

SVKM's
Narsee Monjee Institute of Management Studies
(Declared as Deemed-to-be University under section 3 of
UGC Act, 1956)

Sarla Anil Modi School of Economics

STUDENT RESOURCE BOOK
2013 - 2014

Table of Contents

Sl.No.	Details	Page no.
1	B.Sc. Economics - Objectives	3
2	Co- Curricular activities	4
3	Classroom sessions Training and Projects	5
4	Session details per week and credit structure	6
5	Academic Calendar 2013 - 2014	7
6	Rules relating to passing B.Sc. Economics	8 - 24
7	Students General Guidelines	25 - 26
8	Placement Guidelines	27 - 29
9	Library Rules and Regulations	30
10	Interface with Accounts Department	31 - 32
11	Safety Guide for Students on Floods, Fire and Earthquakes	33 - 36
12	Three year integrated Course Structure	37 - 38
13	List of Holidays	39
14	NMIMS Infoline	40
15	Annexure	41 - 46

B.Sc. Economics

Objective

The canvas of the students today is vast in terms of geography as well as discipline. Engineers and other graduates are increasingly looking at business and finance as career options. There is a growing need to understand the basic issues concerning how businesses operate locally and globally. What is the rationale behind the government policies and what is their influence? What determines the growth and development of a country?

Sensing this need, NMIMS offers a three year integrated graduation program, B.Sc. Economics, where Economics as a pure science attempts to find answers to these questions. The course offers education that is rooted in basic sciences, pure theory and yet which is practical, contemporary and global.

The graduate level program is designed to challenge the mind, stimulate intellectual growth and make college life an exciting journey. The emphasis is on the overall development of the student, not only in academics, but also in co curricular activities. Students would gain practical exposure through summer training.

The unique pedagogic innovations

The choice of pedagogy at the School of Economics is designed to keep the teaching learning process student-centric. Non-classroom learning is an effective method where students seek and acquire knowledge outside the classroom rather than having it ‘imparted’ to them. Over and above the classroom teaching, a lot of emphasis is placed on group learning.

- Group learning: Academic groups of 4-5 students would be encouraged to work on an issue; where students learn to research, discuss their findings with peers, communicate their point of view and arrive at a conclusion.
- Games & Experiments: Learning by playing.
- Guest speakers and Panel Discussions: Interaction with industry experts.
- Workshops: Full days workshops on wide range of academic and non-academic subjects.
- Film & Drama - Viewing socially relevant films & drama to build social sensitivity.
- Research projects – Primary and secondary research projects on socio-economic issues.
- Summer training – Summer training at the end of each year for a month
- Independent studies – Self learning will be encouraged, and in the third year students will be required to do a research paper.

Co- Curricular activities

The graduate level programme is designed to challenge the mind, stimulate intellectual growth and make college life an exciting journey. The emphasis is on the overall development of the student, not only in academics, but also in co curricular activities.

We believe that in order to have a well rounded personality and a balanced growth of intellect, co-curricular activities should be an integral part of education.

- **Association and Clubs:** Students will be encouraged to form and head various associations and clubs to cater to diverse interests such as Economics Society, Debating Club, The Writers Club, Music and Dance Club, Fine Arts Club, Movie Club, Book Club, Dramatics Association, Wild life and Nature Club etc. Managing these clubs will not only give a platform to nurture the students' budding talent, but will also help them to learn organizational skills and administration.
- **Sports:** Students will be actively encouraged to participate in sports and play individual or team games. This will help to promote a healthier and more disciplined lifestyle and foster team-spirit among the students.
- **Social Work:** This is a forum which will help the students touch the lives of others and in the process; make a difference to their own. Students will help the underprivileged and take on projects on a continuing basis. This will help students become more socially conscious and responsible.

The three years integrated program B. Sc. Economics, consists of three trimesters in each year, adding up to a nine trimester program. Each trimester consists of three core subjects in Economics and one additional subject, to make the understanding of the society holistic. Over and above, the students learn certain skill sets, for e.g. effective communication, IT skill, creative writing, lateral thinking to improve their efficiency in each trimester.

P.N. Three year integrated course please find appendix

Classroom sessions Training and Projects:

- 24 to 30 sessions per week.
- 50-60 sessions per trimester for the core subjects.
- Compulsory summer training every year
- A research project in the final year

Students are required to have 100% attendance in every subject in each trimester. (Please refer to the attendance guidelines on Page 8)

The credit structure

The following are the three categories of subjects and the assigned credits to each

- Category A-Core Economics Subjects that have 50-60 sessions per trimester 5–6 credits
- Category B-Additional Subjects that have 40 sessions per trimester 4 credits
- Category C- Skill enhancers that have 20 sessions per trimester 2 credits

Evaluation

- Continuous evaluation: 50%
 - Quiz-MCQs:
 - Assignment/Group work:
 - Research Project:
- End Term: 50%

Passing standards

- 50% in continuous evaluation + 50% in the End term
- One re-examination at the end of the year, where the student must get 50% to pass
- If a student fails to meet the above norms, the student has an option to go for re-admission or quit.

(Please refer to passing rules for more detailed explanation).

Passing criteria in each subject would be as per the rules of NMIMS University. The Grade Point Average and Cumulative Grade Point Average would be awarded to the student at the end of each trimester. The class for final degree would be awarded on the basis of performance of all the three years combined.

Academic Rule

- If fees paid: Academic break can be granted to any student for valid reason by respective Dean within two weeks of the commencement of the Trimester.
- If fees not paid: Academic break can be granted to any student for valid reason by respective Dean within two weeks of the commencement of the academic year.

Trimester 1: Session details per week and credit structure					
	Teaching Sessions	Group work	No. of weeks	Total Sessions	Credits
Principles of Micro Economics	4	1	10	50	5
Principles of Macro Economics	4	1	10	50	5
(a)Introduction to Mathematical – Economics and Statistics - I	4	2	10	60	6
Introductory Sociology	4		10	40	4
• Effective Communication	2		10	20	2
• IT Skill - I	2		10	20	2
Ecode – I	2		10	20	2
Total Sessions per Trimester				260	26
Trimester 2: Session details per week and credit structure					
Intermediate Micro Economics	4	1	10	50	5
Intermediate Macro Economics	4	1	10	50	5
a)Introduction to Mathematical Economics and Statistics- II	4	2	10	60	6
Political Science	4		10	40	4
• IT Skill - II	2		10	20	2
• Creative Writing	2		10	20	2
Ecode – II	2		10	20	2
Total Sessions per Trimester				260	26
Trimester 3: Session details per week and credit structure					
International Economics	4	1	10	50	5
Intermediate Mathematics	4	1	10	50	5
Theories of Growth and Development	4	1	10	50	5
Behavioral Psychology	4		10	40	4
• Research Methods	2		10	20	2
• Research Writing	2		10	20	2
Ecode – III	2		10	20	2
Total Sessions per Trimester				250	25

Academic Calendar 2013 – 14

Details	Start Date	End Date
Trimester I	12-Jul-13	12-Oct-13
Orientation	12-Jul-13	13-Jul-13
Commencement of Regular Classes	15-Jul-13	05-Oct-13
Term End Exam	7-Oct-13	12-Oct-13
Trimester IV & VII	08-Jul-13	12-Oct-13
Commencement of Regular Classes	8-Jul-13	05-Oct-13
Term End Exam	7-Oct-13	12-Oct-13
Trimester II, V & VIII	14-Oct-13	25-Jan-14
Commencement of Regular Classes	14-Oct-13	18- Jan - 14
Diwali Vacation	31-Oct-13	06-Nov-13
Christmas Vacation	25-Dec-2013	01-Jan-14
Term End Exam	20-Jan-14	25-Jan-14
Trimester III, VI & IX	27-Jan-14	26-Apl-14
Commencement of Regular Classes	27-Jan-14	19-Apl-14
Term End exams	21-Apl-14	26-Apl-14
Summer Internship	28-Apl-14	24-May-14
Summer Vacation	26-May-14	5 –July-14

SVKM's NMIMS
RULES RELATING TO PASSING
SCHOOL OF ECONOMICS

Attendance Guidelines

Attendance Norms

1. 100% attendance in classes for each subject is compulsory. However for medical reasons/ personal reasons/ contest/ placement/ institutional work/ other activities absence upto 20% may be allowed.
2. Students, who are having attendance, in a trimester/Semester, in each subject, equal to or more than 80% are eligible to appear at the respective Trimester/Semester term end examinations.
3. Students, who are having attendance in individual subject/s, from 70% to 79.9% in a Trimester/Semester will be declared as defaulters and **will not be eligible to appear for any subjects for the respective Trimester/Semester end examinations.** However, they will be permitted to appear for re-examinations of all subjects during the re-examination conducted at the end of the academic year. Such students will get the normal grades obtained by them on the basis of their performance in the Examination. In case a student fails to pass in any subject(s) after the said re-examination, he/she has to take re-admission afresh in the same class in the subsequent academic year and complete all the requirements of the program and pay requisite fees as per the prevailing rules of NMIMS.
4. Students who are having attendance less than 70% in individual subject/s in a Trimester/Semester have to take re-admission in the same class of subsequent academic year and complete all the requirements of the program and pay requisite fees as per the prevailing rules of NMIMS.
5. Exceptional cases for absence upto maximum of three weeks (Death in family/ self marriage/ long illness etc.) will be dealt with on case to case basis by Dean/Directors of the respective schools. Such students will be required to submit all the relevant documents. However for such cases also first their 20% (out of 100% attendance) exemption will be taken into account and if needed additional exemption in attendance can be permitted subject to a maximum of 10%.
6. The above mentioned guidelines will be applicable to students admitted from the academic year 2013-14 onwards.
7. The format for leave application form is also enclosed along with these guidelines. Refer Enclosure 1 (Annexure 1)
8. The attendance reports will be shared on weekly/monthly basis with students and will be uploaded on Blackboard. Parents will be able to access it and can view their ward's

attendance record. Discrepancy (if any) to be informed by the student to the course coordinator concerned within 3 working days from the date when report has been shared. No changes will be permitted once attendance reports are finalized.

9. For ALL absence, prior intimation is to be given to the Course Coordinator concerned. In emergent situations, intimation must be given to Course Coordinator on phone/ fax/ email within 24 hours of the absence. Any leave without written intimation will be treated as unauthorised leave and will be reflected in the records as such.
10. Students must refrain from approaching the visiting and full time faculty members for attendance related issues and exemptions. They must submit an application to the coordinator concerned for necessary approvals.
11. The summarization is also mentioned below in the tabular form :

100 % attendance in each subject is compulsory

Attendance % (In each Subject/s)	Remarks
80% and above	Eligible to appear for Trimester/Semester End Examinations
70% to 79.9%	Not eligible to appear for Trimester/Semester End Examinations and eligible to appear for Re-Examinations at the end of academic year
Below 70 %	Have to take re-admission in the same class in the subsequent academic year

SVKM's NMIMS
RULES RELATING TO PASSING
SCHOOL OF ECONOMICS

General:

1. A student who has passed in all the subjects (as per the criteria laid down hereinunder) of Trimester I, Trimester II and Trimester III examinations of the first academic year will be promoted to the concerned programme in the second academic year. Likewise, a student who has passed in all the subjects of Trimester IV, Trimester V and Trimester VI examinations of the second academic year will be promoted to the concerned programme in the third academic year.
2. A student who fails to pass in one or more subjects in Trimester I will be “allowed to keep terms” (ATKT) and will be permitted to attend lectures and appear at trimester-end examinations of Trimester II. Again, a student who fails in one or more subjects in Trimester II will be “allowed to keep terms” and will be permitted to attend lectures and appear at trimester-end exams of Trimester III. This means that students will be allowed to keep terms for the second and third trimester during the first academic year, irrespective of the number of failures in any number of subjects of the first and second trimesters of that academic year.
3. Such students who failed to pass in one or more subjects will be allowed to appear at only one re-examination in all the ‘failed subjects’ of all the three trimesters which will be held after the end of Trimester III of that academic year. The said re-examination will normally commence about three weeks after the closure of the Trimester III examination. This re-examination shall be held for the particular academic year and shall be held before the start of the next academic year.
4. Students who remain absent for this re-examination will be treated as failed in that subject in which they remained absent.
5. The student shall be required to pay the prescribed fees/charges for each subject of the re-examination before the commencement of the re-examination failing which the students will not be allowed to appear at the re-examination.
6. In case a student fails to pass in any one or more subject/s of any of the three trimesters of the particular academic year even after the re-examination, he/ she shall be deemed to have failed in that academic year. He/ she will then be required to seek re-admission afresh, as a regular student for the concerned program for that academic year in which he/ she has been declared failed. He/ she will also be required to pay the prescribed fees/charges at the time of seeking re-admission in the concerned program as per the rules prescribed by the University for the same from time to time.
7. The same criteria regarding re-examination as mentioned above shall be applied to Trimester IV, Trimester V and Trimester VI of the second academic year and for Trimester VII, Trimester VIII and Trimester IX of the third academic year.

Passing Criteria:

Internal Continuous Assessment

The students would be given quizzes, assignments and group work along with the sessions during the course of the trimester. In the internal continuous assessment examinations for each subject, a student must secure a minimum of 50% marks in order to be declared successful.

Trimester-End Examination

A student must secure a minimum of 50% of the total maximum marks allotted to every subject in each of the trimester-end examinations, in order to be declared as successful in that subject.

A student who fails to secure the pass marks (50%) in internal continuous assessment even after one extra chance given to him will be required to take re-admission by completing prescribed formalities, or quit the programme.

Non-fulfilment of Passing Criteria

1. If a student gets less than the prescribed 50% marks allotted to the internal continuous assessment in a particular subject, the student shall be debarred from appearing at the trimester-end examination in the said subject. However such a student will be given one more and final chance to improve his/ her performance to secure the necessary prescribed minimum marks in the internal continuous assessment by way of re-doing all the required projects/ assignments, etc. for that trimester as decided by the respective subject-teachers, before the given trimester-end examination of that academic year. (Thus a failure in the Internal Continuous Assessment will imply that the student/s shall not be allowed to keep terms in the next trimester.) The modalities of the internal continuous assessment shall be jointly decided by the subject teacher and the Dean/ in-charge of the School of Economics. It is the sole responsibility of the student to comply with the above requirement before the end of each trimester. If he/ she fails to do so, he/ she shall be declared failed in that subject and therefore in that academic year and shall have to seek readmission in that year or quit the programme.
2. In case a student obtains at least 50% of the total marks in a subject in the internal continuous assessment examinations, but fails to obtain minimum 50% marks in the trimester-end examination of that subject, then his marks in the internal continuous assessment examinations will be carried forward and shall be added to the marks obtained by him/her at the re-examination in that subject.
3. The student must obtain a minimum of 50% of the aggregate total marks allotted to the particular subject, to pass in the subject.

- 4 If a student has failed under any head in any subject (i.e. 'Internal Continuous Assessment' or 'Trimester-End Examination' or 'aggregate'), he/ she shall be deemed to have failed in that subject.
- 5 A student who remains absent from trimester-end examination/s due to any reason in any subject shall be awarded 'F' grade in the subject/s in which he/ she has remained absent. All such students will be allowed to appear at only one re-examination in the said subject to be conducted at the end of the year but before the beginning of the next academic year. No second re-examination will be held under any circumstances.
- 6 In order to receive the degree, diploma, certificate, the student will have to pass in all the examinations of all the years.

Non-completion of assignments for Internal Continuous Assessment

A student shall be permitted to appear for the trimester-end examination provided he/she has submitted all the projects/assignments etc required for internal assessment of that subject within the stipulated time and has passed the Internal Continuous Assessment according to the passing criteria as stated above. In case, he/she fails to submit the same before the stipulated time, and he/she fails in the Internal Continuous Assessment, he/she will not be allowed to appear for the trimester-end examination and will be declared failed. He/she will then have to seek readmission in that year or quit the programme.

Calculation of GPA and CGPA

The objective system of assigning the Grades to each subject would be based on relative performance of students in the Division/ batch. The relative grading system will be followed for the same.

School of Economics would follow the below mentioned 'letter grades' and corresponding 'grade points' system for each subject:

Letter Grade	Grade Points
· A+	4.00
· A	3.75
· A-	3.50
· B+	3.25
· B	3.00
· B-	2.75
· C+	2.50
· C	2.25
· C-	2.00
· F	0.00

The following are three categories of subjects and the assigned credits to each (as per the new credit policy)

1. Category A- Core Subjects- 5 - 6 credits
2. Category B-Additional Subjects 4 credits
3. Category C- Skill enhancers 2 credits

Calculation of GPA/ CGPA for a trimester:

Methods of calculation of letter grades and GPA/CGPA

- For the calculation of grades, for a subject the following guidelines would be observed:
- Maximum marks assigned by the faculty concerned for a course will be taken into account for the batch/ group.
- Difference between the maximum marks and Pass marks would be calculated.
- The said difference will be equally divided into slabs of nine letter grades (i.e. A+, A, and A-, B+, B and B- and C+, C and C-)
- 'F' grade will be assigned to students who have obtained marks less than Passing Marks i.e. 50% of the total maximum marks, (as specified in the Passing Criteria).
- Grading will be done on the basis of marks obtained by a student in each course which will be fitted into the above slabs of letter grades. Here A will include A+, A and A-, B includes B+, B and B-, C includes C+, C and C- as given above, while calculating the letter grades for each course of the students.
- In case of elective courses, the number of students for that course would be considered for the purpose of assigning grades for that course.
- Relative grades will be assigned to each subject on the basis of the performance of each student.
- Weightage will be assigned to the grade points by multiplying the grade point and credit assigned to the respective subject as mentioned above.
- After assigning appropriate Weightage to the grade point of each subject, Grade Point Average (GPA) will be calculated by taking the sum total of 'weighted grade points' and dividing the same by the sum of credits.
- Cumulative Grade Point (CGPA) is computed by dividing the sum of GPA upto the related trimester by number of trimesters completed by the student till date.

(i)	On Medical grounds if terms are granted	Will be awarded actual grades achieved by the student.
(ii)	Failure in regular trimester and exam	Will be awarded actual grades achieved by the student.
(iii)	Attendance	Will be awarded actual grades achieved by the student.
(iv)	Unfair Means	Maximum grade that a student can get in such a case will be C+ or actual, whichever is lower.

Re-admission guidelines:

- Students can take re-admission in the same class in the subsequent academic year if they have failed due to non-fulfilment of passing standards or attendance criteria. A student will be eligible for re-admission, not more than once for each year of the programme. The course has to be completed within a maximum period of 6 years from the date of commencement of the programme.

Examination guidelines:

Any breach of the following requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as "misconduct", and dealt with under Disciplinary procedure of the SAM-SOE, NMIMS.

Conduct of Examination:

1. Students must know their Roll Number and Student No. before entering the examination hall.
2. 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.
3. Students are required to have Identity cards issued by SVKM's NMIMS (Declared as deemed-to-be University) and these must be made available to an invigilator upon request. A student not having the said identity card with him/ her during the examination may be denied permission to write the examination.
4. The answer books of the trimester-end examinations are bar coded and students should not disclose their identity (name/ roll No. etc.) anywhere on the answer book. Such answer-book will be treated as invalid. The case may be treated as usage of unfair means and will be dealt with as per rules.
5. Students should specifically go through the instructions given on the top of the question paper and on the front page of the answer book. They are of utmost importance.
6. Food and/or beverages (except drinking water), smoking will not be permitted in the examination hall. Students should read instructions printed on the cover page of the answer-book.

7. All writing, including the entry of all the required information on answer books must be completed during the examination time.
8. Announcement will be made/ warning bell will be given ten minutes before the close of the examination. Students will not be allowed to leave the examination hall during this period of the examination. At the final bell/ closure of the examination, they must stop writing, tie their supplementary sheets if any to the answer-book and be ready to hand over their answer-books to the Hall Invigilator. They should not leave their seats until answer-books from all students are collected by the Hall Invigilator.
9. A student who disobeys any instructions issued by the Senior / Hall Invigilator or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the SAM-SOE, NMIMS.

Discipline in the Examination Hall:

10. **Mobile phones are not permitted in the exam hall/ venue for any reason. If a mobile phone is found in student's possession in the examination hall after the Examination starts, it will be deemed as a breach of examination rules. Action will be taken as per Examination Rules on such students.**
11. Palm pilots, pagers, PDA's and similar electronic media are not permitted in the Examination venue.
12. Examination answer booklets must be submitted intact to the examination hall invigilator. No part of an examination answer booklet may be defaced, removed or destroyed. This will amount to adoption of unfair means.
13. Students must not communicate in any way with any person other than the examination hall invigilator during an examination. Any other communication will be deemed as a breach of Examination Rules.
14. Students should not leave Exam hall during two hours examination. In case of three hour examination, students will be allowed to go out only after the expiry of two hours to go to wash room or drink water. Exception can be made to this only after bringing the requests to the notice of competent authority.
15. A student, who fails to attend an examination at the time and place published in the final timetable, will be deemed to have failed in that course. Opportunity for re-examination will be given according to the rules and regulations.
16. The students should write on the front page of the answer book only the name of the program, specialization if any, trimester, course and division for which examination is being held, number of supplementary sheets attached to the main answer book.
17. Students should not write anything on the question-paper.

18. Exchange of writing materials, stencils, mathematical instruments, etc. is strictly prohibited.
19. Students are forbidden to (i) bring any book, notes, scribbling papers, pagers, mobile telephones, laptop or any other similar devices until otherwise allowed by the concerned faculty (ii) smoking in the examination hall, (iii) bring eatables/ beverages in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, and (iii) 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 invigilators/ authorised persons are authorised to check the students.
20. Any method to bribe the examiner/s by attaching currency notes or letters is strictly prohibited and will result in serious action being taken by the SAM-SOE, NMIMS.
21. Serious punishment will be awarded to the students who violate the rule. The students, who violate the rules, run the risk of debarment from SAM-SOE, NMIMS examinations as per the University Rules.
22. Students should go through the question paper carefully and confirm that the question paper relates to the course in which they are appearing and in case of any discrepancy, they should bring it to the notice of invigilator.
23. Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Invigilator's table.
24. All the students should occupy seats as per the Seating Plan decided by the Examination Office and displayed in the Examination Hall.
25. **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:**
If a student feels that there is a mistake/ anomaly in the question paper, he should bring the same to the notice of the examination hall invigilator without disturbing others in the examination hall.
26. Students, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination.
27. Students should ensure that all answer-books including supplementary sheets supplied to them bear the signature of the Hall Invigilator and Date of Examination without which the answer-book will not be examined.
28. Every student present for the examination must sign against his / her Roll number on the attendance sheet provided by the Hall Invigilator.

29. Students should write their answers legibly and only with blue ink pen. Answers written in illegible handwriting or with pencil may not be evaluated.
30. Write on both sides of a page. Rough work, when necessary, should be done only inside the answer-book and not on the question paper.
31. 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 be considered as attempts to readily identify the specific answer-books.
32. Students should neither tear any sheet from the answer-books provided nor shall attach additional papers to them.
33. The answer-books will be scrutinised before they are sent to examiners. If the SAM-SOE, NMIMS authorities are convinced that any student has attempted to reveal his / her identity by any means, the answer-books may NOT be sent to the examiner for evaluation and the student's case will be dealt with as per the Examination Rules.
34. All answer-books whether written or blank should be returned to the hall invigilator without fail.

Grievance Redressal:

In case a student is not satisfied with the result/ grade received by him in a particular course, he/ she may follow the 'Grievance Redressal Procedure' in case he/ she desires.

- a) The Grievance Redressal Mechanism will apply only to the theory papers of the 'Trimester-end Examinations' of the SAM-SOE, NMIMS.
- b) The above mechanism will not apply to practicals/ oral examinations/viva/ projects/ assignments/ dissertation/ presentation/ field work/ internal continuous assessments, etc.
- c) The prescribed application form for redressal of grievance regarding valuation is enclosed for reference.
- d) In case a student is not satisfied with the marks awarded to him/her in the theory paper in any course of the 'Trimester-end Examinations', he/she may approach the 'Examination Office' of the School along with a signed application in prescribed format **either for verification of marks or for obtaining the photocopies of the answer-book/s**, for each course separately, within three working days(for all terms except term III) & within 7 working days (only for term III) of receipt by him/her of information of allotment of marks. In no case, a student is permitted to apply for both verification of marks or photocopies of the answer-book.
- e) For verification of marks, student has to submit his application as mentioned above

along with Rs.250/- per answer-book. The photocopy will be supplied to the student on payment of Rs.500/- per answer-book. No application, received after three working days of communication of marks to the student, shall be entertained for any reason whatsoever.

- f) Within a period of five working days after receipt of the application for photo copies of answer-book/s, Examination Office will arrange to provide only to the student concerned in person, a photo copy of the answer-book of the related course for which application has been made. The student concerned will have to appear in person and prove his/ her identity at the time of obtaining the photo copies from 'Examination Office' by showing his/ her Identity card. Under no circumstances, photo copies will be handed over to any other person, even if duly authorised by the student. The Photo-copies would be authenticated by the 'Examination Office' by way of a rubber stamp and initials of competent authority. Also, photo copies shall not be sent by post or by courier.
- g) The SAM-SOE, NMIMS will provide photo copies of the answer-books only for redressal mechanism and not for any other purpose. The student should not part with these photo copies received by him. He should ensure that such copies are not transferred to any other person for any reason whatsoever. 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 SAM-SOE, NMIMS. The decision of the Board of Examinations shall be final in this regard. The penalty for such an unfair act could be ranging from (i) cancellation of his/ her appeal before the redressal committee or revoking unconditionally even if the appeal would be favourably considered (ii) Not allowing the student to appear at examination/s for a stipulated period of maximum up to two consecutive examinations (iii) Cancellation of his/ her result of the examination for which the student has applied for resolution of his/ her grievance.
- h) In case, after going through the copies of answer-book, if the student is still not satisfied with the marks awarded to him/ her by the original examiner, he/ she shall apply for redressal of grievance to the Examination Office of the SAM-SOE, NMIMS seeking clarification of the valuation done within five working days from the date of receipt of photo copies from the Examination Office. Also, incomplete application forms in any respect shall be rejected unconditionally.
- i) The student should not, however, challenge the manner of evaluation or evaluation pattern relating to the answers that have been evaluated by the concerned examiner.
- j) The applicant student will have to clearly mention in the application form, which has to be signed by him, the reason/s of his/ her grievance and specify clearly - question wise - his/ her points of objection to the valuation done with his/ her reason/s.
- k) The applicant student will have to submit his/ her completed application within a period

of five working days from the date of receipt of photo copies from Examination Office along-with a fee of Rs. 1,000/- per paper to the Examination Office of the SAM-SOE, NMIMS. Incomplete application will be rejected forthwith and fees paid will not be refunded in any case.

- l) Application for redressal of grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever.
- m) 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.
- n) The whole process of redressal of grievances shall be completed within a period of 21 working days from the date of receipt of application for redressal of grievances.
- o) In any case, the photo copies of re-evaluated answer-books shall not be provided to the students.
- p) The application received from the student for redressal of grievance shall be placed before a Redressal Committee.
- q) The CoE shall call a meeting of the Redressal Committee immediately after receipt of all the 'Grievance Applications' from students by the end of the time period allowed and place before the committee the entire lot of answer-book/ s along-with 'Grievance Applications' received from the students requesting the redressal, course-wise for its perusal and decision.
- r) The said Redressal Committee shall verify the original answer-book/s and evaluate the marks allotted to the answer/s in the light of the reasons of grievance of the student and the points seeking clarification regarding evaluation, put down by the applicant student. The Committee shall make specific recommendations in writing, whether the contentions of the applicant have any merit which justifies re-assessment or on the other hand, the contentions are baseless and deserve to be rejected giving valid reasons. The decision of the Committee shall be final and binding on all concerned.

Guidelines for Appointment and Availing facility of Scribe for the physically disabled

(Permanent or temporary disability) students during examinations conducted by NMIMS

1. A student who may have a permanent or temporary physical disability may apply to the Examination Office of NMIMS for appointing a scribe for the examinations.
2. The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (Annexure I) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.

3. The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination. The University will make arrangement alternatively if possible.
4. The scribe should be one grade junior in academic qualification than the student if from the same stream.
5. Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. e.g. for the examination of two hours, 20 minutes extra time will be allowed.
6. The Examination in Charge of the center will have powers to resolve issues if any in this regard. He/ she will be authorized to make/ accept any last minutes changes of scribe under exigencies.
7. The said student will sit in a separate room under supervision.
8. The letter approving the scribe would contain the following information in writing:
 - The extra time given to the student.
 - That he shall be seated separately.
 - The date and subject name, scribe name should be written.

Facilities relating to examinations for the candidates having learning disabilities:

- At the time of all written examinations, all L.D. Students should have permission to use a writer.
- These students should be given concession for not attempting the questions of drawing figures, maps draft etc. where necessary in the written exams.
- Concession will be given for spelling mistakes.
- Grace marks for Learning Disability students will be given according to norms prescribed by the University.

Dear Sir,

Re: Appointment of scribe

I request you to approve the appointment of the following person as scribe as per following details. The required medical certificate is enclosed for your ready reference.

Details of the student:

- Name of the student:
- Examination/ course:
- Subject/s for which scribe is required
- Date of the Examination

Details of the Scribe:

- Name of the scribe:
- Educational Qualification (with proof):
- Address and contact No.

Date: Name and Roll No. and course of the Student

Place:

Cases of adoption of unfair means by the candidates during the examination

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 cases of adoption of unfair means by the candidates during the examinations are treated seriously and appropriate penalties are imposed after following the principles of natural justice.

The Broad Categories of Unfair Means Resorted to by Students of the University Examinations and the Quantum of Punishment for each Category Thereof are as under:

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1.	Possession of copying Material/Actual copying from the material in possession	Annulment of the performance of the student at the University Examination in full. * This quantum will apply also to the following categories of unfair means at Sr. No. 2 to Sr. No. 14 in addition to the one prescribed there at
2.	Possession of another student's answer book or supplementary sheet	Exclusion of the both the students from University Examinations concerned for one additional examination
3.	Possession of another student's answer book or supplementary sheet and Actual evidence copying from that	Exclusion of both the students from University Examination concerned for two additional examinations
4.	Mutual/ Mass copying	Exclusion of all the students from University Examination concerned for one additional examination
5.	Smuggling in or smuggling out of answer books as copying material	Exclusion of the student from University Examination concerned for two additional examinations
6.	Smuggling in of answer books based on the question paper set at the examination	Exclusion of the student from University Examination concerned for three additional examinations
7.	Smuggling in written answer book as copying material and forging the signature of supervisor	Exclusion of the student from University Examination concerned for four additional examinations

8.	Attempt to forge the signature of the supervisor on the answer book or supplementary sheet	Exclusion of the student from University Examination concerned for four additional examinations
9.	Interfering with or counterfeiting of University seal or answer books or office stationery used in the examination with the intention misleading the authorities	Exclusion of the student from University Examination concerned for four additional examinations
10.	Answer book or supplementary sheet written outside the examination hall or any other insertion in the answer book	Exclusion of the student from University Examination concerned for four additional examinations
11.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination	Exclusion of the student from University Examination concerned and four additional examinations
12.	Using obscene language/ violent threats at the examination by a student at the University examination to room supervisor/ any other authority	Exclusion of the student from University Examination concerned for four additional examinations
13.	Impersonation for a student or impersonation by a student in University or other examinations	Exclusion of the student from University Examination concerned for five additional examinations
14.	Revealing the identity (Name, roll No, G.R. No. in the main answer book or supplementary sheet)	Annulment of the performance of the student at the University Examination in full. *
15.	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. *

* (Note : “The 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 & dissertation examinations unless malpractice used thereat.)

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

Practical/Dissertation/Project Report Examination

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

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

Students General Guidelines

General guidelines:

- ❖ Cleanliness of the premises must be maintained by everyone in the Sarla Anil Modi School of Economics at all points of time.
- ❖ Smoking and Alcohol is strictly prohibited in the campus.
- ❖ 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 case of Lecture cancellation, the course coordinator will inform the class about the said changes through the class representative/ respective students through the notice board/ email/ Black Board.
- ❖ Use of cell phones in the class room is not permitted.
- ❖ Mode of Communication with students is via Notice Board/ email/ Black Board.
- ❖ All students are provided with an Identity Card, which is mandatory for them to wear. Entry is strictly through Identity Card.
- ❖ 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.

Code of Conduct

The University shall not be held responsible for any act of indiscipline, misbehavior, indulgence in unethical practices including use of drugs, drinks, harassment if any, violence, non obedience, non compliance etc. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. The University will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

Dress Code:

NMIMS is a place where, we have interactions with many corporate and international visitors. Students are requested to be dressed appropriately. No half pants/short skirts etc.

Medical Facility:

Medical practitioner will be available in the college campus (2nd floor, NM College bldg.) from morning 10:00 am to 12:00 noon and 3:00 pm to 5:00 pm during college working days. Students can avail this facility for their medical and health requirements including free and periodic health check-up and treatment/hospitalization in case of medical emergencies.

Black Board:

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

Access to Black Board

- You can access the Black Board through this link <http://blackboard.svkm.ac.in>
- Your user ID and default password will be your SAP ID no (in capitals)
- Students are advised to change the password after the first login for safe surfing.

Use of Black Board

- All academic information and announcements will be communicated through the Black Board.
- Student attendance record will be uploaded on the Black Board and Parents can access it through their ward's login Id.
- **Assignment and assessment** students will be require to upload their assignments on black board the faculty will access and share the internal marks through black board.
- **Online Library:** Online Library database is available through Blackboard; it will be a single gateway for all data access.
- **Student Discussion Board/Chat** is an additional tool of interaction between students and faculty for academic discussions.

Anti Ragging Committee

Ragging is strictly banned and is a cognizable offence and students are entitled to protection from ragging in any form [UGC (Curbing the menace of Ragging) Regulation, 2009]. Students found ragging will meet with strict punishment. Students can complain against ragging to Associate Dean or to their Course Coordinator on 022 – 42355696 or 022 – 42355722, who will forward these complaints to Anti Ragging Committee of the school.

Protection from Sexual harassment:

Sexual Harassment is an offence. Students found indulging in sexual harassments will meet with strict punishment. Students can complain against sexual harassment to Gender Sensitization Committee / Associate Dean or to University Administrative Authority Viz. Registrar / Pro Vice Chancellor / Vice Chancellor.

Grievance Redressal:

The students are entitled to redressal of their grievance by the Grievance Redressal Committee of the institution within 10 days of making a representation. If they are not satisfied, they are also entitled to an appeal to the Ombudsman of the University concerned for redressal within 30 days. [UGC(Grievance Redressal) Regulations, 2012]

Feedback Mechanism:

The B. Sc. Economics, NMIMS will have a formal feedback at the end of each trimester.

PLACEMENT GUIDELINES:

The Placement Office coordinates and facilitates the placement activities for the B.Sc. Economics programme under the supervision of the Placement Executive.

Placement is provided to students of Third Year who register for Placement.

Placement should not be considered as a **backup arrangement** as against any competitive exams/admissions abroad. Any student registering for placement is expected to be clear in his intention of applying for placement and further applying to the Companies that participate in the Placement process and also accept an offer made to him/her by the Company. Any misconduct would result in immediate expulsion of the said student from the Placement Process and/or any action as decided by the Competitive Authority.

Students who register for Placements will have to sign an undertaking along with their parents, quoting that they are seriously interested in Placements.

- **Dress Code for all placement events:** Boys – Formal Shirt with Tie & Blazer, Girls – Business formals with blazer and **closed** formal shoes.
- **Pre – Placement Talk (PPT) and Placement Process:** It is compulsory for every 8student to be present for the PPT of the company to which they are applying before the company arrives and keep their mobile phones, laptops & all other gadgets switched off. Students are expected to be in time for the PPT. Late comers will not be allowed to attend the PPT nor apply to that Company.
- Students are expected to maintain decorum & abide by the University rules during the Placement Process.
- Students are expected to read & come prepared with a background & fact file on the Company holding the PPT.
- NMIMS's SAM-SOE follows a '1 student 1 offer' policy. Each student is entitled to only one offer.
- Companies generally share details of the job profile beforehand. However in some cases the company may give a general idea about the opportunity. Students should be aware of the same before applying.
- Companies would be encouraged to give spot offers. Once a student is offered a job he/she would be out of the placement process and will not be eligible to take up any subsequent job offers.
- Offers made by the companies during the placement process cannot be rejected. Thus, students are expected to make informed decisions about applying to companies.
- Students placed would be withdrawn from subsequent processes.

- In rare cases, if a student gets multiple job offers simultaneously (on one day), he or she will have to choose one offer and reject others on the spot.
- Students should participate in the entire process for which they have been shortlisted. In case a student fails to attend any selection process, he must submit an application regarding the same. Only if the reason is found valid and approved by the competent authority, the student will be given further chance to appear for other processes.
- The selection process will generally be held in the campus, however in some cases the student may have to go to the company's office for the same. Students will not be able to back out on this account.
- **Absence:** Attendance for the PPT is compulsory and absence will lead to disqualification of the student from applying to that company and in case of repeated violations, from the subsequent placement process.
- It is mandatory for a student to apply for a profile, which he has opted for. Eg Finance/Marketing If a student fails to apply to 3 Companies consecutively for a profile that he has opted (not considering open profiles), it will be presumed that he/she is not interested in placement and will be barred from Placements.
- **Resumes:** Students should prepare their resumes in the prescribed University format and submit this to the Placement Office. Information on the resume should be accurate and honest viz the complete name of the program, CGPA – as it appears in the transcript, academic and corporate projects as approved by the University, contribution made as a part of various committees and cells etc. Placement Office reserves the right to regulate this activity. Any discrepancy will lead to immediate expulsion of the candidate from the Placement Process.
- Students should follow the Placement Guidelines framed by the University from time to time.
- Student applying through the Placement Committee for participation in a company selection process **MUST** complete the entire selection process. Students withdrawing from a placement process where their resumes have been dispatched to the company will be debarred from any further participation in the placement process of any other recruiter.
- Canvassing in any form will disqualify the students.
- SAM-SOE reserves its right to take any disciplinary action, if students do not honour their commitments or resort to unethical behaviour. The management has the right to communicate with the employer/s if students do not adhere to the code of conduct.

- Placement information is confidential and any breach of confidentiality will lead to strict action.
- The above guidelines are applicable to all Third Year B.Sc. Economics students. Any student found violating these guidelines would be expelled from the Placement process.
- The SAM-SOE reserves the right to withhold the final offer letter to the student, if it finds that the student had misbehaved, not kept up with course work or any other act of indiscipline.
- Relationship with companies is very important and significant to SAM-SOE. Therefore students must cooperate to maintain cordial relationship with all companies at all times.
- SVKM's NMIMS – Sarla Anil Modi School of Economics reserves the right to change, modify the guidelines in the best interest of students.

Library Rules and Regulations

Library is a very important learning resource. Please make maximum use of it and use it responsibly.

- Students are required to carry their NMIMS student card to get entry and to use the Library.
- Bags are not allowed in the Library. Students should leave their bags at the baggage counter. Please ensure that you do not leave your valuables in the bag.
- Silence is required in the study area. The use of mobile phones in the Library is prohibited.
- The consumption of food and beverages (with the exception of bottled water) is not permitted in the Library.
- Users are required to comply with copyright regulations as displayed at the photocopiers.
- 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.
- The number of books that a student can borrow and the duration of borrowing is mentioned in the guide to Library services.
- Fine of Rs.3.00 per day per book, after the due date for one week, Rs.10 per day per book after a week and Rs.25.00 per day per book after 15 days will be levied. If the student fails to return an overdue book after one month from the date of issue, the student will be suspended from the library for a month.
- Students are responsible for material borrowed on their cards and will be required to pay for any damage or loss.

Interface with Accounts Department

- All students who are working for placement, contests, co-curricular, extra-curricular and any other activities for and on behalf of the University that need funding and accounting from the University, 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.

- **Re-examination Fees:**

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

- **Re-Admission fees:**

A person who is not allowed to progress to the next year due to rules regarding failures in a course/subject or 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. Re-Admission can be taken only once in the same year.

- **Concession in fees:**

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

To avail this facility a student needs to submit an application with appropriate documents to claim the concession.

- **Hostel Deposit Refund:**

Location: 8th Floor, first right from accounts Department and then first left.

Procedure:

- Please procure signature of Hostel in-charge & Mr. Pralhad Poojary on the Original Hostel Deposit Receipt.
- **Demand Draft** - Submit signed Hostel Deposit Receipt to Accounts Department along with Refund letter (only for Demand Draft – format enclosed)
- Please allow a period of 3 weeks for issue of the Refund Demand Draft
- **RTGS** - Submit signed Hostel Deposit Receipt to Accounts Department along with Application for customer Funds Transfer under DENA-RTGS / DENA-NEFT Facility
- Details to be filled by the student include : Beneficiary Details (Name), A/c Type, A/c No., IFSC Code of the Beneficiary Bank/Branch, Name of the Bank, Branch, City, State, Tel No./Mobile No., Email Id
- Please allow a period of 3 weeks for issue of the Refund through RTGS

- **Security Deposit Refund:**

Location: 8th Floor, Accounts Department

Procedure:

- Submit Original Security Deposit Receipt to Accounts Department along with Application for customer Funds Transfer under DENA-RTGS / DENA-NEFT Facility.
- Details to be filled by the student include: Beneficiary Details (Name), A/c Type, A/c No., IFSC Code of the Beneficiary Bank/Branch, Name of the Bank, Branch, City, State, Tel No./Mobile No., Email Id
- Please allow a period of 3 weeks for issue of the Refund through RTGS

Safety Guide for Students on Floods, Fire and Earthquakes

Introduction

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

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

Floods:

Before Floods	During Floods	After Floods
<ul style="list-style-type: none"> • Identify and visit elevated areas in and around the Institute as places of refuge during a flood • Be aware of drainage channels, and other low-lying areas known to flood suddenly. Consult and involve local authorities in the institutes • Check out for the monsoon alerts for the heavy rains declared by the Municipal Corporation of Greater Mumbai • Do not travel long distances on dates indicated as 'Monsoon Alerts'. Contact the Institute if there is any pre planned activity or examination or any other important work on that day and try to adjust it on some other day • Keep locally available equipments such as ropes, battery, radio, plastic bottles and cans handy during rainy season. This can help you to plan your rescue • Prepare a food kit including emergency food 	<ul style="list-style-type: none"> • Evacuate to previously identified elevated areas • Don't try to save valuables. Your life is most precious • Disconnect electrical appliances. • Turn off utilities at the main switches of valves if instructed to do so • Don't touch electrical equipment if you are wet or standing in water • Do not walk through moving water. Six inches of moving water can make you fall • If you have to walk in water, walk where the water is not moving • Use a stick to check the firmness of the ground in front of you • Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage • Water may also be electrically charged from underground or downed power lines • Listen to the radio for advance information and advice. Don't spread rumors • Move vehicles to the highest ground nearby 	<ul style="list-style-type: none"> • Stay away from downed power lines, and report them to Security Officer • Leave the Institute / home only when authorities indicate it is safe • Stay out of any building if it is surrounded by floodwaters • Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations • Floors in the building will be slippery due to water and mud. Walk carefully on the slippery floor. • Wear appropriate footwear. Do not use slippers during rainy season • Watch out for loose flooring, holes and dislodged nails • Clean and disinfect everything that got wet • Discard any food items which may have got wet • Inform about the damaged drainage and sewage systems in and around the building to the authorities as soon as possible. These can be a major health hazard • First protect yourself and then help others.

items such as biscuits, snacks, drinking water and so on	<ul style="list-style-type: none"> • Do not enter floodwaters by foot if you can avoid it • Never wander around a flooded area • Drink clean water 	
--	---	--

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

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

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

Earthquake

Mumbai is in the 'Moderate Seismic Zone III which can experience quakes up to 6.5 on the Richter scale. Seismologists say that the major fault lines in Mumbai run along the Thane creek, Panvel creek and the Amba river, all three intersecting at Uran. A fault line also runs from Malabar Hill to Worli passing through Cumballa Hill.²

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

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

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

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

Fire

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

Before Fire	During Fire	After Fire
<ul style="list-style-type: none"> • Identify the fire hazards and where fires might start, e.g. laboratories, store room, kitchen and other such places) • Identify all the exit routes of the Institute. 	<ul style="list-style-type: none"> • Do not panic. Shout loudly for help • Do not run. • Do not waste time in collecting valuables. • Do not panic. • Inform the fire brigade about the fire and alert neighbours. 	<ul style="list-style-type: none"> • Don't re-enter or permit anyone to enter the building, unless the fire officials have given permission to enter.

<p>(There are six exit routes in UPG building)</p> <ul style="list-style-type: none"> • Check the adequacy of fire fighting apparatus and its maintenance. 	<ul style="list-style-type: none"> • If possible, use fire extinguisher. • Do not take shelter in toilet. • Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere. • Do not use the lift to escape. • Use nearest means of escape and the staircase available. • Make exit to ground level instead of the terrace. • Report about your safe escape and any other information to the University authorities, fire brigade or police present at the site. <p><i>If trapped or stranded:</i></p> <ul style="list-style-type: none"> • Stay close to the floor level. • Cover the gaps of the door by any piece of cloth available. • Do not jump out of the building. • Signal or shout for help. • Stop, drop and roll on the ground and cover with blanket; pour water on the body • <i>Dial 101 or 2620 5301</i> for fire brigade • Give the fire officer detailed address, nature of the incident and the telephone number from which you are calling. Preferably, use landline. Keep down the receiver and wait at the same spot. Control Room will call back to verify the call. • Wait for the Fire Brigade to arrive and co-operate with the firefighters. 	
--	--	--

BOS Approved - Course Structure 2013-14

First Year

Trimester I	Trimester II	Trimester III
Principles of Micro Economics	Intermediate Micro Economics	International Economics
Principles of Macro Economics	Intermediate Macro Economics	Intermediate Mathematics
(a) Introduction to Mathematical Economics - I	a) Introduction to Mathematical Economics - II	Theories of Growth and Development
(b) Introduction to Statistics - I	b) Introduction to Statistics - II	Behavioral Psychology
Introductory Sociology	Political Science	Research Methods
Effective Communication	IT Skill - II	Research Writing
IT Skill- I	Creative Writing	Ecode - III
Ecode - I	Ecode - II	

Second Year

Trimester IV	Trimester V	Trimester VI
Industrial Economics	Agricultural Economics	Public Finance and Policy
Introduction to Econometrics	Intermediate Econometrics	Financial Economics
International Economics - II	Money, Banking and Financial Institutions	Economics of Infrastructure
Law	Managerial Accounts	Analysis of Financial statements
Logic	Motivational Training	Leadership Training
Banking Modules	Banking Modules	Seminar

Third Year

Trimester VII	Trimester VIII	Trimester IX
Economics of Geopolitics and International Relations	Indian Economy - I	Indian Economy – II
Development experience of major economies of the world	Industrial Organization and Competition Policy	Pricing
Behavioral Economics	Research Paper	Optional - I
Game Theory	Optional - I	Optional - II
Marketing management	Optional - II	Research Paper
Research Paper		

Optional Electives for Trimester VIII		
Economics	Finance	Business
Optional - I	Optional - I	Optional - I
Advanced Micro Economics	Corporate Finance	Principles of Management/ Business Strategy
Optional – II	Optional - II	Optional - II
Advanced Econometrics/ Development Economics I	Capital Markets	Consumer Behaviour
Optional Electives for Trimester IX		
Economics	Finance	Business
Optional - I	Optional - I	Optional - I
Advanced Macro Economics	International Finance	Branding
Optional – II	Optional - II	Optional - II
Applied Econometrics/ Development Economics II	Risk Management	International Business
Compulsory – Non credit course		
Business Simulation	Business Simulation	Business Simulation

NMIMS (Mumbai)**List of Holidays for the year 2013**

OCCASION	DATE	DAY
Republic Day	26 – Jan – 13	Saturday
Chatrapati Shivaji Maharaj Jayanti	19 – Feb – 13	Tuesday
Holi	27 – Mar – 13	Wednesday
Good Friday	29 – Mar – 13	Friday
Gudi Padwa	11 – Apr – 13	Thursday
Maharashtra Day	1 – May – 13	Wednesday
Independence Day	15 – Aug – 13	Thursday
Raksha Bandhan	20 – Aug – 13	Tuesday
GopalKala	29 – Aug – 13	Thursday
Ganesh Chaturthi	9 – Sep – 13	Monday
Anant Chaturdashi	18 – Sep – 13	Wednesday
Gandhi Jayanti	2 – Oct – 13	Wednesday
Diwali (Narak Chaturdashi)	2 – Nov – 13	Saturday
Diwali (BaliPratipada)	4 – Nov – 13	Monday
Diwali (Bhaubeej)	5 – Nov – 13	Tuesday
Christmas	25 – Dec – 13	Wednesday

Holiday's falls on Sunday

Maha Shivratri	10 – Mar – 13	Sunday
Ambedkar Jayanti	14 – Apr – 13	Sunday
Pateti	18 – Aug – 13	Sunday
Dussehra	13 – Oct – 13	Sunday
Diwali (Lakshmi Pujan)	3 – Nov – 13	Sunday
Guru Nanak Jayanti	17 – Nov – 13	Sunday

NMIMS INFOLINE

Agency	Number
Disaster Management Cell of Municipal Corporation of Greater Mumbai	108
Police	
Police Help Line	100
Juhu Police Station	26184432/26183856
Vile Parle Police Station	26117307/26117317
Vile Parle (E) Police Station	26112813
D.N. Nagar, Andheri (W) Police Station	26303890/26304002/26303038
Andheri (E) Police Station	26831562/26842677
Santacruz Police Station	26492972/26487856
Fire Brigade	
Fire Brigade Help Line	101
Andheri Fire Stations	26205301
Bandra Fire Station	26435206
Ambulance	102/1298/1252
Hospitals	
Dr. Balabhai Nanavati Hospital	26267500/09820067482
Cooper Hospital	26205909/26207257
Travel Agency	
V-explore	42705205/42705255
Chemist	
Dilip Drug House	26182255
Empire Chemists	26718970
Hostel	
G.R.Jani Hostel Boys	26240070
Girls Hostel	26256382/83
Theatres	
PVR (Juhu)	26701285
Chandan (Juhu)	26200437
Sun City (Vile Parle East)	26169053
Fame Adlabs (Andheri Link Road)	56991212
Run Republic (Andheri Link Road)	56755675
Cine Magic (Andheri East)	26848323
G-7 Multiplex (Bandra)	26426963/26456810
Movietime Suburbia (Bandra)	56914673/74/75

Enclosure 1
SVKM's NMIMS
Sarla Anil Modi School of Economics

APPLICATION OF LEAVE (For additional 10% Exemption)

NAME: _____ **Date:** _____

Email ID: _____ **Mobile No.** _____

Programme: _____ **Trimester** _____ **Roll No. :** _____ **Div:** _____

Leave Period: From: _____ **to** _____ **No. of Days missed:** _____

Reason: -

--

I have missed more than 20 % out of 100 % sessions for the reasons as mentioned above and request you to consider this application for my attendance purposes on a special case basis (As per SRB 2013-14). I understand that 20 % absence out of 100% 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)

Subjects (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:

Approved by: Associate Dean

SVKM's NMIMS

Application for Redressal of Grievance Regarding evaluation of answer-books
(Note: Use separate form for each subject)

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

For Office use

Approved by (Exam. Dept.)	
Accounts entry	
Fees to be paid	Rs.

Sir,

I wish to apply for the re-valuation/assessment of the answer-book(s) with grievance mentioned below.

Roll No. _____ Programme _____ Trimester _____

School

Name _____

Exam held in the month of _____ Year _____

Name of the Course/Subject: _____

Date of Examination: _____

Signature of the Candidate

Name : Shri/Smt./Kum. _____

Address for

Correspondence: _____

PIN : _____ Mob. _____ Email address: _____

The application for Redressal of Grievance received for re-evaluation at the _____

Date of Examination : _____

Nature of Grievance : _____

(In Brief) _____

(Attach sheets if required)

For Office Use Only

The above mentioned answer-book bearing Roll No. _____ has been scrutinized by me, I have evaluated the marks allotted to the answer/s in the light of the reasons of grievance and the points of challenge to valuation put down by the student.

Question Nos.	1	2	3	4	5	6	7	8	9	10
Previous Marks										
Revised Marks										
Total										
GRAND TOTAL										

Faculty's Remark

(Signature of Faculty/s)

(Signature of COE)

(Signature of Dean)

Date:

Date:

Date:

SUMMARY

Name of the Question Paper setter: _____

Name of the Moderator : _____

Name of the Assessor : _____

Address : _____

Contact No. : (Off.) _____ Extn. _____ (Res.) _____

: Mob. _____

APPLICATION FOR MIGRATION CERTIFICATE

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

3. Permanent address: _____

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

Examinations	Year of passing	Roll no	Results

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

DECLARATION BY THE STUDENT

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

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

Date : _____

(Signature of the student)

Mumbai 4000056

Application for Duplicate Fee Receipt

Sir,

I have lost my original Fee Receipt. Kindly issue me a Duplicate of the same. I give below the particulars required by you.

Fee Receipt: Year:..... Hostel Fee Receipt: Year:

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

Course: Academic Year:.....

Student/G.R. No. 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 SINGNATURE)

Student Undertaking with respect to the Student Guidelines
(Submit this form to your Course Coordinator latest by 31 July 2013)

I, _____ have read the Student Guidelines of SVKM'S NMIMS, B.Sc. Economics enclosed carefully and have understood its contents and their ramifications. I will always uphold the values and honour of Sarla Anil Modi School of Economics, NMIMS. I promise to fulfill 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 programme. I agree that NMIMS has the right to make any changes as it may deem fit in terms of the programme content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, etc. I also agree that in case of any dispute or differences about the programme, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.

Signature: _____

Name:

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

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

Roll Number: _____ EmailID: _____

Address for Correspondence: _____

Contact Phone Numbers:

Office: _____ Residence: _____ Mobile: _____

For Office Use:

Date of Receipt:

Signature of Course Coordinator: