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

Part – I
Dear Students,

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

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

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

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

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

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

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

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

We would also like to have your support to maintain the dignity of the University and uphold the values to honor the systems established at NMIMS. We value your feedback. Hence whenever you wish to give one, do so to the appropriate authority including me in my capacity as Vice Chancellor.

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

Dr. Rajan Saxena
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1.0 About these guidelines:

1.1 These guidelines provide boundaries to the daily functioning of the NMIMS and enable effective delivery of infrastructure and academic services to the students.

1.2 This compilation of guidelines comes into effect from June 2014 onwards and supersedes all other guidelines in respect of matters therein.

1.3 These guidelines are applicable for all On campus schools under NMIMS deemed –to-be University.

1.4 This document of the NMIMS is the last word on interpretation of any student guideline, rule or regulation. While efforts are made to ensure uniformity between these guidelines and the Rules & Regulations of NMIMS, in the event of any dispute, the Students Resource Book will prevail.

1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.

1.6 NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM’S NMIMS will be final and binding on all the participants.

1.7 All disputes are subject to Mumbai jurisdiction only.

2.0 General guidelines:

2.1 Code of Conduct

2.1.1 Cleanliness of the premises must be maintained by everyone in the NMIMS at all points of time.

2.1.2 Ours is a non-smoking campus. Possession and Consumption of alcoholic beverages / toxic materials and your presence on the campus under the influence of alcohol/ toxic material is a serious offence. Defaulters will be punished depending on the Act. The maximum punishment can be rustication from school.

2.1.3 There is acute shortage of parking space and the students are requested to park their vehicles outside the premises. kindly refer Part II for school specific inputs

2.1.4 Any problem with regard to administrative facility, faculty, and classrooms etc. must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach the Assistant Registrar /Deputy Registrar/ Dean/Directors of the school/ Registrar, NMIMS.

2.1.5 In case of Lecture Cancellation, the course coordinator will inform said changes to class representative/ respective students through the Black Board / email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty.

2.1.6 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. kindly refer Part II for school specific inputs

2.1.7 Most classrooms are fitted with an LCD projector for the utility of the faculty and the student. In case a student requires an LCD for his/her presentations, he/she must make a prior booking through course coordinator. LCD’s are allotted on first come first serve basis. kindly refer Part II for school specific inputs

2.1.8 Mode of Communication to students is via Black Board / email /Notice Board. Students are advised to check the Black Board / email /Notice Board at least once a day, and not rely on rumour or hearsay about any matter. kindly refer Part II for school specific inputs

2.1.9 All students are provided with an Identity Card, which they are required, to wear mandatorily. Entry is strictly through Identity Card and will be monitored by the NMIMS authorities. Penalty will be levied / action will be taken for non compliance.

2.1.10 Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas in order to ensure the safety and welfare of everyone in our NMIMS. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.

2.1.11 Any person resorting to physical fights will amount to ragging and appropriate action will be taken accordingly. kindly refer Part II for school specific inputs

2.1.12 If any student during the tenure of his studentship has police case on his/ her name is liable for appropriate action against him/ her.

2.1.13 Dress Code: kindly refer Part II for school specific inputs

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

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

2.14 **Punctuality kindly refer Part II for school specific inputs**

2.14.1 Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority not to allow latecomers from entering the classroom.

2.14.2 Students are required to be present for all events of school/ NMIMS University, including the Convocation, Sports Day, Republic Day, Independence Day, guest lectures, compulsory workshops, CEO Series, and other events as intimated on the Black Board/notice board/ email. Record of attendance will be kept for action. The school/NMIMS reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated / displayed on the Black Board/notice board/ email from time to time and / or remark on the transcript or any other decision by the management.

2.14.3 Students are required to be in city on all days of the trimester. If they are leaving the city for personal or institutional work, they are required to obtain prior permission from the HOD’s/Directors/Deans. This applies even to those students who are representing the NMIMS for social, cultural, and co-curricular events.

2.14.4 Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the school or the faculty concerned. Do not approach faculty members and others kindly refer Part II for school specific inputs to change or extend deadlines.

2.15 The NMIMS shall not tolerate any act of indiscipline, misbehaviour, indulgence into unethical practices including possession of use of drugs, alcoholic drinks, harassment if any, violence, non obedience, non compliance etc by any student. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. Depending on gravity of Act, the student can be rusticated from the school. The NMIMS will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

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

3.1 **General Guidelines**

3.1.1 A student is required to monitor his /her own attendance. The attendance reports will be shared on monthly basis and discrepancy (if any) to be informed by the student to the concerned course coordinator within 3 working days from the date when report has been shared. No changes will be permitted once attendance reports are finalized. **kindly refer Part II for school specific inputs**

3.1.2 For ALL absence, prior intimation through prescribed leave application form is to be given to the Course Coordinator. In emergent situations, intimation must be given to Course Coordinator on phone/ fax/ email within 24 hours of the absence. Any leave without written intimation will be treated as unauthorised leave and will be reflected in the records as such.

3.1.3 Students must refrain from approaching the visiting and full time faculty members for attendance related issues and exemptions. They must submit an application to the coordinator concerned for necessary approvals.

3.2 **Attendance rules for School of Law**

3.2.1 100% attendance in classes for each subject is desirable. However for medical reasons/ personal reasons/ contest/ placement/ institutional work/ other activities etc. absence upto 20% may be allowed.

3.2.2 Students, who are having attendance, in a trimester/Semester, in each subject, equal to or more than 80% are eligible to appear at the respective Trimester/Semester term end examinations.

3.2.3 Exceptional cases for students having attendance between 70% to 79.9% in any subject(s), will be dealt with on case to case basis by Dean/Directors of the respective schools. Such students will be eligible to appear for the end term examination subject to approval of exemption granted from the Dean of respective School / Director of the respective campus.

3.2.4 Students who are having attendance less than 80% in individual subject/s in a Trimester/Semester and if the Dean of the respective School / Director of campus has not given exemption, have to take re-admission in the same Trimester/Semester in the same class of subsequent academic year by paying requisite fees on prorata basis as per the prevailing rules of NMIMS and complete all the requirements of the program.
100% attendance in each subject is desirable.

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

<table>
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<th>Details</th>
<th>Credit</th>
<th>Equivalence in hrs</th>
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<tr>
<td>Class room teaching</td>
<td>1 credit</td>
<td>10 hrs</td>
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<tr>
<td>Lab/Tutorial/group/presentation work</td>
<td>1 credit</td>
<td>20 hrs</td>
</tr>
<tr>
<td>Seminar work subject to Seminar is scheduled throughout the trimester</td>
<td>1 credit</td>
<td>20 hrs</td>
</tr>
<tr>
<td>Project work</td>
<td>1 credit</td>
<td>20 hrs</td>
</tr>
<tr>
<td>Internship</td>
<td>1 credit</td>
<td>40 hrs (per week)</td>
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<tr>
<td>Research paper/ dissertation</td>
<td>1 credit</td>
<td>20 hrs</td>
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#### 4.2 The broad components of evaluation for any course/subject may be as follows. The total points for each course with maximum that can be assigned will be as per specific requirements of school. For details, kindly refer Part II for school specific inputs.

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

#### 4.5 Mid-term examinations are compulsory for compulsory courses in full time programs. However it is optional to have Mid-Term Examinations for Half credit/ Electives / Part Time and Weekend programs. The prior approval from Dean of respective school is required for absence from Mid-term/End-term examinations. (Except for School of Law)

#### 4.6 Duration of examination

4.6.1 Minimum duration of Mid-Term Examinations : 1 hr
4.6.2 Minimum duration of End-Term Examinations: 2 hrs

4.6.3 Examination duration can also be more than the above specified time as defined by respective schools. (refer Part II of SRB)

4.7 For evaluation purpose total weightage points for each course will be considered instead of using marks. These weightage points would be as follows:

4.7.1 Full Credit course: 100 points

4.7.2 Half-credit course: 50 points

4.8 Deviation, if any, from above mentioned evaluation schemes will be communicated separately.

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

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

4.11 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.

4.12 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.

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

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

5.1 Discipline in the Examination Hall

5.1.1 Students must know their Roll Number and Student (SAP) No. before entering the examination hall.

5.1.2 Students are not permitted to enter the examination hall more than half an hour after the commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session.

5.1.3 Students, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination.

5.1.4 Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Supervisor’s table, at their own risk. NMIMS will not be responsible for the safety and security of the same.

5.1.5 A student, who fails to attend an examination at the time and place published in the timetable, will be deemed to have failed in that course. Opportunity for re-examination will be given according to the rules and regulations.

5.1.6 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.

5.1.7 Students are required to have their Identity Cards issued by SVKM’s NMIMS and they must produce these for verification by the room supervisor during the examination. Students not having the said identity card with them during the examination may be denied permission to appear for the examination.

5.1.8 Every student present must sign against his/her Student number on the attendance sheet provided by the Room Supervisor.

5.1.9 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.

5.1.10 On the front page of the answer book the students should write only the name of the program, specialization if any, trimester/semester and course for which examination is being held, number of supplementary sheets attached to the main answer book. Any extra writing on the front page will be
treated as act of unfair means and will be processed as per rules.

5.1.11 **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER**: If a student feels that there is a mistake/ anomaly in the question paper, he should bring the same to the notice of the examination hall supervisor without disturbing others in the examination hall.

5.1.12 Students are forbidden to (i) bring any book, notes, scribbling papers, pagers, mobile phones, laptop or any other similar devices/things. Any such material found in possession of the student will be confiscated (ii) smoke in the examination hall, (iii) bring eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, and (v) take them any answer-book, written or blank, while leaving the examination hall. Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them. The supervisors/ authorized persons are authorized to frisk the students.

5.1.13 Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any mode of communication is strictly prohibited and will result in serious action being taken by the University.

5.1.14 **The answer books of the term-end examinations are bar coded and therefore, students should not write his/her name, Roll No., Student No. etc. anywhere in the answer-book and reveal his / her identity in any form in the answers written by him / her. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity.**

5.1.15 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.

5.1.16 Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets to them. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor.

5.1.17 Students should not write anything on the question-paper.

5.1.18 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited.

5.1.19 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.

5.1.20 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.

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

5.1.22 **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.**

5.2 **Grace Marks Rule**

5.2.1 For all undergraduate programmes and other integrated programmes (12+), the following ‘scheme of grace marks’ is applicable;

5.2.1.1 “A candidate failing in one or more subjects will be given grace marks upto 2 per cent of the marks on the aggregate of the subjects in which he/ she has appeared to enable him/ her to pass the examination, subject to maximum of 10 marks. Exception may be made to the above and not more than 10 marks per subject would be awarded, if following conditions are fulfilled:

a) Candidate should have appeared in all the subjects taken together for the respective trimester.

b) Candidate should have an aggregate percentage of marks at the examination exceeding the minimum percentage required for passing by at least 10 per cent marks.

c) Candidate should not have failed in not more than one head/ subject of passing by not more than 10 marks.

5.2.1.2 The above rule will also be made applicable to re-examinations.

5.2.1.3 No grace marks would be granted to the candidate/s of post graduate programmes and course work examination leading to doctoral Programmes.
5.3 Guidelines for Appointment and Availing facility of Scribe for the physically disabled (permanent or temporary disability) students during examinations conducted by NMIMS

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

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

5.3.3 In the following cases of students, the medical certificate of only Government Authorized Agencies would be accepted for Mumbai Campus namely:
   b) Physically Challenged Students: All India Institute of Rehabilitation of physically handicapped

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

5.3.5 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.

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

5.3.7 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.

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

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

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

5.4.1 At the time of all written examinations, all L.D. students would be given permission to use a writer, if required by such a student in writing along with all the necessary document. Also such students would get 25% additional time for writing the examination.

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

5.4.3 Concession will be given for spelling mistakes or mathematical numbers.

5.4.4 L. D. students who have failed to pass will be eligible for 20 grace marks to pass the examination. These marks will be given for one subject or more subjects.

5.4.5 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 would be only accepted.

5.5 Rules and Penalties for Adoption of Unfair means by Candidates

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

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Nature of Unfair Means adopted</th>
<th>Quantum of punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Possession of copying Material/Actual copying from the material in possession</td>
<td>Annulment of the performance of the student at the University Examination in full. * This quantum will apply also to the following categories of unfair means at Sr. No. 2 to Sr. No. 13 in addition to the one prescribed thereat.</td>
</tr>
<tr>
<td>2.</td>
<td>Possession of another student’s answer book or supplementary sheet</td>
<td>Exclusion of both the students from University Examinations concerned for one additional examination</td>
</tr>
<tr>
<td>3.</td>
<td>Possession of another student’s answer book or supplementary sheet and Actual evidence of copying from that</td>
<td>Exclusion of both the students from University Examination concerned for two additional examinations</td>
</tr>
<tr>
<td>4.</td>
<td>Mutual/ Mass copying</td>
<td>Exclusion of all the students from University Examination concerned for one additional examination</td>
</tr>
<tr>
<td>5.</td>
<td>Smuggling in or smuggling out of answer books as copying material</td>
<td>Exclusion of the student from University Examination concerned for two additional examinations</td>
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<tr>
<td>6.</td>
<td>Smuggling in of answer books based on the question paper set at the examination</td>
<td>Exclusion of the student from University Examination concerned for three additional examinations</td>
</tr>
<tr>
<td>7.</td>
<td>Smuggling in written answer book as copying material and forging the signature of supervisor</td>
<td>Exclusion of the student from University Examination concerned for four additional examinations</td>
</tr>
<tr>
<td>8.</td>
<td>Attempt to forge the signature of the supervisor on the answer book or supplementary sheet</td>
<td>Exclusion of the student from University Examination concerned for four additional examinations</td>
</tr>
<tr>
<td>9.</td>
<td>Interfering with or counterfeiting of University seal or answer books or office stationery used in the examination with the intention of misleading the authorities</td>
<td>Exclusion of the student from University Examination concerned for four additional examinations</td>
</tr>
<tr>
<td>10.</td>
<td>Answer book or supplementary sheet written outside the examination hall or any other insertion in the answer book</td>
<td>Exclusion of the student from University Examination concerned for four additional examinations</td>
</tr>
<tr>
<td>11.</td>
<td>Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination</td>
<td>Exclusion of the student from University Examination concerned and four additional examinations</td>
</tr>
<tr>
<td>12.</td>
<td>Using obscene language/ violent threats at the examination by a student at the University examination to room supervisor/ any other authority</td>
<td>Exclusion of the student from University Examination concerned for four additional examinations.</td>
</tr>
<tr>
<td>13.</td>
<td>Impersonation for a student or impersonation by a student in University or other examinations</td>
<td>Exclusion of the student from University Examination concerned for five additional examinations.</td>
</tr>
<tr>
<td>14.</td>
<td>Revealing the identity (Name, roll No, G.R. No. in the main answer book or supplementary sheet)</td>
<td>Annulment of the performance of the student at the University Examination in that particular subject in which the identity has been revealed by the student concerned</td>
</tr>
<tr>
<td>15.</td>
<td>Found something written on the body or on the clothes while in the examination</td>
<td>Annulment of the performance of the student at the University Examination in full. *</td>
</tr>
</tbody>
</table>

(Note: The Term **“Annulment of Performance in full” includes performance of the student for full Trimester/Semester/term end examination, but does not include performance at term work, project work with its term work, oral or practical & dissertation examinations unless malpractice used thereat.)

5.5.2 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.

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

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

5.6 Examination Grievance Redressal Mechanism (Providing Photo copies to the candidates and Revaluation)
5.6.1 The Grievance Redressal Mechanism will apply only to the theory papers of the ‘Semester / Trimester-end Examinations’ of the University.
5.6.2 The above mechanism will not apply to practicals/ oral examinations/viva/ projects/online examinations/ assignments/ dissertation/ presentation/ field work/ internal continuous assessments, for examinations in distant mode etc.
5.6.3 The prescribed application form for redressal of grievance regarding valuation can be obtained from the School Examination Office/ University Website.
5.6.4 All the students will be informed the course-wise marks obtained by them in the ‘Internal Continuous Assessment’ and ‘Semester /Trimester-end Examination’ by the Examination Office, on the date of declaration of result, of the examinations of the respective class/es.
5.6.5 In case a student is not satisfied with the marks awarded to him/her in the theory paper in any course of
the ‘Semester / Trimester-end Examination’, s/he may approach the ‘School Examination Office’, along with a signed application in prescribed format either for obtaining the photocopies of the answer-book/s, for each course separately, within three working days or for verification of marks within seven working days from the date of result declaration. In no case, a student is permitted to apply for both verification of marks and for photocopy of the answer-book.

5.6.6 For verification of marks, student has to submit his application as mentioned above along with Rs. 500/- per answer-book. The photocopy will be supplied to the student on payment of Rs. 500/- per answer-book. **No application, received after three working days from the date of result declaration, shall be entertained for any reason whatsoever.**

5.6.7 **Within a period of three working days** after receipt of the application for photo copy of answer-book/s, Examination Office will arrange to provide only to the student concerned in person, a photo copy of the answer-book of the related course for which application has been made. The student concerned will have to appear in person and prove his/ her identity at the time of obtaining the photo copies from ‘Examination Office’ by showing his/ her Identity card. **Under no circumstances, photo copy will be handed over to any other person, even if duly authorized by the student.** The Photo-copy would be authenticated by the ‘Examination Office’ by way of a rubber stamp and initials of competent authority. Also, photo copy shall not be sent by post or by courier.

5.6.8 The University will provide photo copies of the answer-books only for redressal mechanism and not for any other purpose. The student should not part with these photo copies received by him. He should ensure that such copies are not transferred to any other person for any reason whatsoever.

5.6.9 Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the University. The decision of the Board of Examinations shall be final in this regard. The penalty for such an unfair act could be ranging from (i) cancellation of his/ her appeal before the redressal committee or revoking unconditionally even if the appeal would be favourably considered (ii) Not allowing the student to appear at examination/s for a stipulated period of maximum up to two consecutive examinations (iii) Cancellation of his/ her result of the examination for which the student has applied for resolution of his/ her grievance.

5.6.10 In case, after going through the copy of answer-book, if the student is still not satisfied with the marks awarded to him/ her by the original examiner, he/ she shall apply for re-evaluation of the answer book to the Examination Office of the University within two working days from the date of receipt of photo copy from the Examination Office. Incomplete application forms in any respect shall be rejected unconditionally.

5.6.11 The applicant student will have to submit his/ her complete application for re-evaluation within a period of two working days from the date of receipt of photo copies from Examination Office along-with a fee of Rs. 1,000/- per subject / course to the Examination Office. Incomplete application will be rejected forthwith and fees paid will not be refunded in any case.

5.6.12 **Application for Redressal of Grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever.**

5.6.13 The application received from the student for revaluation shall be placed before an external examiner for re-evaluation.

5.6.14 The marks awarded by such external examiner/s in revaluation shall be final and binding on the student applicant and the original examiner.

5.6.15 The change of marks/grades, if any, shall be communicated to the student applicant and a revised ‘Grade Sheet’ shall be issued to him/ her only on surrendering the original grade sheet to the Examination Office.

5.6.16 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.

5.6.17 In any case, the photo copies of re-evaluated answer-books shall not be provided to the student/s.

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

6.0 **Library Rules and Regulations:**

6.1 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 behavior towards library staff for consideration within the terms of the appropriate NMIMS disciplinary procedures.

6.2 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.

6.3 Students are required to carry their NMIMS student card and staff to carry their NMIMS staff identity card to get entry and to use the Library, and must produce this when required doing so by an authorized person. This card must be used only by the member to whom it is issued.

6.4 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.

6.5 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 ring mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to fine and/or suspension of student for 3 weeks.

6.6 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.

6.7 Photography, filming, video-taping and audio-taping in the Library is not allowed.

6.8 Mans operated personal equipment should not be used without the prior permission of the Librarian.

6.9 Users are required to comply with copyright regulations as displayed by the photocopiers.

6.10 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 or services leading to commercial exploitation of the data, or for work of significant benefit to the employer of students on industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.

6.11 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.

6.12 Borrowing entitlement: Two books for ten days. One time renewal is possible if the book is not in demand.

6.13 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.

6.14 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.

6.15 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.

6.16 The award of a NMIMS qualification will be deferred until all books have been returned and outstanding fines/charges paid.

6.17 For list of electronic resources / Databases refer annexure.

7.0 Placement Guidelines:

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

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

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

NMIMS as a premier University of higher learning and the corporate world expects students to display high standards of knowledge, capability and excellence. Recruiters also look for serious candidates who are clear about their long term plans, the sector they want to be and profile they want to undertake.
Placement assistance is offered to students of various programs across Schools. It is the prerogative of the Schools to decide, which of the programs this service should be offered.

The Placement Office of School facilitates the process of placements – internship & recruitment by creating an interface between recruiters and students. Efforts are made to market the programs with their merits with an endeavor 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 Placement process typically involves –
- Batch Preparation
- Pre Placement Talks
- Internships/projects
- Final Placements

7.1 **Batch Preparation:**

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

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

7.1.1.2 Interaction with seniors who have undergone internships in companies.

7.1.1.3 Assigning seniors or alumni as mentors to guide students.

7.1.1.4 Mock interviews with alumni/corporates to get a direct feedback from people in relevant industries.

7.1.1.5 Guest talks and workshops on various topics from corporates.

7.1.1.6 Resume building as per guidelines

7.1.1.7 Soft skills training etc.

7.1.2 Prior to the commencement of the selection process it is expected that students should be having a fair idea about their interest, sector, and specialisation or at least have some long term vision of where they want to be and should direct their efforts accordingly. A bit of clarity will help students land a good internship/job.

7.1.3 Hence students should do a thorough research about the company, the business, the sector, other players in the sector, the financials, etc. and be prepared with a background and fact file prior to the process. Also some additional information – the number of interns/recruits in the past, whether the company has a PPO policy, the roles offered etc. would be of help.

7.1.4 Seniors who have interned with the company, their experience, what did they learn to understand, whether it fits what they want. If the company is new, seniors who have done their internship in the same sector should be contacted.

7.1.5 The Placement Office also involves companies in a number of Campus Engagement activities – contests, projects, workshops, seminars, and guest talks etc. that would benefit a larger number of students and also help in promoting the excellent quality of the batch.

7.1.6 Based on the guidelines, students will have to prepare their resume that would encapsulate info about academics, work experience, internship, co-curricular activities, extracurricular activities, projects, awards, achievements, hobbies etc.

7.2 **Pre Placement Talk – PPT**

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

7.3 Internships/Projects

7.3.1 The Placement Office makes all efforts to reach out for internships across varied sectors, companies and profiles. Based on one's interests and capabilities one should seek internships. Choosing the correct company for internships and performing up to the mark is of utmost importance.

7.3.2 The Internships are not only a window to the corporate world but also a relationship building tool for NMIMS. It allows the companies to have a look at the talent at NMIMS, thereby strengthening Final Placements.

7.3.3 Internships are an integral part of the curriculum for securing the degree. It is a great learning platform for our students and goes a long way in shaping the learning obtained in the class room. This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.

<table>
<thead>
<tr>
<th>School</th>
<th>Programs</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law</td>
<td>B.A.,LL.B.(Hons.)/B.B.A.,LL.B.(Hons.)</td>
<td>Students are expected to intern during the summer vacation except for last four days of beginning of the new session and first four days after summer vacation begins.</td>
</tr>
</tbody>
</table>

7.3.4 The project is expected to build on the theoretical learning with practical experience and help students to identify the gaps in their learning which they can attempt to fill in. They could also discover areas of interest and future career options.

7.3.5 Interactions during the internships both with other interns as well as employees help students to understand the expectations/needs of the organisation, the sector in general, to identify the gaps in their learning and in orienting oneself towards the sector and developing the required skill sets to emerge as the most suitable candidate.

7.3.6 Internships also hold a special significance as it is an apt mechanism for companies to spot bright talent early. Many companies have structured internship process which is used as a “testing ground” to gain a direct understanding of the skill and ability of students leading to declaration of PPO’s/PPI’s. NMIMS too encourages candidates to work towards such offers that are based on internship performance.

7.3.7 Pre Placement Offer (PPO) is an Offer by the company to the intern acknowledging the excellent work done during the internship. Pre Placement Interview (PPI) is an opportunity by the company for the intern to be directly selected for the interview for final placements. Thus, the students should be careful in applying to the companies of their choice and should put in all efforts to convert the internship into an Offer. Thus, the seriousness of this cannot be overstated.

7.3.8 While feedback from the company is sought, the internship is also evaluated by School that could involve faculty guide monitoring the performance; periodic report submissions, evaluations and Viva Voce.

7.4 Final Placements

7.4.1 Leading companies across sectors aspire to recruit students of NMIMS. Each company has its own set of characteristics or qualities that they look for in a candidate. Hence, the company devises the eligibility criteria and selection process accordingly.

7.4.2 The process of selection starts with inviting applications based on the eligibility, profile, project, stipend/compensation details shared by the company. The applications of applicants are then sent to companies. Students are required to check their emails/blackboard regularly for information updates.

7.4.3 Every effort will be made to facilitate the placement process. However it is the effort of the student that gets him/her selected for the job. Not getting selected for internships or during final placements in the first few companies should not lead to panic. Students are advised not to switch profiles in anxiety or haste. They are expected to be mobile and have the capability to adjust and adapt and respond to emergent situations successfully.

7.4.4 Companies could have one or multiple rounds for selection – case analysis, group discussion, group exercises, interviews etc. Reasons like location, family issues etc. should not be constraints to students. They are expected to be mobile and have the capability to adjust and adapt and respond to emergent situations successfully.

7.4.5 Students who wish to drop out of the placement process are expected to formally notify the Placement Office vide the ‘Opted Out Form’ mentioning the reason, which could be higher studies, entrepreneurship, family business, seeking placements on their own giving with the names of such companies and details. The reason being, to iron out any hitches that may crop up later as the Placement Office approaches many companies and would like to continue the cordial relationship with them.

7.4.6 Each of the Schools will be sharing to the batch guidelines related to PPT, Internships, PPO’s/PPI’s, Final
Placements, Resume etc. and it is expected that students follow the same. The School reserves the right to change, modify the guidelines in the best interest of the batch. Students are free to approach the Placement Office for any queries or guidance.

8.0 Guidelines for the Use of Computing Facilities:

8.1 NMIMS, invests significant resources in the provision of computing resources for students. In order to ensure maximum access, computing resources must be used in a responsible way. The students are responsible for ensuring that these resources are used in an appropriate manner. The list of websites which are blocked for use at NMIMS and at Hostels is given in the annexure.

8.2 You are strongly advised to read these regulations carefully. Failure to comply with the regulations will result in the withdrawal of your right to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of the document will be available with the Computer Centre.

8.3 The internet access to students will be as per the NMIMS policy. Any change request has to be routed through the Registrar.

8.4 Food and/or beverages (except drinking water), smoking will not be permitted in the Computer Centre.

8.5 Provision of Computing Resources:

8.5.1 The students of NMIMS are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aims, or that otherwise, acts against the interests of the NMIMS is prohibited. In the event of non-approved usage of the computing facilities, NMIMS reserves the right to withdraw access to computing facilities at any time.

8.5.2 Use of NMIMS computing facilities for students' commercial gain is prohibited.

8.5.3 Computer Centre facility will be provided on priority to the students of the concerned programmes where using Laptop is not compulsory.

8.5.4 Faculty and students will be provided storage space on the server to save their presentations and other documents required for their classroom sessions.

8.5.5 Students are not allowed to connect personal pen drives/ Laptops to the systems installed in the classrooms.

8.5.6 All students will be given NMIMS email id and internet authentication usage id. They are required to access the internet in computer centre or on their own laptop through this id and password only. The action will be taken against any misuse of internet.

8.5.7 Law: Your use of the computing facilities is governed by various applicable laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the NMIMS.

8.5.7.1 It is student’s responsibility to ensure that student’s activities do not contravene these or any other laws.

8.5.8 Authority of Information Systems Staff: Students must comply with all requests or instructions issued by any Information Systems staff with respect to the use of NMIMS computing facilities.

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

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

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

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

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

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

8.6.1 Do not use another user's login id and password, nor allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for the purpose of assistance or collaboration. You remain
8.6.2 Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.
8.6.3 Do not request resources or access rights that you do not need.
8.6.4 Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The NMIMS accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.
8.6.5 Do not remove, borrow, connect or disconnect equipment without permission.
8.6.6 Do not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
8.6.7 Do not in any way cause any form of damage neither to the NMIMS IT facilities, nor to any of the accommodation or services associated with them.
8.6.8 Do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user or of a system administrator without that person's permission.
8.6.9 Do not initiate or perpetuate any chain email message. Do report immediately to 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.
8.6.10 Do not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.
8.6.11 Do not transmit unsolicited commercial or advertising material.
8.6.12 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
8.6.13 Do not monitor network traffic unless authorised to do so.
8.6.14 Do not make deliberate unauthorised access to facilities or services accessible via the NMIMS Local Area Network (LAN).
8.6.15 Do not waste staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.
8.6.16 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
8.6.17 You must adhere to the terms and conditions of all licence agreements relating to IT facilities which you use including software, equipment, services, documentation and other goods.
8.6.18 You must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.
8.6.19 Students are prohibited from viewing Pornographic material in computer Centre or on any other computer, Playing Games, Hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure e.g. Projector cables. Disciplinary action will be taken by NMIMS if the Student is found guilty.
8.6.20 You must obtain prior permission to use computers for commercial or outside work including the use of IT facilities to the substantial advantage of other bodies such as employers of placement students.
8.6.21 Do not interfere with or change any hardware or software; if you do, you may be charged for having it put right.
8.6.22 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
8.6.23 Do not load games software onto, or play games software on, the IT facilities unless required for academic purposes.
8.6.24 Do not admit any other person to 24-hour computer facilities or other NMIMS premises when those facilities or premises are locked and do not yourself enter unless authorised to do so.
8.6.25 Do not smoke, eat or drink, and do ensure that consumable products including food and drink are stowed away at all times, in any computer room or near any public access IT facilities.
8.6.26 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
8.6.27 You must immediately vacate any IT room when asked to do so by any person who has legitimately booked that room and must not leave processes running or files printing or otherwise interfere with the work of that person. Failure to cooperate gives that person the right to switch off the workstation that you are using.
8.6.28 Important: In the event that the guidelines are not followed and there is a consequent damage to any computing facility, NMIMS reserves the right to charge students for the cost of rectification of such
damage and/or take further disciplinary action.

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

10.0 Mentoring Programme / ‘Psychologist and a Counsellor’:
10.1 Students (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, help in identification of resources needed by all students. Do meet your faculty mentor regularly as per their convenience and availability.
10.2 Personal Counselling is highly recommended and is very important at every step in life even at the corporate level. There are situations which do come in our lives when we cannot cope with them, which do not allow us to lead a normal life by getting more negative thoughts, feeling lonely, sleepless nights which could again lead to further anxiety in us; which again affects with our decision making, logical thinking, studies and work. A counsellor is a non judgemental friend who understands, ensures privacy and confidentiality of the client and helps you by giving choices so that you make the right decision. NMIMS has a full time ‘Psychologist and a counsellor’ available in Mumbai campus for all the students.

11.0 Guidelines for Admission Cancellation / Payment of fees / Re-admission / Academic Break / Submission of Documents / Admission Deferment
11.1 Admission Cancellation procedure:
For cancellation of admission, the student needs to submit the application for cancellation of his seat along with original fee receipt to the admission department (if cancellation is before commencement of the programme). If the cancellation is after commencement of the programme, the said application to be submitted to the respective Dean for further process.

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

11.2 Payment of fees for subsequent years:
The promoted students for the subsequent years are required to pay the fees as per the notice issued by admission department. Late fee will be levied if the fee is not paid within the due date.
Non-payment of fees within the stipulated time including the late fee period, will attract cancellation of the studentship from that programme.

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

Student can take re-admission in the said academic year only once. He/she can take re-admission in different years as long as total period of the programme does not exceed the validity period of that programme. 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.
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Programme</th>
<th>Duration of the Programme (in years)</th>
<th>Maximum duration permissible for completion the programme (in years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>B.A.,LL.B. (Hons.)</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>2.</td>
<td>B.B.A.,LL.B. (Hons.)</td>
<td>5</td>
<td>7</td>
</tr>
</tbody>
</table>

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

11.4 **Academic break:**

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

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

The academic break can be granted to any student by respective Deans of School and the maximum period for an academic break is one year only. (in executive programmes as of now it is up to two years). This will be based on reason for academic break.

**11.4.1 Eligibility:**

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

(i) Serious personal medical reasons involving hospitalization, if required and supported by documents.

(ii) Serious ‘family’ related issues.

(iii) Financial constraints.

(iv) In executive education, ‘temporary transfer to other country / city’

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

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

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

**11.4.2 Payment of fees:**

Fees for the academic break:

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

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

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

<table>
<thead>
<tr>
<th>Academic break</th>
<th>Fees to be paid at the time of admission after the academic break</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informed before the commencement of the academic year.</td>
<td>100% total fee prevalent .</td>
</tr>
<tr>
<td>Informed after commencement, not attended classes and fees not paid.</td>
<td>100% total fee + 25% readmission (prevalent).</td>
</tr>
<tr>
<td>Informed during the semester / trimester fees not paid for current year.</td>
<td>100% total fee + 25% readmission (prevalent).</td>
</tr>
<tr>
<td>Informed during the academic year and fees</td>
<td>25% of total fees as readmission fee prevalent</td>
</tr>
</tbody>
</table>
11.5 Submission of certificates / marksheets:
A student has to submit all the relevant documents / certificates / marksheets as per the offer letter issued by NMIMS. Non-submission of such mandatory documents after the stipulated time declared by admission department will lead to cancellation of admission of concerned student and the admission fees will NOT be refunded.

11.6 Admission Deferment:
The following rules are applicable to all the Schools of NMIMS.

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

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

11.6.2 Who can apply:
- Serious medical illness.
- Serious family related reasons.
- Candidate not able to organize funds.
- Candidate’s work related commitments, overseas assignments (over 6 months)

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

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

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

12.0 Dean’s list / Meritorious students:
12.1.1 Meritorious students list
12.1.2 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.
12.1.3 Students who are participating in Student Exchange Program are also eligible for the Dean’s list. Such students will be shortlisted on the basis of the CGPA of all semesters/trimester completed at NMIMS.
12.1.4 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.

13.0 Black Board (Learning Management System):
Blackboard Learn™ is a Web-based learning management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.

13.1 System Requirement: Latest browser with Java installed on your PC.
Check browser compatibility:
http://www.edugarage.com/pages/viewpage.action?pageId=38830689
Test/install Java: http://java.com/en/download/help/testvm.xml

13.2 URL: Access Blackboard through http://blackboard.svkm.ac.in

13.3 Login Policy: Default User ID and Password is Student’s SAP number.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

14.0 Rules for participating in National/International Level Contests:

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

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

14.3 All student contests are classified as follows.

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

14.3.2 GRADE B: National level contests of high repute.

14.3.3 GRADE C: Local and national level contests

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

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

14.6 Reimbursements (Applicable only for National Contest)

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

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

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

14.6.4 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.

14.6.5 All students claiming the reimbursement will have to submit all details to the staff co-ordinator for
14.7 Contest Winners
14.7.1 Any student who has won any contest is required to provide full details of the contest and award won to the faculty within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals.

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

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

16.0 Guidelines for Convocation
16.1 The Annual Convocation will be held for all Full Time and Part Time programs of NMIMS.
16.2 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.
16.3 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.
16.4 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.

17.0 Roles and Responsibility of Class Representative and Student Council
17.1 Class Representative
The Class Representative serves as a link between his/her division, the faculty & administration. The CRs for each division are selected by class vote for students who wish to nominate themselves for the post. The major roles & responsibilities include:
17.1.1 Serving as sole point of contact between faculty & students
17.1.2 Co-ordinating the scheduling of lectures, assignments & formation of groups
17.1.3 Resolving student grievances
17.1.4 Relationship building & co-ordinating with CRs from other divisions
17.1.5 CR’s cannot cancel / Reschedule lectures directly with Faculty
17.1.6 Any additional responsibility assigned by school heads.

17.2 Student Council
The Student Council is the apex student body at every school and represents the full-time students. The Vice-President, General Secretary, Cultural Secretary along with a team of executive members and course representatives support the President and share responsibility for each student body & activity on campus. The Council for every academic year is selected through a formal selection procedure involving faculty/Admin heads of School & existing Council members. The major roles & responsibilities include:
17.2.1.1 To serve as a formal communication channel between the students, faculty and administration
17.2.1.2 To navigate all student-related activities at NMIMS and facilitate a better life on campus
17.2.1.3 To spearhead the organisation & co-ordination of the Corporate Festival, the Cultural Festival, & other Events.
17.2.1.4 To assist all public relation activities and supervise student publications & newsletters at NMIMS
17.2.1.5 All the cell activities has to be routed through President of cell, General Secretary of Council (Budget and Release of Money), HOD/Dean/Directors, (Accounts Department - In case of Release of Money)
17.2.1.6 Communication and Invitations of events / guest lecturers / workshops etc. conducted by cells and council has to be informed to the HOD/Dean/Directors well in advance.
17.2.1.7 For the major events prior formal invitation to be given to all the senior management
17.2.1.8 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
18.0 Interface with Accounts:

18.1 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.

18.2 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.

18.3 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.

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

18.5 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.

18.6 Hostel Deposit Refund:
Location: NMIMS Accounts Department
Procedure:
18.6.1 Please procure signature of Hostel in-charge
18.6.2 Submit signed Hostel Deposit Receipt to Accounts Department along with Refund Format
18.6.3 Please allow a period of 3 weeks for issue of the Refund Demand Draft

18.7 Library Deposit and Security Deposit Refund:
Location: Course Coordinator
Procedure:
18.7.1 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
18.7.2 Please allow a period of 3 weeks for issue of the Refund through NEFT

18.8 Duplicate Receipt:
Location: NMIMS Accounts Department
Procedure:
18.8.1 Please fill the Application for Duplicate Fee Receipt and submit Rupees 100 per receipt to Accounts Department
18.8.2 Please allow a period of a week for issue of receipt

19.0 International Student Exchange Program Policy

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

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

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

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

To aggressively pursue the internalization agenda, NMIMS Schools have signed MOUs with leading Universities and Schools.

19.3 **Eligibility**

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

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

19.3.1 Completed the eligibility year of program as defined by respective Deans/Directors of School

19.3.2 Have a minimum CGPA of 2.75 and above.

19.4 **Selection Criteria and Conditions**

As defined by respective Deans/Directors of Schools.

19.5 **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:

19.5.1 Accommodation and daily living expenses including study materials

19.5.2 Travel Expenses

19.5.3 Passport and visa costs

19.5.4 Insurance cover

19.5.5 Any other incidental costs

19.6 **Application procedure for students and Expectations from students**

19.6.1 Students have to apply in specified application form (See Annexure “Application Form for NMIMS Students for Applying for Student Exchange Program” in SRB) to their respective Schools. Those selected after required assessment at their School’s end have to fill another detailed form (See Annexure “Application Form – NMIMS Exchange Students”)

19.6.2 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.

19.6.3 Upon joining the partner institute the courses the students intends to take up should be finalized and communicated to the NMIMS School authorities (Refer Annexure of SRB)

19.6.4 Students need to ensure that they do not get any F grade in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.

19.6.5 Other criteria as defined by Deans/Directors of the Schools.

19.7 **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.
19.8 Enclosures:

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

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

20.0 Safety Guide for Students on Floods, Fire and Earthquakes

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

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

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

Precautions to be taken in case of Floods\(^1\) are given in the Table 1 below.


<table>
<thead>
<tr>
<th>Before Floods</th>
<th>During Floods</th>
<th>After Floods</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Identify and visit elevated areas in and around the Institute as places of refuge during a flood</td>
<td>● Evacuate to previously identified elevated areas</td>
<td>● Stay away from downed power lines, and report them to Security Officer</td>
</tr>
<tr>
<td>● Be aware of drainage channels, and other low-lying areas known to flood suddenly. Consult and involve local authorities in the institutes</td>
<td>● Don’t try to save valuables. Your life is most precious</td>
<td>● Leave the Institute / home only when authorities indicate it is safe</td>
</tr>
<tr>
<td>● Check out for the monsoon alerts for the heavy rains declared by the Municipal Corporation of Greater Mumbai</td>
<td>● Disconnect electrical appliances.</td>
<td>● Stay out of any building if it is surrounded by floodwaters</td>
</tr>
<tr>
<td>● 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</td>
<td>● Turn off utilities at the main switches of valves if instructed to do so</td>
<td>● Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations</td>
</tr>
<tr>
<td>● Keep locally available equipments such as ropes, battery, radio, plastic bottles and cans handy during rainy season. This can help you to plan your</td>
<td>● Don’t touch electrical equipment if you are wet or standing in water</td>
<td>● Floors in the building will be slippery due to water and mud. Walk carefully on the slippery floor.</td>
</tr>
<tr>
<td></td>
<td>● Do not walk through moving water. Six inches of moving water can make you fall</td>
<td>● Wear appropriate footwear. Do not use slippers during rainy season</td>
</tr>
<tr>
<td></td>
<td>● If you have to walk in water, walk where the water is not moving</td>
<td>● Watch out for loose flooring, holes and dislodged nails</td>
</tr>
<tr>
<td></td>
<td>● Use a stick to check the firmness of the ground in front of you</td>
<td>● Clean and disinfect everything that got wet</td>
</tr>
<tr>
<td></td>
<td>● Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage</td>
<td>● Discard any food items which may have got wet</td>
</tr>
</tbody>
</table>
| | ● Water may also be electrically charged from underground or downed power lines | ● Inform about the damaged drainage and sewage systems in and around the building to the authorities as

...
Before Floods | During Floods | After Floods
---|---|---
**rescue** | **rumors** | **soon as possible. These can be a major health hazard**
- Prepare a food kit including emergency food items such as biscuits, snacks, drinking water and so on | - Move vehicles to the highest ground nearby | - First protect yourself and then help others.
- Do not enter floodwaters by foot if you can avoid it
- Never wander around a flooded area
- Drink clean water

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

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

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

<table>
<thead>
<tr>
<th>Before Earthquake</th>
<th>During Earthquake</th>
<th>After Earthquake</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A) If you are at home or inside a building</strong></td>
<td></td>
<td><strong>A) If you are at home or inside a building</strong></td>
</tr>
<tr>
<td>- Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture.</td>
<td>- Expect aftershocks. Be prepared. Stay where you are and do not come out immediately.</td>
<td>- Expect aftershocks. Be prepared. Stay where you are and do not come out immediately.</td>
</tr>
<tr>
<td>- Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or even under a bed.</td>
<td>- Keep calm, switch on the radio/TV and obey any instructions you hear on it after you come out</td>
<td>- Keep calm, switch on the radio/TV and obey any instructions you hear on it after you come out</td>
</tr>
<tr>
<td>- Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse.</td>
<td>- Turn off the water, gas and electricity</td>
<td>- Turn off the water, gas and electricity</td>
</tr>
<tr>
<td>- Do not run and do not wander round the streets.</td>
<td>- 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.</td>
<td>- 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.</td>
</tr>
<tr>
<td>- Keep a torch and a portable transistor radio handy.</td>
<td>- If there is a fire, try to put it out. If you cannot, call the fire brigade.</td>
<td>- If there is a fire, try to put it out. If you cannot, call the fire brigade.</td>
</tr>
<tr>
<td>- Keep the corridors in the hostel/house clear of furniture and other things, making movement easier.</td>
<td>- If possible then contact fire brigade immediately.</td>
<td>- If possible then contact fire brigade immediately.</td>
</tr>
<tr>
<td>- In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake.</td>
<td>- Immediately clean up any inflammable products that may have spilled (alcohol, paint, etc).</td>
<td>- Immediately clean up any inflammable products that may have spilled (alcohol, paint, etc).</td>
</tr>
<tr>
<td>- Make sure your water heater and gas cylinder is secured and intact. This will ensure that it will not fall during an earthquake and hurt someone or start a fire.</td>
<td>- Avoid places where there are loose electric wires and do not touch any metal object in contact with them.</td>
<td>- Avoid places where there are loose electric wires and do not touch any metal object in contact with them.</td>
</tr>
<tr>
<td>- Check the rooftops of buildings for any accumulations of debris and clear them away.</td>
<td>- Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth.</td>
<td>- Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth.</td>
</tr>
<tr>
<td>- Do not consume food and water that may have been contaminated.</td>
<td>- Eat something. You will feel better and more capable of helping others.</td>
<td>- Eat something. You will feel better and more capable of helping others.</td>
</tr>
<tr>
<td>- Be prepared to help people who are injured.</td>
<td>- 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.).</td>
<td>- 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.).</td>
</tr>
<tr>
<td>- Help people who are injured. Provide them first aid. Do not move seriously injured people unless they are in danger.</td>
<td></td>
<td>- Help people who are injured. Provide them first aid. Do not move seriously injured people unless they are in danger.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B) If you are in the street</th>
<th></th>
<th><strong>B) If you are outside</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets.</td>
<td>- 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.</td>
<td>- 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.</td>
</tr>
<tr>
<td>- Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse.</td>
<td>- Do not re-enter badly damaged buildings and do not go near damaged structures.</td>
<td>- Do not re-enter badly damaged buildings and do not go near damaged structures.</td>
</tr>
<tr>
<td>- Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth.</td>
<td>- Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass.</td>
<td>- Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass.</td>
</tr>
<tr>
<td>- Keep away from beaches and low banks of rivers. Huge waves may sweep in.</td>
<td>- Keep away from beaches and low banks of rivers. Huge waves may sweep in.</td>
<td></td>
</tr>
</tbody>
</table>
20.3 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:

<table>
<thead>
<tr>
<th>Before Fire</th>
<th>During Fire</th>
<th>After Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Identify the fire hazards and where fires might start, e.g. laboratories, store room, kitchen and other such places)</td>
<td>• Do not panic. Shout loudly for help</td>
<td>• Don’t re-enter or permit anyone to enter the building, unless the fire officials have given permission to enter.</td>
</tr>
<tr>
<td>• Identify all the exit routes of the Institute. (There are six exit routes in UPG building)</td>
<td>• Do not run.</td>
<td></td>
</tr>
<tr>
<td>• Check the adequacy of fire fighting apparatus and its maintenance.</td>
<td>• Do not waste time in collecting valuables.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Do not panic.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Inform the fire brigade about the fire and alert neighbors.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• If possible, use fire extinguisher.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Do not take shelter in toilet.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Do not use the lift to escape.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Use nearest means of escape and the staircase available.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Make exit to ground level instead of the terrace.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Report about your safe escape and any other information to the University authorities, fire brigade or police present at the site.</td>
<td></td>
</tr>
<tr>
<td>If trapped or stranded:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Stay close to the floor level.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Cover the gaps of the door by any piece of cloth available.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Do not jump out of the building.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Signal or shout for help.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Stop, drop and roll on the ground and cover with blanket; pour water on the body</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Dial 101 or 2620 5301 for fire brigade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Wait for the Fire Brigade to arrive and co-operate with the firefighters.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

21.0 Ragging / Sexual harassment / Student Grievance Redressal – Ombudsman

21.1 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.

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

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

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

21.5 Following are the details of Women Grievance Redressal Cell & Anti Ragging Committee:
Women Grievance Redressal Cell:
1. Dr. Meena Chintamaneni, Associate Dean, SPPSPTM - Chairperson
2. Dr. Ketan Shah, Associate Professor and HOD, MPSTME – Member
3. MS. Karuna Bhaya, Finance Officer – Member
4. Shri Nilesh Mohile, CAO, SVKM – Member
5. Dr. Sharon Pandey, Associate Professor, SBM – Member
6. I/C Registrar – Member Secretary
7. One NGO representative

Anti Ragging Committees:

<table>
<thead>
<tr>
<th>University</th>
<th>Name</th>
<th>Designation</th>
<th>E-mail ID</th>
<th>Contact no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I/C Registrar</td>
<td>Chairperson</td>
<td><a href="mailto:varsha.parab@nmims.edu">varsha.parab@nmims.edu</a></td>
<td>022 42355555</td>
<td></td>
</tr>
<tr>
<td>Mr. Venugopal</td>
<td>Member</td>
<td><a href="mailto:venugopalk@nmims.edu">venugopalk@nmims.edu</a></td>
<td>022 42355557</td>
<td></td>
</tr>
<tr>
<td>Shri Harshad Shah</td>
<td>Member</td>
<td><a href="mailto:harshad.shah@svkm.ac.in">harshad.shah@svkm.ac.in</a></td>
<td>022 42199999</td>
<td></td>
</tr>
<tr>
<td>Mr. Sunil Monterio</td>
<td>Member</td>
<td><a href="mailto:pralhad.poojary@nmims.edu">pralhad.poojary@nmims.edu</a></td>
<td>022 42355555</td>
<td></td>
</tr>
<tr>
<td>Prof. Seema Mahajan</td>
<td>Member</td>
<td><a href="mailto:seemam@nmims.edu">seemam@nmims.edu</a></td>
<td>022 42355555</td>
<td></td>
</tr>
<tr>
<td>Shri Rajendra K. Shah</td>
<td>Member</td>
<td><a href="mailto:shahrk60@yahoo.com">shahrk60@yahoo.com</a></td>
<td>022 42199999</td>
<td></td>
</tr>
</tbody>
</table>

School of Law
1. Dr. Ravindranath Gorane | Chairperson | ravindranath.gorane@nmims.edu | 42355555                  |
2. Ms. Nazima Munshi         | Member       | nazima.munshi@nmims.edu     | 42355555                  |
3. Ms. Ashwini Kulkarni       | Member       | ashwini.kulkarni@nmims.edu  | 42355555                  |

Institute of Intellectual Property Studies
1. Ms. Nazima Munshi          | Chairperson | nazima.munshi@nmims.edu     | 9819124121                  |

Hostels
1. Shri Bhupesh Patel | Chairperson | bhupesh.patel@svkm.ac.in | 98200 20700                  |
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                  |
4. Prof. Seema Mahajan     | Member       | seemam@nmims.edu         | 9820341341                  |
5. I/C Registrar        | Member       |                          | 42355550                   |
6. Mr. Sunil Monterio    | Member       | sunil.monteiro@nmims.edu  | 42355558                   |

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

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Category</th>
<th>Sr. No.</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Potentially Liable</td>
<td>22</td>
<td>Pornography</td>
</tr>
<tr>
<td>2</td>
<td>Drug Abuse</td>
<td>23</td>
<td>Tasteless</td>
</tr>
<tr>
<td>3</td>
<td>Occult</td>
<td>24</td>
<td>Weapons</td>
</tr>
<tr>
<td>4</td>
<td>Hacking</td>
<td>25</td>
<td>Sex Education</td>
</tr>
<tr>
<td>5</td>
<td>Illegal Unethical</td>
<td>26</td>
<td>Alcohol</td>
</tr>
<tr>
<td>6</td>
<td>Racism and Hate</td>
<td>27</td>
<td>Tobacco</td>
</tr>
<tr>
<td>7</td>
<td>Violence</td>
<td>28</td>
<td>Lingerie and Swimsuit</td>
</tr>
<tr>
<td>8</td>
<td>Marijuana</td>
<td>29</td>
<td>Sports Hunting and war Games</td>
</tr>
<tr>
<td>9</td>
<td>Folklore</td>
<td>30</td>
<td>Freeware Downloads</td>
</tr>
<tr>
<td>10</td>
<td>Proxy Avoidance</td>
<td>31</td>
<td>Games</td>
</tr>
<tr>
<td>11</td>
<td>Web Translation</td>
<td>32</td>
<td>Peer-to-peer File Sharing</td>
</tr>
<tr>
<td>12</td>
<td>Phishing</td>
<td>33</td>
<td>Multimedia Download</td>
</tr>
<tr>
<td>13</td>
<td>Plagiarism</td>
<td>34</td>
<td>Internet Radio and TV</td>
</tr>
<tr>
<td>14</td>
<td>Child Abuse</td>
<td>35</td>
<td>Potential Security Violating</td>
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<tr>
<td>15</td>
<td>Controversial</td>
<td>36</td>
<td>Malware</td>
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<tr>
<td>16</td>
<td>Abortion</td>
<td>37</td>
<td>Spyware</td>
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<tr>
<td>17</td>
<td>Adult Materials</td>
<td>38</td>
<td>Web Hosting</td>
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<td>18</td>
<td>Advocacy Organizations</td>
<td>39</td>
<td>Multimedia Search</td>
</tr>
<tr>
<td>19</td>
<td>Gambling</td>
<td>40</td>
<td>Audio Search</td>
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<tr>
<td>20</td>
<td>extremist Groups</td>
<td>41</td>
<td>Video Search</td>
</tr>
<tr>
<td>21</td>
<td>Nudity And Risqué</td>
<td>42</td>
<td>Spam URL</td>
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<tr>
<td>E-Journals Databases</td>
<td>Company Databases</td>
<td>IT Info Database</td>
<td>E-Books</td>
</tr>
<tr>
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</tr>
<tr>
<td>3. JSTOR</td>
<td>8. ISI Emerging Markets</td>
<td>15. CRISIL</td>
<td></td>
</tr>
<tr>
<td>5. IEL Online IEEE</td>
<td></td>
<td>17. CMIE: Economic Outlook</td>
<td></td>
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<td></td>
<td>18. Eviews 8</td>
<td></td>
</tr>
<tr>
<td>COMPANY DATABASES</td>
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<tr>
<td>LAW DATABASES</td>
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<tr>
<td>10. Manupatra</td>
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<td></td>
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<tr>
<td>MARKETING DATABASE</td>
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<td></td>
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<tr>
<td>11. TAM</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>STATISTICS DATABASE</td>
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<tr>
<td>20. IndiaStat</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>CASE STUDY DATABASE</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
**LIST OF HOLIDAYS FOR THE YEAR 2014**

**SVKM’s NMIMS (Deemed-to-be-University)**

<table>
<thead>
<tr>
<th>NMIMS (Mumbai &amp; Shirpur)</th>
<th>NMIMS (Bangalore)</th>
<th>NMIMS (Hyderabad)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>List of Holidays for the year 2014</strong></td>
<td><strong>List of Holidays for the year 2014</strong></td>
<td><strong>List of Holidays for the year 2014</strong></td>
</tr>
<tr>
<td><strong>OCCASION</strong></td>
<td><strong>DATE</strong></td>
<td><strong>DAY</strong></td>
</tr>
<tr>
<td>Chatrapati Shivaji Maharaj Jayanti</td>
<td>19-Feb-14</td>
<td>Wednesday</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holi</td>
<td>17-Mar-14</td>
<td>Monday</td>
</tr>
<tr>
<td>Gudi Padwa</td>
<td>31-Mar-14</td>
<td>Monday</td>
</tr>
<tr>
<td>Ambedkar Jayanti</td>
<td>14-Apr-14</td>
<td>Monday</td>
</tr>
<tr>
<td>Good Friday</td>
<td>18-Apr-14</td>
<td>Friday</td>
</tr>
<tr>
<td>Maharashtra Day</td>
<td>1-May-14</td>
<td>Thursday</td>
</tr>
<tr>
<td>Ramzan-Id</td>
<td>29-Jul-14</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Independence Day</td>
<td>15-Aug-14</td>
<td>Friday</td>
</tr>
<tr>
<td>GopalKala</td>
<td>18-Aug-14</td>
<td>Monday</td>
</tr>
<tr>
<td>Ganesh Chaturthi</td>
<td>29-Aug-14</td>
<td>Friday</td>
</tr>
<tr>
<td>Anant Chaturdashi</td>
<td>8-Sep-14</td>
<td>Monday</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gandhi Jayanti</td>
<td>2-Oct-14</td>
<td>Thursday</td>
</tr>
<tr>
<td>Dussehra</td>
<td>3-Oct-14</td>
<td>Friday</td>
</tr>
<tr>
<td>Diwali (Laxmi)</td>
<td>23-Oct-14</td>
<td>Thursday</td>
</tr>
<tr>
<td>Diwali (Balipratipada)</td>
<td>24-Oct-14</td>
<td>Friday</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Christmas</td>
<td>25-Dec-14</td>
<td>Thursday</td>
</tr>
</tbody>
</table>

Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January 26, 2014, August 15, 2014, May 01, 2014 & October 02, 2014)

**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.

<table>
<thead>
<tr>
<th>Holiday falls on Sunday</th>
<th>Holiday falls on Sunday</th>
<th>Holiday falls on Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Republic day</td>
<td>26-Jan-14</td>
<td>Sunday</td>
</tr>
<tr>
<td>Republic day</td>
<td>26-Jan-14</td>
<td>Sunday</td>
</tr>
<tr>
<td>Republic day</td>
<td>26-Jan-14</td>
<td>Sunday</td>
</tr>
</tbody>
</table>
### 24.0 NMIMS INFOLINE (for Mumbai Campus)

<table>
<thead>
<tr>
<th>Agency</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disaster Management Cell of Municipal Corporation of Greater Mumbai</td>
<td>108</td>
</tr>
<tr>
<td><strong>Police</strong></td>
<td></td>
</tr>
<tr>
<td>Police Help Line</td>
<td>100</td>
</tr>
<tr>
<td>Juhu Police Station</td>
<td>26184432 / 26183856</td>
</tr>
<tr>
<td>Vile Parle Police Station</td>
<td>26117307 / 26117317</td>
</tr>
<tr>
<td>Vile Parle (E) Police Station</td>
<td>26112813</td>
</tr>
<tr>
<td>D. N. Nagar, Andheri (W) Police Station</td>
<td>26303893 / 26304002 / 26303038</td>
</tr>
<tr>
<td>Andheri (E) Police Station</td>
<td>26831562 / 26842677</td>
</tr>
<tr>
<td>Santacruz Police Station</td>
<td>26492972 / 26487856</td>
</tr>
<tr>
<td><strong>Fire Brigade</strong></td>
<td></td>
</tr>
<tr>
<td>Fire Brigade Help Line</td>
<td>101</td>
</tr>
<tr>
<td>Andheri Fire Stations</td>
<td>2620 5301</td>
</tr>
<tr>
<td>Bandra Fire Station</td>
<td>26435206</td>
</tr>
<tr>
<td><strong>Ambulance</strong></td>
<td></td>
</tr>
<tr>
<td>102 / 1298/1252</td>
<td></td>
</tr>
<tr>
<td><strong>Hospitals</strong></td>
<td></td>
</tr>
<tr>
<td>Dr. Balabhai Nanavati Hospital</td>
<td>26182255</td>
</tr>
<tr>
<td>Cooper Hospital</td>
<td>26207254</td>
</tr>
<tr>
<td><strong>Travel Agency</strong></td>
<td></td>
</tr>
<tr>
<td>V-explore</td>
<td>42705205/ 42705255</td>
</tr>
<tr>
<td><strong>Chemist</strong></td>
<td></td>
</tr>
<tr>
<td>Dilip Drug House</td>
<td>26182255</td>
</tr>
<tr>
<td>Empire Chemists</td>
<td>26718970</td>
</tr>
<tr>
<td>Welcome</td>
<td>26111796</td>
</tr>
<tr>
<td><strong>General Physician</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Criticare Clinic</strong></td>
<td>26286644/ 88</td>
</tr>
<tr>
<td>Plot no. 38/39 , Main Gulmohar Road, JVPD Scheme, Opposite Copper Chimney, Andheri (W), Mumbai- 400049</td>
<td></td>
</tr>
<tr>
<td>Shri Vile Parle Kelavani Mandal” runs a dispensary which operates from 9:00 am to 6:00 pm. It is manned by two fully qualified Medical Officers in two shifts. Services of dispensary are available for attending to all emergency first aid and for OPD. This facility is available to all students and staff members of SVKM Institutions</td>
<td></td>
</tr>
<tr>
<td>Location: N.M. College Area, 2nd floor</td>
<td></td>
</tr>
<tr>
<td><strong>Hostel</strong></td>
<td></td>
</tr>
<tr>
<td>G. R. Jani Hostel Boys</td>
<td>26240070</td>
</tr>
<tr>
<td>Girls Hostel (MKM)</td>
<td>26256382/ 83</td>
</tr>
<tr>
<td>Movietime Suburbia (Bandra)</td>
<td>56914673/74/75</td>
</tr>
</tbody>
</table>
Part II
School of Law
Message from Dean, SOL-IIPS

In today’s Globalization & Liberalization with development in Science and Technology “COMPETITION” is inevitable. Students determined to establish their career in profession of Law shall be no exception. With continuing advancements all around “Challenges” for students of Law would be more “Stiff” and there would be no scopes for ‘short cuts’ and further we should be clear that ONLY EXCELLENCE shall prevail.

Understanding the ‘Competitive Scenario’ holistically, I have no hesitation to state that number of Opportunities would be directly proportionate to the number of challenges. Law student has to be studious, determined, focused & well planned. Theoretical understanding of the ‘subject’ in most comprehensive manner is not by itself sufficient, ‘practical application’ is an real life World Workshop, only then he/she could set bench marks. If student has ‘will and determination’ to excel in Legal Skills, we are committed to provide all possible ”Resources” to facilitate their Success.

Good luck!

Dr. R.H. Gorane
Dean SOL-IIPS
1. **Academic Calendar**

<table>
<thead>
<tr>
<th>Details</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trimester I / IV</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orientation &amp; Commencement of Regular Classes</td>
<td>3rd July 2014</td>
<td>20th September 2014</td>
</tr>
<tr>
<td>Term End Exam</td>
<td>26th September 2014</td>
<td>30th September 2014</td>
</tr>
<tr>
<td>Vacation End Term</td>
<td>1st October 2014</td>
<td>7th October 2014</td>
</tr>
<tr>
<td><strong>Trimester II / V</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commencement</td>
<td>8th October 2014</td>
<td>7th January 2015</td>
</tr>
<tr>
<td>Diwali Vacation</td>
<td>21th October 2014</td>
<td>27th October 2014</td>
</tr>
<tr>
<td>Christmas Vacation</td>
<td>25th December 2014</td>
<td>1st January 2015</td>
</tr>
<tr>
<td>Term End Exam</td>
<td>13th January 2015</td>
<td>16th January 2015</td>
</tr>
<tr>
<td>Vacation End Term</td>
<td>17th January 2015</td>
<td>26th January 2015</td>
</tr>
<tr>
<td><strong>Trimester III / VI</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commencement</td>
<td>27th January 2015</td>
<td>18th April 2015</td>
</tr>
<tr>
<td>Term End Exam</td>
<td>24th April 2015</td>
<td>28th April 2015</td>
</tr>
<tr>
<td>Summer Vacation for Students</td>
<td>29th April 2015</td>
<td>30th June 2015</td>
</tr>
<tr>
<td>Summer Vacation for Faculty</td>
<td>8th May 2015</td>
<td>17th June 2015</td>
</tr>
<tr>
<td>Repeat Exam</td>
<td>25th May Onwards</td>
<td>-</td>
</tr>
<tr>
<td>Commencement of Academic year 2015-16</td>
<td>1st July 2015</td>
<td>-</td>
</tr>
</tbody>
</table>
2. **Academic/general inputs, Rules Policies at school level**

- The use of cell phones in classrooms is strictly prohibited. Strict action would be taken against students using cell phones in the class room or even keeping cell phones on silent mode. At the first instance of violation of this rule, the cell phone would be confiscated and would be returned only after a written apology. On subsequent repetition, the student would be contributing rupees 50/- (Rs. 50 only) as fine to the Student’s Relief Fund. On every repetition the sum would be doubled. However, a student may be allowed to use a cell phone after seeking special permission from concerned faculty, for a specific period of time and for academic purpose only.

- The LCD projector in the classroom can be handled by students only in the presence of a faculty or any such authority. The class would collectively bear the losses for repairing the damaged LCD in case of the concerned student not accepting his/her fault.

- Students should visit the Black Board regularly: before and after the classes, while entering and leaving the campus, so as not to miss any urgent notification.

- Misconduct of any sort from any student would be dealt with strictly. Any student resorting to any indecent, unruly behavior or causing disturbance, annoyance or raising voice for any reason which results in irritating or disturbing any other person, shall be considered as ‘misconduct’ and would be dealt with accordingly.

- After consultation with faculty at SOL and class representatives, it has been resolved that all students are expected to dress up in the most decent and professional manner to maintain decency and decorum of the “profession”. Even unintentional violation in this regard would be considered as violation of SOL Dress Code and would be dealt with accordingly, after one oral warning.

- On providing justification, a student could be allowed to be late by not more than 10 minutes for the first lecture. On repeating this in the same month s/he would have to pay Rs. 50/- (Rs. 50 only) as fine and this amount would keep doubling with every subsequent late coming. The fine would be a contribution to the Student’s Welfare Fund. The attendance of such late comers would be encircled for record keeping.

- Students are requested to once again refer to SRB point number 2.14.4 and remember: “that the deadline for the submission of projects, presentations and/or date declared for viva shall be final under all circumstances. Under exceptional circumstances, written request from a parent may be considered with the deduction of 2 marks with every passing day”. Students would be expected to get a letter from their parents for not seeking such condonation in future.

- All doubts regarding attendance should be cleared with concerned faculties at appropriate time (at the end of each class/ during recess or at the end of class hours of the day). If a student is marked ‘Absent’ even when present, s/he should immediately inform the concerned faculty and submit a written application justifying his/her stand. ‘Attendance Report’ of all the students in a class would be displayed on the Notice Board as well as Black Board at the beginning of every week and also at the end of every month. Students are therefore requested to carefully read and follow guidelines under SRB 3.1.1, Part 1, failing to do so, no changes in the Attendance Register would be entertained and the contents in the Attendance Register would be considered as correct and final for all purposes.

- Internship: Students are supposed to maintain a diary on day to day basis with specific details as required by the School. All such “specific details” would be made available to the students on Black Board prior to the commencement of summer vacations. Students are expected to fill-in their internship diary as per guidelines provided by the School.

- If students require any of the classrooms after the regular lectures, a written permission has to be taken by the concerned student to occupy the classroom. If case of any damage in the classroom during that period the concerned student has to bear the consequences.
3.0 Examination Guidelines (ICA / TEE, Passing Criteria, Grading system, method of calculation of CGPA, Re-Examination, exceptional cases – medical etc.)

3.1 The components of evaluation for both the Five Year Integrated Programmes would be as follows:

3.1.1 Internal Evaluation – Total of 40 Marks
   a. Projects assigned in per subject/course in each trimester – 20 marks
   b. Presentation – 10 marks
   c. Viva –voce – 10 marks
   (The guidelines for internal evaluation will be uploaded on Blackboard by the respective Faculty)

3.1.2 External Evaluation – Total of 60 Marks
   d. End-Term Examination (This is a compulsory component.)

- A student must have a total of Twelve Credit Courses in each Trimester (Each course is equivalent to 100 marks)
- The mode of the End Term Examination will depend on the programme learning objective.
- End term examination is a compulsory component.
- Deviation, if any, from above mentioned evaluation schemes will be communicated separately.
- For both the programmes, the Weightage for each component has been specified and will form an integral part of the programme outline while approving the courses.
- 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.

3.2 School of Law of NMIMS University follows the following ‘letter grades’ and corresponding’ grade points’ system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>3.75</td>
</tr>
<tr>
<td>A-</td>
<td>3.50</td>
</tr>
<tr>
<td>B+</td>
<td>3.25</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
</tr>
<tr>
<td>C+</td>
<td>2.50</td>
</tr>
<tr>
<td>C</td>
<td>2.25</td>
</tr>
<tr>
<td>C-</td>
<td>2.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

- The candidates who resort to unfair means and who are required to appear at re-examination due to involvement in adoption of unfair means (as penalty) will get C+ or actual grade whichever is lower in the re-examination.
- The objective of assigning the Grades would be based on relative performance of students in the batch. The relative grading system will be followed for the same. The distribution of grades based on relative system ensures that not all students are placed under one grade.
3.3 Method of calculation of letter grades and GPA/ CGPA

For the calculation of grades, the following guidelines are observed –

1. Highest marks scored by a student for a course / subject will be taken into account for the batch/ group (in case of electives).

2. Difference between the maximum marks and pass marks would be calculated.

3. The said difference will be equally divided into slabs of nine letter grades (i.e. A+, A, and A-, B+, B and B-and C+, C and C-).

4. Grading will be done on the basis of marks obtained by a student in each course / subject which will be fitted into the above slabs of letter grades.

5. “F” grade will be assigned to students :
   
a) Who have obtained marks less than 50% (minimum passing marks) out of aggregate (Internal Continuous Assessment + Term end examination).

b) Who have obtained less than one third marks out of the maximum marks allocated to the respective subject/course for the term end examination.

c) Who have obtained less than one third marks out of the maximum marks allocated to the respective subject/course for the internal continuous assessment.

3.4 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/ module and credit value assigned, to each respective course by the sum of credits assigned to all the courses/ modules for the related term.

\[
\text{GPA} = \frac{\sum \text{CG}}{\sum \text{C}}
\]

Calculation of CGPA (Cumulative Grade Point Average):

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

Here:

\[C = \text{Credit value assigned to a course/ module}\]

\[G = \text{Grade point value assigned to a student for course/ module corresponding to the letter grade (refer table given on page no. 36)}\]

GPA: Grade Point Average shall be calculated for Individual term.

CGPA: Cumulative Grade Point Average shall be calculated upto and including each term till date
3.5 Promotion Rules:

a. A student who has passed in all the subjects/courses (as per the criteria laid down herein under) of Trimester I, Trimester II and Trimester III examinations of the first year of the programme will be promoted to the second year of the concerned programme. Likewise, a student who has passed in all the subjects/courses of Trimester IV, Trimester V and Trimester VI examinations of the second year of the programme will be promoted to the third year of the concerned programme and so on.

b. A student who fails to pass in one or more subjects/courses in Trimester I will be “allowed to keep terms” and will be permitted to attend lectures and appear at trimester-end examinations of Trimester II. Again, a student who fails in one or more subjects/courses in Trimester II will be “allowed to keep terms” and will be permitted to attend lectures and appear at trimester-end exams of Trimester III. This means that students will be allowed to keep terms for the second and third trimester during the first academic year, irrespective of the number of failures in any number of subjects/courses of the first and second trimesters of that academic year.

c. Such students who fail to pass in one or more subjects/courses will be allowed to appear at only one re-examination in all the ‘failed subjects/courses’ of all the three trimesters which will be held after the end of Trimester III of that academic year. The said re-examination will normally commence as mentioned in the academic calendar. This re-examination shall be conducted for the particular academic year and shall be conducted before the start of the next academic year. The University reserves right to make changes in this, which would be informed to the students.

d. Students who remain absent for any examination or re-examination will be treated as failed in the respective subject/course in which they have remained absent.

e. The student shall be required to pay the prescribed fees/charges for each subject/course of the re-examination before the commencement of the re-examination failing which the student will not be allowed to appear at the re-examination.

f. In case a student fails to pass in any one or more course/subject/s of any of the three trimesters of the particular year of the programme even after the re-examination, he/ she shall be deemed to have failed in that year of the programme. He/ she will then be required to seek re-admission, as a regular student for that year of the programme in which he/ she has been declared failed. He/ she will also be required to pay the prescribed fees/charges at the time of seeking re-admission in the concerned program as per the rules prescribed by the University for the same from time to time.

g. The same criteria regarding re-examination as mentioned above shall be applied to Trimester IV, Trimester V and Trimester VI of the second year of the programme and for Trimester VII, Trimester VIII and Trimester IX of the third year of the programme and so on.

h. Those students, who pass in the re-examination, will be awarded, ‘Normal Grade’ for the subjects passed in such re-examination.

3.6 Passing Criteria:

a. Internal Continuous Assessment (ICA)

The students would be given Project, Assignment, Presentation and Viva during the course of the trimester. In the Internal Continuous Assessment (ICA) examinations for each subject/course, a student must secure a minimum of one third marks out of the total maximum marks allotted to the ICA in order to be declared successful.

AND

b. Trimester-End Examination (TEE)

A student must secure a minimum one third out of the total maximum marks allotted to each subject/course in the trimester-end examination, in order to be declared as successful in that subject/course.

AND

c. Aggregate Passing

A minimum of 50% of aggregate marks out of the total marks (i.e. aggregate of ICA and TEE) allotted to each subject/s.

Thus to pass, in each subject of all the trimester-end examination / re-examination, a student must secure:

- A minimum one third marks allotted out of the total maximum marks to the internal continuous assessment examination in that subject/course,
• A minimum **one third** marks out of the total maximum marks allotted to that subject/course in the trimester – end examination and
• A minimum of 50% of aggregate marks out of the total marks (i.e., internal continuous assessment plus the trimester end examination) allotted to the course/subject/s.

### 3.7 Non-fulfilment of Passing Criteria

1. If a student obtains less than the prescribed **one third** marks out of the total maximum marks allotted to the Internal Continuous Assessment in a particular subject/course, such student will be given only one and final chance to improve his/her performance to secure the necessary prescribed minimum marks in the internal continuous assessment by way of re-doing all the required projects/ assignments, etc. for that trimester as decided by the respective subject/course-teachers, before the related trimester-end examination. The modalities of the internal continuous assessment shall be jointly decided by the subject/course teacher and the Dean/ in-charge of the School of Law. It is the sole responsibility of the student to comply with the above requirement before the end of each trimester. If he/ she fails to do so, he/ she shall be declared failed in that subject/course in that academic year and shall have to seek re-admission as a regular student in that year of the programme in the next academic year or quit the programme.

2. In case a student fails to obtain the minimum prescribed marks in the trimester end examination and/or in the aggregate of a particular subject/course as mentioned above, s/he will be required to appear at the re-examination which will be conducted after the third trimester of the related year and before the start of the next academic year. For such students the marks obtained in the Internal Continuous Assessment of that respective subject/s will be carried forward. There will not be any additional re-examination under any circumstances.

3. If a student has failed under any head in any subject/course (i.e. ‘Internal Continuous Assessment’ or ‘Trimester-End Examination’ or ‘aggregate’), he/ she shall be deemed to have failed in that subject/course.

4. A student who remains absent from trimester-end examination/s due to any reason in any subject/course shall be awarded ‘F’ grade in the subject/course/s in which he/ she has remained absent. All such students will be allowed to appear at the re-examination in the said subject/course to be conducted at the end of the year but before the beginning of the next academic year. In such cases, the ICA marks of the respective subject/s will be carried forward.

5. In order to receive the degree, the student will have to pass in all the course/subject of all the years.

### 3.8 Maximum permissible time limit for completing the B.A., LL.B. (Hons.) or B.B.A., LL.B. (Hons.) programme shall be as under:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Programme</th>
<th>Duration of the programme (in years)</th>
<th>Maximum permissible duration for completion of the programme (in years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>B.A., LL.B. (Hons.)</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>2</td>
<td>B.B.A., LL.B. (Hons.)</td>
<td>5</td>
<td>7</td>
</tr>
</tbody>
</table>
3. Course Structures & Guidelines of all programmes

**B.A., LL.B. (Hons.) & B.B.A., LL.B. (Hons.)**

**First Year**

<table>
<thead>
<tr>
<th>Trimester -I</th>
<th>Trimester -II</th>
<th>Trimester -III</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compulsory common Subjects</strong></td>
<td><strong>Compulsory common Subjects</strong></td>
<td><strong>Compulsory common Subjects</strong></td>
</tr>
<tr>
<td>General English-I</td>
<td>Legal English-II</td>
<td>Contract - I</td>
</tr>
<tr>
<td>Jurisprudence (Legal Method, Indian Legal System and Basic theory of Law).</td>
<td>Law of Torts including MV Accident and Consumer Protection Law</td>
<td>Constitutional Law - I</td>
</tr>
<tr>
<td>Political Science - I</td>
<td>Economics-II</td>
<td></td>
</tr>
<tr>
<td>Economics-I</td>
<td>Sociology - I</td>
<td><strong>B.A Degree subjects</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>History</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Political Science-II</td>
</tr>
</tbody>
</table>

**Second Year**

<table>
<thead>
<tr>
<th>Trimester -IV</th>
<th>Trimester -V</th>
<th>Trimester -VI</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compulsory Law Subjects</strong></td>
<td><strong>Compulsory Law Subjects</strong></td>
<td><strong>Compulsory Law Subjects</strong></td>
</tr>
<tr>
<td>Constitutional Law -II</td>
<td>Law Crime Paper-II (Criminal Procedure Code)</td>
<td>Law of Evidence</td>
</tr>
<tr>
<td><strong>B.A. Degree subjects</strong></td>
<td><strong>B.A Degree subjects</strong></td>
<td><strong>B.A Degree subjects</strong></td>
</tr>
<tr>
<td>Sociology- II</td>
<td>Financial Management</td>
<td><strong>B.A Degree subjects</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Journalism &amp; Mass Communication II</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>B.A Degree subjects</strong></td>
<td><strong>B.A Degree subjects</strong></td>
<td><strong>B.A Degree subjects</strong></td>
</tr>
<tr>
<td>Economics-III</td>
<td>Quantitative Technique and Statistics</td>
<td>(controller)</td>
</tr>
<tr>
<td>Sociology- III</td>
<td>Marketing Management</td>
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</tr>
</tbody>
</table>
### Third Year

<table>
<thead>
<tr>
<th>Trimester -VII</th>
<th>Trimester -VIII</th>
<th>Trimester -IX</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Voluntary Non-credit courses</strong></td>
<td><strong>Voluntary Non-credit courses</strong></td>
<td><strong>Voluntary Non-credit courses</strong></td>
</tr>
<tr>
<td>Foreign Languages (Any 1 of following)</td>
<td>Foreign Languages (Any 1 of following)</td>
<td></td>
</tr>
<tr>
<td>Mandarin-I</td>
<td>Mandarin-II</td>
<td></td>
</tr>
<tr>
<td>French Level-I</td>
<td>French Level-II</td>
<td></td>
</tr>
<tr>
<td>Japanese-I</td>
<td>Japanese-II</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compulsory Law Subject</th>
<th>Compulsory Law Subject</th>
<th>Compulsory Law Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpretation of Statute and Principles of Legislation</td>
<td>Environmental Law</td>
<td>Drafting, Pleading and Conveyancing (Clinical)</td>
</tr>
<tr>
<td>Property Law</td>
<td>Alternate Dispute Resolution (Clinical)</td>
<td>Right to Information</td>
</tr>
<tr>
<td>Managerial Economics (Only for B.B.A., LL.B. (Hons.))</td>
<td>Administrative Law</td>
<td>Information Technology Law</td>
</tr>
</tbody>
</table>

### Fourth Year

<table>
<thead>
<tr>
<th>Trimester -X</th>
<th>Trimester -XI</th>
<th>Trimester -XII</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminar</td>
<td>Seminar</td>
<td>Seminar</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compulsory Law Subject</th>
<th>Compulsory Law Subject</th>
<th>Compulsory Law Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public International Law</td>
<td>Principles of Taxation Law</td>
<td>Trade in Intellectual Property</td>
</tr>
<tr>
<td>Professional Ethics &amp; Professional Accounting system (Clinical)</td>
<td>Family Law -II</td>
<td>Competition Law</td>
</tr>
<tr>
<td>Family Law-I</td>
<td>General Agreement of Trade and Tariff</td>
<td>Labour and Industrial Law-II</td>
</tr>
<tr>
<td>Company Law</td>
<td>Labour and Industrial Law-I</td>
<td>Moot Court (Clinical)</td>
</tr>
</tbody>
</table>

### Fifth Year

<table>
<thead>
<tr>
<th>Trimester -XIII</th>
<th>Trimester -XIV</th>
<th>Trimester -XV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory Law Subject</td>
<td>Compulsory Law Subject</td>
<td>Compulsory Law Subject</td>
</tr>
<tr>
<td>Specialization 1</td>
<td>Specialization 4</td>
<td>Specialization 7</td>
</tr>
<tr>
<td>Specialization 2</td>
<td>Specialization 5</td>
<td>Specialization 8</td>
</tr>
<tr>
<td>Specialization 3</td>
<td>Specialization 6</td>
<td>Internship</td>
</tr>
<tr>
<td>Internship</td>
<td>Internship</td>
<td>Internship</td>
</tr>
</tbody>
</table>
4. People you should know

**University Administration**

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Rajan Saxena</td>
<td>Vice Chancellor</td>
</tr>
<tr>
<td>Dr. M. N. Welling</td>
<td>Pro Vice Chancellor</td>
</tr>
<tr>
<td>Ms. Varuna Sakseña</td>
<td>Deputy Registrar (Academics)</td>
</tr>
<tr>
<td>Ms. Shobha Pai</td>
<td>Director (Placements)</td>
</tr>
<tr>
<td>Dr. Alok Jain</td>
<td>Director – International Linkages</td>
</tr>
<tr>
<td>Ms. Anjali Barmukh</td>
<td>Deputy Registrar (Admissions)</td>
</tr>
<tr>
<td>Ms. Khyati Bhatt</td>
<td>Deputy Registrar (HR &amp; Personnel)</td>
</tr>
<tr>
<td>Mr. Ashish Tambe</td>
<td>Public Relation Officer</td>
</tr>
<tr>
<td>Ms. Meeta Shah</td>
<td>Psychologist &amp; Counsellor</td>
</tr>
<tr>
<td>Mr. Shivanand Sadlapur</td>
<td>Librarian</td>
</tr>
</tbody>
</table>

**Finance & Accounts**

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Karuna Bhaya</td>
<td>Finance Controller</td>
</tr>
<tr>
<td>Ms. Varsha Oak</td>
<td>Addl. Finance Controller</td>
</tr>
<tr>
<td>Ms. Ermegilda Goes</td>
<td>Chief Accountant</td>
</tr>
</tbody>
</table>

**Examinations**

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Ashish Apte</td>
<td>Controller of Examinations</td>
</tr>
<tr>
<td>Ms. Alka Shukla</td>
<td>Deputy Controller of Examinations</td>
</tr>
</tbody>
</table>

**IT, Computer & Web Management**

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Anil Kumar K.V.</td>
<td>Executive (Systems In charge)</td>
</tr>
<tr>
<td>Mr. Abhishek Kumar</td>
<td>Web Administrator</td>
</tr>
<tr>
<td>Ms. Ketki Gala</td>
<td>Web Administrator</td>
</tr>
<tr>
<td>Mr. Ketan Shah / Mr. Sujeet Chowdhary</td>
<td>LMS Blackboard</td>
</tr>
</tbody>
</table>

**School Administration**

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. (Dr.) R. H. Gorane</td>
<td>Dean SOL-IIPS</td>
</tr>
<tr>
<td>Mr. Vinod Raval</td>
<td>Office Administrator</td>
</tr>
<tr>
<td>Mrs. Ashwini Chendekar</td>
<td>Coordinator</td>
</tr>
</tbody>
</table>
Part III

ANNEXURES
Annexure 1

APPLICATION OF LEAVE

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

NAME: _______________________________________________________________ Date: ______________
Email ID: ___________________________ Mobile No. ___________________________

Programme: ____________________ Trimester/Semester __________ Roll No.: __________ Div: ________
Leave Period: From: ______________ to ______________ No. of Days missed: __________
Reason: -

I have missed more than 20 % sessions for the reasons as mentioned below and request you to consider this application for my attendance purposes on a special case basis (As per SRB 2014-15).

Student’s Signature: ________________ Enclosures: ______________________________

To be filled by Students
(For Office use)

<table>
<thead>
<tr>
<th>Course(s) To be Filled by Students</th>
<th>No. of Class held during leave period</th>
<th>Class attended during said period</th>
<th>Exemption (s)</th>
<th>Attendance as on date:</th>
</tr>
</thead>
</table>

Checked by Course Coordinator (Signature):

Approved by

Dean
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.
APPLICATION FORM – EXCHANGE STUDENTS-On Arrival

1. Personal Information

Name of the Student: ________________________________________________________________

First name Middle name Last name

Nationality ______________ Gender □ M □ F Date of Birth ___________ (d/m/y)

Passport No. ______________Issued at (Place ) ___________ Date of Expiry ______________

Local Address _________________________________________________________________

Address _________________________________________________________________

PhoneNo._________ Email1.____________ Email2._______________________________

Home University Details:

Name _________________________________________________________________

Address __________________________________________________________________

Phone no._________________ Website _________________________________

University ContactPerson_________________________ EmailID __________________

Person to be contacted in case of emergency:

Name _________________________________________________________________ Relation____

Address _________________________________________________________________

Phone No.____________________ EmailID _________________________________

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

Name __________________Relation __________________

Address _________________________________________________________________

Phone No.____________________ Email ID _________________________________

Medical Insurance details:

Insurer____________________PolicyNo.________________Contact person__________________

Blood group_________________Vaccination Details ______________________________

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

2. Educational Qualification (Completed)

<table>
<thead>
<tr>
<th>Examination</th>
<th>University / Board</th>
<th>No. of Years of Education</th>
<th>Year of Passing</th>
<th>Percentage / Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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

Name of the Test ______________ Score ______________ Percentile Score ______________
4. Program for which enrolled at home institution
Level: Bachelor ☐ Master ☐ Diploma ☐ Any other (Specify name) ☐
Name of the Program _____________________________ Duration _________________________
Year : First year ☐ Second year ☐ Third Year ☐ Fourth year ☐ Fifth Year ☐

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the subjects already cleared</th>
<th>Grades Obtained</th>
<th>Sr. No.</th>
<th>Name of the subjects already cleared</th>
<th>Grades Obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>8</td>
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<tr>
<td>2</td>
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<td>7</td>
<td></td>
<td>14</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. NMIMS Course Choice (Final)
Exchange program at NMIMS for your: Trimester/Semester _____ Month ______to _______ Year

<table>
<thead>
<tr>
<th>Courses for Tri/Semester IV</th>
<th>Courses for Tri/Semester</th>
<th>Courses for Tri/Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Hostel Accommodation
Do you want NMIMS to arrange for your accommodation? Yes ☐ No ☐
Single occupancy accommodation ☐ Double occupancy accommodation ☐
Neighborhood flats are available on rent (approx Rs.20,000- 25000 per month) on sharing basis. Hostel accommodation will be given only if available. Food and Travel costs will be over and above this cost.

7. Declaration
I _____________________________ declare that all information filled by me in this form is correct and I will complete all the requirements, with full engagements in the academic matters, like all other student in the NMIMS Deemed-to-be-University.

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

Signature of the Student: _____________________________ Date ______________

(Signature of Dean/Director/HOD)
CC. Director – International Linkages
APPLICATION FORM – NMIMS EXCHANGE STUDENTS

Name of School: ________________________________________________

1. Personal Information
Name of the Student __________________________________ roll No.__________
First name   Middle name   Last name
Nationality ______________ Gender  M □ F □ Date of Birth __________(d/m/y)
Passport No. ____________ Issued at (Place) __________ Date of Expiry ___________________
Local Address:
Name ______________________________________________________________________________
Address ______________________________________________________________________________
Phone No________________________ Email ________________________________________________
Permanent Address:
Name ______________________________________________________________________________
Address ______________________________________________________________________________
Phone no. (R)_____________________ Phone no. (M)_____________________
Person to be contacted in case of emergency:
Name ______________________ Relation ______________________
Address ______________________________________________________________________________
Phone No. ______________________ Email ID ______________________________
Do you have any relatives / friends/ contacts at the Host University / Country? If yes, pl provide the details:
Name ______________________ Relation ______________________
Address ______________________________________________________________________________
Phone No. ______________________ Email ID ______________________________
Medical Insurance details:
Insurer __________________ Policy No. ______________ Contact person_____________________
Blood group __________________ Vaccination Details ________________________________
Any medical problem, which you would like to mention to us:
____________________________________________________________________________________
Any medication you have been prescribed to take: ________________________________

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

Annexure 4
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 SVKMW’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
UNDEARTAKING

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 the rules and regulations of the host university. My parents/guardian are informed of the details of the program, the schedule and the code of conduct expected during the stay at the foreign institute and they are in full agreement with the terms of this exchange program. I undertake to keep my institute /parents/guardian/family informed about details of my travel, my stay and my whereabouts and well-being during my stay.

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

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

________________________________________________________________________  ______________
Name & Signature of the student                      Date

Mobile Phone Number: ___________ (Self) _____________ (Parents/Guardian)
Student Exchange Programme (Visa Application)

(School Letter Head)

Dated ________________.

To:
The Visa Section
The Indian High Commission
______________ (City)
______________ (Country)

Dear Sir/Madam,

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

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

We would request you to grant ________________ (Name) the necessary student’s visa.

Thanking you,

Yours sincerely,

Dean
(School Name & Address)
(Phone no & email)
Student Exchange Programme (Visa Application)

(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 papers at your earliest convenience.

Thanking you,

Yours faithfully,

DEAN
(School Name & Address)
(Phone no & email)
Annexure 7

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

For Office use:

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

Dear Sir,

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

Name of the Student: _____________________________________ Mobile No.:_____________________
Name of the School: __________________________________________________________________________
Name of Program: ___________________Roll No.___________ Student No.:______________________
Academic Year: ____________________Trimester./Semester: __________________

Details of Scribe being arranged by the undersigned

Name of the scribe: _______________________________________________________

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

Address and Contact No.:____________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Yours faithfully,

________________________________                                                             _______________________
Signature of the Student                                                                 Date

Enclosed: Medical Certificate from a Registered Medical Practitioner with rubber stamp
APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER BOOK/S

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

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

Dear Sir,
I wish to obtain the photocopies of my answer book/s as per the following details. I hereby submit fees of Rs. __________/- (Rs. 500/- per subject/course).

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

Name of the Student: ___________________________ Student No.: ___________________________

School: ___________________________________ Roll No.: ___________________________

Name of the Program: _________________________ Trim/Sem: ___________________________

Academic Year: _____________________________ Programme Year: _______________________

Email ID: ___________________________________ Mobile No.: ___________________________

Address: ___________________________________

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

1. ___________________________________________
2. ___________________________________________
3. ___________________________________________
4. ___________________________________________
5. ___________________________________________

Payment Details: ___________ Amount Paid on Date: ___________

Yours faithfully,

________________________
Name and Signature of the Student

---

Annexure 8

For Office use:

Approved by (Exam. Dept) & Fees Amt.: Accounts Dept Sign.:
APPLICATION FOR REDRESSAL OF GRIEVANCE REGARDING REVALUATION OF ANSWER-BOOK/S
(Separate form to be filled in for each subject/course)

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

For Office use:

<table>
<thead>
<tr>
<th>Approved by (Exam. Dept) &amp; Fee Amt.</th>
<th>Accounts Dept Sign.:</th>
</tr>
</thead>
</table>

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

Dear Sir,

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

Subject: __________________________________________________________________________

Name of the Student: _______________________________ Student No.: _______________________________

School: _____________________________ Roll No.: _____________________________

Name of the Program: ___________________________ Trim/Sem: ___________________________

Academic Year: ___________________________ Programme Year: ___________________________

Email ID: ___________________________________ Mobile No.: ___________________________

Address for Correspondence: ______________________________________________________________

____________________________________________________________________________________

Payment Details: ____________ Amount Paid on Date: ____________

Yours faithfully,

___________________________
Name and Signature of the Student

Enclosed: Copy of Question Paper
Copy of Answer-Sheet
Annexure 10

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)
Annexure 11

APPLICATION FOR REFUND

Date: ___________

- 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)

- Student Bank account details
  - 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
  - Original Receipt of Excess Fees/Excess Deposit along with photocopy of Fees Receipt/Deposit Receipt

- Hostel Deposit Refund
  - Original Hostel Deposit Receipt signed by Hostel-in-charge & Mr. Pralhad Poojary

- Library Deposit
  - Please procure “NO DUES STAMP”

Acknowledgement

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

Signature of Counter Staff, Stamp and Date
APPLICATION FOR MIGRATION CERTIFICATE

1. Name: ________________________________

2. Address for Correspondence: ________________________________
   ________________________________
   ________________________________

3. Permanent address: ________________________________
   ________________________________
   ________________________________

4. Contact No. :( M) _________________________ (R) _________________________

5. Birth Date: _________________________

6. Date of leaving: _________________________

7. Details of the Examination passed from this university

<table>
<thead>
<tr>
<th>Examinations</th>
<th>Year of passing</th>
<th>Roll no</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Name of the University where the student
   Proposes to register his name and the
   Name of the course. ________________________________

9. Name of the Institution where the
   Student proposes to join ________________________________

DECLARATION BY THE STUDENT

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

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

Date: _________________________

(Signature of the student)

Mumbai 400056

P.T.O.
1. Whether the Migration Certificate was
   Issued to him / her before?
   If so, State the purpose for which it was obtained.

2. If the Migration Certificate was not utilized
   State the approximate date and the year when
   It was returned to the Institute for Cancellation.

3. Date on which Migration Certificate was issued
   By the Institution last attended by the applicant.

4. Other Particulars if necessary:

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

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

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

________________________
(Signature of Head of the Dept)

Place: ____________________
Date: ____________________

____________________________________________
DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No: ______________ Date: ______________

____________________________________________
(Signature of the Person of In – Charge)

INSTRUCTION TO THE STUDENT

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

* Fee for the Migration Certificate is accepted between 10.00 am to 5.00 pm on week days except on Sundays, Bank Holidays.
Annexure 13

Clearance Certificate

Date:

Name :

Programme :

Roll No:

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

Course Coordinator  Assistant Registrar / Deputy Registrar

56
Annexure 14

Undertaking by Students (HBS Cases/ Articles)

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

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

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

- I will not be cause or involve to Publishing, distributing or making available the Content, works based on the Content or works which combine the Content with any other content, other than as permitted in the User Agreement

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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: ______________________
**Student Undertaking with respect to the Student Guidelines**  
(Submit this form to your Course Coordinator latest by ------)

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

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

Signature: _______________________________________________________

Name:

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

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

Programme:

- □ ____________________________________________________________

Roll Number: __________ Email ID: ________________________________

Address for Correspondence:

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Contact Phone Numbers:

Office: Residence: Mobile:

*For Office Use:*

Date of Receipt:

Signature of Course Coordinator: