

**STUDENT RESOURCE BOOK**  
**(2022-23)**  
**Part-I**

**NMIMS (Deemed-to-be)**  
**UNIVERSITY**



## Message from Vice-Chancellor

### *Welcome, and Congratulations on joining NMIMS!*

You have joined an institution that has the legacy of developing some of the most successful professionals and industry leaders.

NMIMS is ranked among India's top universities and awarded global and national accreditations at the highest level. Our School of Business Management is AACSB accredited, and five of our Engineering programs are ABET Accredited. You have joined the University, which has a successful track record of growth. We believe in sustaining the quality of education through our assurance of learning process and by offering a world-class learning experience. NMIMS strives toward excellence in all its endeavors. NMIMS students and faculty have earned national and global recognition. Our research and industry partnership is comparable to the best in the world.

The four pillars of NMIMS building blocks are: (a) knowledge creation that is relevant and applied, helping Society to know the unknowns, demonstrating the leadership and meeting expectations in knowledge creation, and (b) enhancing teaching and learning through "Assurance of Learning" System, (c) making NMIMS known/recognized for its academic excellence and the most preferred institution of learning, and (d) aligning stakeholders and meeting their aspirations. NMIMS aims to work towards these building blocks through a culture of dialogue, collaboration, and mutual trust.

The University's innovativeness is borne by many programs visualized in a value-driven manner. NMIMS has always believed in remaining relevant and, at the same time, engaging in knowledge generation and dissemination. NMIMS faculty today is an eclectic mix of young and young at hearts, having academic and industry experience and those with national and foreign qualifications. With this mix of faculty, you will have the opportunity to learn from NMIMS's ethos to develop socially sensitive professionals and live in harmony with the environment.

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

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

Please do spend some time and go through this information carefully so that you do not miss out on any opportunity that NMIMS may have to offer you. The SRB contains a Student Undertaking page at the end of the document, which you are required to sign and submit to your course coordinator by the suggested date.

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

Dr. Ramesh Bhat  
Vice Chancellor

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## Student Guidelines

(With effect from June 2022)

### 1 About these Guidelines:

- 1.1 These guidelines provide norms for daily functioning of the NMIMS and ensure appropriate usage of infrastructure and effective academic delivery for students.
- 1.2 This compilation of guidelines comes into effect from June 2022 onwards and supersedes all other guidelines in respect of matters therein.
- 1.3 These guidelines are applicable for all schools & campuses under NMIMS Deemed-to-be University located across the country.
- 1.4 This document of NMIMS is student guidelines, rules and regulations. While efforts are made to ensure uniformity & consistency between these guidelines and the Rules & Regulations of NMIMS. In the event of any dispute, the Students Resource Book will prevail.
- 1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
- 1.6 NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.
- 1.7 All disputes are subject to Mumbai jurisdiction only.

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

CODE OF CONDUCT	LINE OF ACTION
<p><b><u>Alcohol and Other Drugs</u></b></p> <p>The unlawful possession, use, purchase or distribution of alcohol, illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs) or paraphernalia or the misuse of prescription drugs including sharing, procuring, buying or using in a different manner from the prescribed use or by someone other than the person for whom it was prescribed.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>
<p><b><u>Assault, Endangerment or Infliction of Physical Harm</u></b></p> <p>Physical restraint, assault or any other act of violence or use of physical force against any member of the campus or any act that threatens the use of physical force.</p>	<p>Suspension from attending college pending enquiry.</p>
<p><b><u>Banners, Chalking and Posters</u></b></p> <p>Defacing of Campus property by means of Banners, Chalking and Posters.</p>	<p>Severe disciplinary action will be taken.</p>
<p><b><u>Bullying, Intimidation, and Stalking</u></b></p> <p><b>Bullying.</b> Bullying includes any electronic, written, verbal or physical act or a series of acts of physical, social or emotional domination that is intended to cause physical or substantial emotional harm to another person or group.</p> <p><b>Intimidation.</b> Intimidation is any verbal, written, or electronic threats of violence or other threatening behaviour directed towards another person or group that reasonably leads the person(s) in the group to fear for their physical well-being.</p> <p><b>Stalking.</b> Stalking is engaging in a course of conduct, repeated acts or communication towards another person, including unauthorized following, which demonstrate either an intent to put another person in fear of bodily injury or cause the person substantial emotional distress.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Any person resorting to such act will amount to ragging and appropriate action will be taken.</p>
<p><b><u>Discrimination, Including Harassment, Based On a Protected Class</u></b></p> <p>Discrimination, including harassment, based on an individual's sex, race, colour, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability or any other legally protected classification.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>
<p><b><u>Disorderly Conduct</u></b></p> <p>Excessive noise, which interferes with classes, school offices or other activities; Unauthorized entry into an area or a closed meeting.</p> <p><b>1</b> Conduct that restricts or prevents faculty, staff or student employees from performing their duties, including interruption of meetings, classes or events;</p> <p><b>2</b> Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others.</p>	<p>Abstain from attendance for the affective lecture / event.</p>
<p><b><u>False Representation</u></b></p> <p>Provide false information or make misrepresentation to any school office, forgery, alteration, or unauthorized possession or use of school documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail).</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>

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

## 2.18 Discipline Norms and Penalty:

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

## 2.19 Dress Code:

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

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

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

## 2.20 Punctuality

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

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

### 3.1 Attendance Guidelines

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



### 3.2 Attendance rules for all schools

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

<b>Attendance % (In each Subject/s)</b>	<b>Remarks</b>
80% and above	Eligible to appear for Trimester/Semester End Examinations
70% to 80%	Dean/Director of the respective Schools may give exemption upto 10% on case to case basis by giving them an individual hearing. Such students will be eligible to appear for the regular term end examination, subject to approval of exemption from attendance from the Dean / Director of respective School / Campus.
Below 70%	Have to take re-admission in the same year of study in the subsequent academic year

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



## 4. Academic Guidelines

### 4.1 Credit Structure

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

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

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

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

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

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

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

4.3 It is advisable for every course to have at least 3-4 evaluation components. The components of ICA for respective subject should be spelled out at the start of trimester / semester. The approximate time of conduct of these individual components needs to be spread across the full trimester / semester.

4.4 It is the sole responsibility of student to bring to notice any discrepancy in internal marks as soon as it is shared with them. Any changes in submitted ICA marks (after the respective teacher submitted the Dean/Director through HOD / Area chairperson) needs to have special permission and approval from Dean/Director of the School/Campus.

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

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

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.

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

- 4.8 For all the programs, the weightage for each component will be specified by the Faculty and will form an integral part of the course outline (as per specific requirement of school/programme). The Faculty has flexibility to formulate and implement evaluation system with weightage specified in course outline. While approving the courses, the HOD/Area-in-charge and the Dean/Director/ Associate Dean will ensure that the evaluation components and weightage points assigned to each component are fair. Such evaluation components should be announced to students before commencement of course delivery.
- 4.9 For grading purpose, the weightage mentioned by the faculty in the course outline will be applied for each component of evaluation irrespective of the marks assigned to the said component for the examination.
- 4.10 The minimum number of students to offer a course/s will be decided by Dean/Director of respective schools on the basis of total number of students registered in that particular elective courses.
- 4.11 **Project Guidelines:**
- 4.11.1 From time to time Faculty may assign projects to students in their courses.
- 4.11.2 After submission, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Similarity index / plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS.
- 4.11.3 All policies in regard to confidentiality and discipline needs to be adhere by the student.
- For more details on Academic / Project guidelines, refer Part II for school specific inputs.**

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

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

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

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

## 7. Examination Guidelines:

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

### 7.1 Discipline in the Examination Hall

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

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

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



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

- 7.5.3 Students should note that material found with him / her during the examination would be confiscated and would be returned back after completion of inquiry.
- 7.5.4 If on previous occasion, a disciplinary action was taken against a Student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.

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

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

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

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

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

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

<b>Activity under Grievance Redressal Mechanism</b>	<b>Time Limit</b>	<b>Date of Declaration of Result Example: 17<sup>th</sup> October 2022</b>
Application for Verification of Answer book/s	Within 3 days from the date of result declaration	Example: 20 <sup>th</sup> October 2022
Application for Photocopy of the answer book/s	Within 2 days from the date of result declaration including holidays	Example: 19 <sup>th</sup> October 2022
Receipt of the E-copy of Answer book/s	Latest on the 2nd day from the date of result declaration including holidays (answer books will be sent by e mail link)	Example: 19 <sup>th</sup> October 2022 (This will be immediate on application)
Application for Re-valuation of the answer book/s	<b>Within 3 days from the date of result declaration including holidays</b>	Example: 20 <sup>th</sup> October 2022

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

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

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

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

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



## 8. Policy on Award / Prizes and Dean's / Director's list:

- 8.1 One prize will be awarded where number of students in the batch/stream is between 01 and 20, two prizes will be awarded where number of students in the batch/stream is between 21 and 59, and three prizes will be awarded where number of students in the batch / stream is > 60.
- 8.2 The criteria for award of prizes will be highest CGPA obtained by the students in the examinations of all the years of the program on programme completion.
- 8.3 For the above purpose, count of students at the final year of the programme will be considered.
- 8.4 In case of exactly the same CGPA obtained by two or more students for a particular rank, same medal may be given to the students and second and third (Silver & Bronze) medal may be given to the next ranking students.
- 8.5 Rankings would always be decided at University level.
- 8.6 Students should have passed all examinations in single attempt.
- 8.7 Lateral admission cases may be considered for ranking purpose
- 8.8 Students obtaining F grades/ATKT/ involved in unfair means or any misconduct will be ineligible to be listed in the Rank Holder List and Dean's/ Director's list.
- 8.9 The students who opt for Student Exchange program in any trimester/semester would be considered if he/she is eligible as per above criteria. However, performance at the partner University shall not be considered for award.
- 8.10 **Dean's/ Director's List:**
  - 8.10.1 10% of the batch (top 10% students) on the basis of highest CGPA will be considered to be eligible to be in Dean's/ Director's List and will get a certificate at the end of the programme. (SBM Mumbai / Campus gives yearly).
  - 8.10.2 The Dean's/ Director's list would be for each programme/ stream at each campus.

## 9. Guidelines for Scholarships:

- 9.1 Each year there are several student awards and scholarships announced for different schools/programs of NMIMS (as applicable school wise).
- 9.2 Students are advised to apply for awards and participate in the process enthusiastically.
- 9.3 Students are also advised to keep a good performance track record if they wish to apply for these awards. Students obtaining F in any subject or with a record of misconduct or a record of low attendance will be automatically disqualified from the awards process.
- 9.4 Certificate of merit to be given by Dean at school level.
- 9.5 The students of NMIMS can avail national scholarship under the below mentioned schemes.
  - Central Sector Scheme of Scholarships for College and University students - Department Of Higher Education
  - Merit-Cum-Means Scholarship For Professional And Technical Courses Cs - Ministry Of Minority Affairs
  - Post Matric Scholarship Schemes Minorities CS - Ministry Of Minority Affairs
  - Prime Minister's Scholarship Scheme For Central Armed Police Forces And Assam Rifles

All the scholarships offered by UGC are available for students to apply.
- 9.6 A student who wish to apply for scholarship will have to go through school academic office.

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

### 10.1 Admission Cancellation procedure:

For cancellation of admission, the student needs to apply online the application for cancellation of his / her seat along with original fee receipt to the admission department (if cancellation is before commencement of the programme).

- The First year candidates who have paid the fees for the academic year can withdraw the admission and be eligible for refund as per the NMIMS refund policy informed and agreed upon during the admission process.
- The student who wishes to withdraw admission should fill the application form using the url <https://nmims.edu/admission-cancellation> available on our website nmims.edu. Withdrawal request can be applied only through this link.
- Request before commencement: the admission department will process the document with the necessary approvals.
- Request post the commencement: the candidate will have to get the Clearance /No dues from all the concerned departments of the School.
- Once the process is completed, the refund of the fees (if applicable) shall be processed.
- Refund of fees, if any, will be credited to the bank account details provided by the applicant in the application. If any dues are to be collected, that will be deducted before a refund of the fees.

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

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

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

Note: Candidate should refer the offer letter and the submitted admission form for the dates. Cancellation / Refund process will not be applicable if candidate do not fill online form and upload necessary documents.

#### 10.2 Payment of fees:

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

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

#### 10.3 Academic break:

Following rules are applicable for all the schools of NMIMS.

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

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

#### 10.4 Eligibility for Academic Break:

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

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

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

**10.5 Re-admission rules:**

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

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

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

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

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

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

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

**10.7 Admission Deferment:**

Following rules are applicable to all the Schools of NMIMS.

**10.7.1 Eligibility for admission Deferment:**

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

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

**10.7.2 Who can apply:**

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

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

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

**10.7.3 Process for Admission deferment:**

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

10.7.3.2 The admission department will scrutinize all the applications and forward it with comments to concerned



authorities for approval. The request to defer the offer of admission will be reviewed on case to case basis and will be granted depending on the reason stated alongwith the supporting documents. NMIMS decision with respect to this will be final and will not be challenged.

- 10.7.3.3 Offer of admission deferment, if not, taken in the subsequent year will lapse and the fee paid will not be refunded. Further, the applicant, if still wants to apply to NMIMS, has to undergo the admission process again as a fresh applicant.
- 10.7.3.4 The letter of deferment of admission will be issued by admission department to the applicant.
- 10.7.3.5 Students who are found to have applied to other colleges and institutes during their time away from NMIMS will have their admission revoked and fees will not be refunded.
- 10.7.3.6 Financial aid offers cannot be deferred. Students must reapply for financial aid.
- 10.7.3.7 Admitted 'Transfer' students are not eligible for deferred admission.
- 10.7.3.8 Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.
- 10.7.3.9 Once the programme has commenced, then even though the applicant may have not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

## 11. Library Rules and Regulations:

- 11.1 Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate NMIMS disciplinary procedures.
- 11.2 Access to the NMIMS Library is restricted to staff and students of the NMIMS who have a currently valid identification card issued by NMIMS, and to such other persons as may be authorized by the Librarian.
- 11.3 Students are required to carry their NMIMS student ID-card, and staff to carry their NMIMS staff identity card to get entry and to use the Library and must produce this when required by an authorized person. This card must be used only by the member to whom it is issued.
- 11.4 Bags, etc., are not allowed in the Library. Bags and other personal possessions should not be left unattended for security reasons. The Library has no responsibility in case of damage to or theft of private property.
- 11.5 Silence is to be maintained in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off or set to silent mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to a student's penalty and /or suspension for three weeks.
- 11.6 The consumption of food and beverages (except for bottled water) and personal audio equipment are not permitted in the Library.
- 11.7 Photography, filming, videotaping and audio-taping in the Library is not allowed.
- 11.8 Personal equipment should not be used without the prior permission of the Librarian.
- 11.9 Users are required to comply with copyright regulations as displayed by the photocopiers.
- 11.10 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 those mentioned above. Use of the data is not permitted for consultancy / services leading to commercial exploitation of the information for work of significant benefit to the employer of students on an industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.
- 11.11 Removing any material from the Library must be appropriately authorized and recorded. Damage to or unauthorized material removal of material, constitutes a severe offence and may lead to a fine or to disciplinary action.
- 11.12 Borrowing entitlement: Two books for ten days. One-time renewal is possible if the book is not in demand. As Library is RFID enabled, the issue of the books will be done at self-check in kiosk only.
- 11.13 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 be notified of due by email. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.
- 11.14 Users are responsible for material borrowed on their cards. They 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.
- 11.15 Students must wear smart casuals (Bermuda, half pants, Short skirts, Bathroom slippers are not allowed).
- 11.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.
- 11.17 The award of a NMIMS qualification will be deferred until all books, and other library materials have been returned and outstanding fines/charges paid.
- 11.18 For list of electronic resources / Databases refer annexure.
- 11.19 All library users should take care of Covid 19 precautionary measures.

## 12. Guidelines for the Use of Computing Facilities:

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



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



- 12.58 **Important:** In the event, the guidelines are not followed and there is a consequent damage to any computing facility, NMIMS reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.
- 12.59 Student request related to additional internet Bandwidth requirement & any IT related for special access on any events, request should reach IT helpdesk minimum 72 hours in advance with approval of HOD OR Registrar inform of Email and IT request form.
- 12.60 Student are not allowed to change default settings of Desktops/smartboard installed in the classrooms, Conference Rooms & Board rooms (except prior approval intimation).

### 13. Students Portal (Learning Management System):

- 13.1 Student Portal is a Web-based learning management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.
- 13.2 URL: Access Portal through <https://portal.svkm.ac.in/usermgmt/login>
- 13.3 Login Policy: Default User ID is Student's SAP number and Password will be mailed by the Admin / Course Coordinator
- 13.4 Change Password: Students are recommended to change password after first login for safe surfing.
- 13.5 Email Update: Users need to change/update their email id & contact number for getting regular notification.
- 13.6 Course links: Your login will contain only current trimester/semester course list.
- 13.7 Announcements: Announcements related to course and other activities are published in Announcements section.
- 13.8 Library: It will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.
- 13.9 Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally.
- 13.10 Assignments / Assessments: Assignments can be uploaded and will be graded by faculty. Online score will be stored. All type of assessments can be conducted online.
- 13.11 Academic Content: Syllabus, SRB, Teaching Scheme, Class Time-table etc. can be uploaded.
- 13.12 Course Content: All course related reading materials (ppts/notes/videos/links) can be published.
- 13.13 Examination related content: Results and exam time table can be made available. Online examination is conducted on the portal. SAP education exam conducted online.
- 13.14 Admission Related content: Admission Notices can be published.
- 13.15 Assessment (Internal/External): Tests can be conducted on the Portal. Internal/External marks for respective courses will be published on Students Portal.
- 13.16 Faculty Feedback: Faculty Feedback is accepted online for respective trimester/semester.
- 13.17 Online Similarity index: Student / Faculty can check Similarity index through this feature.
- 13.18 Groups: Groups can be created by faculty for assessments, File Exchange, Discussion Board etc. for their Courses.
- 13.19 Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss on topics related to their respective courses.
- 13.20 Hostel Application: Students can book Hostel through the portal (where online admissions are done)
- 13.21 Mobile Application: available for student attendance, assignment, survey, Display ICA marks, notification can be viewed.
- 13.22 Student Service: Students are benefitted on students' portal for Name validations as required for mark sheet, photo upload, railway concession, bonafide certificate, Letter of recommendation (LOR), whenever required. Registration and allocation process for CBCS and Interdisciplinary courses.
- 13.23 Selection of Electives: options are available for MPSTME students to choose Open Electives.

Help – Assistance: mail to [portal\\_app\\_team@svkm.ac.in](mailto:portal_app_team@svkm.ac.in) or phone no: 022 - 42199993

### 14. Feedback Mechanism:

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

- 14.1 Feedback at the end of the third week of every trimester/Semester. Dean / Director /Programme Chairperson/HOD will meet students personally, if applicable.
- 14.2 Online Feedback through Students Portal is taken using a questionnaire preferably in the last session of every course in each trimester/Semester. This feedback is compiled and statistics are placed before each faculty member by the end of the trimester/Semester.
  - 14.2.1 All students should get involved in this mechanism seriously as it truly helps the NMIMS improve the quality of services and teaching provided.
  - 14.2.2 These are open ended questions in which student can reflect learning and teaching aspects of the course.
  - 14.2.3 NMIMS uses feedback to improve the teaching learning process proactively.
  - 14.2.4 While sharing the feedback to the faculty members, student's identity is kept confidential.

## 15. Mentoring Programme / 'Psychologist and a Counsellor':

### 15.1 Mentoring Programme:

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

### 15.2 Psychologist and a Counsellor:

A counsellor is a non-judgmental friend who understands, ensures privacy and confidentiality and counsels you by giving choices so that you make the right decision. Counselling is a realistic, structured, and research-based therapy. Managing emotions is vital to ensure all-rounded progress in life. We need to break the old walls of myths and misconceptions to learn something new. Visiting a counsellor helps us to relearn more helpful, progressive, reality-based thinking.

**Personal counselling** is essential at every step in life, even at the corporate level. What we think about situations affects our subconscious mind and interferes with our present-day life.

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

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

Have you had any of these repetitive thoughts or faced a rejection that you cannot cope with?

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

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

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

The biggest myth is that being emotional is to be weak, so often, we push all our emotional issues under the blanket and then take up unhealthy habits like smoking, drinking, and substance abuse to avoid sleepless nights. We hope to feel better, which lasts only for short term. On the other hand, creating long term damage may lead to unhealthy dependency.

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

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

**16. Rules for participating in National/International Level Contests:** All contests have to be routed through Faculty in charge of Student Activity/HOD.

- 16.1 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
- 16.2 All student contests are classified as follows.  
 GRADE A: National and International level contests of very high repute.  
 GRADE B: National level contests of high repute.  
 GRADE C: Local and National level contests  
 The respective school heads will make the classification of contest in Grade A/B/C.
- 16.3 The classification of the contest will determine the selection, reimbursement and appraisal of the students.
- 16.4 **Reimbursements** (Applicable only for National Contest)
- 16.4.1 Students going for GRADE A will be provided with 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from the contest destination.
- 16.4.2 Students going for GRADE B and C contests will be provided 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from contest destination, provided that they have won the contest (1<sup>st</sup> or 2<sup>nd</sup> place only).
- 16.4.3 All reimbursements are subject to the approval of the head of the school and are hence subject to change.
- 16.4.4 All reimbursements will be made only after the student has returned from the contest. All bills, tickets of the travel and copy of certificates will have to be retained and submitted.
- 16.4.5 All students claiming the reimbursement will have to submit all details to the AR / DR of the school for processing through the accounts department.

**16.5 Contest Winners:**

Any student who has won any contest is required to provide full details of the contest and award won to the faculty (video clip / photographs/reports etc.) within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals.

**17. Guidelines for 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. Roles and Responsibility of Class Representative and Student Council

### 18.1 Class Representative:

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

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

### 18.2 Student Council:

#### NMIMS University Student Council (NUSC)

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

The major roles and responsibilities of Students Council includes:

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

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

### 18.3 Student Council (School Level)

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

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

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

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

### **19.5 Hostel Deposit Refund:**

Location: NMIMS Accounts Department

Procedure:

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

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

19.5.3 Please attach copy of cancelled cheque of your own account or parent's account. Same particulars of the bank account to which refund is to be sent is to be mentioned on the Application for Refund form.

19.5.4 Please allow a period of 3 weeks for issue of the Refund.

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

Location: Course Coordinator

Procedure:

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

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

### **19.7 Duplicate Receipt:**

Location: NMIMS Accounts Department

Procedure:

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

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

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

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

To help students, Committees have been formed at University level and School level, please refer Part II of SRB.

Committee members will be modified if there is any change.

