NMIMS GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION

STUDENT RESOURCE BOOK

Applicable for July 2020 batch onwards

Contents

Message from the Vice Chancellor

Dr. Ramesh Bhat

I take this opportunity to congratulate 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 in 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.

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 one time 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 to 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 the 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 organizations. 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@nmims.edu

I am sure you will have an enriching learning experience.

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 a 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, Bachelor's, Diploma and Post Graduate, Master's level to suit your needs and aspirations. We have robust programs which are vetted by industry experts. Our program content comes very close to full time management programs. With the advancement in technology, we strive to provide the 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 a 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 mechanisms to adopt flexible methods 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 a fulfilling experience and help you achieve your career aspirations.

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, Chandigarh, Indore 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 points for students within that area to facilitate student support services. Our University Regional Office is one of our biggest differentiators in Distance Learning Space.

Authorized Enrolment Partner: Authorized Enrolment 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 Enrolment Partner as and when required

Admissions

● New Student Registration

The admission process is an extensive and comprehensive exercise for the NGA – SCE, NMIMS University. For smooth functioning of admission cycles NGA – SCE, it's University Regional Office and Authorized Enrolment Partners will have to adhere to various admission policies and procedures. Admission to all programs will be open round the year. Registrations for Spring (January) batch will be from mid September to mid March* and Registrations for Fall (July) batch will be from mid March to mid September*. The admission announcements are uploaded on the website and advertisements are released in leading publications of the country. Digital Campaigns are also run on the Internet.

*Subject to Change

● Policies

● A candidate can only register for any one Bachelor's program at a time. If the candidate wants to register for any other program of NGA – SCE he/she can only register for the same, after the completion of the program registered earlier.

● Every candidate can communicate with the University via its University Regional Office and/or Authorized Enrolment Partner. The contact details of the University's Regional Office and Authorized Enrolment Partner is available on the School's website distance.nmims.edu Eligibility Criteria for the program is given below.

Sr. No.	Name of the Program	Minimum Eligibility criteria
1.	Bachelor in Business Administration	• HSC (10+2) in any discipline from a recognized Board with minimum 50%. Or • HSC (10+2) in any discipline from a recognized Board with 45% and minimum 2 years work experience. Or • SSC (10) + 3 years Diploma recognized by AICTE with 60%.
2.	Bachelor in Commerce	

- Any Candidate who does not qualify for the Program as per the eligibility criteria of the selected program will not be granted admission. But if/she is eligible for the other programs offered by the school they will be informed of the same; however in this case the candidate will have to enrol as a fresh candidate again.

- Candidates who are given **Provisional Admission** will have to submit all the pending documents for confirmation of their admission status. Failure to submit these documents in a timely manner will result in the University holding the results as well as issuance of the Mark sheet / Certificate of the concerned student.

  Please note: While the students will be allowed to sit for the concerned TEE (Term End Examination) as well as re-register for the prospective semester, their results will not be declared until all pending documents are submitted to University's satisfaction and even Final Certificate will not be issued until this process is completed.

- All the admitted students will be provided with a Student Kit which will comprise of:

  - Welcome Letter

  - Student Identity Card

  - Courseware (Study Material)

- Every Candidate who applies in the period of late registrations will have to pay the "late fee" as applicable and declared by University from time to time

- University reserves the right to reject every form received after the extended due dates of admission registration

- Candidates once registered for the program will not be refunded the fee after the last date for admission cancellation that is announced on the website.

- **List of Documents for Submission: Candidate needs to submit the self-attested photo copies of the following mandatory documents mentioned below:**

As per Eligibility Criteria

HSC (10+2) in any discipline from a recognized Board with minimum 50%.

  a. Online Registration Form, Admission Processing Fee (Transaction Advice), Program Fee (Transaction Advice)
  b. 10th Mark sheet OR Certificate
  c. 12th Mark sheet OR Certificate
  d. Photo ID Proof
  e. 2 Stamp Size Photographs
  f. Defence Document (if applicable)
  g. Relationship Document (if applicable)

  OR

HSC (10+2) in any discipline from a recognized Board with 45% and minimum 2 years work experience.

  a. Online Registration Form, Admission Processing Fee (Transaction Advice), Program Fee (Transaction Advice)
  b. 10th Mark sheet OR Certificate
  c. 12th Mark sheet OR Certificate
  d. Work experience Certificate – 2 Years
  e. Photo ID Proof
  f. 2 Stamp Size Photographs
  g. Defence Document (if applicable)
  h. Relationship Document (if applicable)

  OR

S.S.C plus 3 years Diploma recognized by AICTE and 2 years work experience

  a. Online Registration Form, Admission Processing Fee (Transaction Advice), Program Fee (Transaction Advice)
  b. 10th Marksheet
  c. 10th Certificate
  d. Diploma Marksheet (3 years)
  e. Diploma Certificate (3 years)
  f. Work experience Certificate – 2 years
  g. Photo ID Proof
  h. 2 Stamp Size Photographs
  i. Defence Document (if applicable)
  j. Relationship Document (if applicable)

Validity Period of the Program is as given below:

Sr. No	Name of the Program	Duration	Validity Period
1	Bachelor in Business Administration	3 years	5 years
2	Bachelor in Commerce	3 years	5 years

Every program has a validity period within which the student has to complete the program. If the student does not complete the program within the stipulated validity period then he/she has the option to extend the validity of the registration of the program by **one year** for BBA and B.Com program. Process of extension of validity of registration (mentioned later in this document) will apply in this case.

Procedures

- The Candidates and/or Candidate's Representative will fill up the Online Registration Form to register for the program available on NGA – SCE website distance.nmims.edu

- The Candidate will be issued a Registration Number after filling up the Registration Form.

- Candidates can pay the Admission Processing Fees and Program Fees via different modes of payment available and depending upon the mode of payment selected the Transaction Advice will be generated for the student.

- Modes of payment available with the student for paying the Admission Processing Fee and Program Fee are mentioned below:

1. Online

2. Offline (Student submits the Demand Draft at the Authorized Enrolment Partner)

- If the candidate wants to pay via Demand Draft he / she will have to visit the Authorized Enrolment Partner (AEP) for submission of the Demand Draft.

- The Authorized Enrolment Partner will feed the details of the Demand Draft, scan and upload the same on the system and deposit the Demand Draft in the Bank.

- Candidates can also pay the Admission Processing Fee Online on the School's Website.

- The Candidate will then visit the Authorized Enrolment Partner along with the original and self-attested photocopies of the mandatory documents as per the eligibility criteria selected by them and submit it to the Authorized Enrolment Partner and the Authorized Enrolment Partner will check, verify, stamp, sign, scan and upload the same on the system.

- Authorized Enrolment Partner will click the photograph or scan the recent passport size photograph submitted by the candidate and upload the same on the system. The same photograph will be displayed when the Final Certificate is printed

- Authorized Enrolment Partner will take print of the Registration form and get the Candidates signatures wherever required on the form and the Transaction Advice.

- The documents will then be verified by the University and updated on the system whether the documents are approved/marked Incorrect. In case of documents which are marked incorrect the mail will be forwarded to the AEP with the list of documents along with the reason.

- For Candidates whose documents are approved the mail will be forwarded along with the status of their Admission.

- Once the candidate receives the Admission Confirmation mail either Confirmed/Provisional, the candidate can pay the Program Fees if not paid earlier via different modes of payment available, depending upon the mode of payment selected the Transaction Advice will be generated for the candidate.

- If the candidate wants to pay the program fees by Demand Draft then he/she will submit the demand draft to the Authorized Enrolment Partner and the Authorized Enrolment Partner will feed the details of the Demand Draft, scan and upload the same on the system and deposit the Demand Draft in the Bank.

- Candidates can also pay the Program Fee Online if not paid earlier on the School's Website.

- Whatever the mode of payment, the candidate will get the mail confirming the Admission after the payment is received by the University.

- A Welcome letter will be mailed to the student giving details about the Student Kit which will be issued to them by the Authorized Enrolment Partner.

- Study Kit will be either couriered to the student or the Authorized Enrolment Partner as per the option selected by the student at the time of filling the admission form. Usual time taken for Study Kit to deliver is 8-10 working days from the date of Admission confirmation

● Re – Registration

A student can re-register for the prospective semesters irrespective of the number of courses passed in the earlier semesters as per the dates announced by the University from time to time. Students should not skip the re-registration to the prospective semesters unless it is due to unavoidable circumstances.

a. Policies

- Every student has to compulsorily re-register at the start of every semester. This is also applicable to those students who have paid their Annual/Full fees.

- Students can skip the re-registration to the prospective semesters but will not:

  Have access to the course material and lectures of the prospective semester.

  Will not be allowed to register and appear for the examination of the prospective semester

- Students who skip re-registration to the prospective semesters should take a note of the below:
  - Bachelor students can re-register only till 1 year prior to the completion of the validity of the program for 5th Semester and 6 months prior to the completion of the validity of the program for 6th Semester.

- Every Candidate who applies in the period of late re-registration will have to pay the "Late Fees" as applicable and declared by the University from time to time.

- University reserves the right to reject every form received after the extended due dates of re-registration.

- University does not offer any refund policy; Candidates once re-registered for the Semester will not be refunded by the University under any circumstances.

b. Procedures:

- The student will re-register Online to the prospective/successive semester by filling up the Re-registration form available on the School's website distance.nmims.edu or from the tab available on the Student Portal

- In case the student has not paid the fees, the student will pay the Re-registration fees via different modes of payment available and depending upon the mode of payment selected the Transaction Advice will be generated for the student.

- Modes of payment available with the student for paying the Re-registration fee are mentioned below:

  - Online

  - Offline (Student to submit the Demand Draft at the Authorized Enrolment Partner)

- The student will take the print of the form and/or Transaction Advice (In case of payment made), put his/her signatures wherever applicable and submit the same at the Authorized Enrolment Partner.

- In case the student wants to pay Re-registration Fees via Demand Draft then, he/she will submit the Demand Draft to the Authorized Enrolment Partner, Authorized Enrolment Partner will feed the details of the Demand Draft, scan and upload the same on the system and deposit the Demand Draft in the Bank.

- Student can also pay the Re-registration Fee online on the School's website or from the tab available on the Student Portal

- The student will get the mail confirming the Re-registration from the University.

- Study Material will be either couriered to the student or the Authorized Enrolment Partner as per the option selected by the student at the time of filling the re-registration form.

● Program Change

Students do not have the option to change the Program eg – BBA to B. Com or vice versa

● Extension of Validity period

Sometimes students are not able to complete their Program within the validity period provided to them. In such scenarios student can extend the validity of the registration of the program under the policies mentioned below.

- **Policies**

  - Students can extend the validity of their registration only by 1 year for Bachelor's program in continuation with the existing validity of the program for which they are registered.

- Student can request for extension of validity of their registration by applying via the "Extend your Validity" link under the Admission tab available on the website. Applicable fee will be 50% of the then existing Semester fee for extension of validity for 6 months.

- Student has to apply for extension of validity of the programs within 12 months after the expiry of the validity of their earlier registration and within 6 months after the expiry of the first extension. Failure to do so will result in the University rejecting the application for extension of validity.

- **Procedures:**

- A student who wants to extend the validity of their registration should apply via the "Extend your Validity" link under the Admission tab and make payment of applicable fees as prescribed by the University from time to time.

- Once the validity period is extended a new Identity Card will be issued to the student with the updated validity period on it (SAP ID remains the same).

Academics

● Academic Delivery

NMIMS Global Access – School of Continuing Education under NMIMS Deemed – to – be-University, Mumbai offers Management Education through a blended learning model. We are committed to provide the quality learning through:

- Our well designed and updated industry relevant Self Learning Material.

- Our e-Learning platform (Student Zone) – A 24 x 7 x 365 interface with single login for student needs like Digital Library. Live Online Lecture Schedule and Live Lecture Access using ZOOM Platform features of student zone include:

  - Academics & Examination Portal

  - Announcements

  - Live Online Sessions

  - Extension of effective Student Support

● Academic Policy

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

● Courseware

- NGA – SCE shall provide courseware to each admitted student.

- The courseware shall be bounded paperback Self Learning Material (SLM). Each chapter of SLM shall cover:

  - ❖ Learning Objectives

  - ❖ Introductory Case let

  - ❖ Introduction

  - ❖ Topic/Section

  - ❖ Sub Topic – Sub Section

  - ❖ Self-Assessment Questions

  - ❖ Activity Based Questions

  - ❖ Summary

  - ❖ Keywords

  - ❖ Descriptive Questions with hints for answers

  - ❖ Suggested reading for reference

- Student shall get one course book for each course except of Project (wherever applicable)

- Any photocopy, scanning, posting of all or any part of SLM on the internet is strictly prohibited. Any student found involved in any such action jointly or alone may be liable to such disciplinary actions as NGA –SCE may deem fit including cancellation of registration from the program.

- **Live Online Sessions**

  - NGA – SCE shall conduct Online live sessions per course as per the schedule updated in academic calendar.

  - The date, time and other details of the Online Sessions shall be available in Academic Calendar in Student Zone

NGA – SCE will update any data, course related material, course coverage etc. of the sessions in Student Zone

  - 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.

  - If after 15 minutes of the start of the session the number of students logged in the live Online session is less than five, then that session will be cancelled. In such a situation, NGA-SCE shall upload the recording of that session in Learning Resources for student's references

  - Faculty in Live Online session shall have the right to expel any student from the session if he/she is 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 on unmute using language that the faculty for the session considers in-appropriate, 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 the Student Zone. This will help us to improve our lecture delivery quality

  - The recording of Live Online sessions shall be made available in Student Zone – Learning Resources every week within 24 working hours of the conduct of the session.

- **Learning Management System: Student Zone**

  - NGA – SCE shall provide the login-Id and password to the students for accessing its Student Zone as a part of the student kit. The access of the Student Zone will commence from the batch commencement date.

  - 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 the students kit and should not share it with others.

  - In case a student forgets /loses his/her login-Id/password he/she should make use of the Forgot password option.

  - The learning content uploaded in Learning Resources of Student Zone can be accessed by the student through his/her login-id and password.

  - Learning Resources may include e-Books, course presentations, recordings etc.

  - The content uploaded in Learning Resources is property of NGA – SCE and any unauthorized attempt to download the same may lead to such disciplinary action against student as the NGA – SCE deems fit including cancelling his/her admission.

  - NGA – SCE shall not be responsible for technological and other issues faced by students in accessing Student Zone.

  - NGA – SCE may stop temporarily or permanently the access of Student Zone to 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.

  - NGA – SCE may also take such other disciplinary action against the student as it may deem fit including cancelation of his/her admission

  - NGA – SCE also reserves the right to take disciplinary actions if any student is found posting objectionable/obscene/inappropriate comments in a forum as it may think appropriate including cancellation of his/her admission.

  - The intimation about updates uploads and schedules relating to sessions and other academic and examination activities shall be updated in the Student Zone.

- The access to the Student Zone 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 Zone shall be provided only for the semesters of the program for which a 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 the student zone 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 a pass in all the papers of the program including the Project by NGA – SCE.

- Post a Query section in Student Zone caters to all course/session related queries.

- Digital Course Content/Course Presentation/Session recordings:

   Student have access to Digital Course Content/Course Presentation/Session recordings of applicable courses/subjects for active semesters (semester in which they register/re-register) and can download the same for reference on the NGASCE Mobile App

   However once the access of the respective course/subject is not available in the student portal the student may request for a copy of Digital Course Content /Course Presentation / Session recordings for reference within 6 months from the completion of the respective active semester. 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 requests the same will be approved and respective Regional offices will be informed of the case.
   - Students will have to collect the same from the nearest regional office of NGA – SCE on confirmation of the same.

- **General**

   - The medium of instruction for all courses is English.

- ## **Academic Support**

  - For all session and content related queries please access the POST QUERY section in Student Portal > Academic Calendar > Click on the particular Session > Post a Query

OR

  - Session Videos > Ask Faculty option

Examination & Evaluation

NGA – SCE examination evaluation mechanism has mainly two components:

1. Internal Assignment (IA)
2. Term End Examination (TEE)

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

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

- ## **Internal Assignment (IA)**

  - ### **Internal Assignment Credence and Policies**

    - Internal Assignment credence is 30%.

    - Students have to submit the assignment for each subject specified under the program that the student has enrolled for.

    - Internal Assignment is a compulsory component and every student has to submit the assignment online only through the **Student Portal > Exams > Assignment** on or before the last date of submission declared by NGA-SCE for the respective exam cycle.

    - Neither assignment submitted by hardcopy nor assignment sent via email will be accepted.

- Internal Assignment submission is no longer a prerequisite for doing exam registration. Student can either register directly for the term end examination and can submit the assignment on or before the last date of submission for that respective exam cycle or even submit the assignment in the next exam cycle but within the completion of program validity. In case the student appears for the Term End Examination without submitting the Internal Assignment for a particular subject, the result of that respective subject will be kept on hold and the student will have to submit the assignment in the next exam cycle but within the completion of program validity. The latest exam cycle assignment questions/guidelines will be applicable.

- For every exam cycle (June / Sept./ Dec / April), a fresh set of Assignment Questions would be uploaded on the student portal. Students are expected to download the applicable subject latest assignment question paper & submit the assignment on or before the last date announced by NGASCE for that respective exam cycle.

Internal Assignment Structure

The purpose of the internal assessment is to evaluate the student's understanding of concepts and application thereof. Assignments are set to evaluate the student's thought process, conceptual understanding and application thereof. The assignment question may be:

- Case Study Analysis

- Analytical and Computational Problem Solving.

• Internal Assignment Preparation Guidelines and Procedures:

For the respective exam cycle, the Internal Assignment questions, assignment preparation and assignment submission guidelines are uploaded under **Student Portal > Exams > Assignment**. **Assignment question paper changes every exam cycle i.e. for every exam cycle (June / Sept. / Dec / April), a new set of Assignment Questions would be uploaded in the student portal. Students need to refer the latest applicable assignment question paper and guidelines applicable for the respective exam cycle before submitting the assignment.**

Internal Assignment Preparation and Submission Guidelines

- Every student has to submit the assignment on or before the last date declared by

  NGA-SCE for that respective exam cycle.

- Students need to submit Internal Assignments through **Student Portal > Exams > Assignment using the Assignment submission module.** (No assignment sent in hardcopy or via email will
be accepted).

- **Internal Assignment Questions are uploaded under each respective subject link**.

  Students need to download the applicable assignment question file and accordingly prepare and submit the assignment answer file on or before the last date announced by the NGA-SCE.

- Students should follow the following parameter for answering the Assignment questions:

- Students should use simple and good English while attempting the answers to the assignment questions.

- **Do not reveal student identity in any of the submitted assignments**. In case a student mentions in the submitted assignment, student number (ID), name, contact details (address/phone no./email) or any other identity/personal information, **these assignment/s will be treated as unfair means and will not be evaluated and graded zero.**

- Students are **strictly warned not to write comment/notes addressing to the faculty for any consideration** while evaluation of assignment or any other personal issue/request in the submitted assignment. **Such notes/comments/requests found will be treated as unfair means and graded 'zero'.**

- Do not retype the entire assignment question from the assignment question paper. Student can mention the correct question number & start attempting in detail, the answer to the question/s asked. Answers to incorrect question numbers will be graded zero.

- **Internal Assignment needs to be typed using MS-Word**. Fonts like Times New Roman, Arial and Font Size 12 is recommended for professional appearance. **Do not attach handwritten/ scanned image files/ documents**, **if attached such assignment submission will be graded zero. Pls. Note: Even numerical and statistical formulae's/ tables if incorporated, need to be typed. Partially handwritten/scanned tables/formulae will not be considered for evaluation and will be graded 'zero'.**

- **The typed internal assignment should be converted and submitted in PDF format only.** No other formats will be accepted by the assignment module. **Student must convert the document typed in MS-Word into PDF format and then upload. Refer to the link on the portal: How to convert word file into PDF file**

- Answers to each assignment question is to be explained in not more than 1000 words. Students need to adhere to the word limit mentioned in the QP for respective questions.

- **Maximum permitted assignment file size should not exceed 5MB.** Images, pictures, flow charts can be used to explain the answer wherever applicable. Avoid use of high resolution pictures/images.

- Students must ensure there is proper internet connectivity at their side while uploading assignments. No network disruption /power failure issues faced at the student's side will be considered.

- Students are expected to write the assignment in their own words. However students are free to refer to any books/reference material/website/internet for attempting their assignments **but are not allowed to copy the matter as it is from the source or reference. Assignments that are copied ad-verbatim from any common source or reference and submitted will be graded 'zero'.**

- Copying of assignments from other students, discussion and group work is strictly not allowed.

Such shared/copied assignments submitted by both students/group, will be graded zero.

- Students need to check whether **he/she is enrolled to the right courses/subjects (semester wise)** as per the program specialization and likewise check the question paper which is downloaded. Incase of any doubt/discrepancy, students need to send immediately an email regarding the same well before assignment submission due date. No last minute request will be entertained.

- Submit the correct subject assignment document under the respective subject link. (For e.g.: In Corporate Social Responsibility subject link: submit CSR assignment)

- **Assignments are to be submitted in a single file for each subject** separately on clicking the respective subject link. (For e.g.: In Business Economics subject link: one PDF file comprising all answers only of Business Economics assignment)

- **Incase a student submits a single file with all course assignments in one single subject link:** assignment only of the correct subject will be graded and the remaining course/subject will be considered as **'Assignment Not Submitted' (ANS)**.

- **In each subject, student gets three assignment submission attempts** (in case the first attempt the file is wrongly uploaded or assignment submission fails for any reason whatsoever)

Scenarios:

- Students must ensure that he/she attaches the right subject assignment under the respective subject link before clicking on the submit button. Without attaching a document if the student clicks on the submit button, the module will not permit to go ahead. After attaching the file, click on the check list and click 'submit'. It is mandatory to click on 'OK'. ***Do not refresh the screen** & allow the uploading to complete. On successful upload the Assignment Module displays

the 'Preview' of the assignment submitted. The respective attempt gets exhausted. It is mandatory that the student must check the complete preview (all pages) of the uploaded document. In case in particular subjects, all three submission attempts are exhausted by the student, no request for giving extra submission attempt/s for re-uploading that particular subject assignment will be considered before or after the closure of the assignment submission window.

*Pls. Note: Do not refresh the screen while assignment uploading is in process else one additional submission attempt gets exhausted. This is also mentioned in the exam portal submission display screen.

- Incase after viewing the Preview of the assignment submitted: If in a given subject link, in the first attempt, the assignment submitted is incorrect/incomplete and/or it fails for reasons whatsoever, the student can make use of the second/third submission attempt and upload the assignment. View the Preview of the assignment submitted.

  Pls. Note: Of three assignment submission attempts in each subject, the latest assignment submitted will be graded. In each subject link, students will not get more than three assignment submission attempts to submit the assignment. **These three assignment submission attempts will be available only till the last assignment submission date/time announced by NGA-SCE for that particular exam cycle.**

- Please exercise utmost caution while you submit the assignment.

- After every assignment submission an auto-generated email is sent from the system to the students registered email id. Students must keep a copy of the same for records.

- **Auto-generated submission email is only the acknowledgement of the file 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 the right submission. NGA-SCE expects students to check the preview of their respective submitted assignment/s files.**

- Students need to submit the assignment well before time and do not wait for the last minute submission. Students who are overseas need to follow Indian Standard Time for submission of assignment.

- No request for assignment submission will be considered post the deadline.

- In case of any doubt or query regarding assignment: Students can call 1-800-1025-136 or write to ngasce@nmims.edu for clarification before the last date of assignment submission. No last minute assignment query/request will be accepted.

Kindly Note:

- In case the student directly appears for the term end examination without submitting the assignment, it cannot be declared as a pass. In such cases **that subject result will be kept on hold** due to non-submission of assignment** as aggregate passing is the criteria. The student will have to submit the assignment of the respective subject/s in the next exam cycle to pass the subject within the completion of program validity based on the passing criterion as per his/her program.

- **Assessment of Internal Assignment**

  - Students are free to refer to any books/reference material/website/internet for attempting their assignments but are **not allowed to copy the matter ad-verbatim from the source or reference. Such assignments will be treated under Plagiarism**

  - Copying of assignments from other students/groups is strictly not allowed and will be under copy case.

  - The subject assignment which falls under copy case: such assignments of the respective subject will be graded as "zero". However these students will be allowed to register and appear for the Term End Examination.

Assignment Evaluation Process:

- After the closure of the assignment submission due date, the assignment submitted by the students will be sent to the faculty for evaluation.

Pls. Note: Since the assignment evaluation is done online by the faculty, there is no concept of sharing the faculty evaluated photocopy of assignment. However, the overall faculty remarks given after evaluation may be shared with the students when assignment result is declared.

• Project Submission

- Project is one of the mandatory subject of Semester – V (Marks out of 100) for Bachelor program

- It is mandatory for the student to refer to the Website/Student Zone for the **latest Project Preparation Guidelines** and **refer to the last date of Project submission as announced by NGA – SCE for the respective Exam Cycle**. Non submission of Project/failure in Project will lead to non-completion of program.

- Semester – V Bachelor students have to upload the Project by paying the applicable fees. Students will have to pay the applicable fees for Project submission for the scheduled Exam Cycle when the **Project Registration and Submission Window** opens.

- Payment for the Project has to be done by the student at the time of Project registration by paying applicable exam fees.

- While doing exam registration, students who do not register for "Project" will not be eligible for Project submission for that particular exam cycle.

- Projects not submitted within the date declared by NGA – SCE will lead to non-completion of the program.

- Final Mark Sheet will be printed with the "Absent" remark against the "Project" subject.

  - Final Certificate for Bachelor's will not be awarded in such a case.

  - Re- attempt to clear the project is permissible by registering for examination with applicable fees in the next exam cycle and within the completion of Program validity.

- # **Term End Examination**

- ## **Term End Examination Credence and Schedule**

  - Term End Examination Credence is 70%.

  - For students enrolled in the new program structure from July 2014 batch onwards have proctored Computer based Term End Examination which shall be conducted twice in a year, in June and December. In addition to this, proctored computer based Re-Sit Term End Exams shall be conducted twice in a year in April and September. (i.e. Four exam cycles)

- ## **Term End Examination Eligibility & Policies**

  - To be eligible for the Term End Examination, students are expected to complete **the academic cycle of the Semester enrolled for**. eg: - For a student enrolled in the January batch the first applicable Term End Exam will be June, For a student enrolled in the July batch the first applicable Term End Exam will be December. Students cannot directly first appear for Re-Sit Term End Exams (April/Sept).

  - It is mandatory for the student to register for the Term End Examination on or before the specified last date of exam registration which is announced by NGA-SCE. No request for examination registration will be considered post the deadline. Exam fee is not a part of the program fee and is charged separately. Exam fees once paid is neither refunded nor carried forward to the next exam cycle.

  - Internal Assignment submission is no longer a prerequisite for doing exam registration. Students can register directly for the term end examination.

  - In case the student has not submitted the Internal Assignment for a particular subject and has registered and appeared for the Term End Examination: In such cases, **Result will be kept on hold** due to non-submission of assignment. Students can submit the assignment of that respective subject in the next exam cycle as per the submission date announced but within the completion of Program validity.

  - Students are neither allowed to resubmit Internal Assignment nor appear for the Term End Examination in the subject/s where he/she has already obtained an aggregate of passing criteria marks (Pass). Students are not allowed to appear at examination for the improvement of marks in the subject/s in which they have already obtained pass marks.

- **Exam Registration Window for Term End Examination & Procedure**

  - The entire exam registration process is online. Students need to register for the Term End Examination when the Online Exam Registration Window opens. Kindly adhere to the exam registration dates as no request for exam registration will be accepted or considered after the due date announced by NGA – SCE. There is no separate exam form (hardcopy) to be filled by the students.

  - Students have to log in to Student Portal > Exams to register for Exam, proceed as per the Exam Registration steps and select the exam centre from the dropdown list of available centres for that Exam cycle as centre/date/time slot selection is on first-come-first basis. Students who are overseas need to follow Indian Standard Time for exam registration.

  - 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.

  - On completion of the Exam Registration process, an auto-generated email is sent to the student at the registered email id from the database. Students need 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: Exam booking confirmation email is not the Hall Ticket.

Please note:

1. Exam Fee is not a part of the program fee and is charged separately. Term End 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

3. The University reserves the right to shift students to another available exam centre in case of any unavoidable circumstances
Exam Centre selection, date & time slot availability is on a first come first basis. Students are requested not to wait till last minute for exam registration. Students are free to select the exam centre of his/her choice subject to availability. While doing the Online Examination Registration, students need to be utmost cautious in selecting the available Exam Centre from the drop down list. In case the student selects the wrong Exam Centre or exam date/time slot and requests to change the wrongly selected Exam Centre/selected exam time slot, the University will charge an additional Processing Fee (as applicable) for change of Exam Centre/exam time slot in TOTAL per student and not per subject. Processing Fee will be accepted only via online payment mode.

Wrongly selected Exam Centre/exam time slot change request will be accepted only till the Exam Registration Window is open and students can themselves select the respective selected subject/s date / timeslot / exam centre to be changed by paying the applicable processing fees online. No request to change the selected Exam Centre/Exam date/time slot will be considered after the closure of the Exam Registration Window.

Please note: Processing Fee Payment does not indicate that the student will be allotted that respective Exam Centre/exam date/time slot. It is based on availability of Exam Centre/exam date/ time slot.

- In case the student commits the same error once again in selecting the Exam Centre/exam, time slot, the student will be charged additionally (fees as applicable) per request.
  Please Note: Student is responsible to register his/her Exam Centre after releasing the subject/s seats booked.

- Hall Ticket will be made available to the student through the Student Zone > Exams > Hall Ticket approximately three/four days prior to the commencement of scheduled Term End Examination. It is mandatory for the student to download and print the Exam Hall Ticket on a plain white A4 size paper and carry it with them on the days of Examination. **Displaying softcopy of hall ticket on phone will not be considered for exam registration/verification.**

Please Note: To avoid missing out any latest announcement, student needs to regularly visit the Website/Student Zone and check the notification section.

• Mode of Term End Examination for BBA / B.Com students:

All exams are conducted at NMIMS campus / NGA-SCE regional centres or at designated Exam centres. Students will have a proctored computer based examination. The pattern of the question paper is composite, wherein 40 marks out of the 70 are reserved for Multiple Choice Questions (MCQ) and the remaining 30 Marks are reserved for three Descriptive questions of 10 Marks each.

The 50 marks for MCQ is further bifurcated as under:

No. of Questions	Marks per Question
20	1 mark each (Direct Questions)
10	2 marks each (Application based)

Exam Duration: 2.5 hours

- ## Flexi Exam Schedule: Weekends / On Demand (Computer based examination)

All Examination cycles have Flexi Exam schedule conducted on Weekends and are On Demand (three weekends x three days x three exam time slots). There is no scheduled (fixed) examination timetable and based on his/her eligibility the student has a choice to select the applicable semester subject, preferred exam date / time slot and preferred exam centre from the list of available exam centres for the respective examination cycle.

Flexi exam schedule would give you flexibility in terms of:

- Choice of Weekends - Exams would be scheduled on (Three) Weekends: Friday / Saturday / Sunday (Exam Dates will be announced & students to choose from the announced date)

- Choice of Exam Centre / Date & Exam Time Slot as per convenience (subject to availability) Exam Time slots (Three): 9.00 a.m. / 12.30 p.m./ 4.00 p.m.

- Choice to select exam centre from the list of available NMIMS Exam Centres / location

- Choice of subjects as applicable to students and as per their choice based on their schedule

- Choice to appear for one/two/three subject exams in a day (subject to availability)

Pls. Note: Exam Centre selection/date/exam time slot availability is on first-come-first-serve basis. Student must not wait till the last minute for exam registration as it could lead to unavailability of his/her preferred exam centre/timeslot.

Exam Fees: As applicable per subject per attempt

- **Passing Criteria**

  ❖ **For BBA / B. Com students**

    To be eligible for being declared as "Pass" in any course/subject, student is required to obtain **50% marks** on the aggregate of marks obtained in the Internal Assignment and Term End Examination taken together. **Please Note: There is no individual cut-off or individual passing criteria. Aggregate marks: 50/100 or more in each subject.**

    A student enrolled in the respective program (as applicable) will be declared 'Pass' after he/she fulfils the above passing criteria for all the subjects of all the semesters of the program.

    Please Note -
    Once you clear a subject there is no option for improvisation of marks as per policy
    Eg:- Student scores 50 marks in Term End Exam but 0 marks in Assignment, as per Policy he will be declared Pass in the particular subject and will not get an option to resubmit the Assignment or appear for the Term End Exam of that subject again

    1. **As per the revised examination policy w.e.f. April, 2016 examination, to pass (clear) the failed subject/s within the limit of his/her program validity, the student has the following options to choose from:**

       ● Submit only the failed subject assignment & not appear for the term end exam.

       Or

       ● Register & appear for the failed subject/s Re-Sit or Term End Examination (the previous exam cycle assignment marks will be carry forwarded in case there is no resubmission of assignment found in the respective exam cycle)

       Or

       ● Both, re-submit the assignment of the failed subject/s and also register & appear for the Term End Examination of the failed subject/s.

Please Note:

- **Best of Assignment marks and Best of Term End Examination will be taken into consideration at the time of Result declaration.**

- **Assignment question paper changes every exam cycle**. The latest exam cycle assignment question paper/guidelines will be applicable.

- **Assignment Resubmission:** In each subject, no assignment submission fees will be charged for the first two assignment submission **exam attempts**. However, from the third assignment submission exam attempt (applicable fees) will be charged per subject per attempt.

● Grace Rule

- A candidate failing in one or more subject/s in a semester 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)

- A candidate may be allotted **not more than 12 marks** (Six subjects in each semester) overall for completion of non-qualified courses, subject to passing in all subjects of the program by the candidate under the following circumstances.

  - If the **maximum period of studies of a candidate for a program comes to an end** and he/she is left out with one or more courses to clear the program and **it is <u>mandatory for the student to appear in the last exam attempt of the program validity.</u>**

  - The University decides to wind up any of its program and hence the attempt made by the student is the last attempt for the program.

- The above grace rules are made effective from the examination held in July 2013.

● Re-Sit Term End Examination Policies & Guidelines

Re-Sit Term End Examination is scheduled in April and September (Weekends/On Demand/Flexi Exam):

In addition to the June/December Term End Examination, Re-Sit term end examination will be conducted after declaration of results of the Jun/Dec. exams specifically only for *students enrolled in any program from July, 2014 batch onwards based on eligibility.*

- Students who had submitted assignment/s in Jun/Dec exam cycle, appeared for term end examination and failed to pass the subject/s (i.e. Total aggregate marks obtained were less than passing criterion) would be eligible to choose from three options: (a) whether he/she wants to re-submit only the assignment of the failed subject/s or (b) appear only for the term end exam of the failed subject/s or (c) both, re-submit assignment as well as appear for the term end exam of the failed subject.

- Students who had submitted the Jun/Dec. assignment/s and could not register for the June/Dec. term end examination of that subject/s are eligible for resubmission of assignment (if desired) register and appear for the Re-Sit or regular Term end examination.

- Students who had submitted the assignment, registered for Jun/Dec. term end exam but remained absent for term end examination are eligible for resubmission of assignment (if desired) register and appear for the Re-Sit or regular Term end examination.

- Students who had completed six months in a semester and who had not submitted assignments of a few subject/s of the earlier semester and who now are opting to submit assignments for previous semester subjects are eligible for submission of assignment and also eligible to register & appear for the Re-Sit or regular Term End Exams.

Pls. Note:

- **Student cannot directly first appear for Re-Sit Exams (April/Sept) as each student is expected to complete the academic cycle of the Semester enrolled for eg:- For a student enrolled in January batch the first applicable exam cycle would be June post which he/she can appear in any exam cycle (Sept / Dec / April / Jun)**

Re-Sit Examination will be conducted in Sept/April & students who would qualify:

- Student who has enrolled in (**January Batch**) will have to primarily submit the

  assignment and appear for the first term end examination in **June** and result will be declared within a time period of one month. In case a student fails in a subject/s, he/she will have an opportunity to appear for the Re-Sit examination in **September** instead of waiting till **December** of that year for the Term End Examination.

- Student who has enrolled in (**January Batch**) and has submitted assignments but

  could not register for *June Exams* for reason whatsoever, he/she will have an

  opportunity to appear for the Re-Sit examination in *September* instead of waiting

  till *December* of that year for the Term End Examination.

- Students who have enrolled in (**July Batch**) will have to primarily submit the

  assignment and appear for the term end examination in *December* and result will be declared within a time period of one month. In case a student fails in a subject/s, he/she will have an opportunity to appear for the Re-Sit examination in *April* instead of waiting till *June* for the Term End Examination.

- Student who has enrolled in (**July Batch**) and has submitted assignments but could

  not register for *December Exams* for reason whatsoever, he/she will have an opportunity to appear for the Re-Sit examination in *April* instead of waiting till *June* for the Term End

- Students who register for exams and fail and/or students who register for exams and

  remain absent can choose the re-sit exam month they would prefer to clear their failed/pending subjects in June/Dec or April/Sept. Failed students can appear for the

  term end examination in any of the above exam months based on their choice and

  convenience before the completion of program validity.

Examination Policy:

- Internal Assignment submission is no longer a prerequisite for doing exam registration.

- Student can register directly for the term end examination based on the eligibility.

- In case the student has not submitted the Internal Assignment for a particular subject and have registered and appeared for the Term End Examination: In such

cases, **Result will be kept on hold** due to non-submission of assignment. Student can submit the assignment of that respective subject in the next exam cycle as per the submission date announced but within the completion of Program validity.

- Student is not allowed to register and appear for Regular/ Re-Sit Term End Examination for the subject/s he/she has obtained aggregate passing criterion. There is no exam conducted for improving the marks of the Passed subject/s.

Pls. Note:

Examination Registration process will be same for Regular/ Re-Sit Term End Examination as per the dates announced by the NGA-SCE. Students need to regularly check the website/student portal for all latest announcements.

For availing the facility of a Scribe/Writer during Term End Examinations due to Permanent/Temporary Physical Disability/Learning Disability:

- A student who may have a permanent or temporary physical disability may apply to NMIMS University for appointing a Scribe for the examinations.

- The student should submit an application for the purpose along with a "Medical Certificate" from the Registered Medical Practitioner to that effect with the rubber stamp of the Registered Medical Practitioner on the certificate well in advance before every commencement of examination.

- The scribe/writer should be arranged by the student himself/herself well in advance i.e. at least one month and/or after exam registration and before the commencement of examination and inform the examination office of the University seeking approval of scribe appointed.

- For every exam cycle, student has to submit application seven days prior to the Examination for approval from the Controller of Examination – NMIMS (Subject to approval the student will be informed regarding the same)

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

- Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. For e.g. The examination of two hours, 20 minutes extra time will be allowed.

- The Examination in charge of the centre will have powers to resolve issues if any in this regard. She will be authorized to make/accept any last minute changes of scribe under exigencies.

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

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

- Hearing Impaired Students: Ali Yavarjung National Institute for the hearing Handicapped.

- Physically Challenged Students: All India Institute of Rehabilitation of Physically Handicapped.

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

• Facilities for the students having Learning Disability (Dyslexia, Dysgraphia and Dyscalculia) for the purpose of examination:

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

- These students would be given concessions for not attempting the questions of drawing figures, maps, drafts, etc. where necessary in the written exams.

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

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

- In the cases of L.D. students, the medical certificate of only Government Authorized Agencies should be accepted and for Mumbai Campus the Medical Certificates from only Sion Hospital/Nair Hospital will be accepted.

• Student Code of Conduct in the Examination Hall

• It is mandatory for the students to carry **SVKM's NMIMS Global Access School for Continuing Education Student Identity Card, print out of Hall Ticket on A4 size plain white paper and Photo ID Proof on all days of examination.** Without a Student Id Card and printed copy of Hall Ticket students will strictly not be allowed to enter the examination hall. Do not write/scribble anything on the Hall Ticket.

• Students will have to be present at the examination venue at least one hour before the actual commencement of the exam time.

• It is mandatory for the student to first register at the registration desk for each exam before commencement of the examination. Students are required to have their student ID card issued by NGA–SCE and Hall ticket and must produce these documents for verification. Students not having the said documents with them during the examination will be denied permission to appear for the examination. Without completing the registration formalities, students will not be allowed to appear for the examination.

