



**NMIMS GLOBAL ACCESS  
SCHOOL FOR  
CONTINUING EDUCATION**

---

**STUDENT RESOURCE BOOK**

**(Applicable for July 2019 batch onwards)**

# Contents

- Message from the Vice Chancellor
- Message from the Director
- Definitions
- Admission
- Academics
- Examination & Evaluation
- Student Support Services Guidelines
- People you should know
- Student Undertaking



**NMIMS GLOBAL ACCESS  
SCHOOL FOR  
CONTINUING EDUCATION**

## **Message from the Vice Chancellor**

### **Dr. Ramesh Bhat**

I take this opportunity of congratulating all of you on your decision to join NMIMS Global Access School for Continuing Education (NGA – SCE) of NMIMS (Deemed – to - be – University). I am happy that you have joined the growing community of learners at NMIMS.

Shri Vile Parle Kelavani Mandal, a Public Trust and a Society in Mumbai since 1934 whose goal is to advance the cause of quality education in India, set up Narsee Monjee Institute of Management Studies (NMIMS) in 1981 at the initiation of University of Bombay (now University of Mumbai). By 1994-95, NMIMS had emerged as one of the top 10 B-Schools of India. Since then it has maintained its leadership position in Management Education in India. NMIMS was also accredited by NAAC in 1999 at a 5 Star level and subsequently at level “A”. Based on the work University had done in Management Education, the Government of India conferred on it Deemed to be University Status under section 3 of the UGC Act in 2003. Since then NMIMS, as a University, has grown many fold, such that today it offers programs in diverse Sciences, Architecture, Law, Economics, Business and Commerce and these are over and above its continued dominance in the field of Management Education where its Business School is today considered one of the la crème de la crème.

One of the primary objectives of NMIMS is to influence management practice through education, research and consulting intervention. With a view to educate corporate professionals, the Institution offered courses both through campus and Distance Learning mode. It was one of the few institutions that started offering Management Programs at Certificate, Diploma and Post Graduate Diploma level in India, South East Asia and the Middle East through distance learning model. However, over a period of time the Distance Learning Division underwent changes curriculum, pedagogy and assessment. After becoming a University, NMIMS created a dedicated School for Distance Learning.

Responding to the new era of the 21<sup>st</sup> century, where technology has come to play an important role in the lives of an individual, we, at the University, felt that it was essential to integrate it in our learning system. This would assist us in creating an enabling learning environment.

Today the School for Continuing Education offers courses using various learning technologies which includes both computer and mobile. We also feel that education is not a onetime activity. Individuals have learning needs at different stages of their life and career. With this understanding the School of Distance Learning was renamed as School for Continuing Education. Technology has made Geography redundant and hence we felt we need to accordingly react this in our schools. NMIMS Global Access, which prefaces School for Continuing Education, reacts such understanding. We believe learners and teachers can come from anywhere in the world. The dream for NGA – SCE is to leverage the best resources available in the world to enhance learning experience of all those who join NMIMS NGA – SCE is yet another pedagogy tool for customized learning.

The University has created a support structure to assist you in all academic matters. To guide you through NMIMS Rules and Regulations, a Student Resource Book has been prepared which is available on the website of NGA –SCE and the University.

I urge you to read it carefully and sign a student undertaking at the last page and submit the same to the Academic Coordinator at the time of learning kit from your University Regional Office and NMAT Test Centre.

Feedback is important for all living organization. Hence, should you have any feedback to give, don't hesitate to write to the Director Mr Rajiv Shah at [Rajiv.shah@nmims.edu](mailto:Rajiv.shah@nmims.edu) or me at [vc@nmim.edu](mailto:vc@nmim.edu)

I am sure you will have an enriching learning experience.



**NMIMS GLOBAL ACCESS  
SCHOOL FOR  
CONTINUING EDUCATION**

## Message from the Director

**Mr Rajiv Shah**

Dear Students,

Welcome to SVKM's NMIMS Global Access – School for Continuing Education. I'm glad you have joined us.

SVKM's NMIMS is one of such first generation Management Institutions in this country, which has launched Distance Education Programs for upgrading professional skills of those engaged in various corporate houses. The experience the School has gained so far with the corporate houses has further fuelled its commitment to introduce Online Education with the support of modern communication technologies. NMIMS has long positioned itself as a leader in reinventing business education. We believe the business leaders of the future must be globally competitive and hold more holistic views of business and leadership. Advances in technology and market forces make the global economy extremely competitive and hence management education has to have global outlook, rigorous and meeting modern day challenges.

Everyone involved with NMIMS Global Access – School for Continuing Education (NGA – SCE) is working towards a common goal of providing quality management education to those who have constraints of time to attend full time programs. Everyone at our school is committed to meet critical challenges of our time.

We are excited to offer a bouquet of programs at Certificate, Diploma and Post Graduate level to suit your needs and aspirations. We have robust programs which are vetted by the industry experts. Our program content comes very close to full time management programs. With the advancement in technology, we strive to provide best possible learning experiences to meet the social commitments for higher and professional education of young aspirants. Our programs are high on quality, rigor, and industry relevance. We are sure that these programs create value for the students, their organizations and the society.

At NGA – SCE, we have fully qualified and visiting faculty who interact with you continually along with the industry experts. We lay a lot of emphasis on the quality of our faculty. Faculty at NGA – SCE continually endeavour providing intellectually stimulating learning experiences while using the most modern technology. We provide blended learning approach using online as well as face to face interactions.

The potentiality of Open and Distance Learning (ODL) has been well accepted by one and all, which has inbuilt mechanism to adopt flexible method of delivery to meet the educational needs of diverse groups of professionals separated by space and time. It is therefore, our constant endeavour to provide quality based professional education through distance mode, for which the University is committed to a large segment of professionals keeping in view the global market demands.

Developing need based courses for our learners have been a major challenge for NGA – SCE. Our courses are mostly market – oriented and designed to suit the needs of the corporate houses.

The flexible delivery mode of courses is another milestone that the School has evolved with over time to bridge the gap between the workplace and the Institution to facilitate learning. The round the year registration, scheduling of examination twice a year for all courses, well designed self – learning study material, support through the Online library resources, continuous evaluation of delivery mechanisms provided by the School to its learners.

The wide range of programs offered by the School ensures meeting the diversified professional needs – be the executives, lower and middle management professionals, graduates or even housewives. We assure to meet every learning need of our learners with a view to enriching their learning experience without sacrificing their professional commitments.

I am sure your education at NGA – SCE will be fulfilling experience and help you achieve your career aspirations.



**NMIMS GLOBAL ACCESS  
SCHOOL FOR  
CONTINUING EDUCATION**

## Definitions

**The University:** A dominant player in Management Education, research, corporate training and consulting in the city of Mumbai since 1981, Narsee Monjee Institute of Management Studies was set up by Shri Vile Parle Kelavani Mandal in 1981 with financial assistance from Narsee Monjee Education Trust hence deriving its identity as SVKM's NMIMS University. SVKM's NMIMS was declared as Deemed-to-be University under Section 3 of the UGC Act, 1956. It is also a member of AIU – Association of Indian Universities©

**The School:** SVKM's NMIMS Global Access School for Continuing Education, an extended arm of SVKM's NMIMS University was started in 1994 with an objective of providing quality education through the distance learning mode. Often termed as NGA – SCE, all the programs offered are approved by the joint committee of UGC-DEC-AICTE

**University Regional Office:** To ensure quality in our academic delivery, NGA – SCE has set up its own University Regional Office across 9 major locations of India, viz. Mumbai, Delhi, Kolkata, Bengaluru, Hyderabad, Pune, Indore, Chandigarh and Ahmedabad. These centers are NMIMSs' own centers having state of art infrastructure to deliver quality education. Apart from that, the centers are equipped with classrooms and have the best in class faculty available to conduct Personal Contact Programs offered by NGA – SCE. These centers also act as local contact point for students within that area to facilitate student support services. Our University Regional Office are one of our biggest differentiators in Distance Learning Space.

**Authorized Enrollment Partner:** Authorized Enrollment Partner means a center set up for local marketing, sales, and student support and their services include administration, coordination and follow up on behalf of student, as stipulated by the Institution and based on which it is authorized by the Institution for the purpose of advising, for rendering any assistance or related services, required by the students of the Institution who have been admitted by the Institution in its Distance and Online Education Programs which will not include teaching, examination and assessment.

**University Representative:** Any person working for SVKM's NMIMS University can act as University Representative (UR) for monitoring, auditing and coordinating activities of the Authorized Enrollment Partner as and when required



# Admissions

## **Eligibility Criteria:**

Bachelor's Degree (10+2+3) in any discipline from recognized Universities with a minimum of 55% and 3 + years of Work Experience.

Or

Bachelor's Degree (10+2+3) in any discipline from recognized Universities with a minimum of 55% and Post-Graduation / Professional Degree from recognized Universities with a minimum of 55% and 2 + years of Work Experience.

## Program Validity

Duration of the Program - 15 months

Validity upto - 30 months

## **Mandatory Document List (self-attested):**

- 10<sup>th</sup> Mark sheet OR Certificate
- 12<sup>th</sup> Mark sheet OR Certificate
- Degree Mark sheet
- Degree Certificate
- Any other Qualification document (Mark sheets/Certificate)
- AIU Certificate (For Foreign University)
- Work experience Certificate
- Photo ID Proof
- Defence Document (if applicable)
- Relationship Document (if applicable)

## **Selection Process:**

Candidates should score minimum marks as defined by the University from time to time, combining all 3 components to become eligible for Admission.

1. Rounding off a fraction of marks for the purpose of eligibility or academic component is not permissible.
2. In case of application showing grade points, conversion formula as given by the respective University / Institute must be supplied.

3. All claims of qualification, experience, reservation, grade conversion, etc. should be justified at the time of Interview.
4. Decision of the University w.r.t Admission will be final and binding on all candidates.
5. Selected student will be sent Offer letters.

### **Interview**

Mode of Interview: Online Interview (ZOOM)

Interview Panel Size: 2 Members

### **Interview Process:**

1. On Payment approval of Rs 1500/- application fee Interview mailer will be sent to the candidate with the link to select the Interview Slot.
2. As per the Interview Slot selected by the candidate mailer will be sent to the candidate confirming the Interview date and slot.
3. Interview confirmation mailer will comprise of Zoom link via which the Interview will be conducted.
4. If the candidate wants to change the Interview date / slot they will have the facility to update the same once without any charges. From second time onwards candidate will have to pay Rs 1000/- for changing the slot for the same. Candidate can change the slot with payment maximum twice.
5. Candidate will have to request for date / slot change within 24 hours from the receipt of the Interview confirmation mailer.
6. Calling will be done for reminding the students about their Interview slots.
7. On the basis of the Academic, Work Experience and Interview scores, candidates will be selected for Admission.
8. Selection will be informed within 24 hours from the date of Interview.
9. Selected students will be sent Offer letters via mail.

### **Fee Structure:**

Particulars	Amount
Application Fee	Rs. 1500/-
Program Fee	Rs. 4,00,000/-*

\*Including Exam fee for Default attempts.

\* An Initial amount of 10000/- will be collected along with Application fee.

\* Exam fee of Rs 2500/- per subject will be applicable after default attempts.

- Candidate can make payment of fee via online mode or Demand draft.
- Candidate will be required to make payment of Rs 40000/- i.e. Seat reservation amount within 7 days from the date of issuance of Offer letter to book the seat. Balance fee has to be paid within 1 month from the date of issuance of Offer letter or the last date for payment as announced by the University whichever is earlier.
- If the candidate is not able to make payment of Seat Reservation amount within 7 days then only the option of making complete fee payment will be available. If the candidate is not able to make payment of complete program fee within 1 month from the date of issuance of offer letter, late fee of Rs. 10000/- will be applicable till the last date for payment as announced by the University. No time for payment will be provided after the last date for payment as announced by the University.
- Defence discount of 20% on the Program fee will be offered to Defence Personnel, Paramilitary Forces, Ex-Servicemen and to the Immediate blood relations of these Personnel.
- Candidate can opt for Instalment payment option, minimum instalment applicable will be Rs 80,000/- and complete program fee payment is to be made within 1 month from the date of issuance of Offer letter or the last date for payment as announced by the University whichever is earlier. Instalment payment is to be completed in 3 instalments.
- Candidate can also opt for loan facility for payment of program fee. **Loan facility will not be applicable for payment of Seat Reservation amount (Rs 40000/-).** The loan approval should be received within 1 month from the date of issuance of offer letter or the last date for application as announced by the University whichever is earlier.

#### **Admission Process:**

- **Application:**
  - Candidate will fill the complete online application form.
  - Registration number will be generated, and communicated to the candidate via email
  - Candidate will pay the fee i.e. Rs 11,500 or Rs. 41,500/- or Rs 4,01,500.

- **Selection for Interview:**

- On payment approval of Rs 11,500/-, Slot selection mailer will be sent to the candidate.
- Slot confirmation mailer will be sent as per the slot selected.

- **Interview:**

- Interview date & time will be provided in the slot confirmation mailer along with the zoom link.
- Interviews will be conducted by the Panel via the Zoom platform.

- **Selection for Interview:**

- Candidates will be selected on the basis of all 3 components i.e. Academic, Work Experience and Interview.
- Selection / rejection will be intimated via email.

- **Documents:**

Candidates should submit all the mandatory documents (self-attested) to their AEP / LC. They should also carry the original documents for verification when visiting AEP for submitting documents.

AEP will check, verify, stamp, sign, scan and upload the same on the system for verification.

- **Payment:**

- Selected candidates will make payment of seat reservation amount within 7 days of receipt of Offer letter and balance fees within 1 month from the date of issuance of Offer letter or last date announced by the University for Program Fee Payment whichever is earlier.
- Mode of payment available is Online and Demand Draft.
- If making payment via Demand Draft, then candidate will submit the Demand draft to the AEP. AEP will feed the DD details in the system, deposit the DD in the bank and scan and upload the deposit slip in the system.

- **Confirmation:**

- Student Number will be generated and will be sent via email to the confirmed students. Welcome Letter along with Student ID card will be dispatched via courier to Students Shipping address

**Cancellation Rules & Refund Procedure:**

1. Candidates who paid the complete / part payment of program fee at the time of application fee payment but are not found eligible for admission on the basis of their Academic, Work Experience and Interview scores, will get the refund of complete amount paid towards program fee payment. Application fee is non-refundable.
2. The Application fee of Rs.1500/- is non-refundable. If the candidate applies for cancellation prior confirmation / student number generation or if the candidate is not able to make complete payment in the stipulated time provided as per the Offer letter administrative charges will be deducted (as mentioned below) and balance amount will be refunded

Deduction of 1000/- will be applicable if the Interview slot is not selected.

Deduction of 5000/- will be applicable if the Interview slot is selected.

Deductions applicable for the students who apply for Cancellation reflects in the (Fee receipt generation) email sent to the students. Also for every Admission cycle cancellation dates are mentioned on the website for cross reference

3. Calculation of cancellation charges are at the sole discretion of the University.

**Re-registration:**

Students will be automatically re-registered for their successive terms on completion of their current term, and will be informed via email. Student will also have an option to skip the term by notifying the same to the University by selecting the De-register option available in their portal login as per the dates communicated by the University.

**Process to be followed for Re-registration:**

- On completion of their Term (Result declaration) student will be automatically re-registered for their successive term and will receive a system generated mailer to confirm the same.
- Student will have an option to skip the term by opting for De-registration for the upcoming term by providing the reason for the same. This facility will be available with them till, a day prior to the start of their lectures for their current term.

- Students who skip their term will automatically get registered for their upcoming term when the default exam result is declared for the term skipped by them, any change in specialization can be done by the Student, 48 hours prior to start of the lectures for the respective TERM

In case any student overall fails in the subject/s even after appearing for 100 marks re-exam as per the re-examination policy, student will not be allowed to progress to the next TERM. They can clear their backlogs using the following options:

**Option 1: Only Re-exam:**

1. Student can choose to self-study and only appear for re-exam for 100 marks conducted at the end of every TERM by paying the applicable fees of Rs 2500 per subject
2. Student will have access to the learning management system and resources like session videos, presentations and curated content from active Academic cycle. Students will not have access to earlier resource material
3. Student will not have access to Live lectures, Post a query or any Academic help to resolve curriculum or content related doubts
4. Even if a student fails in all five subjects, they can register and appear for re-exam of 100 marks for those five subjects (conditions apply)  
Please Note : -
  - Students can appear for Re-Exam in the current Term only if he/she fails in 2 or less than 2 subjects.
  - If a student fails in more than 2 subjects then the student can appear for the Re-exam of all the failed subjects at the end of the next Term only (after 3 months, dates mentioned in the batch planner) eg- If a student fails in 3 subjects one cannot appear for Re-Exam of 2 subjects in one Term and 1 subject in the next Term. In such cases the student has to appear for the Term End Exam of all 3 subjects together at the end of the Next Term only
5. Student has to make this decision while the re-exam window is live. No exceptions will be made once the Re-Exam window is closed for the particular Term

**Options 2: Repeat Subject:**

1. This option allows student to learn and experience the subject as a new student
2. Student will have to pay subject wise fees as per the dates defined by the University, fees is subject to change and will be informed to the students at the time of registration
3. Rs 6000 per subject for students enrolled for Jun'19 and Oct'19 batch and Rs 10,000 per subject for Jan'20 batch and ahead

4. Student will be aligned for live lectures, IA, TEE, post a query, faculty support only for that subject as a new student and all previous records will be moved to marks history

5. Student will have access to learning management as a new student for that subject only

6. If a student fails to score minimum passing criteria considering any of the below scenarios, student can appear for 100 marks re-exam by paying the applicable fees of Rs 2500 per subject scheduled after completion of academic lectures of all subjects for that term (this norm is followed even today)

- Student is required to obtain 50% marks on the Total maximum marks (100) in aggregate [Combination of IA and TEE]
- Student must obtain 40% marks of the maximum marks in TEE exam [i.e. 12 marks or more out of 30 marks]
- Student fails to appear for the scheduled Term End examination of 30 marks for any subject for reasons whatsoever or overall fails in the subject/s

#### **Specialization Change:**

- Student can opt for change in specialization / change in electives only once (without any charge).
- Students opting for change in specialization / change in electives for the second time will have to pay Rs 5000/- for the change.  
eg:- Student chooses the specialization at the time of admission (default attempt). Student gets to change the specialization / change in electives without any charge once the Elective selection window is live in Term 3 ( first attempt). Any change post this attempt will be charged at Rs. 5000/-
- Students can opt for change in specialization / change in electives when the student is re-registered to Term 3 via Student Portal.
- Change in specialization / Change in elective option will be active only till a day prior to the start of the lectures of the current term or as per the dates mentioned by the University

#### **Single specialization**

A student needs to select 3 electives (subjects) out of the total 5, from the core specialization in term-3. The remaining 2 electives can be taken from any other specialization from the available ones after you have elected the core specialization electives

### Dual specialization

**Dual Specialization:** A student should choose 5 electives each from two tracks: Track 1 & Track 2 (across Terms III & IV). A student should choose 3 electives from Track 1 and 2 from Track 2 in Term III. Similarly, a student should choose 2 electives from Track 1 and 3 from Track 2 in Term IV.

- a. For instance, a student who wishes to opt for dual specialization in Marketing and Applied Finance then he/she will have to choose 3 electives from Marketing and 2 from AF in Term III and then 3 electives from AF and 2 from marketing in Term IV and vice-versa

	Core specialization	Dual specialization	Total No. of Electives
Term 3	3 electives from Core Track 2 electives from any Track/s	3 electives from Track 1 2 electives from Track 2	5
Term 4	3 electives from Core Track 2 electives from any Track/s	2 electives from Track 1 3 electives from Track 2	5

Student can opt for Dual specialization at the below levels:

1. At the time of filling the Application form. ( default attempt)
2. When the student is re-registered to Term 3. (first attempt)
3. Any changes post the first attempt will be charged at Rs. 5000/-

## Academics

### 1. Academic Delivery

NMIMS Global Access – School of Continuing Education under NMIMS Deemed – to – be- University, Mumbai offers Management Education through blended learning model. We are committed to provide the quality learning through our well designed updated and industry relevant Self Learning Material.

- The program is designed across 5 terms
- The first 2 being core curriculum terms focusing on giving students a foundation in the fundamental practices of business and broad management skills.
- The third and the fourth term are specialisation terms which offer one of the most innovative slates of electives.



- The fifth, which is the final term, is a Capstone project that focuses to integrate the most important core learnings from the MBA, to master a realistic management challenge. The project represents a student's academic passion and professional interest

#### **Batch Details:**

- Weekday Batch
- Monday to Friday – 2.5 Hours (7.00 pm to 9.30 PM)
- Upto 120 Students Per Batch
- Per Course completion time – 15 Days
- Total Credits: 100
- 20 Credits per Term

## • **Academic Policy**

The academic delivery and administration at NMIMS Global Access – School for Continuing Education are governed by the following policies and procedures:

### **a. Courseware**

- NGA – SCE shall provide access to courseware to each admitted student.
- Harvard Business Publishing Education Pre-read section - These courses will offer student a comprehensive introduction to each subject area. Most courses include a pre-assessment to establish a student's familiarity with the material. All courses include final assessments for testing student mastery of the subject matter. Student will receive a personalized Certificate of Completion upon passing the final exam from Harvard Business Publishing Education.  
Please Note : Every student will get only 1 attempt to clear each Module. You are required to obtain a minimum of 75% in order to pass each Module. The modules are accessible for a span of 12 months only from the date of your Admission confirmation
- The e-Library section - E-Library provides instant access to the recommended textbook from world-renowned authors for applicable courses of the program. It's a 24/7 access available in the student portal. Student has to only download the Pearson app and log in from the Student Portal to view the E-books (No access code / log in credentials required for the Pearson app)

- In a Capstone Project student will pursue independent research on a question or problem, engage with the scholarly debates in the relevant disciplines, and with the guidance of a faculty mentor - yield a substantial project/paper that reflects understanding of the subject/topic covered in the program.

- **Live Online Sessions**

- NGA – SCE shall conduct 25 hours of Online live sessions per course.
- The date, time and other details of the Online Sessions shall be available in Academic Calendar in Student Portal.
- NGA – SCE will update any data, course related material, course coverage etc. of the sessions in Student Portal.
- Students can attend the Live Online session from their place of preference subject to availability of necessary infrastructure.
- NGA – SCE shall not be responsible for any technical and/or other issues faced by students during Live Online sessions.
- Faculty in Live Online session shall have the right to expel any student from the session if he/she found posting objectionable/obscene/in-appropriate comments in the chat or while on unmute using language that faculty for the sessions considers inappropriate. The decision taken by the faculty to expel shall be final and binding on the student.
- If any student is found posting objectionable/obscene/in-appropriate comments in the chat window or while communicating with University officials through any communication medium, NGA – SCE may reserve the right to take action against the student including cancelling his/her admission.
- The session shall start at its designated time irrespective of fact that all/any participant has joined or not and continue as per schedule.
- NGA – SCE strongly recommends filling the faculty feedback form that is available in Student Portal. This will help us to improve our lecture delivery quality.
- The recording of Live Online session shall be made available in Student Portal – Learning Resources tentatively in 4-5 hours from the conduct of the session. The recording can be delayed in case of any technical issue faced.

- **Learning Management System: Student Portal**

- NGA – SCE shall provide the login-Id and password to the students for accessing its Student Portal as a part of student kit. The access of Student Portal will commence within 48 working hours of admission confirmation.
- NGA – SCE strongly recommends that in order to keep the password secure, students should change password after logging in for the first time through the login-Id and password provided to them as a part of welcome email and should not share it with others.
- In case a student forgets /loses his/her login-Id/password he/she should make use of forgot password option.
- The learning content uploaded in Resources of Student Portal can be accessed by the student through his/her login-id and password.
- The content uploaded in Resources is property of NGA – SCE and provided to students for their Academic purpose only. Any unauthorized attempt to misuse these materials may lead to disciplinary action against the student as the NGA – SCE deems fit including cancelling his/her admission.
- NGA – SCE shall not be responsible for any technical or non-technical issues beyond University's control, we will ensure all support to mitigate any inconvenience caused to our Students.
- NGA – SCE may stop temporary or permanent access to Student Portal for any student if he/she is found posting objectionable/obscene/inappropriate comments/contents/images/videos or any other media form that NGA – SCE considers inappropriate/obscene. The decision of NGA – SCE shall be final and binding in such case.
- The intimation about updates, uploads and schedules relating to sessions and other academic and examination activities shall be updated in Student Portal.
- The access to student Portal is a part of NGA – SCE's effort to provide effective course delivery to students enrolled in different programs of NGA – SCE. However, if any student is found sharing his login-Id & password with any person whether or not he/she is a student of NGA – SCE, he/she shall be liable to disciplinary actions the school may think appropriate including cancellation of his/her admission.

- The access to Learning Resources/Contents in Student Portal shall be provided only for the semesters of the program for which student has been enrolled and registered. The access to Learning Resource in case of re-registration shall commence only after confirmation from the admission department in this regard.
- The access to student portal shall be discontinued by NGA – SCE for a student who clears the program or on completion of validity of program from the date of registration for that program whichever is earlier. Clearing the program for this purpose means the student has been declared pass in all the papers of the program including the Project by NGA – SCE.
- Post a Query section in Student Portal caters to all course/session related queries.
- Course Content:

Students have access to Digital Course Content/Course Presentation/Session recordings of applicable courses/subjects for active term (term in which they register/re-register) and can download the same for reference from the student portal. Downloads are permissible on the Mobile app only and not on the web browser

Once the access of the respective course/subject is not available in the student portal the student may request for a copy of permissible course content for reference within 3 months from the completion of the respective active term. On approval the material will be shared with the student for the applicable semester only. No material will be provided thereafter.

Process:

- On receipt of student request the same will be approved and respective regional office will be informed of the case.
- Student will have to collect the same from the nearest regional office of NGA – SCE on confirmation of same.

## **a. General**

1. The medium of instruction for all courses is English.

# Examination & Evaluation

NGA – SCE examination evaluation mechanism has mainly two components:

1. Internal Assessment (IA)

1. Term End Examination

Both the above components are mandatory in nature. To be declared as 'Pass' in each subject, student needs to submit the Internal Assessment as well as necessarily appear for the Final Examination and obtain passing criterion.

The examination and evaluation at NMIMS Global Access – School for Continuing Education is governed by the following policies:

- **Internal Assessment (IA)**

- **Internal Assessment Credence and Policies**

- Internal Assessment has 70% weightage (70 marks).
- In each Term for every respective subject, Internal Assessment is a mandatory component and student has to submit the Assessment online only through the Student Portal on or before the last date/time set for submission by NGA-SCE.
- In each subject, during or after completion of every academic lecture (session) there would be 10 marks Assessment which the student has to attempt within the date/time set. Duration of these Internal Assessments will be 45 minutes or as mentioned by the faculty at the time of IA window is live
- In each subject there would be a total of 9 Assessments of 10 marks each.
- The best 7 Assessment marks would be considered for award of final marks.
- In a subject, if a student misses any Assessment, for whatsoever reason– it would not be conducted again.
- Internal Assessment has no individual cut-off component i.e. there is no individual passing cut-off marks out of 70 marks.

- In each subject Internal Assessment submission is not the only criteria. Final Term End Examination is mandatory to Pass the subject.

#### **b. Internal Assessment Structure and Format**

The purpose of the internal assessment is to evaluate the student's understanding of concepts, application thereof and thought process. Based on the subject, these 10 marks internal Assessments could be Multiple Choice Questions and/or descriptive type questions and/or presentations pertaining to:

- i. Case Study Analysis
- i. Analytical and Computational Problem Solving

#### **c. Internal Assessment Guidelines and Procedure:**

- In each subject, during or after the end of every academic lecture (session), the faculty would be assigning 10 marks Internal Assessment to the students. These Assessment submissions are date/time bound. Student needs to attempt and submit the Assessment on or before the last date/time declared by NGA-SCE for that respective session Assessment (the Assessment to be submitted would be before the commencement of next lecture based on the announcement done by the concerned faculty). The IA's conducted are remotely proctored
- Internal Assessment will be made live under each respective subject link. (i.e. in a subject – Total 10 lectures and 9 internal Assessments)
- Students must ensure there is proper internet connectivity at their side while attempting the Assessments. No network disruption /power failure issues faced at the student's side will be considered.
- After every Assessment submission an auto-generated email would be sent from the system to the students registered email id. Students must keep the copy of the same for records.
- Auto-generated submission email is only an acknowledgement of the Assessment attempted / submitted by the student in the system (right/wrong/blank/corrupt) as the case may be and not confirmation from NGA-SCE certifying it is being checked/right submission.

- Students who are overseas need to follow Indian Standard Time for attempting Assessments.
- No request for Assessment late submission will be considered post the deadline.

In case of any doubt or query regarding Assessments, student can chat with the faculty during the Lecture / mention the query on chat with the Course Co-ordinator / write an email to [ngasce@nmims.edu](mailto:ngasce@nmims.edu)

**d. Assessment Evaluation Process:**

- In Assessments, for MCQ format type of questions there is a right answer key. There is no negative marking in MCQ for wrong answers marked by students. However, in case of descriptive type questions after the closure of the Assessment submission due date/time, the Assessment submitted by the students will be evaluated by faculty. The marks awarded by the faculty will be final and binding on all students. There is no Assessment revaluation process.

**Pls. Note: Since the Assessment evaluation is done online by the faculty, there is no concept of sharing the faculty evaluated copy of Assessment. However, the overall faculty remarks given after evaluation could be shared with the students when Assessment result is declared. Internal Assessment result could be declared tentatively within 96 hours (depending on the nature of the Assessment)**

- **Term End Examination (30marks)**

- **Term End Examination Weightage and Schedule**
- Term End Examination has 30% weightage (30 marks)
- In each term, for every subject, TEE is a mandatory component and students need to appear as per the exam date/time declared by NGASCE.
- Term End Examination will have fixed subject wise Exam Timetable. 30 marks Examination will be conducted after completion of entire teaching (lecture) hours for that respective subject.
- Term End Examination would be scheduled only on Saturday and / or Sunday. Exam duration will be for **90 mins**.
- Exam fee is part of the program fee for the default attempt.

- Term End Examination has individual cut-off component i.e. individual passing cut-off marks (40% of 30 marks = '12 marks'). To pass in a particular subject, the student must obtain 40% marks of the maximum marks of that final exam (i.e. 12 marks or more out of 30 marks).
- Term End Examination would be computer based, scheduled at student's choice of location (home/office) or prefixed NMIMS exam venues. NMIMS reserves the right to change in policy regarding the exam venues.
- There is **no revaluation process** post declaration of result. However, faculty remarks could be shared with the students (on request only)

### Passing Criteria for Final Examination

To pass in a particular subject,

- Student is required to obtain **50% marks** on the Total maximum marks ( 50 marks out of 100 marks) in aggregate
- The student must **obtain 40% marks of the maximum marks of that final exam (i.e. 12 marks or more out of 30 marks)**

### Non Fulfilment of Passing Criteria of Final Examination

- In case any student fails to appear for the scheduled Final examination in any subject for reasons whatsoever or overall fails in the subject/s: These students will have to **appear for the Re-exam of 100 marks which would be scheduled after completion of academic lectures of all subjects of that term.**
- The provision of Re-exam is available for a maximum of 2 subjects per TERM. If a student fails in more than 2 subjects he/she can appear for the Re-Exam of all the subjects together at the end of the next Term



## **B. Exam Registration (Exam Fee Payment) Process for Re-Exam (100 marks) & Issuance of Hall Ticket**

- Student who overall fails the subject/s or student who could not appear for the 30 marks Final Examination or student who has missed the Assessment submission will be allowed to appear for not more than two subjects for Re-Exam with 100 marks weightage.
- The entire exam registration is an online process. Students need to register for the Re-exam when the Online Exam Registration Window opens for the Re-Exam.
- Student has to log in to Student Portal > Exams to register for Re-Exam and proceed as per the Exam Registration steps which would be shared by the University
- The applicable examination fee payment mode will be as per the options given (Debit Card/Credit Card/Net banking) and can be paid on or before the specified last date which is pre – declared by the University. No cash / Demand Draft option is available for payment of Exam Fee
- Re-Exam fee of Rs. 2,500/- would be applicable for each subject. Students will not be allowed to appear for more than two subjects for Re-Exam in a particular Term.
- Students can choose his/her preferred subject / exam center / date and time slot based on availability and pay the exam fees for the applicable subject/s. Exam registration is based on a first come first serve basis. Students need not wait till the last date/time for doing their exam registration.
- On completion of the Exam Registration process, an auto-generated email is sent to the students registered email id. Students needs to check the exam booking confirmation email and in case of any discrepancy, report to the University immediately by sending an email on or before the exam registration window is open. Please note, students who are overseas need to follow Indian Standard Time for exam registration.
- For students who would register for Re-Exam, Hall Ticket will be released on Student Portal 3-4 days prior to the commencement of Re-Exam. Student needs to download and print the Hall Ticket on plain white A4 size paper and carry it on the day of examination along with the student ID card.

### **Please note:**

- Re-Exam Fee is not a part of the program fee and is charged separately. Re-Exam Fee as applicable is per subject per attempt.

- The examination registration fees once paid is neither refunded nor carried forward to the next exam cycle by the University.

## Passing Criteria for Re-Exam

- To be eligible for being declared as “Pass” in any subject, student is required to obtain **50% marks** on the Total maximum marks (**50% on 100 marks i.e. 50 marks mandatory to clear the Re-exam**). The Internal Assessment marks and Term End Exam marks (if attended) stands cancelled and overall latest marks obtained in the Re-Exam will be considered.
- There is no examination conducted for the improvement of marks if the student meets the passing criterion i.e 50 marks out of 100 marks in each subject

## Progression to the subsequent Term of the programme

- A student will be promoted to the subsequent term of the programme only when he/she fulfils the above passing criteria for all the subjects of the Term.
- Students who are not able to clear their Term will have to either repeat the subject (Fees applicable) as a fresh subject or appear for the Re-exam in the next Term by paying applicable program fees.
- Students can repeat the same term maximum twice (Default + 2 times), if validity period permits. **There is no program validity extension option applicable.**

- **Grace Rule**

A candidate failing in one or more subject/s in a Term is given up to 2 percent of the marks on the aggregate marks of that subject, in which he/she has appeared in the said Term End Examination to enable him/her to pass the subject. **2% of 100 = 2 marks only in each subject & not more than 2 will be added to the aggregate marks of that subject**

## Project – Capstone (Term-V)

The Capstone Project is the final deliverable of the program. It allows the student to immediately apply the program learning to a simulated business environment. It also challenges the students intellectually with a mandate to strike out in a new and innovative

business direction: it allows the student to assimilate a vision, their expertise and experience, and create something new.

In a Capstone Project students pursue independent research on a question or problem, engage with the scholarly debates in the relevant disciplines, and with the guidance of a faculty mentor – yield a substantial project/paper that reflects understanding of the subject/topic.

- Bring Business concepts and lessons in an enjoyable way.
- Integrating and consolidating core business learning.
- Providing a compelling and engaging learning platform.
- Business Simulation.
- Enhancing participants' personal and professional effectiveness.

**Please. Note:**

- Capstone Project is a mandatory Term in the program. (Marks out of 100: Passing 50/100)
- Students need to refer to the Student Portal / Email communications for the detailed Project Guidelines as announced by NGA – SCE for the respective Term.
- Students need to complete all the rounds as per the scheduled timelines. The Capstone Simulation timetable will be shared with the students
- There are 2 IA's planned in Capstone for 10 marks each at different stages. Appearing for these IAs will help students to understand the user flow of Capstone and also give an opportunity to score additional marks.
- No extension will be provided incase a student fails to meet the timeline for rounds; however, the student will be able to progress to the next round but may have implications in the overall performance
- Failure to secure passing marks ( 50 marks out of 100) in Capstone Project will lead to non - completion of the Program.
- If missed / failed Capstone Project, student will have to attempt the Project with the next batch (applicable charges Rs. 10,000/-)

- **Grading**

The University follows a letter grading system leading to the award of a four-point Grade Point Average (GPA) for each term and Cumulative Grade Point Average (CGPA) for all the terms until date.

Letter grades and corresponding 'grade points' are as under:

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

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

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

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

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

Cumulative Grade Point Average up to and including a term will be computed by dividing the sum of product of grade point of each course / subject and credit value assigned to each respective course by the sum of Terms passed by the student

$$\text{CGPA} = \sum \text{GPA} / \sum \text{Terms passed}$$

C = Credit value assigned to a course /subject

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

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

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

Exam Result will be declared tentatively within 96 hours post the Slot 2 of exam conducted on Sunday.

### **UnFair Means**

Indiscipline / Unfair Means / Impersonation / Malpractices adoption will be dealt strictly by the University. 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.

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

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

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

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

Sr. No.	Nature of Unfair Means adopted	Quantum Of Punishment
1	Possession of any copying Material (offence committed for first time)	Annulment of the performance of the student for the subject during the examination of which student was found with copying material in his/ her possession at the University Examination
2	Actual copying from the material in Possession	Annulment of the performance of the student in all the subjects at which the student appeared at the University Examination  This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 4, 5, 6, 7, 8 and 14 in addition to the one prescribed thereat.
3	Possession of any copying Material (offence committed second time)	Annulment of the performance of the student in all the subjects at which the student appeared at the University Examination
4	Mutual/ Mass copying	Exclusion of all the students from concerned University Examination for two additional examinations *
5	Interfering with or counterfeiting of University seal or answer books or office stationery used in the examination with the intention of misleading the authorities	Student concerned to be rusticated from University
6	Insertion of currency notes/ bribing or	Student concerned to be rusticated from

	attempt to bribe any of the person connected with the conduct of the Examination	University
7	Using obscene language/ violent threats inside the examination hall by a student at the University examination to room supervisor/ any other authority	Student concerned to be rusticated from University
8	Impersonation for a student or impersonation by a student in University or other examinations	Student concerned to be rusticated from University
9	Revealing the identity in any form (Name, Roll No, G.R. No., religious invocation etc. in the main answer book and/ or supplementary sheet)	Annulment of the performance of the student in the subject concerned during the examination of which the identity was revealed at the University Examination.
10	Found something written on the body or on the clothes while in the examination	Annulment of the performance of the student in all the subjects at which the student appeared at the University Examination
11	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed for the first time)	Annulment of the performance of the student for the subject during the examination of which student made an appeal at the University Examination
12	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed second time)	Annulment of the performance of the student in all the subjects at which the student appeared at the University Examination

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

When a student is marked for UFM and a show cause notice is sent to the student to which the student has to submit the explanation. The UFM committee will go through the explanations and declare the decision. The decision taken by the University is final and binding on the student.

## **Issuance of Gradesheet / Issuance of Final Certificate**

**Issuance of Gradesheet:** Only after completion of entire Term, student needs to apply to the University for issuance of gradesheet for that respective term.

**Issuance of Final Certificate:** Only on completion of entire program (All Term all subjects as per passing criteria), student needs to apply to the University for issuance of Certificate.

### **Process to be followed by eligible students for obtaining Gradesheet / Final Certificate:**

- The student needs to log in to NGA-SCE Student Portal and raise 'Service request' for Issuance of Gradesheet / Issuance of Final Certificate (as applicable).
- The University will generate required documents within 10-15 working days from the date of Service Request raised. To deliver the gradesheet/ final certificate at his / her residential address, the same will be delivered on payment of postal/ courier charges of Rs.100/- each. Online payment option is available at the time of raising service request. Student is also supposed to verify and confirm the address updated on Student Portal > Edit Account > Contact Information since this address will be picked up by the system to deliver the requested documents.
- For any query as regards the above, the student has the following options :  
Contact the Learning Centre / write an email to [ngasce@nmims.edu](mailto:ngasce@nmims.edu) / Chat with Course co-ordinator / Call the Toll Free Number 1800-1025-136 Monday to Saturday (09:00 am to 07:00 pm)



- **Request for Transcript/ Duplicate Gradesheet / Duplicate Certificate**

Duplicate Gradesheet / Final Certificate can be obtained by placing a service request with relevant documents required and payment of applicable processing fees.

Sr. No	Documents	Fees Charged
1	Transcripts	Rs. 1000/- for three copies & Rs. 300/- each for additional copy
2	Duplicate Marksheet	Rs. 500/- per marksheet per Term
3	Duplicate Certificate	Rs. 1000/-

**The applicant is required to furnish the following documents for Issuance of Duplicate Marksheet & Issuance of Duplicate Certificate when applying through service request:**

- Copy/ies of mark sheets/grade sheets for which you require duplicate mark sheet/grade sheets (if available), which will help us to process your request speedily. In case, you are not in a position to send copy/ies of your mark sheets/grade sheets, please furnish your correct Student Number, Name of the Programme Month & Year of exam appearance, Term and Roll Number (SAP ID) for which you require duplicate mark sheet/grade sheets.
- First Information Report (FIR) – in case of loss of the documents as mentioned above • Indemnity Bond on a non-judicial stamp paper of the value of Rs.100/- (or value as applicable in the state where the candidate resides) duly attested by an Oath Commissioner or Notary Public or a First Class Magistrate to the effect that you were in possession of such a Grade sheet/mark sheet /Certificate and lost it and undertake to return the duplicate Grade sheet/mark sheet /Certificate if the original Grade sheet/mark sheet /Certificate is traced/received by you in future and indemnify NMIMS for any loss etc. that NMIMS may suffer if the duplicate certificate is issued by NMIMS.

### **Request for Transcripts:**

- Student needs to raise Service Request with required documents and pay online the applicable fees.
- A fee of Rs. 1000/- (Rupees one thousand only) for minimum 3 sets of transcript/s and Rs. 300/- (Rupees three hundred only) for every additional set.
- Students are required to provide an attached application duly signed for Issuance of Transcripts. The applicant is required to furnish the following details / documents with the application if it needs to be sent by the University (charges applicable)
- Attested copies of Grade Sheets/Mark sheets / Final Certificate
- Copy/ies of Prospectus or communication received from Professional Body/ Management / Educational Institution/s as applicable, requiring you to submit transcripts.

## **Student Support Services Guidelines**

Student services today has been an integral part of education and is currently evolving to meet and exceed student expectations. To ensure all your Queries/Concerns/Issues are dealt within acceptable timeframe and to utmost satisfaction, kindly follow the student support services guidelines.

- Policies and Procedures
  - Students who have received credentials for Student Portal, can raise their queries online (ngasce@nmims.edu) and will receive a request number for tracking purpose, additionally they also have an option to Chat with the Course Co-ordinator from the Chat icon available on the Student Portal
  - Students who are waiting for “Student Portal” access can still raise a request using the link <http://distance.nmims.edu/help-and-support.html#writeUs>, and will receive a request number for tracking purpose alternatively they can also call our toll free number 1800-1025-136 (Monday to Saturday – 09.00 am to 07.00 pm)

- All queries depending on the query / departments they are raised to have a turnaround time which are closely monitored
- To know the status of your query please feel free to contact us on our Toll free number 1800-1025-136 or also Chat with the Course Co-ordinator (Monday to Saturday – 09.00 am to 07.00 pm)
- Students can email their concerns and/or queries to [ngasce@nmims.edu](mailto:ngasce@nmims.edu) in case they are unable to raise their query.
- Service provided to any Student is considered as one of the most critical aspect. We encourage our students to share any constructive feedback which will help us improve our services. To share your feedback please follow the Escalation Matrix available on the Student Portal > Support > Contact Us > Escalation Matrix

## • **Ragging & Sexual Harassment**

- Ragging & Sexual Harassment of fellow students is strictly prohibited. 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. Ragging mostly leads to sexual abuse or harassment.
- Ragging of students in any form is strictly prohibited inside and outside the campus. The institute maintains a zero tolerance policy towards ragging. All issues in this regards will be dealt with utmost urgency and stringent action will be taken against those involved.
- Sexual harassment on campus or outside campus is unlawful, as well as unethical, and will not be tolerated.

- Following is the Students' Disciplinary Committee & Sexual Harassment Committee

**Students Disciplinary Committee**

- **Mr. Rajiv Shah**
- **Mr. Deepak Gupta**
- **Ms. Brinda Sampat**
- **Ms. Sneha Utekar**

# People you should know

## At the University

**Dr. Ramesh Bhat**

Vice Chancellor

**Dr. Meena Chintamaneni**

Registrar

**Mr. Ashish Apte**

Controller of Examinations

## At the School

**Mr. Rajiv Shah**

Director

**Dr. Shalini Kalia**

Chief Academic Officer

**Mr. Nelson Soans**

Head- Student Services and Operations



## NMIMS GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION

### Student Undertaking with respect to the Student Guidelines

I, \_\_\_\_\_ have read the Student Resource

Book of SVKM'S NMIMS, NMIMS Global Access – School for Continuing Education enclosed carefully and have understood its contents and their ramifications. I will always uphold the values and honour of the NGA - SCE, 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, Policies, Procedures, Code of Conduct etc. and in case of any violation on my part, 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.

I confirm the receipt of Student Kit comprising of welcome letter and student identity card.

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

MBA IN \_\_\_\_\_

Batch: January \_\_\_\_\_ / July \_\_\_\_\_ Student No.:

Student's Name: \_\_\_\_\_

Surname

First Name

Father's/Husband's Name

Mother's

Name

Mobile No.: \_\_\_\_\_ Email Id.: \_\_\_\_\_ AEP: \_\_\_\_\_

.....

**For Office Use:**

Date of Receipt:

Name of the Coordinator \_\_\_\_\_

Seal, Date and Signature of Center Coordinator \_\_\_\_\_

