

STUDENT RESOURCE BOOK

SCHOOL OF COMMERCE

Navi Mumbai

BBA

(2017-18)



Message from Vice Chancellor

Congratulations!

You are one of the privileged student, as you now join NMIMS. You joined the University which has been the education and training ground of some of the most distinguished and outstanding professionals, academic leaders and CEOs. You are also privileged, as you will have an outstanding learning environment built assiduously over the years by the faculty and staff. I am sure, you will have an experience which will influence your life.

As a University, we value the intellect you bring along to the program. I am sure you will play an important role in generating new ideas that will transform human lives and the society.

Over the years, NMIMS has grown to being a multi-faculty and multi-campus university. This today has enabled university to innovate and encourage the growth of holistic education at the undergraduate level. It has also encouraged the University to offer interdisciplinary courses at the Master's level. The University is committed to building more flexible structures in Academic Programs, delivery models and assessment technology. We are also committed to engage with you in multiple ways, using classroom and non-classroom activities and technology.

The legacy of this University is built on four pillars, namely **Innovation, Market Responsiveness, Discovery and Employability**. Also ethos of 'giving' combined with 'integrity' is engrained in NMIMS. Hence, one of the key character of NMIMS graduate is social sensitivity.

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

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

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

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

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

Dr. Rajan Saxena

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Student Guidelines (With effect from June 2017)

1.0 About these guidelines:

- 1.1 These guidelines provide boundaries to the daily functioning of the NMIMS and enable effective delivery of infrastructure and academic services to the students.
- 1.2 This compilation of guidelines comes into effect from June 2017 onwards and supersedes all other guidelines in respect of matters therein.
- 1.3 These guidelines are applicable for all campuses schools under NMIMS deemed –to-be University located at various places.
- 1.4 This document of the NMIMS is the last word on interpretation of any student guideline, rule or regulation. While efforts are made to ensure uniformity between these guidelines and the Rules & Regulations of NMIMS, in the event of any dispute, the Students Resource Book will prevail.
- 1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the

management will be binding on the students.

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

2.0 General guidelines: Code of Conduct

- 2.1 Cleanliness of the premises must be maintained by everyone in the NMIMS at all points of time.
- 2.2 There is acute shortage of parking space and the students are requested to park their vehicles outside the premises.
- 2.3 Any problem with regard to administrative facility, faculty, and classrooms etc, must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach the Assistant Registrar /Deputy Registrar/ Dean/Directors of the school/ Registrar, NMIMS.
- 2.4 In case of Lecture Cancellation, the course coordinator will inform said changes to class representative/ respective students through the Blackboard / email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty.
- 2.5 Use of cell phones on campus is **not** permitted. Any student found using the cell phone on campus will be penalized as per the regulations in force from time to time.
- 2.6 Most classrooms are fitted with an LCD projector for the utility of the faculty and the student. In case a student requires an LCD for his/her presentations, he/she must make a prior booking through course coordinator. LCD's are allotted on first come first serve basis.
- 2.7 Mode of Communication to students is via Blackboard / email /Notice Board. Students are advised to check the Blackboard / email /Notice Board at least once a day, and not rely on rumour or hearsay about any matter.
- 2.8 All students are provided with an Identity Card, which they are required, to wear **mandatorily**. Entry is strictly through Identity Card and will be monitored by the NMIMS authorities. Penalty will be levied / action will be taken for non-compliance. If the student misplaces the original I-Card, duplicate card be issued from school by paying the prescribed fee.
- 2.9 Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas in order to ensure the safety and welfare of everyone in our NMIMS. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.
- 2.10 Any person resorting to physical fights will amount to ragging and appropriate action will be taken accordingly.
- 2.11 If any student during the tenure of his studentship has police case on his/ her name is liable for appropriate action against him/ her.
- 2.12 **Discipline Norms and Penalty**
 - 2.12.1 A disciplinary committee constituted in each school will look in to all cases of indiscipline related to students. The committee comprises of the Chairperson / Head of the Department, one faculty member, one staff member and one student. The committee will hear each case and recommend action to the Dean and to the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, refer part II of SRB**
 - 2.12.2 Woman Grievance Redressal committee constituted in each school comprises of the Chairperson / Head of the department, one lady member (from faculty or staff), and two more members of the school. The committee will address all related issues and recommend action to the Dean and the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, refer part II of SRB.**
 - 2.12.3 NMIMS campus including premises of all schools/colleges and hostels are earmarked non-smoking zones. Possession and Consumption of alcoholic beverages / toxic materials and your presence on the campus under the influence of alcohol/ toxic material/ addictive material is a serious offence. Defaulters will be punished depending on the gravity of act. Any student found consuming or in possession of any objectionable material will be rusticated from the hostel, school and the campus. Further, after enquiry, the student's name will be struck off from the roll of the university. The maximum punishment can be rustication from school.
 - 2.12.4 Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the University after enquiry.
 - 2.12.5 Students indulging in Sexual Harassment will also be liable to disciplinary action as per University norms.
 - 2.12.6 In all matters of indiscipline and indecent behaviour, Chancellor of the University will be the appellate authority. Ombudsman is appointed by the University who would look into such cases referred by Chancellor and their decision is final and binding. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. Depending on gravity of Act, the student can be rusticated from the

school. NMIMS will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

2.13 Dress Code:

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

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

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

2.14 Punctuality

2.14.1 Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority not to allow latecomers from entering the classroom.

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

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

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

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

3.0 Attendance and leave guidelines for all students:

3.1 General Guidelines

3.1.1 A student is required to monitor his /her own attendance 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/blackboard on weekly/monthly basis (as applicable school wise). If the student have any issue or find any discrepancy in their attendance they 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 the 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 weekly/monthly basis (as applicable school wise) through email/phone call/ hard copy of the letter. Students have to notify the office in case of change of any contact information of parents. Parents will 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 coordinator concerned for necessary approvals.

3.1.6 If the student remains absent due to any medical issues they should submit medical certificate along with copy of all the medical reports to the office within 3 days of joining back 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 Blackboard 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

- 3.2.1 100% attendance in classes for each subject is desirable. However for medical reasons/ personal reasons/ contest/ placement/ institutional work/ other activities etc. absence a relaxation upto 20% may be allowed.
- 3.2.2 Students, who are having attendance, in a trimester/Semester, in each subject, equal to or more than 80% are eligible to appear at the respective Trimester/Semester term 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/Directors of the respective schools 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%. After giving 10% exemption student attendance should reach 80% to be eligible to appear for Trimester/Semester End Examinations. Such students will be eligible to appear for the regular trimester/semester end term examination, subject to approval of exemption from attendance if has been granted from the Dean of respective School / Director of the respective campus.
- 3.2.4 Students who are having attendance less than 80% in individual subject/s in a Trimester/Semester and if the Dean of the respective School / Director of campus has not given exemption or even after giving 10 % exemption the attendance is less than 80%, the student have to take re-admission in the same Trimester/Semester in the same year of study of subsequent academic year by paying requisite fees on prorata basis as per the prevailing rules of NMIMS and complete all the requirements of the program.
- 3.2.5 Any genuine & 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 is final. The concerned students will be informed of University decision by respective Deans/Directors.
- 3.2.6 Attendance requirement is briefly summarized hereunder;

100 % attendance in each subject is desirable

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

4.0 Academic Guidelines

4.1 Credit Structure

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

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

Details	Credit	Equivalence in hrs per week	Total Hours in a 15 weeks of Semester
Class room teaching	1 credit	1 hour	15 hrs
Lab/Tutorial/group/presentation work	1 credit	2 hours	30 hrs
Seminar work subject to Seminar is scheduled throughout the trimester	1 credit	2 hours	30 hrs
Project work& Dissertation	1 credit	2 hours	30 hrs
Internship	10 credits	-	400 hrs (for 10 weeks)

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

- 4.2.1 Class-participation/ Individual presentation in class
- 4.2.2 Quizzes/ Class test/ Surprise test/ Assignments (announced/unannounced)
- 4.2.3 Individual assignment/ Group assignments/ presentations/ Decision sheets

- 4.2.4 Term papers/Decision sheets/ project reports
- 4.2.5 Research Paper Presentations /Viva
- 4.2.6 Tutorials
- 4.2.7 Sessional / Mid-term examination
- 4.2.8 End-term examination
- 4.2.9 Any other school specific component

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

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

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

4.6 Duration of examination

4.6.1 Minimum duration of Mid –Term Examinations : 1 hr

4.6.2 Minimum duration of End-Term Examinations : 2 hrs

4.6.3 Examination duration can also be more than the above specified time as defined by respective schools. **(refer Part II of SRB)**

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

4.7.1 Full Credit course.: 100 points

4.7.2 Half-credit course: 50 points

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

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

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

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

4.11 The minimum number of students to offer a course/s will be decided by Dean/Director of respective schools on the basis of total number of students registered in that particular course/s.

4.12 Project Guidelines:

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

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

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

5.0 Examination Guidelines:

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

5.1 Discipline in the Examination Hall

- 5.1.1 Students must know their Roll Number and Student No.
- 5.1.2 Students who are eligible to write the term end examination/re-examination should be present in the Examination Hall at least 30 minutes before the scheduled time of the commencement of the examination. All the students, who arrive in the examination hall after the scheduled time of the commencement, will not be permitted to appear for that examination. In exceptional circumstances, the student will necessarily have to get the approval of the Dean of the respective school / person nominated by the Dean in order to appear at the examination. Students who report late of the examination would be permitted to appear at the examination in exceptional circumstances only after they produce a written approval from the Dean of the school or the person nominated by the Dean on application to be made by the student concerned. Such a student who has reported late will not be eligible for benefit of extra time due to late arrival as well as the loss of time in getting approval from the Dean of the school in such a case.
- 5.1.3 Students are not permitted to enter the examination hall more than half an hour after the commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session.
- 5.1.4 Students, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination.
- 5.1.5 Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Supervisor's table, at their own risk. NMIMS will not be responsible for the safety and security of the same.
- 5.1.6 A student, who fails to attend an examination at the time and place published in the timetable, will be to have failed in that course due to absence. Opportunity for re-examination will be given according to the rules and regulations.
- 5.1.7 Students should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose on the answer-book.
- 5.1.8 Students are required to have their Identity Cards issued by SVKM's NMIMS and they must produce these for verification by the room supervisor during the examination. Students not having the said identity card with them during the examination may be denied permission to appear for the examination.
- 5.1.9 Every student present must sign against his / her Student number on the attendance sheet provided by the Room Supervisor.
- 5.1.10 Students should specifically go through the instructions given on the top of the question paper and on the front page of the answer book. They are of utmost importance.
- 5.1.11 **On the front page of the answer book the students should write only the name of the program, specialization if any, trimester/semester details and course / subject for which examination is being held, number of supplementary sheets attached to the main answer book. Any extra writing on the front page or anywhere in the answer book will be treated as act of unfair means and will be processed as per rules.**
- 5.1.12 **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:** If a student has any query as regards contents of the question paper, he should bring the same to the notice of the examination hall supervisor without disturbing others in the examination hall.
- 5.1.13 Students are forbidden to (i) bring any books, notes, scribbling papers, paggers, mobile phones, laptop or any other similar devices/things unless specifically permitted. Any such material found in possession of the student will be confiscated (ii) smoke in the examination hall, (iii) bring eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, and (v) take with them any answer-book, written or blank, while leaving the examination hall. Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them. The supervisors/ authorized persons are authorized to frisk the students.
- 5.1.14 Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the University.
- 5.1.15 **The answer books of the term-end examinations are bar coded and therefore, students should not write his/her name, Roll No., Student No. etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.**
- 5.1.16 While underlining of answers for focusing attention is permitted, use of varied inks, except for illustrations and figures must be avoided. DO NOT use any symbol like encircling the question or using colour arrows for 'P.T.O'. These will all be considered as attempts to readily identify the specific answer-book.

