

STUDENT RESOURCE BOOK **(w.e.f. June, 2014 onwards)**

Part – I

Message from Vice Chancellor

Dear Students,

A warm welcome to all of you at NMIMS. We are glad to have you amidst us.

You are among lucky few who have been selected at NMIMS. It is important that you should make the best use of this opportunity provided to you.

In 1981, by the order of the University of Mumbai, Narsee Monjee Institute of Management Studies was established to meet the growing demand for young managers. Since then NMIMS has grown into a flourishing University, offering courses / programs across various disciplines, such as Management, Technology, Science, Pharmacy, Architecture and Commerce. Today, NMIMS is one of the fastest growing and the top, private University in the country. It has undergone a tremendous transformation since its commencement. Today, it stands as a large imposing University with 9 specialized schools plus three off-Campus operations.

It is also important for you to understand key value system of NMIMS. We believe in the value of integrity and ethical behavior, maintaining of high moral standards both in public and personal life, transparency and social connect. We also believe in respecting diversity of thought. Among all these beliefs, I want you to know that there is no compromise on integrity and ethical behavior. We believe in zero tolerance and hence you should ensure that you always maintain high standards of integrity and ethical conduct. It is better to suffer in the short run then to live a life of ignominy. I am sure you will not give us an opportunity to doubt you and your efforts.

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

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

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

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

We would also like to have your support to maintain the dignity of the University and uphold the values to honor the systems established at NMIMS. 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.

I am sure the time you will spend here will add significant value to you both in personal and professional life. You will enjoy your stay here and share highs- and-lows with all of us.

Dr. Rajan Saxena

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Student Guidelines

(With effect from June 2014)

1.0 About these guidelines:

- 1.1 These guidelines provide boundaries to the daily functioning of the NMIMS and enable effective delivery of infrastructure and academic services to the students.
- 1.2 This compilation of guidelines comes into effect from June 2014 onwards and supersedes all other guidelines in respect of matters therein.
- 1.3 These guidelines are applicable for all **On** campus schools under NMIMS deemed –to-be University.
- 1.4 This document of the NMIMS is the last word on interpretation of any student guideline, rule or regulation. While efforts are made to ensure uniformity between these guidelines and the Rules & Regulations of NMIMS, in the event of any dispute, the Students Resource Book will prevail.
- 1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
- 1.6 NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.
- 1.7 All disputes are subject to Mumbai jurisdiction only.

2.0 General guidelines:

Code of Conduct

- 2.1 Cleanliness of the premises must be maintained by everyone in the NMIMS at all points of time.
- 2.2 Ours is a **non-smoking** campus. Possession and Consumption of alcoholic beverages / toxic materials and your presence on the campus under the influence of alcohol/ toxic material is a serious offence. Defaulters will be punished depending on the Act. The maximum punishment can be rustication from school.
- 2.3 There is acute shortage of parking space and the students are requested to park their vehicles outside the premises.
- 2.4 Any problem with regard to administrative facility, faculty, 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.
- 2.5 In case of Lecture Cancellation, the course coordinator will inform said changes to class representative/ respective students through the Black Board / email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty.
- 2.6 Use of cell phones in classrooms is **not** permitted. Any student found using the cell phone in the classrooms will be penalized as per the regulations in force from time to time.
- 2.7 Most classrooms are fitted with an LCD projector for the utility of the faculty and the student. In case a student requires an LCD for his/her presentations, he/she must make a prior booking through course coordinator. LCD's are allotted on first come first serve basis.
- 2.8 Mode of Communication to students is via Black Board / email /Notice Board. Students are advised to check the Black Board / email /Notice Board at least once a day, and not rely on rumour or hearsay about any matter.
- 2.9 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.
- 2.10 Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas in order to ensure the safety and welfare of everyone in our NMIMS. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.
- 2.11 Any person resorting to physical fights will amount to ragging and appropriate action will be taken accordingly.
- 2.12 If any student during the tenure of his studentship has police case on his/ her name is liable for appropriate action against him/ her.
- 2.13 **Dress Code:**

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

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

2.14 **Punctuality**

- 2.14.1 Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority not to allow latecomers from entering the classroom.
 - 2.14.2 Students are required to be present for all events of school/ NMIMS University, including the Convocation, Sports Day, Republic Day, Independence Day, guest lectures, compulsory workshops, CEO Series, and other events as intimated on the Black Board/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 Black Board/notice board/ email from time to time and / or remark on the transcript or any other decision by the management.
 - 2.14.3 Students are required to be in city on all days of the trimester/semester. If they are leaving the city for personal or institutional work, they are required to obtain prior permission from the HOD's/Directors/Deans. This applies even to those students who are representing the NMIMS for social, cultural, and co-curricular events.
 - 2.14.4 Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the school or the faculty concerned. Do not approach faculty members and others to change or extend deadlines.
- 2.15 NMIMS shall not tolerate any act of indiscipline, misbehaviour, indulgence into unethical practices including possession of use of drugs, alcoholic drinks, harassment if any, violence, non-obedience, non-compliance etc by any student. 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. The NMIMS will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

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

3.1 **General Guidelines**

- 3.1.1 A student is required to monitor his /her own attendance. The attendance reports will be shared on monthly basis and discrepancy (if any) to be informed by the student to the concerned course coordinator within 3 working days from the date when report has been shared. No changes will be permitted once attendance reports are finalized.
- 3.1.2 For ALL absence, prior intimation through prescribed leave application form is to be given to the Course Coordinator. In emergent situations, intimation must be given to Course Coordinator on phone/ fax/ email within 24 hours of the absence. Any leave without written intimation will be treated as unauthorised leave and will be reflected in the records as such.
- 3.1.3 Students must refrain from approaching the visiting and full time faculty members for attendance related issues and exemptions. They must submit an application to the coordinator concerned for necessary approvals.

3.2 **Attendance rules for all schools (except SBM)**

- 3.2.1 100% attendance in classes for each subject is desirable. However for medical reasons/ personal reasons/ contest/ placement/ institutional work/ other activities etc. absence up to 20% may be allowed.
- 3.2.2 Students, who are having attendance, in a trimester/Semester, in each subject, equal to or more than 80% are eligible to appear at the respective Trimester/Semester term end examinations.
- 3.2.3 Exceptional cases for students having attendance between 70% and 79.9% in any subject(s), will be dealt with on case to case basis by Dean/Directors of the respective schools. Such students will be eligible to appear for the end term examination subject to approval of exemption granted from the Dean of respective School / Director of the respective campus.
- 3.2.4 Students who are having less than 80% attendance in individual subject/s in a Trimester/Semester and if the Dean of the respective School / Director of campus has not given exemption, such students have to take re-admission in the same Trimester/Semester in the same class of subsequent academic year by paying requisite fees on prorata basis as per the prevailing rules of NMIMS and complete all the requirements of the program.

100 % attendance in each subject is desirable

Attendance % (In each Subject/s)	Remarks
80% and above	Eligible to appear for Trimester/Semester End Examinations
70% to 79.9% (10% Exemption)	Eligible to appear for Trimester/Semester End Examinations subject to approval of exemption granted from the Dean of respective School / Director of the respective campus.
Below 80% (Not eligible for exemption)	Have to take re-admission in the same Semester, same class in the subsequent academic year

4.0 Academic Guidelines

4.1 Credit Structure

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

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

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

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

- 4.1.3 Class-participation/ Individual presentation in class
- 4.1.4 Quizzes/ Class test/ Surprise test/ Assignments (announced/unannounced)
- 4.1.5 Individual assignment/ Group assignments/ presentations/ Decision sheets
- 4.1.6 Term papers/Decision sheets/ project reports
- 4.1.7 Research Paper Presentations /Viva
- 4.1.8 Tutorials
- 4.1.9 Sessional / Mid-term examination
- 4.1.10 End-term examination
- 4.1.11 Any other school specific component

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

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

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

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

4.2.4 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.

4.2.5 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.

For more details on Academic guidelines, kindly refer Part II for school specific inputs

5.0 Examination Guidelines:

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

a. Discipline in the Examination Hall

- i. Students must know their Roll Number and Student (SAP) No. before entering the examination hall.
- ii. 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.
- iii. Students, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination.
- iv. 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.
- v. A student, who fails to attend an examination at the time and place published in the timetable, will be deemed to have failed in that course. Opportunity for re-examination will be given according to the rules and regulations.
- vi. 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.
- vii. 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.
- viii. Every student present must sign against his / her Student number on the attendance sheet provided by the Room Supervisor.
- ix. 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.
- x. On the front page of the answer book the students should write only the name of the program, specialization if any, trimester/semester and course for which examination is being held, number of supplementary sheets attached to the main answer book. Any extra writing on the front page will be treated as act of unfair means and will be processed as per rules.
- xi. **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 supervisor without disturbing others in the examination hall.
- xii. Students are forbidden to (i) bring any book, notes, scribbling papers, paggers, mobile phones, laptop or any other similar devices/things. 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.
- xiii. Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book is strictly prohibited and will result in serious action being taken by the University.
- xiv. **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 reveal his / her identity in any form in the answers written by him / her. 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.**
- xv. 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.
- xvi. Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets to them. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor.
- xvii. Students should not write anything on the question-paper.
- xviii. Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited.
- xix. 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.

- xx. 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.
- xxi. A student who disobeys any instructions issued by the Senior / Room Supervisor or who is guilty of rude or disobedient behavior is liable for disciplinary action to be taken against him / her by the University.
- xxii. **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.**

b. Grace Marks Rule

- i. For all undergraduate programmes and other integrated programmes (12+), the following 'scheme of grace marks' is applicable;
 - 1. "A candidate failing in one or more subjects will be given grace marks upto 2 per cent of the marks on the aggregate of the subjects in which he/ she has appeared to enable him/ her to pass the examination, subject to maximum of 10 marks. Exception may be made to the above and not more than 10 marks per subject would be awarded, if following conditions are fulfilled:
 - a) Candidate should have appeared in all the subjects taken together for the respective trimester / semester.
 - b) Candidate should have an aggregate percentage of marks at the examination exceeding the minimum percentage required for passing by at least 10 per cent marks.
 - c) Candidate should not have failed in more than one head/ subject by not more than 10 marks.
 - 2. The above rule will also be made applicable to re-examinations.
 - 3. No grace marks would be granted to the candidate/s of post graduate programmes and course work examination leading to doctoral Programmes.

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

- i. A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations.
- ii. 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.
- iii. 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
- iv. As regards the student from other campuses, the Government Authorized Agencies from those cities would be accepted.
- v. 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.
- vi. The scribe should be one grade junior in academic qualification than the student if from the same stream.
- vii. 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.
- viii. The Examination in Charge of the center will have powers to resolve issues if any in this regard. S/he will be authorized to make/ accept any last minute changes of scribe under exigencies.
- ix. The said student will sit in a separate room under supervision.

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

- i. At the time of all written examinations, all L.D. students would be given permission to use a writer, if required by such a student in writing along with all the necessary document. Also such students would get 25% additional time for writing the examination.
- ii. These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams
- iii. Concession will be given for spelling mistakes or mathematical numbers.
- iv. L. D. students who have failed to pass will be eligible for 20 grace marks to pass the examination. These marks will be given for one subject or more subjects.
- v. In case of L.D students the medical certificate of only Government Authorized Agencies would be accepted. For Mumbai campus medical certificate from Sion Hospital / Nair Hospital would be only accepted.

e. **Rules and Penalties for Adoption of Unfair means by Candidates**

- i. 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 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. 13 in addition to the one prescribed thereat.
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 of 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 of 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 that particular subject in which the identity has been revealed by the student concerned
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 Term *"Annulment of Performance in full" includes performance of the student for full Trimester /Semester/term end examination, but does not include performance at term work, project work with its term work, oral or practical & dissertation examinations unless malpractice used thereat.)

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

f. Examination Grievance Redressal Mechanism

(Providing Photo copies to the candidates and Revaluation)

- i. The Grievance Redressal Mechanism will apply only to the theory papers of the 'Semester / Trimester-end Examinations' of the University.
- ii. The above mechanism will not apply to practical/ oral examinations/viva/ projects/online examinations/ assignments/ dissertation/ presentation/ field work/ internal continuous assessments, for examinations in distant mode etc.
- iii. The prescribed application form for redressal of grievance regarding valuation can be obtained from the School Examination Office/ University Website.
- iv. All the students will be informed the course-wise marks obtained by them in the 'Internal Continuous Assessment' and 'Semester /Trimester-end Examination' by the Examination Office, **on the date of declaration of result, of the examinations of the respective class/es.**
- v. In case a student is not satisfied with the marks awarded to him/her in the theory paper in any course of the 'Semester / Trimester-end Examination', s/he may approach the 'School Examination Office', along with a signed application in prescribed format either for obtaining the **photocopies of the answer-book/s**, for each course separately, **within three working days** or for **verification of marks within seven working days** from the date of result declaration. In no case, a student is permitted to apply for both verification of marks and for photocopy of the answer-book.
- vi. For verification of marks, student has to submit his application as mentioned above along with Rs. 500/- per answer-book. The photocopy will be supplied to the student on payment of Rs.500/- per answer-book. **No application, received after three working days from the date of result declaration, shall be entertained for any reason whatsoever.**
- vii. **Within a period of three working days** after receipt of the application for photo copy of answer-book/s, Examination Office will arrange to provide only to the student concerned in person, a photo copy of the answer-book of the related course for which application has been made. The student concerned will have to appear in person and prove his/ her identity at the time of obtaining the photo copies from 'Examination Office' by showing his/ her Identity card. **Under no circumstances, photo copy will be handed over to any other person, even if duly authorized by the student.** The Photo-copy would be authenticated by the 'Examination Office' by way of a rubber stamp and initials of competent authority. Also, photo copy shall not be sent by post or by courier.
- viii. The University will provide photo copies of the answer-books only for redressal mechanism and not for any other purpose. The student should not part with these photo copies received by him. He should ensure that such copies are not transferred to any other person for any reason whatsoever.
- ix. Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the University. The decision of the Board of Examinations shall be final in this regard. The penalty for such an unfair act could be ranging from (i) cancellation of his/ her appeal before the redressal committee or revoking unconditionally even if the appeal would be 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.

- x. In case, after going through the copy of answer-book, if the student is still not satisfied with the marks awarded to him/ her by the original examiner, he/ she shall apply for re-evaluation of the answer book to the Examination Office of the University **within two working days** from the date of receipt of photo copy from the Examination Office. Incomplete application forms in any respect shall be rejected unconditionally.
- xi. The applicant student will have to submit his/ her complete application for re-evaluation within a period of two working days from the date of receipt of photo copies from Examination Office along-with a fee of Rs. 1,000/- per subject / course to the Examination Office. Incomplete application will be rejected forthwith and fees paid will not be refunded in any case.
- xii. **Application for Redressal of Grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever.**
- xiii. The application received from the student for reevaluation shall be placed before an external examiner for re-evaluation.
- xiv. The marks awarded by such external examiner/s in reevaluation shall be final and binding on the student applicant and the original examiner.
- xv. The change of marks/grades, if any, shall be communicated to the student applicant and a revised 'Grade Sheet' shall be issued to him/ her only on surrendering the original grade sheet to the Examination Office.
- xvi. 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.
- xvii. In any case, the photo copies of re-evaluated answer-books shall not be provided to the student/s.

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

6.0 Library Rules and Regulations:

- a. **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.**
- b. 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.
- c. Students are required to carry their NMIMS student card and staff to carry their NMIMS staff identity card to get entry and to use the Library, and must produce this when required doing so by an authorized person. This card must be used only by the member to whom it is issued.
- d. 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.
- e. Silence is required in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off, or set to silent ring mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to fine and /or suspension of student for 3 weeks.
- f. 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.
- g. Photography, filming, video-taping and audio-taping in the Library is not allowed.
- h. Mans operated personal equipment should not be used without the prior permission of the Librarian.
- i. Users are required to comply with copyright regulations as displayed by the photocopiers.
- j. Data retrieved from the Library's electronic resources *may not be used* for purposes other than teaching, research, personal educational development, administration and management of NMIMS, and development work associated with any of the aforementioned. *Use of the data is not permitted* for consultancy or services leading to commercial exploitation of the data, or for work of significant benefit to the employer of students on industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.
- k. 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.
- l. Borrowing entitlement: Two books for ten days. One time renewal is possible if the book is not in demand.

- m. 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.
- n. 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.
- o. Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.
- p. The award of a NMIMS qualification will be deferred until all books have been returned and outstanding fines/charges paid.
- q. For list of electronic resources / Databases refer annexure.

7.0 Placement Guidelines:

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

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

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

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

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

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

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

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

The Placement process typically involves –

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

7.1 Batch Preparation:

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

7.1.2 Interactive sessions with alumni/industry experts in various profiles that help students to gain clarity on role/fit, understanding expectations of the company, future prospects - career evolution, right approach for cracking interviews, listen to first-hand experience & get a feel of life in a particular profile etc.

- 7.1.3 Interaction with seniors who have undergone internships in companies.
- 7.1.4 Assigning seniors or alumni as mentors to guide students.
- 7.1.5 Mock interviews with alumni/corporates to get a direct feedback from people in relevant industries.
- 7.1.6 Guest talks and workshops on various topics from corporates.
- 7.1.7 Resume building as per guidelines
- 7.1.8 Soft skills training etc.
- 7.1.9 Prior to the commencement of the selection process it is expected that students should be having a fair idea about their interest, sector, and specialisation or at least have some long term vision of where they want to be and should direct their efforts accordingly. A bit of clarity will help students land a good internship/job.
- 7.1.10 Hence students should do a thorough research about the company, the business, the sector, other players in the sector, the financials, etc. and be prepared with a background and fact file prior to the process. Also some additional information –the number of interns/recruits in the past, whether the company has a PPO policy, the roles offered etc. would be of help.
- 7.1.11 Seniors who have interned with the company, their experience, what did they learn to understand, whether it fits what they want. If the company is new, seniors who have done their internship in the same sector should be contacted.
- 7.1.12 The Placement Office also involves companies in a number of Campus Engagement activities – contests, projects, workshops, seminars, and guest talks etc. that would benefit a larger number of students and also help in promoting the excellent quality of the batch.
- 7.1.13 Based on the guidelines, students will have to prepare their resume that would encapsulate info about academics, work experience, internship, co-curricular activities, extracurricular activities, projects, awards, achievements, hobbies etc.

7.2 Pre Placement Talk – PPT

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

7.3 Internships/Projects

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

School	Programs	Remarks
Economics	B.Sc (Eco)	Internships after the I & II year during summer vacation

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

involve faculty guide monitoring the performance; periodic report submissions, evaluations and Viva Voce.

7.4 Final Placements

- 7.4.1** Leading companies across sectors aspire to recruit students of NMIMS. Each company has its own set of characteristics or qualities that they look for in a candidate. Hence, the company devises the eligibility criteria and selection process accordingly.
- 7.4.2** The process of selection starts with inviting applications based on the eligibility, profile, project, stipend/compensation details shared by the company. The applications of applicants are then sent to companies. Students are required to check their emails/blackboard regularly for information updates.
- 7.4.3** Every effort will be made to facilitate the placement process. However it is the effort of the student that gets him/her selected for the job. Not getting selected for internships or during final placements in the first few companies should not lead to panic. Students are advised not to switch profiles in anxiety or haste.
- 7.4.4** Companies could have one or multiple rounds for selection – case analysis, group discussion, group exercises, interviews etc. Reasons like location, family issues etc. should not be constraints to students. They are expected to be mobile and have the capability to adjust and adapt and respond to emergent situations successfully.
- 7.4.5** Students who wish to drop out of the placement process are expected to formally notify the Placement Office vide the ‘Opted Out Form’ mentioning the reason, which could be higher studies, entrepreneurship, family business or seeking placements on their own, giving the names of such companies and details. The reason being, to iron out any hitches that may crop up later as the Placement Office approaches many companies and would like to continue the cordial relationship with them.
- 7.4.6** Each of the Schools will be sharing with the batch, guidelines related to PPT, Internships, PPO’s/PPI’s, Final Placements, Resume etc. and it is expected that students follow the same. The School reserves the right to change, modify the guidelines in the best interest of the batch. Students are free to approach the Placement Office for any queries or guidance.

8.0 Guidelines for the Use of Computing Facilities:

- 8.1 NMIMS invests significant resources in the provision of computing resources for students. In order to ensure maximum access, computing resources must be used in a responsible way. The students are responsible for ensuring that these resources are used in an appropriate manner. The list of websites which are blocked for use at NMIMS and at Hostels is given in the annexure.
- 8.2 You are strongly advised to read these regulations carefully. Failure to comply with the regulations will result in the withdrawal of your right to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of the document will be available with the Computer Centre.
- 8.3 The internet access to students will be as per the NMIMS policy. Any change request has to be routed through the Registrar.
- 8.4 Food and/or beverages (except drinking water), smoking will not be permitted in the Computer Centre.

8.5 Provision of Computing Resources:

- 8.5.1 The students of NMIMS are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aims, or that otherwise, acts against the interests of the NMIMS is prohibited. In the event of non-approved usage of the computing facilities, NMIMS reserves the right to withdraw access to computing facilities at any time.
- 8.5.2 Use of NMIMS computing facilities for students' commercial gain is prohibited. Computer Centre facility will be provided on priority to the students of the concerned programmes where using Laptop is not compulsory.
- 8.5.3 Faculty and students will be provided storage space on the server to save their presentations and other documents required for their classroom sessions.**
- 8.5.4 Students are not allowed to connect personal pen drives/ Laptops to the systems installed in the classrooms.
- 8.5.5 All students will be given NMIMS email id** and internet authentication usage id. They are required to access the internet in computer centre or on their own laptop through this id and password only. The action will be taken against if Any misuse of internet.
- 8.5.6 Law: Your use of the computing facilities is governed by various applicable laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the NMIMS.
- 8.5.7 It is student's responsibility to ensure that student's activities do not contravene these or any other laws.
- 8.5.8 Authority of Information Systems Staff: Students must comply with all requests or instructions issued by any Information Systems staff with respect to the use of NMIMS computing facilities.

8.5.9 Improper behaviour towards its staff will result in formal disciplinary action.

8.5.10 Levels of Service: NMIMS endeavours continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, the students should lodge a written complaint in the Complaints Register available in the Computer Lab. No action will be taken on any verbal complaint.

8.5.11 The Information Systems Group will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through the notice boards/ email placed in the Computer Lab as well as the Student Notice Boards/ emails. It is your duty to regularly scan the notice boards/ email and plan your use of the facilities accordingly.

8.5.12 The failure of any element of the computing service will not be accepted as a valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.

8.5.13 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn pending the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.

8.6 These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of Computing Facilities at NMIMS.

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

output belonging to others.

- 8.6.23 Do not load games software onto, or play games software on, the IT facilities unless required for academic purposes.
- 8.6.24 Do not admit any other person to 24-hour computer facilities or other NMIMS premises when those facilities or premises are locked and do not yourself enter unless authorised to do so.
- 8.6.25 Do not smoke, eat or drink, and do ensure that consumable products including food and drink are stowed away at all times, in any computer room or near any public access IT facilities.
- 8.6.26 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
- 8.6.27 You must immediately vacate any IT room when asked to do so by any person who has legitimately booked that room and must not leave processes running or files printing or otherwise interfere with the work of that person. Failure to cooperate gives that person the right to switch off the workstation that you are using.
- 8.6.28 Important: In the event that the guidelines are not followed and there is a consequent damage to any computing facility, NMIMS reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.

9.0 Feedback Mechanism:

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

10.0 Mentoring Programme / 'Psychologist and a Counsellor':

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

10.2 Personal Counselling is highly recommended and is very important at every step in life even at the corporate level. There are situations which do come in our lives when we cannot cope with them, which do not allow us to lead a normal life by getting more negative thoughts, feeling lonely, sleepless nights which could again lead to further anxiety in us; which in turn affects our decision making, logical thinking, studies and work. A counsellor is a non-judgemental friend who understands, ensures privacy and confidentiality of the client and helps you by giving choices so that you make the right decision. NMIMS has a full time 'Psychologist and a counsellor' available in Mumbai campus for all the students.

11.0 Dispensary/ Medical Services:

Shri Vile Parle Kelavani Mandal runs a dispensary which operates from 9:00 am to 6:00 pm. It is manned by two fully qualified Medical Officers in two shifts. Services of dispensary are available for attending to all emergency first aid and for OPD. This facility is available to all students and staff members of SVKM Institutions

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

12.1 Admission Cancellation procedure :

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

1. Till the date of commencement of the Program.	Rs.1000/- will be deducted as administrative charges
2. After the commencement of Program but before the close of the admission	Rs.1000 + Proportionate fees i.e. one tenth of the fees for every completed month or part thereof.
3. Cancellation after the official closure of admission.	Cancellation made after the official closing of admission fees will NOT be refunded.

12.2 Payment of fees for subsequent years :

The promoted students for the subsequent years are required to pay the fees as per the notice issued by admission department. Late fee will be levied if the fee is not paid within the due date.

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

12.3 Re-admission rules:

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

Student can take re-admission in the said academic year 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 which is 5 years for BSc Economics.

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Name of the Programme	Duration of the Programme (in years)	Maximum duration permissible for completion the programme (in years)
B. Sc. (Eco.)	3	5

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

12.4 Academic break :

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

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

The academic break can be granted to any student by respective Dean of the School and the maximum period for an academic break is one year only. This will be based on the validity of the reason for the academic break.

12.4.1 Eligibility:

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

- (i) Serious personal medical reasons involving hospitalization, if required and supported by documents.
- (ii) Serious 'family' related issues.
- (iii) Financial constraints.

Financial crisis/Maternity/ shift of duties.

- (iv) The Dean of the School will approve the academic break and forward the application of the student to the admission department for necessary process.

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

12.5 Payment of fees:

Fees for the academic break:

12.5.1 If the student has informed the Dean regarding academic break before the commencement of the relevant year and not paid the total fee for that year, then if his academic break is granted, he can pay the total fee (100%) prevalent at that time when he seeks re-admission.

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

12.5.3 If the student has paid the total fee for the entire year and then sought the academic break after commencement of that academic year in the middle of semester / trimester again, then he has to pay 25% of the total fee prevalent at that time, towards re-admission in subsequent year.

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

12.6 Submission of certificates / marksheets:

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

12.7 Admission Deferment:

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

12.7.1 Eligibility :

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

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

12.7.2 Who can apply :

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

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

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

12.7.3 Process:

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

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

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

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

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

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

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

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

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

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

13.0 Dean's list / Meritorious students:

13.1 Meritorious students list

13.1.1 10 % of the batch on the basis of highest CGPA during the entire period of programme will be under meritorious students list and will get a certificate at the time of Convocation.

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

13.1.3 Students obtaining F grades/ATKT/ appearing in the re- exams/ appearing in unfair means or any misconduct will be ineligible to be listed in the meritorious students list.

14.0 Black Board (Learning Management System):

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

14.1 System Requirement: Latest browser with Java installed on your PC.

Check browser compatibility:

<http://www.edugarage.com/pages/viewpage.action?pageId=38830689>

Test/install Java: <http://java.com/en/download/help/testvm.xml>

14.2 URL: Access Blackboard through <http://blackboard.svkm.ac.in>

14.3 Login Policy: Default User ID and Password is Student's SAP number.

14.4 Change Password: Students are advised to change password after first login for safe surfing.

14.5 Email Update: Users need to change/update their email id for getting regular notification

14.6 Course links: Your login will contain only current trimester course list.

14.7 Faculty Announcements: Announcement related to course and other activities will be published in Announcement section.

14.8 Online Library: Online Library database is available through Blackboard; it will be a single gateway for all data access.

14.9 Assignment / Assessment: Assignments can be uploaded in Blackboard which will be graded by faculty and online score will be stored. Assessment will be conducted via Test (selective), survey, etc online.

14.10 Academic Resources: All Academic Information & News will be published on blackboard.

14.11 Examination Report: All Examination Grade & Report can be published on Blackboard

14.12 Faculty Feedback: Faculty Feedback will be accepted online through Blackboard trimester-wise.

14.13 Course Content: Soft copy of reading material and teaching plan are uploaded by faculties for review and references.

14.14 Safe Assign: Online Plagiarism check will be performed via this section.

14.15 Course Co-ordinator Announcement: Single link to display, notice related to program like course calendar, SRB, schedule, etc.

14.16 Groups: Students can create group for online -Blogs, File Exchange, Collaboration, Discussion Board scope for their courses.

14.16 Student Discussion Board / Chat: This tool will act as a bridge between students & faculties to interact among themselves regarding the courses.

14.17 Blackboard Mobile: Users can access Blackboard through their smart phones. Download Blackboard Learn app and search for institute by typing 45L1UY.

14.18 Help – Assistance: Online assistance is available on front page of portal.

15.0 Rules for participating in National/International Level Contests:

15.1 All contests have to be routed through Faculty In charge of Student Activity/HOD.

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

15.3 All student contests are classified as follows.

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

15.3.2 GRADE B: National level contests of high repute.

15.3.3 GRADE C: Local and national level contests

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

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

15.6 Reimbursements (Applicable only for National Contest)

15.6.1 Students going for GRADE A will be provided with 100% reimbursements for travel (2ND class, 3 tier, Non A/C) to and fro from the contest destination.

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

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

- 15.6.4 All reimbursements will be made only after the student has returned from the contest. All bills, tickets of the travel and copy of certificates will have to be retained and submitted.
- 15.6.5 All students claiming the reimbursement will have to submit all details to the staff co-ordinator for processing through the accounts department.
- 15.7 Contest Winners
 - 15.7.1 Any student who has won any contest is required to provide full details of the contest and award won to the faculty within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals.
- 15.8 **For additional information as specific to school, kindly refer Part II.**

16.0 Guidelines for Awards and Scholarships

- 16.1 Each year there are several student awards and scholarships announced for different school/programs of NMIMS (if applicable). For details specific to school, kindly refer Part II.
- 16.2 Students are advised to apply for awards and participate in the process enthusiastically.
- 16.3 Students are also advised to keep a good performance track record if they wish to apply for these awards. Students obtaining an F in any subject or with a record of misconduct or a record of low attendance will be automatically disqualified from the awards process.

17.0 Guidelines for Convocation

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

18.0 Roles and Responsibility of Class Representative and Student Council

18.1 Class Representative

- 18.1.1 The Class Representative serves as a link between his/her division, the faculty & administration. The CRs for each division are selected by class vote for students who wish to nominate themselves for the post. The major roles & responsibilities include:
 - 18.1.1 Serving as sole point of contact between faculty & students
 - 18.1.2 Co-ordinating the scheduling of lectures, assignments & formation of groups
 - 18.1.3 Resolving student grievances
 - 18.1.4 Relationship building & co-ordinating with CRs from other divisions
 - 18.1.5 CR's cannot cancel / Reschedule lectures directly with Faculty
 - 18.1.6 Any additional responsibility assigned by school heads.

18.2 Student Council

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

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

19.0 Interface with Accounts:

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

19.2 Re-examination Fees:

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

19.3 Re-Admission fees:

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

19.4 Re-Registration Fees:

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

19.5 Concession in fees:

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

19.6 Hostel Deposit Refund:

Location: NMIMS Accounts Department

Procedure:

19.6.1 Please procure signature of Hostel in-charge

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

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

19.7 Library Deposit and Security Deposit Refund:

Location: Course Coordinator

Procedure:

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

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

19.8 Duplicate Receipt:

Location: NMIMS Accounts Department

Procedure:

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

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

20.0 International Student Exchange Program Policy

20.1 Introduction

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

20.2 PREAMBLE

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

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

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

20.3 Eligibility

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

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

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

20.4 Selection Criteria and Conditions

As defined by respective Deans/Directors of Schools

20.5 Cost and Expenses

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

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

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

20.6 Application procedure for students and Expectations from students

- 20.6.1 Students have to apply in specified application form (See Annexure "Application Form for NMIMS Students for Applying for Student Exchange Program" in SRB) to their respective Schools. Those selected after required assessment at their School's end have to fill another detailed form (See Annexure "Application Form – NMIMS Exchange Students")
- 20.6.2 The list of courses that a student intends to take up in the partner institute should be clearly mentioned. For those who wish to apply in more than one institute, the lists of the courses in each of these institutes should be mentioned.
- 20.6.3 Upon joining the partner institute the courses the students intends to take up should be finalized and communicated to the NMIMS School authorities (Refer Annexure of SRB)
- 20.6.4 Students need to ensure that they do not get any F grade in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.
- 20.6.5 Other criteria as defined by Deans/Directors of the Schools.

20.7 Code of Conduct

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

20.8 Enclosures:

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

Note:

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

21.0 Safety Guide for Students on Floods, Fire and Earthquakes

Introduction

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

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

21.1Floods:

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

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

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

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

21.2 Earthquake

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

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

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

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

21.3 Fire

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

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

22.0 Ragging / Sexual harassment / Student Grievance Redressal – Ombudsman

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

22.2 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.

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

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

22.5 Following are the details of Women Grievance Redressal Cell & Anti Ragging Committee:

Women Grievance Redressal Cell:

1. **Dr. Meena Chintamaneni, Associate Dean, SPPSPTM - Chairperson**
2. **Dr. Ketan Shah, Associate Professor and HOD, MPSTME – Member**
3. **MS. Karuna Bhaya, Finance Officer – Member**
4. **Shri Nilesh Mohile, CAO, SVKM – Member**
5. **Dr. Sharon Pandey, Associate Professor, SBM – Member**
6. **MS. Varuna Saksena, I/C Registrar – Member Secretary**
7. **One NGO representative**

Anti Ragging Committees:

University				
	Name	Designation	E-mail ID	Contact no.
1.	Ms. Varuna Saksena	Chairperson	Varuna.Saksena@nmims.edu	022 42355555
2.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
3.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
4.	Mr. Sunil Monteiro	Member	Sunil.Monteiro@nmims.edu	022 42355555
5.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
6.	Shri Rajendra K. Shah	Member	shahrk60@yahoo.com	022 42199999
Sarala Anil Modi School of Economics				
1.	Prof. Amita Vaidya	Chairperson	amita.vaidya@nmims.edu	9920326482
2.	Mr. Rohit Muraleedharan	Member	rohit.muraleedharan@nmims.edu	9930455898

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

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

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

List of E resources (In library)

E-Journals Databases
1. ProQuest Central
2. EBCSO
3. JSTOR
4. Science Direct
5. IEL Online IEEE
COMPANY DATABASES
6. CMIE-Prowess 4
7. Capital Market
8. ISI Emerging Markets
9. CEIC Database
LAW DATABASES
10. Manupatra
MARKETING DATABASE
11. TAM
12. TVADINDX
IT INFO DATABASE
13. Gartner Services
E-BOOKS
14. E-brary
RESEARCH DATABASE
15. CRISIL
16. Frost & Sullivan
17. CMIE: Economic Outlook
18. Eviews 8
DIRECTORY
19. Cabell's Directory
STATISTICS DATABASE
20. IndiaStat
CASE STUDY DATABSE
21. Harvard Business School Publishing

24.0 LIST OF HOLIDAYS FOR THE YEAR 2014

SVKM's NMIMS (Deemed-to-be-University)

NMIMS(Mumbai)		
OCCASION	DATE	DAY
Chatrapati Shivaji Maharaj Jayanti	19-Feb-14	Wednesday
Holi	17-Mar-14	Monday
Gudi Padwa	31-Mar-14	Monday
Ambedkar Jayanti	14-Apr-14	Monday
Good Friday	18-Apr-14	Friday
Maharashtra Day	1-May-14	Thursday
Ramzan-Id	29-Jul-14	Tuesday
Independence Day	15-Aug-14	Friday
GopalKala	18-Aug-14	Monday
Ganesh Chaturthi	29-Aug-14	Friday
Anant Chaturdashi	8-Sep-14	Monday
Gandhi Jayanti	2-Oct-14	Thursday
Dussehra	3-Oct-14	Friday
Diwali (Laxmi Pujan)	23-Oct-14	Thursday
Diwali (Balipratipada)	24-Oct-14	Friday
Christmas	25-Dec-14	Thursday

25.0 NMIMS INFOLINE (for Mumbai Campus)

Agency	Number
Disaster Management Cell of Municipal Corporation of Greater Mumbai	108
Police	
Police Help Line	100
Juhu Police Station	26184432 / 26183856
Vile Parle Police Station	26117307 / 26117317
Vile Parle (E) Police Station	26112813
D. N. Nagar, Andheri (W) Police Station	26303893 / 26304002 / 26303038
Andheri (E) Police Station	26831562 / 26842677
Santacruz Police Station	26492972 / 26487856
Fire Brigade	
Fire Brigade Help Line	101
Andheri Fire Stations	2620 5301
Bandra Fire Station	26435206
Ambulance	102 / 1298/1252
Hospitals	
Dr. Balabhai Nanavati Hospital	26182255
Cooper Hospital	26207254
Travel Agency	
V-explore	42705205/ 42705255
Chemist	
Dilip Drug House	26182255
Empire Chemists	26718970
Welcome	26111796
General Physician	
<p>“Shri Vile Parle Kelavani Mandal” runs a dispensary which operates from 9:00 am to 6:00 pm. It is manned by two fully qualified Medical Officers in two shifts. Services of dispensary are available for attending to all emergency first aid and for OPD. This facility is available to all students and staff members of SVKM Institutions.”</p>	Location: N.M. College Area , 2 nd Floor

Criticare Clinic Plot no. 38/39 , Main Gulmohar Road, JVPD Scheme, Opposite Copper Chimney, Andheri (W), Mumbai- 400049	26286644/ 88
Hostel	
G. R. Jani Hostel Boys	26240070
Girls Hostel (MKM)	26256382/ 83
Cinema	
PVR Cinemas - Juhu	8800900009

Part II
Sarla Anil Modi
School of Economics

MESSAGE FROM ASSOCIATE DEAN

Dear Students,

Congratulations and welcome to the Sarla Anil Modi School of Economics. Hope your three years at the School will be challenging and enjoyable.

The course is designed in a way to provide you with a lot of academic rigour but at the same time the pedagogy we use will ensure that it is learning with fun. You will have a lot of exposure to people from industry and to prominent people from all walks of life. We have also integrated soft skills and other skill enhancers into the curriculum to ensure you get the competitive edge.

To cope with the academic rigour, I urge all students to effectively manage their time. The School offers varied extra-curricular and co-curricular activities which will be a great learning experience. Please participate in all activities enthusiastically as it will add to the fun quotient of your college life.

In order to successfully integrate into life at this School, you need to be attuned to the ethos of NMIMS and the School. We cherish and nurture the basic values of integrity, punctuality and honesty. I hope you all will also uphold the same values.

I wish you a very fulfilling and academically stimulating 3 years at the School.

**Amita Vaidya
Associate Dean**

26. ACADEMIC CALENDAR

Details	Start Date	End date
Semester I	11-July-2014	29-Nov-2014
Orientation	11-July-2014	12-July-2014
Commencement of Regular Classes	14-July-2014	15-Nov-2014
Diwali Vacation	20-Oct-2014	25-Oct-2014
Term End Exams	17-Nov-2014	29-Nov-2014
Semester III & V	7 -July-2014	29-Nov-2014
Commencement of Regular Classes	7-July-2014	15-Nov-2014
Diwali Vacation	20-Oct-2014	25-Oct-2014
Term End Exams	17-Nov-2014	29-Nov-2014
Semester II, IV & VI	1-Dec-2014	25-April-2015
Commencement of Regular Classes	1-Dec-2014	11-April-2015
Christmas Vacation	25-Dec-2014	01-Jan-2015
Term End Exams	13-April-2015	25-April-2015
Summer Internship	27-April-2015	23-May-2015
Summer Vacation	25-May-2015	05-July-2015

27. B.SC. ECONOMICS PROGRAMME

Objective

The setting up of the School of Economics was in recognition of the fact that in the changing world order, Economics is emerging as a crucial Science. The innovative undergraduate B.Sc. Economics program seeks to fill a niche in the teaching-learning of contemporary Economics in the city of Mumbai. Sarla Anil Modi School of Economics offers a three year integrated graduation program- B.Sc. Economics. The course offers education that is rooted in basic sciences, pure theory and yet which is practical, contemporary and global.

The program, with its innovative pedagogy, contemporary curriculum that incorporates the latest developments in Economics, along with the enhancement of soft skills and a blend of theory with practice, seeks to provide holistic education.

B.Sc. Economics 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 also gain practical exposure through summer training.

The unique pedagogic innovations

The choice of pedagogic methods 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'. Over and above classroom teaching, a lot of emphasis is placed on group learning.

- Group learning: Academic groups of 5-6 students would be encouraged to work in a group on an issue; where students learn to research, discuss their findings with peers, negotiate 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 day workshops on a 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 Internship – Summer training at the end of each year for a month
- Independent studies - Self learning through research in the final year

Co- Curricular activities

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. 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.

28. GENERAL ACADEMIC GUIDELINES

The three years integrated program B. Sc. (Economics) consists of two Semesters in each year, adding up to a six semester program. Each Semester consists of core subjects in Economics, allied subjects and some skill enhancers such as effective communication, IT skill, creative writing, leadership training and Ecode.

Classroom sessions:

- 26 to 32 contact lectures per week.
- 45-60 sessions per semester for the core subjects.
- 45 sessions per semester for allied subjects
- 30 sessions per semester for skill enhancers.
- A research project in the final year

Students are required to have a minimum of 80% attendance in every subject in each Semester.

The credit structure

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

- Category A- Core Economics Subjects 3-4 credits
- Category B-Allied Subjects 3 credits
- Category C- Skill enhancers 2 credits

Evaluation

There are 2 components of evaluation

- Continuous evaluation: 50%
- End Term Exam 50%

The student must pass both these components to be declared successful.

(Please refer to passing rules on page no 34 for more detailed explanation).

The Grade Point Average and Cumulative Grade Point Average would be awarded to the student at the end of each Semester. The class for final degree would be awarded on the basis of performance of all the three years combined.

Feedback Mechanism:

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

29. RULES RELATING TO PASSING STANDARD

1. A student who has passed in all the subjects (as per the criteria laid down herein under) of Semester I and Semester II 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 Semester III and Semester IV examinations of the second academic year will be promoted to the concerned programme in the third academic year.
2. A student who fails in Internal Continuous Assessment will fail the Semester and will not be allowed to take the end term examination/re-examination. The student will have to take readmission.
3. A student who has passed in the Internal Continuous Assessment but fails to pass in one or more subjects in the term end examinations in Semester I will be “allowed to keep terms” (ATKT) and will be permitted to attend lectures and appear at Semester-end examinations of Semester II. Again, a student who fails in one or more subjects in the term end examinations in Semester III will be “allowed to keep terms” and will be permitted to attend lectures and appear at Semester-end exams of Semester IV. This means that students will be allowed to keep terms for the first semester during the academic year, irrespective of the number of failures in the term end examination in any number of subjects of the first semester of that academic year.
4. Such students who failed to pass in one or more subjects in the term end examination will be allowed to appear at **re-examination in all the ‘failed subjects’** of both the semesters which will be held after the end of the second semester of that academic year. **The said re-examination will normally commence about three weeks after the closure of the second Semester examination of that academic year.** This re-examination shall be held for a particular academic year and shall be held before the start of the next academic year.
5. Students who remain absent for the Semester end examination/ re-examination will be treated as failed in that subject in which they remained absent.
6. The student shall be required to pay the prescribed fees/charges for the re-examination before the commencement of the re-examination.
7. In case a student fails to pass in any one or more subject/s of any of the two semesters 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, 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.
8. The same criteria regarding re-examination as mentioned above shall be applied to Semester III and Semester IV of the second academic year and for Semester V and Semester VI of the third academic year.

Passing Criteria:

There are two components of evaluation

- 1) Internal Continuous Assessment 50%
- 2) Term end examination 50%

The student must pass both these components to be declared successful

1) Internal Continuous Assessment

In the internal continuous assessment for each subject, a student must secure a minimum of 50% marks in order to be declared successful.

The components of the Internal Continuous Assessment along with their weightage for each subject would be given to the student by the faculty teaching the course in the course outline. Some of the components would be: quizzes/ MCQ's, Tests, Assignments, Group work and Projects.

There would be a minimum of 2 components of Internal Continuous Assessment in each subject.

Non-completion of assignments for Internal Continuous Assessment

A student shall be permitted to appear for the semester-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 semester-end examination and will be declared failed. He/she will then have to seek readmission in that year or quit the programme

2) 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.

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 semester-end examination in the said subject. However, such a student will be given only one 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 semester as decided by the respective subject-teachers, **before the given semester-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 semester.)** 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 semester. **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 in the semester-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 at the re-examination in that subject.
3. If a student has failed under any head in any subject (i.e. 'Internal Continuous Assessment' and/or 'semester-End Examination' and/or 'aggregate'), he/ she shall be deemed to have failed in that subject.
4. A student who remains absent from semester-end examination/s due to any reason in any subject shall be awarded 'F' grade in the subject/s in which he/ she has remained absent. All such students will be allowed to appear at the re-examination in the said subject to be conducted at the end of the year but before the beginning of the next academic year.
5. In order to receive the degree, diploma, certificate, the student will have to pass in all the examinations of all the years.

30. COURSE STRUCTURE

Sarla Anil Modi School of Economics					
Semester Plan 2014-2017					
Semester - I			Semester - II		
Subjects	Credit points	Teaching hours	Subjects	Credit points	Teaching hours
Principles of Micro Economics	4	60	Intermediate Micro Economics	4	60
Principles of Macro Economics	4	60	Intermediate Macro Economics	4	60
Introduction to Mathematical Economics & Statistics	4	60	Intermediate Mathematical Economics	4	60
Development Experience of Major Economies of the World	4	60	International Economics - I	4	60
Theories of Growth and Development	4	60	Economics of Infrastructure	4	60
Introductory Sociology	3	45	Political Science	3	45
Logic	3	45	Law	3	45
Effective Communication	2	30	Creative Writing	2	30
Ecode - I	2	30	Ecode - II	2	30
IT Skill - I	2	30	IT Skill - II	2	30
Total lectures	32	480	Total lectures	32	480

Semester - III			Semester - IV		
Subjects	Credit points	Teaching hours	Subjects	Credit points	Teaching hours
Industrial Economics	4	60	Agricultural Economics	4	60
Introduction to Econometrics	4	60	Advanced Econometrics	4	60
Money Banking & Financial Institutions	4	60	Public Finance & Policy	4	60
International Economics - II	4	60	Financial Economics	4	60
Economics of Geopolitics and International Relations	4	60	Industrial Organization and Competition Policy	4	60
Behavioral Psychology	3	45	Literature	3	45
Managerial Accounts	3	45	Analysis of Financial Statements	3	45
Research Methods	2	30	Motivational Training	2	30
Research Writing	2	30	Seminar	2	30
Banking Modules (Non credit)			Leadership Training (Non credit)		30
Total lectures	30	450	Total lectures	30	450

Semester - V			Semester - VI		
Subjects	Credit points	Teaching hours	Subjects	Credit points	Teaching hours
Advanced Micro Economics	4	60	Advanced Macro Economics	4	60
Indian Economy - I	4	60	Indian Economy - II	4	60
Time Series Econometrics	4	60	Applied Econometrics	4	60
Game Theory	3	45	Behavioural Economics	3	45
Option - I	4	60	Option - I	4	60
Option - II	4	60	Option - II	4	60
Research Paper - I	2		Research Paper - II	2	
Soft Skills (Non Credit)		45	Business Simulation(Non Credit)		30
Total lectures	25	390	Total lectures	25	375

Electives in Economics Sem V		Electives in Economics SemVI	
Option I	Development Economics	Option I	Economic Governance & Policies
Option II	Economics of Environment & Sustainable Development	Option II	Operations Research
Electives in Business Sem V		Electives in Business Sem VI	
Option I	Principles of Management	Option I	International Business
Option II	Marketing Management	Option II	Business Strategy
Electives in Finance SemV		Electives in Finance Sem VI	
Option I	Corporate Finance	Option I	International Finance
Option II	Capital Markets	Option II	Risk Management

31. PEOPLE YOU SHOULD KNOW

University Administration

Name	Designation
Dr. Rajan Saxena	Vice Chancellor
Dr. M. N. Welling	Pro Vice Chancellor
Ms. Varuna Saksena	Deputy Registrar (admin) & (I/C Registrar)
Ms. Shobha Pai	Director (Placements)
Dr. Alok Jain	Director – International Linkages
Ms. Anjali Barmukh	Deputy Registrar (Admissions)
Ms. Khyati Bhatt	Deputy Registrar (HR & Personnel)
Mr. Ashish Tambe	Public Relation Officer
Ms. Meeta Shah	Psychologist & Counsellor
Mr. Shivanand Sadlapur	Librarian
Mr. Sunil Monteiro	Coordinator (Admin)
Finance & Accounts	
Ms. Karuna Bhaya	Finance Controller
Ms. Varsha Oak	Addl. Finance Controller
Ms. Ermegilda Goes	Chief Accountant
Examinations	
Mr. Ashish Apte	Controller of Examinations
Ms. Alka Shukla	Deputy Controller of Examinations
IT, Computer & Web Management	
Mr. Anil Kumar K.V.	Executive (Systems In charge)
Mr. Abhishek Kumar	Web Administrator
Ms. Ketki Gala	Web Administrator
Mr. Ketan Shah / Mr. Sujeet Chowdhary	LMS Blackboard

School Administration

Name	Designation
Ms. Amita Vaidya	Associate Dean
Ms. Rita Mascarenhas	Course Coordinator
Ms. Vishakha Sawant	Assistant Admin

Part III

ANNEXURES

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

**School of.....
(10% additional exemption in attendance range of 70% -79.9%)**

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 2014-15).

Student's Signature: _____ **Enclosures:** _____

To be filled by Students
(For Office use)

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

Checked by Course Coordinator (Signature):

Approved by

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

**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.

2. Educational Qualification (Completed)

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

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

Name of the Test _____ Score _____ Percentile Score _____

4. Program for which enrolled at home institution

Level: Bachelor Master Diploma Any other (Specify name)

Name of the Program _____ Duration _____

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

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

5. NMIMS Course Choice (Final)

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

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

6. Hostel Accommodation

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

Single occupancy accommodation Double occupancy accommodation

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

Declaration

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

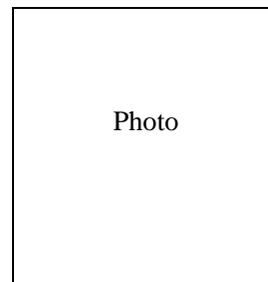
I undertake to keep the School informed about details of my all travels outside Mumbai and will abide by
prescribed code of conduct by the NMIMS Deemed-to-be-University.

Signature of the Student: _____ Date _____

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

APPLICATION FORM – NMIMS EXCHANGE STUDENTS

Name of School: _____



1. Personal Information

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

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

Local Address :

Name _____
Address _____

Phone No _____ Email _____

Permanent Address:

Name _____
Address _____

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

Person to be contacted in case of emergency:

Name _____ Relation _____
Address _____

Phone No. _____ Email ID _____

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

Name _____ Relation _____
Address _____

Phone No. _____ Email ID _____

Medical Insurance details :

Insurer _____ Policy No. _____ Contact person _____

Blood group _____ Vaccination Details _____

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

Any medication you have been prescribed to take: _____

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

Semester/ Trimester _____

Sr. No.	Name of the subjects opted for Exchange Program	Sr. No.	Name of the subjects opted for Exchange Program
1		6	
2		7	
3		8	
4		9	
5		10	

3. Declaration

I, _____ student of Full Time _____ (Program Name) from batch of year _____ and Roll No. _____ is going for International Student Exchange program in the Semester/Trimester _____.

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

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

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

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

Name & Signature of the student

Date

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

(Signature of Dean/Director/HOD)

CC. Director – International Linkages with Enclosures

Enclosures:

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

UNDERTAKING

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

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

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

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

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

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

Name & Signature of the student

Date

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

Student Exchange Programme (Visa Application)

(School Letter Head)

Dated _____.

To:

The Visa Section

The Indian High Commission

_____ (City)

_____ (Country)

Dear Sir/Madam,

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

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

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

Thanking you,

Yours sincerely,

Dean

(School Name & Address)

(Phone no & email)

Student Exchange Programme (Visa Application)

(School Letter Head)

Dated _____

To:
The Consul General of _____
_____ Consulate/ Embassy
Mumbai, India

Dear Sir/Madam,

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

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

Thanking you,

Yours faithfully,

DEAN
(School Name & Address)
(Phone no & email)



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

For Office use:

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

Approved by (Exam. Dept)

Dear Sir,

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

Name of the Student: _____ Mobile No.: _____

Name of the School: _____

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

Academic Year: _____ Trimester. /Semester: _____

Details of Scribe being arranged by the undersigned

Name of the scribe: _____

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

Address and Contact No.: _____

Yours faithfully,

Signature of the Student

Date

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



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

For Office use:

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

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

Dear Sir,

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

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

Name of the Student: _____ Student No.: _____

School: _____ Roll No.: _____

Name of the Program: _____ Trim/Sem: _____

Academic Year: _____ Programme Year: _____

Email ID: _____ Mobile No.: _____

Address: _____

Subject name/s for which photocopy/ies are required:

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

Payment Details: _____ Amount Paid on Date: _____

Yours faithfully,

Name and Signature of the Student



APPLICATION FOR REDRESSAL OF GRIEVANCE REGARDING REVALUATION OF ANSWER-BOOK/S

(Separate form to be filled in for each subject/course)

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

For Office use:

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

To,
The Controller of Examinations,
SVKM's NMIMS (Deemed-to-be University),
Vile Parle (W),
Mumbai – 400 056

Dear Sir,

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

Subject: _____

Name of the Student: _____ Student No.: _____

School: _____ Roll No.: _____

Name of the Program: _____ Trim/Sem: _____

Academic Year: _____ Programme Year: _____

Email ID: _____ Mobile No.: _____

Address for Correspondence: _____

Payment Details: _____ Amount Paid on Date: _____

Yours faithfully,

Name and Signature of the Student

Enclosed: Copy of Question Paper
Copy of Answer-Sheet



APPLICATION FOR VERIFICATION OF MARKS
(To be filled in on or before the last date as per rules)

For Office use:

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

To,
The Controller of Examinations,
SVKM's NMIMS (Deemed-to-be University),
Vile Parle (W),
Mumbai – 400 056

Dear Sir,

I wish to apply for the verification of marks in the subjects mentioned below. I hereby submit fees of Rs. _____/-
(Rs. 500/- per subject/course).

Name of the Student: _____ Student No.: _____

School: _____ Roll No.: _____

Name of the Program: _____ Trim/Sem: _____

Academic Year: _____ Programme Year: _____

Email ID: _____ Mobile No.: _____

Address for Correspondence: _____

Subject(s):

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

Payment Details: _____ Amount Paid on Date: _____

Yours faithfully,

Name and Signature of the Student
Enclosed: Copy of Question Paper

Application for Duplicate Fee Receipt

Sir/Madam,

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

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

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

Course: _____ Academic Year: _____

Student Number _____ Roll No. _____

Thanking You,

Yours Faithfully,

(Student's Signature)

DUPLICATE FEE RECEIPTS WILL BE ISSUED AFTER 7 DAYS ON:

Office Remarks:

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

(Receiver's Signature)

APPLICATION FOR REFUND

Date: _____

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

(Signature of Student)

Attachments Required

- Excess Fees/Excess Deposit Refund
 - Excess Fees/Excess Deposit - Original Receipt of Excess Fees/Excess Deposit along with photocopy of Fees Receipt/Deposit Receipt
- Hostel Deposit Refund
 - Original Hostel Deposit Receipt signed by Hostel-in-charge & Mr. Pralhad Poojary
- Library Deposit
 - Please procure "NO DUES STAMP"

Acknowledgement

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

Signature of Counter Staff, Stamp and Date

APPLICATION FOR MIGRATION CERTIFICATE

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

3. Permanent address: _____

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

Examinations	Year of passing	Roll no	Results

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

DECLARATION BY THE STUDENT

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

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

Date: _____

 (Signature of the student)

Mumbai 400056

P.T.O.

FOR OFFICE USE

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

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

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

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

(Signature of Head of the Dept)

Place : _____

Date : _____

DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No: _____

Date: _____

(Signature of the Person of In – Charge)

INSTRUCTION TO THE STUDENT

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

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

Clearance Certificate

Date:

Name :

Programme :

Roll No:

Department	Name of the Concerned Person	Signature
Library (Books)	Mr. Shivanand Sadlapur / or person incharge of School / campus	
Hostel <i>Applicable only for Hostellers</i>	Mr. Pralhad Poojary / or person incharge of School / campus	
IT / Computer Centre	Mr. Anil Kumar / or person incharge of School / campus	
Admissions	Ms. Anjali Barmukh / or person incharge of School / campus	
Examinations	Mr. Ashish Apte/ Ms. Alka Shukla / or person incharge of School / campus	
Accounts	Ms. Karuna Bhaya / or person incharge of School / campus	

Course Coordinator

Assistant Registrar / Deputy Registrar

Undertaking by Students (HBS Cases/ Articles)

“To make the students aware about use of Harvard Cases and Articles (water marked copy on black board) 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: _____

Student Undertaking with respect to the Student Guidelines
(Submit this form to your Course Coordinator latest by 12 July 2014)

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, name of the Degree / Diploma, duration, 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.

Signature: _____

Name:

(First Name)

(Middle Name)

(Last Name)

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

Programme:

○ _____

Roll Number: _____ Email ID: _____

Address for Correspondence:

Contact Phone Numbers:

Office:

Residence:

Mobile:

For Office Use:

Date of Receipt:

Signature of Course Coordinator: