NMIMS GLOBAL ACCESS

SCHOOL FOR

CONTINUING EDUCATION

STUDENT RESOURCE BOOK

(Applicable for April 2021 batch onwards)

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Message from the Vice Chancellor

Dr. Ramesh Bhat

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

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

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

Responding to the new era of the 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 onetime activity. Individuals have learning needs at different stages of their life and career. With this understanding the School of Distance Learning was renamed as School for Continuing Education. Technology has made Geography redundant and hence we felt we need to accordingly react this in our schools. NMIMS Global Access, which prefaces School for Continuing Education, reacts such understanding. We believe learners and teachers can come from anywhere in the world. The dream for NGA – SCE is to leverage the best resources available in the world to enhance learning experience of all those who join NMIMS NGA – SCE is yet another pedagogy tool for customized learning.

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

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

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

I am sure you will have an enriching learning experience.

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, Post Graduate and Master's level to suit your needs and aspirations. We have robust programs which are vetted by the industry experts. Our program content comes very close to full time management programs. With the advancement in technology, we strive to provide 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, Indore, Chandigarh and Ahmedabad. These centers are NMIMSs' own centers having state of art infrastructure to deliver quality education. Apart from that, the centers are equipped with classrooms and have the best in class faculty available . These centers also act as local contact point for students within that area to facilitate student support services. Our University Regional Office are one of our biggest differentiators in Distance Learning Space.

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

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

Admissions

Eligibility Criteria:

Engineering (B.Tech degree) or graduation in Maths/Computer Science / Statistics / Economics / B.Sc. Degree with Math components with minimum 50% marks at graduation level and minimum 2 years of work experience

Or

Engineering (M.Tech degree) or Masters Degree in Maths/ Computer Science / Statistics / Economics / M.Sc. Degree with Math components with minimum 50% marks at graduation level and minimum 1 years of work experience

Program Validity

Duration of the Program   -   24 months

Validity up to   -   48 months

Mandatory Document List (self-attested):

B.Tech/B.E. in Computer Science / Statistics or Bachelor's Degree in Maths/ /Economics/Science with Maths Component with a minimum of 50% and 2 years of Work Experience.

- a.   10th Mark sheet OR Certificate

- b.   12th Mark sheet OR Certificate

- c.   Bachelor Degree Mark sheet(with Maths Component)

- d.   Bachelor Degree Certificate

- e.   Any other Qualification document (Mark sheets/Certificate)

- f.   AIU Certificate (For Foreign University)

- g.   Work experience Certificates - 2 years

- h.   Photo ID Proof

- i.   Defence Document (if applicable)

- j.   Relationship Document (if applicable)

M.Tech/M.E. in Computer Science / Statistics or Master's Degree in Maths/Economics/Science with Maths Component with a minimum of 50% and 1 year of Work Experience.

- a.   10th Mark sheet OR Certificate

- b.   12th Mark sheet OR Certificate

- c.   Bachelor Degree Marksheet (with Maths Component)

- d.   Bachelor Degree Certificate

- e.   Master Degree Mark sheet (with Maths Component)

- f.   Master Degree Certificate

- g.   Any other Qualification document (Mark sheets/Certificate)

- h.   AIU Certificate (For Foreign University)

- i.   Work experience Certificates - 1 year

- j.   Photo ID Proof

- k.   Defence Document (if applicable)

- l.   Relationship Document (if applicable)

Instructions:

Candidate should score minimum marks as defined by the University from time to time, combining all 3 components to become eligible for Admission.
1. Rounding off a fraction of marks for the purpose of eligibility or academic component is not permissible.
2. In case of application showing grade points, conversion formula as given by the respective University / Institute must be supplied.
3. All claims of qualification, experience, reservation, grade conversion, etc. should be justified at the time of Interview.
4. Decision of the University w.r.t Admission will be final and binding on all candidates.
5. Selected student will be sent Offer letters.

Fee Structure:

Particulars	Amount
Application Fee	Rs. 1,500/-
Program Fee Annual Fee Full Fee Full Fee	 3,00,000 6,00,000 5,70,000/- (If payment is made directly by the student to the University in one go without opting for Loan option)

*10000/- Initial Amount will be collected along with the Application fee of 1500/-

*Including Exam fee for Default attempts.

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

- Candidate can make payment of fee via online mode.

- Candidate will be required to make payment of 40000/-Seat reservation amount within 7 days from the date of receipt of Offer Letter to book the seat. Balance fee has to be paid within 1 month from the date of receipt of Offer Letter or the last date for payment as announced by the University whichever is earlier.

- If the candidate is not able to make payment of Seat Reservation amount within 7 days then the only option of making complete fee payment will be available. If the candidate is not able to make payment of complete program fee within 1 month from the date of receipt of Offer Letter, late fee of Rs. 10000/- will be applicable till the last date for payment as announced by the University. No time for payment will be provided after the last date for payment as announced by the University.

