ID	Phone
1	Prof. Mani Govil	Faculty In-charge	mani.govil@nmims.edu	9819123146
2	Ms. Anupriya Sharma	Executive Member	anupriya.sharma@nmims.edu	9619723584
3	Ms. Priyanshi Bavishi	Member	<a href="mailto:Priyanshi.bavishi07@nmims.edu.in">Priyanshi.bavishi07@nmims.edu.in</a>	9004768881
4	Ms. Sanjanaa Srivatsan	Member	<a href="mailto:Sanjanaa.srivatsan49@nmims.edu.in">Sanjanaa.srivatsan49@nmims.edu.in</a>	7715864571

#### 2.4.4 Collegiate Student Grievance Redressal Committee:

S. No.	Name	Position	Email ID	Phone
1	Dr. Ruchita Verma	Chairperson	<a href="mailto:Ruchita.Verma@nmims.edu">Ruchita.Verma@nmims.edu</a>	9820671202
2	Dr. Salim Shamsher	Member	<a href="mailto:salim.shamsher@nmims.edu">salim.shamsher@nmims.edu</a>	9822329039
3	Dr. Jyoti Verma	Member	<a href="mailto:Jyoti.Verma@nmims.edu">Jyoti.Verma@nmims.edu</a>	9920350521
4	Mr. Anurag Garg	Member	<a href="mailto:anurag.garg@sbm.nmims.edu">anurag.garg@sbm.nmims.edu</a>	7208008888
5	Anupriya Sharma	Convener	<a href="mailto:Anupriya.Sharma@nmims.edu">Anupriya.Sharma@nmims.edu</a>	9619723584

#### 2.4.5 Departmental Student Grievance Redressal Committee:

S. No.	Name	Position	Email ID	Phone
1	Prof. .P. Manikandan	Associate Dean- SoHM	p.manikandan@nmims.edu	9655494455
2	Prof. Rahul Kanekar	Assistant Professor- SoHM	Rahul.Kanekar@nmims.edu	9821857797
3	Ms. Jhanvi Gupta	Member	janvi.gupta12@nmims.edu.in	9919887900
4	Mr. Amandeep Baitha	Member	amandeep.baitha057@nmims.edu.in	7977100640



#### 2.4.6 Institutional Student Grievance Redressal Committee :

S. No.	Name	Position	Email ID	Phone
1	Dr. Ruchita Verma	Chairperson	<a href="mailto:Ruchita.Verma@nmims.edu">Ruchita.Verma@nmims.edu</a>	9820671202
2	Dr. Salim Shamsher	Member	<a href="mailto:salim.shamsher@nmims.edu">salim.shamsher@nmims.edu</a>	9822329039
3	Dr. Jyoti Verma	Member	<a href="mailto:Jyoti.Verma@nmims.edu">Jyoti.Verma@nmims.edu</a>	9920350521
4	Mr. Anurag Garg	Member	<a href="mailto:anurag.garg@sbm.nmims.edu">anurag.garg@sbm.nmims.edu</a>	7208008888
5	Anupriya Sharma	Convener	<a href="mailto:Anupriya.Sharma@nmims.edu">Anupriya.Sharma@nmims.edu</a>	9619723584

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

Examination weightages and credits

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

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

Component	Marks
<b>Theory:-</b>	
Unit Test / Project/ Assignment/ Presentation/ Weekly Tests / Case Study/ Quizzes / any other (School)	50
Final term/ semester-end examination (University)	50
<b>Total</b>	100
<b>Practical :-</b>	
Final term/ semester-end examination (University)	100
<b>Total</b>	100

**Note :- The above table has been sent to Examination Department for Final Approval.**

#### Semester-end-exam Passing Criteria for each Course:

- To pass in a particular subject in any of the semester end examination or semester end re-examination, student must secure a minimum of 40% marks of the total maximum marks of that subject, in the semester end examination.
- “F” Grade would be awarded, where marks obtained are less than 40% in aggregate or where the marks obtained in the semester end examination are less than 40% of the total maximum marks of the respective course.
- Students who obtain marks between 40 and 49.99 would be awarded ‘D’ grade (low pass). Please refer ‘Grading’ scheme given below.

- A student can not have more than 2 'D' grades during an academic year. A student having more than 2 'D' grades will not be promoted to the next academic year of the programme. These 'D' grades would be computed after re-examination.
- For subjects, which has only Internal Continuous Assessment component, passing will be at 40%.
- There is no provision for award of grace marks to any student.

