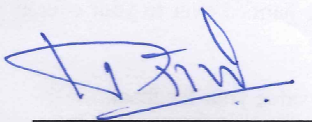
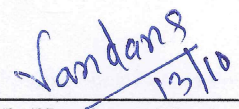


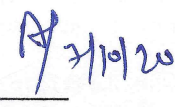
STUDENT RESOURCE BOOK (2020-21) Part-I

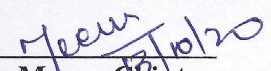
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


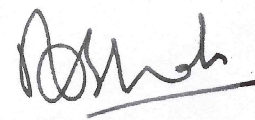
Dr Neetin Desai
(Dean, SDSOS)


Ms Vandana Kushte
(Deputy Registrar, Academics)


Mr Ashish Apte
(Controller of Examination)


Dr Meena Chintamaneni
(Registrar)


Dr Sharad Mhaikar
(Pro Vice Chancellor)


Dr Ramesh Bhatt
(Vice Chancellor)

Message from Officiating Vice-Chancellor

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

NMIMS is ranked among India's top universities and has been awarded national accreditation at the highest level. The Management Schools of the University are globally accredited. You have joined the University that has a successful track record of growth. We believe in sustaining the quality, and the University offers a world-class learning experience. We strive towards excellence in all our endeavours. Our students and faculty have earned national and global recognition in the form of Awards and Fellowships. It's a University that has a growing research culture.

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

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

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

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

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

Dr.Ramesh Bhat

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Student Guidelines

(With effect from June 2020)

1.0 About these guidelines:

- 1.1 These guidelines provide norms for daily functioning of the NMIMS and enable appropriate usage of infrastructure and effective academic deliveries for students.
- 1.2 This compilation of guidelines comes into effect from June 2020 onwards and supersedes all other guidelines in respect of matters therein.
- 1.3 These guidelines are applicable for all campuses schools under NMIMS deemed –to-be University located across the country.
- 1.4 This document of NMIMS is the last word on interpretation of any student guideline, rule or regulation. While efforts are made to ensure uniformity between these guidelines and the Rules & Regulations of NMIMS, in the event of any dispute, the Students Resource Book will prevail.
- 1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
- 1.6 NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.
- 1.7 All disputes are subject to Mumbai jurisdiction only.

2.0 General guidelines:

Code of Conduct

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

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

<p><u>False Representation</u></p> <p>Provide false information or make misrepresentation to any College office, forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail).</p>	<p>a. Suspension from attending college till pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>
<p><u>Fire Safety</u></p> <p>Tampering, interference, misuse, causing damage, and/or destruction of fire safety and fire prevention equipment</p>	<p>Severe disciplinary action will be taken.</p>
<p><u>Theft, Vandalism, or Property Damage</u></p> <p>Theft, negligent, intentional, or accidental damage to personal or College property</p>	<p>a. Suspension from attending college till pending enquiry.</p> <p>b. Rustication from the school / campus / hostel.</p>
<p><u>Unauthorized Entry or Access / Unauthorized Use of College Facilities or Services</u></p> <p>Unauthorized entry into or presence within enclosed College buildings or areas, construction sites, and student rooms or offices, even when unlocked, is prohibited.</p>	<p>a. Suspension from attending college till pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>
<p><u>Weapons and Fireworks</u></p> <p>Possession or use of firearms including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment, knives etc.</p> <p>Possession or use fireworks, dangerous devices, chemicals, or explosives</p>	<p>a. Suspension from attending college till pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>

2.18 Discipline Norms and Penalty

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

2.19 Dress Code:

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

- 2.19.1 Students are required to be dressed decently (Half pants, shorts, short skirts, bathroom slippers are not allowed).
- 2.19.2 For all functions of the School/ University, including Guest Lecture, seminars and conferences students are required to dress in Institute blazer, Tie/ Cravat, Lapel Pin.

2.20 Punctuality

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

3.0 Attendance and leave of absence guidelines for all students:

3.1 General Guidelines

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

3.2 Attendance rules for all schools (except SBM)

- 3.2.1 100% attendance in classes for each subject is desirable. However, for medical reasons/ personal reasons/ extra-curricular and co-curricular activities/ placement/ institutional work/ other activities etc. absence relaxation upto 20% may be allowed.

- 3.2.2 Students, who are having attendance, equal to or more than 80% in each subject, in a trimester/Semester, are eligible to appear for respective Trimester/Semester end examinations.
- 3.2.3 Exceptional cases for students having less attendance in any subject(s), will be dealt with on case to case basis by Dean/Director of the respective school by giving them an individual hearing. After giving hearing the, Dean/Directors of the respective schools may give them exemption upto 10% on case to case basis to enable them to reach upto 80%. After giving 10% exemption student attendance should reach 80% to be eligible to appear for Trimester/Semester End Examinations. Such students will be eligible to appear for the regular trimester/semester end term examination, subject to approval of exemption from attendance if has been granted from the Dean of respective School / Director of the respective campus.
- 3.2.4 After giving 10% exemption by respective Dean / Director if student attendance is below 80% in any subject, he/she has to take re-admission in same Trimester / Semester, in same year of the study / program of subsequent academic year by paying requisite fees as per prevailing rules of NMIMS and complete all requirements of the program.
- 3.2.5 Any genuine & exceptional case which needs special approval over and above the prescribed limits (including Dean's approval power) can be forwarded with Dean's /Director's comments to committee constituted at University level. The committee will make its recommendations to Vice Chancellor whose decision is final. The concerned students will be informed of University decision by respective Dean/Director.
- 3.2.6 Attendance requirement is briefly summarized hereunder;

100 % attendance in each subject is desirable

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

3.2.7 **Attendance Rules for School of Business Management (Not applicable for other schools)**

3.2.7.1 100% attendance in classes is compulsory. However, for medical reasons/ personal reasons/ extra-curricular and co-curricular activities/ placement/ institutional work/ other activities a relaxation upto 20% may be allowed. Following are rules relating to attendance:

3.2.7.2 **For Full Time/ PTMBA/ EMBA Pharma / PGDM Programmes:**

- (a) Students of Full Time Programmes who are having less than 60% of attendance (Overall) in any trimester will not be eligible to appear in that Trimester end examinations. They have to take re-admission in the same trimester in the same year of study of subsequent academic year and complete all the requirements of the program and pay requisite fees as per the prevailing rules of NMIMS.

(b) **Lowering of grades in individual Course/s:**

Students who are having attendance equal to or more than 60% but below 80%, will be declared as defaulters and respective grades in course/s as obtained on the basis of his/ her academic performance will be lowered as per the details mentioned in the table below.

Programme	Attendance % (In each Course/s)	Grades
All Programmes	Less than 60%	D Grade
	60% to 69.9%	2 Grades Less
	70% to 79.9%	1 Grade Less

- (c) Exceptional cases for absence up to maximum four weeks (Death in family/ self-marriage/ long illness/ maternity/ out of station or out of country posting etc.) will be dealt with on case to case basis by Dean/Director of SBM. Such students will be required to submit all the relevant documents. However, for such cases also first their 20% (out of 100% attendance) exemption will be taken into account and if needed additional exemption in attendance can be permitted subject to a maximum of 20%.
- (d) If any student has obtained 'D' grade due to non-fulfilment of the above attendance criteria, then he/she will not be allowed to appear for written final re-examination and/ or improvement in the internal assessment.

3.2.7.3 **For EXECUTIVE MBA Programme (EMBA):**

- (a) Students of EXECUTIVE MBA Programme who are having less than 60% of attendance in any

Module/ Course will not be eligible to appear in end term examination for said Module/ Course. They have to re-register for Module/ Course when it is subsequently offered. The student will be considered to have not attended the module for the purpose of fulfilment of Pre-requisite. The student will be required to pay de-registration fine of Rs.500/-.

(b) **Lowering of grades in individual Course/s:**

Students who are having attendance equal to or more than 60 % and below 80%, will be declared as defaulters and respective grades in course/s as obtained on the basis of his/ her academic performance will be lowered as per the details mentioned in the table below.

Programme	Attendance % (In each Module/ Course/s)	Grades
EXECUTIVE MBA Programme	60% to 69.9%	2 Grades Less
	70% to 79.9%	1 Grade Less

- (c) Students who have attended less than 60% class will be marked absent and will have to repeat the entire Course/ Module with all evaluation components. All earlier evaluation components (if any) will be considered as null and void.

3.2.8 If any student has obtained 'D' grade due to non-fulfilment of the above attendance criteria, then he/she will not be allowed to appear for written final re-examination and/ or improvement in the internal assessment.

4.0 Academic Guidelines

4.1 Credit Structure

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

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

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

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

Details	Credit	Equivalence in hrs. per week	Total Hours in a 15 weeks of Semester
Class room teaching	1 credit	1 hour	15 hrs.
Lab/Tutorial/group/presentation work	1 credit	2 hours	30 hrs.
Lab / Tutorial (applicable for Technical Schools)	1 credit	1 hour	15 hrs.
Seminar (subject to schedule throughout semester)	1 credit	2 hours	30 hrs.
Project work & Dissertation	1 credit	2 hours	30 hrs.
Internship	1 credits	40 hours	

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

4.2.1 Class-participation/ Individual presentation in class

4.2.2 Quizzes/ Class test/ Surprise test/ Assignments (announced/unannounced)

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

5.0 Guidelines for Interdisciplinary Offerings: –

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

Home School – The students admitted to the school

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

- 5.1 The interdisciplinary offering of courses is applicable for Master's level programme or final year of 4/5 years' programmes.
- 5.2 The Master list **interdisciplinary courses** will be built from courses offered by SBM (Management), BSSA (Architecture), MPSTME (Engineering), SDSOS (Science), SPPSPTM (Pharmacy) & SOL (Law).
- 5.3 The students from all schools are allowed to choose maximum 2 courses (as applicable school wise) from master list as a credit courses in lieu of electives. The concerned school's Dean may allow students to choose interdisciplinary courses as an additional subject also.
- 5.4 The interdisciplinary courses will be offered in two sessions as follows:
Fall Session(July to November / December)and Winter Session (December/ January to March/ April).

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

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

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

- 5.16 The Attendance and Examination rules will be applicable as per your respective home school guidelines.
- 5.17 The time table will be shared 2 weeks prior to the commencement of classes.
- 5.18 The Master list of courses to be offered in an academic year will be intimated to the students well in advance.

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

- 6.1 The CBCS offering is a concept which is in line with international academic system. The selection of CBCS courses across different streams will enable students to get the knowledge of other domains.
Home School – The students admitted to a school for a program.
Host School – Students enrolled for CBCS course.
(e.g. Student of MPSTME (home school) studying in SBM (Host school))
- 6.1.1 The CBCS offerings of courses will be opted from a UG Program to UG program and PG Program to PG Program across all schools.
- 6.1.2 UG & PG students should be offered courses where the grading system is same, i.e. Students studying in courses having absolute grading should be only offered courses where there is absolute grading & students studying in courses having relative grading should be only offered courses where there is relative grading.
 - a. The UG students of 2nd to 4th year of the program should be offered CBCS courses from that respective year

which has similar passing standards and grading.

- b. The UG students of 4th & 5th year can take CBCS courses of 3rd, 4th and 5th year program but no courses offered in PG program.
- c. The students of Pharmacy who follows PCI guidelines will be offered only add-on course.
- d. Students opting for a course from SPPSPTM can only take that course as an add-on course.

- 6.1.3 The UG students of 1st year and PG students of Term I of 1st year are not eligible to opt CBCS courses
- 6.1.4 If a Student from Semester/Trimester system takes a CBCS course from Trimester/Semester, the credits will be calculated according to Home School.
- 6.1.5 CBCS is Optional. Students may opt for the course from the bouquet of courses offered in CBCS in lieu of a course/s dropped (as defined in their school's course structure) or take the courses offered by their own Schools.
- 6.1.6 Students studying in the school where teaching/exam scheme is governed by statutory body, can take only extra credit courses as their grading pattern and passing standards are very different.
- 6.1.7 Students from each school will be allowed to choose course / s from the bouquet of CBCS courses in lieu of course / s that can be dropped as mentioned in their course structure.
- 6.1.8 The students are also allowed to choose CBCS courses as an additional subject for extra credits as a credit course or audit course.
- 6.1.9 However, no more than 1 course can be chosen per semester for extra credits.
- 6.1.10 **Credit Mapping:** Credits taken should be equal to or more than the credits dropped. E.g.
 - a) One course of 4 credits can be taken in lieu of 4 credit course.
 - b) One course of 4 credits can be taken in lieu of one course of 3 credits.
 - c) Two courses of 2 credits can be taken in lieu of one course of 4 credits OR Two courses of 2 credit + 3 credit can be taken in lieu of one course of 4 credits.
 (In the selection process, if student is selected only for one course of 2 credits, then student cannot drop the subject of 4 credits).
 - d) Where 2 or more than 2 courses are taken in lieu of single course dropped the credit of each individual course should be less than the credit of dropped course.
- 6.1.11 CBCS courses that the student opts for will follow the academic calendar of Host school.
- 6.1.12 Student should take CBCS course in the very semester / trimester, he/ she drops the course.
- 6.1.13 Bouquet of courses for both the terms will be displayed for students in student portal. The registration / cancellation will be open for CBCS Courses for the first Term from first week of June to fourth week of June, similarly for second term registration / Cancellation will be open from second week of November to fourth week of November.
- 6.1.14 If number of students enrolled are more than number of available seats, the selection of students will be on the basis of their CGPA of previous Academic year and availability of preference given by the student.
- 6.1.15 The eligible students list finalized by each school should not have students with live ATKT as on last day of registration.
- 6.1.16 Student will be given one-week window after commencement of the course to finalize their registration. The students cannot opt out of the course once the list is finalized and shared with host school. If cancellation is done after publishing final report of enrolled students, the transcript will show ABSENT for this subject.
- 6.1.17 Allocation of seats to each school will be decided automatically through the students portal by a formula arrived at which is on the basis of the number of seats offered by each school for CBCS.
- 6.1.18 The classes for such courses will be merged with existing classes conducted / scheduled at the host school.
- 6.1.19 The CBCS courses can be offered in a lecture mode/ workshop mode or any other pre- defined mode as mentioned in the course outline of the host School.
- 6.1.20 The timing of the classes to be conducted for CBCS course will be either in the morning between 7:00 AM to 9:00 AM or in the evening between 4:30 PM to 6:30 PM. The classes will be scheduled / conducted in host school as per date and timings mentioned in Time Table shared by host school.
- 6.1.21 The student's attendance in class, timetable, conduct of classes etc. will be completely managed by each host school academic office.
- 6.1.22 Any rescheduled lecture may have extra hours' class in a week (2 separate days), once approved by Dean and subject to availability of all the students.
- 6.1.23 The examination passing criteria will be as per Host School.
- 6.1.24 Grading system will be applicable as per host school.
- 6.1.25 Re-examination rules will be applicable as per home school.
- 6.1.26 The Term end examination of all offered courses, as per bouquet of courses, will be conducted by Host school after completion of all the lectures.
- 6.1.27 Progression rules will be of home school.

- 6.1.28 No Grace marks will be awarded for CBCS course. However, if CBCS is taken in lieu of a course dropped then CBCS course has to be included for alternate gracing and for count of failed subjects for deriving alternate grace rules.
 - 6.1.29 For CBCS courses, ICA improvement in the next academic year is not permissible.
 - 6.1.30 Re-exam rules will be applicable as per Home school but conduct will be done by Host school. i.e. if MPSTME/SPTM student opt for SOC module and fails, he will be allowed to appear in re-exam in next year according to his / her school rules but SOC student studying same CBCS subject together will not be allowed as ATKT rule is not applicable in SOC.
 - 6.1.31 If student has opted CBCS course as an additional course and failed to pass this subject after re-examination, student can progress to the next year of the program but transcript will show 'F' grade for that course.
 - 6.1.32 Re-examination will be conducted by Host School.
- 6.2 Passing and Grading criteria of CBCS courses:

CBCS course taken in lieu of a School course dropped:

- 6.2.1 The CBCS course taken in lieu of a course dropped from the student's School will be treated at par with the regular courses taken by the student. The passing standards and grading will be of host school. The grade received by a student in the CBCS course will be reflected and added to the student's CGPA.
- 6.2.2 If a student does not give the exam and remains absent an 'Absent' mark is indicated against the CBCS course taken in lieu of a dropped course. The overall grade for the student will be fail. The student will have to take a re-exam as per the School norms. Till such time 'Fail' will be indicated against his overall result.
- 6.2.3 If student fails even after taking the re- exam for a course taken in lieu of a course that the student may have dropped from his/her School, then 'F' is reflected on grade sheet against the CBCS course and the overall grade will be Fail for the term concerned and it will affect the student's progression.
- 6.2.4 In case the student has to repeat a year if the student fails to clear the re-examination then the student will have an option of taking the course of the home School or taking a CBCS course offered in the year of his readmission.
- 6.2.5 If a student has the option of repeating only the course he has failed in (as per the new passing standards for all batches from 2018-19 onwards) then he has the option of taking the same CBCS course he had failed in or the course of the home School, he had dropped.
- 6.2.6 If a student passes in CBCS course taken in lieu of a dropped course, then the grade and passing standards will be of host School and the CBCS course will be reflected in the student's CGPA.
- 6.2.7 A foot note will be displayed on the grade sheet as: '*Choice Based Credit System- course is opted in lieu of the dropped course', for those students who have opted for CBCS.

CBCS course taken as add on course:

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

7.0 Examination Guidelines:

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

7.1 Discipline in the Examination Hall

- 7.1.1 Students must know their Roll Number and StudentNo.
- 7.1.2 Students who are eligible to write the term end examination/re-examination should be present in the Examination Hall at least 30 minutes before the scheduled time of the commencement of the examination. All the students, who arrive in

the examination hall after the scheduled time of the commencement, will not be permitted to appear for that examination. In exceptional circumstances, the student will necessarily have to get the approval of the Dean/Director of the respective school / Campus or person nominated by the Dean/Director in order to appear at the examination. Students who report late to the examination would be permitted to appear at the examination in exceptional circumstances only after they produce a written approval from the said authorities on application to be made by the student concerned. Such a student who has reported late will not be eligible for benefit of extra time due to late arrival as well as the loss of time in getting approval from the Dean of the school in such a case.

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

should not leave the examination hall on any account, without surrendering his/her answer book.

7.1.21 Students will not be allowed to leave the examination hall during the examination and especially during the last ten minutes. They should not leave their seats until answer-books from all students are collected by the Room Supervisor.

7.1.22 A student who disobeys any instructions issued by the Invigilator's / Room Supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the University.

7.1.23 **Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination only after giving an undertaking in writing that the decision of the University in respect of the reported act of unfair means will be binding on them.**

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

7.2.1 A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations.

7.2.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (Annexure 7) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.

7.3 In the following cases of students, the medical certificate of only Government Authorized Agencies would be accepted for Mumbai Campus namely:

a) Hearing Impaired Students: Ali YavarJung National Institute for the Hearing Handicapped.

b) Physically Challenged Students: All India Institute of Rehabilitation of Physically Handicapped

7.3.1 As regards the student from other campuses, the Government Authorized Agencies from those cities would be accepted.

7.3.2 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office of the University. The university will make arrangement alternatively if possible.

7.3.3 The scribe should be one grade junior in academic qualification than the student if from the same stream.

7.3.4 Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. E.g. for the examination of two hours, 20 minutes extra time will be allowed.

7.3.5 The Examination in Charge of the center will have powers to resolve issues, if any, in this regard. She/he will be authorized to make/ accept any last minute changes of scribe under exigencies.

7.3.6 The said student will sit in a separate room under supervision.

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

7.4.1 At the time of all written examinations, all L.D. students would be given permission to use a writer. In such a case, the student concerned should submit application in writing along with all the necessary documents well before the commencement of the first examination. Also such students would get 25% additional time for writing the examination.

7.4.2 These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams

7.4.3 Concession will be given for mistakes in spelling or mathematical calculations/graphs.

7.4.4 L.D students who have failed to pass a subject/s will be eligible for grace marks up to 3 per cent of the aggregate marks of the subjects in which he/she has appeared. These grace marks would be for one or more subjects.

7.4.5 In case of L.D students the medical certificate of only Government Authorized Agencies would be accepted. For Mumbai campus medical certificate from Sion Hospital / Nair Hospital only would be accepted also.

7.4.6 The said medical certificate must be produced at the beginning of the academic year to the admission dept. Retrospective benefit will not be given to any student in case certificate is submitted after declaration of results.

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

7.5.1 If during the course of an examination, any candidate is found resorting to any of the following acts, he/she shall be deemed to have adopted unfair means at the examination. The adoption of unfair means by the candidates during the examinations is treated seriously and appropriate penalties are imposed after following the principles of natural justice.

7.5.2 The broad categories of Unfair Means resorted to by students of the University Examinations and the Quantum of Punishment for each category thereof: -

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

	using any mode of communication (offence committed second time)	
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*(Note: The Term “Annulment of Performance in full” includes performance of the student at the theory examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used thereat.)

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

Practical/Dissertation/Project Report Examination:

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

7.6 Examination Grievance Redressal Mechanism

(Providing Photo copies to the candidates and Revaluation)

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

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

Activity under Grievance Redressal Mechanism	Time Limit	Date of Declaration of Result Example: 12th October 2020
Application for Verification of Answer book/s	Within 3 days from the date of result declaration	Example: 15 th October 2020
Application for Photocopy of the answer book/s	Within 2 days from the date of result declaration including holidays	Example: 14 th October 2020
Receipt of the E-copy of Answerbook/s	Latest on the 2nd day from the date of result declaration including holidays (answer books will be sent by e mail link)	Example: 14 th October 2020 (This will be immediate on application)

Application for Re-valuation of the answer book/s	Within 3 days from the date of result declaration including holidays	Example: 15 th October 2020
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- 7.6.7 No application, received after the prescribed number of days as mentioned in the table above, shall be entertained for any reason whatsoever.
- 7.6.8 Soft copy/ies of answer books will be available for download on the result declaration page after payment of the fees. Else soft copy of the answer book will be sent by email to the student concerned.
- 7.6.9 Copies of the answer-book/s provided by the University are only for Grievance Redressal mechanism and do not have any evidentiary value.
- 7.6.10 Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the University. The decision of the University shall be final in this regard.
- 7.6.11 **Application for Redressal of grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever. Also application will be deemed to be complete only after payment of requisite fee.**
- 7.6.12 The application received from the student for re-evaluation shall be placed before an external examiner for re-evaluation.
- 7.6.13 After following the process of re-evaluation under the Grievance Redressal, effect will be given to change in original marks on re-evaluation, if any, as under:
- 7.6.13.1 **If the marks of re-evaluation, increase or decrease by less than ten percent (10%)** There will be no change in the marks and original marks awarded to the candidate in the subject will be retained.
- 7.6.13.2 **If the marks of re-evaluation increase or decrease between 10.01% and 20%:** In such cases the marks originally awarded to the candidate in the subject shall be treated as null and void and the marks obtained by the candidate after re-evaluation shall be accepted as the marks obtained in that subject. Fractional marks if any shall be rounded off for the purpose of computing the ten percent (10%) difference in marks.
- 7.6.13.3 **If the marks of re-evaluation increase or decrease by more than 20%** A second revaluation of the said answer books shall be done by the examiner from the panel of examiners for the said subject and then **an average of the marks obtained in the first re-evaluation and marks obtained in the second re- evaluation shall be taken** and this shall be accepted by the University as the final marks for the said subject (fractional marks if any shall be rounded off to the next integer).
- 7.6.13.4 An answer book shall be sent for second revaluation to another senior examiner appointed by the Controller of Examinations in consultation with the Dean of the School or Chairperson of the Board of Studies of the University, if in the first revaluation, marks of a candidate are decreased below the passing marks or if a candidate obtains 'F' grade after the first revaluation or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.

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

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

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

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

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

8 Library Rules and Regulations:

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

rights will be withdrawn and passwords for accessing electronic services withheld until such time as those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.

- 8.14 Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while payment is outstanding.
- 8.15 Students are required to wear smart casuals (Bermuda, half pants, Short skirts, Bathroom slippers are not allowed).
- 8.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.
- 8.17 The award of a NMIMS qualification will be deferred until all books and other library materials have been returned and outstanding fines/charges paid.
- 8.18 For list of electronic resources / Databases refer annexure.

9 Placement Guidelines:

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

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

Being a Deemed to be University of higher learning, 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 & Campuses. It is the prerogative of the Schools & Campuses to decide, which of the programs this service should be offered.

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

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

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

The New Approach to Placements

The COVID 19 pandemic, has had far reaching consequences leading to an altogether new world of working for all of us. The need to maintain social distancing for the well-being of all concerned, necessitated to have Virtual/WFH internships. Our placement partners, swiftly switched the mode to remote, offered challenging projects, remote processes, that entailed e-on-boarding of interns, virtual meetings, mentoring, reporting, networking, assessments, feedback and so on. The agility with which the entire task is being successfully carried out by the HR officials of companies is commendable.

This is a precursor to functioning of placements in the near future. However, the situation being unprecedented, dynamic & the uncertainties looming around, none can fathom-out the scenario that could pan out. So, in the right earnest, we all should embrace the agile way of working, have resilience, be innovative, network, co-partner, find mutually beneficial solutions to navigate through these uncertainties. This could also mean to compromise on the physical presence of stakeholders that could be offset to a certain extent by availing of tech solutions at work. All this is a completely different

experience for all of us. However, as we manoeuvre our way through this uncharted territory, the safety and well-being of all stake holders should be paramount under any circumstances.

So, as of now, it seems that the approach to placements would remain the same, but much would depend on the economic condition, the new measures at work adopted by companies, campus placements demand, the job scenario etc. Crucial for us would be to network and support our industry partners to facilitate in identifying talent, devise systems and procedures that would encompass stakeholders, network & learn from the industry of the knowledge and skill sets desired in the new setup, come closer to the beneficiaries & stakeholders, offer solutions and insights that would be of benefit, tweak our systems, procedures and offerings accordingly. The thoughts could be numerous. But the key, is to be agile and adopt innovative measures to tide over the situation and work together like never before for mutually beneficial synergies.

The Placement process typically involves –

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

9.1 **Batch Preparation:**

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

- a. Interactive sessions with alumni/industry experts in various profiles that help students to gain clarity on role/fit, understanding expectations of the company, future prospects - career evolution, right approach for cracking interviews, listen to first-hand experience & get a feel of life in a particular profile etc.
 - b. Interaction with seniors who have undergone internships in companies.
 - c. Assigning seniors or alumni as mentors to guide students.
 - d. Mock interviews with alumni/corporates to get a direct feedback from people in relevant industries.
 - e. Guest talks and workshops on various topics from corporates.
 - f. Resume building as per guidelines
 - g. Soft skills training etc.
- 9.1.1 Prior to the commencement of the selection process it is expected that students should be having a fair idea about their interest, sector, and specialization or at least have some long term vision of where they want to be and should direct their efforts accordingly. A bit of clarity will help students land a good internship/job.
 - 9.1.2 Hence students should do a thorough research about the company, the business, the sector, other players in the sector, the financials, etc. and be prepared with a background and fact file prior to the process. Also some additional information – the number of interns/recruits in the past, whether the company has a PPO policy, the roles offered, the experience of seniors who interned with the company etc. will be of help.
 - 9.1.3 The Placement Office also involves companies in a number of Campus Engagement activities – contests, projects, workshops, seminars, guest talks etc. that would benefit a larger number of students and also help in promoting the excellent quality of the batch.
 - 9.1.4 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.

9.2 **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.

9.3 **Internships/Projects**

- 9.3.1 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.
- 9.3.2 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.

- 9.3.3 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.
- 9.3.4 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.
- 9.3.5 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.
- 9.3.6 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.
- 9.3.7 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.
- 9.3.8 While feedback from the company is sought, the internship is also evaluated by School that could involve faculty guide monitoring the performance; periodic report submissions, evaluations, Viva Voce etc.

9.4 **Final Placements**

- 9.4.1 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.
- 9.4.2 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/Placement Portal/Student Portal, etc. regularly for information updates.
- 9.4.3 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.
- 9.4.4 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.
- 9.4.5 Students who wish to drop out of the placement process are expected to formally notify the Placement Office vide the 'Opted Out Form' mentioning the reason, which could be higher studies, entrepreneurship, family business, seeking placements on their own giving with the names of such companies and details. The reason being, to iron out any hitches that may crop up later as the Placement Office approaches many companies and would like to continue the cordial relationship with them.
Each of the Schools will be sharing to the batch, guidelines related to Resume, PPT, Internships, PPO's/PPI's, Final Placements, etc. and it is expected that students follow the same. The School reserves the right to change, modify the guidelines in the best interest of the batch. Students are free to approach the Placement Office for any queries or guidance.

10 **Guidelines for the Use of Computing Facilities:**

- 10.1 NMIMS invests significant resources in the provision of computing resources for the students. In order to ensure maximum availability, computing resources must be used in a responsible way. Students are responsible for ensuring that these resources are used in an appropriate manner. All inappropriate websites are blocked for student access. The list of blocked websites dynamically updated based on their defined global category. If any specific website requires to be accessed which is blocked with inappropriate, requesting to send email to networksupport@svkm.ac.in. We will check the content of the website and found appropriate for access, necessary access will be granted.
- 10.2 You are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in withdrawal of your rights to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of this document will be available with the Computer Centre.
- 10.3 The internet access to students will be as per the NMIMS policy. Any change request has to be routed through the Registrar in writing.
- 10.4 Food and/or beverages are allowed only in cafeteria. Food and/or beverages (except drinking water) will not be

- permitted in the Computer Centre. Smoking is not permitted in the Campus premises.
- 10.5 It is important to note that all the SVKM/NMIMS premises are deployed with CCTV surveillance equipment and all the areas of the premises recorded 24x7.
 - 10.6 It is important to note that all SVKM/NMIMS is monitoring network 24x7. All actions and logs are stored and recorded. SVKM/NMIMS has all the rights to record all actions by student on the network and use appropriately.
 - 10.7 The students of NMIMS are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aim, or that otherwise, acts against the interests of the NMIMS is prohibited. In the event of non-approved usage of the computing facilities, NMIMS reserves the right to withdraw access to computing facilities at any time.
 - 10.8 Use of NMIMS computing facilities for students' commercial gain is prohibited.
 - 10.9 Not to use/install third party software to bypass campus Network security policies. It is prohibited and may lead to further disciplinary action.
 - 10.10 Students residing in college hostels not to touch or tamper WiFi routers and other network infrastructure installed at hostels. If any such incidents found, may lead to disciplinary action.
 - 10.11 Computer Centre facility will be provided on priority to the students of the concerned programmes, where using Laptop is not compulsory.
 - 10.12 Students are not allowed to connect personal pen drives/ Laptops to the systems/smartboard installed in the classrooms.
 - 10.13 **All students will be given NMIMS email id on Microsoft office 365** and internet authentication id. They are permitted to access internet in computer centre or on their own laptop through this id and password only. Action will be taken against if any misuse of internet and email Id is seen.
 - 10.14 Students will get Microsoft email id for official email correspondence and to use MS Teams for online lectures and regular updates from University/School/College.
 - 10.15 Students will get 1 TB of space of OneDrive to store documents for education purpose.
 - 10.16 Use of computing facilities is governed by various applicable IT Acts, laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the NMIMS.
 - 10.17 It is student's responsibility to ensure that student's activities do not contravene these or any other laws.
 - 10.18 Student using personal Laptop or any other devices for access campus infrastructure should have updated with latest operating system (Windows / Mac) and antivirus patches.
 - 10.19 Students must comply with all requests or instructions issued by any Information Systems staff with respect to the use of NMIMS computing facilities.
 - 10.20 Improper behaviour towards staff will result disciplinary action.
 - 10.21 NMIMS endeavours continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, students should lodge a written complaint in a Complaints Register available in Computer Lab. No action will be taken on any verbal complaint.
 - 10.22 The Information Systems Group will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through notice boards/ email placed in the Computer Lab as well as Student Notice Boards/ emails/Students Portal. It is your duty to regularly check the notice boards/ email and plan your use of the facilities accordingly.
 - 10.23 The failure of any element of the computing service will not be accepted as a valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.
 - 10.24 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.
 - 10.25 If any student comes across any security incidents, please contact reportsecurityincidents@svkm.ac.in
 - 10.26 These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of Computing Facilities at NMIMS.
 - 10.27 Use only own login id and password and don't allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for the purpose of assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to the NMIMS authorities if any breach of university regulations is suspected in connection with that use.
 - 10.28 It is recommended a strong password must be at least 8 characters long. It should not contain any of your personal information – specifically your real name, user name, or even your company name. It must be very unique from your previously used passwords. It should not contain any word spelled completely.
 - 10.29 Student must keep changing their passwords periodically.

- 10.30 Use of any faculty member user name and password to access IT infrastructure including smartboards is prohibited and may lead to disciplinary action.
- 10.31 You should not copy or share other's data resulting in data theft of any kind under IT Act.
- 10.32 Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.
- 10.33 Request to be placed only for required resources or access rights that you need.
- 10.34 Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The NMIMS accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.
- 10.35 Removal, borrowing, connecting or disconnecting of any IT equipment is not permitted. Neither deliberately introduces any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility or network / campus, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
- 10.36 Do not in any way cause any form of damage neither to the NMIMS IT facilities, nor to any of the accommodation or services associated with them.
- 10.37 Without permission of the account owner or system administrator, do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user
- 10.38 Do not initiate or perpetuate any chain email message. Do report immediately to 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.
- 10.39 You should not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.
- 10.40 Transmission of unsolicited commercial or advertising material on NMIMS network / Campus is prohibited.
- 10.41 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
- 10.42 Never monitor, read and disrupt network traffic inside the campus.
- 10.43 Do not make deliberate unauthorised access to facilities or services accessible via the NMIMS Local Area Network (LAN).
- 10.44 Appreciate staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.
- 10.45 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
- 10.46 You must adhere to the terms and conditions of all licence agreements relating to IT facilities which you use including software, equipment, services, documentation and other goods.
- 10.47 You must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.
- 10.48 Students are prohibited from viewing any Pornographic material in computer Centre or on any other computer or IT system inside NMIMS campus or store child pornography, Playing Games, hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure appropriate disciplinary action will be taken.
- 10.49 You must obtain prior permission to use computers for commercial or outside work including the use of IT facilities to the substantial advantage of other bodies such as employers of placement students.
- 10.50 Students request related to additional Internet Bandwidth requirement for special access on events, request should reach IT helpdesk minimum 72 hours in advance.
- 10.51 Do not interfere with or change any hardware or software; if you do, appropriate action will be taken to make it right.
- 10.52 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
- 10.53 Game software loading onto, or play games software on, the IT facilities unless required for academic purposes.
- 10.54 Neither admit any other person to computer facilities or other NMIMS premises when those facilities or premises are locked nor enter unless authorised to do so.
- 10.55 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
- 10.56 You must immediately vacate any IT room when asked to do so by any person who has legitimately booked that room and must not leave processes running or files printing or otherwise interfere with the work of that person. Failure to cooperate gives that person the right to switch off the workstation that you are using.
- 10.57 **Important:** In the event, the guidelines are not followed and there is a consequent damage to any computing facility, NMIMS reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.

11 Feedback Mechanism:

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

12 Mentoring Programme / 'Psychologist and a Counsellor':

12.1 Mentoring Programme:

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

12.2 Psychologist and a Counsellor:

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

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

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

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

Have you had any of these repetitive thoughts or are you facing a rejection that you are not able to cope up with?

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

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

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

gastrointestinal disturbances, migraine and tension headaches, pelvic pain, impotence, frigidity, dermatitis, and ulcers.

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

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

For Mumbai Campus: Assisting Psychologists and Counsellors, Mr Joel Gibbs, Ms Nazneen Raimalwala And MsDikshaTyagi.

Location: Mr. Joel Gibbs, 8th floor faculty area, Cabin:-West-854 at NMIMS building, Call on 022-42332218 or email joel.gibbs@nmims.edu to book appointments.

Ms. Nazneen Raimalwala, 7th floor faculty area, Cabin:-732, in the Mithibai college building, call on 022-42332225 or email Nazneen.raimalwala@nmims.edu to book appointments.

Ms. DikshaTyagi, for students studying at MPSTME Building, call on 02224350512 or email diksha.tyagi@nmims.edu for appointments

World health organisation and the U.S. National Library of medicine articles:

National library of Medicine: Psychosomatic disorders in developing countries: current...

www.ncbi.nlm.nih.gov/pubmed/16612204

WHO | Prevention of bullying-related morbidity and mortality: a ...

www.ncbi.nlm.nih.gov/pubmed/16612204

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

13.1 Admission Cancellation procedure:

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

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

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

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

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

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

13.2 Payment of fees:

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

Academic break	Fees to be paid at the time of admission after the academic break
<ul style="list-style-type: none"> 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.

13.3 Re-admission rules:

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

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

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

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

13.4 Academic break:

Following rules are applicable for all the schools of NMIMS.

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

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

13.5 **Eligibility for Academic Break:**

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

- 13.5.1 Serious personal medical reasons involving hospitalization, if required and supported by documents.
- 13.5.2 Serious 'family' related issues.
- 13.5.3 Financial constraints.
- 13.5.4 In executive education, 'temporary transfer to other country / city'
- 13.5.5 Financial crisis/Maternity/ shift of duties/additional assignments at the work place applicable for executive programme participants only.
- 13.5.6 The Dean of respective school will approve the academic break and forward the application of the student to admission department for necessary process.
- 13.5.7 The academic break can be granted to any student at best twice during the programme as long as the total period of academic break is not exceeding one year and not exceeding the validity period of that programme.
- 13.5.8 Payment of Fees for academic break: For details please refer point 13.2.

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

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

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

13.7 **Admission Deferment:**

Following rules are applicable to all the Schools of NMIMS.

13.7.1 **Eligibility for admission Deferment:**

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

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

13.7.2 **Who can apply:**

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

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

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

13.7.3 **Process for Admission deferment:**

- 13.7.3.1 Deferred admission may only be granted to admitted in first year students who have paid the required non-refundable enrolment deposit.
- 13.7.3.2 The admission department will scrutinize all the applications and forward it with comments to concerned authorities for approval. The request to defer the offer of admission will be reviewed on case to case basis and will be granted depending on the reason stated alongwith the supporting documents. NMIMS decision with respect to this will be final and will not be challenged.
- 13.7.3.3 Offer of admission deferment, if not, taken in the subsequent year will lapse and the fee paid will not be refunded. Further, the applicant, if still wants to apply to NMIMS, has to undergo the admission process again as a fresh applicant.
- 13.7.3.4 The letter of deferment of admission will be issued by admission department to the applicant.
- 13.7.3.5 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.
- 13.7.3.6 Financial aid offers cannot be deferred. Students must reapply for financial aid.

- 13.7.3.7 Admitted 'Transfer' students are not eligible for deferred admission.
- 13.7.3.8 Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.
- 13.7.3.9 Deferment of admission is not applicable for the first year of the programme.
- 13.7.3.10 Once the programme has commenced, then even though the applicant may have not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

14 Meritorious students:

14.1 Meritorious students list (applicable for all schools except School of Business Management)

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

15 Students Portal (Learning Management System):

- 15.1 Student Portal is a Web-based learning management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.
- 15.2 URL: Access Portal through <https://portal.svkm.ac.in/usermgmt/login>
- 15.3 Login Policy: Default User ID is Student's SAP number and Password will be mailed by the Admin / Course Coordinator
- 15.4 Change Password: Students are recommended to change password after first login for safe surfing.
- 15.5 Email Update: Users need to change/update their email id & contact number for getting regular notification.
- 15.6 Course links: Your login will contain only current trimester/semester course list.
- 15.7 Announcements: Announcements related to course and other activities are published in Announcements section.
- 15.8 Library: It will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.
- 15.9 Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally.
- 15.10 Assignments / Assessments: Assignments can be uploaded and will be graded by faculty. Online score will be stored. All type of assessments can be conducted online.
- 15.11 Academic Content: Syllabus, SRB, Teaching Scheme, Class Time-table etc. can be uploaded.
- 15.12 Course Content: All course related reading materials (ppts/notes/videos/links) can be published.
- 15.13 Examination related content: Results and exam time table can be made available. Online examination is conducted on the portal. SAP education exam conducted online.
- 15.14 Admission Related content: Admission Notices can be published.
- 15.15 Assessment (Internal/External): Tests can be conducted on the Portal. Internal/External marks for respective courses will be published on Students Portal.
- 15.16 Faculty Feedback: Faculty Feedback is accepted online for respective trimester/semester.
- 15.17 Online Plagiarism: Student / Faculty can check Plagiarism through this feature.
- 15.18 Groups: can be created by faculty for assessments, File Exchange, Discussion Board etc. for their Courses.
- 15.19 Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss on topics related to their respective courses.
- 15.20 Hostel Application: Students can book Hostel through the portal (where online admissions are done)
- 15.21 Mobile Application: available for student attendance, assignment, survey, Display ICA marks, notification can be viewed.
- 15.22 Student service: Students are benefitted on students' portal for Name validations as required for mark sheet, photo upload, railway concession, bonafide certificate whenever required.
- 15.23 System Requirement: Works Best with Chrome. (version 64 and above)
- 15.24 Help – Assistance: mail to portal_app_team@svkm.ac.in or phone no: 022 - 42199993

16 Rules for participating in National/International Level Contests:

- 16.1 All contests have to be routed through Faculty in charge of Student Activity/HOD.
- 16.2 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
- 16.3 All student contests are classified as follows.

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

GRADE B: National level contests of high repute.

GRADE C: Local and national level contests

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

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

16.6 Reimbursements (Applicable only for National Contest)

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

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

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

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

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

16.7 Contest Winners:

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

17. Guidelines for Awards and Scholarships

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

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

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

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

18. Guidelines for Convocation

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

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

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

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

19. Roles and Responsibility of Class Representative and Student Council

a. Class Representative

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

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

20. Student Council

NMIMS University Student Council (NUSC)

The Student Council is the apex student body of the University and has a representation from students across schools

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

The major roles and responsibilities of Students Council includes:

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

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

20.1 Student Council (School Level)

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

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

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

21. Interface with Accounts:

21.1 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.

21.2 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.

21.3 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.

21.4 **Re-Registration Fees:**

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

21.5 **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.

21.6 **Hostel Deposit Refund:**

Location: NMIMS Accounts Department

Procedure:

- 21.6.1 Please procure signature of Hostel in-charge on the receipt.
- 21.6.2 Submit signed Hostel Deposit Receipt to Accounts Department along with Application for Refund as per Annexure 9.
- 21.6.3 Please attach copy of cancelled cheque of your own account or parent's account. Same particulars of the bank account to which refund is to be sent is to be mentioned on the Application for Refund form.
- 21.6.4 Please allow a period of 3 weeks for issue of the Refund.

21.7 **Library Deposit and Security Deposit Refund:**

Location: Course Coordinator

Procedure:

- 21.7.1 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
- 21.7.2 Please allow a period of 3 weeks for issue of the Refund through NEFT

21.8 **Duplicate Receipt:**

Location: NMIMS Accounts Department

Procedure:

- 21.8.1 Please fill the Application for Duplicate Fee Receipt and submit Rupees 100 per receipt to Accounts Department
- 21.8.2 Please allow a period of a week for issue of receipt

22. **International Student Exchange Program Policy**

22.1 **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. This is managed by Department of International Linkages of the University. 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 efforts of the International Linkages department, efforts are ongoing to have larger number of students to avail of this unique opportunity in every school. Students at NMIMS also benefit from interacting with overseas students who visit us as part of NMIMS Inbound exchange program and International Immersions.

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

This policy also lays out the facilities for international students in our programs and also the expectations from them. We

expect our foreign students to conduct themselves at par with other Indian students.

To aggressively pursue the internalization agenda, NMIMS has signed MOUs with leading Universities. MOUs applicable for NMIMS schools as given below:

1. The University Level:

- University of New South Wales, Australia
- Charles Darwin University, Australia
- Clark University, USA
- University of California, Berkeley, USA – Summer Sessions
- University of Texas at Dallas, USA
- Illinois Institute of Technology, USA
- The University of Missouri - Kansas City, USA
- Florida International University, USA
- Stony Brook University – USA
- Columbia University School of Professional Studies – USA
- St. Martin's University, Washington, USA
- Kings College London, UK
- Bristol University, UK
- University of Leeds – UK
- University of Jyväskylä, Finland
- University of Westminster, United Kingdom
- Abdullah Gul University, Kayseri, Turkey
- Virginia Tech. University, US

2. School of Business Management (SBM):

- HEC Lausanne, Switzerland
- The Grenoble Ecole de Management, France
- KEDGE Business School (Previously – EUROMED Marseille) France
- ROUEN Business School (Previously NEOMA) France
- HLL Leipzig School of Management, Germany
- IESEG School of Management, Lille, Paris, France
- University of Erlangen-Nurnberg, Germany
- Europa Universitat Flensburg- EUF, Germany
- ESSCA Ecole De Management, France
- EDHEC Business School, France
- Purdue University, USA
- University of Texas at Dallas, USA
- Florida International University, USA
- University of South Florida, USA

3. School of Technology Management & Engineering (MPSTME):

- Virginia Tech, USA
- Stevens Institute of Technology, USA
- University of New South Wales, Australia
- Western Sydney University, Australia
- University of Canberra, Australia
- Tel Aviv University, Israel

4. School of Architecture (BSSA):

- University of Nebrija, Spain

5. School of Commerce (ASMSOC)

- University of Bristol UK
- University of South Australia, Australia

- University of Wollongong – Australia
- University of California Riverside, USA
- State University of New York at Albany, USA
- Clark University, USA
- University of Dallas – USA

6. School of Economics (SAMSOE)

- University of California Riverside, USA
- Clark University, USA
- University of Wollongong - Australia
- Dalhousie University – Canada
- University of Bristol - UK

22.3 Eligibility

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

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

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

22.4 Selection Criteria and Conditions

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

22.5 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:

- 22.5.1 Accommodation and daily living expenses including study materials
- 22.5.2 Travel Expenses
- 22.5.3 Passport and visa costs
- 22.5.4 Insurance cover
- 22.5.5 Any other incidental costs

22.6 Application procedure for students and Expectations from students

- 22.6.1 Students have to apply in specified application form as defined by respective Deans/ Directors of schools. Candidates with completed and accurate application will be interviewed by the International Linkages office. Successful candidates will then be nominated to the respective partner universities following which they have to complete the online application as instructions received from partner university via email.
- 22.6.2 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.
- 22.6.3 Upon joining the partner institute, the courses the students intends to take up should be finalized and communicated for approval to the NMIMS School authorities
- 22.6.4 Students need to ensure that they do not get any fail grade in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.
- 22.6.5 Other criteria as defined by Deans/Directors of the Schools.

22.7 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.

22.8 Enclosures:

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

Note:

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

23. Safety Guide for Students on Floods, Fire and Earthquakes

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

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

23.1 Floods:

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

Before Floods	During Floods	After Floods
<ul style="list-style-type: none"> 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 equipment 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.

23.2 Earthquake

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

Before Earthquake	During Earthquake	After Earthquake
<ul style="list-style-type: none"> 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 	<p>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 	<p>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.

Before Earthquake	During Earthquake	After Earthquake
<p>cylinder is secured and intact. This will ensure that it will not fall during an earthquake and hurt someone or start a fire.</p> <ul style="list-style-type: none"> • Keep a torch and a mobile handy. • Keep the corridors in the hostel/house clear of furniture and other things, making movement easier. 	<p>door, in the corner of a room, under a table or even under a bed.</p> <p>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>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. 	<ul style="list-style-type: none"> • 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>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.

23.3 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. Check the adequacy of firefighting 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. 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>If trapped or stranded:</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 Dial 101 or 22620 5301 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.

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

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

Anti-Ragging Committees:

University				
	Name	Designation	E-mail ID	Contact no.
1.	Dr. Meena Chintamaneni	Chairperson	meena.chintamaneni@nmims.edu	022 42355555
2.	Mr. Paramanand Rajwar	Member	Paramanand.Rajwar@nmims.edu	022 42355558
3.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
4.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
5.	Mr. Samraj Dhasian	Member	Samraj.dhasian@nmims.edu	022 42355555
6.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
7.	Shri Rajendra K. Shah	Member	shahrk60@yahoo.com	022 42199999
School of Business Management/Pravin Dalal School of Entrepreneurship and Family Business Management				
1.	Dr. Bala Krishnamoorthy	Chairperson	Balak@nmims.edu	022 4235 5806

2.	Dr. Preeti Khanna	Member	Preeti.khanna@nmims.edu	022 4235 5864
3.	Dr. Madhavi Gokhale	Member	Madhavi.Gokhale@nmims.edu	022 4235 5852
4.	Dr. Hari Kumar Iyer	Member	Harikumar.Iyer@nmims.edu	022 4235 5891
5.	Tejash D Somaiya	Member	Tejash.Somaiya@sbm.nmims.edu	022 4235 5566
Mukesh Patel School of Technology Management & Engineering				
1.	Dr. Alka Mahajan	Chairperson	alka.mahajan@nmims.edu	9820189008
2.	Dr. Seema Shah	Member	Seema.shah@nmims.edu	9833818846
3.	Dr. Vaishali Kulkarni	Member	Vaishali.kulkarni@nmims.edu	9920668187
4.	Dr. Ajay Phirke	Member	Ajay.Phirke@nmims.edu	9967448652
5.	Dr. Avinash More	Member	Avinash.More@nmims.edu	9892385010
Anti-Ragging Squad:				
Mukesh Patel School of Technology Management & Engineering				
1.	Dr. Manoj Sankhe	Member	Manoj.sankhe@nmims.edu	9224574993
2.	Prof. S. Nagalakshmi	Member	S.Nagalakshmi@nmims.edu	9969033784
3.	Prof. Kamal Mistry	Member	Kamal.Mistry@nmims.edu	9768666215
4.	Prof. Dattatray Sawant	Member	Dattatray.Sawant@nmims.edu	9769446447
5.	Prof. Samadhan Deshmukh	Member	Samadhan.Deshmukh@nmims.edu	9004392646
6.	Dr. Vinita Khatri	Member	Vinita.Khatri@nmims.edu	9757305047
7.	Prof. Deoyani Joshi	Member	Deoyani.Joshi@nmims.edu	9820292081
8.	Prof. Sunita Nainan	Member	Sunita.Nainan@nmims.edu	9867753210
9.	Prof. Gaurav Londhe	Member	Gaurav.Londhe@nmims.edu	9920745414
10.	Ms. Anjali Barmukh	Member	Anjali.Barmukh@nmims.edu	9820031359
Shobhaben Pratapbhai Patel School of Pharmacy & Technology Management				
1.	Dr. Bala Prabhakar	Chairperson	Bala.Prabhakar@nmims.edu	9819781252
2.	Dr. Mayur Yergeri	Member	mayur.yergeri@nmims.edu	9920036717
3.	Dr. Saritha Shetty	Member	Saritha.Shetty@nmims.edu	9833025503
Balwant Sheth School of Architecture				
1.	Prof. Aparna Surve	Chairperson	Aparna.Surve@nmims.edu	9757427801
2.	Prof. Shriya Bhatia	Member	Shriya.bhatia@nmims.edu	9892138011
3.	Ms. Rita Mascarenhas	Member	rita.mascarenhas@nmims.edu	9833568564
4.	Ms. Nilam Patkar	Member	nilam.patkar@nmims.edu	9833103510
5.	Ms. Jeeva Sawani	Member	jjeeyasavani@gmail.com	9820101019
Sunandan Divetia School of Science				
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3.	Dr. Purvi Bhatt	Member	purvi.bhatt@nmims.edu	9821379090
4.	Dr. Gurudas Mane	Member	gurudas.mane@nmims.edu	9975644807
5.	Dr. Mansi Bhartiya	Member	Mansi.bhartiya@nmims.edu	9867512415
Anil Surendra Modi School of Commerce				
1.	Prof. Sangita Kher	Chairperson	sangita.kher@nmims.edu	9892169636
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4.	Dr. Arshia Kaul	Member	Arshia.Kaul@nmims.edu	9819431944
5.	Mr. Bhavesh Barot	Member	bhavesh.barot@nmims.edu	9920936372
Sarla Anil Modi School of Economics				
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NMIMS Global Access – School for Continuing Education				
1.	Mr. Rajiv Shah	Chairperson	Rajiv.Shah@nmims.edu	9820010282
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Kirit P Mehta School of Law				
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3.	Ms. Anupama Kapshikar	Member	Anupama.kapshikar@nmims.edu	42355766
Jyoti Dalal School of Liberal Arts				

1.	Dr Megha Agarwal	Chairperson	Megha.Agarwal@nmims.edu	
2.	Dr. UtharaSuvrathan	Member	Uthara.Suvrathan@nmims.edu	
3.	Dr. Chaitanya Joshi	Member	Chaitanya.joshi@nmims.edu	
School of Design				
1.	Prof. Manisha Phadke	Chairperson	Manisha.Phadke@nmims.edu	9820288707
2.	Prof. Aditya Gupte	Member	Aditya.Gupte@nmims.edu	9833518920
3.	Prof. Shreya Maulik	Member	Shreya.Maulik@nmims.edu	9167746528
School of Performing Arts				
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2.	Mr. Gino Banks	Member	Gino.Banks@nmims.edu	9821062761
3.	Mr. Clement Rooney	Member	Clement.Rooney@nmims.edu	8657454299
4.	Ms. CharmiLathigara	Member	Charmi.Lathigara@nmims.edu	9769945517
School of Mathematical Sciences				
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2.	Prof. Pramod Kumar Das	Member	Pramodkumar.das@nmims.edu	8130020859
3.	Prof. Shikha Gaur	Member	Shikha.gaur@nmims.edu	9967773408
4.	Ms. Vaishali Rain	Member	vaishali.rain@nmims.edu	9821458550
Centre of Excellence in Analytics & Data Sciences				
1.	Dr. Amul Desai	Chairperson	Amul.Desai@nmims.edu	9820011456
2.	Prof. Brinda Sampat	Member	brinda.sampat@nmims.edu	9930959742
3.	Dr. Rohit Malhotra	Member	Rohit.malhotra@nmims.edu	8469073572
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School of Branding & Advertising				
1.	Ms. Reah Irani and Ms. Priya Menon	Chairperson	reah@pksbe.com/priya@pksbe.com	9820122146/9833551677
2.	Dr. Mukesh Sharma	Member	Mukesh.sharma@nmims.edu	9869265859
3.	Mr. Vitesh Shah	Member	vitesh@pksbe.com	9137988959
4.	Ms. SayaliGodambe	Member	Sayali.godambe@nmims.edu	9702424368
Hostels at Mumbai				
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2.	Shri Harshad H. Shah	Member	harshad.shah@svkm.ac.in	98202 93814
3.	Shri Rajubhai Shah	Member	rajendra.shah@svkm.ac.in	98190 36555
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5.	Dr. Meena Chintamaneni	Member	meena.chintamaneni@nmims.edu	4235 5550
6.	Mr. Venugopal K	Member	Venugopal.k@nmims.edu	022 42355557
Shirpur Campus				
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2.	Dr. Nikhlesh Kumar Sharma	Member	nikhleshkumar.sharma@nmims.edu	(02563) 286545/46
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4.	Dr. B K Mohanty	Member	Basantkumar.mohanty@nmims.edu	(02563) 286545/46
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6.	Dr. ChandrakantBonde	Member	chandrakant.bonde@nmims.edu	(02563) 286545/46
7.	Dr. Rakesh Chaudhari	Member	rakesh.chaudhari@nmims.edu	(02563)286545/46
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10.	Mr. Pravin Wararkar	Member	Pravin.wararkar@nmims.edu	(02563)286545/46
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3.	Dr. Silla Ramsundar	Member	Silla.Ramsundar@nmims.edu	8473805758
4.	Dr. Anil Pethe	Member	Anil.Pethe@nmims.edu	8879212188
5.	Dr. Deepti Pathak	Member	Deepti.Pathak@nmims.edu	8447817186
6.	Ms. Vani Bobba	Member	Vani.Booba@nmims.edu	7660000766
7.	Mr. Sourav Chatterjee	Member	Sourav.chatterjee@nmims.edu	9760239658

Bangalore Campus				
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2.	Dr. Narayani Ramachandran	Member	Narayani.r@nmims.edu	080-25126067
3.	Mr. Pradip Pyne	Member	Pradip.Pyne@nmims.edu	080-25126073
4.	Mr. Vishnu Bhat	Member	Vishnu.bhat@nmims.edu	080-25126021
Navi Mumbai Campus				
1.	Dr. P N Mukherjee	Chairperson	Parthasarathi.mukherjee@nmims.edu	9820338530
2.	Dr. Ruchita Verma	Member	Ruchita.Verma@nmims.edu	9820671202
3.	Prof. Prashant Barsing	Member	prashant.barsing@nmims.edu	9794258005
4.	Dr. Aarti Sharma	Member	Aarti.sharma@nmims.edu	9930132997
5.	Prof. MukundTripathi	Member	mukund.m.tripathi@gmail.com	9594939617
6.	Prof Manisha Band	Member	Manisha.band@nmims.edu	9370372743
7.	Prof Aditya Kasar	Member	Aditya.kasar@nmims.edu	9833982732
8.	Dr Ketan Chande	Member	Ketan.Chande@nmims.edu	9867503203
9.	Ms. Anupriya Sharma	Member	anupriya.sharma@nmims.edu	9619723584
Indore Campus				
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2.	Dr. AaquilBunglowala	Member	aaquil.bunglowala@nmims.edu	9425479258
3.	Dr. Sameer Pingle	Member	Sameer.pingle@nmims.edu	9909011393
4.	Dr. AshutoshHajela	Member	Ashutosh.hajela@nmims.edu	9868368324
5.	Dr. Niranjana Shastri	Member	Niranjana.shastri@nmims.edu	9424577709
6.	Mr. Gaurav .P. Moghe	Member	gaurav.moghe@nmims.edu	9516611151
Dhule Campus				
1.	Dr. K.B.Patil	Chairperson	K.B.Patil@nmims.edu	9422210800
2.	CA KunalPasari	Member	Kunal.Pasari@nmims.edu	9850008807
3.	Dr. Pankaj Dhaundiyal	Member	Pankaj.Dhaundiyal@nmims.edu	6388864059
4.	CA Pooja Sadane	Member	Pooja.Sadane@nmims.edu	9405111334
5.	Mr. Dinesh Deshmukh	Member	Dinesh.Deshmukh@nmims.edu	9423433315

24.2 Women Grievance Redressal Cell:

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

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

Internal Complaints Committee:

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

24.4 University Student Grievance Redressal Committee :

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

24.5 **Ombudsman:** The Ombudsman shall exercise power to hear grievances of those who are not satisfied with decision

of NMIMS Grievance Redressal Committee. The Ombudsman would be required to dispose cases within one month of the receipt for speedy redress of grievances. On conclusion of the proceeding, the Ombudsman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the effected party. *Justice Rajendra M. Savan* has been appointed as Ombudsman at NMIMS University. For more details, kindly refer AICTE regulations on Ombudsman.

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

Sr. No.	Category	Sr. No.	Category	Sr. No.	Category
1	Potentially Liable	15	Controversial	29	Sports Hunting and war Games
2	Drug Abuse	16	Abortion	30	Games
3	Occult	17	Adult Materials	31	Peer-to-peer File Sharing
4	Hacking	18	Advocacy Organizations	32	Multimedia Download
5	Illegal Unethical	19	Gambling	33	Internet Radio and TV
6	Racism and Hate	20	extremist Groups	34	Potential Security Violating
7	Violence	21	Nudity And Risqué	35	Malware
8	Marijuana	22	Pornography	36	Spyware
9	Folklore	23	Tasteless	37	Web Hosting
10	Proxy Avoidance	24	Weapons	38	Multimedia Search
11	Web Translation	25	Sex Education	39	Audio Search
12	Phishing	26	Alcohol	40	Video Search
13	Plagiarism	27	Tobacco	41	Spam URL
14	Child Abuse	28	Lingerie and Swimsuit		

26. List of E resources

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

27. LIST OF HOLIDAYS FOR THE YEAR 2020

SVKM'S NMIMS (Deemed to be University)
List of Holidays 2020 declared by the University

List of Holidays 2020 declared by the University											
NMIMS (Mumbai, Navi Mumbai, Shirpur & Dhule)		NMIMS (Bangalore)		NMIMS (Hyderabad)		NMIMS (Indore)		NMIMS (Chandigarh)		Calendar	
List of Holidays for the year 2020											2020
OCCASION	DATE	OCCASION	DATE	OCCASION	DATE	OCCASION	DATE	OCCASION	DATE	OCCASION	DAY
1 New Year	01-Jan-20	1 New Year	01-Jan-20	1 New Year	01-Jan-20	1 New Year	01-Jan-20	1 New Year	01-Jan-20	1 New Year	Wednesday
										2 Lohri	Tuesday
		2 Sankranti/Pongal	15-Jan-20	2 Sankranti/Pongal	15-Jan-20	2 Sankranti/Pongal	15-Jan-20	2 Sankranti/Pongal	15-Jan-20		Wednesday
2 Mahashivratri	21-Feb-20	3 Mahashivratri	21-Feb-20	3 Mahashivratri	21-Feb-20	3 Mahashivratri	21-Feb-20	3 Mahashivratri	21-Feb-20	3 Mahashivratri	Friday
3 Holi	10-Mar-20	4 Holi	10-Mar-20	4 Holi	10-Mar-20	4 Holi	10-Mar-20	4 Holi	10-Mar-20	4 Holi	Tuesday
								5 Rang Panchami	13-Mar-20		Friday
4 Gudi Padwa	25-Mar-20	5 Ugadi	25-Mar-20	5 Ugadi	25-Mar-20						Wednesday
								6 Ram Navami	02-Apr-20		Thursday
								7 Mahavir Jayanti	06-Apr-20		Monday
5 Good Friday	10-Apr-20	6 Good Friday	10-Apr-20	6 Good Friday	10-Apr-20						Friday
										5 Baisakhi	Tuesday
6 Maharashtra Day	01-May-20	7 Labor Day	01-May-20	7 Labor Day	01-May-20						Friday
7 Ramzan-Id	25-May-20	8 Ramzan-Id	25-May-20	8 Ramzan-Id	25-May-20	8 Ramzan-Id	25-May-20	8 Ramzan-Id	25-May-20	6 Ramzan-Id	Monday
				9 Telangana Day	02-Jun-20						Tuesday
								9 Rakshabandhan	03-Aug-20	7 Rakshabandhan	Monday
8 Gopalka	12-Aug-20	9 Janmashtami	11-Aug-20							8 Janmashtami	Wednesday
9 Independence Day	15-Aug-20	10 Independence Day	15-Aug-20	10 Independence Day	15-Aug-20	10 Independence Day	15-Aug-20	10 Independence Day	15-Aug-20	9 Independence Day	Saturday
10 Ganesh Chaturthi	22-Aug-20	11 Ganesh Chaturthi	22-Aug-20	11 Ganesh Chaturthi	22-Aug-20	11 Ganesh Chaturthi	22-Aug-20	11 Ganesh Chaturthi	22-Aug-20	10 Ganesh Chaturthi	Saturday
11 Anant Chaturdasi	01-Sep-20										Tuesday
12 Gandhi Jayanti	02-Oct-20	12 Gandhi Jayanti	02-Oct-20	12 Gandhi Jayanti	02-Oct-20	12 Gandhi Jayanti	02-Oct-20	12 Gandhi Jayanti	02-Oct-20	11 Gandhi Jayanti	Friday
		13 Dusshera	26-Oct-20								Monday
13 Diwali (Dhanteras)	13-Nov-20			13 Diwali (Dhanteras)	13-Nov-20	12 Diwali (Dhanteras)	13-Nov-20	12 Diwali (Dhanteras)	13-Nov-20	12 Diwali (Dhanteras)	Friday
14 Narak Chaturdashi/ Diwali	14-Nov-20	14 Narak Chaturdashi/ Diwali	14-Nov-20	14 Narak Chaturdashi/ Diwali	14-Nov-20	14 Narak Chaturdashi/ Diwali	14-Nov-20	14 Narak Chaturdashi/ Diwali	14-Nov-20	13 Narak Chaturdashi/ Diwali	Saturday
15 Diwali (Bhaubeej)	16-Nov-20	15 Diwali (Bhaubeej)	16-Nov-20	15 Diwali (Bhaubeej)	16-Nov-20	15 Diwali (Bhaubeej)	16-Nov-20	15 Diwali (Bhaubeej)	16-Nov-20	14 Diwali (Bhaubeej)	Monday
										15 Gurunanak Jayanti	Monday
16 Christmas	25-Dec-20	16 Christmas	25-Dec-20	16 Christmas	25-Dec-20	16 Christmas	25-Dec-20	16 Christmas	25-Dec-20	16 Christmas	Friday

Notes:

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

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

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

List of Holidays 2020 at NGASCE Centres other than the campus centres mentioned above.

NGASCE (Ahmedabad)			NGASCE (Kolkata)			NGASCE (Delhi)			NGASCE (Pune)			Calendar
List of Holidays for the year 2020												2020
OCCASION		DATE		OCCASION	DATE		OCCASION	DATE		OCCASION	DATE	DAY
			1	New Year	01-Jan-20	1	New Year	01-Jan-20	1	New Year	01-Jan-20	Wednesday
1	Sankranti/Pongal	14-Jan-20										Tuesday
2	Sankranti/Pongal	15-Jan-20										Wednesday
3	Mahashivratri	21-Feb-20				2	Mahashivratri	21-Feb-20	2	Mahashivratri	21-Feb-20	Friday
			2	Chhathra	9-Mar-20							Monday
4	Holi	10-Mar-20	3	Holi	10-Mar-20	3	Holi	10-Mar-20	3	Holi	10-Mar-20	Tuesday
5	Ram Navmi	02-Apr-20										Thursday
									4	Gudi Padwa	25-Mar-20	Wednesday
						4	Good Friday	10-Apr-20				Friday
			4	Bengali New Year	14-Apr-20							Tuesday
						5	May Day	01-May-20	5	Maharashtra Day	01-May-20	Friday
6	Ramzan-Id	25-May-20	5	Ramzan-Id	25-May-20	6	Ramzan-Id	25-May-20	6	Ramzan-Id	25-May-20	Monday
									7	Palkhi Procession	13-Jun-20	Saturday
7	Rakshabandhan	03-Aug-20	6	Rakshabandhan	03-Aug-20	7	Rakshabandhan	03-Aug-20				Monday
8	Janmastami	12-Aug-20							8	GosaKala	12-Aug-20	Wednesday
9	Independence Day	15-Aug-20	7	Independence Day	15-Aug-20	8	Independence Day	15-Aug-20	9	Independence Day	15-Aug-20	Saturday
10	Ganesh Chaturthi	22-Aug-20				9	Ganesh Chaturthi	22-Aug-20	10	Ganesh Chaturthi	22-Aug-20	Saturday
									11	Anant Chaturdasi	01-Sep-20	Tuesday
11	Gandhi Jayanti	02-Oct-20	8	Gandhi Jayanti	02-Oct-20	10	Gandhi Jayanti	02-Oct-20	12	Gandhi Jayanti	02-Oct-20	Friday
			9	Durga Puja	22-Oct-20							Thursday
			10	Durga Puja	23-Oct-20							Friday
			11	Durga Puja	24-Oct-20							Saturday
12	Dusshera	26-Oct-20	12	Dusshera	26-Oct-20							Monday
			13	Lakshmi Puja	30-Oct-20							Friday
13	Diwali (Dhanteras)	13-Nov-20				11	Diwali (Dhanteras)	13-Nov-20	13	Diwali (Dhanteras)	13-Nov-20	Friday
14	Narak Chaturdasi/Diwali	14-Nov-20	14	Narak Chaturdasi/Diwali	14-Nov-20	12	Narak Chaturdasi/Diwali	14-Nov-20	14	Narak Chaturdashi/Diwali	14-Nov-20	Saturday
15	Diwali (Balipratipada/Bhaubeej)	16-Nov-20	15	Diwali (Balipratipada/Bhaubeej)	16-Nov-20	13	Diwali (Balipratipada/Bhaubeej)	16-Nov-20	15	Diwali (Bhaubeej)	16-Nov-20	Monday
						14	Chhat Puja	20-Nov-20				Friday
						15	Gurumanak Jayanti	30-Nov-20				Monday
16	Christmas	25-Dec-20	16	Christmas	25-Dec-20	16	Christmas	25-Dec-20	16	Christmas	25-Dec-20	Friday

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

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

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

NGASCE Centres at campuses will follow holiday list declared for campuses as above.

28. NMIMS INFOLINE (for Mumbai Campus)(can be updated for Respective campuses)

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-East, Police Station	26112813
D. N. Nagar, Andheri (W) Police Station	26303893 / 26304002 / 26303038
Andheri (E) Police Station	26831562 / 26842677
Santacruz Police Station	26492972 / 26487856
Fire Brigade	
Fire Brigade Help Line	101
Andheri Fire Station	26205301
Bandra Fire Station	26435206
Ambulance	102 / 1298/1252
Hospitals	
Dr. Balabhai Nanavati Hospital	26182255 / 2626 7500
Dr. Cooper Hospital	26207254
Travel Agency	
V-explore	42705205/ 42705255
Chemist	
Dilip Drug House	26182255 / 2618 7038
Empire Chemists	26718970 / 2625 1238
Welcome	26111796
General Physician	
“Shri Vile Parle Kelavani Mandal” runs a dispensary which operates from 9:00 am to 6:00 pm. It is manned by two fully qualified Medical Officers in two shifts. Services of dispensary are available for attending to all emergency first aid and for OPD. This facility is available to all students, staff and faculty members of SVKM Institutions	Location: N.M. College Area, 2 nd floor. Dr. Geeta Shah – 9820547571/ Dr.Goel-9869002653 /
Hostel(Contact – Mr. Venugopal)	
MKM Sanghvi Girls Hostel	022-26256382/ 83
Bansi Villa Girls Res.Flats	022-4235 5555 / 5557
Kalika Girls Res.Flats	022-4235 5555 / 5557
Sur Sagar Girls Res.Flats	022-4235 5555 / 5557
G. R. Jani Hostel Boys	022-42334056
Anand Hotel Premises Boys Res Flats	022-4235 5555 / 5557
Megha Villa Boys Hostel	022-4235 5555 / 5557

Part II

Sunandan Divatia School of Science



Message from Director / Dean / Associate Dean (as applicable)

Dear Students,

A warm welcome to all of you.

Sunandan Divatia School of Science (SDSOS) was launched in the AY- 2007-2008, with a view to provide undergraduates and post graduates an opportunity to embark on a challenging, yet exciting domain of Pure and Applied Sciences. At SDSOS, we offer unique multi- as well as inter-disciplinary programs, viz, Post graduate program in Statistics, Biological Sciences, Chemistry and Physiotherapy; Integrated Post-Graduate Doctoral program in Biological Sciences and Chemistry and a Doctoral program in Biological Sciences and Chemistry. We have also recently introduced two new undergraduate programs, BSc (Applied Statistics & Analytics) and a 5 Year Integrated MSc in Biomedical Science, for Class XII students, interested in pursuing careers in Analytics and Data Sciences and in Biomedical Science respectively.

There is a major emphasis on 'Research' in all the programs offered at the SDSOS. We are strongly driven by a highly qualified scientific talent pool. The main focus of our R & D activities has been conducting applied research at the interface of Chemistry and the Biosciences on problems of national and international importance. Our research focus is in contemporary and specific areas like cell biology (Stem Cells), Cancer Biology, Phytochemistry, Nano Sciences and Applied Microbiology.

Once again, I welcome you all to an enjoyable and stimulating learning experience at the SDSOS and look forward to working together to help us achieve our goal, to be recognized as a 'Centre of Excellence'.

Dr. Neetin Desai

Dean, Sunandan Divatia School of Science

1. Approved Academic Calendar of all programs

SVKM's NMIMS
 School Name: Sunandandivatla School of Science Campus: Mumbai
 Program Name in Full: B.Sc. (Data Science) & B. Sc. (Applied Psychology)

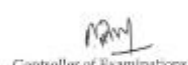
Academic Calendar for the Academic Year: 2020-2021

Details	Program-Sem/Trim	Start date	End Date	No. of Days / No. of weeks (Excluding Sundays)
Semester I				
Orientation/Induction Program		9 th September, 2020; 12 th September, 2020; 18 th September, 2020; 19 th September, 2020; 25 th September, 2020; 26 th September, 2020		06 Days
Academic Instruction Duration (regular classes)		09.09.2020	24.12.2020	81 Days
Mid Term Test \ Internal Continuous Assessment		23.11.2020	28.11.2020	06 Days
Term End Exams		04.01.2021	20.01.2021	15 Days
Re-Exams		04.03.2021	11.03.2021	07 Days
Diwali Vacation		11.11.2020	17.11.2020	7 Days
Semester II				
Academic Instruction Duration (regular classes)		21.01.2021	05.05.2021	90 Days
Mid Term Test \ Internal Continuous Assessment		01.03.2021	06.03.2021	05 Days
Term End Exams		10.05.2021	22.05.2021	12 Days
Re-Exams		06.07.2021	10.07.2021	06 Days
Winter Vacation		26.12.2020	01.01.2021	7 Days
Summer Vacation	For Faculty - 1 st Batch	10.05.2021	20.06.2021	42 Days
	For Faculty - 2 nd Batch	24.05.2021	04.07.2021	42 Days
	For Students	23.05.2021	04.07.2021	43 Days
Compulsory Summer Internship \ B.Sc Psychology Course (4 credits)	8 Weeks	24.05.2021	10.08.2021	48 Days
Convocation				
Commencement of First Year in next Academic year (AY 2021-22)		(Orientation - 3 rd July, 2021) Commencement (6 th July, 2021)	---	


 Coordinator
 (School)


 Director/Dean
 (School)


 DR-Academics
 (NMIMS)


 Controller of Examinations
 (NMIMS)



SVKM's NMIMS

School Name : SunandanDivatia School of Science Campus: Mumbai

Program Name in Full : B.Sc. (Applied Statistics and Analytics), 5 Year Integrated M Sc in Biomedical Science, M Sc Statistics, M Sc (Applied Statistics and Analytics), M Sc Biological Sciences, M Sc Chemistry (Analytical & Organic Chemistry), M ScPh D Biological Sciences (Integrated Programme), M ScPh D Chemistry (Integrated Programme) (Analytical & Organic Chemistry), Ph D Biological Sciences, Ph D Chemistry (Regular & Professionals), Master of Physiotherapy (MPT) are offered in Mumbai Campus.

* B.Sc. (Applied Statistics and Analytics) is also offered in Navi Mumbai, Bangalore & Hyderabad Campus.

Academic Calendar for the Academic Year :2020-2021

Details	Program-Sem/Trim	Start date	End Date	No. of Days/ No. of weeks (Excluding Sundays)
Semester I, III, V, VII, IX				
Orientation/Induction Program	All programmes Semester I(Except B Sc ASA, 5 Years Biomedical Sciences, MPT)	10 th &11.07.2020, 17 th & 18 th July, 24 th & 25 th July, 2020		06 Days
Academic Instruction Duration (regular classes)	All programmes Semester I (Except B Sc ASA, 5 Years Biomedical Sciences, MPT)	13.07.2020	31.10.2020	96 Days
Academic Instruction Duration (regular classes)	All programmes Semester III, V, VII, IX	06.07.2020	31.10.2020	102 Days
Mid Term Test / Internal Continuous Assessment	All programmes	21.09.2020	26.09.2020	06 Days
Term End Exams	All programmes excluding	05.11.2020	28.11.2020	14 Days
Re-Exams	All programmes	23.01.2021	30.01.2021	07 Days
Diwali Vacation		11.11.2020	17.11.2020	07 Days
Semester II, IV, VI, VIII,X				
Academic Instruction Duration (regular classes)	All programmes	01.12.2020	08.04.2021	104 Days
Mid Term Test \ Internal Continuous Assessment	All programmes	01.03.2021	06.03.2021	06 Days
Term End Exams	All programmes	13.04.2021	30.04.2021	15 Days
Re-Exams	All programmes	14.06.2021	21.06.2021	07 Days
Winter Vacation		26.12.2020	01.01.2021	07 Days
Summer Vacation	For Faculty - 1st Batch	10.05.2021	20.06.2021	42 Days
	For Faculty - 2nd Batch	24.05.2021	04.07.2021	42 Days
	For Students	01.05.2021	04.07.2021	66 Days
Convocation	1 st Week of August, 2021			
Commencement of First Year in next Academic year (AY 2021-22)		(Orientation - 5 th July, 2021) Commencement for all the semesters of all programmesexcluding MPT 1 st Year will be on 6 th July, 2021	-----	

Coordinator
(School)

Director/Dean
(School)

DR-Academics
(NMIMS)

Controller of Examinations
(NMIMS)

(Revised)

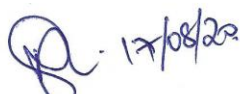
SVKM's NMIMS
School Name : Sunandan Divatia School of Science Campus: Mumbai

Program Name in Full : B.Sc. (Applied Statistics and Analytics), 5 Year Integrated M Sc in Biomedical Science, Master of Physiotherapy (MPT) are offered in Mumbai Campus.

* B.Sc. (Applied Statistics and Analytics) is also offered in Navi Mumbai, Bangalore & Hyderabad Campus.


Academic Calendar for the Academic Year : 2020-2021

Details	Program-Sem/Trim	Start date	End Date	No. of Days / No. of weeks (Excluding Sundays)
Semester I				
Orientation/Induction Program		17.08.2020; 21.08.2020; 29.08.2020; 05.09.2020; 12.09.2020; 19.09.2020		06 Days
Academic Instruction Duration (regular classes)		18.08.2020	05.12.2020	95 Days
Mid Term Test \ Internal Continuous Assessment		21.09.2020	26.09.2020	06 Days
Term End Exams		07.12.2020	21.12.2020	13 Days
Re-Exams		23.01.2021	30.01.2021	07 Days
Diwali Vacation		11.11.2020	17.11.2020	7 Days
Semester II				
Academic Instruction Duration (regular classes)		02.01.2021	17.04.2021	91 Days
Mid Term Test \ Internal Continuous Assessment		01.03.2021	06.03.2021	06 Days
Term End Exams		19.04.2021	05.05.2021	15 Days
Re-Exams		14.06.2021	21.06.2021	07 Days
Winter Vacation		26.12.2021	01.01.2021	7 Days
Summer Vacation	For Faculty - 1 st Batch	10.05.2021	20.06.2021	42 Days
	For Faculty - 2 nd Batch	24.05.2021	04.07.2021	42 Days
	For Students	01.05.2021	05.07.2021	66 Days
Convocation		1 st Week of August, 2021		
Commencement of First Year in next Academic year (AY 2021-22)		(Orientation - 5 th July, 2021) Commencement 6 th July, 2021	-----	


 Coordinator
 (School)


 Director/Dean
 (School)


 DR-Academics
 (NMIMS)


 Controller of Examinations
 (NMIMS)

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

2.1 General Guidelines:

In continuation to point number 3.2 of University Guidelines, please note the following additional guidelines:

- 2.1.1 The attendance reports are uploaded on Student Portal twice in a week. Discrepancy (if any) to be informed by the student to the course coordinator concerned within 3 working days from the date when report has been uploaded. No changes will be permitted once attendance reports are finalized.
- 2.1.2 For ALL absence, prior intimation is to be given to the Course Coordinator concerned. In emergent situations, intimation must be given to Course Coordinator on phone/ email within 24 hours of the absence. Any leave without written intimation will be treated as unauthorized leave and will be reflected in the records as such.
- 2.1.3 Students must refrain from approaching the faculty members for attendance related issues and exemptions. They must submit an application to the course coordinator concerned for necessary approvals. Individual faculty members are not allowed to give exemptions.
- 2.1.4 Classes are expected to begin on time. Late coming is not permitted. Faculties have the authority to close the doors of the classroom and debar latecomers from entering the classroom. They have also been advised to deal with students who habitually come late
- 2.1.5 Students are required to be present for all events of the University and School of Science, including the Convocation, Orientation Ceremony, Sports Day, Republic Day, Independence Day, guest lectures, compulsory workshops, Journal Club, and other events as intimated on the notice board. Record of attendance will be kept for disciplinary action wherever deemed necessary. The University 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 notice board from time to time and / or remark on the transcript or any other decision by the management.
- 2.1.6 Students are not entitled automatically to make up tests / quizzes / viva's and any other form of evaluation even when prior authorization has been obtained for absence from the class. In case of group discussion / presentations, students will not be allowed any marks for absence during the presentations / discussion even if the student has been granted authorized leave during the same.
- 2.1.7 Absence from examination / re-examination for medical or any other reason shall be treated as failure.
- 2.1.8 As all courses conducted by the School of Science are full time courses, students will not be granted leave and / or any other exemptions to pursue any additional course of studies beyond that for which they are currently enrolled at the School of Science.
- 2.1.9 Students are required to be in Mumbai city on all days of the trimester/ semester. If they are leaving the city on personal or institutional work, they are required to obtain prior permission from the Dean. This applies even to those students who are representing the University for social, cultural, and co-curricular events.
- 2.1.10 Students are required to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the University or the faculty concerned. Do not approach faculty members and others in the University to change or extend deadlines.

2.2 Academic Guidelines:

2.3 Re-Admission rules:

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

The revised re-admission rules applicable for re-admission in 2020-2021 for Sunandan Divatia School of Science:

Student who would have obtained 'D' & 'F' grade after permissible examination/ re-examination can appear at re-examination in the subsequent year of the programme or seek re admission for the entire year. However present progression rules of respective School would apply. With this the current rule of subject wise or semester wise re-admission would be withdrawn with effect from the Academic Year 2020 – 2021.

Sr no.	Name of the programme	Duration of the programme (in years)	Maximum duration permissible for completion the programme (in years)
1	B.Sc. (Applied Statistics & Analytics)	3	5
2	B.Sc. (Data Science)	3	5
3	B.Sc.(Applied Psychology)	3	5
4	5-Year Integrated B.Sc. and M.Sc. in Biomedical Science	5	7
5	M.Sc. Statistics	2	4
6	M.Sc. (Applied Statistics & Analytics)	2	4
7	M.Sc. Biological Sciences/ M.Sc. Chemistry (Analytical & Organic)	2	4
8	Masters of Physiotherapy (MPT)	2	4
9	M.Sc. Ph.D. Biological Sciences (Integrated programme)/ M.Sc.Ph. D. Chemistry(Integrated programme)	5	8
10	Ph.D. (Biological Sciences/ Chemistry / Physiotherapy)	4	7

2.4 Discipline Norms and Penalty:

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

2.4.1 Disciplinary Committee

1	Dr. Neetin Desai	Chairperson	neetin.desai@nmims.edu	9699350699
2	Dr. Brijesh Sukumaran	Member	brijesh.sukumaran@nmims.edu	8080701661
3	Dr. Gurudas Mane	Member	gurudas.mane@nmims.edu	9372115518

2.4.2 Woman Grievance Redressal Committee

1	Dr. Neetin Desai	Chairperson	neetin.desai@nmims.edu	9699350699
2	Dr. Brijesh Sukumaran	Member	brijesh.sukumaran@nmims.edu	8080701661
3	Dr. Nazima Munshi	Member	nazima.munshi@nmims.edu	9819124121

2.4.3 Collegiate Student Grievance Redressal Committee:

1	Mr. Sunil Shirvaiker	Chairperson	sunil.shirvaiker@nmims.edu	9820004410
2	Dr. Sudeshna Chandra	Member	sudeshna.chandra@nmims.edu	9769655516
3	Dr. Harinder Singh	Member	harinder.singh@nmims.edu	8169009373
4	Dr. Mansi Bhartiya	Member	Manasi.bhartiya@nmims.edu	9867512415

2.4.4 Departmental Student Grievance Redressal Committee:

1	Dr. Brijesh Sukumaran	Member	brijesh.sukumaran@nmims.edu	8080701661
2	Prof. Prashant Dhamale	Member	prashant.dhamale@nmims.edu	9766835237
3	Dr. Vrushali Joshi	Member	vrushali.joshi@nmims.edu	9717538879
4	Dr. Poonam Parulekar	Member	gurudas.mane@nmims.edu	9821820233
5	Dr. Mansi Bhartiya	Member	Mansi.bhartiya@nmims.edu	9867512415

2.4.5 Institutional Student Grievance Redressal Committee:

1	Dr. Neetin Desai	Chairperson	neetin.desai@nmims.edu	9699350699
2	Prof. Amita Vaidya	Member	amita.vaidya@nmims.edu	9920326482
3	Prof Manisha Phadake	Member	Manisha.phadake@nmims.edu	9820288707
4	Mr. Sunil Shirvaiker	Member	sunil.shirvaiker@nmims.edu	9820004410

2.4.6 Institutional Student Grievance Redressal Committee:

1	Dr. Neetin Desai	Chairperson	neetin.desai@nmims.edu	9699350699
2	Mr. Sunil Shirvaiker	Member	sunil.shirvaiker@nmims.edu	9820004410
3	Dr. Purvi Bhatt	Member	purvi.bhatt@nmims.edu	9821379090
4	Dr. Gurudas Mane	Member	gurudas.mane@nmims.edu	9975644807
5	Dr. Mansi Bhartiya	Member	Mansi.bhartiya@nmims.edu	9867512415

2.4.7 Academics Committee:

Sr. No.	Committee	Name of Faculty	Member Secretary	Schedule of meetings
1	Promotion of Research & Development	Dr. Desai N.S	Dr. Vrushali Joshi	Every 4 th Saturday 3 to 4 pm
		Dr. Sudeshna Chandra		
		Dr. Purvi Bhatt		
		Dr. Ekta Khattar		
		Dr. Sonal Manohar		
		Dr. K. S. Rao		
		Prof. Sunil Shirvaiker		
		Dr. Poonam Parulekar		
2	Academics	Dr. Desai N.S.	Mrs. Nandini M	All Saturdays

		Prof. Sunil Shirvaiker		3 to 4 pm
		Dr. Gurudas Mane		
		Dr. Harinder Singh		
		Dr. Brijesh S		
		Ms. Leena Kulkarni		
		Dr. Mansi Bhartiya		
3.	Finance & Purchase	Dr. Desai N.S.	Mrs. Manasi Naik &	As and when required
		Dr. Sonal Manohar	Mrs. Madhuri	
		Dr. Ekta Khattar	Khanolkar	
		Dr. Gurudas Mane		
		Mr. Prashant Dhamale		
		Dr. Sabah Thaver		
4	Laboratory Maintenance	Dr. Brijesh S	Mrs. Madhuri	Every month
		Mr. Jeevan Pradhan	Khanolkar and Mrs.	
		Dr. Harinder Singh	Trupti Damle	
		Ms. Debasmita Mukherjee		
5.	Library Committee	Dr. Sonal Manohar	Dr. Sonal Manohar	Once every trimester (First Monday of month)
		Dr. Raghunath M		
		Dr. Vrushali Joshi		
		Dr. Poonam Parulekar		
6	Students welfare committee	Dr. Brijesh S	Mrs. Manasi Naik	As and when required
		Dr. Shraddha Sarode		
		Dr. Sabah Thaver		
		Dr. Gurudas Mane		
7	Ph.D. Co-ordination	Dr. Purvi Bhatt	Mrs. Madhuri	Second Saturday of month 3pm onwards.
		Dr. K. S. Rao	Khanolkar	
		Dr. Ekta Khattar		

		Dr. Sudeshna Chandra		
8	Institutional Planning Board	Dr. Desai N.S.	Mrs. Manasi Naik	Dean can call the meeting as and when required
		Prof. Sunil Shirvaiker		
		Dr. Purvi Bhatt		
		Dr. Sudeshna Chandra		
		Dr. Mansi Bhartiya		
9.	Institutional committee IQAC	Dr. Desai N.S.	Mrs. Manasi Naik and Mrs. Nandini Mandrekar	
		Dr. Purvi Bhatt		
		Dr. K. S. Rao		
		Dr. Harinder Singh		
		Dr. Gurudas Mane		
		Dr. Poonam Parulekar		
10	Corporate/Industry Interaction	Dr. Desai N.S.	Mrs. Yashashree Kokate	
		Prof. Sunil Shirvaiker		
		Dr. Ali Irani		
		Dr. Pradyna Khandeparkar		
		Two parents		
		One alumni		

11	Program outcome & Assessment committee	Dr. Desai N.S.	Mrs. Karuna Dhamane	
		Prof. Sunil Shirvaiker		
		Ms. Leena Kulkarni		
		Dr. Ekta Khattar		
		Dr. Gurudas Mane		
		Dr. Sonal Manohar		
		Dr. Sabah Thaver		
12.	Examination sub committee	Dr. Desai N.S.	Mr. Richard Koli	
		Ms. Leena Kulkarni		
		Mr. Prashant Dhamale		
		Dr. Sudeshna Chandra		
		Dr. Harinder Singh		
		Dr. Brijesh S		
		Dr. Mansi Bhartiya		

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

3.1 Examination weightages and credits

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

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

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

	100
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3.2 SEMESTER-END-EXAM PASSING CRITERIA FOR EACH COURSE:

Semester End Examination (SEE):

A student must secure a minimum of 40% of the total maximum marks allotted to the Course / Subject in order to be declared as successful.

Aggregate Passing:

To pass, in a particular course/Subject, in any of the Semester End examination or Semester End re- examination, a student must fulfil ALL of the following criteria:

- Secure a minimum of 40% marks in the Semester end examination of that subject.
- Secure a minimum of 40% aggregate marks out of the total marks (that is, internal continuous assessment plus assessment of the term end examination) allotted to the module/s.
- To pass in a particular subject in any of the semester end examination or semester end re-examination, student must secure a minimum of 40% marks of the total maximum marks of that subject, in the semester end examination.
- “F” Grade would be awarded, where marks obtained are less than 40% in aggregate or where the marks obtained in the semester end examination are less than 40% of the total maximum marks of the respective course.
- Students who obtain marks between 40 and 49.99 would be awarded ‘D’ grade (low pass). Please refer ‘Grading’ scheme given below.
- A student cannot have more than 2 ‘D’ grades during an academic year. A student having more than 2 ‘D’ grades will not be promoted to the next academic year of the programme. These ‘D’ grades would be computed after re-examination.
- For subjects, which has only Internal Continuous Assessment component, passing will be at 40%.
- There is no provision for award of grace marks to any student.

3.3 Non – fulfillment of Passing Criteria:

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

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

3.4 Progression to the subsequent year of the programme:

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

Grading System:

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

Grade	Points	Class interval of marks (%)	
A+	4	100	85
A	3.75	84.99	81

A-	3.5	80.99	77
B+	3.25	76.99	73
B	3	72.99	69
B-	2.75	68.99	65
C+	2.5	64.99	61
C	2.25	60.99	57
C-	2	56.99	50
D	1.5	49.99	40
F	0	39	0

Calculation of GPA (Grade Point Average):

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

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

Calculation of CGPA (Cumulative Grade Point Average):

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

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

Here:

C = Credit value assigned to a course /subject

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

GPA=Grade point Average shall be calculated for individual term and referred to as Semester/ Trimester Grade Point Average. If a student has failed to fulfil passing standard under any head in any subject (i.e. 'Semester / trimester End Examination' and/ or 'aggregate'), he/ she shall be deemed to have failed in that subject.

General rules

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

These rules would be applicable to all the students who took admission/ re admission in and after the academic year 2020- 2021.

Student who would have obtained 'D' & 'F' grade after permissible examination/ re-examination, is allowed to appear at re-examination in the subsequent year of the programme or seek re admission for the entire year was approved. However present progression rules of respective School would apply. With this the current rule of subject wise or semester wise re-admission would be withdrawn with effect from the Academic Year 2020 – 2021.

Examination guidelines for Ph.D. programme

NMIMS follows a certain set of guidelines for the Ph.D. Programme which are communicated to the students on a regular basis. All the students registered for the Doctoral Programme at Sunandan Divatia School of Science will be governed by the same.

Passing standards for Ph.D. Course work.

Sr. No	Internal Assessment	Term end examination/aggregate passing criteria	Treatment to be given
1	Completed	Failed to pass	Such students will be required to re-register for the respective course/s in which he/ she has failed to pass, after completion of the stipulated period of entire Pre Ph.D. coursework. Such student, thereafter, should complete the requirement of the respective course in which he/ she has failed. However, student who has failed to pass in more than two courses will have to take re-admission for the entire Programme.
2	Not completed	Not eligible for term end examination	Such students will be required to re-register for the respective course/s in which he/ she has failed to pass, after completion of the stipulated period of entire Pre Ph.D. course work. Such student, thereafter, should complete the requirement of the respective course in which he/ she has failed. However, student who has failed to pass in more than two courses will have to take re-admission for the entire Programme.
3	Completed	Absent in term end examination due to exceptional circumstances such as hospitalization, death in family, posting outside India, etc	Special re-examination to be conducted, on recommendation by Dean (Research) and approved by Vice Chancellor.

4. Course Structures & Guidelines – of all programmes

B Sc Psychology

	Semester I	Sem. II	Sem. III	Sem. IV		Sem. V	Sem. VI
Sub-I	Foundations of Psychology	Foundations of Personality	Applications of Statistics in Psychology	Introduction to Counselling	Specialization	C Foundations of Clinical Psychology	Psychology in Special Education
						A Foundations of Applied Psychology	Sports Psychology and Motivation
Sub-II	Biological basis of behavior	Basics of statistics	Approaches and Introduction to Psychological Disorders	Foundations of Industrial and Organizational Psychology		C Advanced understanding of Psychological Disorders	Health Psychology
						A School and Educational Psychology	Community Psychology
Sub-III	Systems and Theories to Psychology	Research Methods in Psychology	Life Span Development	Happiness and Positive Psychology		C Developmental Disorders	Neuropsychology
						A Climate and Environmental Psychology	Psychology of Happy Aging
Sub-IV	Experimental Psychology	Social Psychology and its applications	Foundations of Cognitive Psychology	Psychological Testing and assessment		C Research/Intervention Project-I (conceptualization)	Research/Intervention Project-II (implementation and presentation)
						A Research/Intervention Project-I (conceptualization)	Research/Intervention Project-II (implementation and presentation)
Sub.-V	Field Study -I	Field Study-II (6)	Summer Project-I (6)	Review and article writing in Psychology		C Summer Project –II	Summer Project –III
						A Field Study-III	Field study-IV
Sub-VI	Seminar/ Workshop			Exposure Visit		C	Live Experimental –I (6)
						A	
Sub-VII	Environmental Studies-I	Environmental Studies-II	Seminar/workshop	Seminar/workshop		C Live Experimental -II	Live Experimental-II
Prac-I	Psychological Prac-I	Psychological Practical II	Psychological Practical III	Psychological Practical- IV		A	Psychological Practical V (6)
						C	
Evaluation (Inter+ES)	50+50=100	50+50=100	50+50=100	50+50=100		50+50=100	50+50=100
Credits 128	20	20+(4 summer Internships for 6-8 weeks-NTCC)	20	20+(4 summer Internships for 6-8 weeks – NTCC)		20	20

B Sc Data Science

Year	FIRST		SECOND		THIRD	
Semester	1	2	3	4	5	6
Statistics	Descriptive Statistics - I (3 +1)	Descriptive Statistics - II (3+1)	Sampling Theory (2)	Hypothesis Testing (4)	Multivariate Analysis (2+1)	Markov Chains (2)
	Introduction to Probability Theory (4)	Discrete Probability Distributions (3)	Estimation Theory (3)	Designs of Experiments (2 +1)	Operations Research (3+1)	Time Series & Forecasting(3+1)
		Continuous Probability Distributions (4)	Sampling Distributions & Applications (2+1)	Statistical Quality Control (3+1)		
Mathematics	Elementary Number Theory (3)	Numerical methods (2+1)	Multivariate Calculus (4)	Theory of Optimization & Graph Theory (3+1)		
	Univariate Calculus (4)	Linear Algebra (4)	Differential Equations (4)			
	Discrete Mathematics(4)					
Computer Science	Foundations of Computer Science (1+0.5)	Introduction to Programming (3+1)	Data Structures & Algorithms(3+1)	Databases and Information Retrieval (3+1)	Machine learning techniques (3+1)	Deep Learning Techniques(3+1)
	Introduction to R (0+1)				Python for Data Analysis(3+1)	Data Visualization & Modelling (0+1)
Skills Development	Enviromental Studies (3 + .5 ^)	**Effective Communication (2)	**Research Methods (2)	**Research Writing (2)	**Business Ethics (2)	
Projects			**Project (2)	**Project (2)	**Project (4)	Project (6)
Total Credits (134)	25	24	24	23	21	17

** Internal Evaluation Only. ^ 0.5 credit for EVS Field Trip.

M SC STATISTICS

First Year

Semester – I

Paper I – Real Analysis and Linear Algebra
 Paper II –Probability Theory
 Paper III –Distribution Theory
 Paper IV – Sampling Theory and Applications
 Paper V –Estimation Theory
 Paper VI – Statistical Computing with Worksheet

Paper VII – Statistical Computing with R

Semester – II

Paper VIII – Linear Models
 Paper IX – Testing of Hypothesis
 Paper X-Stochastic Processes
 Paper XI –Business Statistics and Project Management

Paper XII – Regression Analysis
 Paper XIII – Programming Analytics
 Paper XIV – Statistical Computing with Python

Second Year

Semester – III

Paper XV– Applied Multivariate Analysis,
 Paper XVI – Design and Analysis of Experiments

Paper XVII-Time Series Analysis

Paper XVIII-Elective-I (to be selected from amongst the list given below)

Paper XIX-Elective-II(to be selected from amongst the list given below)

Paper XX – Predictive Modeling

Paper XXI –Statistics with Machine Learning

Semester - IV

Project work carried out in industry as an internship.

Electives: Stochastic Finance, Survival Analysis, Bayesian Inference, Nonparametric Inference, Statistical Quality Control, Statistical Methods for Reliability.

M SC ASA

First Year

Semester – I

Paper I – Probability Models for Data Analytics
Paper II – Modern Statistical Inference
Paper III – Design of Experiments
Paper IV – Stochastic Models for Analytics
Paper V – Statistical Computing I (Practical based on Paper I-IV in relevant software)
Paper VI – Statistical Computing II (Base SAS and SQL)
Paper VII – Organizational Behavior I

Semester – II

Paper VIII – Generalized Linear Models
Paper IX – Financial Econometrics
Paper X – Applied Multivariate Data Analysis
Paper XI – Survival Analysis
Paper XII – Statistical Computing III (Practical based on Paper VIII-XI in relevant software)
Paper XIII – Statistical Computing IV (Python)
Paper XIV – Organizational Behavior II

Second Year

Semester – III

Paper XV – Introduction to Machine Learning Techniques
Paper XVI – High Performance Data Mining
Paper XVII – Elective I
Paper XVIII – Elective II
Paper XIX – Statistical Computing V (Practical based on Paper XV-XVIII in relevant software)
Paper XX – Statistical Computing VI (HADOOP)
Paper XXI – Project Management

Electives: Quality Management, Financial Analytics, Marketing Analytics, Computational Biology

Semester – IV

Industry Internship

5-Year Integrated M.Sc. in Biomedical Science – Program Outlay

B.Sc.					
I	II	III	IV	V	VI
Microbiology (3)	Microbial Physiology (3)	Bioprocess Technology (3)	Environmental Biotechnology (3)	Parasitology and Virology (3)	Medical Microbiology (3)
Evolution and Adaptation (3)	Environmental Studies (3)	Systematics and Diversity (3)	Immunology (3)	Molecular Biology: DNA & Replication (3)	Molecular Biology: Transcription and Translation (3)
Anatomy and Physiology (3)	Genetics (3)	Cell Biology (3)	Developmental Biology (3)	Neurobiology and Clinical Psychology (3)	Pharmaceutical Industry and Clinical Research (3)
Physical and Bioanalytical Chemistry (3)	Biochemistry: Biomolecules (3)	Inorganic and Organic Chemistry (3)	Clinical Nutrition (3)	Alternative Systems of Medicine (3)	Pathology (3)
Mathematics for Biologists (3)	Biophysics (2)	Biostatistics (3)	Biochemistry: Metabolism (3)	Pharmacology and Toxicology (3)	Bioinformatics (2)
Effective Communication skills (3)	Leadership Skill Building (3)	Project Management Skills (2)	Introduction to Excel and R (3)	Research Methods (2)	Project (3)
Practical 1 (2)	Practical 1 (2)	Practical 1 (2)	Practical 1 (2)	Practical 1 (2)	Practical 1 (2)
Practical 2 (2)	Practical 2 (2)	Practical 2 (2)	Practical 2 (2)	Practical 2 (2)	Practical 2 (2)
	Social Involvement Program (1)		Social Involvement Program (1)		Social Involvement Program (1)
18 + 4 = 22	17 + 4 + 1 = 22	17 + 4 = 21	18 + 4 + 1 = 23	17 + 4 = 21	14 + 3 + 4 + 1 = 22

	M.Sc.			
	VII	VIII	IX	X
Core	Recombinant DNA Technology (4)	Cancer Biology (4)	Molecular Neurobiology (4)	
	Advanced Immunology (4)	Omics (4)	Stem Cell Biology (4)	
	Clinical Biochemistry (4)	Data Analysis in Genome Biology (4)	Tools and Techniques in Research (2)	
	R in Biology (3)		IPR and Patenting (2)	
Practical	Practical 1 (2)	Practical 1 (2)	Practical 1 (2)	Project (16)
	Practical 2 (2)	Practical 2 (2)	Practical 2 (2)	
Research Seminar	Research Seminar (2)	Research Seminar (2)	Research Seminar (2)	
Electives (any one)		Phytomedicine (3)	Biomaterials and Tissue Engineering (3)	
		Drug Safety and Pharmacovigilance (3)	Nanobiology (3)	
		Introduction to Python (3)	Public Health (3)	
Credits	15 + 4 + 2 = 21	12 + 4 + 2 + 3 = 21	12 + 4 + 2 + 3 = 21	16

B.Sc. (Applied Statistics & Analytics)

Year	FIRST		SECOND		THIRD	
Semester	1	2	3	4	5	6
Statistics	Descriptive Statistics - I (3+1)	Descriptive Statistics - II (3+1)	Sampling Theory (2)	Hypothesis Testing (4)	Time Series & Forecasting (3+1)	Introduction to Data Science (3)
	Introduction to Probability Theory (4)	Discrete Probability Distributions (3)	Estimation Theory (3)	Designs of Experiments (2+1)	Statistics in Life Sciences (4)	Quality Management (3+1)
		Continuous Probability Distributions (4)	Sampling Distributions & Applications (2+1)	Stochastic Processes (4)	Operations Research - II (3+1)	Statistical Modelling in Marketing Analytics (4)
			Operations Research - I (3+1)	Actuarial Science (4)	Principles of Marketing (4)	Statistical Modelling in Financial Risk (4)
					Fundamentals of Financial Risk (4)	
Mathematics	Discrete Mathematics (4)	Numerical methods (2+1)	Multivariate Calculus (4)			
	Calculus and Differential Equations (4)	Linear Algebra (4)				
Computers	Functional Programming (2+1)	Python Programming (0+1)	Introduction to R (0+1)	Data Management (2+1)	Visual Analytics (0+1)	Data Science Using R (0+1.5)
Economics	Micro Economics (4)	Macro Economics (4)	Financial Economics (4)	Applied Economics (4)		
Skills Development	**Effective Communication (2)	Environmental Studies (3 + .5 ^)	**Research Methods (2)	**Research Writing (2)	**Employability Skills (2)	**Business Ethics (2)
Projects			**Project (2)	**Project (2)	**Project (2)	Project (3)

MSC & MSC PHD BIO

Subjects	I	II	III	IV
Core	Cell Biology (3)	Recombinant DNA Technology (4)	Molecular Oncology (4)	
	Analytical Techniques in Biology (3)	Bioinformatics (2)	Immunology (4)	
	Molecular Biology (3)	IPR and Patenting (2)	Computational Tools (4)	
	Research Methodology (2)	Omics (4)		Project (18)
	Biostatistics (3)	Recent Advances in Biology (4)		
	Human Evolutionary Genetics (3)			
		Research Seminar (2)	Research Proposal Presentation (2)	
Electives			Introduction to Pharmacology (3)	
			Introduction to Python (3)	
			Molecular Medicine (3)	
Practical	Practical Paper 1 (2)	Practical Paper 1 (3)	Practical Paper 1 (2)	
	Practical Paper 2 (2)	Practical Paper 2 (3)		
Credits	17 + 4 = 21	18 + 6 = 24	17 + 2 = 19	18
No. of h/wk	25	30	21	18

MSC & MSC PHD CHEM

Course MSc and Int.MSc- PhD	Specialization in Organic Chemistry	Specialization in Analytical Chemistry	Specialization in Material Chemistry	Total Credits
Semester I	Physical Chemistry (3) + <u>Practicals</u> (2)			5
	Inorganic Chemistry (3) + <u>Practicals</u> (2)			5
	Organic Chemistry-I (3) + <u>Practicals</u> (2)			5
	Analytical Chemistry-I (3) + <u>Practicals</u> (2)			5
Semester II	Advanced Organic Spectroscopy (3) + <u>Practicals</u> (2)			5
	Nanoscience and Nanotechnology (3) + <u>Practicals</u> (2)			5
	Environmental and Green Chemistry (3) + <u>Practicals</u> (2)			5
	Research Methodology and IPR (3) + <u>Practicals</u> (2)			5
Semester III	Organic Chemistry-II (3) + <u>Practicals</u> (2)	Analytical Chemistry-II (3) + <u>Practicals</u> (2)	Introduction to Solid State Chemistry-II (3) + <u>Practicals</u> (2)	5
	Organic Chemistry-III (3) + <u>Practicals</u> (2)	Advanced Analytical Techniques (3) + <u>Practicals</u> (2)	Material Characterization and Introduction to Biomaterials (3) + <u>Practicals</u> (2)	5
	Organic Chemistry-IV (3) + <u>Practicals</u> (2)	Industrial Chemistry (3) + <u>Practicals</u> (2)	Electronics of Materials (3) + <u>Practicals</u> (2)	5
	Medicinal Chemistry (3) + <u>Practicals</u> (2)	Applied Electrochemistry (3) + <u>Practicals</u> (2)	Design of Experiments (3) + <u>Practicals</u> (2)	5
Semester IV	Industrial Training/projects (18)			18

Master of Physiotherapy

Semester I		Semester II	
1	APPLIED MEDICAL SCIENCES	1	APPLIED EXERCISE PHYSIOLOGY
2	APPLIED BIOMECHANICS AND KINESIOLOGY	2	APPROACHES IN PHYSICAL THERAPY
3	ADVANCED ELECTROTHERAPEUTICS , ELECTRODIAGNOSTICS AND PAIN MANAGEMENT	3	NORMAL DEVELOPMENT
4	RESEARCH METHODOLOGY AND BIOSTATISTICS	4	CLINICAL PRACTICE
5	CLINICAL PRACTICE	5	SKILL DEVELOPMENT
6	SKILL DEVELOPMENT	6	BIOENGINEERING, ETHICS, ADMINISTRATION AND MANAGEMENT
7	DISSERTATION	7	DISSERTATION
Semester III		Semester IV	
1	CLINICAL PRACTICE	1	CLINICAL PRACTICE
2	SKILL DEVELOPMENT	2	SKILL DEVELOPMENT
3	DISSERTATION	3	DISSERTATION
Musculoskeletal Sciences		Musculoskeletal Sciences	
1	SPORTS MEDICINE AND REHABILITATION	1	ADVANCES IN PHYSICAL THERAPY IN TRAUMA
2	ADVANCES IN MANUAL THERAPY	2	ADVANCES IN PHYSICAL THERAPY IN ORTHOPEDIC MEDICINE
Neurosciences		Neurosciences	
1	APPLIED NEUROSCIENCES ADULT	1	PHYSICAL THERAPY IN NEUROMEDICAL DISORDERS
2	APPLIED NEUROSCIENCES PEDIATRICS	2	PHYSICAL THERAPY IN NEUROSURGICAL DISORDERS
Cardio-Respiratory Sciences		Cardio-Respiratory Sciences	
1	PHYSICAL THERAPY IN INTENSIVE CARE UNIT	1	PHYSICAL THERAPY IN RESPIRATORY DISORDERS
2	APPLIED CARDIOVASCULAR AND RESPIRATORY PHYSIOLOGY	2	PHYSICAL THERAPY IN CARDIOVASCULARL DISORDERS

5. People you should know:

University Administration

Name	Designation
Dr. Ramesh Bhat	Officiating Vice Chancellor
Dr. Sharad Mhaikar	Pro Vice Chancellor
Dr. Subhajyoti Ray	Pro Vice Chancellor
Dr. Meena Chintamaneni	Registrar
Ms. Shobha Pai	Director (Placements)
Mr. Manish Dalmia	Director (Marketing)
Ms. Khyati Bhatt	Jt. Registrar (HR & Personnel)
Ms. Jayanti Ramesh	Jt. Registrar (Admission)
Ms. Vandana Kushte	Deputy Registrar (Academics)
Mr. Paramanand Rajwar	Deputy Registrar, Administration
Mr. Shivanand Sadlapur	Librarian
Mr. Samir Singh	Software Development Team – Students Portal
Mr. Joel Gibbs & Ms. Nazneen Raimalwala	Sr. Psychologist (Clinical), Counselling Psychologist & Clinical Psychologist
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. Shilpa Patil	Deputy Controller of Examinations
International Linkage	
Ms. Meena Saxena	Director, International Linkage

School Administration

Name	Designation
Dr Neetin Desai	Dean
Nandini Mandrekar	Course Coordinator
Manasi Naik	Assistant
Karuna Damane	Assistant (Academic Admin)
Madhuri Khanolkar	Lab Assistant
Trupti Damle	Computer Lab Assistant
Yashashree Kokate	Placement Coordinator
Richard Koli	Examination Coordinator

Part III

ANNEXURES

Annexure 1

APPLICATION OF LEAVE OF ABSENCE School of Business Management

NAME: _____ Date: _____

Email ID: _____ Mobile No. _____

Programme: _____ Trimester/Semester _____ Roll No. : _____ Div: _____

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

Reason: -

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

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

Student's Signature: _____ Enclosures: _____

To be filled by Students

(For Office use)

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

Checked by Course Coordinator (Signature)

Verified by AR / DR (signature)

Approved by: Program Chairperson

Dean -SBM



APPLICATION OF LEAVE OF ABSENCE
(All Schools except SBM)

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

NAME: _____ Date: _____

Email ID: _____ Mobile No. _____

Programme: _____ Trimester/Semester _____ Roll No. : _____ Div: _____

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

Reason: -

--

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

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

To be filled by Students
(For Office use)

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

Checked by Course Coordinator (Signature)

Verified by AR / DR (signature)

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

**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.

**Annexure 3****SVKM'S NMIMS Deemed-to-be-University**

Vile Parle (W), Mumbai-400056.

Tel: 022-4235555

Photo

Website: www.nmims.edu**APPLICATION FORM**

(applicable for incoming students under Student Exchange program)

1. Personal Information

Name of the Student:

First name

Middle name

Last name

Nationality _____ Gender ☐ M ☐ F Date of Birth _____ (d/m/y)

Passport No. _____ Issued at (Place) _____ Date of Expiry _____

Local Address _____

Address _____

Phone No. _____ Email1. _____ Email2. _____

Home University Details:

Name _____

Address _____

Phone no. _____ Website _____

University Contact Person _____ Email ID _____

Person to be contacted in case of emergency:

Name _____ Relation _____

Address _____

Phone No. _____ Email ID _____

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

Name _____ Relation _____

Address _____

Phone No. _____ Email ID _____

Medical Insurance details:

Insurer _____ Policy No. _____ Contact person _____

Blood group _____ Vaccination Details _____

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

2. Educational Qualification (Completed)

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

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

Name of the Test _____ Score _____ Percentile Score _____

4. Program for which enrolled at home institution

Level: Bachelor ☐ Master ☐ Diploma ☐ Any other (Specify name) ☐

Name of the Program _____ Duration _____

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

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

5. NMIMS Course Choice (Final)

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

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

6. Hostel Accommodation

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

Single occupancy accommodation ☐ Double occupancy accommodation ☐

Neighborhood flats are available on rent (approx Rs. 30,000- 35,000 per month) on sharing basis. Hostel accommodation will be given only if available. Food and Travel costs will be over and above this cost.

7. Declaration

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

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

Signature of the Student: _____ Date _____

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

APPLICATION FORM – NMIMS EXCHANGE STUDENTS
(applicable for Student Exchange)

Name of School: _____

Photo

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

Annexure 5

UNDERTAKING
(applicable for Student Exchange)

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

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

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

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

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

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

Name & Signature of the student

Date

Name & Signature of the Parent

Date

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

Annexure 6

Student Exchange Programme (for Visa Office)

(School Letter Head)

Dated _____.

To:

The Visa Section

The Indian High Commission

_____ (City)

_____ (Country)

Dear Sir/Madam,

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

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

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

Thanking you,



Yours sincerely,

Dean

(School Name & Address)

(Phone no & email)

Student Exchange Programme (for Visa Application)

(School Letter Head)

Dated_____

To:

The Consul General of _____

_____ Consulate/ Embassy

Mumbai, India

Dear Sir/Madam,

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

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

Thanking you,

Yours faithfully,



DEAN

(School Name & Address)

(Phone no & email)

UNDERTAKING For Foreign National Studying at NMIMS University

(applicable for Student Exchange)

To

SVKM'S NMIMS Deemed-to-be-University

School of _____

Mumbai

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

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

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

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

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

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

Name & Signature of the student

Date

Mobile Phone Number: _____ (Self) _____

Note :

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

For Office use:

Approved by (Exam. Dept)

Date:_____

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

Dear Sir,

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

Name of the Student: _____ Mobile No.: _____

Name of the School: _____

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

Academic Year: _____ Trimester. /Semester: _____

Permanent /Temporary Physical Disability / Learning Disability

Details of Scribe being arranged by the undersigned

Name of the scribe: _____

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

Address and Contact No.: _____

Yours faithfully,

Signature of the Student

Date



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

Application for Duplicate Fee Receipt

Sir/Madam,

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

Please find the particulars as under:

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

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

Course: _____ Academic Year: _____

Student Number _____ Roll No. _____

Thanking You,

Yours Faithfully,

(Student's Signature)

DUPLICATE FEE RECEIPTS WILL BE ISSUED AFTER 7 DAYS ON:

Office Remarks:

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

(Receiver's Signature)

APPLICATION FOR REFUND

Date: _____

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

(Signature of Student)

Attachments Required

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

Acknowledgement

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

Signature of Counter Staff, Stamp and Date

SVKM'S NARSEE MONJEE INSTITUTE OF MANAGEMENT STUDIES

APPLICATION FOR MIGRATION CERTIFICATE

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

3. Permanent address: _____

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

Examinations	Year of passing	Roll no	Results

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

DECLARATION BY THE STUDENT

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

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

Date: _____

Mumbai 400056 (Signature of the student)

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

P.T.O.

FOR OFFICE USE

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

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

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

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

(Signature of Head of the Dept) _____

Place : _____

Date : _____

DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No: _____

Date: _____

(Signature of the Person of In – Charge)

INSTRUCTION TO THE STUDENT

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

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

Clearance Certificate

Date: _____

Name: _____ Contact No. _____

Student SAP No. _____ Roll No. _____

Programme: _____ Semester / Trimester _____

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

Course Coordinator

Assistant Registrar



Annexure 12

Any Additional forms to be added by School

Undertaking by Students (HBS Cases/ Articles)

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

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

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

ACKNOWLEDGEMENT

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

Signature: _____

Name: _____

(First Name)

(Middle Name)

(Last Name)

Programme:.....

Roll

Number: _____

Email

ID: _____

For Office Use:

Date of Receipt: _____

Signature of Course Coordinator: _____



OFFICE COPY

Student Undertaking with respect to the Student Guidelines

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

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

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

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

Signature: _____

Name: _____
(First Name) (Middle Name) (Last Name)

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

Roll Number: _____ Programme: _____

Email ID: _____ Contact Nos. _____ / _____

Address for Correspondence:

Name of the parent _____ Contact Nos: _____ / _____

Office No: _____ Residence No.: _____ Mobile: _____

Parent's email ID _____

For Office Use :

Date of Receipt: _____ Signature of Course Coordinator _____

NMIMS Anthem

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

NMIMS NMIMS

NMIMS NMIMS

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

NMIMS NMIMS

NMIMS NMIMS