It is mandatory as per the Hon. Supreme Court & UGC/MHRD Regulations that all students fill in an Anti Raging Undertaking, each year. To make the process easy MHRD has developed an ONLINE Facility. You are requested to fill the College name followed by SVKM's NMIMS Deemed to be University while filling the online form. Students can fill an Undertaking ONLINE at any of the link : [www.amanmovement.org](http://www.amanmovement.org) (OR) [www.antiragging.in](http://www.antiragging.in).

**Anti-Ragging Committees:**

University Level				
	Name	Designation	E-mail ID	Contact no.
1.	Dr. H Ravishankar Kamath	Chairperson	hravishankar.kamath@nmims.edu	022 42355555
2.	Mr. Paramanand Rajwar	Member	Paramanand.Rajwar@nmims.edu	022 42355558
3.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
4.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
5.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
6.	Mr. Dilip Varhadi	Member (Police)	juhupolicestation@gmail.com;	9870458518
7.	Dr. Christine D'Lima	Member (LR-Student Council Team)	Christine.Dlima@nmims.edu	022 42355555
8.	NGO representative will also be part of this committee.			
At Hostels, Mumbai				
1.	Shri Bhupesh Patel	Chairperson	bhupesh.patel@svkm.ac.in	022 42199999
2.	Shri Harshad H. Shah	Member	harshad.shah@svkm.ac.in	022 42199999
3.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
4.	Dr. H Ravishankar Kamath	Member	hravishankar.kamath@nmims.edu	022 42355555
5.	Mr. Venugopal K	Member	Venugopal.k@nmims.edu	022 42355555

**20.2 Women Grievance Redressal Cell:**

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

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

**Internal Complaints Committee:**

	Name	Designation	E-mail ID	Contact no.
1.	Prof. Sangita Kher, I/c Dean, ASMSOC, NMIMS	Chairperson	sangita.kher@nmims.edu	022 42355555
2.	Dr. Meena Chintamaneni, PVC, NMIMS	Member	meena.chintamaneni@nmims.edu	022 42355555
3.	Dr. Ketan Shah, Associate Professor & HOD, MPSTME	Member	ketanshah@nmims.edu	022 42355555
4.	Ms. Karuna Bhaya, Finance Officer, NMIMS	Member	KarunaB@nmims.edu	022 42355555



5.	Dr. Meena Galliara, Director, Centre for Sustainability Management & Social Ent	Member	Meena.Galliara@sbm.nmims.edu>	022 42355555
6.	Dr. H Ravishankar Kamath	Member Secretary	hravishankar.kamath@nmims.edu	022 42355555
7.	NGO Representative will also be part of this committee			

#### 20.4 University Student Grievance Redressal Committee:

	Name	Designation	E-mail ID	Contact no.
1.	Dr. Alka Mahajan, Dean, MPSTME	Chairperson	alka.mahajan@nmims.edu	022 42355555
2.	Dr. Durgambini Patel, Associate Dean, KPMSOL	Member	durgambini.patel@nmims.edu	022 42355555
3.	Dr. Sachin Mathur, Associate Professor (Finance), SBM	Member	Sachin.Mathur@sbm.nmims.edu	022 42355555
4.	Prof. Amita Vaidya, Director, SAMSOE	Member	Amita.Vaidya@nmims.edu	022 42355555
5.	Prof. Dhirendra Mishra, Assistant Professor (Mechanical), MPSTME	Member	Dhirendra.Mishra2@nmims.edu	022 42355555
6.	Ms. Pallavi Rallan, Assistant Professor, ASMSOC	Member	Pallavi.Rallan@nmims.edu	022 42355555
7.	Dy. Registrars (Concerned Department)	Member		
8.	Dr. H Ravishankar Kamath	Member Secretary	hravishankar.kamath@nmims.edu	022 42355555

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

For more details, kindly refer AICTE regulations on Ombudsman.



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

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

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

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

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

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

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

Before Earthquake	During Earthquake	After Earthquake
	<p><b>If you are driving</b></p> <ul style="list-style-type: none"> <li>• Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle.</li> </ul>	<p>special medicines (for persons with heart complaints, diabetes, etc.).</p> <ul style="list-style-type: none"> <li>• Help people who are injured. Provide them first aid. Do not move seriously injured people unless they are in danger.</li> </ul> <p><b>If you are outside</b></p> <ul style="list-style-type: none"> <li>• If you know that people have been buried, tell the rescue teams. Do not rush and do not worsen the situation of injured persons or your own situation.</li> <li>• Do not re-enter badly damaged buildings and do not go near damaged structures.</li> <li>• Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass.</li> <li>• Keep away from beaches and low banks of rivers. Huge waves may sweep in.</li> <li>• Keep updating yourself with latest information on earthquake through radio or T. V.</li> </ul>

**21.3 Fire:** Precautions to be taken in case of fire are given in the Table 3 below:

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

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

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

Sr. No.	Category
17	Adult Materials
18	Advocacy Organizations
19	Gambling
20	extremist Groups
21	Nudity And Risqué
22	Pornography
23	Tasteless
24	Weapons
25	Sex Education
26	Alcohol
27	Tobacco
28	Lingerie and Swimsuit
29	Sports Hunting and war Games
30	Games

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

### 23. NMIMS INFOLINE (for Mumbai Campus)

Agency	Contact Number
<b>Disaster Management Cell of Municipal Corporation of Greater Mumbai</b>	108
<b>Police</b>	
Police Help Line	100
Juhu Police Station	26184432 / 26183856
Vile Parle Police Station	26117307 / 26117317
Vile Parle-East, Police Station	26112813
D. N. Nagar, Andheri (W) Police Station	26303893 / 26304002 / 26303038
Andheri (E) Police Station	26831562 / 26842677
Santacruz Police Station	26492972 / 26487856
<b>Fire Brigade</b>	
Fire Brigade Help Line	101
Andheri Fire Station	26205301
<b>Ambulance</b>	
	102 / 1298/1252
<b>Hospitals</b>	
Dr. Balabhai Nanavati Hospital	26182255 / 2626 7500
Dr. Cooper Hospital	26207254
<b>Travel Agency</b>	
V-explore	42705205/ 42705255
<b>Hostel (Contact – Mr. Venugopal)</b>	
MKM Sanghvi Girls Hostel	022-26256382/ 83
Bansi Villa Girls Res. Flats	022-4235 5555 / 5557
G. R. Jani Hostel Boys	022-42334056
Anand Hotel Premises Boys Res Flats	022-4235 5555 / 5557
<b>Psychologists and Counsellors</b>	
For Mumbai Campus: Psychologists and Counsellors, Mr. Joel Gibbs, Ms. Nazneen Raimalwala and Ms. Diksha Tyagi.	
Mr. Joel Gibbs, 8 <sup>th</sup> floor faculty area, Cabin:-West-854, NMIMS Mumbai Campus,	022-42332218 or email <a href="mailto:joel.gibbs@nmims.edu">joel.gibbs@nmims.edu</a>
Ms. Nazneen Raimalwala 7 <sup>th</sup> floor faculty area, Cabin:-732, NMIMS Mumbai (Old bldg.)	022-42332225 or email <a href="mailto:Nazneen.raimalwala@nmims.edu">Nazneen.raimalwala@nmims.edu</a>
Ms. Diksha Tyagi, For students studying at MPSTME	on 02224350512 or email <a href="mailto:diksha.tyagi@nmims.edu">diksha.tyagi@nmims.edu</a>

## 24. People you should know

### University Administration

<b>Name</b>	<b>Designation</b>
Dr. Ramesh Bhat	Vice Chancellor
Dr. Sharad Mhaiskar	Pro Vice Chancellor
Dr. Meena Chintamaneni	Pro Vice Chancellor
Dr. H Ravishankar Kamath	Registrar
Ms. Shobha Pai	Director (Placements)
Mr. Burzeen Bhathena	Director (Marketing)
Dr. Vinod Malap	Deputy Registrar (HR)
Ms. Jayanti Ramesh	Jt. Registrar (Admission)
Ms. Vandana Kushte	Deputy Registrar (Academics)
Mr. Paramanand Rajwar	Deputy Registrar, Administration
Mr. Shivanand Sadlapur	Librarian
Mr. Samir Singh	Deputy Director (Technology Solutions)
Mr. Joel Gibbs & Ms. Nazneen Raimalwala	Sr. Psychologist (Clinical), Counselling Psychologist & Clinical Psychologist
Ms. Diksha Tyagi	Counsellor
<b>Finance &amp; Accounts</b>	
Ms. Karuna Bhaya	Finance Controller
Ms. Varsha Oak	Addl. Finance Controller
Ms. Ermegilda Goes	Chief Accountant
<b>Examinations</b>	
Mr. Ashish Apte	Controller of Examinations
Ms. Shilpa Patil	Deputy Controller of Examinations
Ms. Janhavi Shivgan	Deputy Controller of Examinations
Mr. Naresh Methwani	Deputy Registrar
<b>International Linkage</b>	
Ms. Meena Saxena	Director, International Linkage

# ANNEXURES





**APPLICATION OF LEAVE OF ABSENCE**

**School of.....  
(10% additional exemption in attendance)**

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

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

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

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

Reason: -

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

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

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

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

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

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

\_\_\_\_\_  
Approved by HOD/Associate Dean/Dean/Director  
**(School can update signatories as per school specifications)**



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

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

Name of the Student: \_\_\_\_\_

Name of the Program: \_\_\_\_\_

CGPA in the last trimester/semester attended at NMIMS \_\_\_\_\_.

Roll No. \_\_\_\_\_ Contact No. \_\_\_\_\_ Email ID \_\_\_\_\_

Passport No. \_\_\_\_\_ Issued at (place) \_\_\_\_\_ Date of Expiry \_\_\_\_\_

Parents Name & Address:

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No. ( R ) \_\_\_\_\_ Mobile No. \_\_\_\_\_

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

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

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

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

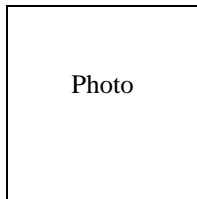
If selected, I undertake to apply for Visa on my own initiative. I am also liable not to back out of the process.

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

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



**SVKM's NMIMS Deemed-to-be-University**  
 Vile Parle (W), Mumbai-400056.  
 Tel: 022-4235555 / Website: [www.nmims.edu](http://www.nmims.edu)



Photo

**APPLICATION FORM**

(Applicable for incoming students under Student Exchange program)

**1. Personal Information**

Name of the Student: \_\_\_\_\_  
 First name Middle name Last name

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

Passport No. \_\_\_\_\_ Issued at (Place ) \_\_\_\_\_ Date of Expiry \_\_\_\_\_

Local Address \_\_\_\_\_  
 Address \_\_\_\_\_  
 PhoneNo. \_\_\_\_\_ Email1. \_\_\_\_\_ Email2. \_\_\_\_\_

**Home University Details:**

Name \_\_\_\_\_  
 Address \_\_\_\_\_

Phone no. \_\_\_\_\_ Website \_\_\_\_\_  
 University ContactPerson \_\_\_\_\_ EmailID \_\_\_\_\_

**Person to be contacted in case of emergency:**

Name \_\_\_\_\_ Relation \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone No. \_\_\_\_\_ Email ID \_\_\_\_\_

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

Name \_\_\_\_\_ Relation \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone No. \_\_\_\_\_ Email ID \_\_\_\_\_

**Medical Insurance details:**

Insurer \_\_\_\_\_ PolicyNo. \_\_\_\_\_ Contact person \_\_\_\_\_  
 Blood group \_\_\_\_\_ Vaccination Details \_\_\_\_\_

Any medical problem, which you would like to mention to us \_\_\_\_\_

**2. Educational Qualification (Completed)**

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

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

Name of the Test \_\_\_\_\_ Score \_\_\_\_\_ Percentile Score \_\_\_\_\_

**4. Program for which enrolled at home institution**

Level: Bachelor  Master  Diploma  Any other (Specify name)

Name of the Program \_\_\_\_\_ Duration \_\_\_\_\_

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

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

**5. NMIMS Course Choice (Final)**

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

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

**6. Declaration**

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

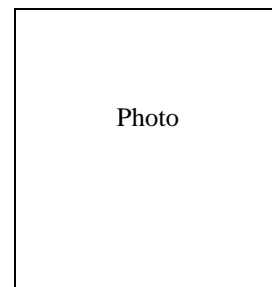
I undertake to keep the School informed about details of my all travels outside Mumbai and will abide by prescribed code of conduct by the NMIMS Deemed-to-be-University.

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

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

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

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



**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	





**UNDERTAKING**  
(Applicable for Student Exchange)

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

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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



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

(School Letter Head)

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

To:

The Visa Section

The Indian High Commission

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

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

Dear Sir/Madam,

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

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

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

Thanking you,

Yours sincerely,

Dean

(School Name & Address)

(Phone no & email)



## Student Exchange Programme (for Visa Application)

(School Letter Head)

Dated \_\_\_\_\_

To:

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

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

Mumbai, India

Dear Sir/Madam,

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

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

Thanking you,

Yours faithfully,

DEAN

(School Name & Address)

(Phone no & email)



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

**For Office use:**

Approved by (Exam. Dept)

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

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

Dear Sir,

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

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

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

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

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

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

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

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

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

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

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

Yours faithfully,

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

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

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



**Application for Duplicate Fee Receipt**

Sir/Madam,

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

Please find the particulars as under:

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

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

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

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

Thanking You,

Yours Faithfully,

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

-----

**DUPLICATE FEE RECEIPTS WILL BE ISSUED AFTER 7 DAYS ON:**

Office Remarks:

Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_ for Rs.100/-

\_\_\_\_\_  
(Receiver's Signature)



**REFUND FORM**

Annexure 8

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

<ul style="list-style-type: none"> <li>• Excess Fees</li> <li>• Excess Deposit</li> <li>• Hostel Deposit</li> </ul> (Please indicate as applicable)	
• SAP No. / Student No.	
• Student's Name	
• Student's Address	
• Student's contact number	
• School Name and Course	
• Email ID of the student	

Particulars of my bank for RTGS of the refundable amount are

Account holders Name: (Only student or parent's A/c information should be given.)	
Account No.:	
Bank Name:	
Bank Branch:	
IFSC:	
MICR:	

- Copy of Cancelled Cheque attached of the above mentioned Bank account no. (Without Copy of cancelled cheque refund will not be processed.)

(Signature of Student)

Attachments Required

- Excess Fees/Excess Deposit Refund
  - Excess Fees/Excess Deposit - Original Receipt along with photocopy of Fees Receipt/Deposit Receipt.
- Hostel Deposit Refund
  - Original Hostel Deposit Receipt signed by Hostel-in-charge & Mr. Venugopal.
- Laboratory Deposit Refund
  - Original Laboratory Deposit Receipt signed by Laboratory In-Charge/Dean.
  -

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

**APPLICATION FOR MIGRATION CERTIFICATE**

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

Examinations	Year of passing	Roll no	Results

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

**DECLARATION BY THE STUDENT**

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

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

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

Mumbai 400056

(Signature of the student)

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

P.T.O.

FOR OFFICE USE

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

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

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

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

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

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

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

---

DETAILS OF MIGRATION CERTIFICATE ISSUED

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

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

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

---

INSTRUCTION TO THE STUDENT

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

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

**Clearance Certificate**

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

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

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

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

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

Course Coordinator

Deputy Registrar / Assistant Registrar

Dean / Director



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

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

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

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

**ACKNOWLEDGEMENT**

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

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

Name:

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

Programme:.....

Roll Number: \_\_\_\_\_ Email ID: \_\_\_\_\_

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

OFFICE COPY

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

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

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

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

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

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

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

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

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

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

Address for Correspondence:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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

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

---

*For Office Use :*

---

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



# NMIMS Anthem

We do what's right and not what's easy  
We give our best shot each and every time We set the standard  
We are the future  
We are a part of this institute so fine

NMIMS NMIMS

NMIMS NMIMS

Respect the past  
Create the future  
Transcend horizons however far  
We have what it takes  
We make a great team  
At NMIMS each one is a star

NMIMS NMIMS

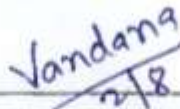
NMIMS NMIMS

# Part II


## Centre of Excellence in Analytics & Data Science



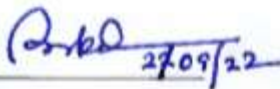
Dr. Sridhar Vaithianathan  
Director – CoE-A&DS



Ms. Vandana Kushte  
Dy. Registrar – Academics



Mr. Ashish Apte  
Controller of Examination



Dr. H Ravishankar Kamath  
Registrar



Dr. Meena Chintamaneni  
Pro Vice Chancellor



Dr. Sharad Mhaiskar  
Pro Vice Chancellor



Dr. Ramesh Bhat  
Vice Chancellor



### **Message from Director**

*Hearty Congratulations!!!*

*On making it to the Centre of Excellence in Analytics & Data Science(CoE-A&DS),  
SVKM's NMIMS, Mumbai*

**Dear Students (Batch of 2022-24),**

My joy knows no bounds in welcoming you, the zealous learners to start afresh your journey to becoming an all-rounded professional in Business Analytics domain.

In this Internet of Things (IoT) era, two things are becoming imminent for organizations to stay in the foray, first, to fast adopt a data culture as the decisions are mostly driven by data, and second, to implement digital transformation initiatives to stay relevant. By enrolling in our post-graduate program, you have taken the right choice at right time at the right place to allow yourself to lead the pack of futuristic professionals in the data science.

I assure you that our industry-relevant curriculum would be a launch pad that would propel you towards achieving excellence in your chosen specialization. The well-crafted pedagogy, the rigorous program delivery, the state-of-the-art infrastructure, the erudite professors, and the seasoned practitioners would certainly bring out the best in you.

Your exciting journey with CoE-A&DS would begin with “Sahasra 2K22,” an orientation program scheduled to start on 9th June 2022. Join us to exhibit your passion for the MBA program through your commitment to learning and single-minded focus in the next two years to come.

Buckle up to surprise yourself by achieving your career goal with your determined effort and with your go-getter attitude!

I proudly welcome you all once again, the futuristic professionals to make our planet, a better place to live in with your worthwhile contribution from now on and thereafter.

**Prof. (Dr) Sridhar Vaithianathan**  
**Director**

## Content

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## I. Guidelines for Students of CoE-A&DS.

### 1.1 General Guidelines

- i. Eating of food/chewing gums or consumption of any form of liquid in the class room is strictly prohibited.
- ii. Students should not indulge in group chats or show public display of affection in the classroom or anywhere in the campus.
- iii. Follow guidelines and avoid any form of arguments with the staff or security.

### 1.2 Pandemic Guidelines for Students

- i. Only Fully vaccinated students will be allowed to attend offline classes.
- ii. Follow SMS protocol. That is Sanitizing, Mask and Social Distancing.
- iii. Strictly follow the use of 2-layer cloth masks, practice correct hand washing with soap and water for at least 40 to 60 seconds (or using hand sanitizer with at least 70% alcohol in it for 20 to 40 seconds) cover your mouth and nose with a tissue / handkerchief when you cough and sneeze.
- iv. Those showing signs of COVID-19 like illness should observe home quarantine as per Doctor's advice and observe self-isolation in separate rooms in their own homes to safeguard their loved ones and themselves.

**In case, if the Students is diagnosed with COVID, the students would ensure the following guidelines:**

- v. Email Academic Office ([coe.academicoffice@nmims.edu](mailto:coe.academicoffice@nmims.edu)) Co-ordinator of CoE-A&DS, the necessary medical and supporting documents with respect to your COVID test results mentioning the duration of your leave of absence.
- vi. Such students would present the COVID Negative test results to Academic Office of CoE-A&DS at least one day before joining the classes.
- vii. AO coordinator would verify the submitted COVID Negative test results for allowing the students to attend the sessions,
- viii. AO coordinator would not permit the students to attend the classes till the respective student submit their COVID negative results documents.
- ix. The Class Representative also would aid in this process and bring to the notice of AO Coordinator, incase if the students has not submitted the COVID negative test results.
- x. Help others in need and support the Authorities by observing the instructions/advisories issued from time to time.

**Consulting Hours with Faculty Members**

- xi. Avoid meeting the faculty members at their office in groups.
- xii. However, if need to meet Faculty members at their office, maximum of two students at a time could meet after obtaining prior appointment with respective faculty members.

Follows SMS (Social Distancing, Mask and Sanitize) protocol while meeting the faculty members at their offices

### 1.3 Academic Guidelines:

- 1.3.1 The components of evaluation for any course of all the years of MBA would be as follows:
  - a) Class-participation / Individual presentation in class
  - b) Quizzes / Class test / Surprise test / Assignments (announced/unannounced)
  - c) Individual assignment/ Group assignments/ presentations/ Decision sheets
  - d) Term papers and project reports
  - e) Mid-term examination
  - f) End-term examination
- 1.3.2 Every full credit course must have at least 4 evaluation components out of 6 components mentioned above. Half credit courses must have at least 3 evaluation components and the workshop / project based courses /1 credit courses must have at least 2 evaluation components. Internal evaluation will not be repeated.
- 1.3.3 The mode of the Term End Examination will be dependent on the course learning objective.
  - a) Term End Exam (TEE) and Mid Term Exam (MTE) are compulsory components for all courses. However, for the workshops/project based courses/1 credit courses, MTE is optional.
  - b) The Dean/Director, at his/her discretion could allow the faculty to exempt from conducting MTE component depending on the Course requirements [courses involving Hands-on sessions using programming languages (e.g. Python / R), analytical software (e.g. Tableau/Power BI/SPSS)]. In such case, a written request from the respective faculty for MTE exemption is to be submitted to Dean/Director.

- c) The student should obtain prior approval from both Director, CoE A&DS and the respective faculty member(s) to absent oneself from Mid-Term / Term-End examinations. The discretion to conduct make-up exams for Mid-term and Term-End exams lies with the Course Faculty and Dean/Director. The decision to allow for the make-up exam would be based on the genuineness of the case and is subjected to the submission of the necessary supporting documents to substantiate students' absence for the Exam.
- 1.3.4 Duration of examination and Course Credits
- Minimum duration of Mid –Term and Half Credit courses Examinations: 1 hr
  - Minimum duration of Term-End Examinations: 2 hrs
  - Examination duration can also be more or less than the above specified time as the case may be.
  - Full Credit course (3 Credits): 30 Hours
  - Half-credit course (1.5 credits): 15 Hours
  - Workshop Based Course (1 credit): 10 hours
- 1.3.5 The weightage for each course is 100% and the weightage will be distributed into various evaluation components. Guidelines for the respective evaluation components along with weightage is provided below:
- 1.3.5.1 Class-participation/Review (books /reports/articles) (not more than 20 percentage weightage)
  - 1.3.5.2 Quizzes / Class test / Surprise test / Assignments (not more than 30 percentage weightage)
  - 1.3.5.3 Group /individual assignments / presentations / decision sheets / term papers / project reports (not more than 30 percentage weightage)
  - 1.3.5.4 Mid-term examination (not more than 30 percentage weightage & not less than 20 percentage weightage)
  - 1.3.5.5 Trimester-end Examination (not more than 50 percentage weightage and not less than 40 percentage weightage)
  - 1.3.5.6 However, for workshop based / 1 credit course with only two evaluation components, each evaluation component could not be more than 50 percentage weightage.
- 1.3.6 Deviation, if any, from the above-mentioned evaluation schemes will be communicated separately and to be approved by Dean/Director, as the case may be.
- 1.3.7 The Elective Course/s will be offered subjected to the following two criteria:
- Enrolment of at least 10 students if the total strength of the batch is equal to or less than 60 (or enrolment of 15% of the total batch strength, if batch strength is more than 60 and
  - Subject to availability of course faculty.

## 2. Project Guidelines:

### 2.1 Course Project

- 2.1.1 Course projects are an integral part of the holistic learning approach followed at CoE-A&DS and the faculty concerned can assign project work to be undertaken.
- 2.1.2 From time to time faculty may assign projects to students in their course.
- 2.1.3 Students are required to submit their final project report as per the deadlines announced.
- 2.1.4 Dean's/Director's approval will be required to submit the project report after deadlines as announced.

### 2.2 Project Work Courses;

- 2.2.1 The project work course is a compulsory three/six-credit course and is part of the course curriculum.
- 2.2.2 The project work course would be offered continually to enable the practical application of the concepts learned.
- 2.2.3 Usually, the students work in a team to carry out the project work. An ideal count for the number of students in a team would be five. In any case number of members per team cannot exceed six.
- 2.2.4 Each student needs to satisfactorily complete the project-based courses and is an essential criterion for the successful completion of the MBA program.
- 2.2.5 Each project-based course will have three stages of evaluation. They are 1) proposal submission with 20% weightage, 2) interim presentation with 30 % weightage, and 3) final report submission and presentation and/or Viva-voce with 50% weightage.



### 3. Summer Internship Program (SIP):

#### 3.1 Objective

- 3.1.1 Summer Internship Program (SIP) is an integral part of two-year full time Masters degree in Master of Business Administration in Business Analytics (MBA-BA) program offered by Centre of Excellence in Analytics & Data Science (CoE-A&DS), SVKM's NMIMS, Mumbai.
- 3.1.2 The purpose of SIP is to enable our students to understand the importance of industry-academia connect in transforming the classroom learning for solving the real world business problems.
- 3.1.3 Summer Internship Program (SIP) is a work experience internship mentored jointly by a faculty guide and company guide(s). SIP relates directly to students' academic programs. It is a unique opportunity for students to work on a live industry project for a continuous period of ten weeks to twelve weeks.
- 3.1.4 Students are eligible to participate in SIP at the end of successful completion of the third trimester.
- 3.1.5 Summer Internship program means doing the project on a real problem being faced by an organization.
- 3.1.6 Placement Office/Committee identifies project-oriented posting at the organization within India for relevant projects during the internship period.
- 3.1.7 Students are advised not to rely on the CoE A&DS, NMIMS placement process for the provision of Summer Internship activities, but to look for such assignments on their initiative as well. The CoE A&DS, NMIMS placement cell makes all the efforts possible to provide Summer Internship opportunities to as many students as possible.
- 3.1.8 If no suitable organization is found in the hometown or its close vicinity, the student will be placed in Mumbai.
- 3.1.9 Students need to satisfactorily complete the ten/twelve weeks internship, which is an essential prerequisite for the award of the MBA Degree.

#### 3.2 Duration of SIP

- 3.2.1 Summer Internship Program (SIP) is a non-credit project-based compulsory course. Each student needs to satisfactorily complete the Internship project and is an essential partial fulfilment of the requirements for award of MBA degree.
- 3.2.2 Each student must take ten/twelve weeks (as the case may be) of a summer internship in any company as per the dates announced.
- 3.2.3 The SIP usually commences in the 1st week of April and ends in the mid/end week of June (as the case may be). The SIP period between April and June of every academic year and is referred as "Summer Term"

#### 3.3 Key dimensions of the Summer Internship Program

- 3.3.1 Collaboration between industry and academia
- 3.3.2 Important part of the curriculum
- 3.3.3 Application Oriented Learning
- 3.3.4 Guidance by both the faculty mentor and the industry mentor.
- 3.3.5 Practical Exposure to Real World Problems

Summer Internship Program is a project based course with ten/twelve weeks' duration, usually from 1<sup>st</sup> week of April till second/fourth week of June in every academic year. SIP is primarily an industry exposure-oriented program. ***It is also to be understood that this is an Internship Program and NOT a project.*** In a project, the importance is only on the process resulting to some conclusions and suggestions. In an SIP, the students are encouraged also to do online learning for new areas, improving their technical and analytical skills, exploring other organizational factors, team-work, practical understanding of real life projects, improving domain knowledge so on and so forth.

### 3.4 Internship Project Guidelines

- 3.4.1 A temporary Internship Committee (IC) would be constituted by Director, at the end of the second trimester every year to streamline the entire internship process for that academic year. The Internship Committee (IC) would also be responsible for monitoring the IP program and would intervene as and when deemed necessary to tackle various issues that arise during the entire IP duration.
- 3.4.2 The IC committee would be headed by Director and would consist of three to five members (apart from the Director).
- 3.4.3 The committee would prepare a detailed project guideline along with evaluation criteria. The existing Internship guidelines (if any) are subjected to change as deemed necessary by the Internship Committee/ Director of CoE A&DS.
- 3.4.4 The detailed project guidelines would be shared with students at least two weeks before the date of commencement of the Internship program.
- 3.4.5 The students must remain in touch with the Placement Office/ Committee/ Director of CoE A&DS for regular updates and guidance throughout the summer internship.
- 3.4.6 Students can take the initiative of establishing communication protocols to ease contact during the summer internship.
- 3.4.7 Any major issues should be immediately brought to the notice of the Placement office, Director, and respective Faculty mentor.
- 3.4.8 Any grievances concerning Company providing the Internship should be brought to the notice of the Faculty-in-charge / Faculty mentor of CoE A&DS.
- 3.4.9 If a student could not do an internship program at the Company, he or she would do a research project during the period of Internship at the institute. A faculty mentor would be assigned to the student for the research project
- 3.4.10 It will be the sole discretion of the Dean/Director (CoE A&DS) to allow the student to do the research project considering the genuineness of the case.

### 3.5 Internship Project Report – Evaluation and Submission Guidelines

- 3.5.1 The Summer Internship is expected to culminate in the submission of a Summer Internship Project Report to the CoE A&DS, NMIMS within deadlines as communicated to the students during the start of the Internship. This submission is a compulsory part of the course requirements and is an essential partial fulfilment of the requirements for award of MBA degree.
- 3.5.2 This project is subject to a review by the company guide assigned. It is the student's responsibility to facilitate that the guide sends this review to the Course Coordinator within the deadline given.
- 3.5.3 A Faculty guide will be assigned to each student based on the type/area of internship. It is mandatory for the students to meet their respective faculty guides before proceeding for internship and continue to remain in touch with them for regular updates and guidance throughout the internship. Students can take the initiative of establishing communication protocols with their faculty guides to ease contact during the summer internship. Any issues should be immediately brought to the notice of the faculty guide.
- 3.5.4 For all submissions students have to submit the soft copy of their reports and assignments. The hard copies also have to be submitted wherever asked by the faculty.
- 3.5.5 You are expected to follow project guidelines for proper referencing system.
- 3.5.6 They will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc.
- 3.5.7 Each Student a.k.a Intern would ensure the following:
  - Interns are required to be accountable to their internship organizations.
  - Interns would uphold their integrity, maintain dignity and decorum at all times at the internship organization.
  - Interns would maintain 100 percent attendance at internship organizations during the internship period. Interns are permitted to take sick leave or professional leave during summer internship after soliciting written permissions from the internship organization and/or Faculty mentor of CoE A&DS. The absence should be subsequently covered by working for extra hours in the internship organization (as the case may be).

- Failure to adhere to the attendance requirement will lead to strict action by the institute including debarment from promotion to the next academic year.
  - Securing “Certification of satisfactory completion” of internship is mandatory criteria for successful completion of SIP.
- 3.5.8 Summer Internship cannot be completed through home-based assignments. Any student found influencing the internship organization to provide home-based assignments, will be declared as a defaulter. In that case, the student would repeat the Internship in the following academic year would result in the student repeating the Internship or would be awarded the lowest grade (as the case may be). In the extreme case, the student registration for the program would stand cancelled.
- 3.5.9 **Plagiarism is a serious offense, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of CoE A&DS, NMIMS policies and would result in the student repeating the Internship or would be awarded the lowest grade (as the case may be). In the extreme case, the student registration for the program would stand cancelled.**

### 3.6 Major Research Project

In particular situations, when the student is not able to do internship, the student will have to do a major research project (MRP) in the campus. This will be applicable if the Internship Process has to be dropped within a week of its commencement. Also, in certain unusual circumstances, where the Internship has to be abruptly terminated, on request from either the student or the company, or in case of students’ unprofessional behavior / indiscipline during the internship where he / she has been asked to discontinue, the placement team and the faculty mentor in concurrence with the Dean / Director, could, on a case by case basis, decide to let the student register for MRP.

The MRP is pursued under a faculty mentor. The expected outcome is research work of publishable quality. The faculty mentor will continuously monitor and evaluate the performance of students throughout the duration of the MRP. The evaluation for MRP will be similar to that of IP. Successful completion of MRP would be treated as equivalent to Satisfactory completion of IP.

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

## 4. Value-Added Activities

- 4.1 Outbound Training (OBT): Extensively used by the Corporate and Academic World in India and overseas, the Outbound Training Method enables learning and experiencing challenges in unfamiliar terrain. Creative activities, nature trails, interactive exercises are woven together to enhance team-building, inculcate leadership and delegation abilities as well as learn about the latent facets of one’s personality. The Outbound Training Program works on the principles of experiential learning and challenges one to take risks and operate out of one’s comfort zone, thereby providing enough data for self as well as group development and leadership. The debrief sessions are included to provide feedback to the students by the facilitators and complete the learning experience
- 4.2 Simulation Games are introduced for experiential learning of the concepts i.e. it focuses on cross-functional decision making in a competitive environment.
- 4.3 Industry Visits: Students visit the various organization to get a perspective/ glimpse of the actual work situation, to understand how theory is put into practice, observe how operations are done thus gaining firsthand knowledge of the operative systems thereby becoming bridging the gap between theory and practice which will be a value add to them.
- 4.4 Master Classes, Guest Lectures & Seminars: Speakers from Industry / Alumni are called to deliver masterclasses,
- 4.5 Guest lectures, and seminars to full-time students. Each student must attend at least 3 such sessions in each trimester.

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

The major roles & responsibilities include:

- To serve as a formal communication channel between the students, faculty, and administration
  - To navigate all student-related activities at NMIMS and facilitate a better life on campus
  - To spearhead the organization & coordination of student-led CoE A&DS Events
  - To facilitate the organization of various student clubs/committees
  - To assist all public relations activities and supervise student publications & newsletters at NMIMS
- 5.1 The clubs/committees are under the student council mandate and usually are formed around functional areas, hobbies, and other interest areas of students. Roles and responsibilities of each club/committee have to be well-defined in consultation with the Faculty – In-charge of club/committee, Faculty in charge of Student Activity, Assistant Registrar (Academics/Admin), and Director, CoE A&DS.
- 5.2 These different student bodies will be required to submit a trimester report at the end of every trimester, which will be reviewed by the Faculty In-charge of the club/committee as per the Events List submitted at the beginning of each Trimester. Final consolidated report to be submitted by Student Council to Faculty In-charge of Student Activity and Assistant Registrar (Academics).
- 5.3 Communication Guidelines for Student Council
- 5.4 All the clubs and committee's events and activities have to be routed through the President of club/committee, General Secretary of Council (Budget and Release of Money), Faculty – In-charge of club/committee, Faculty in charge of Student Activity, Assistant Registrar (Academics/Admin) and Director, CoE A&DS. (Accounts Department - In case of Release of Money)
- 5.5 Communication and Invitations of events/guest lecturers/workshops conducted by clubs/committees and the council has to be informed to the faculties and the area concerned well in advance, to Faculty In-charge of Student Activity, Deputy Registrar (Academics) and Staff Coordinator.
- 5.6 Formal invitations should be given to the Director, CoE A&DS well in advance for all events/guest lectures/workshops. (For the major events prior formal invitation to be given to all the senior management).

6. **Program Validity:**

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

Sr. No.	Name of the program	Duration of the program (in years)	Maximum duration permissible for completion the program (in years)
1	MBA - Business Analytics	2	4

## **6.1 Discipline Norms and Penalty:**

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

### **6.1.1 Anti-Ragging Committee:**

- Dr. Sridhar Vaithianathan – Chairperson & Director, CoE-A&DS
- Dr. Siby Abraham – Professor, CoE-A&DS
- Dr. Bharti Motwani – Associate Professor, CoE-A&DS
- Dr. Kanaiyalal S. Parmar – Associate Professor, CoE-A&DS
- Mr. Dilip Varhadi - Member (Police)
- Dr. Christine D'Lima – Member ((Lady Representative of Student Council Team)
- NGO representative will also be part of this committee
- Parent Member

### **6.1.2 Disciplinary Committee:**

- Dr. Sridhar Vaithianathan – Chairperson & Director, CoE-A&DS
- Dr. Siby Abraham – Professor, CoE-A&DS
- Dr. Bharti Motwani – Associate Professor, CoE-A&DS
- Dr. Kanaiyalal S. Parmar – Associate Professor, CoE-A&DS
- Mr. Tejash Somaiya – Deputy Registrar, School of Business Management
- Ms. Vandana Kushte – Deputy Registrar, Central Academic Office
- Mr. Ashish Apte – Controller of Examination
- Dr. Shivanand Sadlapur– Librarian, NMIMS
- Two Student Nominees.

### **6.1.3 Woman Grievance Redressal Committee:**

- Dr. Siby Abraham – Chairperson & Professor, CoE-A&DS
- Dr. Bharti Motwani – Associate Professor, CoE-A&DS
- Dr. Kanaiyalal S. Parmar – Associate Professor, CoE-A&DS
- Dr. Sonali Narbariya – Assistant Professor, CoE-A&DS
- Mr. Tejash Somaiya – Deputy Registrar, School of Business Management
- Mr. Sachin Bhosle – Coordinator, CoE-A&DS
- Ms. Shobha Pereira – Secretarial
- One Student Nominee

### **6.1.4 Collegiate Student Grievance Redressal Committee:**

- Dr. Siby Abraham – Professor, CoE-A&DS
- Dr. Bharti Motwani – Associate Professor, CoE-A&DS
- Dr. Kanaiyalal S. Parmar – Associate Professor, CoE-A&DS
- Dr. Sonali Narbariya – Assistant Professor, CoE-A&DS
- Chairperson – Student Activities
- Student council Member

#### **6.1.5 Departmental Student Grievance Redressal Committee:**

- Dr. Siby Abraham – Professor, CoE-A&DS
- Dr. Bharti Motwani – Associate Professor, CoE-A&DS
- Dr. Kanaiyalal S. Parmar – Associate Professor, CoE-A&DS
- Dr. Sonali Narbariya – Assistant Professor, CoE-A&DS
- Chairperson – Student Activities
- Student Council Member

#### **6.1.6 Institutional Student Grievance Redressal Committee:**

- Dr. Siby Abraham – Professor, CoE-A&DS
- Dr. Bharti Motwani – Associate Professor, CoE-A&DS
- Dr. Kanaiyalal S. Parmar – Associate Professor, CoE-A&DS
- Dr. Sonali Narbariya – Assistant Professor, CoE-A&DS
- Student Council Member

### **7. Placement Guidelines:**

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

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

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

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

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

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

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

The Placement process typically involves –

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

### 7.1 Batch Preparation:

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

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

### 7.2 Pre-Placement Talk – PPT

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

- 7.2.1 Internships/Projects
- 7.2.2 The Placement Office makes all efforts to reach out for internships across varied sectors, companies and profiles. Based on ones' interests and capabilities one should seek internships. Choosing the correct company for internships and performing up to the mark is of utmost importance.
- 7.2.3 The Internships are not only a window to the corporate world but also a relationship-building tool for NMIMS. It allows the companies to have a look at the talent at NMIMS, thereby strengthening Final Placements.
- 7.2.4 Internships are an integral part of the curriculum for securing the degree. It is a great learning platform for our students and goes a long way in shaping the learning obtained in the classroom.



This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.

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

### **7.3 Final Placements**

- 7.3.1 Leading companies across sectors aspire to recruit students of NMIMS. Each company has its own set of characteristics or qualities that they look for in a candidate. Hence, the company devises the eligibility criteria and selection process accordingly.
- 7.3.2 The process of selection starts with inviting applications based on the eligibility, profile, project, stipend/compensation details shared by the company. The applications of applicants are then sent to companies. Students are required to check their emails/Placement Portal/Student Portal, etc. regularly for information updates.
- 7.3.3 Every effort will be made to facilitate the placement process. However, it is the effort of the student that gets him/her selected for the job. Not getting selected for internships or during final placements in the first few companies should not lead to panic. Students are advised not to switch profiles in anxiety or haste.
- 7.3.4 Companies could have one or multiple rounds for selection – case analysis, group discussion, group exercises, interviews etc. Reasons like location, family issues etc. should not be constraints to students. They are expected to be mobile and have the capability to adjust and adapt and respond to emergent situations successfully.
- 7.3.5 Students who wish to drop out of the placement process are expected to formally notify the Placement Office vide the 'Opted Out Form' mentioning the reason, which could be higher studies, entrepreneurship, family business, seeking placements on their own giving with the names of such companies and details. The reason being, to iron out any hitches that may crop up later as the Placement Office approaches many companies and would like to continue the cordial relationship with them.
- 7.3.6 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.



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

**8.1 Evaluation & Grading:** The respective subject faculty would evaluate the performance of the students during the examination of the respective subject. A student would undergo continuous assessment for each course/subject in all the trimesters. Various components of such continuous assessment would be as decided by the respective course faculty and approved by Director /Director of the school/campus concerned. Break up of continuous evaluation of each course will be as under Full Credit course (upscaling for HALF-Credit course).

Component	Marks	Total
Unit Test / Project/ Assignment/ Presentation/ Weekly Tests / Case Study/ Quizzes / any other (School)	60	100
Final term/ Trimester End Examination (University)	40	

**Internal Continuous Assessment (ICA) and Term End Exam (TEE):**

- For full credit course, there would be at least three Internal Continuous Assessment (ICA) components and a Term End Exam (TEE); for half credit course, there would be at least two Internal Continuous Assessment (ICA) components and a Term End Exam (TEE); for one credit course, there would be two evaluation components.
- For / project based / workshop based courses with either full credit/half credit/one credit, the number of evaluation component would be at least two and term end exam is not mandatory.
- In any case, upto 30% of total courses in the program would be permitted to have 100% ICA components (i.e.) without TEE component, subjected to the nature of course/pedagogy. Necessary approval from the Dean/Director/Chairperson needs to be obtained for offering the courses with 100% ICA components.
- The weightage for Term End Exam would be 40%. Necessary permission has to be obtained from Dean/Director if the TEE weightage for the course is different from 40%.
- The Marks in the question paper for the Term End Exam (TEE) could be either 40 marks (or) 100 marks. To maintain uniformity, the TEE question paper would be prepared for 40 marks for the first year courses (Trimester1,2&3) and 100 marks for the second year courses (Trimester 4,5 & 6).

**8.2 Trimester-end-exam Passing Criteria for each course:**

- To pass in a particular subject in any of the trimester end examination or trimester end re-examination, student must secure a minimum of one-third marks of the total maximum marks of that subject, in the trimester end examination.
- “F” Grade would be awarded, where marks obtained are less than 40 (39.55 and below) in aggregate or where the marks obtained in the trimester end examination are less than one-third of the total maximum marks of the respectivecourse.
- Students who fail to fulfil above passing criteria would be awarded ‘F’ grade.
- Students who obtain marks between 40 and 49.99 would be awarded ‘D’ grade (low pass). Please refer ‘Grading’ scheme given below.
- Passing for only ICA subject is 40%.

### 8.3 Grading System:

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

Grade	Points	Class interval of marks		Grade	Points	Class interval of marks	
A+	4	100	85	C+	2.5	64.99	61
A	3.75	84.99	81	C	2.25	60.99	57
A-	3.5	80.99	77	C-	2	56.99	50
B+	3.25	76.99	73	D	1.5	49.99	40
B	3	72.99	69	F	0	39	0
B-	2.75	68.99	65				

- 8.3.3 **Method of Calculation of GPA:** Grade Point Average for a term will be computed by dividing, the sum of product of grade point of each course / module and credit value assigned, to each respective course by the sum of credits assigned to all the courses/ modules for the related term.

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

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

**Here:**

C = Credit value assigned to a course/ module

G = Grade point value assigned to a student for course/ module corresponding to the letter grade (refertable 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.

### 8.4 Re-Examinations:

- 8.4.1 Re-Examination will be conducted immediately after declaration of results of final trimester end exam for the students, who may have obtained 'F' and/or 'D' grade, immediately after Term End Exam.
- 8.4.2 The maximum grade that a student can obtain for such course will be C+.
- 8.4.3 Eligibility of a candidate to apply and appear for re-examination will be as under.  
Criteria 1): 0 F and 4 D (Accumulated across three trimesters in a year) OR  
Criteria 2): 1 F and 3 D (Accumulated across three trimesters in a year) OR  
Criteria 3): 2 F and 1 D (Accumulated across three trimesters in a year)
- 8.4.4 The candidates who resort to unfair means and who are required to appear at re-examination due to involvement in adoption of unfair means (as penalty) will get C+ or actual grade whichever is lower in the re-examination.

- 8.4.5 Improvement in the internal continuous assessments will not be allowed for re-examination purpose.
- 8.4.6 If a student fails in project work courses due to poor performance/plagiarised content/inadequate contribution in project work, one attempt will be allowed to rectify the raised concern and re-submit the project. However, the re-submission should happen prior to re-examination scheduled for the academic year. The maximum grade that a student, in such a case, can obtain for such (project work) course will be C + or actual grade whichever is lower.
- 8.4.7 It is mandatory for the student to fill in online re-examination form. If not, the institute reserves the right to deny the permission to appear at the examination.
- 8.4.8 Students, who does not submit the re-examination form will be awarded 'AB/ F grade', as the case may be.

