



NMIMS GLOBAL ACCESS
SCHOOL FOR
CONTINUING EDUCATION

NMIMS GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION

STUDENT RESOURCE BOOK

(Applicable for July 2019 batch onwards)

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Message from the Vice Chancellor

Dr. Rajan Saxena

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 21st 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.



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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 or me at vc@nmim.edu

I am sure you will have an enriching learning experience.



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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.



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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.



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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 7 major locations of India, viz. Mumbai, Delhi, Kolkata, Bengaluru, Hyderabad, Pune and Ahmedabad. These centres are NMIMSs' own centres having state of art infrastructure to deliver quality education. Apart from that, the centres are equipped with classrooms and have the best in class faculty available to conduct Personal Contact Programs offered by NGA – SCE. These centres 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 centre 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



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Admissions

Eligibility Criteria:

Bachelor's Degree (10+2+3) in any discipline from recognized Universities with a minimum of 50% and 2 / 3 + years of Work Experience.

Or

Bachelor's Degree (10+2+3) in any discipline from recognized Universities with a minimum of 50 % and Post-Graduation / Professional Degree from recognized Universities with a minimum of 50% and 1 / 2 + years of Work Experience.

Validity Period

Duration of the Program	-	15 months
Validity up to	-	30 months

Mandatory Document List (self-attested):

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

Selection Process:

S.no.	Components	Maximum Marks	Explanatory Remark
1.	Academic	30	10 th , 12 th and Graduation marks will be considered.
2.	Work Experience	30	Work Experience documents provided will be considered.
3.	Interview	40	To be conducted individually for all the candidates.

- Candidate should score minimum marks as defined by the University from time to time, combining all 3 components to become eligible for Admission.
- Rounding off a fraction of marks for the purpose of eligibility or academic component is not permissible.

3. In case of application showing grade points, conversion formula as given by the respective University / Institute must be supplied.
4. All claims of qualification, experience, reservation, grade conversion, etc. should be justified at the time of Interview.
5. Decision of the University w.r.t Admission will be final and binding on all candidates.
6. Selected student will be sent Offer letters.

Academic Score (out of 30):

Qualification	Max. Marks	Percentage (%)	Score
10th	10	$X \geq 80$	10
12th	10	$80 > X \geq 75$	9
Graduation	10	$75 > X \geq 70$	8
Total	30	$70 > X \geq 65$	7
		$65 > X \geq 60$	6
		$60 > X \geq 55$	5
		$55 > X \geq 50$	4
		$50 > X \geq 45$	3
		$45 > X \geq 40$	2
		$X < 40$	0

Work Experience Score (out of 30):

Years of Experience	Score
$X \geq 5$	30
$5 > X \geq 4$	25
$4 > X \geq 3$	20
$3 > X \geq 2$	15
$2 > X \geq 1$	10
$1 > X \geq 0$	5
$X = 0$	0

Interview Score (out of 40):

Parameters	Scale Score
Communication Skills	1-10



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Interviewer Score	1-10
Academic Motivation / Exceptional Performances / Additional Qualifications	1-10
Professional Motivation / Entrepreneurship Skills	1-10

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 student with the link to select the Interview Slot.
2. As per the Interview Slot selected by the student mailer will be sent to the student confirming the Interview date and slot.
3. Interview confirmation mailer will comprise of Zoom link via which the Interview will be conducted.
4. Interview will be scheduled twice a week i.e. Wednesday and Sunday. On week day the Interview slots will be in the evening probably 6 pm to 8 pm. On Sunday the Interview slots will be in the morning and afternoon probably 10 am to 1 pm and 2 pm to 5 pm.
5. 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. Student can change the slot with payment maximum twice.
6. Candidate will have to request for date / slot change within 24 hours from the receipt of the Interview confirmation mailer.
7. Auto IVR calling will be done for reminding the students about their Interview slots.
8. On the basis of the Academic, Work Experience and Interview scores, candidates will be selected for Admission.
9. Selection will be informed within 24 hours from the date of Interview.
10. Selected student will be sent Offer letters via mail.