### Non – fulfillment of Passing Criteria

A student, who has failed to fulfil the passing criteria as given above, will be required to appear for semester-end reexamination which will be conducted immediately after declaration of results of the said regular semester-end examination. The internal marks will be carried forward for the re-examination. A student has to submit an online re-examination form available on students' portal. Such students who fail to submit the form will not be allowed to appear for the re-examination. A student who has failed to fulfil the passing criteria of Semester I courses after reexamination, will be allowed to attend the classes and appear at the examination/ re-examination of Semester II (and so on). The School would organize remedial classes for all the students who fail to fulfil the passing criteria as mentioned above, before the conduct of the re-examination. Remedial classes would be organized based on written requests received from students.

It is mandatory for such students to attend the remedial classes organized by the School. Student is expected to attend 100% of the remedial classes so held. A student may be denied permission to appear at the re-examination in case it is observed that student concerned did not fulfil the attendance criteria of the remedial classes.

In case, the student fails even in the re-examination, which is so held, he/ she can appear at the term end re-examination in the subsequent year of the program or seek readmission for the entire year. Students who have got "F" grades in 1 or 2 courses and do not want to take readmission are allowed to sit at home and appear for the term end re-examination after paying necessary examination fees. Such students who directly appear for the term end re-examination, their internal component assessment (ICA) marks will be carried forward to the next academic year and they will be appearing only for the term end examination (TEE) for 50 marks. Students also have an option for taking readmission for the entire year in the next academic year and re-do all the courses, that is both ICA and TEE

### Progression to the subsequent year of the programme

A student will be promoted to the subsequent year of the programme only when he/ she has no F grade and/ or not more than 2 D grades in the year after re-examination.

### Grading System:

- The University follows a letter grading system leading to the award of a four-point Grade Point Average (GPA) for each term and Cumulative Grade Point Average (CGPA) for all the terms until date.
- 'Letter grades' and corresponding 'grade points' are as under:

Grade	Points	Class interval of marks	
A+	4	100%	85%
A	3.75	84.99%	81%
A-	3.5	80.99%	77%
B+	3.25	76.99%	73%
B	3	72.99%	69%
B-	2.75	68.99%	65%
C+	2.5	64.99%	61%
C	2.25	60.99%	57%

C-	2	56.99%	50%
D	1.5	49.99%	40%
F	0	39%	0

### Calculation of GPA (Grade Point Average):

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

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

### Calculation of CGPA (Cumulative Grade Point Average):

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

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

Here:

C = Credit value assigned to a course /subject

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

GPA = Grade point Average shall be calculated for individual term and referred to as Semester/ Trimester Grade Point Average.

If a student has failed to fulfil passing standard under any head in any subject (i.e. 'Semester/ trimester End Examination' and/ or 'aggregate'), he/ she shall be deemed to have failed in that subject.

### General rules

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

**These rules would be applicable to all the students who took admission/ re admission in and after the academic year 2021-2022.**

#### 4. Course Structures & Guidelines – of all programmes

##### Subject Details- Year and Semester wise

##### Year 1 - Semester I (August to November)

Sr.No	Course Name	Credit
1	Principles of Culinary Arts & Nutrition	4
2	Principles of Culinary Arts & Nutrition (Practical)	4
3	Principles of Food & Beverage Service – I	3
4	Principles of Food & Beverage Service – I (Practical)	2
5	Principles of Front Office – I	2
6	Principles of Front Office – I (Practical)	1
7	Principles of Accommodation Operations - I	2
8	Principles of Accommodation Operations – I (Practical)	1
9	Introduction to Computer Technology	1.5
10	Effective Communication	2
11	Effective Communication (Practical)	1
12	Management Practices – I	2
13	Principles of Accounting	2
	Total	27.5

##### BBA Hospitality Operations & Management

##### Year 1 - Semester II (December to April)

Sr.No.	Course Name	Credit
1	Principles of Culinary Arts & Food Safety	3
2	Principles of Culinary Arts & Food Safety (Practical)	4
3	Principles of Food & Beverage Service – II	3
4	Principles of Food & Beverage Service – II (Practical)	1.5
5	Principles of Front Office – II	2
6	Principles of Front Office – II (Practical)	1
7	Principles of Accommodation Operations – II	2
8	Principles of Accommodation Operations – II (Practical)	1

9	Uses of Computer Technology in Hospitality	1
10	Business Communication	2
11	Business Communication (Practical)	1
12	Management Practices – II	2
13	Managerial Economics	2
	Total	25.5