- 5.1.17 Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets to the same. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer book out of the examination hall will be treated as against rules and appropriate action will be taken against such candidate/s.
- 5.1.18 Students should not write anything on the question-paper.
- 5.1.19 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited.
- 5.1.20 If students want anything, they should approach the Room Supervisor without disturbing other students. However, they should not leave the examination hall on any account, without surrendering his/her answer book.
- 5.1.21 Students will not be allowed to leave the examination hall during the examination and especially during the last ten minutes. They should not leave their seats until answer-books from all students are collected by the Room Supervisor.
- 5.1.22 A student who disobeys any instructions issued by the Invigilator's / Room Supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the University.
- 5.1.23 **Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination only after giving an undertaking in writing that the decision of the University in respect of the reported act of unfair means will be binding on them.**

5.2 Grace Marks Rule

- 5.2.1 For all undergraduate programmes and other integrated programmes (12+ or 10+), the following 'scheme of grace marks' is applicable;
 - 5.2.1.1 "A candidate failing in one or more subjects will be given grace marks up to 2 per cent of the marks on the aggregate marks of the subjects in which he/ she has appeared, subject to maximum of 6 marks overall and in individual subject not more than 3% of maximum marks allotted to the subject.
 - 5.2.1.2 The subject/s in which grace marks will be given will be based on the data of the examination of the semester/trimester. The decision of the University in this matter will be final.
 - 5.2.1.3 Alternatively, not more than 5 or 10 marks respectively per subject would be awarded, if following conditions are fulfilled:
 - a) Candidate should have appeared in all the subjects taken together for the respective trimester / semester.
 - b) Candidate should have an aggregate percentage of marks at the examination exceeding the minimum percentage required for passing by at least 5 percent or 10 per cent marks respectively.
 - c) Candidate should not have failed in not more than one head/ subject of passing by not more than 5 or 10 marks respectively.

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

- 5.3.1 A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations.
- 5.3.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (Annexure 7) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.
- 5.3.3 In the following cases of students, the medical certificate of only Government Authorized Agencies would be accepted for Mumbai Campus namely:
 - a) Hearing Impaired Students: Ali Yavar Jung National Institute for the Hearing Handicapped.
 - b) Physically Challenged Students: All India Institute of Rehabilitation of Physically Handicapped
- 5.3.4 As regards the student from other campuses, the Government Authorized Agencies from those cities would be accepted.
- 5.3.5 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office of the University. The university will make arrangement alternatively if possible.
- 5.3.6 The scribe should be one grade junior in academic qualification than the student if from the same stream.
- 5.3.7 Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. E.g. for the examination of two hours, 20 minutes extra time will be allowed.
- 5.3.8 The Examination in Charge of the center will have powers to resolve issues if any in this regard. S/he will be authorized to make/ accept any last minute changes of scribe under exigencies.
- 5.3.9 The said student will sit in a separate room under supervision.

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

- 5.4.1 At the time of all written examinations, all L.D. students would be given permission to use a writer. In such a

case, the student concerned should submit application in writing along with all the necessary documents well before the commencement of the first examination. Also such students would get 25% additional time for writing the examination.

- 5.4.2 These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams
- 5.4.3 Concession will be given for spelling mistakes or mathematical calculation.
- 5.4.4 L. D. students who have failed to pass will be eligible for 20 grace marks to pass the examination. These marks will be given by way of distribution for one subject or more subjects.
- 5.4.5 In case of L.D students the medical certificate of only Government Authorized Agencies would be accepted. For Mumbai campus medical certificate from Sion Hospital / Nair Hospital only would be accepted also.
- 5.4.6 The said medical certificate must be produced at the beginning of the academic year.

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

- 5.5.1 If during the course of an examination, any candidate is found resorting to any of the following acts, he/she shall be deemed to have adopted unfair means at the examination. The adoption of unfair means by the candidates during the examinations is treated seriously and appropriate penalties are imposed after following the principles of natural justice.
- 5.5.2 The broad categories of Unfair Means resorted to by students of the University Examinations and the Quantum of Punishment for each category thereof:-

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1.	Possession of any copying Material (offence committed for first time)	Annulment of the performance of the student at the University Examination for the subject during the examination of which student was found with copying material in his/ her possession.
2.	Actual copying from the material in possession	Annulment of the performance of the student at the University Examination in full * This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 4, 5, 6, 7, 8 and 14 in addition to the one prescribed thereat.
3.	Possession of any copying Material (offence committed second time)	Annulment of the performance of the student at the University Examination in full
4.	Possession of another student's answer book or supplementary sheet	Exclusion of both the students from concerned University Examinations for one additional examination *
5.	Possession of another student's answer book or supplementary sheet and Actual evidence copying from that	Exclusion of both the students from concerned University Examination for three additional examinations *
6.	Mutual/ Mass copying	Exclusion of all the students from concerned University Examination for two additional examinations *
7.	Smuggling in or smuggling out of answer books as copying material	Exclusion of the student from concerned University Examination for three additional examinations *
8.	Smuggling in of answer books based on the question paper set at the examination	Exclusion of the student from concerned University Examination for four additional examinations *
9.	Smuggling in written answer book as copying material and forging the signature of supervisor	Student concerned to be rusticated from University
10.	Attempt to forge the signature of the supervisor on the answer book or supplementary sheet	Student concerned to be rusticated from University
11.	Interfering with or counterfeiting of University seal or answer books or office stationery used in 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	Student concerned to be rusticated from University

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

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

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

Practical/Dissertation/Project Report Examination:

5.5.4 **Student involved in malpractices at Practical/ Dissertation/ Project Report examinations including act of plagiarism, shall be dealt with as per the punishment provided for the theory examination.**

5.5.5 **The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.**

5.6 Examination Grievance Redressal Mechanism (Providing Photo copies to the candidates and Revaluation)

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

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

Activity under Grievance Redressal Mechanism	Time Limit	Date of Declaration of Result 10 th October 2017	Processing fee (Subject to change from time to time)
Application for Verification of Answer book/s	Within 5 days from the date of result declaration	On or before 15 th October 2017	Rs. 500/- per answer book
Application for Photocopy of the answer book/s	Within 2 days from the date of result declaration including holidays	On or before 12 th October 2017	Rs. 500/- per answer book
Collection of the answer book/s from the School Examination Office	Latest on the 4 th day from the date of result declaration (excluding holidays)	No later than 14 th October 2017	N.A.
Application for Re-valuation of the answer book/s	Within 5 days from the date of result declaration including holidays	On or before 15 th October 2017	Rs. 1000/- per answer book

- 5.6.7 No application, received after the prescribed number of days as mentioned in the table above, shall be entertained for any reason whatsoever.
- 5.6.8 The student concerned will have to appear in person and prove his/ her identity at the time of obtaining the photo copies from ‘Examination Office’ by showing his/ her University Identity card.
- 5.6.9 As an exception to the aforesaid process of collection of answer book/s, scanned image of the respective answer book/s will be sent to the email ID (registered with NMIMS) of the applicant student or photo copy/ies will be handed over to a person authorized (in writing) by the student concerned - only during the time when the results of final/ re-examinations of final terms (e.g. Sem II/ IV, Trim III/ VI etc.) are declared and when the students are not expected to be on campus/ city. The Photo-copies would be authenticated by the ‘Examination Office’ by way of a rubber stamp and initials of competent authority. Photo copies shall not be sent by post or by courier.
- 5.6.10 Photo copies of the answer-book/s provided by the University are only for Grievance Redressal mechanism and do not have any evidentiary value.

- 5.6.11 Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the University. The decision of the University shall be final in this regard.
- 5.6.12 **Application for Redressal of grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever. Also application will be deemed to be complete only after payment of requisite fee.**
- 5.6.13 The application received from the student for re-evaluation shall be placed before an external examiner for re-evaluation.
- 5.6.14 After following the process of re-evaluation under the Grievance Redressal, effect will be given to change in original marks on re-evaluation, if any, as under:
- 5.6.14.1 **If the marks of re-evaluation, increase or decrease by less than ten percent (10%)** There will be no change in the marks and original marks awarded to the candidate in the subject will be retained.
 - 5.6.14.2 **If the marks of re-evaluation increase or decrease between 10.01% and 20%:**In such cases the marks originally awarded to the candidate in the subject shall be treated as null and void and the marks obtained by the candidate after re-evaluation shall be accepted as the marks obtained in that subject. Fractional marks if any shall be rounded off for the purpose of computing the ten percent (10%) difference in marks.
 - 5.6.14.3 **If the marks of re-evaluation increase or decrease by more than 20%** A second reevaluation of the said answer books shall be done by the examiner from the panel of examiners for the said subject and then **an average of the marks obtained in the first re-evaluation and marks obtained in the second re- evaluation shall be taken** and this shall be accepted by the University as the final marks for the said subject (fractional marks if any shall be rounded off to the next integer).
 - 5.6.14.4 An answer book shall be sent for second reevaluation to another senior examiner appointed by the Controller of Examinations in consultation with the Dean of the School or Chairperson of the Board of Studies of the University, if in the first reevaluation, marks of a candidate are decreased below the passing marks or if a candidate obtains 'F' grade after the first reevaluation or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second reevaluation be treated as the final marks in the said subject.
- The revised marks obtained by a candidate after re-evaluation, as accepted by the University shall be taken into account for the purpose of amendment of his results only and the said result shall be communicated to the student/s.
- 5.6.14.5 **The above difference in marks in percentage term shall be with reference to the maximum marks assigned for the term end examination of the respective subject.**
 - 5.6.14.6 The examiner/s for re-evaluation will be appointed by the Controller of Examinations from the panel of examiners provided by the Dean of the School duly approved by Pro Vice Chancellor and the Vice Chancellor of the University.
 - 5.6.14.7 The revised marks obtained by a candidate after re-evaluation, as accepted by the University shall be taken into account for the purpose of amendment of his/her results only and the said result shall be communicated to the student/s by suitable means.
 - 5.6.14.8 The marks awarded by examiner/s in re-evaluation shall be final and binding on the student applicant and the original examiner.
 - 5.6.14.9 The change of marks, if any, shall be communicated to the student applicant and a revised 'Grade Sheet' shall be issued to him/ her only on surrendering the original grade sheet to the Examination Office.
 - 5.6.14.10 The whole process of Redressal of grievances shall be completed within a period of 15 working days from the date of receipt of application for Redressal of grievances.
 - 5.6.14.11 In any case, the photo copies of re-evaluated answer-books shall not be provided to the student/s.
- 5.6.15 The outcome of Reevaluation process shall be final and binding on student.

Kindly refer Part II of SRB for rules of respective schools for Internal Continuous Assessment / Term End Evaluation, Grading system, Passing criteria, method of calculation of CGPA, Re-Examination, exceptional cases – medical etc.(To download the examination related formats go to the website nmims.edu → School → Campus → Academics → Examination).

6.0 Library Rules and Regulations:

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

7.0 Placement Guidelines:

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

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

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

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

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

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

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

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

The Placement process typically involves –

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

7.1 **Batch Preparation:**

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

7.2 Pre Placement Talk – PPT

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

7.3 Internships/Projects

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

School	Programs	Remarks
Commerce	BBA	Summer Internships after the penultimate year i.e.in the summer vacation after 2 nd year is mandatory for all students(Duration 6 weeks)
	B.Com (Hons.)	Summer Internships after the penultimate year i.e.in the summer vacation after 2 nd year is mandatory for all students(Duration 6 weeks)
	B.Sc. Finance	Summer Internships after the penultimate year i.e.in the summer vacation after 2 nd year is mandatory for all students(Duration 6 weeks)

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

7.4 Final Placements

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

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

8.0 Guidelines for the Use of Computing Facilities:

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

- known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for the purpose of assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to the NMIMS authorities if any breach of university regulations is suspected in connection with that use.
- 8.6.2 Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.
 - 8.6.3 Do not request resources or access rights that you do not need.
 - 8.6.4 Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The NMIMS accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.
 - 8.6.5 Do not remove, borrow, connect or disconnect equipment without permission.
 - 8.6.6 Do not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
 - 8.6.7 Do not in any way cause any form of damage neither to the NMIMS IT facilities, nor to any of the accommodation or services associated with them.
 - 8.6.8 Do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user or of a system administrator without that person's permission.
 - 8.6.9 Do not initiate or perpetuate any chain email message. Do report immediately to 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.
 - 8.6.10 Do not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.
 - 8.6.11 Do not transmit unsolicited commercial or advertising material.
 - 8.6.12 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
 - 8.6.13 Do not monitor network traffic-
 - 8.6.14 Do not make deliberate unauthorised access to facilities or services accessible via the NMIMS Local Area Network (LAN).
 - 8.6.15 Do not waste staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.
 - 8.6.16 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
 - 8.6.17 You must adhere to the terms and conditions of all licence agreements relating to IT facilities which you use including software, equipment, services, documentation and other goods.
 - 8.6.18 You must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.
 - 8.6.19 Students are prohibited from viewing Pornographic material in computer Centre or on any other computer, Playing Games, Hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure e.g. Projector cables. Disciplinary action will be taken by NMIMS if the Student is found guilty.
 - 8.6.20 You must obtain prior permission to use computers for commercial or outside work including the use of IT facilities to the substantial advantage of other bodies such as employers of placement students.
 - 8.6.21 Do not interfere with or change any hardware or software; if you do, you may be charged for having it put right.
 - 8.6.22 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
 - 8.6.23 Do not load games software onto, or play games software on, the IT facilities unless required for academic purposes.
 - 8.6.24 Do not admit any other person to computer facilities or other NMIMS premises when those facilities or premises are locked and do not enter unless authorised to do so.
 - 8.6.25 Do not smoke, eat or drink, and do ensure that consumable products including food and drink are stowed away at all times, in any computer room or near any public access IT facilities.
 - 8.6.26 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
 - 8.6.27 You must immediately vacate any IT room when asked to do so by any person who has legitimately booked that room and must not leave processes running or files printing or otherwise interfere with the work of that person. Failure to cooperate gives that person the right to switch off the workstation that you are using.
 - 8.6.28 Important: In the event that the guidelines are not followed and there is a consequent damage to any computing facility, NMIMS reserves the right to charge students for the cost of rectification of such damage and/or take

further disciplinary action.

9.0 Feedback Mechanism:

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

10.0 Mentoring Programme / 'Psychologist and a Counsellor':

- 10.1 **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, help in identification of resources needed by all students. Do meet your faculty mentor regularly as per their convenience and availability.
- 10.2 **Psychologist and a Counsellor:**
 - 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 he is not in my life!"
 - iii. "I have lost my confidence I often compare myself with others and feel I am not as good as them"
 - iv. Nobody understands what I am going through....people become judgemental instead of understanding and supporting, .Whom to share it with?
 - v. Who will be able to really help?

Have you had such incidents where you are not able to cope up with the situation?

Or have reacted very harshly and then later realised that reacting to the situation was not really not needed and in the process you damaged the understanding you had with your friends and family? But you just do not know what went wrong then? Do not understand what triggered?

As normal social human beings at any given time in life we could go through difficult times and are confused as well as not able to share our difficulties with others fearing their judging.at such times we recommend, personal Counselling.

Just as we visit the doctor or for the sprain but in case it turns into a fracture we may have to visit an orthopaedic surgeon for an operation of the broken bone /fracture similarly for few mild issues we visit a psychologist and a counsellor and for the same unattended long term issue which may have become chronic we may be asked to take an psychiatric intervention as medicines would also help in creating relaxation and balance. Education alone does not allow us to progress unless we learn to manage our emotions and remove the myths and misconcepts of visiting a counsellor (learnt in the past) instead relearn some more helpful and progressive facts.

Personal counselling is very important at every step in life even at the corporate levels. There could be a situation in our lives when we are not able to cope with, example of a simple case given above. Such situations affect our subconscious mind deeply which interferes our present conscious life and could not allow us to lead a healthy life. Consciously, we do not realise the implications of our behaviour on others but it eventually could affect our events and relations in daily life at home, in class, or at work. When the past emotional situations not dealt with therapeutically, we could develop unhealthy negative thoughts and feelings which we need to be aware of like, "I have no one to whom I can share my personal issues, am I happy? Am I feeling lonely?, having sleepless nights?", such thoughts could again lead to further anxiety and can release harmful hormones; which could affect our performance, decision making, logical thinking, studies, relationships, career, and gradually affect our physiological health like hypertension, respiratory ailments, gastrointestinal disturbances, migraine and tension headaches, pelvic pain, impotence, frigidity, dermatitis, and ulcers

A counsellor is a non-judgemental friend who understands, ensures privacy and confidentiality of the client and counsels you by giving choices so that you make the right decision. Counselling is based on realistic, structured and research based study.

NMIMS does care about the students and thus have appointed a full time ‘Clinical Psychologist and a counsellor’, Ms. MEETA SHAH, available on the 8th floor, Cabin:-West-855, NMIMS University, at the Mumbai campus for all the students.

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

National library of Medicine: Psychosomatic disorders in developing countries: current...

www.ncbi.nlm.nih.gov/pubmed/16612204

WHO | Prevention of bullying-related morbidity and mortality: a

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

11.1 Admission Cancellation procedure :

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

Refund Rules as per UGC Notification:

11.1.1 Old /Existing in Important dates / Handout – July 2017

In case an admitted student does not join the institution within 7 days of opening (Commencement of the programme) of the Institution, the Institution shall refund:

Intimation of cancellation received at least seven days before the Course Commencement of the Programme	100% of the fees less processing charges (Rs. 10,000/-)
Intimation of cancellation received within six days before course commencement & upto 30 days after course commencement of the program	If seat is filled up by another candidate, within 30 days of course commencement – 100% of the fees less processing charges (Rs. 10,000/-)
	If seat is not filled up by another candidate within 30 days of course commencement – 50% of the fees less processing charges (Rs. 10,000/-)

Note : If a student joins the Institutions, and then leaves it in mid-session then the entire fees collected shall be forfeited.

11.1.2 New– Dec 2017 Notification

If a student chooses to withdraw from the program of study in which he / she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the student.

Sr. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to HEI
(1)	100%	15 days before the formally-notified last date of admission
(2)	80%	Not more than 15 days after the formally-notified last date of admission
(3)	50%	More than 15 days but less than 30 days after formally-notified last date of admission
(4)	00%	More than 30 days after formally-notified last date of admission

*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)

In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.

Fees shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

11.2 Payment of fees:

11.2.1 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 the fee is not paid within the due date.

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

11.2.3 **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 if his academic break

is granted, he can pay the total fee (100%) prevalent at that time when he seeks re-admission.

- 11.2.4 If a student wants to take academic break after the commencement of the academic year, but he has not attended the classes and if the fee is not paid, then while seeking re-admission he has to pay the total fee (100%) plus 25% of the total fee as re-admission fee to continue his studentship.
- 11.2.5 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 again, then he has to pay 25% of the total fee prevalent at that time, towards re-admission in subsequent year.

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

11.3 Re-admission rules:

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

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

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

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

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

11.4 Academic break :

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

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

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

11.4.1 Eligibility:

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

- Serious personal medical reasons involving hospitalization, if required and supported by documents.
- Serious 'family' related issues.
- Financial constraints.
- In executive education, 'temporary transfer to other country / city'

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

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

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

11.5 **Submission of certificates / marksheets:**

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

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

11.6 **Admission Deferment:**

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

11.6.1 **Eligibility :**

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

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

11.6.2 **Who can apply :**

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

The application needs to be submitted to admission department, 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.

11.6.3 **Process:**

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

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

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

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

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

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

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

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

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

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

12.0 Dean's list / Meritorious students:

- 12.1 Meritorious Students List
 - 12.1.1 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.
 - 12.1.2 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.
 - 12.1.3 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.