- Defence discount of 20% on the Program fee will be offered to Defence Personnel, Paramilitary Forces, Ex-Servicemen and the Immediate blood relations of these Personnel.

- Candidate can opt for Instalment payment option, minimum instalment applicable will be 20% of the Program fee and complete program fee payment is to be made within 1 month from the date of receipt of Offer Letter or the last date for payment as announced by the University whichever is earlier. Instalment payment is to be completed in 5 instalments.

- Candidate can also opt for loan facility for payment of program fee. Loan facility will not be applicable for payment of Seat Reservation amount. The loan approval should be received within 1 month from the date of receipt of Offer Letter or the last date for loan approval as announced by the University whichever is earlier.

Admission Process:

1. **Application:**
   a. Candidate will fill the complete online application form.
   b. Registration number will be generated, and communicated to the candidate via email
   c. Candidate will pay the fee i.e. Registration fee + Initial Amount or Registration fee + Program fee.

2. **Documents:**

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

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

3. **Test / Interview (Case to Case basis):**
   a. Some of the candidates can be identified for Test/Interview.
   b. Test/Interview date and time will be allotted after confirming the same with the candidate.

4. **Selection:**
   a. Selection / Rejection will be intimated via email.

5. **Payment:**
   a. Selected candidates will make payment of seat reservation amount within 7 days of receipt of Offer letter and balance fees within 1 month from the date of issuance of Offer letter or last date announced by the University for Program Fee Payment whichever is earlier.

6. **Confirmation:**
   a. Upon payment of the full program fee/loan disbursal, approval of all mandatory documents and verification of mobile and email ID, a candidate's admission will be confirmed.
   b. Student Number will be generated and will be sent via email to the confirmed students. Welcome Letter along with Student ID card will be dispatched via courier to Students Shipping address

Cancellation Rules & Refund Procedure:

1. Candidates who paid the complete / part payment of program fee at the time of application fee payment but are Rejected, will get the refund of the complete amount paid towards program fee payment.Application fee is non-refundable.

2. The Application fee of Rs.1500/- is non-refundable. If the candidate applies for cancellation prior confirmation / student number generation or if the candidate is not able to make complete payment in the stipulated time provided as per the Offer letter administrative charges will be deducted (as mentioned below) and balance amount will be refunded:

   Deduction of 1000/- will be applicable if the Test / Interview slot is not given.
   Deduction of 5000/- will be applicable if the Test / Interview slot is given.
   No Deduction will be applicable if Rejected.

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

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

5. Students who have made payment of complete program fee and wants to apply for cancellation prior re-registration of Term 5 will be eligible for deduction of Annual fee + administrative charges and balance will be refunded from the program fee payment made.

Re-registration:

1. Students who will be paying complete 2 years' fee will be automatically re-registered for their successive terms on completion of their current term.

2. Students who will be paying 1 year fee will be automatically re-registered for their successive terms till Term IV on completion of their current term, on payment of the 2nd year fee they will be automatically re-registered for their successive terms on completion of their current terms

3. Students will be informed about their re-registration via mail.

4. Student will have an option to skip the term by notifying the University by selecting the De-registration option which will be available on their portal.

Process to be followed for Re-registration:

- On completion of their Term (Result declaration) student will be automatically re-registered for their successive term and will receive a system generated email to confirm the same.

- Student will have an option to skip the term by opting for De-registration for the upcoming term by raising a Service request for the same. This facility will be available with them till 2 days prior to the start of their lectures for their current term.

- Students who skip their term will automatically get re-registered for their upcoming term when the default exam result is declared for the term skipped by them.

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

Option 1: Only Re-exam:

1.Student can choose to self-study and only appear for re-exam for 100 marks conducted at the end of every TERM by paying the applicable fees of Rs 2500 per subject

2. Student will have access to the learning management system and resources like session videos, presentations and curated content from active Academic cycle. Students will not have access to earlier resource material

3. Student will not have access to Live lectures, Post a query or any Academic help to resolve curriculum or content related doubts

4. There is no limit on the number of subjects a student can take up for a Re-exam held at the end of the term.

5. Student has to make this decision while the re-exam window is live. No exceptions will be made once the Re-Exam window is closed for the particular Term

Options 2: Repeat Subject:

1. This option allows student to learn and experience the subject as a new student

2.   Student will have to pay subject wise fees as per the dates defined by the University, fees is subject to change and will be informed to the students at the time of registration

3. Rs 6000* No of Credits applicable to the subject opted

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

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

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

- Student is required to obtain 50% marks on the Total maximum marks (100) in aggregate [Combination of IA and TEE]

- Student must obtain 40% marks of the maximum marks in TEE exam [i.e. 16 marks or more out of 40 marks]

- Student fails to appear for the scheduled Term End examination of 40 marks for any subject for reasons whatsoever or overall fails in the subject/s

Academics

1. Academic Delivery

NMIMS Global Access – School of Continuing Education under NMIMS Deemed – to – be-University, Mumbai offers Management Education through a blended learning model. The curriculum of the Master of Science in Artificial Intelligence and Machine Learning Ops covers base skills in mathematics, computer science, management, and law and builds competency in core artificial intelligence methods, computational science, electives that incorporate computer vision, text mining and natural language processing, big data and robotics and autonomous systems and reinforcement learning

- The program is designed across 8 terms

- **Quarter 1: Mathematics and Computer Science -** The first quarter focuses on creating a fundamental base of mathematics and computer science course that lay the foundations for the program.

- **Quarter 2: Computer Science and AI & ML -** The second quarter continues to focus on creating a fundamental base with focus on basics of probability, essential programming and advanced data structures.

- **Quarter 3: AI & ML -** The third quarter focusses on artificial intelligence and machine learning. It introduces participants to telling stories with data and visualization, design thinking and algorithms in machine learning.

- **Quarter 4: AI & ML -** The fourth quarter teaches participants advanced AI and ML concepts. They learn how to write end to end production ready AI/ML code, neural nets and their first chosen Elective. The choice of Elective offered depends on a minimum of 10 students who chose it.

- **Quarter 5: Computer Science, AI & ML and Business -** In quarter five, participants study advanced python programming, specialize in their second advanced AI & ML Elective. They also start the complementary business modules of the program. The choice of Elective offered depends on a minimum of 10 students who chose it

Electives	
Computer Vision fundamentals and Deep learning applications	Text Mining and NLP, Deep Learning for NLP
Big Data: An overview of Big Data and Hadoop ecosystems	Robotics and Autonomous systems and Reinforcement Learning

- **Quarter 6: Business Courses -** In Quarter six, participants continue and complete the Business courses that complement the advanced AI and ML courses.

- **Quarter 7: Computer Science and Hands-on Product Deployment Bootcamp -** In quarter seven, participants finish their computer courses and undertake a product deployment bootcamp which allows them to apply all the concepts they have learnt in the previous modules. Students will be given an industry problem to solve and will build prototypes for those problems to be able to demonstrate all the learning in the course and also get ready for solutioning real world problems.Examples of these can be recommendation engines, chatbots, price prediction models etc. They also start work on their Master Project.The Master Project guides let students validate a research paper results and prove those results using real data. It helps them to think about the business problem, use data to understand how to apply research results and prove or disapprove the hypothesis. They will then writeup their research results and defend them.

- **Quarter 8** - In quarter eight, participants work towards completion of their rigorous hands-on Master Project

Batch Details:

- Weekday Batch

- Monday to Thursday– 2 Hours (7.30 pm to 9.30 PM)

- 60 - 120 Students Per Batch

- Per Course completion time – 15 to 20 Days

- Total Credits: 100

Quarter	Name of Module	Credits
Q1	Foundations of Probability & Statistics for Data Science	5
Q1	Data Structures and Algorithms	4
Q1	Advanced Mathematical Analysis for Data Science	3
Q2	Essential Engineering Skills in Big Data Analytics	3
Q2	Statistics and Probability in Decision Modeling -1	3
Q2	Statistics and Probability in Decision Modeling -2	3
Q2	Advanced Data Structures and Algorithms	2
Q3	The Art and Science of Storytelling and Visualization& Design Thinking-1	3
Q3	Methods and Algorithms in Machine Learning -1	4
Q3	Methods and Algorithms in Machine Learning -2	4
Q4	Methods and Algorithms in Machine Learning -3	3
Q4	AI and Decision Sciences	4
Q4	Elective 1 - (Pick 1 out of 4): 1.Computer vision fundamentals and deep learning applications 2.Text mining and Natural Language Processing Deep learning for NLP 3.Big Data : An overview of Big Data and Hadoop ecosystems 4.Robotics and Autonomous Systems and Reinforcement Learning	5
Q5	Advanced Python Programming	3
Q5	Elective 2 (Pick 1 out of 4) (Options same as Elective 1)	5
Q5	Business Comm. & Presentation Skills - Data Analytics	1
Q5	Economics for Analysts	2.5

Q6	Business Law and Ethics	2.5
Q6	Behavior Science and Analytics	2.5
Q6	Digital and Social Media Analytics	2.5
Q6	Product Management	2.5
Q6	Project Management	2.5
Q7	Architecting Enterprise Applications and Design Thinking-2	3
Q7	Product Deployment Bootcamp	5
Q7	Quantitative Research Methods	2
Q7	Masters Dissertation	5
Q8	Masters Dissertation	15

• Academic Policy

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

a. Courseware

- NGA – SCE shall provide access to courseware to each admitted student. Study Material will be in the form of e-Learning resources and curated content.

• Live Online Sessions

- NGA – SCE shall conduct Online live sessions per course.

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

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

- Students can attend the Live Online session from their place of preference subject to availability of necessary infrastructure.

- NGA – SCE shall not be responsible for any technical and/or other issues faced by students during Live Online sessions.

- Faculty in Live Online session shall have the right to expel any student from the session if he/she found posting objectionable/obscene/in-appropriate comments in the chat or while on unmute using language that faculty for the sessions considers inappropriate. The decision taken by the faculty to expel shall be final and binding on the student.

- If any student is found posting objectionable/obscene/in-appropriate comments in the chat window or while communicating with University officials through any communication medium, NGA – SCE may reserve the right to take action against the student including cancelling his/her admission.

- The session shall start at its designated time irrespective of fact that all/any participant has joined or not and continue as per schedule.

- NGA – SCE strongly recommends filling the faculty feedback form that is available in Student Portal. This will help us to improve our lecture delivery quality.

- The recording of Live Online session shall be made available in Student Portal – Learning Resources tentatively in 4-5 hours from the conduct of the session. The recording can be delayed in case of any technical issue faced.

- **Learning Management System: Student Portal**

  - NGA – SCE shall provide the login-Id and password to the students for accessing its Student Portal as a part of the student kit. The access of Student Portal will commence within 48 working hours of admission confirmation.

  - NGA – SCE strongly recommends that in order to keep the password secure, students should change password after logging in for the first time through the login-Id and password provided to them as a part of welcome email and should not share it with others.

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

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

- The content uploaded in Resources is property of NGA – SCE and provided to students for their Academic purpose only. Any unauthorized attempt to misuse these materials may lead to disciplinary action against the student as the NGA – SCE deems fit including cancelling his/her admission.

- NGA – SCE shall not be responsible for any technical or non-technical issues beyond University's control, we will ensure all support to mitigate any inconvenience caused to our Students.

- NGA – SCE may stop temporary or permanent access to Student Portal for any student if he/she is found posting objectionable/obscene/inappropriate comments/contents/images/videos or any other media form that NGA – SCE considers inappropriate/obscene. The decision of NGA – SCE shall be final and binding in such case.

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

- The access to student Portal is a part of NGA – SCE's effort to provide effective course delivery to students enrolled in different programs of NGA – SCE. However, if any student is found sharing his login-Id & password with any person whether or not he/she is a student of NGA – SCE, he/she shall be liable to disciplinary actions the school may think appropriate including cancellation of his/her admission.

- The access to Learning Resources/Contents in Student Portal shall be provided only for the Terms of the program for which student has been enrolled and registered. The access to Learning Resource in case of re-registration shall commence only after confirmation from the admission department in this regard.

- The access to student portal shall be discontinued by NGA – SCE for a student who clears the program or on completion of validity of program from the date of registration for that program whichever is earlier. Clearing the program for this purpose means the student has been declared pass in all the papers of the program including the Boot Camp and Masters Dissertation

- Q & A section in Student Portal caters to all course/session related queries.

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

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

Process:

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

a. General

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

Examination & Evaluation

NGA – SCE examination evaluation mechanism has mainly two components:

- Internal Assessment (IA)
- Term End Examination

The evaluation pattern differs for the Boot Camp and Masters Dissertation.

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

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

- **Internal Assessment (IA)**

  - **Internal Assessment Credence and Policies**

    - Internal Assessment has 60% weightage (60 marks).

- In each Term for every respective subject, Internal Assessment is a mandatory component and a student has to submit the Assessment online only through the Student Portal on or before the last date/time set for submission by NGA-SCE.

- In each subject, during or after completion of every academic lecture (session) there would be an Assessment (weightage depends on the subject)which the student has to attempt within the date/time set. Duration of these Internal Assessments will be 30 minutes (Technical subject) and 45 minutes (Management subject) or as mentioned by the faculty at the time of IA window is live. The student will have 20 minutes from the time of the start of IA to join the session

- In each subject the number of Assessments will depend on the credits applicable for that subject

- In case a student appears for all assessments in a subject, the Best of marks scored (as applicable subject wise) would be taken as Internal assessment has 60 marks credence.

- In a subject, if a student misses any Assessment, for whatsoever reason– it will not be conducted again.

- Internal Assessment has no individual cut-off component i.e. there is no individual passing cut-off marks out of 60 marks.

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

b. Internal Assessment Structure and Format

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

a)   Case Study Analysis

b)   Analytical and Computational Problem Solving

c. Internal Assessment Guidelines and Procedure:

- In each subject, during or after the <u>academic lecture (session)</u>, the faculty would be assigning internal Assessment to the students. These Assessment submissions are date/time bound. Student needs to <u>attempt and submit the Assessment on or before the last</u> <u>date/time declared by NGA-SCE for that respective session Assessment</u> (the Assessment to be submitted would be before the commencement of next lecture based on the announcement done by the concerned faculty).

- Internal Assessment will be made live under each respective subject link.

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

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

- Auto-generated submission email is only an acknowledgement of the Assessment attempted / submitted by the student in the system (right/wrong/blank/corrupt) as the case may be and not confirmation from NGA-SCE certifying it is being checked/right submission.

- Students who are overseas need to follow Indian Standard Time for attempting Assessments.

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

- Internal Assessment (IA) Test has 60% credence. As per the applicable subject, every student has to attempt and submit the Internal Assessment Test on or before the time slot suggested by the concerned subject faculty.

- In each subject there would be internal assessments. Students to refer to the calendar shared with the IA dates with the marks weightage for every subject. Assessment result would be tentatively declared within 48-72 hours on the student portal.

- In case a student appears for all assessments in a subject, the Best of marks would be taken as Internal assessment has 60 marks credence.

- In any session, if a student misses to submit assessment for any reason whatsoever - no request to re-conduct/resubmit the internal assessment again would be considered. Student will have to attend the next session assessment.

- For each technical subject, time duration of IA Test is 30 minutes and for Management subjects the time duration is 45 minutes. Once the test has started, student needs to attempt the questions and duly submit the test before the set end time.

- There is an on-screen calculator enabled which students can use during their IA. Use of paper pen and physical calculator is also allowed during the IA. However switching screens (Alt. Tab) is strictly prohibited.

- While giving the IA test you are not allowed to close the IA page, minimize the IA page or switch to a different page. These user activities are captured and you will marked for Copy Case.

- Students taking the IA Test on mobile devices, Need to use pinch to zoom feature where question is having any image.

- Notifications need to be disabled if student is attempting the IA on Mobile device
  For Descriptive Type Answers in Management Course:
- All the descriptive type answers are to be explained in not more than 1000 words (approx. 5000 characters) for 10 marks and not more than 500 words (approx. 2500 characters) for 5 marks
- Write the answers in your own words. Students copying the matter from internet, other students or any other source will be penalised and marked under copy case.
- Students must ensure there is proper internet connectivity at their side while attempting the tests. No network disruption /power failure/ any other I.T. issues faced at the student's side will be considered.
- In case of some technical / IT issue student can rejoin the test but it has to be within the duration of assessment (i.e. within 30mins of starting the test) and student can resume from where it was interrupted. However, no network disruption /power failure issues faced at the student's end will be considered
- There is no negative marking in MCQs
- In case of any doubt or query regarding Assessments, student can chat with the faculty during the Lecture / mention the query on chat with the Course Co-ordinator / write an email to ngasce@nmims.edu

d. Internal Assessment Evaluation Process:

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

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

- **Term End Examination (40marks)**

  - **Term End Examination Weightage and Schedule**

  - Term End Examination has 40% weightage (40 marks)

  - In each term, for every subject, TEE is a mandatory component and students need to appear as per the exam date/time declared by NGASCE.

- Term End Examination will have fixed subject wise Exam Timetable. 40 marks Examination will be conducted after completion of entire teaching (lecture) hours for that respective subject.

- Term End Examination would be scheduled in 2 different slots only on Saturday (Slot 1) and / or Sunday (Slot 2) . Exam duration will be for **120 mins**.

- No registration is required for TEE for either of the slot. Link to appear for TEE will be visible 12 hours prior to the examination on Student Zone> What's Due tab.

- Exam fee is part of the program fee for the default attempt.

- Term End Examination has individual cut-off component i.e. individual passing cut-off marks (40% of 40 marks = '16 marks'). To pass in a particular subject, the student must obtain 40% marks of the maximum marks of that final exam (i.e. 16 marks or more out of 40 marks).

- Term End Examination would be computer based, scheduled at student's choice of location (home/office) or prefixed NMIMS exam venues. NMIMS reserves the right to change in policy regarding the exam venues.

- Term End Examination will be remotely proctored.

- Students must ensure system Compatibility by going through the compatibility tests and Demo exams under > To do tab (left hand menu) > Utilities.

- Students are not allowed to take a break or use the restroom during the examination.

- University will initiate appropriate action in case a student is found to be not adhering to the instructions / using unfair means/ possessing any unauthorized material of any type.

- There is **no revaluation process** post declaration of result. However, faculty remarks could be shared with the students (on request only)

Passing Criteria for Final Examination

To pass in a particular subject,

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

- The student must **obtain 40% marks of the maximum marks of Term End Exam (i.e. 16 marks or more out of 40 marks)**

Non Fulfilment of Passing Criteria of Final Examination

- In case any student fails to appear for the scheduled Final examination in any subject for reasons whatsoever or overall fails in the subject/s: These students will have to **appear for the Re-exam of 100 marks which would be scheduled after completion of academic lectures of all subjects of that term**.

- The student can appear for the Re-Exam on the scheduled dates at the end of every Term (Charges applicable)

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

- Student who overall fails the subject/s or student who could not appear for the 40 marks Final Examination or student who has missed the Assessment submission will be allowed to appear for Re-Exam with 100 marks weightage.

- The entire exam registration is an online process. Students need to register for the Re-exam when the Online Exam Registration Window opens for the Re-Exam.

- Student has to log in to Student Portal > Exams to register for Re-Exam and proceed as per the Exam Registration steps which would be shared by the University

- The applicable examination fee payment mode will be as per the options given (Debit Card/Credit Card/Net banking) and can be paid on or before the specified last date which is pre – declared by the University. No cash / Demand Draft option is available for payment of Exam Fee.

- Re-Exam fee of Rs. 2,500/- would be applicable for each subject.

- Students can choose his/her preferred subject / exam center / date and time slot based on availability and pay the exam fees for the applicable subject/s. Exam registration is based on a first come first serve basis. Students need not wait till the last date/time for doing their exam registration.

- On completion of the Exam Registration process, an auto-generated email is sent to the students registered email id. Students needs to check the exam booking confirmation email and in case of any discrepancy, report to the University immediately by sending an email on or before the exam registration window is open. Please note, students who are overseas need to follow Indian Standard Time for exam registration.

- For students who would register for Re-Exam, Hall Ticket will be released on Student Portal 3-4 days prior to the commencement of Re-Exam. Student needs to download and print the Hall Ticket on plain white A4 size paper and carry it on the day of examination along with the student ID card.

Please note:

1. Re-Exam Fee is not a part of the program fee and is charged separately. Re-Exam Fee as applicable is per subject per attempt.
2. The examination registration fees once paid is neither refunded nor carried forward to the next exam cycle by the University.

Passing Criteria for Re-Exam

- To be eligible for being declared as "Pass" in any subject, student is required to obtain **50% marks** on the Total maximum marks **(50% on 100 marks i.e. 50 marks mandatory to clear the Re-exam).** The Internal Assessment marks and Term End Exam marks (if attended) stands cancelled and overall latest marks obtained in the Re-Exam will be considered.

- There is no provision for the improvement of marks if the student meets the passing criterion i.e 50 marks out of 100 marks in each subject

Progression to the subsequent Term of the programme

- A student will be promoted to the subsequent term of the programme only when he/she fulfils the above passing criteria for all the subjects of the Term.

- Students who are not able to clear their Term will have to either repeat the subject (Fees applicable) as a fresh subject or appear for the Re-exam in the next Term by paying applicable program fees.

- Students can repeat the same term only if validity period permits. There is no program validity extension option applicable.

Bootcamp:

In Q7, there will be an On-campus boot camp in Mumbai where the students will build and scale two applications/prototypes from start to finish individually using tools like python, docker and git-hub

Product Deployment Boot camp (Individual project)

Overview:

● The students will build and scale two applications/prototypes from start to finish individually using tools like python, docker and git-hub.

● Pre-requisite: All AI and ML courses, All Mathematics Courses and Advanced Programming in Python. Objectives:

● Enables students to understand and apply the concepts of deployment and scaling an ML/AI application/ prototype using an industry problem.

 ● It serves as an individual hands-on real-world session post completion of a set of core AI and Elective courses and applying knowledge to a real problem. Outcomes:

● Execute and practice two end-to-end deployment cycles via projects assigned with the help of mentoring along with working on their own

Key information:

● Participants finish their computer courses and undertake a product deployment bootcamp which allows them to apply all the concepts they have learnt in the previous modules.

● Students will be given an industry problem to solve and will build prototypes for those problems to be able to demonstrate all the learning in the course and also get ready for solutioning real world problems. Example: recommendation engines, chatbots, price prediction models etc.

● For Bootcamp, with 5 credits, students work on problems individually in a hands-on approach.

● The Product Deployment Bootcamp immersion will be conducted in Mumbai in a face-to-face class format (On Campus) for 5 days.

● First 8 hours will be live teaching and the next 32 hours will be spent individually (with mentor help) in building two prototypes based on an industry problem (Example-chatbots, price prediction etc).

● Presenting working models of the same via code and a powerpoint presentation will be done in subsequent weeks.

● It will be mandatory to attend the Bootcamp on location.

● Students who miss the Bootcamp with their batch can join it in another batch.

Unit I (Day 1) (8 Hours)

 Following topics will be learnt via Assessment to students using Python:

● Developing project in Python IDE (VS Code). Debugging Python in python IDE.

● Knowledge of Python Loggers.

● Going through the data science life cycle (data acquisition to model deployment).

● Executing batch jobs and schedulers using Python.

● Deploying Jobs AI ML application in production i.e. deploying a Python Script, other scripts to deploy jobs and understanding serverless job deployment.

● Understanding Containers and different Container types,

● Understanding Dockers,

● DevOps from an operational perspective, CI/CD(Continuous Integration Continuous delivery),

● Tools used in CI/CD – like introduction to Github, code building and deployment tools Unit II (Day 2-5) (32 Hours) -

● Building application/prototype 1 and 2 Unit III:

● Presenting code, working prototype and 3-5 slide presentation (scheduled in the subsequent week

Evaluation

 ● Students will be graded on Approach, Solution and Presentation on 2 prototype builds

● Students will be required to present their work which includes working code for the prototypes, and a 3-5 slide deck on the goals and approach taken

● The Product Development Bootcamp will be scored, and a grade assigned based on the two projects completed. Code and presentation will be uploaded and graded and they will get 15-30 minutes as a group to present their results

● Students will need to get a non-failing grade for the Product Deployment Bootcamp to be awarded the Degree.

Masters Dissertation: Q7 & Q8 Masters Dissertation (Individual work)

In the 2nd Half of Q7 and entire Q8 will be focused on the Masters Dissertation. The Masters Dissertation lets students validate research paper results and prove those results using real data

 Students work on individual research topics that demonstrate technical abilities to build ML and AI solutions and perform critical analysis proving or disapproving paper results.

● Analyze, develop, implement and test the solutions

● Validate and draw reasonable conclusions/recommendations from the research with data.

● Document the work in the form of a well-written, properly organized dissertation write up and presentation and defense.

● Complete a dissertation and presentation with potential for presentation

● Orientation for the Masters Dissertation will be conducted

● Assessment of topics, related research journal articles and data sources to each student.

● Weekly guidance for 20 weeks for 1 hour a week per student

● A marking assessment every two weeks

● Student research time 9-10 hours per week for 20 weeks Assessment Scheme The marking scheme for the Masters dissertation will be broken up into three components:

    Total Marks for Approach (20 Marks)

    Total marks for Solution (40 Marks)

    Total Marks for dissertation Write Up + Presentation + Defense (40 Marks)

<u>**Evaluation**</u>

The Master dissertation will have a final **Satisfactory/Unsatisfactory** rating given based on an internal and external examiner. Individual assessments will be done at the end of week 6, week 16 and week 20 for the Masters Dissertation on the different components with Approach in Quarter 7 and Solution and Defense/Write up and presentation in Quarter 8.

● The degree cannot be awarded unless the Masters Dissertation has been satisfactorily cleared. Participants will get one additional chance to clear their Master Dissertation in case they do not get a satisfactory rating the first time.

● Students will submit their work online on the portal and work to be reviewed and graded by professors based on the schema. Final presentations will be made online via video links to the panel.

● The students work if found unsatisfactory are required to resubmit the master dissertation within 3 weeks.

● Pass marks for Masters Dissertation are 50% each for the Solution and Defense/write up components. Students must get minimum 50 % at Solution stage to be considered for the Dissertation Defense/write up.

● If the resubmission gets an unsatisfactory grade, they will need to repeat the Masters Dissertation with newly assigned topics with subsequent batch(es) with an additional cost (as decided by the NMIMS).

● Failure to pass the second attempt along with the resubmission will mean they will not be awarded the M.Sc - AI and ML Ops Degree.

- **Grace Rule**

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

- **Grading**

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

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

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

Calculation of GPA (Grade Point Average):

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

GPA = $\sum$ CG / $\sum$ C

Calculation of CGPA (Cumulative Grade Point Average):

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

CGPA = $\sum$ GPA / $\sum$ Terms passed

C = Credit value assigned to a course /subject

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

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

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

Result will be declared as per the dates mentioned on the Calendar

UnFair Means

Indiscipline / Unfair Means / Impersonation / Malpractices adoption will be dealt strictly by the University. Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination only after giving an undertaking in writing that the decision of the University in respect of the reported act of unfair means will be binding on them.

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

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

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

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

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

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

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

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

Issuance of Gradesheet / Issuance of Final Certificate

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

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

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

- The student needs to log in to NGA-SCE Student Portal and place 'Service request' for Issuance of Gradesheet / Issuance of Final Certificate (as applicable).
- The University will generate required documents within 10-15 working days from the date of Service Request raised. The University to deliver the gradesheet/ final certificate at his / her residential address, the same will be delivered on payment of postal/ courier charges of Rs.100/- each. Online payment option is available at the time of raising service request. Student is also supposed to verify and confirm the address updated on Student Portal > Edit Account > Contact Information since this address will be picked up by the system to deliver the requested documents.

For any query as regards the above, the student has the following options :
Contact the Learning Centre / write an email to ngasce@nmims.edu / Chat with Course co-ordinator / Call the Toll Free Number 1800-1025-136 Monday to Saturday (09:00 am to 07:00 pm)

Program Exit Process
- Student who completed First year of the program will be eligible to take an Exit
- Student will have to raise a Service Request for opting for Exit Program prior reregistration of Term 5
- Student will be awarded Post Graduate Diploma in Data Science
- Student who have made payment of complete 2-year fee and applies for an Exit prior re-registering for Term 5 will be eligible for Refund - Deduction applicable will be Annual fee + administrative charges and balance will be refunded from the program fees paid

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

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

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

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

- Copy/ies of mark sheets/grade sheets for which you require duplicate mark sheet/grade sheets (if available), which will help us to process your request speedily. In case, you are not in a position to send copy/ies of your mark sheets/grade sheets, please furnish your correct Student Number, Name of the Programme Month & Year of exam appearance, Term and Roll Number (SAP ID) for which you require duplicate mark sheet/grade sheets.

- First Information Report (FIR) – in case of loss of the documents as mentioned above • Indemnity Bond on a non-judicial stamp paper of the value of Rs.100/- (or value as applicable in the state where the candidate resides) duly attested by an Oath Commissioner or Notary

    Public or a First Class Magistrate to the effect that you were in possession of such a Grade sheet/mark sheet /Certificate and lost it and undertake to return the duplicate Grade sheet/mark sheet /Certificate if the original Grade sheet/mark sheet /Certificate is traced/received by you in future and indemnify NMIMS for any loss etc. that NMIMS may suffer if the duplicate certificate is issued by NMIMS.

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

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

- A fee of Rs. 1000/- (Rupees one thousand only) for minimum 3 sets of transcript/s and Rs. 300/- (Rupees three hundred only) for every additional set.

- Attested copies of Grade Sheets

- Copy/ies of Prospectus or communication received from Professional Body/ Management / Educational Institution/s as applicable, requiring you to submit transcripts.

Student Support Services Guidelines

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

- Policies and Procedures

  - Students who have received credentials for Student Portal, can raise their queries online (ngasce@nmims.edu) and will receive a request number for tracking purpose, additionally they also have an option to Chat with the Course Co-ordinator from the Chat icon available on the Student Portal

  - Students who are waiting for "Student Portal" access can still raise a request using the link http://distance.nmims.edu/help-and-support.html#writeUs, and will receive a request number for tracking purpose alternatively they can also call our toll free number 1800-1025-136 (Monday to Saturday – 09.00 am to 07.00 pm)

  - All queries depending on the query / departments they are raised to have a turnaround time which are closely monitored

  - To know the status of your query please feel free to contact us on our Toll free number 1800-1025-136 or also Chat with the Course Co-ordinator (Monday to Saturday – 09.00 am to 07.00 pm)

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

- Service provided to any Student is considered as one of the most critical aspect. We encourage our students to share any constructive feedback which will help us improve our services. To share your feedback please follow the Escalation Matrix available on the Student Portal > Support > Contact Us > Escalation Matrix

• Ragging & Sexual Harassment

- Ragging & Sexual Harassment of fellow students is strictly prohibited. Any student/s found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished as per the rules. Ragging often ends up in sexual or physical harassment for the victim. Ragging mostly leads to sexual abuse or harassment.

- Ragging of students in any form is strictly prohibited inside and outside the campus. The institute maintains a zero tolerance policy towards ragging. All issues in this regards will be dealt with utmost urgency and stringent action will be taken against those involved.

- Sexual harassment on campus or outside campus is unlawful, as well as unethical, and will not be tolerated.

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

  Students Disciplinary Committee

  - **Mr. Rajiv Shah**

  - **Mr. Deepak Gupta**

  - **Ms. Brinda Sampat**

  - **Ms. Sneha Utekar**

People you should know

At the University

Dr. Ramesh Bhat

Vice Chancellor

Dr. Meena Chintamaneni

Registrar

Mr. Ashish Apte

Controller of Examinations

At the School

Mr. Rajiv Shah

Director

Dr. Shalini Kalia

Chief Academic Officer

Mr. Nelson Soans

Head - Operations and Student Services

NMIMS GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION

Student Undertaking with respect to the Student Guidelines

I,_____ have read the Student Resource

Book of SVKM'S NMIMS, NMIMS Global Access – School for Continuing Education enclosed carefully and have understood its contents and their ramifications. I will always uphold the values and honour of the NGA - SCE, NMIMS. I promise to fulfil my responsibilities as a student and a human being and treat my colleagues, Staff and Faculty with dignity and respect. I hereby declare that I will follow the Student Guidelines, Policies, Procedures, Code of Conduct etc. and in case of any violation on my part, consent to action in accordance with the Management's decision.

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

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

Signature: _____

MBA IN _____

_____

Batch: January _____ / July _____ Student No.:

Student's Name: _____

Surname

First Name

Father's/Husband's Name

Mother's

Name

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

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……………………………………………………

For Office Use:

Date of Receipt:

Name of the Coordinator _____

Seal, Date and Signature of Center Coordinator _____