**BBA Hospitality Operations & Management**

**Year 2 – Semester III (July to November)**

Sr.No.	Course Name	Credit
1	Culinary Operations & Regional Cuisines of India	3
2	Culinary Operations & Regional Cuisines of India (Practical)	4
3	Food & Beverage Operations – I	3
4	Food & Beverage Operations – I (Practical)	2
5	Front Office Operations – I	2
6	Front Office Operations – I (Practical)	1
7	Accommodation Operations – I	2
8	Accommodation Operations – I (Practical)	1
9	Introduction to Tourism	2
10	Human Resource Management	3
11	Introduction to Marketing	3
12	Socio - Cultural Resources of India	1
13	Socio - Cultural Resources of India (Practical)	1
	Total	28

**BBA Hospitality Operations & Management**

**Year 2 – Semester IV (December to April)**

Sr.No.	INTERNSHIP	Per Day	Per week	Per Sem	Credits
1	In Students Area of Interest	8 hrs	48 hrs approx.	20 Weeks	20



BBA Hospitality Operations & Management

Year 3 – Semester V (July to November)

Sr.No.	Course Name	Credit
1	Culinary Operations & International Cuisines	3
2	Culinary Operations & International Cuisines (Practical)	4
3	Food & Beverage Operations - II	3
4	Food & Beverage Operations – II (Practical)	2
5	Front Office Operations - II	2
6	Front Office Operations – II (Practical)	1
7	Accommodation Operations - II	2
8	Accommodation Operations – II (Practical)	1
9	Environmental Science & Impacts of Tourism	2
10	Services Marketing Management	3
11	Meetings Incentives Conferences and Exhibitions	3
12	Principles of Operations Management	3
	Total	29

BBA Hospitality Operations & Management

Year 3 – Semester VI (December to April)

Sr.No.	Course Name	Credit
1	Food Styling & Entrepreneurship	4
2	Food Styling & Entrepreneurship (Practical)	4
3	Food & Beverage Management	4
4	Food & Beverage Management (Practical)	2
5	Rooms Division Management	3
6	Rooms Division Management (Practical)	1
7	Human Centric Approach to Business	2
8	Travel Management	2
9	Revenue Management	2
10	Retail Operations & Management	2
11	Financial Management	3
	Total	29



## **5. List of Awards**

- a) Best Students for consistent academic performance.
- b) Outstanding contribution by the student in extracurricular and co-curricular activities.

## 6. People you should know

### University Administration

Name	Designation
Dr. Ramesh Bhat	Vice Chancellor
Dr. Sharad Mhaikar	Pro Vice Chancellor
Dr. Meena Chintamaneni	Registrar
Ms. Shobha Pai	Director (Placements)
Mr. Manish Dalmia	Director (Marketing)
Ms. Khyati Bhatt	Jt. Registrar (HR & Personnel)
Ms. Jayanti Ramesh	Jt. Registrar (Admission)
Ms. Vandana Kushte	Deputy Registrar (Academics)
Mr. Paramanand Rajwar	Deputy Registrar, Administration
Mr. Shivanand Sadlapur	Librarian
Mr. Samir Singh	Software Architect, IT – Students Portal
Mr. Joel Gibbs & Ms. Nazneen Raimalwala	Sr. Psychologist (Clinical), Counselling Psychologist & Clinical Psychologist
<b>Finance &amp; Accounts</b>	
Ms. Karuna Bhaya	Finance Controller
Ms. Varsha Oak	Addl. Finance Controller
Ms. Ermegilda Goes	Chief Accountant
<b>Examinations</b>	
Mr. Ashish Apte	Controller of Examinations
Ms. Shilpa Patil	Deputy Controller of Examinations
<b>International Linkage</b>	
Ms. Meena Saxena	Director, International Linkage

### School Administration

Name	Designation
Dr. Parthasarathi Mukherjee	Director
Dr. Ruchita Verma	Dean
Prof. Manikandan P	Associate Dean
Dr. Ketan Chande	Associate Professor
Prof. Bimal Kumar Ekka	Assistant Professor
Prof. Karishma Chauhan	Assistant Professor
Mr. Jaswinder Singh Bath	Academic Co-ordinator
Mr. Arun Kamat	Storekeeper

## **Part III**

# **ANNEXURES**

**APPLICATION OF LEAVE OF ABSENCE**  
**School of Business Management**

NAME: \_\_\_\_\_ Date: \_\_\_\_\_

Email ID: \_\_\_\_\_ Mobile No. \_\_\_\_\_

Programme: \_\_\_\_\_ Trimester/Semester \_\_\_\_\_ Roll No. : \_\_\_\_\_ Div: \_\_\_\_\_