13.0 Blackboard (Learning Management System):

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

- 13.1 URL: Access Blackboard through <http://blackboard.svkm.ac.in>
- 13.2 Login Policy: Default User ID and Password is Student's SAP number.
- 13.3 Change Password: Students are recommended to change password after first login for safe surfing.
- 13.4 Email Update: Users need to change/update their email id for getting regular notification
- 13.5 Course links: Your login will contain only current trimester/semester course list.
- 13.6 Faculty Announcements: Announcements related to course and other activities is published in Announcements section.
- 13.7 Online Library: Online Library database is available through Blackboard; it will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.
Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally.
- 13.8 Assignments / Assessments: Assignments can be uploaded in Blackboard which will be graded by faculty and online score will be stored. Assessments can be conducted via Test (selective), survey, etc. online.
- 13.9 Academic Resources: All Academic Information & News is published on blackboard.
- 13.10 Examination Report: All Examination Grade & Report can be published on Blackboard
- 13.11 Faculty Feedback: Faculty Feedback is accepted online through Blackboard trimester/semester wise.
- 13.12 Course Content: Soft copy of reading material and teaching plan are uploaded by faculties for review and references.
- 13.13 Safe Assign: Online Plagiarism check will be performed via this section.
- 13.14 Course Co-ordinator Announcement: Single link to display, notice related to program like course calendar, SRB, schedule, etc.
- 13.15 Groups: Students can create group for online by faculty for Blogs, File Exchange, Collaboration, Discussion Board scope for their courses.
- 13.16 Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss on topics related to their respective courses.
- 13.17 Collaborate (Ultra Experience): Blackboard Collaborate is a real-time video conferencing tool that lets faculty member add files, share applications, and use a virtual whiteboard to interact. Collaborate Ultra, opens with any available browser, and does not require any software to be installed to join a session.
- 13.18 Blackboard Mobile: Users can access Blackboard through their smart phones. Download Blackboard Learn app and search for institute by typing 50I5VV.
- 13.19 Responsive Web Design: Blackboard's responsive design ensures a great experience on all devices (smartphones and tablets) and screen sizes—with no loss of functionality.
- 13.20 System Requirement: Latest browser version.
Check browser compatibility: <https://help.blackboard.com/node/13392>
- 13.21 Help – Assistance: Online assistance is available on front page of portal.
URL: <https://help.blackboard.com/node/13376>
YouTube Channel: <https://www.youtube.com/playlist?list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU>

14.0 Rules for participating in National/International Level Contests:

- 14.1 All contests have to be routed through Faculty In charge of Student Activity/HOD.
- 14.2 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
- 14.3 All student contests are classified as follows.
 - 14.3.1 GRADE A: National and International level contests of very high repute.
 - 14.3.2 GRADE B: National level contests of high repute.
 - 14.3.3 GRADE C: Local and national level contests
- 14.4 The respective school heads will make the classification of contest in Grade A/B/C.
- 14.5 The classification of the contest will determine the selection, reimbursement and appraisal of the students.
- 14.6 Reimbursements (Applicable only for National Contest)
 - 14.6.1 Students going for GRADE A will be provided with 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from the contest destination.
 - 14.6.2 Students going for GRADE B and C contests will be provided 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from contest destination, provided that they have won the contest (1st or 2nd place only).
 - 14.6.3 All reimbursements are subject to the approval of the head of the school and are hence subject to change.
 - 14.6.4 All reimbursements will be made only after the student has returned from the contest. All bills, tickets of the travel and copy of certificates will have to be retained and submitted.
 - 14.6.5 All students claiming the reimbursement will have to submit all details to the staff co-ordinator for processing through the accounts department.
- 14.7 Contest Winners
 - 14.7.1 Any student who has won any contest is required to provide full details of the contest and award won to the faculty within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals.
- 14.8 **For additional information as specific to school, kindly refer Part II.**

15.0 Guidelines for Awards and Scholarships

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

16.0 Guidelines for Convocation

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

17.0 Roles and Responsibility of Class Representative and Student Council

17.1 Class Representative

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

- 17.1.1 Serving as sole point of contact between faculty & students
- 17.1.2 Co-ordinating the scheduling of lectures, assignments & formation of groups
- 17.1.3 Resolving student grievances
- 17.1.4 Relationship building & co-ordinating with CRs from other divisions

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

17.1.6 Any additional responsibility assigned by school heads.

17.2 Student Council

17.2.1 NMIMS University Student Council (NUSC)

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 NUSC (NMIMS University Student Council) promotes collective and constructive leadership within the student community.

The major roles and responsibilities includes:

- Providing a holistic and integrative pedestal to encourage interaction between various streams and courses.
- Promoting and publishing success stories on social media platforms and forums to garner response for the various accolades and accomplishments.
- 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 and Sports festival, to encourage participation and assimilation for holistic development of all students.

The NUSC is comprising of President, Vice President, General Secretary, Treasure, and members representing schools and campuses. From each school/campus 2 student council representative will constitute University Student Council. The names of representatives can be finalized by Deans'/Directors'/Head of respective school.

17.2.2 Student Council (School Level)

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

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

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

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

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

17.2.2.5 All the cell activities has to be routed through President of cell, General Secretary of Council (Budget and Release of Money), HOD/Dean/Directors, (Accounts Department - In case of Release of Money)

17.2.2.6 Communication and Invitations of events / guest lecturers / workshops etc. conducted by cells and council has to be informed to the HOD/Dean/Directors well in advance.

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

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

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

18.0 Interface with Accounts:

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

18.2 Re-examination Fees:

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

18.3 Re-Admission fees:

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

18.4 Re-Registration Fees:

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

18.5 Concession in fees:

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

18.6 Hostel Deposit Refund:

Location: NMIMS Accounts Department

Procedure:

18.6.1 Please procure signature of Hostel in-charge

18.6.2 Submit signed Hostel Deposit Receipt to Accounts Department along with Refund Format

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

18.7 Library Deposit and Security Deposit Refund:

Location: Course Coordinator

Procedure:

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

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

18.8 Duplicate Fee Receipt:

Location: NMIMS Accounts Department

Procedure:

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

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

19.0 International Student Exchange Program Policy

19.1 Introduction

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

19.2 PREAMBLE

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

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

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

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

A. The University Level:

- Charles Darwin University, Australia
- University of Southampton, United Kingdom
- Latrobe University, Australia
- University of Newcastle, Australia
- Friedrich – Alexander University of Erlangen-Nurnberg, Germany
- University of Jyvaskyla, Finland
- University of Chester, United Kingdom
- University of Westminster, United Kingdom
- CETYS University, Mexico
- The University of Calgary, Canada
- St. Martin's University, Washington, USA

B. The School of Commerce (ASMSOC)

- University of South Florida, USA

19.3 Eligibility

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

- 19.3.1 Completed the eligibility year of program as defined by respective Deans/Directors of school
- 19.3.2 Have a minimum CGPA of 2.75 and above.
- 19.3.3 Eligibility of International students coming to our campus recommended by the partner university should satisfy the eligibility criteria as per the memorandum of association signed between the Universities/ Schools.

19.4 Selection Criteria and Conditions

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

19.5 Cost and Expenses

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

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

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

19.6 Application procedure for students and Expectations from students

- 19.6.1 Students have to apply in specified application form (See Annexure "Application Form for NMIMS Students for Applying for Student Exchange Program" in SRB) to their respective Schools. Those selected after required assessment at their School's end have to fill another detailed form (See Annexure "Application Form – NMIMS Exchange Students") Incoming students should submit specified application form (APPLICATION FORM – EXCHANGE STUDENTS-Incoming) to respective school 2 months before the semester/trimester start date.
- 19.6.2 The list of courses that a student intends to take up in the partner institute should be clearly mentioned. For those who wish to apply in more than one institute, the lists of the courses in each of these institutes should be mentioned.

- 19.6.3 Upon joining the partner institute the courses the students intends to take up should be finalized and communicated to the NMIMS School authorities (Refer Annexure of SRB)
- 19.6.4 Students need to ensure that they do not get any degrade (Grade-Fail) in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.
- 19.6.5 Other criteria as defined by Deans/Directors of the Schools.

19.7 Code of Conduct

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

19.8 Enclosures:

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

19.9 Application and Admission procedure for International Students-Incoming from Partner University:

- 19.9.1 Students from Partner University need to submit the application in prescribed form (APPLICATION FORM – EXCHANGE STUDENTS-Incoming and Passport copy) duly attested by the partner university officer in charge two months before the arrival to NMIMS.
- 19.9.2 Respective school will issue an exchange acceptance letter to the student after scrutinizing the application. The exchange acceptance letter should be countersigned by the Director- International Linkages department (ILD).
- 19.9.3 On acceptance of students by the school, International Linkages department of University will issue Visa invitation letter address to Indian Embassy/consulate in your country.
- 19.9.4 On arrival, the student will report to the respective school and the school will direct the student to ILD for FRRO registration process with Ministry of External Affairs Government of India. The respective school will arrange for living in Mumbai familiarization session. The Students are requested to handover prescribed undertaking form (UNDERTAKING For Foreign National Studying at NMIMS University) with a copy passport with Visa page to International Linkages Department for record purpose.
- 19.9.5 Respective schools will complete the joining process and issue temporary student Identity card.
- 19.9.6 On completion of the course the assessment details will be forwarded to University registrar through International Linkages department for course completion and credit transfer certificate.
- 19.9.7 Attendance and exit details will be provided by the respective school to the ILD to complete the FRRO process.

Note:

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

Online application form to be prepared and uploaded on the NMIMS website.

