

**STUDENT RESOURCE BOOK**  
**(2019-20)**  
**Part-I**

**School of Branding and**  
**Advertising**  
**(Mumbai Campus)**

## Message from Vice Chancellor

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

Today NMIMS is ranked among the top 60 universities of India by Government of India. It is a University whose Management Schools are globally accredited. The institution by itself is nationally accredited at the highest level. You have joined the University that has had a successful track record of growth, sustaining quality and striving towards excellence in all its endeavors. Our students and faculty have earned national and global recognition in the form of Awards and Fellowships. It's a University that has a growing research culture.

The three pillars of NMIMS are **Quality, Employability** and **Excellence**. All this has been achieved through a culture of dialogue, collaboration and mutual trust. The innovativeness of the University is borne by a large number of programs visualized in an entirely different manner than the conventional program designs. We have always believed in remaining relevant and at the same time engaging in knowledge generation and dissemination. NMIMS faculty today is an eclectic mix of young and not so young; academic and industry experience; and those with national and/or foreign qualifications. It is this mix of faculty that you will have the opportunity to learn from. NMIMS ethos is to develop professionals who are socially sensitive and live in harmony with the environment.

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

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

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

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

**Dr. Rajan Saxena**

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### Student Guidelines

(With effect from June 2019)

#### 1.0 About these guidelines:

- 1.1 These guidelines provide norms for daily functioning of the NMIMS and enable appropriate usage of infrastructure and effective academic deliveries for students.
- 1.2 This compilation of guidelines comes into effect from June 2019 onwards and supersedes all other guidelines in respect of matters therein.
- 1.3 These guidelines are applicable for all campuses schools under NMIMS deemed –to-be University located across the country.
- 1.4 This document of NMIMS is the last word on interpretation of any student guideline, rule or regulation. While efforts are made to ensure uniformity between these guidelines and the Rules & Regulations of NMIMS, in the event of any dispute, the Students Resource Book will prevail.
- 1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
- 1.6 NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.
- 1.7 All disputes are subject to Mumbai jurisdiction only.

#### 2.0 General guidelines:

##### Code of Conduct

- 2.1 Cleanliness of the premises must be maintained by everyone in the NMIMS at all points of time.
- 2.2 There is an acute shortage of parking space and the students are requested to park their vehicles outside the premises.
- 2.3 Any problem with regard to administrative facility, faculty, and classrooms etc., must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach the Assistant Registrar /Deputy Registrar/ Dean/Directors of the school/ Registrar, NMIMS.
- 2.4 In case of Lecture Cancellation, the course coordinator will inform said changes to class representative/ respective students through the Student Portal / email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty.
- 2.5 Use of cell phones on campus is **not** permitted. Any student found using the cell phone on campus will be penalized as per the regulations in force from time to time.
- 2.6 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 presentations, he/she must make a prior booking through course coordinator. Portable LCD's if required are allotted on first come first serve basis.
- 2.7 Mode of Communication to students is via Student Portal / email /Notice Board. Students are advised to check the Student Portal / email /Notice Board at least once a day, and not rely on rumour or hearsay in any matter.
- 2.8 All students are provided with an Identity Card, which they are required, to wear **mandatorily**. Entry is strictly through Identity Card and will be monitored by the NMIMS authorities. Penalty will be levied / action will be taken for non-compliance. If the student misplaces the original ID-Card, duplicate ID-card be issued from school by paying the prescribed fee. ID card is used for access control to NMIMS campus.
- 2.9 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.
- 2.10 Any person resorting to physical fights will amount to ragging and appropriate action will be taken accordingly.
- 2.11 If any student during the tenure of studentship has police case on his/ her name, he/she is liable for appropriate action.
- 2.12 Any comments posted in social media, print attempting to bring disrepute to University will be viewed very seriously and will attract severe disciplinary action.
- 2.13 **Discipline Norms and Penalty**
  - 2.13.1 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 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.**
  - 2.13.2 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.**

- 2.13.3 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 your presence on the campus under the influence of alcohol/ toxic material/ addictive material is a serious offence. Defaulters will be punished depending on the gravity of act. Any student found consuming or in possession of any objectionable material will be rusticated from the hostel, school and the campus. Further, after enquiry, the student's name will be struck off from the roll of the university. The maximum punishment can be rustication from school.
- 2.13.4 Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the University after enquiry.
- 2.13.5 Students indulging in Sexual Harassment will also be liable to disciplinary action as per University norms.
- 2.13.6 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.

**2.14 Dress Code:**

NMIMS is a place which is visited by corporate leaders and international visitors. For this purpose, it becomes essential to adhere to broad guidelines for dress and appearance.

- 2.14.1 Students are required to be dressed decently (Half pants, shorts, short skirts, bathroom slippers are not allowed).
- 2.14.2 For all functions of the School / University, including Guest Lecture, seminars and conferences students are required to dress in formal attire.

**2.15 Punctuality**

- 2.15.1 Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority to restrict latecomers to enter in the classroom.
- 2.15.2 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 for action. The school/NMIMS reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated / displayed on the Student Portal / Notice Board/ email from time to time and / or remark on the transcript or any other decision by the management.
- 2.15.3 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.
- 2.15.4 Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the school or the faculty concerned. Do not approach faculty members and others to change or extend deadlines.

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

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

**3.1 General Guidelines**

- 3.1.1 A student is required to monitor his /her own attendance regularly. All doubts regarding attendance should be clarified with concerned faculty within appropriate time (at the end of each class during recess or at the end of class hours of the day). If the student is marked absent even when present, he/she should immediately inform the concerned faculty by submitting a written application justifying his/her stand.
- 3.1.2 Attendance report of all the students would be displayed on notice board / Student Portal on monthly basis. If a student has any issue or find any discrepancy in his/her attendance, he/she should inform the office in writing regarding the same within 3 days of the publication of attendance record. No claim shall be entertained under any circumstances after that. No changes will be permitted once attendance reports are finalized.
- 3.1.3 For All absence, prior intimation through prescribed application form is to be given to Course Coordinator. In emergent situations, intimation must be given to Course Coordinator on phone/ fax/ email within 24 hours of the absence. Any absence without written intimation will be treated as unauthorised and will be reflected in the records as such.
- 3.1.4 Parents of the students shall be intimated with attendance record of their ward if the student has less than 80%

- attendance on monthly basis through email/SMS. Students have to notify the office in case of change of any contact information of parents. Parents may be called to school to discuss the consequences of remaining absent.
- 3.1.5 Students must refrain from approaching the visiting and full time faculty members for attendance related issues and exemptions. They must submit an application to the concerned coordinator for necessary approvals.
- 3.1.6 If the student remains absent due to any medical issues he / she should submit medical certificate along with copy of all the medical reports to the office within 3 days of resuming the classes after medical leave. No certificate shall be entertained under any circumstances thereafter.
- 3.1.7 Final attendance of Trimester/Semester will be published on Student Portal / Notice board after end of classes. If the student has any issues regarding attendance will notify the Dean/Director campus in writing and the same will be placed before an appeal committee. The decision of the committee will be final.

### 3.2 Attendance rules for all schools

- 3.2.1 100% attendance in classes for each subject is desirable. However, for medical reasons/ personal reasons/ extra-curricular and co-curricular activities/ placement/ institutional work/ other activities etc. absence relaxation up to 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 up to 80%. After giving 10% exemption student attendance should reach 80% to be eligible to appear for Trimester/Semester End Examinations. Such students will be eligible to appear for the regular trimester/semester end term examination, subject to approval of exemption from attendance if has been granted from the Dean of respective School / Director of the respective campus.
- 3.2.4 After giving 10% exemption by respective Dean / Director if student attendance is below 80% in any subject, he/she has to take re-admission in same Trimester / Semester, in same year of the study / program of subsequent academic year by paying requisite fees as per prevailing rules of NMIMS and complete all requirements of the program.
- 3.2.5 Any genuine & exceptional case which needs special approval over and above the prescribed limits (including Dean's approval power) can be forwarded with Dean's /Director's comments to committee constituted at University level. The committee will make its recommendations to Vice Chancellor whose decision is final. The concerned students will be informed of University decision by respective Dean/Director.
- 3.2.6 Attendance requirement is briefly summarized hereunder;  
100 % attendance in each subject is desirable

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

## 4.0 Academic Guidelines

### 4.1 Credit Structure

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

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

s	Credit	Equivalence in hrs per week	Total Hours in a 15 weeks of Semester
Class room teaching	1 credit	1 hour	15 hrs
Lab/Tutorial/group/presentation work	1 credit	2 hours	30 hrs
Lab / Tutorial (applicable for Technical Schools)	1 credit	1 hour	15 hrs
Seminar (subject to schedule throughout)	1 credit	2 hours	30 hrs

semester)			
Project work& Dissertation	1 credit	2 hours	30 hrs
Internship	1 credits	-	40 hrs

- 4.2** The broad components of evaluation for any course/subject may be as follows. 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 End-term examination
  - 4.2.9 Any other school specific component (strategic and experiential activities)
- 4.3** It is advisable for every course to have at least 3-4 evaluation components. **Kindly refer Part II for school specific criteria.**
- 4.4** Term End examination is a compulsory component. The mode of the Term End Examination will depend on course learning objective.
- 4.5** Duration of examination
- 4.5.1 Minimum duration of Mid –Term Examinations: 1 hr
  - 4.5.2 Minimum duration of End-Term Examinations: 2 hrs
  - 4.5.3 Examination duration can also be more than the above specified time as defined by respective schools. (refer Part II of SRB)
- 4.6** The internal evaluation marks once shared with the students and finalized cannot be changed subsequently.
- 4.7** For all the programs, the weightage for each component will be specified by the Faculty and will form an integral part of the course outline (as per specific requirement of school/programme). The Faculty has flexibility to formulate and implement evaluation system with weightage specified in course outline. While approving the courses, the HOD/Area-in-charge and the Dean/Director/ Associate Dean will ensure that the evaluation components and weightage points assigned to each component are fair.
- 4.8** For grading purpose, the weightage mentioned by the faculty in the course outline will be applied for each component of evaluation irrespective of the marks assigned to the said component for the examination.
- 4.9** The minimum number of students to offer a course/s will be decided by Dean/Director of respective schools on the basis of total number of students registered in that particular course/s.
- 4.10** Project Guidelines:
- 4.10.1 From time to time Faculty may assign projects to students in their course.
  - 4.10.2 After submission, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. 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** The minimum number of students to offer a course/s will be decided by Dean/Director of respective schools on the basis of total number of students registered in that particular course/s.
- 4.12** Project Guidelines:
- 4.12.1 From time to time Faculty may assign projects to students in their course.
  - 4.12.2 After 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. Plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally),

it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS.

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

**5.0 Guidelines for Interdisciplinary Offerings: –**

The interdisciplinary approach of selection of courses across different streams enables students to get the knowledge of other domains. The guidelines mentioned below are specifically related to courses offered under interdisciplinary offerings.

**Home School** – The students admitted to the school

**Host School** – Students enrolled for interdisciplinary course. [eg. Student of MPSTME (home school) enrolled for interdisciplinary course at SBM (Host school)].

- 5.1 The interdisciplinary offering of courses is applicable for Master’s level programme or final year of 4/5 years’ programmes.
- 5.2 The Master list **interdisciplinary courses** will be built from courses offered by SBM (Management), BSSA (Architecture), MPSTME (Engineering), SDSOS (Science), SPPSPTM (Pharmacy) & SOL (Law).
- 5.3 The students from all schools are allowed to choose maximum 2 courses (as applicable school wise) from master list as a credit courses in lieu of electives. The concerned school’s Dean may allow students to choose interdisciplinary courses as an additional subject also.
- 5.4 The interdisciplinary courses will be offered in two sessions as follows:  
Fall Session (July to November / December) and Winter Session (December/ January to March/ April).
- 5.5 The Term end examination of all offered courses, as per Master list, will be conducted after completion of the term. The date of final examination will also be mentioned in the time table. The timings of term end examination will be from 4.30 PM - 7.30 PM.
- 5.6 The duration of each course will be of 45 hours which will be equivalent to 3 credits. The first 15 hours will cover the basic knowledge of that course and remaining 30 hours will cover the specialized knowledge.
- 5.7 The intake for each interdisciplinary course will be specified in master list. The enrolment of students to interdisciplinary courses will be opened via notice circulated by Home school.
- 5.8 The students have to register through Students portal only. The registration for enrolment of courses for **both** fall and winter sessions opens from **first week of April - first week of May** in **current** academic year for courses to be offered in **next** academic year.
- 5.9 The course outlines will be available on Students portal. Students may view them on **Community tab → Academic year \_\_\_\_\_ - Interdisciplinary Registration [Fall & Winter Session]**
- 5.10 The students cannot opt out of the course once the list is finalized and shared with host school. Only on an emergent situation and with prior approval from Dean, he/she will be permitted to de-register. **A student will not be allowed to opt out of the course where the registration is only 10.**
- 5.11 The course will be offered on the basis of number of students enrolled. If number of students enrolled are more than number of available seats, the selection of students will be on the basis of their CGPA of previous academic year.
- 5.12 The minimum number of enrolment of students in each courses should be 10.
- 5.13 For every course 10% of the seats are reserved for students of host school. The remaining seats will be filled with students from all schools on the basis of CGPA. The maximum number of students from each school for any course is 50 % of the total seats.
- 5.14 The classes will be conducted separately for interdisciplinary courses and will not be merged with existing classes scheduled at the host school.
- 5.15 Student can choose 1 course from fall session and 1 course from winter session. The students of following programme/ trimester/ Semester are eligible to choose course in lieu of elective course / additional course:

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



	IV year		
KPMSOL	B.A. LLB. , BBA LLB.	Sem VII	Sem VIII

\* For SPPSPTM : The Interdisciplinary course is an additional credit course and hence this course may be exempted from PCI rules. The students may be given one chance to appear for the re-exam of the said course in the month of June.

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

**5.17** The time table will be shared 2 weeks prior to the commencement of classes.

**5.18** The Master list of courses to be offered in an academic year will be intimated to the students well in advance.

## 6.0 Guidelines for CHOICE BASED CREDIT SYSTEM (CBCS) :-

**6.1** The CBCS offering is a concept which is in line with international academic system. The selection of CBCS courses across different streams will enable students to get the knowledge of other domains.

Home School – The students admitted to a school for a program.

Host School – Students enrolled for CBCS course.

(e.g. Student of MPSTME (home school) studying in SBM (Host school))

6.1.1 The CBCS offerings of courses will be opted from a UG Program to UG program and PG Program to PG Program across all schools.

6.1.2 UG & PG students should be offered courses where the grading system is same, i.e. Students studying in courses having absolute grading should be only offered courses where there is absolute grading & students studying in courses having relative grading should be only offered courses where there is relative grading.

- a. The UG students of 2nd year should be offered CBCS courses from 1st year and 2nd year which has similar passing standards and grading.
- b. The UG students of 3rd year can take CBCS courses of 3rd and 4th year program offered by the school.
- c. The UG students of 4th & 5th year can take CBCS courses of 3rd, 4th and 5th year program but no courses offered in PG program.
- d. The students of Pharmacy who follows PCI guidelines will be offered only add-on course.
- e. Students opting for a course from SPPSPTM can only take that course as an add-on course.

6.1.3 The UG students of 1st year and PG students of Term I of 1st year are not eligible to opt CBCS courses

6.1.4 If a Student from Semester/Trimester system takes a CBCS course from Trimester/Semester, the credits will be calculated according to Home School.

6.1.5 CBCS is Optional. 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.

6.1.6 Students studying in the school where teaching/exam scheme is governed by statutory body, can take only extra credit courses as their grading pattern and passing standards are very different.

6.1.7 Students from each school will be allowed to choose course / s from the bouquet of CBCS courses in lieu of course / s that can be dropped as mentioned in their course structure.

6.1.8 The students are also allowed to choose CBCS courses as an additional subject for extra credits as a credit course or audit course.

6.1.9 However, no more than 1 course can be chosen per semester for extra credits.

6.1.10 **Credit Mapping:** Credits taken should be equal to or more than the credits dropped. E.g.

- a) One course of 4 credits can be taken in lieu of 4 credit course.
- b) One course of 4 credits can be taken in lieu of one course of 3 credits.
- c) Two courses of 2 credits can be taken in lieu of one course of 4 credits OR Two courses of 2 credit + 3 credit can be taken in lieu of one course of 4 credits.

(In the selection process, if student is selected only for one course of 2 credits, then student cannot drop the subject of 4 credits).

- d) Where 2 or more than 2 courses are taken in lieu of single course dropped the credit of each individual course should be less than the credit of dropped course.
- 6.1.11 CBCS courses that the student opts for will follow the academic calendar of Host school.
- 6.1.12 Student should take CBCS course in the very semester / trimester, he/ she drops the course.
- 6.1.13 Bouquet of courses for both the terms will be displayed for students in student portal. The registration / cancellation will be open for CBCS Courses for the first Term from first week of June to fourth week of June, similarly for second term registration / Cancellation will be open from second week of November to fourth week of November.
- 6.1.14 If number of students enrolled are more than number of available seats, the selection of students will be on the basis of their CGPA of previous Academic year and availability of preference given by the student.
- 6.1.15 The eligible students list finalized by each school should not have students with live ATKT as on last day of registration.
- 6.1.16 Student will be given one-week window after commencement of the course to finalize their registration. The students cannot opt out of the course once the list is finalized and shared with host school. If cancellation is done after publishing final report of enrolled students, the transcript will show ABSENT for this subject.
- 6.1.17 Allocation of seats to each school will be decided automatically through the students portal by a formula arrived at which is on the basis of the number of seats offered by each school for CBCS.
- 6.1.18 The classes for such courses will be merged with existing classes conducted / scheduled at the host school.
- 6.1.19 The CBCS courses can be offered in a lecture mode/ workshop mode or any other pre- defined mode as mentioned in the course outline of the host School.
- 6.1.20 The timing of the classes to be conducted for CBCS course will be either in the morning between 7:00 AM to 9:00 AM or in the evening between 4:30 PM to 6:30 PM. The classes will be scheduled / conducted in host school as per date and timings mentioned in Time Table shared by host school.
- 6.1.21 The student's attendance in class, timetable, conduct of classes etc. will be completely managed by each host school academic office.
- 6.1.22 Any rescheduled lecture may have extra hours' class in a week (2 separate days), once approved by Dean and subject to availability of all the students.
- 6.1.23 The examination passing criteria will be as per Host School.
- 6.1.24 Grading system will be applicable as per host school.
- 6.1.25 Re-examination rules will be applicable as per home school.
- 6.1.26 The Term end examination of all offered courses, as per bouquet of courses, will be conducted by Host school after completion of all the lectures.
- 6.1.27 Progression rules will be of home school.
- 6.1.28 No Grace marks will be awarded for CBCS course. However, if CBCS is taken in lieu of a course dropped then CBCS course has to be included for alternate grading and for count of failed subjects for deriving alternate grace rules.
- 6.1.29 For CBCS courses, ICA improvement in the next academic year is not permissible.
- 6.1.30 Re-exam rules will be applicable as per Home school but conduct will be done by Host school. i.e. if MPSTME/SPTM student opt for SOC module and fails, he will be allowed to appear in re-exam in next year according to his / her school rules but SOC student studying same CBCS subject together will not be allowed as ATKT rule is not applicable in SOC.
- 6.1.31 If student has opted CBCS course as an additional course and failed to pass this subject after re-examination, student can progress to the next year of the program but transcript will show 'F' grade for that course.
- 6.1.32 Re-examination will be conducted by Host School.
- 6.2 Passing and Grading criteria of CBCS courses:**
- 6.2.1 CBCS course taken in lieu of a School course dropped:  
The CBCS course taken in lieu of a course dropped from the student's School will be treated at par with the regular courses taken by the student. The passing standards and grading will be of host school. The grade received by a student in the CBCS course will be reflected and added to the student's CGPA.
- 6.2.2 If a student does not give the exam and remains absent an 'Absent' mark is indicated against the CBCS course taken in lieu of a dropped course. The overall grade for the student will be fail. The student will have to take a re-exam as per the School norms. Till such time 'Fail' will be indicated against his overall result.
- 6.2.3 If student fails even after taking the re- exam for a course taken in lieu of a course that the student may have dropped from his/her School, then 'F' is reflected on grade sheet against the CBCS course and the overall grade will be Fail for the term concerned and it will affect the student's progression.
- 6.2.4 In case the student has to repeat a year if the student fails to clear the re-examination then the student will have an option of taking the course of the home School or taking a CBCS course offered in the year of his readmission.

- 6.2.5 If a student has the option of repeating only the course he has failed in (as per the new passing standards for all batches from 2018-19 onwards) then he has the option of taking the same CBCS course he had failed in or the course of the home School, he had dropped.
- 6.2.6 If a student passes in CBCS course taken in lieu of a dropped course, then the grade and passing standards will be of host School and the CBCS course will be reflected in the student's CGPA.
- 6.2.7 A foot note will be displayed on the grade sheet as: '\*Choice Based Credit System- course is opted in lieu of the dropped course', for those students who have opted for CBCS.
- 6.2.8 CBCS course taken as add on course:  
The CBCS course taken as an add on course by the student over and above the regular courses of the student's School will be treated as extra credit courses. The passing standards and grading will be of host school. The grade received by a student in the CBCS add on course will not be added to the student's CGPA and not affect his/her progression. However, it will be displayed in the Student's transcript.
- 6.2.9 If a student does not give the exam and remains absent an 'Absent' mark is indicated against the CBCS course. However, this will not impact the student's progression and overall grade will be what students get in their School courses without taking into account the CBCS course.
- 6.2.10 If student fails, then 'F' is reflected on grade sheet against the CBCS course however this F will not impact the student's progression and overall grade will be what students get in their School course without taking into account the CBCS course. Even after re-exam of CBCS add on course if a student fails in the add on course the student will still progress as it will not be counted in his/her CGPA.
- 6.2.11 If a student passes in CBCS add on course the grade will be reflected against the CBCS course without being included in his/her CGPA.
- 6.2.12 A foot note will be displayed on the grade sheet as: '\*Choice Based Credit System- additional course', for those students who have opted for CBCS.

## 7.0 Examination Guidelines:

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

## 7.1 Discipline in the Examination Hall

- 7.1.1 Students must know their Roll Number.
- 7.1.2 Students who are eligible to write the term end examination/re-examination should be present in the Examination Hall at least 30 minutes before the scheduled time of the commencement of the examination. All the students, who arrive in the examination hall after the scheduled time of the commencement, will not be permitted to appear for that examination. In exceptional circumstances, the student will necessarily have to get the approval of the Dean of the respective school / person nominated by the Dean in order to appear at the examination. Students who report late of the examination would be permitted to appear at the examination in exceptional circumstances only after they produce a written approval from the Dean of the school or the person nominated by the Dean on application to be made by the student concerned. Such a student who has reported late will not be eligible for benefit of extra time due to late arrival as well as the loss of time in getting approval from the Dean of the school in such a case.
- 7.1.3 Students are not permitted to enter the examination hall more than half an hour after the commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session.
- 7.1.4 Students, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination.
- 7.1.5 Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Supervisor's table, at their own risk. NMIMS will not be responsible for the safety and security of the same.
- 7.1.6 A student, who fails to attend an examination at the time and place published in the timetable, will be have an 'Absent' remark in the grade sheet. Opportunity for re-examination will be given according to the rules and regulations.
- 7.1.7 Students should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose on the answer-book.
- 7.1.8 Students are required to have 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 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 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, pagers, mobile phones, laptop or any other similar devices/things unless specifically permitted. Any such material found in possession of the student will be confiscated (ii) smoke in the examination hall, (iii) bring eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, and (v) take with them any answer-book, written or blank, while leaving the examination hall. Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them. The supervisors/ authorized persons are authorized to frisk the students.
- 7.1.14 Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the University.
- 7.1.15 The answer books of the term-end examinations are bar coded and therefore, students should not write his/her name, Roll No., Student No. etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.
- 7.1.16 While underlining of answers for focusing attention is permitted, use of varied inks, except for illustrations and figures must be avoided. DO NOT use any symbol like encircling the question or using colour arrows for 'P.T.O'. These will all be considered as attempts to readily identify the specific answer-book.
- 7.1.17 Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets to the same. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer book out of the examination hall will be treated as against rules and appropriate action will be taken against such candidate/s.
- 7.1.18 Students should not write anything on the question-paper.
- 7.1.19 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited.
- 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 spelling mistakes or mathematical calculation.
- 7.4.4 Candidate failing in one or more subjects will be given grace marks up to 3 percent of the marks on the aggregate marks of the subjects in which he/ she has appeared. These marks will be given by way of distribution for one subject 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 also.
- 7.4.6 The said medical certificate must be produced at the beginning of the academic year to the admission dept.

**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.

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

7.5.3 If on previous occasion, a disciplinary action was taken against a Student for malpractice used at examination and

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

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

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

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

- 7.6.1 The Grievance Redressal Mechanism will apply only to the ‘term-end Examinations’ of the University.
- 7.6.2 The above mechanism will **not apply to** practicals/ oral examinations/ viva/ projects/ MCQ’s in online exams/assignments/ dissertation/ presentation/ field work etc.
- 7.6.3 The application for Redressal of Grievance can be made online only through the Student Portal. Applications made through offline mode would not be considered under any circumstances.
- 7.6.4** All the students will be informed the course/module-wise marks obtained by them in the ‘Internal Continuous Assessment’ and ‘Term-end Examination’ by the Examination Office, on the date of declaration of result of the examinations of the respective class/es. The date of declaration of result shall be the date on which examination result is made live on ‘Student Portal’ of the University.
- 7.6.5 Under the Grievance Redressal Mechanism, a student can apply for:
- a) **Verification of Answer book:** Under this process, on application of the student, the University ensures that (i) all the answers in the respective answer book are evaluated, (ii) marks have been allocated to each answer and carried forward to the first page of the answer book properly and (iii) totalling of the marks on the first page of the answer book has been carried out correctly.

**OR**

- b) **Re-evaluation of the Answer book:** Under this process, the student may (i) opt to first apply for the photocopy/ies of the answer book/s and subsequently apply for the re-evaluation of the said answer book/s after going through the answer book **OR** (ii) directly apply for the re-evaluation of his/her answer book/s without applying for photo copy of his/ her answer book.
- a. **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, she/he may apply for the Grievance Redressal within the prescribed number of days as per the example mentioned in the table below:**

Activity under Grievance Redressal Mechanism	Time Limit	Date of Declaration of Result <b>Example: 10<sup>th</sup> October 2019</b>
Application for Verification of Answer book/s	<b>Within 3 days from the date of result declaration</b>	<u>Example:</u> 13 <sup>th</sup> October 2019
Application for Photocopy of the answer book/s	Within 2 days from the date of result declaration including holidays	<u>Example:</u> 12 <sup>th</sup> October 2019
Collection of the answer book/s from the School Examination Office	Latest on the 2 <sup>nd</sup> day from the date of result declaration including holidays (answer books will be sent by e mail link)	<u>Example:</u> 12 <sup>th</sup> October 2019 (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>	<u>Example:</u> 13 <sup>th</sup> October 2019

- b. No application, received after the prescribed number of days as mentioned in the table above, shall be entertained for any reason whatsoever.
- c. A scanned image of the respective answer book/s will be sent to the email ID (registered with NMIMS) of the applicant student. Photo copies shall not be sent by post or by courier.

- d. Photo copies of the answer-book/s provided by the University are only for Grievance Redressal mechanism and do not have any evidentiary value.
- e. 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.
- f. 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.
- g. The application received from the student for re-evaluation shall be placed before an external examiner for re-evaluation.
- h. 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:
  - i. 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.
  - ii. 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.
  - iii. 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).
  - iv. 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 revaluation, marks of a candidate are decreased below the passing marks or if a candidate obtains 'F' grade after the first revaluation or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.

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

- i. 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.
- j. 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.
- k. 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.
  - i. The marks awarded by examiner/s in re-evaluation shall be final and binding on the student applicant and the original examiner.
  - ii. The change of marks, if any, shall be communicated to the student applicant and a revised 'Grade Sheet' shall be issued to him/ her only on surrendering the original grade sheet to the Examination Office.
  - iii. 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.
  - iv. In any case, the photo copies of re-evaluated answer-books shall not be provided



to the student/s.

- I. The outcome of Revaluation process shall be final and binding on student.

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

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

## 8 Library Rules and Regulations:

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

## 9.0 Placement Guidelines:

### Internships/Projects

- 9.0.1 The SoBA makes all efforts to reach out for internships across varied sectors, companies and profiles. Based on one's interests and capabilities one should seek internships. Choosing the correct company for internships and performing up to the mark is of utmost importance.
- 9.0.2 The Internships are not only a window to the corporate world but also a relationship building tool for NMIMS. It allows the companies to have a look at the talent at NMIMS, thereby strengthening Final Placements.
- 9.0.3 Internships are an integral part of the curriculum for securing the degree. It is a great learning platform for our students and goes a long way in shaping the learning obtained in the class room. This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.
- 9.0.4 The project is expected to build on the theoretical learning with practical experience and help students to identify the gaps in their learning which they can attempt to fill in. They could also discover areas of interest and future career options.
- 9.0.5 Interactions during the internships both with other interns as well as employees help students to understand the expectations/needs of the organisation, the sector in general, to identify the gaps in their learning and in orienting oneself towards the sector and developing the required skill sets to emerge as the most suitable candidate.
- 9.0.6 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, etc.
- 9.0.7 Internships will all be under Dean's discretion and would be taken care by School of Branding and Advertising only.

## 10 Guidelines for the Use of Computing Facilities:

- 10.0 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. The list of websites which are blocked for use at NMIMS and at the Hostels is given in the annexure.
- 10.1 You are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in withdrawal of your rights to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of this document will be available with the Computer Centre.
- 10.2 The internet access to students will be as per the NMIMS policy. Any change request has to be routed through the Registrar in writing.
- 10.3 Food and/or beverages are allowed only in cafeteria. Food and/or beverages (except drinking water) will not be permitted in the Computer Centre. Smoking is not permitted in the Campus premises.

### 10.4 Provision of Computing Resources:

- 10.4.1 The students of NMIMS are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aim, or that otherwise, acts against the interests of the NMIMS is prohibited. In the event of non-approved usage of the computing facilities, NMIMS reserves the right to withdraw access to computing facilities at any time.
- 10.4.2 Use of NMIMS computing facilities for students' commercial gain is prohibited.
- 10.4.3 Computer Centre facility will be provided on priority to the students of the concerned programmes, where using Laptop is not compulsory.
- 10.4.4 Students are not allowed to connect personal pen drives/ Laptops to the systems installed in the classrooms.
- 10.4.5 **All students will be given NMIMS email id** and internet authentication id. They are permitted to access internet in computer centre or on their own laptop through this id and password only. A action will be taken against if any misuse of internet and email Id is seen.
- 10.4.6 Use of computing facilities is governed by various applicable IT Acts, laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the NMIMS.
  - 10.4.6.1 It is student's responsibility to ensure that student's activities do not contravene these or any other laws.
- 10.4.7 Students must comply with all requests or instructions issued by any Information Systems staff with respect to the use of NMIMS computing facilities.
  - 10.4.7.1 Improper behaviour towards staff will result in disciplinary action.
- 10.4.8 NMIMS endeavours continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, students should lodge a written complaint in a Complaints Register available in Computer Lab. No action will be taken on any verbal complaint.
- 10.4.9 The Information Systems Group will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through notice boards/ email placed in the Computer Lab as well as Student Notice Boards/ emails/Students Portal. It is your duty to regularly

check the notice boards/ email and plan your use of the facilities accordingly.

- 10.4.10 The failure of any element of the computing service will not be accepted as a valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.
- 10.4.11 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.
- 10.5 These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of Computing Facilities at NMIMS.
- 10.5.1 Use only own login id and password and don't allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for the purpose of assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to the NMIMS authorities if any breach of university regulations is suspected in connection with that use.
- 10.5.2 You should not copy or share other's data resulting in data theft of any kind under IT Act.
- 10.5.3 Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.
- 10.5.4 Request to be placed only for required resources or access rights that you need.
- 10.5.5 Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The NMIMS accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.
- 10.5.6 Removal, borrowing, connecting or disconnecting of any IT equipment is not permitted.
- 10.5.7 Neither deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility or network / campus, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
- 10.5.8 Do not in any way cause any form of damage neither to the NMIMS IT facilities, nor to any of the accommodation or services associated with them.
- 10.5.9 Without permission of the account owner or system administrator, do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user
- 10.5.10 Do not initiate or perpetuate any chain email message. Do report immediately to 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.
- 10.5.11 You should not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.
- 10.5.12 Transmission of unsolicited commercial or advertising material on NMIMS network / Campus is prohibited.
- 10.5.13 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
- 10.5.14 Never monitor, read and disrupt network traffic inside the campus.
- 10.5.15 Do not make deliberate unauthorised access to facilities or services accessible via the NMIMS Local Area Network (LAN).
- 10.5.16 Appreciate staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.
- 10.5.17 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
- 10.5.18 You must adhere to the terms and conditions of all licence agreements relating to IT facilities which you use including software, equipment, services, documentation and other goods.
- 10.5.19 You must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.
- 10.5.20 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 e.g. Projector cables. Disciplinary action will be taken by NMIMS if the Student is found guilty.
- 10.5.21 You must obtain prior permission to use computers for commercial or outside work including the use of IT facilities to the substantial advantage of other bodies such as employers of placement students.
- 10.5.22 Do not interfere with or change any hardware or software; if you do, you may be charged for having it put right.
- 10.5.23 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.

- 10.5.24 Game software loading onto, or play games software on, the IT facilities unless required for academic purposes.
- 10.5.25 Neither admit any other person to computer facilities or other NMIMS premises when those facilities or premises are locked nor enter unless authorised to do so.
- 10.5.26 Do not smoke, eat or drink, and do ensure that consumable products including food and drink are stowed away at all times, from computer room or near any public access IT facilities.
- 10.5.27 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
- 10.5.28 You must immediately vacate any IT room when asked to do so by any person who has legitimately booked that room and must not leave processes running or files printing or otherwise interfere with the work of that person. Failure to cooperate gives that person the right to switch off the workstation that you are using.
- 10.5.29 Important: In the event, the guidelines are not followed and there is a consequent damage to any computing facility, NMIMS reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.

## **11 Feedback Mechanism:**

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

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

### **12.0 Mentoring Programme:**

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

### **12.1 Psychologist and a Counsellor:**

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

Managing emotions is important to ensure all rounded progress in life. To learn something new, we need to break the old walls of myths and misconceptions. Visiting a counsellor helps us to relearn some more helpful, progressive, reality based thinking. Personal counselling is very important at every step in life even at the corporate level. What we think about situations affects our subconscious mind deeply which interferes with our present life and hinders our ability to lead a healthy life.

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

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

Have you had any of these repetitive thoughts or are you facing a rejection that you are not able to cope up with? Have you reacted very angrily first and then later realised that reacting to the event was not really needed and in the process you harmed the relations you had with your friends and family? You just do not know what went wrong then? Do not understand what triggered you?

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

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

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

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

For Mumbai Campus: Mrs Meeta Shah, Sr. Psychologist, Psychotherapist and a Counsellor with assisting Psychologists and Counsellors, Mr Joel Gibbs and Ms Nazneen Raimalwala at Mumbai campus for all the NMIMS students.

Available: 8th floor faculty area, Cabin:-West-854 at NMIMS building, Call on 42332218 to book appointments.  
7th floor faculty area, Cabin:-732, in the Mithibai college building, call on 42332225 to book appointments.

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

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

#### 13.0 Admission Cancellation procedure:

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

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

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

\*Please note the guidelines are under Dean's Discretion\*

(5)	00%	More than 30 days <b>after</b> formally-notified last date of admission
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In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.

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

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

### 13.1 Payment of fees:

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

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

### 13.2 Re-admission rules:

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

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

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

If a student takes re-admission in a particular academic year and is not promoted again, either as per the passing standards of respective programme or any other reason as per academic rules, then the student will not be given second chance for

re-admission. For more details, please refer **Part II of SRB**.

### 13.3 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 –

**13.3.1** The academic break can be granted to any student by respective Dean/Director of School/campus.

**13.3.2** 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.

### 13.4 Eligibility:

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

**13.4.1** Serious personal medical reasons involving hospitalization, if required and supported by documents.

**13.4.2** Serious 'family' related issues.

**13.4.3** Financial constraints.

**13.4.4** In executive education, 'temporary transfer to other country / city'

**13.4.5** Financial crisis/Maternity/ shift of duties/additional assignments at the work place applicable for executive programme participants only.

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

**13.4.7** 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.

**13.4.8** Payment of Fees for academic break: For details please refer point 13.1.5

### 13.5 Submission of certificates / mark sheets:

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

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

### 13.6 Admission Deferment:

Following rules are applicable to all the Schools of NMIMS.

#### 13.6.1 Eligibility :

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

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

#### 13.6.2 Who can apply :

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

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

An applicant who fails to obtain confirmation from Admission office of his/her deferment of admission will be

deemed to have forfeited his/her position and will be deregistered from the course admitted to.

### 13.6.3 Process:

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

## 14 Meritorious students:

### 14.1 Meritorious students list

- 14.1.1 10 % of the batch on the basis of highest CGPA during the entire period of programme will be under meritorious students list and will get a certificate at the time of Convocation.
- 14.1.2 Students who are participating in Student Exchange Program are also eligible for the meritorious students list. Such students will be shortlisted on the basis of the CGPA of all semesters/trimester completed at NMIMS.
- 14.1.3 Students obtaining F grades/ATKT/ appearing in the re- exams/ appearing in unfair means or any misconduct will be ineligible to be listed in the meritorious students list.

## 15 Students Portal (Learning Management System) :

- 15.1 Student Portal is a Web-based learning management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.
- 15.2 URL: Access Portal through <https://portal.svkm.ac.in/usermgmt/login>
- 15.3 Login Policy: Default User ID is Student's SAP number and Password will be mailed by the Admin / Course Coordinator
- 15.4 Change Password: Students are recommended to change password after first login for safe surfing.
- 15.5 Email Update: Users need to change/update their email id & contact number for getting regular notification.
- 15.6 Course links: Your login will contain only current trimester/semester course list.
- 15.7 Announcements: Announcements related to course and other activities are published in Announcements section.
- 15.8 Library: It will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.
- 15.9 Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally.
- 15.10 Assignments / Assessments: Assignments can be uploaded and will be graded by faculty. Online score will be stored. All type of assessments can be conducted online.
- 15.11 Academic Content : Syllabus, SRB, Teaching Scheme , Class Time-table etc. can be uploaded.
- 15.12 Course Content : All course related reading materials ( ppt/notes/videos/links) can be published.
- 15.13 Examination related content : Results and exam time table can be made available. Online examination are conducted on the portal. SAP education exam conducted online.
- 15.14 Admission Related content: Admission Notices can be published.
- 15.15 Internal assessment: Tests can be conducted on the Portal. Internal marks for respective courses can be published.
- 15.16 Faculty Feedback: Faculty Feedback is accepted online for respective trimester/semester.
- 15.17 Online Plagiarism: Student / Faculty can check Plagiarism through this feature.
- 15.18 Groups: can be created by faculty for assessments, File Exchange, Discussion Board etc. for their Courses.
- 15.19 Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss on topics



related to their respective courses.

15.20 Hostel Application: Students can book Hostel through the portal ( where online admissions are done)

15.21 Mobile Application: Students will be able to view the portal on the mobile app.

15.22 System Requirement: Works Best with Chrome. (version 64 and above)

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

## 16 Rules for participating in National/International Level Contests:

16.1 All contests have to be routed through Faculty in charge of Student Activity/HOD.

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

16.3 All student contests are classified as follows.

GRADE A: National and International level contests of very high repute.

GRADE B: National level contests of high repute.

GRADE C: Local and national level contests

16.4 The respective school heads will make the classification of contest in Grade A/B/C.

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

16.6 Reimbursements (Applicable only for National Contest)

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

16.6.2 Students going for GRADE B and C contests will be provided 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from contest destination, provided that they have won the contest (1<sup>st</sup> or 2<sup>nd</sup> place only).

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

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

16.6.5 All students claiming the reimbursement will have to submit all details to the AR / DR of the school for processing through the accounts department.

16.7 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.

**For additional information as specific to school, kindly refer Part II.**

## 17. Guidelines for Awards and Scholarships

17.1 Each year there are several student awards and scholarships announced for different schools/programs of NMIMS (as applicable school wise). For details specific to school, kindly refer Part II.

17.2 Students are advised to apply for awards and participate in the process enthusiastically.

17.3 Students are also advised to keep a good performance track record if they wish to apply for these awards. Students obtaining F in any subject or with a record of misconduct or a record of low attendance will be automatically disqualified from the awards process.

17.4 Certificate of merit to be given by Dean's at school level.

## 18. Guidelines for Convocation

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

18.2 Only those students who have fulfilled the requirements of the program will be eligible to receive their degrees/diplomas at the Convocation. These requirements include migration certificate, attendance requirements, submission of all assignments and projects, clearance of all dues from various departments like accounts, hostel, library etc., and passing of all examinations and any other deliverables to the school/ NMIMS.

18.3 In case any student is found in-eligible to receive degree/diploma on any account, he/she may apply for consideration of his case at least 48 hours before the Annual Convocation. The decision of the management will be final and binding. No last minute requests for reconsideration will be entertained.

18.4 Students will be given a set of guidelines by school authorities and they are required to follow these guidelines for effective conduct of the event.

## 19. Roles and Responsibility of Class Representative

19.1 Class Representative

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

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

## 20. 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 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 representative 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, Treasurer, along with other council members representing schools and campuses across NMIMS University. The Core positions for every academic year are selected through a formal selection procedure involving the Faculty Convener/ faculty members & existing Council members.

#### a. 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:

- i. To serve as a formal communication channel between the students, faculty and administration.
- ii. To navigate all student-related activities at NMIMS and facilitate a better life on campus.
- iii. To spearhead the organisation & co-ordination of the Corporate Festival, the Cultural Festival, & other Events.
- iv. To assist all public relation activities and supervise student publications & newsletters at NMIMS
- v. 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.
- vi. 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.
- vii. For the major events prior formal invitation to be given to all the senior management
- viii. To submit a trimester/semester report at the end of every trimester/semester to faculty In-charge.

## 21. Interface with Accounts:

- a. 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.

- b. 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.
- c. 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
- d. 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.
- e. Concession in fees:** Concession in fees shall be granted to economically weaker section and backward class students depending on the merit of the case of individual student.
- f. Hostel Deposit Refund:**
  - i. Location: NMIMS Accounts Department
  - ii. Procedure:
  - iii. Please procure signature of Hostel in-charge on the receipt.
  - iv. Submit signed Hostel Deposit Receipt to Accounts Department along with Application for Refund as per Annexure 9.
  - v. Please allow a period of 3 weeks for issue of the Refund Demand Draft.
- g. Library Deposit and Security Deposit Refund:**
  - i. Location: Course Coordinator
  - ii. Procedure: 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
  - iii. Please allow a period of 3 weeks for issue of the Refund through NEFT
- h. Duplicate Receipt:**
  - i. Location: NMIMS Accounts Department
  - ii. Procedure:
  - iii. Please fill the Application for Duplicate Fee Receipt and submit Rupees 100 per receipt to Accounts Department
  - iv. Please allow a period of a week for issue of receipt

## 22. International Student Exchange Program Policy

### a. Introduction

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

### b. PREAMBLE

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

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

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

To aggressively pursue the internalization agenda, NMIMS has signed MOUs with leading Universities. MOUs

applicable for NMIMS schools as given below:

**i. The University Level:**

- Charles Darwin University, Australia
- University of Jyvaskyla, Finland
- University of Westminster, United Kingdom
- St. Martin's University, Washington, USA
- University of New South Wales, Australia
- Kings College London, UK
- Clark University, USA
- University of California, Berkeley, USA – Summer Sessions
- University of Texas at Dallas, USA
- Illinois Institute of Technology, USA
- The University of Missouri - Kansas City, USA
- Abdullah Gul University, Kayseri, Turkey
- Florida International University, USA

**23. Eligibility**

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

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

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

**b. Selection Criteria and Conditions**

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

**c. Cost and Expenses**

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

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

- i. Accommodation and daily living expenses including study materials
- ii. Travel Expenses
- iii. Passport and visa costs
- iv. Insurance cover
- v. Any other incidental costs

**D. Application procedure for students and Expectations from students**

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

**e. Code of Conduct**

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

**f. Enclosures:**

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

**Note:**

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

**24. 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.

**24.1 Floods:**

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

<b>Before Floods</b>	<b>During Floods</b>	<b>After Floods</b>
<ul style="list-style-type: none"> <li>• Identify and visit elevated areas in and around the Institute as places of refuge during a flood</li> <li>• Be aware of drainage channels, and other low-lying areas known to flood suddenly. Consult and involve local authorities in the institutes</li> <li>• Check out for the monsoon alerts for the heavy rains declared by the Municipal Corporation of Greater Mumbai</li> <li>• Do not travel long distances on dates indicated as 'Monsoon Alerts'. Contact the Institute if there is any pre planned activity or examination or any other important work on that day and try to adjust it on some other day</li> <li>• Keep locally available equipment such as ropes, battery, radio, plastic bottles and cans handy during rainy season. This can help you to plan your rescue</li> <li>• Prepare a food kit including emergency food items such as biscuits, snacks, drinking water and so on</li> </ul>	<ul style="list-style-type: none"> <li>• Evacuate to previously identified elevated areas</li> <li>• Don't try to save valuables. Your life is most precious</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</li> </ul>

<b>Before Floods</b>	<b>During Floods</b>	<b>After Floods</b>
		others.

## 24.2 Earthquake

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

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

### 24.3 Fire

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

Before Fire	During Fire	After Fire
<ul style="list-style-type: none"> <li>Identify the fire hazards and where fires might start, e.g. laboratories, store room, 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>

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

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

#### Anti-Ragging Committees:

University				
Name	Designation	E-mail ID	Contact no.	
1. Dr. Meena Chintamaneni	Chairperson	meena.chintamaneni@nmims.edu	022 42355555	
2. Mr. Paramanand Rajwar	Member	Paramanand.Rajwar@nmims.edu	022 42355558	
3. Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557	
4. Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999	
5. Mr. Samraj Dhasian	Member	Samraj.dhasian@nmims.edu	022 42355555	
6. Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555	
7. Shri Rajendra K. Shah	Member	shahrk60@yahoo.com	022 42199999	



<b>Hostels at Mumbai</b>			
Shri Bhupesh Patel	Chairperson	bhupesh.patel@svkm.ac.in	98200 20700
Shri Harshad H. Shah	Member	harshad.shah@svkm.ac.in	98202 93814
Shri Rajubhai Shah	Member	rajendra.shah@svkm.ac.in	98190 36555
Prof. Seema Mahajan	Member	seemam@nmims.edu	9820341341
Dr. Meena Chintamaneni	Member	meena.chintamaneni@nmims.edu	4235 5550
Mr. Venugopal K	Member	Venugopal.k@nmims.edu	022 42355557

#### **School of Branding and Advertising**

<b>Name of the Concern Person</b>	<b>Designation</b>	<b>Email ID</b>
<b>Ms. Reah Irani</b>	<b>DEAN</b>	<a href="mailto:reah@pksbe.com">reah@pksbe.com</a>
<b>Mr. Vitesh Shah</b>	<b>CENTER HEAD AND OPERATIONS</b>	<a href="mailto:vitesh@pksbe.com">vitesh@pksbe.com</a>
<b>Ms. Sayali Godambe</b>	<b>PROGRAM MANAGER/COORDINATOR</b>	<a href="mailto:sayali@pksbe.com">sayali@pksbe.com</a>

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

#### **Internal Complaints Committee:**

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

**25.3 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 Rajendra M. Savant* has been appointed as Ombudsman at NMIMS University.

For more details kindly refer AICTE regulations on Ombudsman.

#### **25.4 Women Grievance Redressal Cell:**

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

#### **25.5 University Student Grievance Redressal Committee :**

1. Dr. N. T. Rao, Dean, MPSTME – Chairperson
2. Dr. Alok Misra, Dean KPMSOL - Member
3. Dr. Paritosh Basu, Sr. Professor (Finance), SBM - Member
4. Prof. Amita Vaidya, Associate Dean, SAMSOE -- Member
5. Prof. Dharendra Mishra, Assistant Professor (Mechanical), MPSTME - Member
6. Ms. Pallavi Rallan, Assistant Professor, ASMSOC – Member
7. Dy. Registrars concerned
8. Dr. Meena Chintamaneni, Registrar - Member Secretary

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

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

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

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

**27. List of E resources**

Sr. No.	Database	Sr. No.	Database	Sr. No.	Database
	<b>LIBRARY DATABASE/ OPAC</b>		<b>E-BOOKS DATABASES</b>		<b>COMPANY DATABASE</b>
1	Koha OPAC	15	E-brary		<b>LAW DATABASES</b>
	<b>ELECTRONIC JOURNAL DATABASES</b>	16	McGraw-Hill Engineering Access	30	Lexis Nexis
2	ProQuest Central	17	Pearson E-Books	31	Hein Online
3	EBSCO	18	PDF Drive	32	West Law
4	JSTOR	19	South Asia Archive	33	SCC Online
5	Science Direct	20	World eBook Library (WEL)	34	Manupatra
6	Economic and Political Weekly		<b>RESEARCH DATABASES</b>		<b>MARKETING DATABASES</b>
	<b>ENGINEERING DATABASES</b>	21	ISI Emerging Markets	35	TVADINDX
7	Springer	22	Frost & Sullivan	36	WARC
8	Science Direct	23	EViews 8		<b>ARCHITECTURE DATABASE</b>
9	ASME	24	CMIE: Economic Outlook	37	Buildofy
10	ASCE	25	SPSS: AMOS		<b>CASE STUDY DATABASE</b>
11	NPTEL	26	Euromonitor International: Passport	38	Harvard
12	IEL Online /IEEE	27	EPWRF India Time Series	39	Emerald emerging Market Cases
13	Gate Practice Software	28	Capital Market		<b>FINANCE LAB</b>
14	DELNET		<b>STATISTICAL DATABASE</b>	40	Bloomberg
		29	IndiaStat		<b>SWAYAM / NDL</b>
				41	SWAYAM
				42	National Digital Library
				43	<b>Consortium for Educational Communication(CEC)</b>

## 28. LIST OF HOLIDAYS FOR THE YEAR 2019

### SVKM's NMIMS (Deemed to be University) List of Holidays 2019 declared by the University

NMIMS (Mumbai, Navi Mumbai, Shirpur & Dhule)		NMIMS (Bangalore)		NMIMS (Hyderabad)		NMIMS (Indore)		NMIMS (Chandigarh)		DAY
List of Holidays for the year 2019		List of Holidays for the year 2019		List of Holidays for the year 2019		List of Holidays for the year 2019		List of Holidays for the year 2019		2019
OCCASION	DATE	OCCASION	DATE	OCCASION	DATE	OCCASION	DATE	OCCASION	DATE	
New Year	01-Jan-19			New Year	01-Jan-19	New Year	01-Jan-19	New Year	01-Jan-19	Tuesday
		Sankranti/Pongal	15-Jan-19	Sankranti/Pongal	15-Jan-19	Sankranti/Pongal	15-Jan-19	Sankranti/Pongal	15-Jan-19	Tuesday
Republic day	26-Jan-19	Republic day	26-Jan-19	Republic day	26-Jan-19	Republic day	26-Jan-19	Republic day	26-Jan-19	Saturday
				Mahashivratri	04-Mar-19					Monday
Holi	21-Mar-19	Holi	21-Mar-19	Holi	21-Mar-19	Holi	21-Mar-19	Holi	21-Mar-19	Thursday
Gudi Padwa	06-Apr-19	Ugadi	06-Apr-19	Ugadi	06-Apr-19					Saturday
						Rang Panchami	25-Mar-19			Monday
Good Friday	19-Apr-19	Good Friday	19-Apr-19	Good Friday	19-Apr-19	Good Friday	19-Apr-19	Good Friday	19-Apr-19	Friday
Maharashtra Day	01-May-19	May Day	01-May-19	May Day	01-May-19	May Day	01-May-19	May Day	01-May-19	Wednesday
Ramzan-Id	05-Jun-19	Ramzan-Id	05-Jun-19	Ramzan-Id	05-Jun-19	Ramzan-Id	05-Jun-19	Ramzan-Id	05-Jun-19	Wednesday
Independence Day	15-Aug-19	Independence Day	15-Aug-19	Independence Day	15-Aug-19	Independence Day	15-Aug-19	Independence Day	15-Aug-19	Thursday
GopalKala	24-Aug-19					Janmashtami	24-Aug-19	Janmashtami	24-Aug-19	Saturday
Ganesh Chaturthi	02-Sep-19	Ganesh Chaturthi	02-Sep-19	Ganesh Chaturthi	02-Sep-19	Ganesh Chaturthi	02-Sep-19	Ganesh Chaturthi	02-Sep-19	Monday
Anant Chaturdasi	12-Sep-19									Thursday
		Mahalaya Amavasya	28-Sep-19							Saturday
Gandhi Jayanti	02-Oct-19	Gandhi Jayanti	02-Oct-19	Gandhi Jayanti	02-Oct-19	Gandhi Jayanti	02-Oct-19	Gandhi Jayanti	02-Oct-19	Wednesday
Dussehra	08-Oct-19	Dussehra	08-Oct-19	Dussehra	08-Oct-19	Dussehra	08-Oct-19	Dussehra	08-Oct-19	Tuesday
Diwali (Baliorativada)	28-Oct-19	Diwali (Baliorativada)	28-Oct-19	Diwali (Baliorativada)	28-Oct-19	Diwali (Baliorativada)	28-Oct-19	Diwali (Baliorativada)	28-Oct-19	Monday
Diwali (Bhaubeej)	29-Oct-19	Diwali (Bhaubeej)	29-Oct-19	Diwali (Bhaubeej)	29-Oct-19	Diwali (Bhaubeej)	29-Oct-19	Diwali (Bhaubeej)	29-Oct-19	Tuesday
		Kannada Rajyothsava	01-Nov-19							Friday
								Gurunanak Jayanti	12-Nov-19	Tuesday
Christmas	25-Dec-19	Christmas	25-Dec-19	Christmas	25-Dec-19	Christmas	25-Dec-19	Christmas	25-Dec-19	Wednesday

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

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

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

\*Please note the guidelines are under Dean's Discretion\*

**29. NMIMS INFOLINE (for Mumbai Campus)**

<b>Agency</b>	<b>Number</b>
Disaster Management Cell of Municipal Corporation of Greater Mumbai	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 Stations	26205301
Bandra Fire Station	26435206
<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>Chemist</b>	
Dilip Drug House	26182255 / 2618 7038
Empire Chemists	26718970 / 2625 1238
Welcome	26111796
<b>General Physician</b>	
“Shri Vile Parle Kelavani Mandal” runs a dispensary which operates from 9:00 am to 6:00 pm. It is manned by two fully qualified Medical Officers in two shifts. Services of dispensary are available for attending to all emergency first aid and for OPD. This facility is available to all students, staff and faculty members of SVKM Institutions	Location: N.M. College Area, 2 <sup>nd</sup> floor. Dr. Geeta Shah – 9820547571/ Dr.Goel-9869002653 /
<b>Criticare Clinic</b> Plot no. 38/39 , Main Gulmohar Road, JVPD Scheme, Opposite Copper Chimney, Andheri (W), Mumbai- 400049	26286644/ 88/ 002 6775 6600
<b>Hostel</b> (Contact – Mr. Venugopal- 4235 5557)	
MKM Sanghvi Girls Hostel	022-26256382/ 83
Bansi Villa Girls Res.Flats	022-4235 5555 / 5557
Kalika Girls Res.Flats	022-4235 5555 / 5557
Sur Sagar Girls Res.Flats	022-4235 5555 / 5557
G. R. Jani Hostel Boys	022-42334056
Anand Hotel Premises Boys Res Flats	022-4235 5555 / 5557
Megha Villa Boys Hostel	022-4235 5555 / 5557

\*Please note the guidelines are under Dean’s Discretion\*

# **Part II**

## **School of Branding & Advertising**

**Message from Director / Dean / Associate Dean**

“One of the qualities we cherish and we want for our Academy of young Entrepreneurs/Advertising professional’s/film makers which goes one stage beyond regular schools is that only 5% of our population is inclined to be risk takers and most of them settle for monetary packages at a very early age depending on their qualifications. We find this a huge loss of opportunity for young people in this country where they could “own” their jobs but they settle for just “doing” their jobs.

That kind of commitment and risk taking is inherent in all children but it’s been subdued and paralyzed by the fear psychosis that our society have actually imbibed in them and therefore everybody jumps at the first opportunity to be safe and secure in a job which may not be the path they were destined for. They won’t realize it till they are 30 years old and by that time they are trapped and it’s too late. So our endeavour is to collect young bright potential leaders in this country and give them an opportunity to face and challenge their own fears, of taking risk and to make them understand that the future happiness of their children depends on the passion with which they focus their lives and own their jobs.

Whether they are poets, doctors, artists or scientists, the commitment is of **Passion, Curiosity and focus** and in a society which is so volatile today the only constant is change, to equip young people to face change constantly and not be bowed down by it or scared of it, we think is the greatest responsibility of education”

**-Prahlad Kakar**  
**AD Man and Chairman**

“If we had to imagine a life without Thomas Edison, Alexander Graham Bell and all the great inventors, scientists and entertainers of our times, what kind of world would it be? Would we live in a world without lights, without telephones, without music and movies?”

The world needs dreamers and the world needs doers, but above all, the world needs dreamers who do. Thomas Edison and people like him were dreamers, the ones who went beyond the ordinary and turned it into something extraordinary.

We at the School of Branding and Advertising, are not only passionate about the need to create Entrepreneurs and Advertising Filmmaking professionals, but also a desire to create responsible professionals, fearless in their capacity to make decisions and to become entrepreneurs rather than just "employees".

Students will be encouraged to dream and begin living them. They are taught that their value is only in the kind of value they personally bring to their jobs. And that the true value that they bring to the table must be entirely authored by them and must be tangible.

So we at School of Branding and Advertising have devised a unique program for undergrads to explore, learn and ponder who they are Where they are going? And what they want to do with their lives.

The practical learning approach for both BBA and BA will be best education that anyone can possibly get before launching themselves into the future. While on this journey, while becoming unique professionals they will also grow hugely in confidence, engagement, developing their own personalities, and taking control

of their destinies of what shape it takes. Whilst their futures will take different paths, this we know that they will be supremely happy, creatively successful and they will make a difference wherever they go and whatever they do.

If our children are going to go into the next decade as leaders, Advertising Professionals, Film makers, innovators, inventors and passionate committed people with very high level of ethics, integrity and the pursuit of truth and happiness then we will have done our little service for this country.”

**-Pratish Nair**  
**Managing Director and Founder**

“What breaks your momentum and focus? Is it physical or mental stress? With School of Branding and Advertising, you will go through a Life sessions and strategic activities that prepares you to be a survivor in today's challenging times. Only the BEST will survive and a whole gamut of skills will be learnt like making friends, how to deal with competition, learning to adapt, agility, flexibility, pushing the limits, team spirit and a 360-degree vision to look beyond the known horizons, develop new mind sets & insights leading to creativity and innovation.”

**-Reah Irani**  
**Dean and Co-founder**

“We welcome you to a life-changing experience as an innovative method of learning with the PKSBE.

The most important thing in any walk of life that you are involved in is to be passionate about what you do. When you are passionate about something, then you enjoy it more and get involved in it and you want to do it better.

Return home a stronger, more resilient individual with our experiential activities. Discover increased self - confidence, improved leadership, and a desire to make a difference. The learning is so deeply ingrained in the students that they will never take the path of COMPROMISE. Our focus is not just academics but also character Building and life lessons through our activities.”

**-Priya Menon**  
**Co-founder & Director**


“When you have Mentors, you are learning from qualified professionals who will guide you to your goal. They know exactly what it takes to get there and what sacrifices need to be made. You also have the rare opportunity to get a glimpse of what it would be like when you go out on your own. By having a mentor means you have first-hand experience while in a learning environment. This is extremely helpful in validating what you really want to do. We at School of Branding and Advertising have the Best Mentors to guide you and help you accomplish your dreams.”

**-Mitali Dutt Kakar**  
**Co-Founder & Faculty**

1. Approved Academic Calendar of all programs

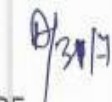
**SVKM'S NMIMS**  
**School of Branding and Advertising, Mumbai**  
**BBA in Advertising and Branding**  
**Academic Calendar for the Academic Year : 2019-2020 (First Year)**

Details	Program-Sem/Trim	Start date	End Date	No. of Days
<b>SEMESTER I</b>				
Orientation/Induction Program	BBA in Branding and Advertising	1 <sup>st</sup> August,2019	2 <sup>nd</sup> August,2019	2
Academic Instruction Duration (regular classes)	SEMESTER I	5 <sup>th</sup> August,2019	30 <sup>th</sup> November,2019	118 (incl. Sun) 102 (excl. Sun)
Diwali Vacation	SEMESTER I	28 <sup>th</sup> October,2019	3 <sup>rd</sup> November,2019	7
Term End Exams	SEMESTER I	9 <sup>th</sup> December,2019	14 <sup>th</sup> December,2019	6
Winter Vacation	SEMESTER I	26 <sup>th</sup> December,2019	1 <sup>st</sup> January,2020	7
Re-Exams	SEMESTER I	24 <sup>th</sup> January,2020	31 <sup>st</sup> January,2020	7
<b>SEMESTER II</b>				
Academic Instruction Duration (regular classes)	SEMESTER II	3 <sup>rd</sup> January,2020	30 <sup>th</sup> April,2020	119 (incl. Sun) 102 (excl. Sun)
Term End Exams	SEMESTER II	11 <sup>th</sup> May,2020	16 <sup>th</sup> May,2020	6
Re-Exams	SEMESTER II	6 <sup>th</sup> July,2020	13 <sup>th</sup> July,2020	7
Summer Vacation	For Faculty	1 <sup>st</sup> June,2020	12 <sup>th</sup> July, 2020	42
	For Students	30 <sup>th</sup> May,2020	2 <sup>nd</sup> August,2020	Incl.65 Excl. 55
Convocation		1 <sup>st</sup> or 2 <sup>nd</sup> August of every academic year		
Commencement of next Academic year (First Year)		3 <sup>rd</sup> August,2020	-----	

  
Program Coordinator  
of the School

  
Director/Dean  
of the School

  
DR-Academics  
NMIMS

  
COE  
NMIMS



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

### 2.1 General Guidelines:

- 2.1.1** Please note all activities mentioned as part of the curriculum are compulsory. If for any reason a student has a valid reason they cannot be a part of the activity, they will have to give a months' notice. And will have to fulfill alternate criteria for credit compensation.
- 2.1.2** As mentioned to you during the admission procedure, please note the following extra costs:
- Cost of air tickets to Andaman Islands (for Scuba Diving)
  - Cost of air tickets for Mountaineering Trip
  - Cost of air tickets and VISA of South Africa Trip
  - Travel for activities in Mumbai city
  - Visit to Babson University, US
  - Visit to Carleton University, Canada
  - Food is provided, however any extra snacks etc. students consume is to be paid for by them.
  - Any personal shopping
  - Any tours, activities etc. undertaken by the students that are not part of the SoBA activities.
- 2.1.3** Class Representatives: Students will nominate a class representative who will be the liaison between the students and the administration. They will also co-ordinate activities with the admin team.
- 2.1.4** All assessments shall be at the discretion of NMIMS-School of Branding and Advertising.
- 2.1.5** You are strictly prohibited from carrying any food items and beverages in the class. Failing to follow this, will result to consequences.
- 2.1.6** Attendance is compulsory for all the lectures, strategic activities, outdoor activities and any field assignments.
- 2.1.7** Leave/ Absentee:- In case of a leave, kindly send an email to Ms. Sayali Godambe (sayali@pksbe.com) For emergency situation (24 hours/48 hours) kindly send an email/call Mr. Vitesh Shah (vitesh@pksbe.com)

### 2.2 Re-Admission rules:

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

(School has to fill this table as per existing/offered programme)

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

### 2.3 Discipline Norms and Penalty:

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

#### 2.3.1 Disciplinary Committee

**Ms. Priya Menon**  
**Ms. Reah Irani (Dean)**

#### 2.3.2 Woman Grievance Redressal Committee:

**Ms. Sayali Godambe**  
**Ms. Reah Irani**

**2.3.3 Collegiate Student Grievance Redressal Committee:**  
**Ms. Sayali Godambe**  
**Ms. Reah Irani**

**2.3.4 Departmental Student Grievance Redressal Committee:**  
**Ms. Sayali Godambe**  
**Ms. Reah Irani**

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

Examination weightages and credits

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

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

Component	Marks
Unit Test / Project/ Assignment/ Presentation/ Weekly Tests / Case Study/ Quizzes / any other (School)	50
Final term/ semester-end examination (University)	50
	100

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

- To pass in a particular subject in any of the semester end examination or semester end re-examination, student must secure a minimum of 40% marks of the total maximum marks of that subject, in the semester end examination.
- “F” Grade would be awarded, where marks obtained are less than 40% in aggregate or where the marks obtained in the semester end examination are less than 40% of the total maximum marks of the respective course.
- Students who obtain marks between 40 and 49.99 would be awarded ‘D’ grade (low pass). Please refer ‘Grading’ scheme given below.
- A student can not have more than 2 ‘D’ grades during an academic year. A student having more than 2 ‘D’ grades will not be promoted to the next academic year of the programme. These ‘D’ grades would be computed after re-examination.
- For subjects, which has only Internal Continuous Assessment component, passing will be at 40%.

- There is no provision for award of grace marks to any student.

### **Non – fulfillment of Passing Criteria**

A student who has failed to fulfill the passing criteria as given above, will be required to appear for semester-end re-examination which will be conducted immediately after declaration of results of the said regular semester-end examination. The internal marks will be carried forward for the re-examination. A student has to submit an online re-examination form. Such students who fail to submit the form will not be allowed to appear for the re-examination. A student who has failed to fulfil the passing criteria of Semester I courses after re-examination, will be allowed to attend the classes and appear at the examination/ re-examination of Semester II (and so on).

Remedial classes would be organized by the School for all the students who fail to fulfil the passing criteria as mentioned above, before the conduct of the re-examination. It is mandatory for such students to attend the remedial classes organized by the School. Student is expected to attend 100% of the remedial classes so held. A student may be denied permission to appear at the re-examination in case it is observed that student concerned did not fulfill the attendance criteria of the remedial classes.

In case, the student fails even in the re-examination, which is so held, he/ she will have an option to seek readmission for the complete semester/ s concerned **or** only for the subjects in which he/ she has obtained 'F' and/ or 'D' grade. This means;

1. He/ she should take re admission in the semester/ subject concerned in which he/ she has obtained 'F' and/ or 'D' grade. In this case, the student concerned will have **to attend the classes in the subject in which he/ she has obtained 'F' and/ or 'D' grade, complete his internal assessments afresh and appear at the semester-end examination.** Usual attendance norms need to be fulfilled by the student concerned.
2. Re admission rules as regards fees would be same in such cases.

### **Progression to the subsequent year of the programme**

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

### Grading System:

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

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

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

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

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

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

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

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

Here:

C = Credit value assigned to a course /subject

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

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

Average.

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

### **General rules**

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

**These rules would be applicable to all the students who took admission/ re admission in and after the academic year 2019-20**

### **4. EVALUATION CRITERIA**

**The students would be evaluated on the following parameters throughout their semester for activities/assignments/projects etc.**

- 1. Attendance for the subject/class**
- 2. Timely Submission**
- 3. Participation in class/project/activity etc.**
- 4. Team Leadership**
- 5. Team Ownership**
- 6. Crisis Management**
- 7. Efficiency**
- 8. Social Cause/Awareness/Responsibility**

## 5. Course Structures & Guidelines

Name of the Subject (Semester I)	Credits
Branding – I	4
Principles of Basic Accountancy	4
Principles of Management	4
Advertising – I	4
Personal and Professional Etiquettes	4
English - I	4

**\*\*For Semester II, it shall be released post Academic Council approval.**

## 6. People you should know

### University Administration

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

### School Administration (To be filled by school)

Name	Designation
Reah Irani	Dean
Pratish Nair	Managing Director & Founder
Priya Menon	Director Marketing and Operations
Vitesh Shah	Center Head and Head of Operations
Sayali Godambe	Program Manager/Course Coordinator

## **Part III**

# **ANNEXURES**

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

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

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

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

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

Reason: -

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

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

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

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

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

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

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

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

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





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

**School of.....  
(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)

\*Please note the guidelines are under Dean's Discretion\*



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

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

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

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

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

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

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

Parents Name & Address:

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

Address \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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



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

Photo

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

**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 \_\_\_\_\_

\*Please note the guidelines are under Dean's Discretion\*

**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. Hostel Accommodation**

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

Single occupancy accommodation  Double occupancy accommodation

Neighborhood flats are available on rent (approx Rs.30,000- 35000 per month) on sharing basis. Hostel accommodation will be given only if available. Food and Travel costs will be over and above this cost.

**7. Declaration**

I \_\_\_\_\_ declare that all information filled by me in this form is 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.

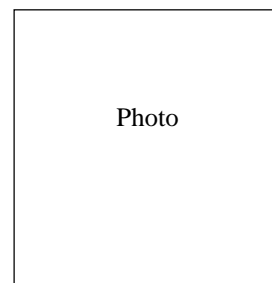
I undertake to keep the School informed about details of my all travels outside Mumbai and will abide by prescribed code of conduct by the NMIMS Deemed-to-be-University.

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	

### 3. Declaration

I, \_\_\_\_\_ student of Full Time \_\_\_\_\_ (Program Name)

from batch of year \_\_\_\_\_ and Roll No. \_\_\_\_\_ is going for International Student Exchange program in the Semester/Trimester \_\_\_\_\_.

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

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

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

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

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

\_\_\_\_\_  
Date

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

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

### CC. Director – International Linkages with Enclosures

Enclosures:

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



**UNDERTAKING**  
(applicable for Student Exchange)

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

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



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

Annexure 6

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

(School Letter Head)

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

To:

The Visa Section

The Indian High Commission

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

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

Dear Sir/Madam,

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

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

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

Thanking you,

Yours sincerely,

Dean

(School Name & Address)





(Phone no & email)

### Student Exchange Programme (for Visa Application)

(School Letter Head)

Dated \_\_\_\_\_

To:

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

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

Mumbai, India

Dear Sir/Madam,

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

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

Thanking you,

Yours faithfully,

DEAN

(School Name & Address)

(Phone no & email)



## UNDERTAKING For Foreign National Studying at NMIMS University

(applicable for Student Exchange)

To

SVKM'S NMIMS Deemed-to-be-University

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

Mumbai

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

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

**Note :**

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

**For Office use:**

Approved by (Exam. Dept)

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

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

Dear Sir,

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

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

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

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

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

**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)

**APPLICATION FOR REFUND**

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

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

(Signature of Student)

**Attachments Required**

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

-----  
**Acknowledgement**

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

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

**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 week days except on Sundays, Bank Holidays.

**Clearance Certificate**

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

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

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

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

<b>Department</b>	<b>Name of the Concerned Person</b>	<b>Signature</b>
	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

Assistant Registrar





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

**Annexure 12**

*\*Please note the guidelines are under Dean's Discretion\**

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

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

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

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

**ACKNOWLEDGEMENT**

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

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

Name:

\_\_\_\_\_

(First Name)

(Middle Name)

(Last Name)

Programme:.....

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

<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