• A student, who fails to attend examination at the time/date and place published in the Hall Ticket (Timetable) will be deemed to have failed in that course/subject. Opportunity for Re-examination will be given only according to the rules and regulations of NMIMS and within the completion of program validity.

• Carrying and/or use of any communication devices like any cell phones, PDAs and smartwatches and other electronic, recording, listening, scanning or photographic devices in switched off / on or any other mode carried intentionally or unintentionally is strictly prohibited in the examination hall. Non adherence may result in examination getting Null and Void. **Please ensure your communication devices are not in your person during the exam** and kept secured in your bag or at a designated place inside the lab. Students should ensure that all their bags and other personal belongings are deposited in the designated area, at their own risk. The University will not be responsible for the safety and security of the same.

• Students are forbidden to (i) bring any book, notes, scribbling papers, pagers, cell phones (even in switched off/silent mode), laptop or any other similar devices/things in the examination hall (Any such material found in possession of the student will be confiscated) (ii) Smoke in the Examination Hall (iii) bring eatables/drinks in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, (v) Exchanges of stationery, mathematical instruments etc. and neither tear any sheet's provided nor shall attach unauthorized additional sheets. Rough sheet's whether written or blank should be returned back to the lab supervisor after completion of the exam.

Above such acts amount to adoption of unfair means by the student's concerned and strict action will be taken against them. (Exam attempt could be declared as Null & Void). The supervisors/authorized persons are authorized to frisk the students.

- Query regarding questions in the examination question paper: If a student feels that there is a mistake / anomaly in the question paper, she/he should bring the same to the notice of the examination test administrator without disturbing or discussing with the other students in the examination hall. These queries with question number should be mentioned in the section provided feedback section.

- NMIMS will not be liable or accountable for any technology failure prior or during exams. NMIMS will however try to provide suitable resolution as it deems fit. NMIMS resolution in this case will be binding on the student.

- If the examination does not commence at the scheduled time or is interrupted midway due to any technical difficulty or for any other reason, candidates should follow the instructions of the exam officials. Students may have to wait patiently till the issue is suitably addressed and resolved. In case, the problem is major and cannot be resolved for any reason, their examination may be rescheduled for which the candidates would be duly intimated.

- Students should carry their own calculators for the required subjects. Borrowing of calculators during the on-going examination will not be permitted. As per the NMIMS University rules non-adherence will result in Term End Examination getting Null & Void.

- A student who disobeys any instructions given by the Authorized Persons/Room Supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him/her by the University.

- Any method to bribe the examiner's by attaching currency notes or chits or making an appeal inside the examination hall is strictly prohibited and will result in serious action being taken by the University.

- Student will be permitted to use the washroom only after completing the exam. Students will not be allowed to use the washroom during the examination. In case of a medical issue, a student has to seek one week prior approval from NMIMS University by sending a detailed medical certificate.

- Students should pay attention during the instructions given inside the examination hall as they are of utmost importance.

- Students would be given Sample Test Questions for practice purpose before they start answering the actual Examination Question.

- Every student present must sign against his/her student number on the attendance sheet provided by the Lab Supervisor.

- After login into the system, the student needs to read the instructions on the screen carefully before proceeding to attempt the questions.

- The total duration of the Examination for MBA (Distance) / Diploma students is two and half hours (2 ½) & for Certificate course students exam duration is of 2hrs. The answers / responses would automatically be seized exactly on completion of exam time. Once the answers are submitted, students would not be able to make any changes. No student requests to restart the examination after completion of exam duration will be considered for any reason whatsoever.

- Students would have the option to change the answer once selected till the time he/she finally submits or before the exam session ends.

- If a student has any query/doubt, they should approach the test administrator without disturbing or discussing with other students.

- 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.

- Students should come in proper dress code to appear for examination. Shorts, Bermuda's, caps etc. will not be permitted in the examination hall.

- Pls. Note: No vehicle parking facility is provided during the examination. Students need to manage for the same.

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	Annulment of the performance of the

	(offence committed for first time)	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	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the Examination	Student concerned to be rusticated from University
6	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
7	Impersonation for a student or impersonation by a student in University or other examinations	Student concerned to be rusticated from University
8	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.

9	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
10	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
11	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.

• **Result Declaration**

- Result is uploaded on the Exam Portal by NMIMS University. (Approx. four weeks from the last date of completion of Examination). The examination department will announce the result declaration date on the website a week prior to the date of result declaration for students' information.

- Student has to keep a copy of provisional Result declared on the portal for his /her records.

- **For students enrolled in Bachelor program**: In case a student is not satisfied with the marks awarded to him/her in the assignment or Term End Examination in any subject, he/she can apply under the Grievance Redressal Mechanism - Revaluation (which is date specific) mentioned in the student zone through the service request by paying the applicable fees. **Pls. Note:** Revaluation of only descriptive answers is applicable and not for multiple choice questions in Term End Examination.

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

Term End Revaluation Fee Refund Policy: Term End Exam Revaluation Fee refund is applicable for the particular subject as per below policy.

% difference in DQ and marks difference in Project (on maximum marks)	Refund applicable or not
increase/decrease of above 20% and 20 marks respectively	Refund applicable

Assignment Revaluation Process:

After declaration of Assignment Result in case a student is not satisfied with the Internal Assignment marks awarded to him/her in any subject of the scheduled Exam cycle, he/she may apply online for Assignment Revaluation through **Student Portal** > **Student Support > Service Request** > **Assignment Revaluation** by paying the applicable assignment revaluation fees. (Application window is online & date specific). No revaluation requests will be considered after the closure date of the assignment revaluation window.

Pls. Note: Applying for assignment revaluation does not indicate that the marks would increase than the original score. It could either remain same or increase or even decrease than the original score. Students are advised to take a conscious decision while applying for assignment revaluation. There is no compulsion on any student to apply for assignment revaluation from NMIMS University.

Assignment Revaluation Process:

- Under the Revaluation process after the student has applied for revaluation, the submitted assignment is sent to another examiner/s for detailed evaluation.

- The original marks/remarks obtained by the student is not shared with the revaluation examiner to ensure that fair evaluation is done.

- Fractional marks if any shall be rounded off to the next integer and revaluation result will be declared.

- The marks awarded by the examiner/s after revaluation shall be final and binding on the student applicant even if reduced.

- Marks awarded after revaluation shall be final as no further redressal is permissible as per the rules. No further request for revaluation will be entertained.