Fee Structure:

Particulars	Amount
Application Fee	Rs. 1500/-
Program Fee	Rs. 250000/-*

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

1. Candidate can make payment of fee via online mode or Demand draft.

2. Candidate will be required to make payment of Rs 25000/- 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 application as announced by the University whichever is earlier.
3. 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 application as announced by the University. No time for payment will be provided after the last date for application as announced by the University.
4. 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.
5. Candidate can opt for Instalment payment option, minimum instalment applicable will be Rs 50,000/- 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 application as announced by the University whichever is earlier. Instalment payment is to be completed in 3 instalments.
6. 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 25000/-).** 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.

Instructions:

1. Candidate should fill the online Application form and make payment of fees i.e. Application fee or Application fee along with Program fee.
2. Details provided in the application and documents submitted will be scrutinized and candidate will be selected for Interview on the basis of the Academic and Work Experience details and documents provided.
3. Candidates will receive an email informing about the Interview date and time.
4. Candidate will be selected for admission on the basis of the scores received as per their Academic details, Work Experience and Interview scores.
5. Selected candidates will receive an Offer letter via email confirming their selection to the program.
6. Candidate will make payment of minimum 25000/- within 7 days from the date of issuance of Offer letter to reserve their seat for admission. Balance fee has to be paid within 1 month from the date of issuance of Offer letter or last date for application as announced by the University whichever is earlier.
7. Once the complete fee payment is credited in University account, Admission will be confirmed, Student Number will be generated and Student will receive a Welcome Email.

Admission Process:

1. Application:

- a. Candidate will fill the complete online application form.
- b. Registration number will be generated, and communicated to the candidate via email
- c. Candidate will pay the fee i.e. Rs 1500 or Rs 2,51,500.

2. Selection for Interview:

- a. On payment approval of Rs 1500/-, Slot selection mailer will be sent to the candidate.
- b. Slot confirmation mailer will be sent as per the slot selected.

3. Interview:

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

4. Selection for Interview:

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

5. Documents:

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

6. Payment:

- a. 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.
- b. Mode of payment available is Online and Demand Draft.
- c. 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.

7. Confirmation:

- a. 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 of 5000/- will be deducted and balance amount will be refunded.

3. 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
4. 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:

1. 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.
2. 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.
3. 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 hrs prior to start of the lectures for the respective TERM
4. Student who fail to clear the re-examination will receive a mail with link for repeating the term.

Repeat Term:

1. Student who are not able to clear their Term will have to repeat the same.
2. Student can repeat same term maximum twice (Default + 2 times), if validity period permits.
3. Students will receive a mail with a link for repeating the term.
4. They will have to make payment of 30,000/- (inclusive of default exam fee).
5. Term access will be activated only after the payment is made and is approved by finance..

Specialisation Change:

1. Student can opt for change in specialisation / change in electives only once (without any charge).
2. Students opting for change in specialisation / change in electives for the second time will have to pay Rs 5000/- for the change.
3. Students can opt for change in specialisation / change in electives when the student is re-registered to Term 2 / Term 3 via Student Portal.
4. Change in Specialisation / Change in elective option will be active only till a day prior to the start of the lectures of the current term.

Dual Specialisation

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. A student should choose 2 electives from Track 1 and 3 from Track 2 in Term IV.

- 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 Specialisation	Dual Specialisation	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 Specialisation at the below levels:

1. At the time of filling the Application form.
2. When the student is re-registered to Term 2 / 3.
3. Student will have to opt for the change at least a day prior to the start of the lectures of the current term.

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 Student Per Batch
- Per Course completion time – 15 Days
- Total Credits: 100
- 20 Credit per Term

2. 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

1. NGA – SCE shall provide access to courseware to each admitted student.

2. 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.
3. The eLibrary section. eLibrary 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 student portal.
4. In a Capstone Project students 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.

b. Live Online Sessions

1. NGA – SCE shall conduct 25 hours of Online live sessions per course.
2. The date, time and other details of the Online Sessions shall be available in Academic Calendar in Student Portal.
3. NGA – SCE will update any data, course related material, course coverage etc. of the sessions in Student Portal.
4. Students can attend the Live Online session from their place of preference subject to availability of necessary infrastructure.
5. NGA – SCE shall not be responsible for any technical and/or other issues faced by student during Live Online sessions.
6. 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 student.