20.0 Safety Guide for Students on Floods, Fire and Earthquakes

Introduction

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

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

20.1 Floods:

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

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

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

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

20.2 Earthquake

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

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

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

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

Before Earthquake	During Earthquake	After Earthquake
<ul style="list-style-type: none"> In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake. Make sure your water heater and gas cylinder is secured and intact. This will ensure 	<p>A) If you are at home or inside a building</p> <ul style="list-style-type: none"> Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture. Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or even under a bed. 	<p>A) If you are at home or inside a building</p> <ul style="list-style-type: none"> Expect aftershocks. Be prepared. Stay where you are and do not come out immediately. Keep calm, switch on the radio/TV and obey any instructions you hear on it after you come out Turn off the water, gas and electricity Do not smoke and do not light matches or use a cigarette lighter. Do not turn on switches. There may be gas leaks or short-circuits. If there is a fire, try to put it out. If you cannot, call the fire brigade. If possible then contact fire brigade immediately. Immediately clean up any inflammable products that may have

Before Earthquake	During Earthquake	After Earthquake
<p>that it will not fall during an earthquake and hurt someone or start a fire.</p> <ul style="list-style-type: none"> Keep a torch and a portable transistor radio handy. Keep the corridors in the hostel/house clear of furniture and other things, making movement easier. 	<p>B) If you are in the street</p> <ul style="list-style-type: none"> Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets. Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse. <p>C) If you are driving</p> <ul style="list-style-type: none"> Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle. 	<p>spilled (alcohol, paint, etc).</p> <ul style="list-style-type: none"> Avoid places where there are loose electric wires and do not touch any metal object in contact with them. Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth. Eat something. You will feel better and more capable of helping others. If the building is badly damaged, you will have to leave it. Collect water containers, food, and ordinary and special medicines (for persons with heart complaints, diabetes, etc.). Help people who are injured. Provide them first aid. Do not move seriously injured people unless they are in danger. <p>B) If you are outside</p> <ul style="list-style-type: none"> If you know that people have been buried, tell the rescue teams. Do not rush and do not worsen the situation of injured persons or your own situation. Do not re-enter badly damaged buildings and do not go near damaged structures. Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass. Keep away from beaches and low banks of rivers. Huge waves may sweep in. Keep updating yourself with latest information on earthquake through radio or T. V.

20.3 Fire

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

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

21.0 Ragging / Women Grievance Redressal Cell / Sexual Harassment Internal Complaints Committee / Student Grievance Redressal Cell – Ombudsman

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

Anti-Ragging Committees:

University	Name	Designation	E-mail ID	Contact no.
1.	Dr. Meena Chintamaneni	Chairperson	meena.chintamaneni@nmims.edu	022 42355555
2.	Mr. Praveen Shukla	Member	praveen.shukla@nmims.edu	022 42355555
3.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
4.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
5.	Mr. Pradeep Rupwate	Member	Pradeep.Rupwate@nmims.edu	022 42355555
6.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
7.	Shri Rajendra K. Shah	Member	shahrk60@yahoo.com	022 42199999
Anil Surendra Modi School of Commerce				
1.	Prof. Sangita Kher	Chairperson	sangita.kher@nmims.edu	9892169636
2.	Dr. Sandeep Hegde	Member	sandeep.hegde@nmims.edu	9870194712
3.	Prof. Rimi Moitra	Member	rimi.moitra@nmims.edu	9167547017
4.	Prof. Surbhi Gandhi	Member	surbhi.gandhi@nmims.edu	9920797055
5.	Mr. Bhavesh Barot	Member	bhavesh.barot @nmims.edu	9920936372
Hostels				
1.	Shri Bhupesh Patel	Chairperson	bhupesh.patel@svkm.ac.in	98200 20700
2.	Shri Harshad H. Shah	Member	harshad.shah@svkm.ac.in	98202 93814
3.	Shri Rajubhai Shah	Member	rajendra.shah@svkm.ac.in	98190 36555
4.	Prof. Seema Mahajan	Member	seemam@nmims.edu	9820341341
5.	Dr. Meena Chintamaneni	Member	meena.chintamaneni@nmims.edu	4235 5550
6.	Mr. Pradeep Rupwate	Member	Pradeep.Rupwate@nmims.edu	022 42355555

21.2 Women Grievance Redressal Cell:

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

21.3 **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.

Sexual Harassment Internal Complaints Committee:

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

21.4 **Student Grievance Redressal – Ombudsman:** The Ombudsman shall exercise power to hear grievances of those who are not satisfied with decision of NMIMS Grievance Redressal Committee. The Ombudsman would be required to dispose cases within one month of the receipt for speedy redress of grievances. On conclusion of the proceeding, the Ombudsman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the effected party. Mr. Justice S. S. Parkar has been appointed as Ombudsman at NMIMS University. For more details kindly refer AICTE regulations on Ombudsman.

Student’s Grievance Redressal Cell

1. **Dr. Meena Chintamaneni, Registrar – Chairperson & Member Secretary**
2. **Dr. Rhishikesh Dave, Dean, SOL – Chairperson**
3. **Prof. Amita Vaidya, Associate Dean, SAMSOE - Member**
4. Dr. Paritosh Basu, Sr. Professor (Finance), SBM - Member
5. Prof. Dharendra Mishra, Assistant Professor (Mechanical), MPSTME - Member
6. Ms. Pallavi Rallan, Assistant Professor, ASMSOC – Member
7. Mr. Pravin Shukla, Deputy Registrar, NMIMS, Member

Please visit website nmims.edu for more details on “The Sexual Harassment of Women at Workplace, Prevention, Prohibition and Redressal Act 2013” & “Women Grievance Redressal Cell Policy”.

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

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

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

List of E resources (In library)

Sr. No.	Database
	LIBRARY DATABASE/ OPAC
1	LibSys OPAC
	ELECTRONIC JOURNAL DATABASES
2	ProQuest Central
3	EBCSO
4	JSTOR
5	Science Direct
6	Economic and Political Weekly
7	JGATE (Social & Management Sc.)
	ENGINEERING DATABASES
8	J-Gate (Science & Technology)
9	IEL Online- IEEE
10	Springer
11	Science Direct
12	ASCE
13	ASME
	E-BOOKS DATABASES
14	E-brary
15	McGraw-Hill Access Engineering
16	Pearson E-Books
17	McGraw-Hill Express Library
	RESEARCH DATABASES
18	ISI Emerging Markets
19	CRISIL

Sr. No.	Database
20	Frost & Sullivan
21	EViews 8
22	CMIE: Economic Outlook
23	SPSS: AMOS
24	Euromonitor International: Passport
25	EPWRF India Time Series
	COMPANY/ MUTUAL FUNDS DATABASES
26	Capital Market
27	NAVIndia
	STATISTICAL DATABASES
28	IndiaStat
	LAW DATABASES
29	Manupatra
30	Lexis Nexis
31	Hein Online
32	West Law
	MARKETING DATABASE
33	TVADINDX
34	WARC
	Directory
35	Cabell's Directory
	CASE STUDY DATABASE
36	Harvard

23.0 LIST OF HOLIDAYS FOR THE YEAR 2017

NMIMS (Mumbai & Shirpur)			NMIMS (Bangalore)			NMIMS (Hyderabad)		
List of Holidays for the year 2017			List of Holidays for the year 2017			List of Holidays for the year 2017		
OCCASION	DATE	DAY	OCCASION	DATE	DAY	OCCASION	DATE	DAY
			Sankrant/Pongal	14-Jan-17	Saturday	Sankrant/Pongal	14-Jan-17	Saturday
Republic day	26-Jan-17	Thursday	Republic day	26-Jan-17	Thursday	Republic day	26-Jan-17	Thursday
Holi	13-Mar-17	Monday	Holi	13-Mar-17	Monday	Holi	13-Mar-17	Monday
Gudhi Padwa	28-Mar-17	Tuesday	Ugadi	28-Mar-17	Tuesday	Ugadi	28-Mar-17	Tuesday
Holi	24-Mar-16	Thursday	Holi	24-Mar-16	Thursday	Holi	24-Mar-16	Thursday
Maharashtra Day	01-May-17	Monday	Labor Day	01-May-17	Monday			
						Telangana Foundation Day	02-Jun-17	Friday
Ramzan-Id	26-Jun-17	Monday	Ramzan-Id	26-Jun-17	Monday	Ramzan-Id	26-Jun-17	Monday
Independence Day	15-Aug-17	Tuesday	Independence Day	15-Aug-17	Tuesday	Independence Day	15-Aug-17	Tuesday
Ganesh Chaturthi	25-Aug-17	Friday	Ganesh Chaturthi	25-Aug-17	Friday	Ganesh Chaturthi	25-Aug-17	Friday
Anant Chaturdashi	05-Sep-17	Tuesday						
Dussehra	30-Sep-17	Saturday	Dussehra	30-Sep-17	Saturday	Dussehra	30-Sep-17	Saturday
Gandhi Jayanti	02-Oct-17	Monday	Gandhi Jayanti	02-Oct-17	Monday	Gandhi Jayanti	02-Oct-17	Monday
Diwali (Narak Chaturdashi)	18-Oct-17	Wednesday	Diwali (Narak Chaturdashi)	18-Oct-17	Wednesday	Diwali (Narak Chaturdashi)	18-Oct-17	Wednesday
Diwali (Laxmi Pujan)	19-Oct-17	Thursday	Diwali (Laxmi Pujan)	19-Oct-17	Thursday	Diwali (Laxmi Pujan)	19-Oct-17	Thursday
Diwali (Balipratipada)	20-Oct-2017	Friday	Diwali (Balipratipada)	20-Oct-2017	Friday	Diwali (Balipratipada)	20-Oct-2017	Friday
Diwali (Bhaubeej)	21-Oct-17	Saturday						
			Kannada Rajyotsava	01-Nov-17	Wednesday			
Christmas	25-Dec-2017	Monday	Christmas	25-Dec-2017	Monday	Christmas	25-Dec-2017	Monday

Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January 26, 2017, August 15, 2017, May 01, 2017 & October 02, 2017)

24.0 NMIMS INFOLINE (for Mumbai Campus)

Agency	Number
Disaster Management Cell of Municipal Corporation of Greater Mumbai	108
Police	
Police Help Line	100
Juhu Police Station	26184432 / 26183856
Vile Parle Police Station	26117307 / 26117317
Vile Parle (E) Police Station	26112813
D. N. Nagar, Andheri (W) Police Station	26303893 / 26304002 / 26303038
Andheri (E) Police Station	26831562 / 26842677
Santacruz Police Station	26492972 / 26487856
Fire Brigade	
Fire Brigade Help Line	101
Andheri Fire Stations	2620 5301
Bandra Fire Station	2643 5206
Ambulance	102 / 1298/1252
Hospitals	
Dr. Balabhai Nanavati Hospital	26182255 / 2626 7500
Cooper Hospital	26207254
Travel Agency	
V-explore	42705205/ 42705255
Chemist	
Dilip Drug House	26182255 / 2618 7038
Empire Chemists	26718970 / 2625 1238
Welcome	26111796
General Physician	
Shri Vile Parle Kelavani Mandal” runs a dispensary which operates from 9:00 am to 6:00 pm. It is manned by two fully qualified Medical Officers in two shifts. Services of dispensary are available for attending to all emergency first aid and for OPD. This facility is available to all students and staff members of SVKM Institutions	Location: N.M. College Area, 2 nd floor. Dr.Goel-9869002653
Criticare Clinic Plot no. 38/39 , Main Gulmohar Road, JVPD Scheme, Opposite Copper Chimney, Andheri (W), Mumbai- 400049	26286644/ 88/ 002 6775 6600
Hostel (Contact - Mr. Venugopal- 4235 5557)	
G. R. Jani Hostel Boys	022-42334056
MKM Sanghvi Girls Hostel	022-26256382/ 83
Bansi Villa Girls Res.Flats	-
Kalika Girls Res.Flats	-
Vraj Kamal Girls Res.Flats	-
Sur Sagar Girls Res.Flats	-
Krishna- Boys Res. Flats	-
Vishwananak Boys Res Flats	-
Sai Suraj-Boys Res Flats	-

Part II

Anil Surendra Modi

School of Commerce



Message from Director

SVKM's NMIMS Anil Surendra Modi School of Commerce (ASMSOC) imparts undergraduate & post graduate management education through its BBA, B.Com. (Hons.), B.Sc. Finance and M.Sc. Finance programs. The main objective of the school is to impart domain knowledge, and focus on developing competencies so that students can embark on managerial career paths and assume leading role in the corporate world. The course offers high employability for the student community. ASMSOC is engaged in improving and updating the curriculum. Innovative pedagogy helps the students to meet the industry expectations from an entry level graduate.

At the school, our program emphasizes not only on the development of analytical skills but also on in-depth application of concepts, tools and techniques to a wide range of situations faced by managers. The curriculum will help students to gain an integrated perspective across functional areas with the capability of assuming higher responsibility and marked degree of flexibility in interpersonal relationships.

We at ASMSOC bring a unique combination of theory and practice. Students' skills are enhanced through soft skills, live projects, internship and experiential learning. This makes our graduates ready for real world challenges. The education imparted at the school helps the students to become good decision makers with social sensitivity.

We are happy to announce that university has initiated BBA and B. Sc. Finance programs at Bangalore, New Mumbai and Indore campus.

Wishing you, **all the best**, during your tenure at SVKM's NMIMS Anil Surendra Modi School of Commerce.

Dr. Parthasarathi Mukherjee
Director
SVKM's – NMIMS
Navi Mumbai – Kharghar Campus

1. Academic Calendar

SVKM'S Narsee Monjee Institute of Management Studies
School of Commerce, Navi Mumbai

Academic Calendar 2017 – 2018

BBA – 1st Yr., 2nd Yr. & 3rd Yr.*

Details	From	To
Semester I (17th July 2017 to 21st November 2017) III/ V (03rd July 2017 – 21st November 2017)		
Commencement of Classes (III/V)	03 rd July 2017	12 th November 2017
First Year Orientation	08 th July 2017	
Commencement of Classes (I)	17 th July 2017	12 th November 2017
Unit Tests	06 th September 2017	08 th September 2017
Diwali Vacation	18 th October 2017	21 st October 2017
Final Exams (I / III / V)	15 th November 2017	21 st November 2017
Semester II/ IV/ VI - (01st December 2017 – 28th April 2018)		
Commencement of Classes	01 st December 2017	21 st April 2018
Christmas Vacation	25 th December 2017	01 st January 2018
Unit Tests	05 th February 2018	07 th February 2018
Final Exams	23 rd April 2018	28 th April, 2018
Semester I, III, V Re-Examinations	28 th May 2018	02 nd June 2018
Semester II, IV, VI Re-Examinations	11 th June 2018	16 th June 2018

* II & III year NA
for Navim.
9/8/17

Ms. Varuna Saxena
(CDR, Academics)

Mr. Ashish Apte
(COE)

Dr. Meera C.
(Registrar)

Dr. Sharad Mhasikar
(PVC)

Dr. Rajan Saxena
(VC)

1. Academic Guidelines / General Inputs, Rules Policies

2.1 Attendance Norms & School Policies:

In continuation to point number 3.2 of University Guidelines, please note the following additional guidelines:

- 2.1.1 The attendance reports are uploaded on blackboard twice in a week. 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.
- 2.1.2 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.
- 2.1.3 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.
- 2.1.4 For sanction of Authorised Leave up to 10%: Dean – School of Commerce. In absence of the Dean (School of Commerce), Registrar is the appropriate authority for Authorised Leave.
- 2.1.5 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.
- 2.1.6 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.
- 2.1.7 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.
- 2.1.8 Absence from examination / re-examination for medical or any other reason shall be treated as failure.
- 2.1.9 As all courses conducted by School of Commerce are full time courses, students will not be granted leave and / or any other exemptions to pursue any additional course of studies beyond that for which they are currently enrolled at the School of Commerce.
- 2.1.10 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.
- 2.1.11 Students are required to honour 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.

2.2 Re-Admission rules:

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

Sr. no.	Name of the programme	Duration of the programme (in years)	Maximum duration permissible for completion the programme (in years)
1	B.B.A.	3	5

2.3 Discipline Norms and Penalty:

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

2.3.1 Disciplinary Committee

Name	Designation
Dr. Parhsarathi Mukherjee	Chairperson
Dr. Manoj Kumar	Member
Dr. Prashant Barsing	Member
Prof. Tejaswini Chavan	Member
Prof. Aditya Kasar	Member

2.3.2 Woman Grievance Redressal Committee

Name	Designation
Dr. Parhsarathi Mukherjee	Chairperson
Dr. Prashant Barsing	Member
Dr. Surabhi Verma	Member
Prof. Tejaswini Chavan	Member
Ms. Aparna Sant	Member
Ms. Anupriya Sharma	Member

2.3.3 Anti Ragging Committee

Name	Designation
Dr. Parhsarathi Mukherjee	Chairperson
Dr. Manoj Kumar	Member
Dr. Prashant Barsing	Member
Prof. Aditya Kasar	Member
Ms. Aparna Sant	Member
Ms. Anupriya Sharma	Member

2. Examination Guidelines (ICA / TEE, Passing Criteria, Grading system, method of calculation of CGPA, Re-Examination, Non – fulfillment of Passing Criteria.)

Examination weightages and credits (BBA, B.Com. (Hons.) and B.Sc. Finance):

3.1.1 Break up for internal continuous evaluation and external examination weightages:

	Component	Marks
Internal	Unit Test / Project/ Assignment/ Presentation/ Weekly Tests / Case Study/ Quizzes / any others	40
External	Written	60
Total		100 Marks

3.2 Passing Criteria

3.2.1 Internal Continuous Assessment

In the internal continuous assessment examinations, a student must secure a minimum of one- third of the total maximum marks allotted to the internal continuous assessment examinations in each subject in order to be declared as successful in every subject of each of the semester.

3.2.2 Semester Examination (Theory Paper)

A student must secure a minimum of one-third of the total maximum marks allotted to every subject in each of the semester theory examinations, in order to be declared as successful in that subject in its theory paper.

3.2.3 Essential of IT in BBA and IT application paper in B.Sc. Finance have 3 components – Internal Theory Papers (40 Marks), External Theory Papers (40 Marks) and IT Practical Paper (20 Marks). All 3 components are compulsory. For the Term End Examination (TEE), students have to appear for both theory paper of 40 marks and practical paper of 20 marks. If students misses any of the components in TEE, the candidate will be declared fail in the course and the candidate will have to reappear for both the components.

3.2.4 Aggregate Passing

To pass, in a particular subject in any of the semester examination or semester re-examination, a student must

- secure a minimum of one-third of the marks allotted to the internal continuous assessment examination in that subject
- secure a minimum of one-third marks in the theory paper of that subject in the semester examination, and
- secure a minimum of 50% of aggregate marks out of the total marks (that is, internal assessment plus theory paper) allotted to the subject/s.

3.2.5 Grades and Grade points system

Grade	Grade Point
A+	4
A	3.75
A-	3.5
B+	3.25
B	3
B-	2.75
C+	2.5
C	2.25
C-	2
F	0

Method of calculation of letter grades and GPA/ CGPA:

For the calculation of grades, the following guidelines are observed

- Maximum marks assigned by the faculty concerned for a course will be taken into account for the batch/ group.
- Difference between the maximum marks and 50 marks would be calculated.
- The said difference will be equally divided into slabs of nine letter grades (i.e. A+, A, and A-, B+, B and B-and C+, C and C-)
- 'F' grade will be assigned to students who have obtained marks less than 50
- Grading will be done on the basis of marks obtained by a student in each course which will be fitted into the above slabs of letter grades

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

Calculation of GPA:

- Grade Point Average will be computed by taking the average of grade points obtained by a student for all the subjects of the relevant semester after considering the credit values assigned for the related subjects.

Calculation of CGPA:

- Cumulative Grade Point Average is computed by dividing the sum of grade point averages upto the related semester by number of semesters completed by the student till date.

3.3 Non – fulfillment of Passing Criteria

3.3.1 If a student gets less than the prescribed one-third marks allotted in the internal continuous assessment in a particular subject, a student shall be debarred from appearing at the semester-end examination in the said subject. However, the students will be given a chance to improve their performance to secure the necessary prescribed minimum marks in the internal continuous assessment by way of re-doing the required projects and assignments as decided by the respective subject-teachers, before conclusion of that specific semester and before the commencement of term-end examination of that particular semester. The modalities of the internal continuous assessment shall be decided by the subject teacher and the Dean of the School of Commerce. It is the sole responsibility of the student to comply with the above requirement before the end of every semester. If he/ she fail to do so, he/ she shall be declared failed in that subject. In such cases, he/she will have to take re-admission in the next academic year.

3.3.2 In case a student obtains at least one-third of the total marks in a subject in the internal continuous assessment examinations, but fails in the semester examination in the theory paper of that subject, then his / her marks in the internal continuous assessment examinations will be carried forward and shall be added to the marks obtained at

the re-examination/s in that subject. The student must obtain a minimum of 50% of the aggregate total marks allotted to the particular subject.

- 3.3.3 In case a student secures the minimum one-third of the total marks in the internal continuous assessment examinations in that subject, and also secures the minimum one-third or the total maximum marks in the semester theory examination in the subject, but fails to secure aggregate 50% marks out the total marks (internal continuous assessment plus semester examination) allotted to that subject, he/she is then required to appear for re-examination/s in theory paper in those subjects in which he/ she has failed to secure 50% aggregate marks. Again, in such a case his / her marks in the internal continuous assessment examinations in the subject will be carried forward as mentioned above.
- 3.3.4 If a student has failed under any head in any subject (i.e. 'Internal Continuous Assessment' or 'Semester Examination' or 'Aggregate'), he/ she shall be deemed to have failed in that subject.

3.4 General rules

- 3.4.1 A student who remains absent from semester examination/s due to any reason in any subject shall be awarded 'F' grade in 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 to be conducted at the end of the year but before the beginning of the next academic year. Such student will be awarded 'Normal Grade' grade/s in that re-examination as mentioned above.
- 3.4.2 In order to receive the degree, the student will have to pass in all the examinations of all the years.
- 3.4.3 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.
- 3.4.4 The fees for re-examinations and re-admission will be decided by the University from time to time.
- 3.4.5 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.
- 3.4.6 Modification in criteria/rules: On the recommendation of the Board of Studies of the School of Commerce 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.

4.0 Placement Guidelines for Students of courses where placement is offered:

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

The Placement Cell 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.

4.1 Internships:

B.B.A, assistance for internship will be given to students of second year of B.B.A who register for internship assistance. Once registered, one has to strictly adhere to all guidelines and code of conduct.

B.B.A Internship Specification – Minimum of 140 hours internship in 2nd year summer vacation.

Summer Internship for 2nd year students of B.B.A is a pre-requisite for them to qualify for Placements in Final Year.

4.2 Final Placements:

Summer Internship for 2nd year students of B.B.A./B.Com. (Hons.)/B.Sc. Finance each program is a pre-requisite for them to qualify for Placements in Final Year.

Assistance for placements will be given to third year students of B.B.A./B.Com. (Hons.)/B.Sc. Finance who register for placement assistance

Once registered, one has to strictly adhere to all guidelines and code of conduct.

Each student is entitled to only one Final offer

4.3 PPO/PPI:

- 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. Generally the PPO's/PPI's are announced soon after the internships and PPI's are held before the commencement of the final placements.
- Performing up to the mark during internships is of utmost importance.
- Some companies have Structured Internship Program and give Offers (PPO's/PPI's) to deserving students via this route. In such cases the student will have to accept the offer. Hence care should be taken by the student to be clear about his/her choice of company/internship. Rejection of the PPO/PPI would defeat the efforts of the company & ASMSOC straining the relationship.
- The market scenario in terms of job offers is quite competitive and hence, students should make best possible efforts to convert their internships to PPIs/PPOs.

4.4 The Placement process typically involves:

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

4.4.1 Batch Preparation:

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

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, interaction with seniors who have undergone the process, mock interviews with alumni/corporates to get a direct feedback from people in relevant industries, guest talks and workshops on various topics from corporates, resume building as per guidelines, soft skills training etc.

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.

Hence students should do a thorough research about the company, industry, competition etc.

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

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.

4.4.2 Pre Placement Talk – PPT:

PPT's are a medium wherein the company officials disseminate information regarding the company. Companies are encouraged to visit the campus for the Pre-Placement Talk, the platform where the company officials give a presentation to students about background, philosophy, values, ethos, milestones, achievements etc. They share details about the profiles on offer, the selection process, compensation, scope of improvement within the company and other details. Students in turn get their doubts clarified.

The company officials invest time and effort to disseminate information hence students are requested to participate interactively and ask relevant questions.

It is mandatory for all students who have applied for the job to attend the PPT. Disciplinary action will be taken on those who do not follow the instructions, debarring from placements, withholding the offer

4.4.3 Internships/Projects:

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.

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.

Internships are an integral part of the curriculum for securing the degree. It is a great learning platform for our students and goes a long way in shaping the learning obtained in the class room. This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.

Students are encouraged to obtain Industry exposure during summer vacations.

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.

4.4.4 Final Placements:

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.

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/ASMSOC placement portal regularly for information updates.

Companies could have one or multiple rounds for selection – case analysis, group discussion, group exercises, interviews etc.

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

4.5 Guidelines:

- Placement Cell encourages students to work towards PPOs / PPIs.
- Pre Placement Offers (PPO's)/ Pre Placement Interviews (PPI's) made by the companies are routed through the Placement Cell.
- Students getting PPO/PPI offer directly from companies are required to convey the same to the Placement Cell via a formal letter or a mail to ASMSOC.Placements@nmims.edu Students found to be deliberately withholding such PPO/PPI offer, will be subject to disciplinary action.

- The student has to decide on acceptance within the time frame stipulated by the Placement Cell by the company. A formal letter of acceptance should be given to the Placement Cell.
- If the candidate accepts the offer made he/she has to sign out of the placements.
- The acceptance of the offer has to be communicated in writing to the Placement Cell. In case a student fails to inform the Placement Cell before the stipulated date he/she would be considered to have accepted the PPO and this will be final and binding upon the student.
- For a Pre Placement Interview (PPI), the student must appear for the same. Student refusing a PPI will not be allowed to appear for any further placement process. In case of a conversion to a PPO, the PPO policy would be applicable.
- PPOs / PPIs which are officially communicated to the Placement Cell by the company will be considered for the records. Only those students would be eligible to mention the same on their resumes. No other student can mention PPO/PPI of his or her own choice.
- Placement Cell will try to ensure that all companies desiring to make a PPO offer do so at the earliest. However any PPO offer after the student is already placed, Placement Cell will lead to automatic decline of the PPO.

In case of declining of PPO, the student will be allowed to participate in final placements with certain conditions as given below, but at no point of time will be allowed to go back to the PPO:

- He/she will not be allowed to apply/participate in selection processes of the company whose PPO he/she has rejected.
- Students should be cautious if they intend to decline PPO's citing the reason of unsatisfactory CTC. In such cases the student then cannot appear for companies offering CTC that is less than or equal to the PPO CTC during Final Placements. (Cost to Company includes fixed, max variable, allowances, and incentives could vary as per the profile, work ex, etc. of the applicant. For certain companies, compensations offered can be benchmarked on the basis of past hiring's from NMIMS).
- Rejection on basis of sector/location/ brand value of the company/work culture/profile mismatch is not applicable & will not be considered as valid reasons for rejection, as it is expected that students have consciously applied for internships to companies based on their interest and their skill sets.
- Conveying to the company in individual capacity during mid-reviews, final presentation or any other kind of interaction, disinterest in accepting PPI/PPO during the internship is not permitted. We value our relationship with companies and such cases will be dealt with strictly. This will be considered as PPO/PPI rejection and the above rules in this regard will be applicable.

The final decision regarding PPO/PPI shall rest with the Director, Placement Cell/ Dean.

4.6 Code of Conduct:

- The students are expected to give their best performance in the companies that they are shortlisted. If any company reports about a candidate intentionally underperforming, or in case of any disruption caused in the placement process, the Placement Office reserves the right to take disciplinary action against the student(s), including debarring the student from placements.
- Reasons like stipend/Salary, location, specific details about the project, family issues, etc. should not be constraints to students. Students are expected to be mobile, and have the capability to adjust and respond to emergent situations successfully.
- Once a Final offer has been communicated to the college, it is mandatory to accept the same.
- Seeking exemption from the selection process like health issues, family issues, low stipend, profile mismatch, sector mismatch, examination or any other relaxation will not be entertained.
- Directly approaching the company officials for roles, locations, stipend, examination, and sickness is not permitted at this stage. All the concerns should be addressed through the Placement Office.
- As a B.B.A./B.Com. (Hons.)/B.Sc. Finance/M.Sc. Finance student one should be able to pursue any opportunity and rise to the occasion. In case the student does not join the company he was selected for, or deliberately creates problems there, he will be liable for disciplinary action.

Students are expected to follow the guidelines and norms of the companies.

4.7 **Choice of Opting Out:**

A candidate can withdraw from the final placement process if he is keen to seek placement on his own. The student needs to submit the Opted out Form duly completed with the names of such companies and other details where he is trying for placement. The reason being to iron out hitches that could crop up later. The Placement Cell approaches many companies and would like to continue the cordial relationship with them.

Thus if one wants to opt out, he should do so before the entire process begins. However, if one has already applied to companies and awaiting further course of action, then the student will have to participate in the selection process if shortlisted and accept the offer if selected. The student can then opt out of the summer process of further companies.

After opting out, the student will not be allowed to re-enter the summer process at a later stage.

NMIMS shares a cordial relationship with companies and many have supported us even during tough times. We would like to continue this mutually symbiotic relationship. Students are requested to understand this sentiment and behave responsibly. Any issues like divulging info to outsiders & corporates or underperforming in the internships, not able to undertake the internship due to some petty reason, switching internship, reluctance to accept PPO/PPI, not meeting internship responsibilities, failure to conform to guidelines, etc. will jeopardize the relationship and have serious repercussions for final placements and for the future.

5. Course Structures:

SVKM's NMIMS Anil Surendra Modi School of Commerce

BBA Course Structure 2017 - 18			
Year I			
Semester I		Semester II	
1.1	Financial Accounting	2.1	Cost Accounting
1.2	Principles of Management	2.2	Quantitative Techniques - II
1.3	Quantitative Techniques - I	2.3	Environmental Management & Corporate Social Responsibility
1.4	Microeconomics	2.4	Principles of Marketing
1.5	India Socio Political Economics System & Current Affairs	2.5	Effective Communications
1.6	Essentials of IT	2.6	Macroeconomics
Year II			
Semester III		Semester IV	
3.1	Banking & Insurance	4.1	Human Behavior & Ethics at Work Place
3.2	Direct & Indirect Tax	4.2	Financial Management
3.3	Human Resource Management	4.3	Management Accounting
3.4	Indian Economics in Global Scenario	4.4	Business Law
3.5	Operations Research	4.5	Business Analytics
3.6	Consumer Behavior & Services Marketing	4.6	Customer Relationship Management
Year III			
Semester V		Semester VI	
5.1	Strategic Management	6.1	International Business & EXIM
5.2	Research Methodology	6.2	Operations & Supply Chain Management
5.3	Advanced Financial Management	6.3	Entrepreneurship & Business Plan
5.4	Financial Statement Analysis	6.4	Finance Electives
5.5	Finance Electives	6.4.1	Forex & Risk Management in Derivatives
5.5.1	Investment Analysis & Portfolio Management	6.4.2	Financial Planning & Wealth Management
5.5.2	Financial Markets & Institutions	6.4.3	Financial Modeling & Business Simulations
5.6	Marketing Electives	6.5	Marketing Electives
5.6.1	Sales & Distribution Management	6.5.1.	Direct & Digital Marketing
5.6.2	Retail Management	6.5.2	Advertising & Brand Management
		6.5.3	International Marketing & Business Simulations

7. List of Awards:

- a. Certificate of Merit & Medals to 1st and 2nd Rank holders for each program
- b. Best Students for consistent academic performance
- c. 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, subject to guidelines mentioned in point 11.7 under the heading “Meritorious students list” and point no.14.0
- d. Outstanding contribution by the student for the academic year.
- e. Outstanding contribution by the student in extracurricular and co-curricular activities

8. People you should know

University Administration

Name	Designation
Dr. Rajan Saxena	Vice Chancellor
Dr. Sharad Mhaiskar	I/C Pro Vice Chancellor
Dr. Meena Chintamaneni	Registrar
Ms. Shobha Pai	Director (Placements)
Ms. Varuna Saksena	Deputy Registrar (Academics)
Ms. Anjali Barmukh	Deputy Registrar (Admissions)
Ms. Khyati Bhatt	Deputy Registrar (HR & Personnel)
Mr. Praveen Shukla	Deputy Registrar, Administration
Mr. Ashish Tambe	Public Relation Officer
Ms. Meeta Shah	Psychologist & Counsellor
Mr. Shivanand Sadlapur	Librarian
Mr. Ketan Shah / Mr. Sohail Qureshi	LMS Blackboard
Finance & Accounts	
Ms. Karuna Bhaya	Finance Controller
Ms. Varsha Oak	Addl. Finance Controller
Ms. Ermegilda Goes	Chief Accountant
Examinations	
Mr. Ashish Apte	Controller of Examinations
Ms. Shilpa Patil	Deputy Controller of Examinations
International Linkage	
Mr. Maju Jacob	Director, International Linkage
Ms. Ila Pathak Jha	Executive, International Linkage

School Administration

Name	Designation
Dr. Parthasarathi Mukherjee	Director
Dr. Manoj Kumar	Associate Dean
Dr. Prashant Barsing	Professor
	Deputy Registrar
Ms Anupriya Sharma	Assistant Registrar
Ms. Aparna Sant	Course Coordinator

Part III

ANNEXURES

**APPLICATION OF LEAVE
Anil Surendra Modi School of Commerce
(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) To be Filled by Students	No. of Class held during leave period	Class attended during said period	Exemption (s)	Attendance as on date:

Checked by Course Coordinator (Signature):

Approved by

Dean



**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:** _____

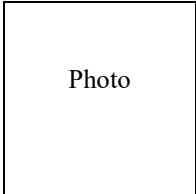
Name of the Foreign Language you are acquainted with _____

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



Photo

Website: www.nmims.edu

APPLICATION FORM – EXCHANGE STUDENTS-INCOMING

1. Personal Information

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

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

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

Local Address _____

Address _____

PhoneNo. _____ Email1. _____ Email2. _____

Home University Details:

Name _____

Address _____

Phone no. _____ Website _____

University ContactPerson _____ EmailID _____

Person to be contacted in case of emergency:

Name _____ Relation _____

Address _____

Phone No. _____ EmailID _____

Do you have any relatives / friends/ contacts in India ? If yes, pl provide the details:

Name _____ Relation _____

Address _____

Phone No. _____ Email ID _____

Medical Insurance details:

Insurer _____ PolicyNo. _____ Contact person _____

Blood group _____ Vaccination Details _____

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

2. Educational Qualification (Completed)

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

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

Name of the Test _____ Score _____ Percentile Score _____

4. Program for which enrolled at home institution

Level: Bachelor Master Diploma Any other (Specify name)

Name of the Program _____ Duration _____

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

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

5. NMIMS Course Choice (Final)

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

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

6. Hostel Accommodation

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

Single occupancy accommodation Double occupancy accommodation

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

7. Declaration

I _____ declare that all information filled by me in this form is

(First name Middle name Last name)

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

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

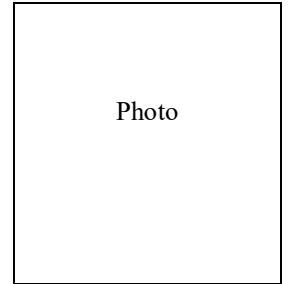
Signature of the Student: _____ Date _____

(Signature of Dean/Director/HOD)

CC. Director – International Linkages

APPLICATION FORM – NMIMS EXCHANGE STUDENTS

Name of School: _____



1. Personal Information

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

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

Local Address :

Name _____
Address _____

Phone No _____ Email _____

Permanent Address:

Name _____
Address _____

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

Person to be contacted in case of emergency:

Name _____ Relation _____
Address _____

Phone No. _____ Email ID _____

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

Name _____ Relation _____
Address _____

Phone No. _____ Email ID _____

Medical Insurance details :

Insurer _____ Policy No. _____ Contact person _____

Blood group _____ Vaccination Details _____

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

Any medication you have been prescribed to take: _____

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

Semester/ Trimester _____

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

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

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

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

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

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

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

Name & Signature of the student

Date

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

Student Exchange Programme (Visa Application)

(School Letter Head)

Dated _____.

To:

The Visa Section

The Indian High Commission

_____ (City)

_____ (Country)

Dear Sir/Madam,

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

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

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

Thanking you,

Yours sincerely,

Dean

(School Name & Address)

(Phone no & email)



Student Exchange Programme (Visa Application)

(School Letter Head)

Dated _____

To:

The Consul General of _____

_____ Consulate/ Embassy

Mumbai, India

Dear Sir/Madam,

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

We have no objection to Ms/Mr. _____ visiting _____ (Country) and other states/countries in USA/Europe (P1 strike). We request you to provide him with the required assistance and process his papers at your earliest convenience.

Thanking you,

Yours faithfully,

DEAN

(School Name & Address)

(Phone no & email)

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

For Office use:

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: _____

Permanent /Temporary Physical Disability / Learning Disability

Details of Scribe being arranged by the undersigned

Name of the scribe: _____

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

Address and Contact No.: _____

Yours faithfully,

Signature of the Student

Date

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

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

For Office use:

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

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

Dear Sir,

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

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

Name of the Student: _____ Student No.: _____
 School: _____ Roll No.: _____
 Name of the Program: _____ Trim/Sem: _____
 Academic Year: _____ Programme Year: _____
 Email ID: _____ Mobile No. : _____
 Address: _____

Subject name/s for which photocopies are required:

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

Payment Details: _____ Amount Paid on Date: _____

Yours faithfully,

Name and Signature of the Student

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

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

For Office use:

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

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

Dear Sir,

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

Subject: _____

Name of the Student: _____ Student No.: _____

School: _____ Roll No.: _____

Name of the Program: _____ Trim/Sem: _____

Academic Year: _____ Programme Year: _____

Email ID: _____ Mobile No.: _____

Address for Correspondence:

Payment Details: _____ Amount Paid on Date: _____

Yours faithfully,

Name and Signature of the Student

Enclosed: Question Paper Copy

Application for Duplicate Fee Receipt

Sir/Madam,

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

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

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

Course: _____ Academic Year: _____

Student Number _____ Roll No. _____

Thanking You,

Yours Faithfully,

(Student's Signature)

DUPLICATE FEE RECEIPTS WILL BE ISSUED AFTER 7 DAYS ON:

Office Remarks:

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

(Receiver's Signature)

APPLICATION FOR REFUND

Date: _____

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

(Signature of Student)

Attachments Required

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

Acknowledgement

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

Signature of Counter Staff, Stamp and Date

APPLICATION FOR MIGRATION CERTIFICATE

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

3. Permanent address: _____

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

Examinations	Year of passing	Roll no	Results

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

DECLARATION BY THE STUDENT

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

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

Date: _____

(Signature of the student)

Mumbai 400056

P.T.O.

FOR OFFICE USE

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

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

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

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

(Signature of Head of the Dept)

Place : _____

Date : _____

DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No: _____

Date: _____

(Signature of the Person of In – Charge)

INSTRUCTION TO THE STUDENT

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

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

Clearance Certificate

Date:

Name:

Programme:

Roll No:

Department	Name of the Concerned Person	Signature
Library (Books)	Librarian	
Hostel <i>Applicable only for Hostellers</i>	Deputy Registrar (Administration)	
IT / Computer Centre	Person Incharge	
Admissions	Deputy Registrar (Admission)	
Examinations	COE / Deputy COE	
Accounts	Finance Controller / Additional Finance Controller	

Course Coordinator

Assistant Registrar

LEAVE APPLICATION
SVKM'S NMIMS Anil Surendra Modi School of Commerce

Note: The Application must be received PRIOR to proceeding on leave OR within THREE DAYS of resume in case of an emergency.

Name of Student:

Programme: Year:

Division: SAP ID: Roll No.:

From: To:
 (Date) (Date)

Reason for Leave:

Submission Date

Late Submission Reason.....

Documents Submitted: Yes / No

Document Details:

Signature of Student:

For office use only :

Application & Document Received Date:

Granted / Not Granted:
 (Entered) (Date)

Subject 1		Subject 2		Subject 3		Subject 4		Subject 5		Subject 6	
P	A	P	A	P	A	P	A	P	A	P	A

Dean Signature

EVENT ATTENDANCE FORM

Date: _____

Name of Club: _____

Name of Club Mentor: _____

Email id: _____ Contact no: _____

Name of Student Coordinator: _____

Email id: _____ Contact no: _____

Event Name: _____ Event Grade: _____

Place (Full address): _____

Start Date: _____ End Date: _____ Total no. of days: _____

Are student/students missing any Internal / External Exam? (Please provide details list)

Faculty In-charge Signature

Approved by I/C Dean (Yes/No)

Note:

1. This form should be **filled by faculty in-charge only** and should be submitted to school admin office prior to the date of event.
2. It is mandatory to attach participants details including Class, Division, Roll no., No. of days missed by student and Lecture missed details.
3. **Event Grades:** **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

Student Undertaking with respect to the Student Guidelines
(Submit this form to your Course Coordinator latest by **July 25, 2017**)

I, _____ have read the Student Guidelines of SVKM'S NMIMS School of Commerce carefully and have understood its contents and their ramifications. I will always uphold the values and honour of the SVKM's NMIMS School of Commerce NMIMS. I promise to fulfil my responsibilities as a student and a human being and treat my colleagues, Staff and Faculty with dignity and respect. I hereby declare that I will follow the Student Guidelines and in case of a violation, consent to action, in accordance with the Management's decision. I hereby agree to abide by the rules and regulations of SVKM'S NMIMS in my role as a participant of this program. I agree that NMIMS has the right to make any changes as it may deem fit in terms of the program content, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines, etc. I also agree that in case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants. These changes would be made if UGC / Statutory bodies make changes from time to time. I understand that if I adopt any unfair means in admission process and during program, then my admission will be cancelled and all fees paid will be forfeited.

Signature: _____

Name:

(First Name)

(Middle Name)

(Last Name)

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

Programme:

○ _____

Roll Number: _____ Email ID: _____

Address for Correspondence:

Contact Phone Numbers:

Office:

Residence:

Mobile:

For Office Use:

Date of Receipt:

Signature of Course Coordinator: