



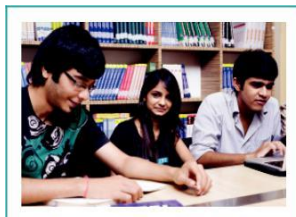
SVKM'S
NMIMS
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STUDENT RESOURCE BOOK

(2017-18)

School of Technology Management & Engineering (STME)



STUDENT RESOURCE BOOK (2017 -18)

Part-I

School of Technology Management & Engineering (STME)



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 2016 onwards and supersedes all other guidelines in respect of matters therein.
- 1.3 These guidelines are applicable for all **On** campus schools under NMIMS deemed –to-be University.
- 1.4 This document of the NMIMS is the last word on interpretation of any student guideline, rule or regulation. While efforts are made to ensure uniformity between these guidelines and the Rules & Regulations of NMIMS, in the event of any dispute, the Students Resource Book will prevail.
- 1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
- 1.6 NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.
- 1.7 All disputes are subject to Mumbai jurisdiction only.

2.0 General guidelines:

Code of Conduct

- 2.1 Cleanliness of the premises must be maintained by everyone in the NMIMS at all points of time.
- 2.2 There is acute shortage of parking space and the students are requested to park their vehicles outside the premises.
- 2.3 Any problem with regard to administrative facility, faculty, and classrooms etc, must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach the Assistant Registrar /Deputy Registrar/ Dean/Directors of the school/ Registrar, NMIMS.
- 2.4 In case of Lecture Cancellation, the course coordinator will inform said changes to class representative/ respective students through the **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 penalty.
- 2.9 Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas in order to ensure the safety and welfare of everyone in our NMIMS. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.
- 2.10 Any person resorting to physical fights will amount to ragging and appropriate action will be taken accordingly.
- 2.11 If any student during the tenure of his studentship has police case on his/ her name is liable for appropriate action against him/ her.

2.12 Discipline Norms and Penalty

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



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

- 2.12.3 Ours is a **non-smoking** campus (School & Hostel). Possession and Consumption of alcoholic beverages / toxic materials and your presence on the campus under the influence of alcohol/ toxic material/ addictive material is a serious offence. Defaulters will be punished depending on the Act. Any student found consuming or in possession of any objectionable material will be rusticated from the hostel, school and the campus. Further, after enquiry, the student's name will be struck off from the roll of the university. The maximum punishment can be rustication from school.
- 2.12.4 Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the University after enquiry.
- 2.12.5 Students indulging in Sexual Harassment will also be liable to disciplinary action as per University norms.
- 2.12.6 In all matters of indiscipline and indecent behaviour, Chancellor of the University will be the appellate authority. Ombudsman is appointed by the University who would look into such cases referred by Chancellor and their decision is final and binding. (Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. Depending on gravity of Act, the student can be rusticated from the school. NMIMS will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.)

2.13 Dress Code:

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

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

2.14 Punctuality

- 2.14.1 Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority not to allow latecomers from entering the classroom.
- 2.14.2 Students are required to be present for all events of school/ NMIMS University, including the Convocation, Sports Day, Republic Day, Independence Day, guest lectures, compulsory workshops, CEO Series, and other events as intimated on the **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 shall not tolerate any act of indiscipline, misbehavior, indulgence into unethical practices including possession and consumption of use of drugs, alcoholic drinks, harassment if any, violence, non-obedience, non-compliance etc. by any student.

3.0 Attendance and leave guidelines for all students:

3.1 General Guidelines

- 3.1.1 A student is required to monitor his /her own attendance. The attendance reports will be shared on monthly basis and discrepancy (if any) to be informed by the student to the concerned course coordinator within 3 working days from the date when report has been shared. No changes will be permitted once attendance reports are finalized.

- 3.1.2 For ALL absence, prior intimation through prescribed leave application form is to be given to the Course Coordinator. In emergent situations, intimation must be given to Course Coordinator on phone/ fax/ email within 24 hours of the absence. Any leave without written intimation will be treated as unauthorized leave and will be reflected in the records as such.
- 3.1.3 Students must refrain from approaching the visiting and full time faculty members for attendance related issues and exemptions. They must submit an application to the coordinator concerned for necessary approvals.
- 3.2 **Attendance rules for all School**
- 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 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 attendance between 70% to 79.9% in any subject(s), will be dealt with on case to case basis by Dean/Directors of the respective schools. Such students will be eligible to appear for the regular trimester/semester end term examination, subject to approval of exemption from attendance is 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, have to take re-admission in the same Trimester/Semester in the same class 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.

100 % attendance in each subject is desirable

| Attendance % (In each Subject/s) | Remarks |
|--|--|
| 80% and above | Eligible to appear for Trimester/Semester End Examinations |
| 70% to 79.9% (10% Exemption) | Eligible to appear for Trimester/Semester End Examinations subject to approval of exemption granted from the Dean of respective School / Director of the respective campus /Associate Dean |
| Below 80% (Not eligible for exemption) | Have to take re-admission in the same Trim/Sem same class 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 Trimester **Pattern:** For trimester pattern programmes the credit details are as follows:

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

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

| Details | Credit | Equivalence | Total Hours in a 15 |
|---|------------|------------------|-------------------------|
| | | in hrs. per week | weeks of Semester |
| Class room teaching | 1 credit | 1hour | 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. Deviation, if any, from mentioned evaluation schemes will be communicated separately.

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

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

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

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

4.12 Project Guidelines:

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

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

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

5.0 Interdisciplinary Offerings – Guidelines

The interdisciplinary approach is a completely new concept. The interdisciplinary approach of selection of courses across different streams will enable students to get the knowledge of other domain. The guidelines mentioned below are specifically related to courses offered under interdisciplinary offerings.

Home School – The students admitted to this school

Host School – Students studying interdisciplinary courses (e.g. Student of MPSTME (home school) studying in SBM (Host school))

- 5.1 The interdisciplinary offering of courses are applicable for Master's level programme and/or 4th/5th year of programmes with duration of 4 years and above.
- 5.2 The Master list is built from courses offered by SBM (Business School), BSSA (Architecture), MPSTME (Engineering), SDSOS (Science) & SPPSPTM (Pharmacy).
- 5.3 The students from all schools are allowed to choose maximum 2 courses (as applicable school wise) from master list as a credit courses in lieu of electives only. The concerned school's Dean may also allow students to choose interdisciplinary courses as an additional subjects.
- 5.4 The courses from all schools in an academic year, as per the master list will be offered in two sessions as follows:
 - 5.4.1 Fall Session (II week of Aug 2017 – II week of Oct 2017)
 - 5.4.2 Winter Session (II week of January 2018 – I week of March 2018)
- 5.5 The Term end examination of all offered courses, as per Master list, will be conducted after completion of the classes. The date of final examination will also be mentioned in the time table. The timings of term end examination will be from 4.30 -7.30 Pm.
- 5.6 The duration of each course will be of 45 hours which will be equivalent to 3 credits. The first 15 hours will cover the basic knowledge of that course and remaining 30 hours will cover the specialized knowledge.
- 5.7 The students have to register through Blackboard only. The registration for enrollment of courses for both fall and winter sessions will be open from April/May 2016.
- 5.8 The students cannot opt out of the course once the list is finalized and shared with host school. Only on an emergent situation and with prior approval from Dean, he/she will be permitted to de-register. A student will not be allowed to opt out of the course where the registration is only 10.
- 5.9 On the basis of number of students enrolled, the course will be offered. If number of students enrolled are more than number of available seats, the selection of students will be on the basis of their CGPA of previous Academic year.
- 5.10 The minimum number of enrolment of students in each course is 10.
- 5.11 For every course 10% of the seats are reserved for students of each school (Host & Home). The remaining seats will be filled with students from all schools on the basis of CGPA. The maximum number of students from each school for any course is 50 % of the total seats.
- 5.12 The classes will be conducted separately for interdisciplinary courses and will be not be merged with existing classes scheduled at the host school.
- 5.13 Student can choose 1 course from fall session and 1 course from winter session. The students of following programme/ trimester/ Semester are eligible to choose course in lieu of elective courses:

| School | Programme | Fall Session | Winter Session |
|---------|-----------------------------------|--------------|----------------|
| SBM | MBA - II year | Trim IV | Trim V |
| MPSTME | PG Programmes II Year | Sem III | Sem IV |
| | B.Tech & MBA.Tech IV year | Sem VII | Sem VIII |
| BSSA | B.Arch IV / V year | Sem VII/IX | - |
| SDSOS | PG Programmes II Year | Trim IV | Trim VI |
| SPPSPTM | PG Programmes II Year | Sem III | Sem IV |
| | B.Pharm & MBA.Pharma Tech IV year | Sem VII | Sem VIII |
| STME | MBA.Tech IV year | Sem VII | Sem VIII |

5.14 The duration of each class will be 3 hours and classes of each course will be twice a week.

5.15 The Attendance and Examination rules will be applicable as per your respective home school guidelines.

5.16 Any further changes will be communicated separately via separate notice.

5.17 The Master list of courses offered is as mentioned below: (for Academic Year 2017-18)

| School offering interdisciplinary courses | Name of Courses | Credit | Hours | Mode (Lecture (L)/Workshop (w)) | Day and Time for conduct of classes | Number of Seats | Venue for conduct of classes |
|---|------------------------------|--------|-------|---------------------------------|-------------------------------------|-----------------|---|
| Fall Session (II week of Aug 2016 – II week of October 2016) | | | | | | | |
| SBM | Sales & Marketing | 3 | 45 | L | Wed & Sat - 4.30-7.30 | 60 | SBM, New Building, NMIMS |
| SPPSPTM | Pharmaceutical Marketing | 3 | 45 | L | Tue & Thur - 4.30-7.30 pm | 60 | SPPSPTM, 6 Floor, NMIMS, (above Mithibai college) |
| MPSTME | Smart Cities | 3 | 45 | L | Mon & Fri 4.30-7.30 pm | 60 | MPSTME, Mumbai |
| Winter Session (II week of January 2017 – I week of march 2017) | | | | | | | |
| SDSOS | Advanced Business Statistics | 3 | 45 | W | Mon & Fri 4.30-7.30 pm | 40 | SDSOS, I floor, Near Santokba hall |
| BSSA | Design Thinking | 3 | 45 | W | Wed & Sat - 4.30-7.30 | 40 | BSSA, 5 Floor, NMIMS, (above Mithibai college) |

6.0 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.