### **8.5 Exemption/Exceptional Cases**

- 8.5.1 Exceptional cases (Self marriage/ long illness – Medical cases/ maternity/ Death in immediate family), as approved by Director/ Dean, CoE A&DS will be eligible to appear in re-examination and for award of regular grade.
- 8.5.2 For medical cases, he/she will have to necessarily produce a certificate from a Medical Practitioner along with required pathological reports and prescriptions before the commencement of the re-examination and should have obtain prior approval from Director/Dean.
- 8.5.3 For exceptional cases, all necessary relevant documents to be submitted before the commencement of the re-examination and should have obtain prior approval from Director.
- 8.5.4 In case a student fails to fulfil passing/ progression conditions, after the re-examination/s, he/she is expected to take re-admission as per the rules of CoE A&DS, NMIMS.
- 8.5.5 No further re-examination chance will be given to above mentioned exceptional cases.

### **8.6 Non-fulfilment of the above requirement relating to D & F Grades:**

- 8.6.1 The written re-examination for all the students of first year who have obtained 'D' and/or 'F' grade (as per rules of passing standards) will take place immediately after declaration of result of final trimester, end examination. The grade that a student can get in such a case, for such course will be C + or actual whichever is lower. The result of the re-examination will be treated as final and binding on the students.
- 8.6.2 Any student who has been awarded maximum up to 4 "D"s has an option to remove all the "D"s in case he wishes so. The norms of removing the same is as given above. The grade that a student can get in such a case, for such course will be C + or actual whichever is lower.
- 8.6.3 A student will have to remove "F" grade/s in the non-credit courses. The formalities of removing the same is as given above. The grade that a student, in such a case, can obtain for such course will be C+ or actual whichever is lower.
- 8.6.4 A student obtaining upto two "F" grades in credit courses must necessarily pass/ clear the "F" grade by appearing at the re-examination. If the student is not able to clear "F" grade/s even after this chance, he/ she is expected to take re-admission as per the rules of the University and/or CoE A&DS, NMIMS.
- 8.6.5 Students appearing for the re-exams (as per the rules of passing standards) will be given provisional admission to the next trimester of the program. His/ her admission will be confirmed only after declaration of the results of the re-exams.
- 8.6.6 The provision of re-examination is not available if a student has accumulated more than two "F" grades in a year (credit courses) (even though the candidate might have cleared the 2 'F' grades in the re-examination). Student who obtains more than two "F" in aggregate of trimesters at any time during the academic year should take re- admission as per the rules of the University and/or CoE A&DS, NMIMS.
- 8.6.7 The provision of re-examination is not available when a student obtains third 'F' grade, despite having cleared previous 2 'F' grades in re-exam attempts. Such a student who obtains more than two "F" in aggregate of trimesters at any time during the academic year, will have to take re-admission as per the rules of the University and/or CoE A&DS, NMIMS.
- 8.6.8 Student obtaining more than 4 "D"s in aggregate of trimesters in a year (even though the he/ she might have cleared the D grades in the re-examination) at any time during the academic year should take re-admission as per the rules of the University and/or CoE A&DS, NMIMS.

- 8.6.9 Student obtaining 4D and 1F in aggregate of trimesters in a year (even though the candidate might have cleared the F/D grades in the re-examination) at any time during the academic year will have to take re-admission as per the rules of the University and/or CoE A&DS, NMIMS.
- 8.6.10 Student obtaining more than 0 (zero) "F" & 4 "D" s OR 1 "F" & 3 "D" s OR 2 "F" s & 1 "D" in aggregate of trimesters in a year (even though he / she might have cleared the F and/or D grades in the re-examination) at any time during the academic year should take re-admission as per the rules of the University and/or CoE A&DS, NMIMS.

### **8.7 Progression to next Academic Year and Completion of the Programme**

The following will be qualification criteria for the successful completion of the First-year and also the second-year program by the student concerned:

- 8.7.1 He/ she should have no "F" grade in any of the first/second year courses after re-examination and not more than 2 Ds at the end of each academic year.
- 8.7.2 His/ her total cumulative grade should not be less than 2.25, at the end of the first year, before the commencement of the second year, and also at the end of the program (to be calculated after re-examination)

9. List of E resources subscribed by NMIMS

Sr. No.	Database	Sr. No.	Database	Sr. No.	Database
	<b>LIBRARY SOFTWARE</b>		<b>RESEARCH DATABASES</b>		<b>MARKETING DATABASES</b>
1.	Koha	21.	CMIE: Economic Outlook	38.	TVADINDX
	<b>GRAMMAR/PLAGIARISM CHECK SFT.</b>	22.	CMIE: Prowess IQ	39.	WARC
2.	Grammarly	23.	Euromonitor International: Passport		<b>FINANCE LAB</b>
	<b>ELECTRONIC JOURNAL DATABASES</b>	24.	EViews 8	40.	Bloomberg
3.	ProQuest Central	25.	ISI Emerging Markets		<b>SWAYAM / NDL</b>
4.	EBSCO	26.	SPSS: AMOS	41.	National Digital Library
5.	Economic and Political Weekly	27.	Statista	42.	SWAYAM
6.	JSTOR	28.	STATA		
7.	MathSciNet			43.	Consortium for Educational Communication (CEC)
8.	Co-Design		<b>COMPANY DATABASE</b>		
9.	Current Science	29.	Capitaline AWS		
10.	Design and Culture		<b>STATISTICAL DATABASE</b>		
11.	Ergonomics in Design	30.	IndiaStat		
12.	Information Design Journal	31.	EPWRF India Time Series		
13.	Fast Company		<b>LAW DATABASES</b>		
14.	Economic and Political Weekly	32.	Hein Online		
	<b>ENGINEERING DATABASES</b>	33.	SCC Online		
15.	DELNET	34.	LexisNexis		
16.	IEL Online /IEEE	35.	<u>American Journal of International Law</u>		
17.	NPTTEL	36.	<u>International Legal Materials</u>		
	<b>E-BOOKS DATABASES</b>	37.	Law & Literature		
18.	E-brary				
19.	Pearson E-Books				
20.	South Asia Archive				

**10. Program structure for MBA - Business Analytics:** The Master of Business Administration in Business Analytics program is divided into six trimesters spread across two years with 106 credits (47 Subjects) including Summer Internship Program (at least 10 Weeks).

Centre of Excellence in Analytics & Data Science									
Program Structure for MBA - Business Analytics (Approved in 54th AC meet held on 23rd June 2022) - Batch of 2022-24									
YEAR I					YEAR II				
TERM I (June - Sep)					TERM IV (June - Sep)				
Sno	Course Code	Course Title	Credits	Course Type	Sno	Course Code	Course Title	Credits	Course Type
1	QMC1001	Statistics for Data Analytics	3.0	C	1	GEM4003	Strategic Management	3	C
2	MKT1001	Marketing Management	3.0	C	2	ANC4011	Machine Learning for Time Series Forecasting	3	C
3	ITM1001	Artificial Intelligence for Business	1.5	C	3	ANC4012	Data Governance	3	C
4	ANC1001	Data Wrangling with Python	3.0	C	4	ANC4013	Advanced Deep Learning	1.5	C
5	ANC1002	Story Telling with Data	3.0	C	5	ANC4014	Advanced Big Data Analytics	1.5	C
6	ANC1003	Mathematics for Business Analytics	3.0	C	6	ANW4004	Data Analysis with Analytical Software Suite	1	W
7	GEW1001	Effective Presentation Skills	1.0	W	7	ANC5018	BlockChain for Managers	1.5	C
8	ANW1001	Structured Thinking	1.0	W	8	ANC5019	Optimization Analytics	1.5	C
9	FIN3001	Managerial Accounting	3.0	C	<b>TOTAL CREDITS</b>				
<b>TOTAL CREDITS</b>			<b>21.5</b>		<b>TOTAL CREDITS</b>			<b>16.0</b>	
TERM II (Sep - Dec)					TERM V (Sep - Dec)				
Sno	Course Code	Course Title	Credits	Course Type	Sno	Course Code	Course Title	Credits	Course Type
1	QMC2002	Data Analysis for Decision Making	3	C	1	ANC5015	Stochastic Process	1.5	C
2	GEM2001	Economics for Managers	3	C	2	ANC5016	Simulation Models	1.5	C
3	HRM2001	Managing People at Work	3	C	3	ANC5017	Web Analytics	3	C
4	ANC2004	Machine Learning Techniques	3	C	4	FNE5001	Functional Elective-1	3	FE
5	ANC2005	Advanced Python Programming	1.5	C	5	FNE5002	Functional Elective-2	3	FE
6	ANC2006	Data Management	1.5	C	6	ANP4002	Applied Business Analytics	3	P
7	GEW2002	Soft Skills and Email Etiquette	1	W	LDP5001 Credits] P				
8	ANW2002	Data Analytics with R	1	W	LDP5002 Learner Driven Research Project* [3 Credits] P				
9	FIN4002	Corporate Finance	3	C	<b>TOTAL CREDITS</b>				
<b>TOTAL CREDITS</b>			<b>20.0</b>		<b>TOTAL CREDITS</b>			<b>15.0</b>	
TERM III (Jan - Mar)					TERM VI (Jan - Mar)				
Sno	Course Code	Course Title	Credits	Course Type	Sno	Course Code	Course Title	Credits	Course Type
1	QMC3003	Multivariate Techniques	3	C	1	FNE6003	Functional Elective-3	3	FE
2	OPR3001	Operations Management	3	C	2	CFE6001	Cross Functional Elective-1	3	CE
3	GEM3002	Datapreneurship	1.5	C	3	CFE6002	Cross Functional Elective -2	3	CE
4	ANC3007	Natural Language Processing	1.5	C	4	CPP6001	CAPSTONE LIVE PROJECT~	6.0	P
5	ANC3008	Deep Learning	1.5	C	LDP6001 Learner Driven Entrepreneurial Initiatives^ [3 Credits] P				
6	ANC3009	Advanced Machine Learning Techniques	1.5	C	LDP6002 Learner Driven Research Project* [3 Credits] P				
7	ANC3010	Big Data Analytics	1.5	C	<b>TOTAL CREDITS</b>				
8	ANP3001	Analytics Pipeline Management	3	C	<b>TOTAL CREDITS</b>			<b>15.0</b>	
9	ANW3003	Report Writing for Analytics Use Cases	1	W	^ - Learner Driven Entrepreneurial Initiatives (LDEI) is a substitute for a Functional Elective-3 (TRIM VI) and will be offered to specific students who satisfy CGPA Criteria. Also subjected to Mentor availability and spans over last two Trimesters.				
10	ANW3004	Open Source Emerging Tools for Analytician	1	W	* - Learner Driven Research Project (LDRP) is a substitute for a Functional Elective-3 (TRIM VI) and will be offered to specific students who satisfy CGPA Criteria. LDRP spans over last two Trimesters.				
<b>TOTAL CREDITS</b>			<b>18.5</b>		~ - Guided by Faculty Member and Industry Mentor				
SUMMER TERM (April to June) - 2.5 months (10 Weeks)									
Sno	Course Code	Course Title							
1	SIP	SUMMER INTERNSHIP PROGRAM							