Leave Period: From: \_\_\_\_\_ to \_\_\_\_\_ No. of Days missed: \_\_\_\_\_

Reason: -

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)

\_\_\_\_\_  
Verified by AR / DR (signature)

Approved by: \_\_\_\_\_  
Program Chairperson

\_\_\_\_\_  
Dean -SBM





**APPLICATION OF LEAVE OF ABSENCE**  
**(All Schools except SBM)**

**School of Hospitality Management**  
**(10% additional exemption in attendance)**

NAME: \_\_\_\_\_ Date: \_\_\_\_\_

Email ID: \_\_\_\_\_ Mobile No. \_\_\_\_\_

Programme: \_\_\_\_\_ Trimester/Semester \_\_\_\_\_ Roll No. : \_\_\_\_\_ Div: \_\_\_\_\_

Leave Period: From: \_\_\_\_\_ to \_\_\_\_\_ No. of Days missed: \_\_\_\_\_

Reason: -

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

**Student's Signature:** \_\_\_\_\_ **Enclosures:** \_\_\_\_\_

To be filled by Students  
**(For Office use)**

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

\_\_\_\_\_  
Checked by Course Coordinator (Signature)

\_\_\_\_\_  
Verified by AR / DR (signature)

\_\_\_\_\_  
Approved by Dean/Director

**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:** \_\_\_\_\_

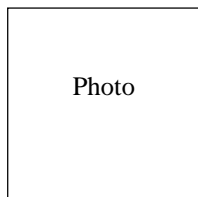
Name of the Foreign Language you are acquainted with \_\_\_\_\_

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](http://www.nmims.edu)



Photo

**APPLICATION FORM**

(Applicable for incoming students under Student Exchange program)

**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. \_\_\_\_\_ Email ID \_\_\_\_\_

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, SAT, 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	Courses for Tri/Semester	Courses for Tri/Semester

#### 6. Declaration

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

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

Signature of the Student: \_\_\_\_\_ Date \_\_\_\_\_

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

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

Name of School: \_\_\_\_\_

Photo

**1. Personal Information**

Name of the Student \_\_\_\_\_ Roll No. \_\_\_\_\_  
First name Middle name Last name

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

Local Address :

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No \_\_\_\_\_ Email \_\_\_\_\_

Permanent Address:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone no. ( R ) \_\_\_\_\_ Phone no. ( M ) \_\_\_\_\_

Person to be contacted in case of emergency:

Name \_\_\_\_\_ Relation \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Email ID \_\_\_\_\_

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

Name \_\_\_\_\_ Relation \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Email ID \_\_\_\_\_

Medical Insurance details :

Insurer \_\_\_\_\_ Policy No. \_\_\_\_\_ Contact person \_\_\_\_\_

Blood group \_\_\_\_\_ Vaccination Details \_\_\_\_\_

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

\_\_\_\_\_

Any medication you have been prescribed to take: \_\_\_\_\_

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

Semester/ Trimester \_\_\_\_\_



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

### 3. Declaration

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

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

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

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

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

\_\_\_\_\_  
Name & Signature of the student

\_\_\_\_\_  
Date

Mobile Phone Number: \_\_\_\_\_ (Self) \_\_\_\_\_ (Parents/Guardian)

\_\_\_\_\_  
(Signature of Dean/Director/HOD)

### CC. Director – International Linkages with Enclosures

Enclosures:

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

**UNDERTAKING**  
(Applicable for Student Exchange)

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

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

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

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

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

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

\_\_\_\_\_  
Name & Signature of the student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name & Signature of the Parent

\_\_\_\_\_  
Date

Mobile Phone Number: \_\_\_\_\_ (Self) \_\_\_\_\_ (Parents/Guardian)

**Student Exchange Programme (for Visa Office)**

(School Letter Head)

Dated\_\_\_\_\_.

To:

The Visa Section

The Indian High Commission

\_\_\_\_\_(City)

\_\_\_\_\_(Country)

Dear Sir/Madam,

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

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

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

Thanking you,

Yours sincerely,

Dean

(School Name & Address)

(Phone no & email)



## Student Exchange Programme (for Visa Application)

(School Letter Head)

Dated \_\_\_\_\_

To:

The Consul General of \_\_\_\_\_

\_\_\_\_\_ Consulate/ Embassy

Mumbai, India

Dear Sir/Madam,

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

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

Thanking you,

Yours faithfully,

DEAN

(School Name & Address)

(Phone no & email)



## UNDERTAKING For Foreign National Studying at NMIMS University

(Applicable for Student Exchange)

To

SVKM'S NMIMS Deemed-to-be-University

School of \_\_\_\_\_

Mumbai

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

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

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

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

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

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

\_\_\_\_\_  
Name & Signature of the student Date

Mobile Phone Number: \_\_\_\_\_ (Self) \_\_\_\_\_

**Note :**

**Application for availing the facility of a Scribe/Writer during Examinations**

(To be submitted 7 days prior to the commencement of Examination)

**For Office use:**

Approved by (Exam. Dept)

Date: \_\_\_\_\_

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

Dear Sir,

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

Name of the Student: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Name of the School: \_\_\_\_\_

Name of Program: \_\_\_\_\_ Roll No. \_\_\_\_\_ Student No.: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Trimester. /Semester: \_\_\_\_\_

Type of Permanent /Temporary Physical Disability / Learning Disability: \_\_\_\_\_

**Permanent /Temporary Physical Disability / Learning Disability**

**Details of Scribe being arranged by the undersigned**

Name of the scribe: \_\_\_\_\_

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

Address and Contact No.: \_\_\_\_\_

Yours faithfully,

\_\_\_\_\_  
**Signature of the Student**

\_\_\_\_\_  
**Date**

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



**Application for Duplicate Fee Receipt**

Sir/Madam,

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

Please find the particulars as under:

Fee Receipt: ☐ Year: \_\_\_\_\_ Hostel Fee Receipt: ☐ Year: \_\_\_\_\_

Name: \_\_\_\_\_  
(Surname) (Name) (Middle Name)

Course: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Student Number \_\_\_\_\_ Roll No. \_\_\_\_\_

Thanking You,

Yours Faithfully,

\_\_\_\_\_  
(Student's Signature)

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

(Signature of Student)

### Attachments Required

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

### Acknowledgement

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

**Signature of Counter Staff, Stamp and Date**

**SVKM'S NARSEE MONJEE INSTITUTE OF MANAGEMENT STUDIES**

**APPLICATION FOR MIGRATION CERTIFICATE**

1. Name: \_\_\_\_\_
2. Address for Correspondence: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Permanent address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Contact No. :( M)\_\_\_\_\_ (R)\_\_\_\_\_ Email Id:\_\_\_\_\_
5. Birth Date: \_\_\_\_\_
6. Date of leaving: \_\_\_\_\_
7. Details of the Examination passed from this university

Examinations	Year of passing	Roll no	Results

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

**DECLARATION BY THE STUDENT**

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

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

Date: \_\_\_\_\_

Mumbai 400056

(Signature of the student)

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

P.T.O.

FOR OFFICE USE

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

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

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

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

(Signature of Head of the Dept) \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

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DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of the Person of In – Charge) \_\_\_\_\_

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INSTRUCTION TO THE STUDENT

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

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

### Clearance Certificate

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Contact No. \_\_\_\_\_

Student SAP No. \_\_\_\_\_ Roll No. \_\_\_\_\_

Programme: \_\_\_\_\_ Semester / Trimester \_\_\_\_\_

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

Course Coordinator

Deputy Registrar / Assistant Registrar

Dean / Director

**Any Additional forms to be added by School**

### Undertaking by Students (HBS Cases/ Articles)

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

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

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

### ACKNOWLEDGEMENT

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

(First Name)

(Middle Name)

(Last Name)

Programme: .....

Roll

Number:

\_\_\_\_\_ Email

ID:

*For Office Use:*

Date of Receipt: \_\_\_\_\_

Signature of Course Coordinator:



## OFFICE COPY

**Student Undertaking with respect to the Student Guidelines**

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

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

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

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

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

Roll Number: \_\_\_\_\_ Programme: \_\_\_\_\_

Email ID: \_\_\_\_\_ Contact Nos. \_\_\_\_\_ / \_\_\_\_\_

Address for Correspondence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of the parent \_\_\_\_\_ Contact Nos: \_\_\_\_\_ / \_\_\_\_\_

Office No: \_\_\_\_\_ Residence No.: \_\_\_\_\_ Mobile: \_\_\_\_\_

Parent's email ID \_\_\_\_\_

*For Office Use :*

Date of Receipt: \_\_\_\_\_ Signature of Course Coordinator \_\_\_\_\_

# NMIMS Anthem

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

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

We are the future

We are a part of this institute so fine

NMIMS NMIMS

NMIMS NMIMS

Respect the past

Create the future

Transcend horizons however far

We have what it takes

We make a great team

At NMIMS each one is a star

NMIMS NMIMS

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