6.1 Discipline in the Examination Hall

6.1.1 Students must know their Roll Number and Student No.

6.1.2 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.

- 6.1.3 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.
- 6.1.4 Students, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination.
- 6.1.5 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.
- 6.1.6 A student, who fails to attend an examination at the time and place published in the timetable, will be deemed to have failed in that course. Opportunity for re-examination will be given according to the rules and regulations.
- 6.1.7 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.
- 6.1.8 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.
- 6.1.9 Every student present must sign against his / her Student number on the attendance sheet provided by the Room Supervisor.
- 6.1.10 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.
- 6.1.11 **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.**
- 6.1.12 **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.
- 6.1.13 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.
- 6.1.14 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.
- 6.1.15 **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.**
- 6.1.16 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.
- 6.1.17 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.
- 6.1.18 Students should not write anything on the question-paper.

- 6.1.19 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited.
- 6.1.20 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.
- 6.1.21 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.
- 6.1.22 A student who disobeys any instructions issued by the Senior / Room Supervisor or who is guilty of rude or disobedient behavior is liable for disciplinary action to be taken against him / her by the University.
- 6.1.23 **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.**
- 6.2 **Grace Marks Rule**
- 6.2.1 For all undergraduate programmes and other integrated programmes (12+ or 10+), the following 'scheme of grace marks' is applicable;
- 6.2.1.1 "A candidate failing in one or more subjects will be given grace marks upto 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.
- 6.2.1.2 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.
- 6.2.1.3 Alternatively, not more than 5 or 10 marks respectively per subject would be awarded, if following conditions are fulfilled:
- Candidate should have appeared in all the subjects taken together for the respective trimester / semester.
 - 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.
 - Candidate should not have failed in not more than one head/ subject of passing by not more than 5 or 10 marks respectively.
- 6.2.1.4 The above rule will also be made applicable to re-examinations to all the students from the academic year **2016-17** irrespective of the year of admission.
- 6.3 **Guidelines for Appointment and Availing facility of Scribe for the physically disabled (permanent or temporary disability) students during examinations conducted by NMIMS**
- 6.3.1 A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations. (**Annexure 7**)
- 6.3.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (**Annexure 1**) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.
- 6.3.3 In the following cases of students, the medical certificate of only Government Authorized Agencies would be accepted for Mumbai Campus namely:
- Hearing Impaired Students: Ali Yavar Jung National Institute for the Hearing Handicapped.
 - Physically Challenged Students: All India Institute of Rehabilitation of Physically Handicapped
- 6.3.4 As regards the student from other campuses, the Government Authorized Agencies from those cities would be accepted.
- 6.3.5 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.
- 6.3.6 The scribe should be one grade junior in academic qualification than the student if from the same stream.
- 6.3.7 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.
- 6.3.8 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.
- 6.3.9 The said student will sit in a separate room under supervision.

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

- 6.4.1 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.
- 6.4.2 These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams
- 6.4.3 Concession will be given for spelling mistakes or mathematical calculation.
- 6.4.4 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.
- 6.4.5 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 would be only accepted.

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

- 6.5.1 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.
- 6.5.2 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 | Student concerned to be rusticated from University |

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

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

6.5.3 **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:

6.5.4 **Student involved in malpractices at Practical/ Dissertation/ Project Report examinations shall be dealt with as per the punishment provided for the theory examination.**

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

6.6 Examination Grievance Redressal Mechanism

(Providing Photo copies to the candidates and Revaluation)

6.6.1 The Grievance Redressal Mechanism will apply only to the theory papers of the 'Semester / Trimester-end Examinations' of the University.

6.6.2 The above mechanism will not apply to practicals/ oral examinations/viva/ projects/MCQ's in online exams/ assignments/ dissertation/ presentation/ field work/ internal continuous assessments etc.

6.6.3 **The prescribed application form for redressal of grievance regarding valuation can be obtained from the University Website. (Refer Annexure 8 & 9 as specimen).**

6.6.4 All the students will be informed the course-wise marks obtained by them in the 'Internal Continuous Assessment' and 'Semester /Trimester-end Examination' by the Examination Office, **on the date of declaration of result, of the examinations of the respective class/es.**

6.6.5 In case a student is not satisfied with the marks awarded to him/her in the theory paper in any course of the 'Semester / Trimester-end Examination', s/he may approach the 'School Examination Office', along with a signed application in prescribed format either for obtaining the **photocopies of the answer-book/s**, for each course separately, **within three working days** or for **verification of marks within seven working**

- days** from the date of result declaration. In no case, a student is permitted to apply for both verification of marks and for photocopy of the answer-book.
- 6.6.6 For verification of marks, student has to submit his application as mentioned above along with Rs. 500/- per answer-book. The photocopy will be supplied to the student on payment of Rs.500/- per answer-book. **No application, received after three working days from the date of result declaration, shall be entertained for any reason whatsoever.**
- 6.6.7 **Within a period of three working days** after receipt of the application for photo copy of answer-book/s, Examination Office will arrange to provide only to the student concerned in person, a photo copy of the answer -book of the related course for which application has been made. The student concerned will have to appear in person and prove his/ her identity at the time of obtaining the photo copies from 'Examination Office' by showing his/ her Identity card. **Under no circumstances, photo copy will be handed over to any other person, even if duly authorized by the student.** The Photo-copy would be authenticated by the 'Examination Office' by way of a rubber stamp and initials of competent authority. Also, photo copy shall not be sent by post or by courier.
- 6.6.8 The University will provide photo copies of the answer-books only for redressal mechanism and not for any other purpose. The student should not part with these photo copies received by him. He should ensure that such copies are not transferred to any other person for any reason whatsoever.
- 6.6.9 Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the University. The decision of the Board of Examinations shall be final in this regard. The penalty for such an unfair act could be ranging from (i) cancellation of his/ her appeal before the redressal committee or revoking unconditionally even if the appeal would be favorably considered (ii) Not allowing the student to appear at examination/s for a stipulated period of maximum up to two consecutive examinations (iii) Cancellation of his/ her result of the examination for which the student has applied for resolution of his/ her grievance.
- 6.6.10 In case, after going through the copy of answer -book, if the student is still not satisfied with the marks awarded to him/ her by the original examiner, he/ she shall apply for re-evaluation of the answer book to the Examination Office of the University **within two working days** from the date of receipt of photo copy from the Examination Office. Incomplete application forms in any respect shall be rejected unconditionally.
- 6.6.11 The applicant student will have to submit his/ her complete application for re-evaluation within a period of two working days from the date of receipt of photo copies from Examination Office along-with a fee of Rs. 1,000/- per subject / course to the Examination Office. Incomplete application will be rejected forthwith and fees paid will not be refunded in any case.
- 6.6.12 **Application for Redressal of Grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever.**
- 6.6.13 The application received from the student for revaluation shall be placed before an external examiner for re-evaluation.
- 6.6.14 After following the process of revaluation under Grievance Redressal, effect may be given to the change in original marks on revaluation, as under:-
- 6.6.14.1 The marks obtained after revaluation shall be accepted by the University, if the marks assigned to the answer book as a result of revaluation, increase or decrease by ten percent (10%) or more than the marks originally obtained by the candidate in the paper without any grace marks (wherever applicable), and in such cases the marks originally obtained by the candidate in the paper shall be treated as null and void and the marks obtained by the candidate after revaluation shall be accepted as the marks obtained in that paper. Fractional marks if any shall be rounded off for the purpose of computing the ten percent (10%) difference in marks.
Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the University, if the candidate gets benefit of passing the subject/examination or change of class or grade in that paper or in the overall result at the said examination with or without grace marks under the provisions of relevant rule.
- 6.6.14.2 Notwithstanding what is contained in (5.6.14.1) above, where the difference between the marks originally obtained by the candidate in the answer book with corrections, if any, made during the process of revaluation without any grace marks (wherever applicable) and the marks obtained after revaluation will be accepted upto and including twenty percent (20%) of the maximum marks assigned to that paper (fractional marks if any shall be rounded off for the purpose of computing 20%). If the difference between the marks originally obtained by the candidate in the paper, if any, made during the process of revaluation without any grace marks, and marks

obtained after revaluation increase or decrease by more than twenty percent (20%) of the maximum marks assigned to that paper, a second revaluation of the said answer books shall be done by a third examiner from the panel of examiners for the said subject. In such an event, the average marks of the first and second revaluations shall be accepted by the University as the final marks for the said subject and communicated to the candidate.

- 6.6.14.3 An answer book shall be sent for second revaluation to another senior examiner appointed by the Controller of Examinations in consultation with the Dean of the School or Chairperson of the Board of Studies of the University, if in the first revaluation, marks of a candidate are decreased below the passing marks or if a candidate obtains 'F' grade after the first revaluation or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.
- 6.6.14.4 The revised marks obtained by a candidate after revaluation, as accepted by the University shall be taken into account for the purpose of amendment of his results only and the said result shall be communicated to the student/s.
- 6.6.15 The marks awarded by such external examiner/s in revaluation shall be final and binding on the student applicant and the original examiner.
- 6.6.16 The change of marks/grades, if any, shall be communicated to the student applicant and a revised 'Grade Sheet' shall be issued to him/ her only on surrendering the original grade sheet to the Examination Office.
- 6.6.17 The whole process of redressal of grievances shall be completed within a period of 15 working days from the date of receipt of application for redressal of grievances.
- 6.6.18 In any case, the photo copies of re-evaluated answer-books shall not be provided to the student/s.

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

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

7.0 Library Rules and Regulations:

- 7.1 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 breach of the Rules and Regulations and/or improper behavior towards library staff for consideration within the terms of the appropriate NMIMS disciplinary procedures.
- 7.2 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.
- 7.3 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.
- 7.4 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.
- 7.5 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.
- 7.6 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.
- 7.7 Photography, filming, video-taping and audio-taping in the Library is not allowed.
- 7.8 Mans operated personal equipment / Electronics Gadgets should not be used without the prior permission of the Librarian.
- 7.9 Users are required to comply with copyright regulations as displayed by the photocopiers.
- 7.10 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

art-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.

- 7.11 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.
- 7.12 Borrowing entitlement: Two books for ten days. One time renewal is possible if the book is not in demand.
- 7.13 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.
- 7.14 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.
- 7.15 Students are required to wear smart casuals (Barmudas, Half pants, Short skirts, bathroom slippers are not allowed)
- 7.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.
- 7.17 The award of a NMIMS qualification will be deferred until all books and other library materials have been returned and outstanding fines/charges paid.
- 7.18 For list of electronic resources / Databases refer annexure.

8.0 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

8.1 Batch Preparation:

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

8.1.1.1 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.

- 8.1.1.2 Interaction with seniors who have undergone internships in companies.
- 8.1.1.3 Assigning seniors or alumni as mentors to guide students.
- 8.1.1.4 Mock interviews with alumni/corporates to get a direct feedback from people in relevant industries.
- 8.1.1.5 Guest talks and workshops on various topics from corporates.
- 8.1.1.6 Resume building as per guidelines
- 8.1.1.7 Soft skills training etc.
- 8.1.2 Prior to the commencement of the selection process it is expected that students should be having a fair idea about their interest, sector, and 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.
- 8.1.3 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.
- 8.1.4 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.
- 8.1.5 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.

8.2 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.

8.3 Internships/Projects

- 8.3.1 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.
- 8.3.2 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.
- 8.3.3 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 |
|-------------|--------------------------------------|---|
| Engineering | MBA (Tech.) | Technical Internships for 2 months after III year & Management Internships of 20 weeks (May-Sept) after IV year |
| | B Tech | Students are encouraged to obtain Industry Exposure after III year during the summer vacations |
| | B.Tech Integrated Program of 6 years | Industrial training in the 6 th year |
| | M Tech | Project work : Industry guided project & dissertation (Semester III & IV) |
| | MCA | Industry Internship and Project (Semester VI) |
| | PGDM - RECM | Internship during Trimester VI |

- 8.3.4 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.
- 8.3.5 Interactions during the internships both with other interns as well as employees help students to understand the expectations/needs of the organization, 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.
- 8.3.6 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.
- 8.3.7 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.
- 8.3.8 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.

8.4 Final Placements

- 8.4.1 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.
- 8.4.2 The process of selection starts with inviting applications based on the eligibility, profile, project, stipend/compensation details shared by the company. The applications of applicants are then sent to companies. Students are required to check their emails/blackboard regularly for information updates.
- 8.4.3 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.
- 8.4.4 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.
- 8.4.5 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.
- 8.4.6 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.

9.0 Guidelines for the Use of Computing Facilities:

- 9.1 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.
- 9.2 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.
- 9.3 The internet access to students will be as per the NMIMS policy. Any change request has to be routed through the Registrar in writing.
- 9.4 Food and/or beverages (except drinking water), smoking will not be permitted in the Computer Centre.
- 9.5 **Provision of Computing Resources:**



- 9.5.1 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.
- 9.5.2 Use of NMIMS computing facilities for students' commercial gain is prohibited.
- 9.5.3 Computer Centre facility will be provided on priority to the students of the concerned programmes, where using Laptop is not compulsory.
- 9.5.4 Students are not allowed to connect personal pen drives/ Laptops to the systems installed in the classrooms.
- 9.5.5 **All students will be given NMIMS email id** and internet authentication id. They are permitted to access internet in computer center or on their own laptop through this id and password only. The action will be taken against if any misuse of internet.
- 9.5.6 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.
- 9.5.6.1 It is student's responsibility to ensure that student's activities do not contravene these or any other laws.
- 9.5.7 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.
- 9.5.7.1 Improper behavior towards ~~the~~ staff will result in disciplinary action.
- 9.5.8 Levels of Service: NMIMS endeavors 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.
- 9.5.9 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.
- 9.5.10 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.
- 9.5.11 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.
- 9.6 These guidelines describe the reasonable and appropriate behavior required by the Regulations for the Use of Computing Facilities at NMIMS.
- 9.6.1 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.
- 9.6.2 Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.
- 9.6.3 Do not request resources or access rights that you do not need.
- 9.6.4 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.
- 9.6.5 Do not remove, borrow, connect or disconnect equipment without permission.
- 9.6.6 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.
- 9.6.7 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.

- 9.6.8 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.
- 9.6.9 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.
- 9.6.10 Do not deliberately create, display, produce, store, circulate or transmit defamatory or libelous material.
- 9.6.11 Do not transmit unsolicited commercial or advertising material.
- 9.6.12 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
- 9.6.13 Do not monitor network traffic-
- 9.6.14 Do not make deliberate unauthorized access to facilities or services accessible via the NMIMS Local Area Network (LAN).
- 9.6.15 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.
- 9.6.16 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
- 9.6.17 You must adhere to the terms and conditions of all license agreements relating to IT facilities which you use including software, equipment, services, documentation and other goods.
- 9.6.18 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.
- 9.6.19 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.
- 9.6.20 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.
- 9.6.21 Do not interfere with or change any hardware or software; if you do, you may be charged for having it put right.
- 9.6.22 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
- 9.6.23 Do not load games software onto, or play games software on, the IT facilities unless required for academic purposes.
- 9.6.24 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 authorized to do so.
- 9.6.25 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.
- 9.6.26 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
- 9.6.27 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.
- 9.6.28 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.

10.0 Feedback Mechanism:

- 10.1 The NMIMS has a well-established online feedback mechanism (through **Blackboard**) for communication of your perceptions. The components of this feedback mechanism are:
 - 10.1.1 Oral Feedback at the end of the third week of every trimester/Semester. Dean / Directors /Programme Chairpersons/HOD will meet students personally.(if applicable)
 - 10.1.2 Online Feedback is taken using a questionnaire in the last session of every course in each trimester/Semester. This feedback is compiled and statistics are placed before each faculty member by the end of the trimester/Semester.
- 10.2 All students should get involved in this mechanism seriously as it truly helps the NMIMS improve the quality of services and teaching provided.
- 10.3 These are open ended questions in which student can reflect learning and teaching aspects of the course.

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

11.0 Mentoring Programme / 'Psychologist and a Counsellor':

11.1 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.

11.2 Psychologist and a Counsellor:

"Have you had any incidents where you reacted very harshly and then later realized that reacting to the situation was not really 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?"- Example case

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.

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 has a full time 'Psychologist and a counsellor' available on the 8th floor, Cabin:-West-855, NMIMS University, at the Mumbai campus for all the students.

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

[WHO | Prevention of bullying-related morbidity and mortality: a.....](#)

Students involved in bullying are at a significant risk of experiencing a wide spectrum of psychosomatic symptoms, running away from home ... www.who.int/entity/bulletin/volumes/88/6/10-077123/en/ - 36k

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

12.1 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 if Commencement of Programme & Closure of Admission date is same:

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

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

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

12.2 Payment of fees:

- 12.2.1 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.
- 12.2.2 Non-payment of fees within the stipulated time including the late fee period will attract cancellation of the studentship from that programme.
- 12.2.3 **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.
- 12.2.4 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.
- 12.2.5 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. |

12.3 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 |
| 3 | 4 years | 6 years |
| 4 | 5 years | 7 years |
| 5 | 6 years | 8 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.

12.4 **Academic break:**

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

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

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

12.4.1 **Eligibility:**

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

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

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

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

12.5 **Submission of certificates / mark sheets:**

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

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

12.6 **Admission Deferment:**

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

12.6.1 **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.

12.6.2 **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.

12.6.3 Process:

- 12.6.3.1 Deferred admission may only be granted to admitted first year students who have paid the required non-refundable enrolment deposit.
- 12.6.3.2 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.
- 12.6.3.3 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.
- 12.6.3.4 The letter of deferment of admission will be issued by admission department to the applicant.
- 12.6.3.5 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.
- 12.6.3.6 Financial aid offers cannot be deferred. Students must reapply for financial aid.
- 12.6.3.7 Admitted 'Transfer' students are not eligible for deferred admission.
- 12.6.3.8 Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.
- 12.6.3.9 Deferment of admission is not applicable for the first year of the programme.
- 12.6.3.10 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'.

13.0 Meritorious students:

- 13.1 Meritorious students list
 - 13.1.1 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.
 - 13.1.2 Students who are participating in Student Exchange Program are also eligible for the Dean's list. Such students will be shortlisted on the basis of the CGPA of all semesters/trimester completed at NMIMS.
 - 13.1.3 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.

14.0 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.