7. 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 right to take action against the student including cancelling his/her admission.
8. The session shall start at its designated time irrespective of fact that all/any participant has joined or not and continue as per schedule.
9. 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.
10. The recording of Live Online session shall be made available in Student Portal – Learning Resources in 2 hours from the conduct of the session. The recording can be delayed in case of any technical issue faced.

c. Learning Management System: Student Portal

1. 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.
2. 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 students kit and should not share it with others.
3. In case a student forgets /loses his/her login-Id/password he/she should make use of forgot password option.
4. The learning content uploaded in Resources of Student Portal can be accessed by the student through his/her login-id and password.
5. 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



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may lead to disciplinary action against student as the NGA – SCE deems fit including cancelling his/her admission.

6. 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.
7. 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.
8. 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.

9. 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 admission department in this regard.
10. 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.

11. Post a Query section in Student Portal caters to all course/session related queries.

12. 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 student portal.



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However 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 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.

d. General

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

Examination & Evaluation

NGA – SCE examination evaluation mechanism has mainly two components:

1. Internal Assignment (IA)
2. Final Examination

Both the above components are mandatory in nature. To be declared as 'Pass' in each subject, student needs to submit the Internal Assignment 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:

1. Internal Assignment (IA)

a. Internal Assignment Credence and Policies

1. Internal Assignment has 70% weightage.
2. In each Term for every respective subject, Internal Assignment is a mandatory component and student has to submit the assignment online only through the Student Portal on or before the last date/time set for submission by NGA-SCE.
3. In each subject, during or after completion of every academic lecture (session) there would be 10 marks assignment which the student has to attempt within the date/time set. Duration of these Internal Assignments will be 30 minutes.
4. In each subject there would be total of 9 assignments of 10 marks each.
5. The best seven assignment marks would be considered for award of final marks.
6. In a subject, if a student misses any assignment, for whatsoever reason– it would not be conducted again.
7. Internal Assignment has no individual cut-off component i.e. there are no individual passing cut-off marks out of 70 marks.
8. In each subject Internal Assignment submission is not the only criteria. Final Examination is mandatory to Pass the subject.

b. Internal Assignment 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 assignments could be Multiple Choice Questions and/or descriptive type questions and/or presentations pertaining to:

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

c. Internal Assignment Guidelines and Procedure:

- In each subject, during or after the end of every academic lecture (session), the faculty would be assigning 10 marks internal assignment to the students. These assignment submissions are date/time bound. Student needs to attempt and submit the assignment on or before the last date/time declared by NGA-SCE for that respective session assignment (the assignment to be submitted would be before the commencement of next lecture based on the announcement done by the concerned faculty).
- Internal Assignment will be made live under each respective subject link. (i.e. in a subject – Total 10 lectures and 9 internal assignment)
- Students must ensure there is proper internet connectivity at their side while attempting the assignments. No network disruption /power failure issues faced at the student's side will be considered.
- After every assignment submission an auto-generated email would be sent from the system to the students registered email id. Student must keep the copy of the same for records.
- Auto-generated submission email is only an acknowledgement of the assignment 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 assignment.
- No request for assignment late submission will be considered post the deadline.
- In case of any doubt or query regarding assignments, student can raise a service request via **Student Portal → Service Request** or alternatively call **1-800-102-5136 (Mon to Sat: 9.00a.m. to 7.00p.m.)** No last minute assignment query/request would be accepted.

d. Assignment Evaluation Process:

- In assignments, 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 assignment submission due date/time, the assignment 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 assignment revaluation process.
Pls. Note: Since the assignment evaluation is done online by the faculty, there is no concept of sharing the faculty evaluated copy of assignment. However, the overall faculty remarks given after evaluation could be shared with the students when assignment result is declared. Internal Assignment result could be declared within 96 hrs.

2. Final Examination (30marks)**A. Final Examination Weightage and Schedule**

1. Final Examination has 30% weightage.
2. In each term, for every subject, final examination is a mandatory component and students need to appear as per the exam date/time declared by NGASCE.
3. Final Examination will have fixed subject wise Exam Timetable. 30 marks Final Examination will be conducted after completion of entire teaching (lecture) hours for that respective subject.
4. Final Examination would be scheduled on Saturday and / or Sunday. Exam duration will be for **90 mins**.
5. Exam fee is part of program fee for the default attempt.
6. Final 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).
7. Final 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.

8. There is **no revaluation process** post declaration of result. However, faculty remarks could be shared with the students.

Passing Criteria for Final Examination

To pass in a particular subject,

- Student is required to obtain **50% marks** on the Total maximum marks (100) 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

- (a) 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.**
- (b) The provision of Re-exam is available for maximum of 2 subjects per TERM

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

1. 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 assignment submission will be allowed to appear for not more than two subjects for Re-Exam with 100 marks weightage.
2. The entire exam registration is online process. Student needs to register for the Re-exam when the Online Exam Registration Window opens for the Re-Exam.
3. Student has to log in to Student Portal – Exam Portal to register for Re-Exam and proceed as per the Exam Registration steps which would be shared.
4. 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.

5. Re-Exam fee of Rs. 2,500/- would be applicable for each subject. Student will not be allowed to take more than two subjects for Re-Exam in any Term.
6. Student can choose his/her preferred subject / exam centre / date and timeslot based on availability and pay the exam fees for the applicable subject/s. Exam registration is based on first come first serve basis. Student need not wait till the last date/time for doing their exam registration.
7. On completion of Exam Registration process, an auto-generated email is sent to the students registered email id. Student needs to check thoroughly the exam booking confirmation email and in case of any discrepancy, report to the University immediately by sending 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.
8. 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:

1. Re-Exam Fee is not a part of program fee and is charged separately. Re-Exam Fee as applicable is per subject per attempt.
2. 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

1. 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 assignment marks and Final examination (if attended) stands cancelled and overall latest marks will be considered.
2. There is no examination conducted for the improvement of marks if the student meets the passing criterion.

Progression to the subsequent Term of the programme

1. 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.
2. Students who are not able to clear their Term will have to repeat the same by paying applicable program fees.
3. Students can repeat same term maximum twice (Default + 2 times), if validity period permits. There is no program validity extension option applicable.

3. 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 examination to enable him/her to pass the subject. **(2% of 100 = 2 marks only in each subject & not more than 2).**

4. 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:

1. Project is a mandatory Term in the program. (Marks out of 100: Passing 50/100)
2. Student need to refer to the Student Portal for the detailed Project Guidelines as announced by NGA – SCE for the respective Term.
3. Project not submitted within the date declared by NGA – SCE or failure in Project will lead to non-completion of program.
 - a. No Certificate will be awarded in such case.

- b. Re- attempt to clear the Project is permissible by registering with applicable program fees and within the completion of Program validity.

5. 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.

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

Calculation of CGPA (Cumulative Grade Point Average):

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

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

Here:

C = Credit value assigned to a course /subject

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

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

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

6. Exam Calendar with *Indicative dates

Term - I/II/III/IV (Subject/s)	Subject Start & End Date	Subject	Exam Registration Window Start Date	Exam Registrati on Window End Date	Hall Ticket Release	Final Examination	Result Declaration
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Term-I Subject-I (S1) (lectures complete in 15 days)	29-Jul-19	S1	No Exam Registration (No Exam fee applicable for Default attempt)	Computer Based Exam (30 marks): Subject-I	Result Declaration within 96 hrs. on student portal
	to			(Duration: 1hr.)	
	09-Aug-19			(Sun) 11-Aug-19	
Term-I Subject-II (S2) (lectures complete in 15 days)	12-Aug-19	S2	No Exam Registration (No Exam fee applicable for Default attempt)	Computer Based Exam (30 marks): Subject-II	Result Declaration within 96 hrs. on student portal
	to			(Duration: 1hr.)	
	23-Aug-19			(Sun) 25-Aug-19	
Term-I Subject-III (S3) (lectures complete in 15 days)	26-Aug-19	S3	No Exam Registration (No Exam fee applicable for Default attempt)	Computer Based Exam (30 marks): Subject- III	Result Declaration within 96 hrs. on student portal
	to			(Duration: 1hr.)	
	06-Sep-19			(Sun) 8-Sept-19	
Term-I Subject-IV (S4) (lectures complete in 15 days)	09-Sep-19	S4	No Exam Registration (No Exam fee applicable for Default attempt)	Computer Based Exam (30 marks): Subject-IV	Result Declaration within 96 hrs. on student portal
	to			(Duration: 1hr.)	
	20-Sep-19			(Sun) 22-Sept-19	
Term-I Subject-V (S5) (lectures complete in 15 days)	23-Sep-19	S5	No Exam Registration (No Exam fee applicable for Default attempt)	Computer Based Exam (30 marks): Subject-V	Result Declaration within 96 hrs. on student portal
	to			(Duration: 1hr.)	
	05-Oct-19			(Sun) 06-Oct-19	

Term-I	10-Oct-19	14-Oct-19	16-Oct-19	Proctored Computer Based Examination (100 marks):	Result Declaration within 96 hrs. on student portal
Re-Exam (100 marks)				At NMIMS Campus / Regional Offices (Duration: 2.5hrs.) (Sat): <u>12-Oct-19</u> 9.00a.m. to 11.30a.m. 12.30p.m. to 3.00p.m. (Sun): <u>13-Oct-19</u> 9.00a.m. to 11.30a.m. 12.30p.m. to 3.00p.m. 4.00p.m. to 6.30p.m.	
(Not more than 2 Pending/Failed Subject/s permitted)					

7. Issuance of Marksheet / Issuance of Final Certificate

Issuance of Marksheet: Only after completion of entire Term, student needs to apply to the University for issuance of marksheet 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 Marksheets/ Final Certificate:

1. The student needs to log in to NGA-SCE Student Portal and place 'service request' for issuance of mark sheet / issuance of certificate (as applicable).
2. The University will generate required documents of the student concerned. The University to deliver the marksheet/ 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 cross-check the address registered in the exam database.

For any query as regards the above, the student may get in touch with Learning Centre.

8. Request for Transcript/ Duplicate Marksheet/Duplicate Certificate

Duplicate Marksheet / 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.

Required Documents for Transcripts: Student needs to raise service request with required documents and pay online the applicable fees.

- Students are required to provide an attached application duly signed by you for issue of Transcripts. The applicant is required to furnish the following details / documents with the application.
- 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.
- Attested copies of Grade Sheets/Mark sheets
- 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.

1. Policies and Procedures

- a. Students who have received credentials for Student Portal, can raise their queries online and will receive a request number for tracking purpose.
- b. 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 – 10.00 am to 6.00 pm)
- c. All queries have a turnaround time which are closely monitored



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- d. To know the status of your query please feel free to contact us on our Toll free number 1800-1025-136 (Monday to Saturday – 10.00 am to 6.00 pm)
- e. Students can also email their concerns and/or queries to NGASCE@nmims.edu in case they are unable to raise their query online.
- f. 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 write to:

Mr. Nelson Soans
Head of Student Services – NGA - SCE
Nelson.Soans@nmims.edu

14. Ragging & Sexual Harassment

1. 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.
2. 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.
3. Sexual harassment on campus or outside campus is unlawful, as well as unethical, and will not be tolerated.
4. Following is the Students' Disciplinary Committee & Sexual Harassment Committee

Students Disciplinary Committee

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



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People you should know

At the University

Dr. Rajan Saxena

Vice Chancellor & Distinguished Professor of Marketing

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

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.



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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
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Mobile No.: _____ Email Id.: _____ AEP: _____

For Office Use:

Date of Receipt:

Name of the Coordinator _____

Seal, Date and Signature of Center Coordinator _____