Assignment Revaluation Policy:

a. The assignment marks obtained after revaluation shall not be accepted by the school, if the difference between the marks originally obtained and marks obtained after revaluation increase or decrease by not more than ten percent (10%) of the maximum marks (difference is not more than three marks i.e. 10% of 30). The original marks obtained by the student shall be retained. There will be no change in the score and the original marks shall be accepted and assignment result will be declared. Fractional marks if any shall be rounded off to the next integer.

b. If the difference between the assignment marks originally obtained and marks obtained after revaluation increase or decrease by more than 10% of maximum marks (i.e. more than 3 marks) and increase or decrease by not more than 20% of the maximum marks (i.e. not more than 20% of 30 i.e. difference in marks is between four marks to six marks) in such cases, the average marks of the first and second evaluation shall be accepted by the School as the final marks for the said subject and will be updated in Exam Portal and assignment result will be declared. The marks originally obtained by the student in the said subject shall be treated as Null and Void. Fractional marks if any shall be rounded off to the next integer.

c. If the difference between the marks originally obtained and marks obtained after first revaluation increase or decrease by more than twenty percent (20%) of the maximum marks (i.e. more than 20% of 30 i.e. above 6 marks increase/decrease) in such cases, second revaluation of the said assignment shall be done by a third examiner. Assignment scores will be masked before allotting to third evaluator. In such an event, the average marks of the closest two examiner's marks shall be accepted by the School as the final marks for the said subject (irrespective whether marks increase or decrease after averaging). Marks will be updated in Exam Portal and assignment results will be declared. The marks originally obtained by the student in the said subject shall be treated as Null and Void. Fractional marks if any shall be rounded off to the next integer.

Assignment Revaluation Fee Refund Policy:

- With reference point (a) of revaluation policy above: In case there is (0%-10% difference: i.e. 0-3marks difference increase/decrease on maximum marks) in the declared assignment marks after revaluation: It's considered as No Change in marks & original marks remain the same.

  (No Assignment Revaluation Fee Refund is applicable for the particular subject)

- With reference point (b) of revaluation policy above: In case there is (11%-20% difference: i.e. 4-6marks difference increase/decrease on maximum marks) in the declared assignment marks after revaluation: It's considered as Change in marks & original marks are amended.

  (No Assignment Revaluation Fee Refund is applicable for the particular subject)

- With reference point (c) of revaluation policy above: In case there is (20% & above difference: i.e. more than 6marks difference increase/decrease on maximum marks) in the declared assignment marks after revaluation: It's considered as Change in marks & original marks are amended.

  (Assignment Revaluation Fee refund is applicable for the particular subject)

● Issuance of Marksheet / Issuance of Final Certificate

Issuance of Final Certificate for BBA / B.Com students:
Only on completion of program (All semesters all subjects as per passing criteria), student needs to apply to the University for a Certificate.

Process to be followed by eligible students for obtaining Marksheets/ Final Certificate for BBA / B.Com Courses:

- The student needs to log in to NGA-SCE Student Portal and raise 'Service Request' for Issuance of mark sheet / Issuance of certificate as the case may be.

- The University will generate required documents of the student concerned and arrange to send the same to the Learning Centre within twelve working days from the date of application for the Marksheet and twenty working days from the date of application for Certificate.

- Student concerned should connect with the Learning Centre after this period of twelve working days from the date of application and collect the marksheet/ final certificate after producing the University Identity card. Marksheet/ Final Certificate will not be handed over to any other person on behalf of the student nor will be sent to Authorised Enrolment Partner (Information Centre).

- In case a student wants 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 shipping address registered on the Student Portal under My Profile

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

● 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
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, Semester and Roll Number 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.

● Placement Guidelines:

Placement assistance is offered to students however it is the prerogative of the Schools & Campuses to decide, which of the programs this service should be offered.

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

In addition to the Employability Skills Module NGASCE will offer Placement support to students

Employability Skills

Module	Skills	Hours	Semester
Soft Skills for Managers	Soft Skills	10	I
Excel with MS Excel	Technical	10	II
Start your Start up	Technical	10	III

Content: Curated content

Online Sessions – The Lectures for Employability Skills will be conducted on weekends

Assessment: Faculty driven grading of 30 Marks for each Module (in the form of Assignment) Passing Criteria in Employability Skills is 50% of 30 marks in Assignment (i.e. 15/30) = Satisfactory / Non Satisfactory. There is no TEE applicable. Same rules as applicable for assignment submission in case of Non satisfactory.

Note – The marks for Employability Skills will not be included in the Marksheet.

Eligibility Criteria for registering for Placement Activities:
Course Completion Criteria:
90% of courses till Semester IV should be successfully completed at the time of registration for placement activities (in Semester V).
100% of courses till Semester V should be successfully completed at the time of commencement of Job Search (in Semester VI).
Marks Criteria:
 Minimum 60% required at the time of registration for placements (Aggregate of Term I to IV) in Semester V.
Minimum 60% required in each Employability skills module at the time of commencement of Job Search (in Semester VI).

Placement Guidelines

Registration for placement activities will happen at the time of Semester V registration.
Fee for placement activities need to be paid at the time of registration.
Placement activities will be contingent to student completing the BBA / B.Com Program.
Student should have successfully completed all employability skills modules at the time of registration for placement activities.

Conditions for Job Search Activity:
Students shall be provided placement within top 5 industries and locations chosen during Career Counselling session.
It is mandatory for a student to attend a job interview, failing which no further opportunities shall be provided. Exceptional cases will be reviewed by NGASCE management.
A student shall be provided upto a maximum of 3 interviews. In case the student is not able to clear any of the interviews, the student shall be debarred from the placement

activities.

Upon receiving a job offer, the placement service shall conclude for that student.

If the student has got a job offer in Semester VI but has failed to successfully complete the program, the job offer may be retracted.

● 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 Zone, can raise their queries online and will receive a request number for tracking purposes.

- Students who are waiting for "Student Zone" 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 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 (Monday to Saturday – 09.00 am to 07.00 pm)

- Students can also email their concerns and/or queries to ngasce@nmims.edu in case they are unable to raise their query online.

- 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 ngasce@nmims.edu.

- Incase of Escalations please follow the Escalation Matrix available on the Student Portal > Student Support > Contact Us.

● 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**

● List of E-Resources

Narsee Monjee Institute of Management Studies - E-Resources list

Library OPAC

Electronic Journal Databases

EBSCOhost

ProQuest Central

JSTOR

ScienceDirectScopus

Engineering Databases

IEE+POP

ASCE

Springer (Mech. Engineering)

ASME

ASTM

ScienceDirect

eBooks Database

E-library

McGraw-Hill

Pearson E-Books

Research Database

CRISIL

ISI Emerging Markets

CMIE: Economic Outlook

Frost & Sullivan

Company Databases

Capitaline

Statistical Database

CEIC

IndiaStat

Directory

Cabell's Directory

Marketing Databases

WARC

Law Databases

West Law

Manupatra

People you should know

At the University

Dr. Ramesh Bhat

Vice Chancellor

Sharad Y. Mhaiskar

Pro-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 - Operations and Student Services

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 fulfill 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, student identity card, and courseware.

Signature: _____

CERTIFICATE/DIPLOMA/POST GRADUATE DIPLOMA 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
_____