- 14.1 **System Requirement:** Latest browser with Java installed on your PC.
Check browser compatibility:
https://en-s.help.blackboard.com/Learn/9.1_Older_Versions/9.1_SP_14/Student/015_Browser_SupportTest/install
Java: <http://java.com/en/download/help/testvm.xml>
- 14.2 **URL:** Access Blackboard through <http://blackboard.svkm.ac.in>
- 14.3 **Login Policy:** Default User ID and Password is Student's SAP number.
- 14.4 **Change Password:** Students are advised to change password after first login for safe surfing.
- 14.5 **Email Update:** Users need to change/update their email id for getting regular notification
- 14.6 **Course links:** Your login will contain only current trimester/semester course list.
- 14.7 **Faculty Announcements:** Announcement related to course and other activities will be published in Announcement section.
- 14.8 **Online Library:** **Online Library** database is available through Blackboard; it will be a single gateway for all data access.
Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally through user ID and password.
- 14.9 **Assignment / Assessment:** Assignments can be uploaded in Blackboard which will be graded by faculty and online score will be stored. Assessment will be conducted via Test (selective), survey, etc. online.
- 14.10 **Academic Resources:** All Academic Information & News will be published on blackboard.
- 14.11 **Examination Report:** All Examination Grade & Report can be published on Blackboard



- 14.12 **Faculty Feedback:** Faculty Feedback will be accepted online through Blackboard trimester-semester wise.
- 14.13 **Course Content:** Soft copy of reading material and teaching plan are uploaded by faculties for review and references.
- 14.14 **Safe Assign:** Online Plagiarism check will be performed via this section.
- 14.15 **Course Co-coordinator Announcement:** Single link to display, notice related to program like course calendar, SRB, schedule, etc.
- 14.16 **Groups:** Students can create group for online -Blogs, File Exchange, Collaboration, Discussion Board scope for their courses.
- 14.17 **Student Discussion Board / Chat:** This tool will act as a bridge between students & faculties to interact among themselves regarding the courses.
- 14.18 **Blackboard Mobile:** Users can access Blackboard through their smart phones. Download Blackboard Learn app and search for institute by typing **45L1UY**.
- 14.19 **Help – Assistance:** Online assistance is available on front page of portal.
URL: https://en-us.help.blackboard.com/Learn/9.1_Older_Versions/9.1_SP_14/Student
YouTubeChannel:<https://www.youtube.com/watch?v=36kDE4lvRmI&list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU>

15.0 Rules for participating in National/International Level Contests:

- 15.1 All contests have to be routed through Faculty In charge of Student Activity/HOD.
- 15.2 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
- 15.3 All student contests are classified as follows.
 - 15.3.1 GRADE A: National and International level contests of very high repute.
 - 15.3.2 GRADE B: National level contests of high repute.
 - 15.3.3 GRADE C: Local and national level contests
- 15.4 The respective school heads will make the classification of contest in Grade A/B/C.
- 15.5 The classification of the contest will determine the selection, reimbursement and appraisal of the students.
- 15.6 Reimbursements (Applicable only for National Contest)
 - 15.6.1 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.
 - 15.6.2 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).
 - 15.6.3 All reimbursements are subject to the approval of the head of the school and are hence subject to change.
 - 15.6.4 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.
 - 15.6.5 All students claiming the reimbursement will have to submit all details to the staff co-ordinator for processing through the accounts department.
- 15.7 Contest Winners
 - 15.7.1 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.
- 15.8 **For additional information as specific to school, kindly refer Part II.**

16.0 Guidelines for Awards and Scholarships

- 16.1 Each year there are several student awards and scholarships announced for different school/programs of NMIMS (if applicable). For details specific to school, kindly refer Part II.
- 16.2 Students are advised to apply for awards and participate in the process enthusiastically.
- 16.3 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.
- 16.4 Certificate of merit to be given by Dean's at school level.

17.0 Guidelines for Convocation

- 17.1 The Annual Convocation will be held for all Full Time and Part Time programs of NMIMS.
- 17.2 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.

- 17.3 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.
- 17.4 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.

18.0 Roles and Responsibility of Class Representative and Student Council

18.1 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:

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

18.2 Student Council

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

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

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

19.0 Interface with Accounts:

- 19.1 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.

19.2 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.

19.3 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.



19.4 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.

19.5 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.

19.6 Hostel Deposit Refund:

Location: NMIMS Accounts Department

Procedure:

19.6.1 Please procure signature of Hostel in-charge

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

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

19.7 Library Deposit and Security Deposit Refund:

Location: Course Coordinator

Procedure:

19.7.1 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 19.7.2 Please allow a period of 3 weeks for issue of the Refund through NEFT

19.8 Duplicate Receipt:

Location: NMIMS Accounts Department

Procedure:

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

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

20.0 International Student Exchange Program Policy

20.1 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.

20.2 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
- Ingolstadt University of Applied Sciences, Germany
- CETYS University, Mexico
- The University of Turino, Italy

B. Mukesh Patel School of Technology Management & Engineering (MPSTME):

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

20.3 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:

- 20.3.1 Completed the eligibility year of program as defined by respective Deans/Directors of school
- 20.3.2 Have a minimum CGPA of 2.75 and above.
- 20.3.3 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.

20.4 Selection Criteria and Conditions

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

20.5 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:

- 20.5.1 Accommodation and daily living expenses including study materials
- 20.5.2 Travel Expenses
- 20.5.3 Passport and visa costs
- 20.5.4 Insurance cover
- 20.5.5 Any other incidental costs

20.6 Application procedure for students and Expectations from students

- 20.6.1 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.

- 20.6.2 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.
- 20.6.3 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)
- 20.6.4 Students need to ensure that they do not get any grade in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.
- 20.6.5 Other criteria as defined by Deans/Directors of the Schools.

20.7 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.

20.8 Enclosures:

- 20.8.1 Undertaking to be given by student of NMIMS Deemed-to-be University's student going on International Immersion
- 20.8.2 Application Form:
- For Applying for Student Exchange by NMIMS Deemed-to-be-University Students
 - For NMIMS Deemed-to-be University's student (Only for Short listed Students)
 - For International Exchange Students on arrival
- 20.8.3 Visa Form for NMIMS and International Students

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

- 20.9.1 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
- 20.9.2 Respective school will issue an exchange acceptance letter to the student after scrutinizing the application.
- 20.9.3 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.
- 20.9.4 On arrival the respective schools will arrange for living in Mumbai familiarization session with International Linkages department of the University. The Students are requested 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
- 20.9.5 Respective schools will complete the joining process and issue temporary student Identity card.
- 20.9.6 On Arrival respective schools will guide the students for completing FRRO registration with Ministry of External Affairs Government of India and students may seek support of International Linkages Department, if required.
- 20.9.7 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.

Note:

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

21.0 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

21.1 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. |

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

21.3 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><i>If trapped or stranded:</i></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 • <i>Dial 101 or 22620 5301</i> 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. |

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

22.1 **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 |
| School of Technology Management & Engineering | | | | |
| 1. | Dr. Parthasarathi Mukherjee | Chairperson | Parthasarathi.Mukherjee@nmims.edu | +91 9820338530 |
| 2. | Dr. Manoj Kumar | Member | Manoj.kumar@nmims.edu | +91 7757011202 |
| 3. | Dr. Prashant Barsing | Member | Prashant.barsing@nmims.edu | +91 9794258005 |
| 4. | Prof. Aditya Kasar | Member | Aditya.kasar@nmims.edu | +91 9833982732 |
| 5. | Ms. Aparna Sant | Member | Aparna.sant@nmims.edu | +91 9819488359 |

22.2 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

22.3 **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

22.4 **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. Paritosh Basu, Sr. Professor (Finance), SBM - Member
3. Prof. Amita Vaidya, Associate Dean, SAMSOE - Member
4. Mr. Anirudh Bhatt, Assistant Professor, SOL - Member
5. Prof. Dharendra Mishra, Assistant Professor (Mechanical), MPSTME - Member
6. Ms. Pallavi Rallan, Assistant Professor, ASMSOC – Member
7. Dy. Registrars concerned

Please visit the website for more details: “The Sexual Harassment-Women-Workplace Act”& “Women Grievance Redressal Cell Policy”.

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

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

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

List of E resources (In library)

| Sr. No. | Database | Sr. No. | Database |
|---------|-------------------------------------|---------|--|
| | LIBRARY DATABASE/ OPAC | 20 | Frost & Sullivan |
| 1 | LibSys OPAC | 21 | EViews 8 |
| | ELECTRONIC JOURNAL DATABASES | 22 | CMIE: Economic Outlook |
| 2 | ProQuest Central | 23 | SPSS: AMOS |
| 3 | EBCSO | 24 | Euromonitor International: Passport |
| 4 | JSTOR | 25 | EPWRF India Time Series |
| 5 | Science Direct | | COMPANY/ MUTUAL FUNDS DATABASES |
| 6 | Economic and Political Weekly | 26 | Capital Market |
| 7 | JGATE (Social & Management Sc.) | 27 | NAVIndia |
| | ENGINEERING DATABASES | | STATISTICAL DATABASES |
| 8 | J-Gate (Science & Technology) | 28 | IndiaStat |
| 9 | IEL Online- IEEE | | LAW DATABASES |
| 10 | Springer | 29 | Manupatra |
| 11 | Science Direct | 30 | Lexis Nexis |
| 12 | ASCE | 31 | Hein Online |
| 13 | ASME | 32 | West Law |
| | E-BOOKS DATABASES | | MARKETING DATABASE |
| 14 | E-brary | 33 | TVADINDEX |
| 15 | McGraw-Hill Access Engineering | 34 | WARC |
| 16 | Pearson E-Books | | Directory |
| 17 | McGraw-Hill Express Library | 35 | Cabell's Directory |
| | RESEARCH DATABASES | | CASE STUDY DATABASE |
| 18 | ISI Emerging Markets | 36 | Harvard |
| 19 | CRISIL | | |

24. LIST OF HOLIDAYS FOR THE YEAR 2017
SVKM's NMIMS (Deemed-to-be-University)

| 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 |
| | | | | | | Mahashivratri | 24-Feb-17 | Friday |
| 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 |
| Good Friday | 14-Apr-17 | Friday | Good Friday | 14-Apr-17 | Friday | Good Friday | 14-Apr-17 | Friday |
| 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 Rajyothsava | 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)

25.0 NMIMS INFOLINE (for Navi - Mumbai Campus)

| Agency | Numbers |
|---|-----------------------------------|
| Police | |
| Police Help Line | 100 |
| Police Station Kharghar | (022) 2774 3000 / 2774 5000 / 100 |
| Fire Brigade | |
| Fire Brigade Help Line | 101 |
| Fire Station of Kharghar | 022 64513351 |
| Ambulance Service in Kharghar | |
| | 102 |
| Hospitals | |
| Om Navjeevan Hospital Plot No. 2, Sector - 21, Kharghar | 022 2774 0460 |
| Utsav Eye Clinic Office no 1, First Floor, Riddhi Siddhi Co-op Housing Society, Plot no. 69C, Sector 21, Kharghar | 022 2774 2553 |
| Arielle Family Clinic | 097697 04959 |
| Hertz Speech & Hearing Health Care Unnati Tower, Shop No.15, Navjeevan Ln | 080558 52651 |
| Geo Medcare Satyam Multispeciality Hospital Sai Srishti Bldg, Near Apna Bazar, Shilp Chowk, Kharghar | 022 2774 7820 |
| Diabetes, Heart, Eye & Child Care Center Diagnostics & Polyclinic Siddhivinayak residency, Office No. 10, Plot No. 18,, Sector 20, Opposite KPC school, Kharghar | 076669 01630 |
| Kharghar Medicity Hospital Plot NO - C/23, Aum Sai CHS, Next to Kharghar Police Station, Next to Royal Tulip, Facing Highway, Sector 7, Kharghar | 022 2774 9916 |
| MITR Hospital, Kharghar, Navi Mumbai Plot:37, Eden Garden, Opposite Harmony International School, Sector-5, Kharghar | 022 2774 4269 |
| General Physician | |
| Madhavbaug Clinic - Kharghar Swagat Row House, C-13, Near Kharghar Raja Bus Stop, Sector - 12, Kharghar, Navi Mumbai - 410210 | 093200 04065 |
| Shree Ganesh Clinic nitin amale kharghar...sector 20...plot 55...bhumiraj bld..shop no. 1 | 099304 06048 |
| Hostel | |
| (Contact - Mr. Zahid Mallick) | 9425318535 |
| Amit Agarwal | 9741891230 |

Part II

**School of Technology
Management & Engineering**



Message from Director

Dear Students,

SVKM's NMIMS, School of Technology Management & Engineering (STME), Navi Mumbai imparts engineering and management education through its MBA-Tech 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. NMIMS School of Technology Management & Engineering (STME), Navi Mumbai 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 SVKM's NMIMS, School of Technology Management & Engineering (STME), and Navi Mumbai 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.

Wishing you, all the best, during your tenure at SVKM's NMIMS, School of Technology Management & Engineering (STME), Navi Mumbai.

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

1. Academic Calendar

**SVKM'S NMIMS SCHOOL OF TECHNOLOGY MANGEMENT & TECHNOLOGY
MBA (TECH.)
Academic Calendar 2017-18**

| SEMESTER – I | |
|---|---|
| July 17 2017 | Commencement of Semester I |
| August 28 to September 2, 2017 | Midterm Test 1 of Semester I |
| October 3 to October 7, 2017 | Midterm test 2 of Semester I |
| October 16 to October 21, 2017 | Diwali Vacation |
| October 30 to November 04, 2017 | Midterm Test 3 of Semester I |
| November 18, 2017 | Last Instruction Day of Semester I |
| November 22 to December 9, 2017 | Term End Examination of Semester I |
| November 27 to December 16, 2017 | Central Assessment Program for Semester I |
| December 11 to December 14, 2017 | Midterm Test IV of Semester I |
| December 25 to January 1, 2018 | Winter vacation |
| SEMESTER - II | |
| January 2. 2018 | Commencement of Semester – II |
| February 05 to February 10, 2018 | Midterm Test I of Semester II |
| *** | SATTVA/ PROTSAHAN (Sports, Cultural & Technical Festival) |
| March 19 to March 26, 2018 | Midterm Test II of Semester – II |
| April 09 to April 14, 2018 | Midterm test III of Semester - II |
| April 28, 2018 | Last Instructional day of Semester – II |
| May 03 to May 19, 2018 | Term End Examination of Semester II |
| May 07 to May 26, 2018 | Central Assessment Program for Semester II |
| May 21 to May 23, 2018 | Midterm Test IV of Semester – II |
| May 28 to July 07, 2018 | Summer Vacation |
| Last week of May – 1 st week of June 2018 | Commencement of Re-examination of Semester – I |
| Last week of June – 1 st week of July 2018 | Commencement of Re-examination of Semester – II |

2. Academic Guidelines:

- i. The Structure of various courses, rules for Major, Minor, choice of electives, and detailed course outlines are given separately in the Academic Curriculum section of this document. Students are required to go through this section in detail.
- ii. Any changes in the course structure, course outlines and so on, will be communicated on the notice board / blackboard / email.
- iii. For all programmes, a schedule will be drawn out indicating dates of submission of choice of electives in a specified format to the course coordinator. Full adherence to the procedure is required from each student.
- iv. The Student will be taught each of these subjects according to the prescribed course outlines. The faculty, however, may circulate individualized session-wise detailed teaching plans to the students.
- v. Most classrooms are fitted with an LCD projector for the utility of the faculty and the student. In case students requires an LCD for their presentations or whatsoever he / she must take a prior booking through Course Co-ordinator. LCD's are allotted on first come first serve basis as per availability.
- vi. In case of Lecture Cancellation, the course coordinator will inform said changes to class representative/ respective students through the Black Board / email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty.
- vii. 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.

2.1 Re-Admission rules:

In continuation to the re-admission rules (refer point 11.3) 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. Tech. (10 +) | 6 | 8 |
| 2 | B. Tech. (12 +) | 4 | 6 |
| 3 | MBA (Tech.) | 5 | 7 |
| 4 | M. Tech. | 2 | 4 |
| 5 | MCA | 3 | 5 |
| 6 | PGDM RECM | 2 | 4 |
| 7 | Certificate program in Business Analytics | 1 | 3 |

2.2 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 follow:

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 |

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

3.1 Evaluation and Grades

School of Technology Management & Engineering of NMIMS follows the following 'letter grades' and corresponding 'grade points' system:

| Grade | Grade Point |
|-------|-------------|
| A+ | 4.00 |
| A | 3.75 |
| A- | 3.50 |
| B+ | 3.25 |
| B | 3.00 |
| B- | 2.75 |
| C+ | 2.50 |
| C | 2.25 |
| C- | 2.00 |
| F | 0.00 |

3.2 Method of calculation of letter grades

- (a) **FACTORIZATION:** In order to ensure uniformity of evaluation and reduce variation in evaluation between different faculty members, factorization of marks would be carried out for courses wherever the number of students appearing for the examination in the said course is more than 30 and number of faculties evaluating the answer books in the course concerned are more than one.

The formula for carrying out such factorization would be as under:

- (i) The Average marks given by a faculty for a course (internal continuous assessment + trimester end examination) for a group of students shall be calculated for each course for a batch.
Average marks awarded by a faculty to a group of students (one or more division) for a particular course = Sum of total marks awarded to all students assessed by the faculty for a course divided by number of students in the said group / batch.
- (ii) Grand Average Marks given by all faculty members who evaluated answer books (internal continuous assessment + trimester end examination) shall be calculated for each course for a batch.
Grand Average marks= Total marks awarded by all faculty members to all students for a particular subject divided by number of students in the said cohort
- (iii) 'Factor Score' for each faculty, using Individual faculty average and grand average obtained above would be calculated.
Factor Score= Grand average divided by Individual faculty average.
- (iv) Factorization will be done by multiplying the factor score of the respective faculty with the aggregate marks assigned by the said faculty to the individual student whose answer books were evaluated by him/her for each course.
- (v) If the marks obtained by the student after factorization are in decimal, the marks will be rounded to the next higher integer.
- (vi) Gracing and grading will be applied as per present scheme on the factorized marks computed as above
- (b) **DOUBLE EVALUATION:** Wherever for a course the number of students appearing for the examination is less than 31, factorization will not be applicable irrespective of the number of faculties evaluating the answer books of the course concerned. In such cases, where factorization is not applied, double evaluation or 100% moderation will be carried out. The first evaluation will be performed by the course teacher of the course concerned and the second evaluation of all the answer books or 100% moderation will be carried out by an external course expert selected from the panel approved as per the norms prescribed and in force at that moment. The simple average of the marks allotted by the Internal Course Teacher and the External Subject Expert will be treated as the marks allotted to the student in the course concerned. If the average mark obtained by the student is in decimal, the same shall be converted to the next higher integer. This average mark will be considered for awarding the grace marks if eligible and grade and declaring the result of the student.
- (c) **DOUBLE EVALUATION:** Wherever the number of examiners evaluating answer books of a course is only one, irrespective of the number of students appearing for the examination in the course concerned, factorization will not be applicable and double evaluation or 100% moderation will be carried out. The first evaluation will be performed by the course teacher of the course concerned and the second evaluation of all the answer books or 100% moderation will be carried out by an external course expert selected from the panel approved as per the norms prescribed and in force at that moment. The simple average of the marks allotted by the Internal Course Teacher and the External Subject Expert will be treated as the marks allotted to the student in the course concerned. If the average mark obtained by the student is in decimal, the same shall be converted to the next higher integer. This average mark will be considered for awarding the grace marks if

eligible and grade and declaring the result of the student. There shall be no factorization of marks in such a case.

(d) Method of calculation of letter grades:

For the calculation of grades, the following guidelines are observed-

1. Highest marks/ factorized marks scored by a student (derived as above) as the case may be for a course / subject will be taken into account for the batch/group (in case of electives).
2. Difference between the maximum marks/ factorized marks as the case may be and pass marks would be calculated.
3. The said difference will be equally divided into slabs of nine letter grades (i.e. A+, A, and A-, B+, B and B- and C+, C and C-).
4. Grading will be done on the basis of marks/ factorized marks as the case may be obtained by a student in each course / subject which will be fitted into the above slabs of letter grades.
5. “F” grade will be assigned to students;
 - (a) Who have obtained less than one third or 50% marks (as the case may be) out of the maximum marks allocated to the respective subject / course for the internal continuous assessment.
 - (b) Who have obtained less than one third or 50% marks (as the case may be) out of the maximum marks allocated to the respective subject / course for the term end examination.
 - (c) Who have obtained marks less than minimum passing marks out of aggregate (Internal Continuous Assessment + Term end examination).

After following the above evaluation processes, the factorized / average marks will be rounded to the next integer. The process of awarding ‘grace marks’ as per rules already approved by Academic Council shall be followed. Thereafter, grading will be carried out as per the present practice.

The process of factorization and the grading pattern will be implemented irrespective of the year of admission of the students concerned with effect from the Academic Year 2016-17.

3.2.1 Calculation of GPA (Grade Point Average):

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

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

3.2.2 Calculation of CGPA (Cumulative Grade Point Average) :

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

Here:

C = Credit value assigned to a course /module

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

GPA = Grade point Average shall be calculated for individual term.

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

3.3 Non-completion of assignments/ Term Work or having unsatisfactory Attendance

- 3.3.1 A student of **B.Tech. / B. Tech. (Integrated), MBA(Tech.) & PGDTP** shall not be granted terms and he/ she shall not be permitted to appear at the semester end examination conducted for a subject unless, he/she has satisfactorily completed the related term-work/ assignments etc. within the stipulated period of time and has satisfactory attendance as per rules. Such student will not be allowed to keep term of higher/ further semesters and will be required to take re-admission in subsequent academic year for the concerned year of the program, if he/she wishes to continue his/ her studies. Such a student will not be given any credit/s for subject/s already cleared, if any, of the year for which the term was not granted.
- 3.3.2 A student of **MCA, M.Tech. & PGDM** program shall not be granted terms and he/ she shall not be permitted to appear at the semester end examination conducted for a subject unless, he/she has satisfactorily completed the related term-work/ assignments etc. within the stipulated period of time and has also obtained the minimum prescribed passing marks in Internal Continuous Assessment in the subject/s and has satisfactory attendance as per rules. Such student will not be allowed to keep term of higher/ further semesters and will be required to take re-admission in subsequent academic year for the concerned year of the program, if he/she wishes to continue his/ her studies. Such a student will not be given any credit/s for subject/s already cleared, if any, of the year for which the term was not granted.

3.4 Promotion Rules and ATKT (Allowed To Keep Terms): **B. Tech. / B. Tech (Integrated) /MBA (Tech.) / M.Tech. / MCA / PGDM-RECM (Trimester Pattern)**

General:

- 3.4.1 A student who has passed in all the subjects (as per the criteria laid down herein under) of Semester I and II examinations of the first academic year will be promoted to the second year of the concerned programme. A student who has passed in all the subjects of Semester III and IV examinations of the second year will be promoted to the third year of the concerned programme. A student who has passed in all the subjects of Semester V and VI examinations of the third year will be promoted to the fourth year of the concerned programmer. Likewise, a student who has passed in all the subjects of Semester VII and VIII examinations of the fourth year will be promoted to the fifth year of the concerned programmer (wherever applicable).
- 3.4.2 A student who fails to pass in one or more subjects in Semester I examination will be “allowed to keep terms” (ATKT) and will be permitted to attend lectures and appear at Term -End examinations of Semester II. This means that students will be allowed to keep terms for both the semesters during the first academic year, irrespective of the number of failures in any number of subjects of the first semester of that academic year. This criterion will apply to the subsequent years also.
- 3.4.3 Such failed students will be allowed to appear at **re-examination in all the ‘failed subjects’** to be conducted after declaration of the results of Semester II examination of that academic year. The internal assessment marks obtained by the students will be carried forward. This re-examination will be held only once for an academic year before commencement of the next academic year. **The re -examination will normally commence in the month of June.** However, this schedule is subject to change at the sole discretion of the University. Students are advised to keep a track of the examination / re-examination time tables.

- 3.4.4 **A student who is required to appear in the re-examination must pay the prescribed fees/charges for re-examination before commencement of the re-examination.**
- 3.4.5 A student who has failed in not more than five subjects in **B.Tech. / B.Tech. (integrated)** and three subjects in **MBA(Tech.)** program in an academic year i.e. two semesters taken together after the said re-examination will also be allowed to enter upon the next year of the program. Such students will be required to appear for examinations of all the failed subjects during the related Semester-end examinations / re-examinations along-with the regular students of next year and pass thereat.
- 3.4.6 A student, who has failed in more than **five subjects in B Tech programs / B.Tech. (integrated) and three subjects in MBA(Tech.)** in the academic year i.e. two semesters taken together after the said first re-examination (held before the commencement of the next academic year) will not be allowed to enter upon the next year of the program. S/he will be required to either take re-admission (subject to re-admission rule) in the same year of the program or may appear at the re-examinations of all the subject/s in which S/he has failed to pass with the regular students of the subsequent batch.
- 3.4.7 The same criteria regarding re-examination as mentioned above shall be applied to Semester III & IV of the second year of the programme, for Semester V & VI of the third year of the programme for Semester VII & VIII of the fourth year of the programme and for Semester IX & X of the fifth year of the programme, wherever applicable.
- 3.4.8 As regards admission to the third year, students must have passed in all the subjects of first year. For admission to the fourth year, students must have passed in all the subjects of second year. Similarly for admission to the fifth year, students must have passed in all the subjects of third year (wherever applicable).
- 3.4.9 Students failing in Research Project 1 in 4th year MBA Tech. and Research Project II in fifth year will be allowed to resubmit the project report within the respective academic years. On resubmission, a viva presentation will be carried out in the same academic year after the term end examination. Results of the Research Project I and II will be declared thereafter in the same academic year.
- 3.4.10 **MCA, M. Tech. & PGDM-RECM** Students will not be promoted to the next academic year if they have any failure in any subject after the re-examination conducted at the end of the academic year. No further re-examination will be conducted under any circumstances. In case any student fails to clear any subject after the re-examination, he / she will have to take re-admission in the same year of the program.
- 3.4.11 If student of M. Tech is not able to submit the desertion report at the end of 2nd year, he may seek extension by applying through HOD and Dean to the admission department. If extension is approved / granted, student has to pay the prescribed fee as per rule.

3.5 Evaluation Weightage:

The evaluation for the structured courses would broadly fall into the following evaluation scheme: -

| Evaluation | Weightage | Evaluation Method | Conducted by | Schedule |
|--------------------------------|-----------|---|------------------------------------|---|
| Internal Continuous Assessment | 30% | Case studies /Project /Assignments/ Seminar /term Paper/Viva/Quiz/ Written examinations Practicals (Engg. Subjects), etc. (minimum three methods to be taken) | Faculty | Throughout the Term |
| Term End Evaluation | 70% | Term End Examination | University Examination/ Department | After completion of the Term (15 weeks) |

- 3.5.1 The evaluations are conducted in a continuous manner and uniformly throughout the semester. For objective and comprehensive evaluation, NMIMS believes in multi-criteria, multi judge evaluation and multiple evaluation instruments. The course faculty conducts the Internal Continuous Assessments and the details of evaluation instruments, their weightages and schedule are announced by the course faculty at the respective School.
- 3.5.2 The Common Semester end Examinations are conducted to evaluate students in terms of their understanding of concepts, knowledge of tools and techniques and their application to the business situations. The knowledge of current events is tested through Internal Continuous Assessment and Semester-end examination in the form of analysis of current development.
- 3.5.3 Credits are based on number of hours per week e.g. 3 credits = 3 hrs. / per weeks of contacts
- 3.5.4 Deviation, if any, from above mentioned evaluation schemes will be communicated separately.
- 3.5.5 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.

3.6 Passing Criteria:

3.6.1 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 order to be declared as successful in every subject of each of the semesters. Further, it is clarified that in case the subject has only Term End Examination conducted at school / Dept. level, its passing shall be 50 % of the maximum marks assigned to the subject. In case the subject /course has only internal assessment component, the passing shall be 50 % of the maximum marks assigned for the related subject.

For Engineering Subjects, the school will conduct two tests (M-1 & M-2) in a semester. Those students who are unable to give any of the two tests will be permitted to give the third test (M-3)

which will be conducted at the end of the semester but before the term end examination. Students who desire to improve their performance in the test 1 (M-1) or test 2 (M-2) will also be permitted to attend M-3 (test3). **All the students who have appeared for M-3 (test3) should note that the final marking will consist of marks obtained in M-3 and best of the marks obtained from M-1 and M-2.**

For Technology Management subjects, the school will conduct one test (M-1) in a semester. Those students who are unable to give this test will be permitted to give M-2 (test 2) which will be conducted at the end of the semester but before the term end examination. Students who desire to improve their performance in the M-1 will also be permitted to attend M-2. **All the students who have appeared for M-2 should note that the final marking will consist of marks obtained in M-2 only.**

Students who fail to obtain 1/3rd marks in the internal continuous assessment even after appearing at M-3 (for Engineering Subjects) or M-2 (for Technology Management Subjects), may appear for an improvement test in the same subject /course, which will be conducted before the re-examination of the same academic year. If a student fails to obtain one-third marks in the internal continuous assessment even after appearing at the improvement test which will be taken at the end of the year, he/she will have to take re-admission in the same year of the program in the immediately succeeding academic year.

In the case of subjects having only internal assessment, the passing criterion being 50 % of the total marks assigned to the subject, the student will have to appear for the improvement tests taken before the re-exam of the academic year.

The student will have to attempt improvement test conducted in the same academic year. There will be no improvement tests in the subsequent academic year.

The improvement tests before the re-examination of the academic year will be taken along with other students of the respective batch only. No separate tests will be conducted for individual students.

Students who obtain 1/3rd or more marks in the ICA after appearing at M-3 (for Engineering Subjects) or M-2 (for Technology Management Subjects) would not be eligible to appear for improvement tests conducted before the re-examination.

A student who secures 50 % aggregate considering the marks obtained in the improvement test conducted before the re-examination need not appear for the re-examination unless he has failed to secure 1/3rd marks in the term end examination.

A student who fails in the Term end examination or in securing 50% marks of the maximum marks assigned to a particular subject even after appearing for improvement tests, will necessarily be required to appear in the re-examination which will be held in June/July at the end of the academic year.

3.6.2 Semester-end Examination

A student must secure a minimum of one-third of the total maximum marks allotted to the semester-end examination of each subject, in order to be declared as successful in every subject, of each of the semesters.

3.6.3 Aggregate Passing

A student must secure a minimum of 50% of aggregate marks out of the total marks (that is, aggregate of internal continuous assessment and semester end examination) allotted to each subject/s. **Further it is clarified that in case the subject has Term end examination conducted at school / Dept. level, its passing shall be 50 % of the marks. If student fails to pass in any of such subjects, he/she will have to appear for re-examination which will be conducted by school/dept. at the end of the academic year in June/July.**

If a course has internal assessment, the procedure and marking for conducting M-1, M-2 and M-3 will be as described earlier. Improvement test before the re-examination will be conducted in respect of Mid-term test only. The marks of allotted other in-semester components will be carried forward.

3.7 Remedy for non-fulfilment of Passing Criteria

3.7.1 A student who has obtained less than one third marks in the 'semester-end examination' and/or a student who has failed to obtain more than 50% marks 'in aggregate' as mentioned above will be necessarily required to appear for re-examination which will be conducted at the end of the academic year in June/July of the respective year. In case the student fails even in the re-examination which is held in June/July, he/she will be allowed to appear along with the regular students of next year in the term end examination only.

3.7.2 The rules regarding the ICA improvement will be applicable to students of all years.

3.7.3 Those students, who pass in any re-examination, will be awarded 'Normal Grade' for subjects passed in such re-examination.

3.7.4 If a student has failed under any head in any subject (i.e. 'Internal Continuous Assessment' or 'Semester-End Examination' or 'aggregate'), he/ she shall be deemed to have failed in that subject.

3.7.5 In case a student fails after the said first re-examination in more than five subjects in case of B. Tech. and three subjects in MBA (Tech.) program, he/she will not be permitted to enter upon the next year of the programme.

3.8 General rules:

3.8.1 A student who remains absent from appearing at Semester-end 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. The internal assessment marks obtained by the students will be carried forward. Such student will be awarded '**Normal Grade**' in that re-examination/s, which immediately follows the second semester-end examination of the academic year in which the student has kept terms. Submission of re-



examination form along with prescribed fee before the designated date is a pre-condition for appearance at re-examination.

3.8.2 In order to receive the degree, diploma, certificate, the student will have to pass in all the examinations of all the years.

3.9 Modification in criteria/rules:

On the recommendation of Board of Studies of School of Technology Management & Engineering and the Board of Examinations, the Academic Council shall have the sole discretionary right to modify all or any of the aforementioned rules/criteria, without prior notice.

These rules would come into effect for the students who will keep their terms for the Academic year 2017-2018 and onwards.

4. Project Guidelines:

There shall be two semester of Industry Interaction for MBA (Tech) students. The first one is in the 6th Semester and second in the 8th Semester. For B. Tech students there shall be industrial training programme in the 2nd or 3rd year summer vacation.

4.1 MBA (Tech) T I P (Training):

- a. The objective of the TIP is to provide an overview of the working of the Industries and the latest technology and practices followed in the field chosen by the student. The objective is also to provide an appreciation of the practical application of the theory learned in the class.
- b. STME will assist the students in selecting the right industry in their field of specialization and arrange for an Industry mentor and faculty supervisor to help the student and monitor his progress.
- c. Before the start of training, the student should finalise the training schedule with the concerned Faculty Supervisor and the Industry Mentor. A copy of this schedule should be mailed to the office within one week of the start of the training. It should be duly signed by the faculty and the mentor.
- d. Students should maintain a notebook in which they should enter each day's activity/learning and other relevant information (at least one page per day). This log book should be made on daily basis and periodically (once a week) the Weekly Evaluation Proforma (as per format enclosed) with the signature of the company's mentor should be obtained.
- e. Students should observe strict discipline as per Industry's norm. They should obtain a training certificate indicating successful completion of the training and the actual period in which the training was taken.
- f. Students should provide the office with their contact email and mobile/phone numbers before the commencement of the training.
- g. Guideline for writing the training report and the template will be mailed to the email address provided (Item 6). The student will be responsible for ascertaining the dates for the exams from the office. They are therefore advised to keep in touch with the office at least once in a week from wherever they are working.

- h. The evaluation will be done based on a) marks for the Term Work – which will be jointly done by Faculty supervisor and the Industry Mentor. The log book (item 4) will be one of the basis for this. b) Marks for the Training Report c) marks for the Presentation made by the student in front of the interview panel & marks for the VIVA after the presentation. The allocation of marks will be decided in due course. The total marks shall be given out of 200 for the Industrial Training.

4.2 MBA (Tech) M I P (Training) – Project Work:

The training shall be of 20 weeks duration commencing in the 8th Semester. The objective shall be to get an all-round exposure for students & enhance their skills in Industrial Project working with the thrust on Managerial content in their respective technology sectors. The training shall comprise of project work, which shall be in the area of the discipline in which the student is majoring in. Further, the project shall preferably have Technical & Management content. (i.e. It shall be of a techno-managerial nature). Projects could be multidisciplinary in nature. Total Marks: 200

4.3 B. Tech Summer Training:

For B. tech. students Industrial training shall be compulsory in the 3rd year (after semester VI examinations) for the period of 4-6 weeks in May and June (Summer Vacation).

The students shall inform the placement office in advance of their preference. The students may arrange the training through their own contact/s or request the placement office for the assistance. It is compulsory to submit the certificate and report on completion of the training. However, no grade / marks will be awarded. Students will be provided certificate and recognition for outstanding performance, if any.

The students can undergo an optional training (self-organised, 4-6 weeks) during the Summer Vacation (May and June) after the completion of 2nd year (after semester IV examinations).

4.4 Class Projects:

- a) Various faculty members announce Class Projects as a part of the learning process for that subject.
- b) These Class Projects are usually undertaken in groups or individually.
- c) Evaluation criteria and weightages are assigned by the faculty concerned.
- d) These Class Projects are a vital part of the learning inputs during your stay at NMIMS. Do engage with these projects with a serious learning intent.

5. Technical Assistantships / Teaching Assistantship

5.1 A limited number of technical assistantships from time to time may be available for all students of M.Tech.

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

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



6. Vision & Mission of Institute and Departments

School of Technology Management & Engineering

Vision:

NMIMS will define 21st century Technological, Management and Organizational Research, and educate with a view to impact global developments and develop a cadre of employable individuals.

Mission:

NMIMS's mission is to provide to the nation, good quality trained human resource who are socially sensitive, have inquisitive minds and the [persistence to change their own organization's lives, and contribute to making India a knowledge super power and the world a better place to live.

This we seek to achieve through educational excellence, innovative and relevant research, promoting social equality and an outreach program to ensure global access to our learning resources to all students and faculty.



Computer Engineering Department

Vision:

Play a significant role in creating Computer Engineering Graduates with sound technical and managerial skills of value to industry and society both at national and international level.

Mission:

1. The Computer Engineering Department endeavors for excellence in creating, applying and imparting knowledge in computer engineering through comprehensive curriculum and innovative teaching-learning process.
2. Provide a sound technical and managerial foundation & multifaceted development that prepares student to excel in higher education, research or technical/managerial profession that can adapt to rapidly changing technology in computer engineering.

Programme Educational Objectives (PEO)

The MBA. Tech (Computer Engineering) graduates will:

PEO-1: Be successful in their professional career exhibiting ethical attitude with exposure to emerging technologies.

PEO-2: Analyze, design and solve problems in their domain using the computer engineering knowledge.

PEO-3: Pursue higher education

Mechanical Engineering Department

Vision:

To be center of excellence in Mechanical Engineering for education and research to create competent Mechanical Engineering graduates who can be employable in the industries and be part of innovation, research, problem solving and entrepreneurship to help mankind in particular and society in general.

Mission:

1. To impart quality education in the field of Mechanical Engineering to the students.
2. To provide state of the art facilities to the students to enable them to learn, understand and apply fundamentals of Mechanical Engineering in solving engineering problems.
3. Developing relevant curriculum of studies which will cater to the needs of industry and society.
4. Promotion of team culture amongst students, faculties and staff to create conducive environment for better interaction with industries and collaborative research and development activities.

Programme Educational Objectives (PEO)

The MBA. Tech (Mechanical Engineering) graduates will:

PEO-1: Practice the profession of Mechanical Engineering with competence, professionalism and competitiveness in various facets like design, manufacturing, production and project management etc. in mechanical engineering field.

PEO-2: The graduates will utilize the knowledge and best practices of Mechanical Engineering sciences to contribute effectively in solving real world problems.

PEO-3: Pursue personal and professional growth with superior work ethics and work character.

PEO-4: Pursue advanced studies and research at post-graduate and higher level.

b) Course Structures of all programmes
MBA Tech. (Computer Engineering) Course Structure 2017-22

First Year (Common for All Branches)

| Second Year | |
|--|--|
| Semester - III | Semester - IV |
| Data Structure & Algorithms | Computer Network |
| Digital Logic Design | Operating System |
| Computer Organization & Architecture | Analog & Digital Communication |
| Database Management System | Microprocessor and Microcontroller |
| Signals & Systems | Software Engineering |
| Programming Workshop | Implementation of Technology |
| Engineering Mathematics - III | Microeconomics |
| Business Communication | Statistical Methods |
| Contemporary Practices in Management | |
| Third Year | |
| Semester - V | Semester – VI |
| Fundamentals of Web Technology | Introduction to Cloud Computing |
| Distributed Systems | Mobile Computing |
| Digital Signal Processing | Artificial Intelligence |
| Object Oriented Software Engineering | Multimedia System and Virtual Reality |
| Information Storage and Management | Mobile Application Development Lab |
| Advanced Programming Laboratory | Quality Management Systems and Practices |
| Macroeconomics | Project Management |
| Financial Accounting | Cost and Management Accounting |
| Information and Communication Technology | Project Planning and Execution |
| Management | Innovation – I Insights for Innovation |
| Managing Data with Spreadsheet | Innovation– II–Thinking tools for building solutions |
| Fourth Year | |
| Semester - VII | Semester – VIII |
| TIP (8 Weeks during summer vacation) | |
| System Security | |
| Elective – I (Any One) | Elective -II (Any One) |
| <ul style="list-style-type: none"> ✓ Data Ware-Housing & Mining ✓ Image Processing ✓ E-Commerce ✓ Data Science and Big Data Analytics ✓ Parallel Processing | <ul style="list-style-type: none"> ✓ Software Quality Assurance ✓ Soft Computing ✓ Service Oriented Architecture ✓ Biometric Applications |
| Financial Analysis and Working Capital Management | Sustainable Business Management Practices |
| Legal Aspects of Business | Advanced Business Communication |
| Marketing Management | Human Resource Management |
| Management of Technology and Emerging Trends | Business Analytics |
| Research Methodology | Industrial Marketing |
| Operations Management | Financial Management |
| Organizational Behavior | Research Project -I |
| Skill Enhancement Course : (Any Two) | Skill Enhancement Course : (Any Two) |
| <ul style="list-style-type: none"> ✓ Effective Negotiation Skills ✓ Programming for Analytics ✓ Marketing Analytics I – for Strategic ✓ Decision Making | <ul style="list-style-type: none"> ✓ Enterprise Planning Systems ✓ Application of Business Analytics ✓ Marketing Analytics II - Forecasting and New Product Analytics |
| <ul style="list-style-type: none"> ✓ Introduction to Real Estate Sector ✓ Real Estate Laws and Regulations | <ul style="list-style-type: none"> ✓ Principles of Project Construction Management ✓ Real Estate and Finance |

Fifth Year (Management subjects Common for all Branches)

MBA (Tech.) (Mechanical Engineering) – Course Structure 2017-2022

| First Year (Common for All Branches) | |
|--|--|
| Second Year | |
| Semester - III | Semester - IV |
| Engineering Mathematics - III | Machine Drawing ** |
| Manufacturing Processes - I | Strength of Materials |
| Engineering Thermodynamics | Manufacturing Processes - II |
| Materials Engineering | Theory of Machines - I |
| Fluid Mechanics | Machine Shop-II |
| Machine Shop - I | Thermal Engineering |
| Business Communication | Statistical Methods |
| Contemporary Practices in Management | Microeconomics |
| ** Practical examination to be conducted at school level | |
| Third Year | |
| Semester - V | Semester – VI |
| Heat Transfer | I. C. Engines |
| Vibration Engineering | Mechanical Measurement and Metrology |
| Design of Machine Elements - I | CAD/CAM/CIM |
| Theory of Machines - II | Industrial Engineering |
| Fluid Machinery | Design of Machine Elements - II |
| Macroeconomics | Mechatronics and Controls |
| Financial Accounting | Quality Management Systems and Practices |
| Information and Communication Technology Management | Project Management |
| Managing Data with Spreadsheet | Cost and Management Accounting |
| | Project Planning and Execution |
| | Innovation – I Insights for Innovation |
| | Innovation – II – Thinking tools for building solutions |
| Fourth Year | |
| Semester - VII | Semester – VIII |
| TIP (8 Weeks during summer vacation) | Design of Mechanical Systems |
| Refrigeration and Air Conditioning | Finite Element Analysis |
| Elective – I (Any One) | Elective – II (Any One) |
| <ul style="list-style-type: none"> ✓ Dynamic System Modeling and Analysis ✓ Non-Conventional Energy Sources ✓ Advanced Turbo machinery ✓ Automobile Engineering ✓ Introduction to Nano-Technology | <ul style="list-style-type: none"> ✓ Tribology ✓ Additive Manufacturing ✓ Reliability Engineering ✓ Computational Fluid Dynamics ✓ Robotics |
| Financial Analysis and Working Capital Management | Sustainable Business Management Practices |
| Legal Aspects of Business | Advanced Business Communication |
| Marketing Management | Human Resource Management |
| Management of Technology and Emerging Trends | Business Analytics |
| Research Methodology | Industrial Marketing |
| Operations Management | Financial Management |
| Organizational Behavior | Research Project -I |
| Skill Enhancement Course : (Any Two) | Skill Enhancement Course : (Any Two) |
| <ul style="list-style-type: none"> ✓ Effective Negotiation Skills ✓ Programming for Analytics ✓ Marketing Analytics I – for Strategic Decision Making ✓ Introduction to Real Estate Sector ✓ Real Estate Laws and Regulations | <ul style="list-style-type: none"> ✓ Enterprise Planning Systems ✓ Application of Business Analytics ✓ Marketing Analytics II - Forecasting and New Product Analytics ✓ Principles of Project Construction Management ✓ Real Estate and Finance |

Fifth Year(Management subjects Common for All Branches)

c) People you should know

University Administration

| Name | Designation |
|---------------------------------------|-----------------------------------|
| Dr. Rajan Saxena | Vice Chancellor |
| Dr. Sharad Y. Mhaiskar | 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. Vinay Kumar Singh | Deputy Registrar, Administration |
| Mr. Ashish Tambe | Public Relation Officer |
| Ms. Meeta Shah | Psychologist & Counsellor |
| Mr. Shivanand Sadlapur | Librarian |
| Mr. Ketan Shah / Mr. Sujeet Chowdhary | 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. Alka Shukla | 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 |
| Prof. Aditya S. Kasar | Course In-charge |
| Prof. Tejaswini Chavan | Lab Co-ordinator |
| Ms Anupriya Sharma | Assistant Registrar |
| Ms. Aparna Sant | Course Coordinator |

Part III

ANNEXURES

APPLICATION OF LEAVE

**School of Technology Management & Engineering
(10% additional exemption in attendance range of 70% -79.9%)**

NAME: _____ Date: _____

Email ID: _____ Mobile _____

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

HOD/Associate Dean/Dean/Director (School can update signatories as per school specifications) [HOD](#)
[/Dean/Program Chairperson](#)



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.

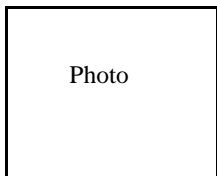
Signature of the Student _____ Date _____

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. _____ Email ID _____

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

Name _____ Relation _____

Address _____

Phone No. _____ Email ID _____

Medical Insurance details:

Insurer _____ PolicyNo. _____ Contact person _____

Blood group _____ Vaccination Details _____

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

2. Educational Qualification (Completed)

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

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

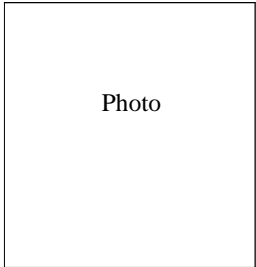
Signature of the Student: _____ Date _____

(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
- 5.

UNDERTAKING

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

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

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

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

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

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

Name & Signature of the student

Date

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



Student Exchange Programme (Visa Application)

(School Letter Head)

Dated _____.

To:

The Visa Section

The Indian High Commission

_____ (City)

_____ (Country)

Dear Sir/Madam,

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

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

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

Thanking you,

Yours sincerely,

Dean

(School Name & Address)

(Phone no & email)



Student Exchange Programme (Visa Application)

(School Letter Head)

Dated _____

To:

The Consul General of _____

_____ Consulate/ Embassy

Mumbai, India

Dear Sir/Madam,

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

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

Thanking you,

Yours faithfully,

DEAN

(School Name & Address)

(Phone no & email)



UNDERTAKING For Foreign National Studying at NMIMS University

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

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

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

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

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

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

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

 Name & Signature of the student

 Date

Mobile Phone Number: _____ (Self) _____



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

For Office use:

To,
The Controller of Examination

SVKM's NMIMS (Deemed-to-be University)
Vile Parle (W), Mumbai 400056

Approved by (Exam. Dept)

Dear Sir,

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

Name of the Student: _____ Mobile No.: _____

Name of the School:

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

Academic Year: _____ Trimester. /Semester: _____

Permanent /Temporary Physical Disability / Learning Disability

Details of Scribe being arranged by the undersigned

Name of the scribe: _____

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

Address and Contact
No.: _____

Yours faithfully,

Signature of the Student

Date

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

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

For Office use:

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

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

Dear Sir,

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

I undertake that I will use the photocopies of the answer book/s only for the purpose of Redressal Mechanism and not for any other purpose. I also undertake that I will not part with the said photocopy/ies. I fully understand that any deviation from the guidelines in this regard will be treated as an act of adoption of unfair means. Name of the Student: _____ Student No.: _____

School: _____ Roll No.: _____

Name of the Program: _____ Trim/Sem: _____

Academic Year: _____ Programme Year: _____

Email ID: _____ Mobile No. : _____

Address: _____

Subject name/s for which photocopies are required:

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

Payment Details: _____ Amount Paid on Date: _____

Yours faithfully,

Name and Signature of the Student



Annexure 9

**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 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

Annexure 10

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)

FOR OFFICE USE

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

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

He / She has been a student of _____ since, _____,
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 weekdays except on Sundays, Bank Holidays.

Clearance Certificate

Date: _____

Name: _____

Programme: _____

Roll No: _____

Contact No. _____

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

Course Coordinator

Assistant Registrar



Undertaking by Students (HBS Cases/ Articles)

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

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

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

ACKNOWLEDGEMENT

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

Signature: _____

Name:

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

Programme:.....

RollNumber:_____ Email ID: _____

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



Student Undertaking with respect to the Student Guidelines
(Submit this form to your Course Coordinator latest by 25th July 2016)

I, _____ have read the Student Guidelines of SVKM'S NMIMS, School of Technology Management and Engineering enclosed carefully and have understood its contents and their ramifications. I will always uphold the values and honour of SVKM's NMIMS, School of Technology Management and Engineering. 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:

SVKM'S

Narsee Monjee Institute of Management Studies

(Declared as Deemed to be University under Section 3 of the UGC Act, 1956)

School of Technology Management & Engineering

Pethapada, Sector 32, Kharghar, Navi Mumbai,

Maharashtra 410210

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