Trim V		Trim VI
<b>Functional Elective Track (FE)</b>	<b>ELECTIVES LIST</b>	<b>Functional Elective Track (FE)</b>
<b>HR Track</b>		<b>Marketing Track</b>
People Analytics		CRM Analytics
Work Force & Compensation Analytics		<b>Operations Track</b>
<b>Finance Track</b>		Service Analytics
Fraud Analytics		<b>HR Track</b>
Investment Analytics		Analytics in Agile HRM
<b>Operations Track</b>		<b>Finance Track</b>
SCM Analytics		Risk Analytics
Logistics Analytics		<b>General Track</b>
<b>General Track</b>		Pharma Analytics
Sports Analytics		Telecom Analytics
Healthcare Analytics		Energy Analytics
<b>Marketing Track</b>		<b>Cross Functional Electives (CE)</b>
Retail Analytics		<b>CE : Track - 1</b>
Pricing Analytics		Business Negotiation
		International Business
		<b>CE : Track -2</b>
		Strategic Implementation and Control
		Managing Strategic Change

## II. Approved Academic Calendar of all programs

Details	Program/Trim	Start date	End Date	No. of Days / No. of weeks (Excluding Sundays)
<b>Trimester I, IV</b>				
Orientation/Induction Program	MBA BA Trimester I & IV	June 9, 2022 (Thu)	June 18, 2022 (Sat)	(9 days)
Academic Instruction Duration (regular classes)	MBA BA Trimester I & IV	June 20, 2022 (Mon)	Sep 10, 2022 (Sat)	(72 days)
Mid Term Test \ Internal Continuous Assessment	MBA BA Trimester I & IV	Jul 25, 2022 (Mon)	Jul 30, 2022 (Sat)	(6 days)
Term End Exams	MBA BA Trimester I & IV	Sep 13, 2022 (Tue)	Sep 17, 2022 (Sat)	(5 days)
Re-Exams	MBA BA Trimester I & IV	Oct 31, 2022 (Mon)	Nov 5, 2022 (Sat)	(6 days)
<b>Trimester II, V</b>				
Academic Instruction Duration (regular classes)	MBA BA Trimester II, V	Sep 26, 2022 (Mon)	Dec 17, 2022 (Sat)	(66 days)
Diwali Vacation		21st October, 2022	27th October, 2022	7 Days
Mid Term Test \ Internal Continuous Assessment	MBA BA Trimester II, V	Nov 7, 2022 (Mon)	Nov 12, 2022 (Sat)	(6 days)
Term End Exams	MBA BA Trimester II, V	Dec 19, 2022 (Mon)	Dec 23, 2022 (Fri)	(5 days)
Winter Vacation		26th December, 2022	01st January, 2023	7 Days
Re-Exams	MBA BA Trimester II, V	Jan 30, 2023 (Mon)	Feb 4, 2023 (Sat)	(6 days)
<b>Trimester III, VI</b>				
Academic Instruction Duration (regular classes)	MBA BA Trimester III, VI	Jan 3, 2023 (Tue)	Mar 18, 2023 (Sat)	(65 days)
Mid Term Test \ Internal Continuous Assessment	MBA BA Trimester III, VI	Feb 6, 2023 (Mon)	Feb 11, 2023 (Sat)	(6 days)
Term End Exams	MBA BA Trimester III, VI	Mar 20, 2023 (Mon)	Mar 28, 2023 (Tue)	(7 days)
Re-Exams	MBA BA Trimester VI	May 2, 2023 (Tue)	May 6, 2023 (Sat)	(5 days)
	MBA BA Trimester III	June 13, 2023 (Tue)	June 17, 2023 (Sat)	
Summer Vacation	For Faculty	April 17, 2023 (Mon)	May 28, 2023 (Sun)	42 Days
	For Students	April 3, 2023 (Mon)	June 10, 2023 (Sat)	60 Days
Convocation		Aug 4, 2023 (Fri)		
Commencement of First Year in next Academic year (AY 2023-24)	MBA BA Trim I	June 8, 2023 (Thu)	—	

Commencement of 2<sup>nd</sup> Year in next Academic year (AY 2023-24) will be from June 19<sup>th</sup>, 2023

  
Director  
(CoE-A&DS)

  
DR-Academics  
(NMIMS)

  
Controller of Examinations  
(NMIMS)

Commencement of 2<sup>nd</sup> year in next Academic year (AY 2023-24) will be from June 19<sup>th</sup>, 2023.



**Academic Calendar in detail:**

SVKM'S NMIMS CENTRE OF EXCELLENCE IN ANALYTICS & DATA SCIENCE (COE-A&DS) MASTER OF BUSINESS ADMINISTRATION IN BUSINESS ANALYTICS (MBA-BA)			
Academic Calendar for the Academic Year: 2022-2023			
Trimester I & IV	Batch	Date	Day
Orientation Program begins	2022-24	09-Jun-22	Thursday
Orientation Program ends	2022-24	18-Jun-22	Saturday
Commencement of Classes	2021-2023 & 2022-2024	20-Jun-22	Monday
<b>Fresher's Day</b>	<b>2021-2023 &amp; 2022-2024</b>	<b>08-Jul-22</b>	<b>Friday</b>
Mid Term Examinations begins	2021-2023 & 2022-2024	25-Jul-22	Monday
Mid Term Examinations ends	2021-2023 & 2022-2024	30-Jul-22	Saturday
Elective Orientation Week	2021-23	8-13 Aug 2022	Mon-Sat
Rakshabandhan - Holiday	2021-2023 & 2022-2024	11-Aug-22	Thursday
Independence Day - Holiday	2021-2023 & 2022-2024	15-Aug-22	Monday
Gopalkala - Holiday	2021-2023 & 2022-2024	19-Aug-22	Friday
Ganesh Chaturthi - Holiday	2021-2023 & 2022-2024	31-Aug-22	Wednesday
Teachers' Day	2021-2023 & 2022-2024	05-Sep-22	Monday
Anant Chaturdasi - Holiday	2021-2023 & 2022-2024	09-Sep-22	Friday
Last day for class work	2021-2023 & 2022-2024	10-Sep-22	Saturday
Term End Exams begins	2021-2023 & 2022-2024	13-Sep-22	Tuesday
Term End Exams ends	2021-2023 & 2022-2024	17-Sep-22	Saturday
Term Break	2021-2023 & 2022-2024	19 - 24 Sep 2022	Mon-Sat
<b>Convocation Ceremony (Batch II)</b>	<b>2020-22</b>	<b>24-Sep-22</b>	<b>Saturday</b>
<b>Alumni Meet</b>	<b>2019-21 &amp; 2020-22</b>	<b>25-Sep-22</b>	<b>Sunday</b>
Re-exams	2021-2023 & 2022-2024	31 Oct- 5 Nov 2022	Mon - Sat
Trimester II & V	Batch	Date	Day
Commencement of Classes	2021-2023 & 2022-2024	26-Sep-22	Monday
Dussehra - Holiday	2021-2023 & 2022-2024	05-Oct-22	Wednesday
<b>Cultural Fest</b>	<b>2021-2023 &amp; 2022-2024</b>	<b>15-Oct-22</b>	<b>Saturday</b>
Diwali Vacation begins	2021-2023 & 2022-2024	21-Oct-22	Friday
Diwali Vacation ends	2021-2023 & 2022-2024	29-Oct-22	Saturday
Mid Term Examinations begins	2021-2023 & 2022-2024	07-Nov-22	Monday
Mid Term Examinations ends	2021-2023 & 2022-2024	12-Nov-22	Saturday
<b>CoE A&amp;DS Conference</b>	<b>2021-2023 &amp; 2022-2024</b>	<b>25-Nov-22</b>	<b>Friday</b>
<b>Social Immersion Program</b>	<b>2021-2023 &amp; 2022-2024</b>	<b>26 &amp; 27 Nov 2022</b>	<b>Sat &amp; Sun</b>
Last day for class work	2021-2023 & 2022-2024	17-Dec-22	Saturday
Term End Exams begins	2021-2023 & 2022-2024	19-Dec-22	Monday
Term End Exams ends	2021-2023 & 2022-2024	23-Dec-22	Friday
Winter Vacation begins	2021-2023 & 2022-2024	24-Dec-22	Saturday
Winter Vacation ends	2021-2023 & 2022-2024	02-Jan-23	Monday
Re-exams	2021-2023 & 2022-2024	30 Jan - 4 Feb 2023	Mon-Sat
Trimester III & VI	Batch	Date	Day
Commencement of Classes	2021-2023 & 2022-2024	03-Jan-23	Tuesday
University Day	2021-2023 & 2022-2024	13-Jan-23	Friday
<b>Datrimatrix - Management Fest</b>	<b>2021-2023 &amp; 2022-2024</b>	<b>20 &amp; 21 Jan 2023</b>	<b>Fri &amp; Sat</b>
Republic Day - Holiday	2021-2023 & 2022-2024	26-Jan-23	Thursday
Mid Term Exam begins	2021-2023 & 2022-2024	06-Feb-23	Monday
Mid Term Exam ends	2021-2023 & 2022-2024	11-Feb-23	Saturday
MahaShivRatri - Holiday	2021-2023 & 2022-2024	18-Feb-23	Saturday
<b>Sports Day</b>	<b>2021-2023 &amp; 2022-2024</b>	<b>25-Feb-23</b>	<b>Saturday</b>
Holi - Holiday	2021-2023 & 2022-2024	08-Mar-23	Wednesday
Last day for class work	2021-2023 & 2022-2024	18-Mar-23	Saturday
Term End Exams begins	2021-2023 & 2022-2024	20-Mar-23	Monday
Gudi Padwa - Holiday	2021-2023 & 2022-2025	22-Mar-23	Wednesday
Term End Exams ends (Trim III)	2022-2024	28-Mar-23	Tuesday
Term End Exams ends (Trim VI)	2021-2023	30-Mar-23	Thursday
Student-Faculty Interaction & Feedback	2021-23	31-Mar-23	Friday
Term Break (Term III)	2022-2024	29 Mar-2 Apr 2023	Wed - Sun
Commencement of Summer Internship (Trim III)	2022-2024	03-Apr-23	Monday
Re-exams - Term VI	2021-2023 & 2022-2024	02 - 06 May 2023	Tue - Sat
Re-exams - Term III	2021-2023 & 2022-2024	13 -17 June 2023	Tue - Sat
Summer Vacation (For Faculty - 42 Days)	-	17 Apr - 28 May 2023	Monday-Sunday
Conclusion of the Summer Internship (Trim III)	2022-2024	10-Jun-23	Saturday

12. LIST OF HOLIDAYS FOR THE YEAR 2022

SVKM's NMIMS Deemed to be University

<b>NMIMS (Mumbai) Calendar 2022</b>			
<b>List of Holidays for the year 2022</b>			
<b>Sr No.</b>	<b>Occasion</b>	<b>Date</b>	<b>Day</b>
1	New Year	01-Jan-22	Saturday
2	Republic Day	26-Jan-22	Wednesday
3	Mahashivratri	01-Mar-22	Tuesday
4	Holi	18-Mar-22	Friday
5	Gudi Padwa	02-Apr-22	Saturday
6	Good Friday	15-Apr-22	Friday
7	Ramzan-Id	03-May-22	Tuesday
8	Rakshabandhan	11-Aug-22	Thursday
9	Independence Day	15-Aug-22	Monday
10	GopalKala	19-Aug-22	Friday
11	Ganesh Chaturthi	31-Aug-22	Wednesday
12	Anant Chaturdasi	09-Sep-22	Friday
13	Dushera	05-Oct-22	Wednesday
14	Narak Chaturdashi	24-Oct-22	Monday
15	Diwali	25-Oct-22	Tuesday
16	Diwali (Balipratipada)	26-Oct-22	Wednesday

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

13. School Administration

<b>Name</b>	<b>Designation</b>
Dr. Sridhar Vaithianathan	Director, CoE A&DS
Mr. Sachin Bhosle	Coordinator, Academics, CoE A&DS