



NMIMS GLOBAL ACCESS  
SCHOOL FOR  
CONTINUING EDUCATION

# NMIMS GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION

## **STUDENT RESOURCE BOOK**

**(Applicable for July 2014 batch onwards)**

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## Message from the Vice Chancellor

### Dr. Rajan Saxena

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

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

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

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



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

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

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

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

I am sure you will have an enriching learning experience.



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## Message from the Director

### Mr Rajiv Shah

Dear Students,

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

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

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

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

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

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

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

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

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

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



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## Definitions

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

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

**University Regional Office:** To ensure quality in our academic delivery, NGA – SCE has set up its own University Regional Office across 7 major locations of India, viz. Mumbai, Delhi, Kolkata, Bengaluru, Hyderabad, Pune and Ahmedabad. These centres are NMIMSs' own centres having state of art infrastructure to deliver quality education. Apart from that, the centres are equipped with classrooms and have the best in class faculty available to conduct Personal Contact Programs offered by NGA – SCE. These centres also act as local contact point for students within that area to facilitate student support services. Our University Regional Office are one of our biggest differentiators in Distance Learning Space.

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

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

# Admissions

## 1. 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 Enrollment 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 11<sup>th</sup> September to 10<sup>th</sup> March\* and Registrations for Fall (July) batch will be from 11<sup>th</sup> March to 10<sup>th</sup> 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

### a. Policies

1. A candidate can only register for any one Certificate/Diploma/PG Diploma program at a time. If the candidate wants to register for any other Certificate/Diploma/PG Diploma program of NGA – SCE he/she can only register for the same, after the completion of the program registered earlier. Only Executive program can be opted simultaneously with any other Certificate/Diploma/PG Diploma program.
2. Every candidate can communicate with the University via its University Regional Office and/or Authorized Enrollment Partner. The contact details of the University's Regional Office and Authorized Enrollment Partner is available on the School's website [distance.nmims.edu](http://distance.nmims.edu). Eligibility Criteria for the program is given below.

Sr. No	Name of the Program	Minimum Eligibility Criteria
1	Post Graduate Diploma Program	<p>Bachelor's Degree in any discipline from any recognized University or equivalent degree recognized by Association of Indian Universities (AIU) with minimum 50% marks at Graduation level</p> <p><b>OR</b></p> <p>Bachelor's Degree in any discipline from any recognized University or equivalent degree recognized by Association of Indian Universities (AIU) with less than 50% marks at Graduation level and minimum 2 Years work experience.</p>

2	Diploma Program	Bachelor's Degree in any discipline from any recognized University or equivalent degree recognized by Association of Indian Universities (AIU) <b>OR</b> H.S.C plus 2 years of work experience <b>OR</b> S.S.C plus 3 years of Diploma recognized by AICTE and 2 years of work experience
3	Advanced Certificate & Certificate Program	H.S.C <b>OR</b> S.S.C plus 2 years of work experience
4	Executive Program	H.S.C

3. 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.
4. Provisional Admission is granted only if the candidate is eligible for the program but has not submitted following documents:  
**Final /Convocation Degree Marksheet/Certificate.**
5. 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 timely manner will result in University with 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.**
6. All the admitted students will be provided with a Student Kit which will comprise of:
  - a. Welcome Letter
  - b. Student Identity Card
  - c. Fee Receipt
  - d. Courseware
7. 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
8. University reserves the right to reject every form received after the extended due dates of admission registration





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9. 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.

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

**A. For Post Graduate Diploma Programs as per Eligibility Criteria**

**1. Bachelor's Degree in any discipline from any recognized University or equivalent degree recognized by Association of Indian Universities (AIU) with minimum 50% marks at Graduation Level.**

- a. Online Registration Form, Admission Processing Fee (Transaction Advice), Program Fee ( Transaction Advice)
- b. 10<sup>th</sup> Mark sheet OR Certificate
- c. 12<sup>th</sup> Mark sheet OR Certificate
- d. Degree Mark sheet
- e. Degree Certificate
- f. AIU Certificate (For Foreign University)
- g. Photo ID Proof
- h. 2 Stamp Size Photographs

**OR**

**2. Bachelor's Degree in any discipline from any recognized University or equivalent degree recognized by Association of Indian Universities (AIU) with less than 50% marks at Graduation level and minimum 2 Years work experience.**

- a. Online Registration Form, Admission Processing Fee (Transaction Advice), Program Fee ( Transaction Advice)
- b. 10<sup>th</sup> Mark sheet OR Certificate
- c. 12<sup>th</sup> Mark sheet OR Certificate
- d. Degree Mark sheet
- e. Degree Certificate
- f. AIU Certificate (For Foreign University)
- g. Work experience Certificate – 2 Years
- h. Photo ID Proof
- i. 2 Stamp Size Photographs



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## **B. For Diploma Programs as per Eligibility Criteria**

### **1. Bachelor's Degree in any discipline from any recognized University or equivalent degree recognized by Association of Indian Universities (AIU).**

- a. Online Registration Form, Admission Processing Fee (Transaction Advice), Program Fee ( Transaction Advice)
- b. 10<sup>th</sup> Mark sheet OR Certificate
- c. 12<sup>th</sup> Mark sheet OR Certificate
- d. Degree Mark sheet
- e. Degree Certificate
- f. AIU Certificate (For Foreign University)
- g. Photo ID Proof
- h. 2 Stamp Size Photographs

**OR**

### **2. H.S.C plus 2 years work experience**

- a. Online Registration Form, Admission Processing Fee (Transaction Advice), Program Fee ( Transaction Advice)
- b. 10<sup>th</sup> Marksheet OR Certificate
- c. 12<sup>th</sup> Marksheet
- d. 12<sup>th</sup> Certificate
- e. Work experience Certificate – 2 years
- f. Photo ID Proof
- g. 2 Stamp Size Photographs

**OR**

### **3. 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. 10<sup>th</sup> Marksheet
- c. 10<sup>th</sup> 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

### **C. For Advanced Certificate & Certificate Programs as per Eligibility Criteria**

#### **1. H.S.C**

- a. Online Registration Form, Admission Processing Fee (Transaction Advice), Program Fee ( Transaction Advice)
- b. 10<sup>th</sup> Mark sheet OR Certificate
- c. 12<sup>th</sup> Mark sheet
- d. 12<sup>th</sup> Certificate
- e. Photo ID Proof
- f. 2 Stamp Size Photographs

**OR**

#### **2. S.S.C plus 2 years work experience**

- a. Online Registration Form, Admission Processing Fee (Transaction Advice), Program Fee ( Transaction Advice)
- b. 10<sup>th</sup> Mark sheet
- c. 10<sup>th</sup> Certificate
- d. Work experience Certificate – 2 years
- e. Photo ID Proof
- f. 2 Stamp Size Photographs

### **D. For Executive Programs as per Eligibility Criteria**

#### **1. H.S.C**

- a. Online Registration Form, Admission Processing Fee (Transaction Advice), Program Fee ( Transaction Advice)
- b. 10<sup>th</sup> Mark sheet OR Certificate
- c. 12<sup>th</sup> Mark sheet
- d. 12<sup>th</sup> Certificate
- e. Photo ID Proof
- f. 2 Stamp Size Photographs

**c. Validity Period of the Program is as given below:**

Sr. No	Name of the Program	Duration	Validity Period
1	Post Graduate Diploma Program	2 years	4 years
2	Diploma Program	1 year	2 years
3	Advanced Certificate Program	11 months	22 months
4	Certificate Program	6 months	1 year
5	<u>Executive Program</u>		
	Data Visualization	6 months	6 months
	Machine Learning	9 months	9 months

- 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 than he/she has the option to extend the validity of the registration of the program by one year for Post Graduate Diploma Program and six months for Diploma/Certificate/Advanced Certificate Programs. Process of extension of validity of registration (mentioned later in this document) will apply in this case.

**d. 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](https://distance.nmims.edu)
- The Candidate will be issued a Registration Number after filling up the Registration Form.
- Candidate 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:
  - Online
  - Offline (Student submits the Demand Draft at the Authorized Enrollment Partner)
- If the candidate wants to pay via Demand Draft he / she will visit the Authorized Enrollment Partner (AEP) for submission of the Demand Draft.

6. The Authorized Enrollment 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.
7. Candidate can also pay the Admission Processing Fee Online on the School's Website.
8. The Candidate will then visit the Authorized Enrollment 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 Enrollment Partner and the Authorized Enrollment Partner will check, verify, stamp, sign, scan and upload the same on the system.
9. Authorized Enrollment Partner will click the photograph or scan the recent passport size photograph submitted by the candidate and upload the same on the system.
10. Authorized Enrollment Partner will take print of the Registration form and get the Candidates signatures wherever required on the form and the Transaction Advice.
11. The documents will then be verified by the University and updated on the system whether the documents are approved/disapproved. In case of disapproved documents the mail will be forwarded to the candidate with the list of documents disapproved along with the reason for disapproval.
12. For Candidates whose documents are approved the mail will be forwarded along with the status of their Admission.
13. 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.
14. If the candidate wants to pay the program fees by Demand Draft then he/she will submit the demand draft to the Authorized Enrollment Partner and the Authorized Enrollment 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.
15. Candidate can also pay the Program Fee Online if not paid earlier on the School's Website.
16. Whatever the mode of payment, the candidate will get the mail confirming the Admission after the payment is received by the University.
17. A Welcome letter will be mailed to the student giving details about the Student Kit which will be issued to them by the Authorized Enrollment Partner.

18. Study Kit will be either couriered to the student or the Authorized Enrollment Partner as per the option selected by the student at the time of filling the admission form.

## 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. Student should not skip the re-registration to the prospective semesters unless it is due to unavoidable circumstances.

### a. Policies

1. Every student has to compulsorily re-register at the start of every semester. This is also applicable to those students who have paid their full fees.
2. Students can skip the re-registration to the prospective semesters but will not:
  - a. Have access to the course material and lectures of the prospective semester.
  - b. Will not be allowed to register and appear for the examination of prospective semester.
  - c. Students who skip re-registration to the prospective semesters should take a note of the below:
    1. Diploma / Advanced Certificate program student can re-register only till 6 months prior to the completion of the validity of the programs.
    2. Post Graduate Diploma student can re-register only till 1 year prior to the completion of the validity of the program for 3<sup>rd</sup> Semester and 6 months prior to the completion of the validity of the program for 4<sup>th</sup> Semester.
  - d. 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.
  - e. University reserves the right to reject every form received after the extended due dates of re-registration.
  - f. 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:**

1. 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](http://distance.nmims.edu)
2. In case the student has not paid the fees, 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.
3. Modes of payment available with the student for paying the Re-registration fee are mentioned below:
  - A. Online
  - B. Offline (Student submit the Demand Draft at the Authorized Enrollment Partner)
4. 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 Enrollment Partner.
5. In case the student wants to pay Re-registration Fees via Demand Draft then, he/she will submit the Demand Draft to the Authorized Enrollment Partner, Authorized Enrollment 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.
6. Student can also pay the Re-registration Fee online on the School's website.
7. The student will get the mail confirming the Re-registration from the University.
8. Study Material will be either couriered to the student or the Authorized Enrollment Partner as per the option selected by the student at the time of filling the re-registration form.

## Change of Authorized Enrollment Partner

Students request for change of Authorized Enrollment Partner due to various reasons like family relocation, job relocation, dis-satisfaction with the Authorized Enrollment Partner, etc. These students have to follow the following policies and procedures.

### **a. Policies**

1. Student can request for a change of Authorized Enrollment Partner only at the time of Re-registration.
2. Students are not allowed to change the Authorized Enrollment Partner in between the Semesters.
3. Students will have to pay the Authorized Enrollment Partner Change Fee as prescribed by the University from time to time along with the No Objection letter from Authorized Enrollment Partner he/she is attached with.
4. University discourages the Change of Authorized Enrollment Partner within the city under any circumstances.

### **b. Procedures**

1. Student requesting for Inter-City Authorized Enrollment Partner change will have to click the checkbox "Change Authorized Enrollment Partner/IC" at the time of Online Re-registration and provide the details asked and pay the applicable fees as prescribed by the University from time to time either online on the School's website or Offline in the form of Demand Draft at the Authorized Enrollment Partner along with Re-registration fee.
2. Once the Authorized Enrollment Partner is changed the student will be issued with the New Identity Card with the name of the New Authorized Enrollment Partner.



## Program Change

Students request for change of Program for change in profile at workplace, change of interest, etc. these students have to follow the following policies and procedures

### **a. Policies:**

1. Students are allowed to change their Program during the validity of his/her registration.
2. Program Change is permitted only within the Program Group selected by the student.
  - a. One year Diploma student can change program to any other one year Diploma Program.
  - b. Two year Post Graduate Diploma student can change program to any other two year Post Graduate Diploma Program.
3. Student will have to pay the Program Change Fee as prescribed by the university from time to time.
4. Student can request for change of Program only at the time of Re-registration:
  - a. Diploma student can request for change of specialization only at the time of Re-registration to Semester II.
  - b. Post Graduate Diploma Student can request for change of specialization at the time of Re-registration to Semester II and/or Semester III.

### **b. Policies:**

1. Students requesting for Program Change will have to click the checkbox “Program Change” at the time of Online Re-registration and provide the details asked and pay the applicable fees as prescribed by the University from time to time either Online on the School’s website or Offline in the form of Demand Draft at the Authorized Enrollment Partner.
2. Once the program is changed the student will be issued new Identity Card with the updated Program name.

## Extension of Validity period

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

### **a. Policies**

1. Students can extend the validity of their registration only by 1 year for Post Graduate Diploma Program students and 6 months for Diploma / Certificate / Advanced Certificate Program students in continuation with the existing validity of program for which they are registered.
2. Student can request for extension of validity of their registration by applying via the “Extend your Validity” link under Admission tab available on the website. Applicable fee will be 50% of the then existing fee for extension of validity.
3. Student has to apply for extension of validity of the programs within 2 months after the expiry of the validity of their earlier registration. Failure to do so will result in University rejecting the application for extension of validity.

### **b. Procedures:**

1. A student who wants to extend the validity of their registration should apply via the “Extend your Validity” link under Admission tab and make payment of applicable fees as prescribed by the University from time to time.
2. Once the validity period is extended a new Identity Card will be issued to the student with the updated validity period on it.

## Exit Policy

Students who have taken admission to Post Graduate Diploma Program but want to discontinue after completion of one year and Student who have taken admission to ACDM/ACOM/ACWM but want to discontinue after completion of 6 months have to follow the following policies and procedures:

### a. Policies:

1. Post Graduate Diploma Students on successful completion of all the courses of Semester I and Semester II and ACDM/ACOM/ACWM program students on successful completion of all the courses of Semester I can discontinue the Program, after the approval is received from the University.
2. Such Post Graduate Diploma students will then be awarded with a Diploma in General Management and ACDM/ACOM/ACWM students will be awarded with CDM/COM/CWM respectively.
3. Post Graduate Diploma Students who have already taken admission/paid fees for the Semester III and/or Semester IV and ACDM/ACOM/ACWM students who have already taken admission/ paid fees for Semester II will not be refunded any fees if they apply for discontinuation of the Program.

### b. Procedures:

1. The student who wants to discontinue the program has to forward a request mail to [ngasce@nmims.edu](mailto:ngasce@nmims.edu).
2. After the approval is received from the University the student will be awarded with:

**Post Graduate Diploma Student – Diploma in General Management**

**Advanced Certificate Program Student – Respective Certificate program completion Certificate**

## Course Waiver

The student of NMIMS Global Access – School for Continuing Education registered on or after July 2014 batch and who fall under the following categories will be given Course waiver:

1. Student who has completed diploma and wants to enroll for PG program within the same specialization
2. Student who has completed diploma and wants to enroll for PG program with a different specialization
3. Students who registered for Certificate in Digital Marketing, Certificate in Operations Management & Certificate in Wealth Management in July 2017 and onwards and has completed Certificate program are eligible for Advanced Certificate Program within the same specialisation.

### **a. Policies:**

1. Only students who have successfully completed an earlier programme can apply for course waiver
2. Application for course waiver should be received within 2 years of successful completion of an earlier program.
3. All Diploma students except DGM will be admitted to Semester II and validity will be of 2.5 years. DGM and Post Graduate Diploma student will be registered directly to Semester III and validity will be of 2 years. Certificate program students will be registered directly to Semester II of Advanced Certificate program and validity will be of 11 months.
4. No fee waiver is applicable: The candidate has to apply for the course waiver at the time of admission in the prescribed format by paying the fees prescribed by the University from time to time.
5. Student who applies for course waiver will have to submit all required documents as per the then existing eligibility criteria: All the necessary documents should be attached along with the application to claim for the course waiver.
6. Courses successfully passed/cleared will only be considered for course waiver.
7. Course waiver is not applicable for Project (Semester IV).
8. Candidate applying for course waiver will be treated as a fresh admission and all existing policies will be applicable on the candidate.
9. Total Fees applicable will be as per the Semester in which they will be directly registered.
10. The mark sheet will indicate the subjects/courses where course waiver is given.



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**b. Procedures:**

1. Students will have to register as a fresh student via the **Apply now** form available on our website [distance.nmims.edu](https://distance.nmims.edu).
2. They will select "Yes" in the option **Are you a NGA-SCE student/Alumni** on the Step 4 Program Details Information page and fill the required details and will also select "Yes" for the option **Do you want to opt for Lateral Admission**.

# Academics

## 1. Academic Delivery

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

- a. Our well designed updated and industry relevant Self Learning Material.
- b. 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 (CISCO®Webex Platform) features of student zone include:
  - 1. Academics & Examination Portal
  - 2. Announcement
  - 3. Student Support
- c. Our Personal Contact Programs and video conferencing sessions
- d. Extension of effective Student Support
- e. Academic delivery at our University Regional Centre to ensure quality

## 2. Academic Policy

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

### a. Courseware

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

2. The courseware shall be bounded paperback Self Instructional Material (SIM). Each chapter of SLM shall cover:
  - a. Learning Objectives
  - b. Introductory Case let
  - c. Introduction
  - d. Topic/Section
  - e. Sub Topic – Sub Section
  - f. Self-Assessment Questions
  - g. Activity Based Questions
  - h. Summary
  - i. Keywords
  - j. Descriptive Questions with hints for answers
  - k. Suggested reading for reference
3. Student shall get one course book for each course except of Project (wherever applicable)
4. Any photocopy, scanning, posting of all or any part of SLM on 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.

### **b. Live Online Sessions**

1. NGA – SCE shall conduct eight hours Online live sessions per course.
2. The date, time and other details of the Online Sessions shall be available in Sessions Calendar in Student Zone
3. NGA – SCE will update any data, course related material, course coverage etc. of the sessions in Student Zone
4. Students can attend the Live Online session from their place of preference subject to availability of necessary infrastructure.
5. Students can also attend the Live Online sessions from NGA – SCE University Regional Office subject to availability of slot.

6. A student who wants to attend Live Online session from University Regional Office has to request for the same 15 days before the session to their respective academic coordinators. The request for such slot booking will be considered on first come first service basis.
7. NGA – SCE shall not be responsible for any technical and/or other issues faced by student during Live Online sessions.
8. If after 15 minutes of the start of 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
9. Faculty in Live Online session shall have the right to expel any student from the session if he/she found posting objectionable/obscene/in-appropriate comments in the chat or while on unmute using language that faculty for the sessions considers inappropriate. The decision taken by the faculty to expel shall be final and binding on student.
10. 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 right to take action against the student including cancelling his/her admission.
11. The session shall start at its designated time irrespective of fact that all/any participant has joined or not and continue as per schedule subject to Clause 8
12. NGA – SCE strongly recommends filling the faculty feedback form that is available in Student Zone. This will help us to improve our lecture delivery quality
13. The recording of Live Online session shall be made available in Student Zone – Learning Resources every week by Wednesday day end (48/72 working hours) of the conduct of the session.

### **c. Personal Contact Program/Video Conferencing Session**

1. NGA SCE shall conduct three hours personal contact program/video conferencing session per course subject to minimum number of enrolments as specified in Clause 2.c.6
2. The PCP's/VC's shall be conducted at NGA – SCE University Regional Office.



3. Prior registration is required by the student to attend the personal contact program/video conferencing session. The registration form shall be available online in Student Zone. The student who wants to attend the PCP/VC for any course shall submit the duly filled PCP/VC registration form along with prescribed fee on or before the last date notified by NGA – SCE in this regard. Please note: An incomplete form or form submitted without fee shall not be accepted.
4. The student shall be allowed to attend the PCP/VC on payment of requisite fees as announced by the NGA – SCE from time to time. Fee once paid shall not be refunded in any case except mentioned in the Clause 2.c.6
5. Enrolment to attend PCP/VC for any course shall be final and student will not be allowed to change/modify or cancel under any circumstances.
6. NGA – SCE reserves the right to cancel the Personal Contact Program/Video Conferencing Session for any course at any University Regional Office where less than 15 students register for that course at that University Regional Office. In such case the PCP/VC fee paid by the students for that course shall be refunded.
7. Students shall carry the Identity Card and Entry Pass for attending Personal Contact Program/Video Conferencing Session and will show the same when asked by NGA – SCE officials. Students failing to do so may be barred from attending the Personal Contact Program/Video Conferencing Session.
8. The information about date, schedule and other details of PCP's/VC's shall be available on NGA – SCE website after the closure of PCP/VC registrations.
9. The student shall be required to record his/her attendance at the PCP/VC attended.
10. NGA – SCE strongly recommends students attending PCP/VC to submit the duly filled in session feedback form shared during the Personal Contact program/Video Conferencing Session to University Regional Officials. This will help us to improve our lecture deliverables.
11. The 3 hour delivery of PCP/VC Program held by NGA – SCE for any course shall not be more than once during academic cycle and shall not be repeated under any circumstances.
12. Student's failure to attend Personal Contact Program/Video Conferencing Session that they have enrolled in will be treated as a lapse on part of the students. No refunds will be given in this case.

13. Personal Contact Programs/Video Conferencing Session shall not be conducted at any Authorized Enrolment Partner's for any course. Authorized Enrolment Partners are not authorized to conduct any academic delivery including conduct of Personal Contact/Video Conferencing Session or similar kind of Program directly or indirectly. Students attending any such program at Authorized Enrolment Partner shall be liable to such penal action as NGA –SCE deems fit including discontinuation from the program and non-refund of tuition fee.

#### **d. Learning Management System: Student Zone**

1. NGA – SCE shall provide the login-Id and password to the students for accessing its Student Zone as a part of student kit. The access of Student Zone will commence from batch commencement date.
2. NGA – SCE strongly recommends that in order to keep the password secure, students should change password after logging in for the first time through the login-Id and password provided to them as a part of students kit and should not share it with others.
3. In case a student forgets /loses his/her login-Id/password he/she should make use of Forgot password option.
4. The learning content uploaded in Learning Resources of Student Zone can be accessed by the student through his/her login-id and password.
5. Learning Resources may include e-Books, course presentations, recordings etc.
6. 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.
7. NGA – SCE shall not be responsible for technological and others issues faced by students in accessing Student Zone.
8. 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.

9. In the case specified in Clause 12, NGA – SCE may also take such other disciplinary action against the student as it may deem fit including cancellation of his/her admission
10. NGA – SCE also reserves the right to take disciplinary actions if any student is found posting objectionable/obscene/inappropriate comments in forum as it may think appropriate including cancellation of his/her admission.
11. The intimation about updates uploads and schedules relating to sessions and other academic and examination activities shall be updated in Student Zone.
12. The access to 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.

13. The access to Learning Resources/Contents in Student Zone shall be provided only for the semesters of the program for which student has been enrolled and registered. The access to Learning Resource in case of re-registration shall commence only after confirmation from admission department in this regard.
14. The access to 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 pass in all the papers of the program including the Project by NGA – SCE.
15. Post Query section in Student Zone caters to all course/session related queries.
16. 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 from student zone.

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



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of the respective active semester. On approval the material will be shared with the student for applicable semester only. No material will be provided thereafter.

Process:

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

#### **e. General**

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

### **3. Academic Support**

1. For all academic and course related queries please access the Student Zone -> Service Request and select **“Academic and Course related query”**
2. For all session and content related queries please access the POST QUERY section in Student Zone -> Academic Calendar

## 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, 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:

### 1. Internal Assignment (IA)

#### a. Internal Assignment Credence and Policies

1. Internal Assignment credence is 30%.
2. Student has to submit the assignment for each subject specified under the program that the student has enrolled for.
3. Internal Assignment is a compulsory component and every student has to submit the assignment online only through the **Student Portal → Exams → Assignment submission module** on or before the last date of submission declared by NGA-SCE for the respective exam cycle.
4. Neither assignment submitted by hardcopy nor assignment sent via email will be accepted.
5. Internal Assignment submission is no longer a pre-requisite 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.
6. For every exam cycle (June / Sept./ Dec / April), a fresh set of Assignment Questions would be uploaded on the student portal. Student is 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.

## **b. 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:

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

## **c. Internal Assignment Preparation Guidelines and Procedures:**

For respective exam cycle, the Internal Assignment questions, assignment preparation and assignment submission guidelines is uploaded under **Student Portal → Exams → Assignment submission module**. **Assignment question paper changes every exam cycle i.e. for every exam cycle (June / Sept. / Dec / April), a fresh 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 Zone → Examination Menu 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.** Student 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:

For Theoretical Answer		For Numerical Answer	
Assessment Parameter	Weightage	Assessment Parameter	Weightage
Introduction	20%	Formula	20%
Concepts and Application related to the question	60%	Procedure / Steps	50%
Conclusion	20%	Correct Answer & Interpretation	30%

- 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 assignment.** 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/request 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***
- Answer 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 chart 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.**
- Student 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, student 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)
- **Incise 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:**

- a. Student must ensure that he/she attaches the right subject assignment under the respective subject link before clicking on the submit button. Without attaching 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 a



particular subject, 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 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.

- b. Incase after viewing the Preview of the assignment submitted: If in a given subject link, in the first attempt, assignment submitted is incorrect/incomplete and/or it fails for reasons whatsoever, the student can make use of the second/third submission attempt and attach 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. Student must keep the 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: Student can raise a service request via Student Zone → Service Request or alternatively call 1-800-102-5136 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 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.

**d. Assessment of Internal Assignment**

1. 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 under copy case.**
2. Copying of assignments from other students/group is strictly not allowed and will be under copy case.
3. 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.**

## 2. Project Submission

1. Project is one of the mandatory subject of Semester – IV (Marks out of 100)
2. It is mandatory for the student to refer to the Website/Student Zone for the **latest Project Preparation Guidelines** and **refer to 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.
3. Semester – IV PG students have to register for the Project. Exam Registration for the Project will be Online. Student will have to register for the Project along with Term End Examination registration for scheduled Exam Cycle when the **Exam Registration Window** opens.
4. Payment for the Project has to be done by the student at the time of Exam registration by paying applicable exam fees.
5. While doing exam registration, students who do not register for “Project” will not be eligible for Project submission for that particular exam cycle.
6. Project not submitted within the date declared by NGA – SCE will lead to non-completion of program.
7. Final Mark Sheet will be printed with “Absent” remark against “Project” subject.
  - a. No Diploma will be awarded in such case.
  - b. 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.

## 3. Term End Examination

### a. Term End Examination Credence and Schedule

1. Term End Examination Credence is 70%.
2. For student’s enrolled in 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 cycle)

3. For student's enrolled in old program structure prior to July, 2014 batch have scheduled term end examination twice in a year, in June and December. There is no Re-Sit term end examination for students enrolled in old program structure prior to July, 2014 and who are appearing in proctored paper pen mode of examination.

## **b. Term End Examination Eligibility & Policies**

1. To be eligible for the term end examination, student is expected to complete **minimum six months** in each semester after enrolment in a program/semester. Before completion of six months in a semester, student cannot directly first appear for \*Re-Sit Term End Exams (April/Sept).
2. It is mandatory for the student to register for the Term End Examination Registration 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 program fee and is charged separately. Exam fees once paid is neither refunded nor carry forwarded to next exam cycle.
3. Internal Assignment submission is no longer a pre-requisite for doing exam registration. Student can register directly for the term end examination.
4. 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.
5. Student is 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.

## **c. Exam Registration Window for Term End Examination & Procedure**

1. The entire exam registration process is online. Student needs 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.

2. Student has to log in to Student Zone – Exam Portal to register for Exam and proceed as per the Exam Registration steps and select the exam centre from the dropdown list of available centre's for that Exam cycle as centre/date/timeslot 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 Exam Registration process, an auto-generated email is sent to the student at the registered email id from the database. Student needs to check thoroughly the exam booking confirmation email and in case of any discrepancy, report to the University immediately by sending email on or before the exam registration window is open. Please note: Exam booking confirmation email is not the Hall Ticket.

**Please note:**

1. ***Exam Fee is not a part of 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 right to shift students to another available exam centre in case of any unavoidable circumstances.
4. Exam Centre selection, date & time slot availability is on first come first basis. Students are requested not to wait till last minute for exam registration. Student is free to select 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 student 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.**

5. 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 notification section.**

#### **d. Mode of Term End Examination for Diploma / Post Graduate Diploma students:**

All exams are conducted at NMIMS campus / NGA-SCE regional centres or at designated Exam centres. Students enrolled in new program structure from July, 2014 batch onwards have proctored computer based examination. The pattern of the question paper is composite, wherein 50 marks out of the 70 are reserved for Multiple Choice Questions (MCQ) and the remaining 20 Marks are reserved for two Descriptive questions of 10 Marks each.

The 50 marks for MCQ is further bifurcated as under:

<b>No. of Questions</b>	<b>Marks per Question</b>
34	0.5 (Half mark) each
25	1 mark each
4	2 marks each

**Exam Duration: 2.5 hours**

### **Mode of Term End Examination for Certificate / Advanced Certificate Program students:**

All exams are conducted at NGA-SCE regional centres or at designated Exam centres. Students enrolled in new program structure from July, 2017 batch onwards have proctored computer based examination. The pattern of the question paper is composite of 70 marks for Multiple Choice Questions (MCQ). There will be no descriptive questions for certificate / advanced certificate course students.

The 70 marks for MCQ is further bifurcated as under:

<b>No. of Questions</b>	<b>Marks per Question</b>
42	0.5 (Half mark) each
35	1 mark each
7	2 marks each

**Exam Duration:** 2 hours

\*Only students enrolled in Post Graduate Diploma /Diploma program prior to July, 2014 batch in old program structure will have proctored paper/pen mode of examination.

Exam duration is 3 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:**

- (a) 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)
- (b) Choice of Exam Centre / Date & Exam Time Slot as per convenience (subject to availability)  
→ Exam Time slots (Three): 9.00a.m. / 12.30p.m. / 4.00p.m.
- (c) Choice to select exam centre from the list of available NMIMS Exam Centres/location
- (d) Choice of subjects as applicable to students and as per their choice based on their schedule
- (e) 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 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

## **e. Passing Criteria**

1. **For Diploma / Post Graduate Diploma students enrolled from July 2014 batch onwards (New course structure):**  
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.**
2. **For Certificate / Advanced Certificate program students enrolled from July 2017 batch onwards:**  
To be eligible for being declared as “Pass” in any course/subject, student is required to obtain **40% 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: 40/100 or more in each subject.**
3. A student enrolled in the respective program (as applicable) will be declared to have completed the program only after he/she fulfils the above passing criteria for all the subjects of all the semesters of the program.



**4. For students enrolled in New Program structure from July, 2014 batch onwards (new course):**

**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:**

**(a)** Submit only the failed subject assignment & not appear for the term end exam.

Or

**(b)** 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

**(c)** 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 latest of Term End Examination will be taken into consideration while declaration of result.**

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

➔ **Assignment Re-submission:** 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.

**5. For students enrolled in Post Graduate Diploma / Diploma program prior to July, 2014 batch (Old course structure):**

a. In case a student fails to pass in any subject as per the above criteria, it is mandatory for the student to appear for the Term End Examination of that subject in the next session within the limit of his/her program validity. Examination is conducted twice in a year i.e. in June/December. **Please Note: Only assignment submission is not the**

**criteria to clear (pass) the failed subject. It is mandatory to appear for the term end exam of the failed subject/s.**

- b. The assignment marks in the failed subject will be carried forward. However, Term End Examination is mandatory to pass the failed subject. Student will be allowed re-submission of assignment for the failed subject in case he/she so desires to improve the previous attempt Internal Assignment marks. **Please Note:** Assignment question paper changes every exam cycle. The latest exam cycle assignment question paper/guidelines will be applicable.

In case the student re-submits assignment in the failed subject: Best of two assignment marks will be considered. Student will have to necessarily appear for the Term End Examination before the completion of his/her program validity.

**Please Note: Best of assignment marks and latest of Term End Examination will be taken into consideration while declaration of result.**

## **f. Grace Rule**

1. 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).
  2. A candidate may be allotted **not more than 12 marks** (July 2014 Batch Onwards: New Course: 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 and a candidate may be allotted **not more than 10 marks** (students enrolled from prior to July, 2014 batch: Old Course : Five 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:
    - a) 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 mandatory for the student to appear in the last exam attempt of the program validity.**
    - b) The University decides to wind up any of its program and hence the attempt made by the student is last attempt for the program.
- The above grace rules are made effective from the examination held in July 2013.

## 4. Re-Sit Term End Examination Policies & Guidelines

**Re-Sit Term End Examination is applicable only for students enrolled in new program from July 2014 batch onwards and are appearing in Computer based mode of examination.**

**\*Re-Sit Term End Examination is not applicable for PG & Diploma students enrolled in old program structure prior to July, 2014 batch**

**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 new program from July, 2014 batch onwards based on eligibility.***

- a. 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.
- b. 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.
- c. 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.
- d. Students who had completed six months in a semester and who had not submitted assignments of 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:***

***(a) Student cannot directly first appear for Re-Sit Exams (April/Sept) as each student is expected to complete minimum six months in each semester after enrolment in a program/semester to be eligible for examination.***

***(b) Re-Sit examination is not applicable for students enrolled prior to July, 2014 batch.***

**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.
- ➔ Student who has 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 Examination.

- ➔ 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 pre-requisite 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.***

## 5. Exam Calendar with \*indicative dates

Admission	Exam Cycle	Assignment window Start Date	Exam Registration Window Start Date	Exam Registration Window End Date	Hall Ticket Release (7 days before TEE)	Assignment / Project submission Last Date	Term End Examination	Result Declaration (Assignment + TEE)
Jan - Jun	(June) - Exams 2018	20-Mar-18	09-May-18	23-May-18	26-May-18	29-May-18	June Computer Based Exam (Fri / Sat / Sun) 1, 2, 3, 8, 9, 10, 15, 17 *23 Paper/Pen - 12 days 8th Jun to 20th Jun	20-Jul-18
	(Sept.) - Exams 2018	05-Jun-18	09-Aug-18	23-Aug-18	25-Aug-18	29-Aug-18	Sept. Computer Based Exam (Fri / Sat / Sun) 7, 8, 9, 14, 15, 16, 21, 22, 23	20-Oct-18
Jul - Dec	(Dec.) - Exams 2018	06-Aug-18	09-Nov-18	23-Nov-18	26-Nov-18	29-Nov-18	Dec. Computer Based Exam (Fri / Sat / Sun) 7, 8, 9, 14, 15, 16, 21, 22, 23 Paper/Pen - 12 days 7th Dec to 18th Dec	20-Jan-19
	(April) - Exams 2019	20-Dec-18	06-Mar-19	20-Mar-19	23-Mar-19	15-Mar-19	April Computer Based Exam (Fri / Sat / Sun) 12, 13, 14, 19, 20, 21, 26, 27, 28	22-May-19

***Pls. Note: \*The above schedule dates are indicative may undergo change. Students need to regularly visit the Website / Student Portal to view all latest announcements to avoid missing out any important deadlines announced by NGA-SCE.***

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

1. A student who may have a permanent or temporary physical disability may apply to NMIMS University for appointing a Scribe for the examinations.
2. The student should submit an application for the purpose along with “Medical Certificate” from Registered Medical Practitioner to that effect with rubber stamp of the Registered Medical Practitioner on the certificate well in advance before every commencement of examination.
3. 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 to the examination office of the University seeking approval of scribe appointed.
4. 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)
5. The scribe should be on grade junior in academic qualification than the student if from the same stream.
6. 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.
7. 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.
8. 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:**

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

## **7. Facilities for the students having Learning Disability (Dyslexia, Dysgraphia and Dyscalculia) for the purpose of examination:**

- 1. At the time of all written examinations, all L.D. students would be given permission to use a writer, if required by such a student in writing along with all the necessary document. Also such students would get 25% additional time for writing the examination.
- 2. These students would be given concession for not attempting the questions of drawing figures, maps, drafts, etc. where necessary in the written exams.
- 3. Concession will be given for spelling mistakes or mathematical numbers.
- 4. L.D. students who have failed to pass will be eligible for 20 grace marks to pass the examination. These marks will be given for one subject or more subjects.
- 5. 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.



## 8. Student Code of Conduct in the Examination Hall

1. 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 Student Id Card and printed copy of Hall Ticket student will strictly not be allowed to enter the examination hall. Do not write/scribble anything on the Hall Ticket.
2. Student will have to be present at the examination venue at least one hour before the actual commencement of the exam time.
3. 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, student will not be allowed to appear for the examination.
4. 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.
5. 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 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.
6. 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 (vi) 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.

7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. Student will be permitted to use the washroom only after two hours of exam commencement. Students will not be allowed to use the washroom during the examination. In case of medical issue, student has to seek one week prior approval from NMIMS University by sending detailed medical certificate.
14. Students should pay attention during the instructions given inside the examination hall as they are of utmost importance.
15. Students would be given Sample Test Questions for practice purpose before they start answering the actual Examination Question.

16. Every student present must sign against his/her student number on the attendance sheet provided by the Lab Supervisor.
17. After login into the system, the student needs to read the instructions on the screen carefully before proceeding to attempt the questions.
18. The total duration of the Examination for PG/Diploma students is two and half hours (2 ½) & for certificate and advanced 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 student 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.
19. Students would have option to change the answer once selected till the time he/she finally submits or before the exam session ends.
20. If student has any query/doubt, they should approach the test administrator without disturbing or discussing with other students.
21. 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.
22. Students should come in proper dress code to appear for examination. Shorts, Bermuda's, caps etc. will not be permitted in the examination hall.
23. 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  (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.	Possession of another student's answer book or supplementary sheet	Exclusion of both the students from concerned University Examinations for one additional examination *
5.	Possession of another student's answer book or supplementary sheet and Actual evidence copying from that	Exclusion of both the students from concerned University Examination for three additional examinations *

6.	Mutual/ Mass copying	Exclusion of all the students from concerned University Examination for two additional examinations *
7.	Smuggling in or smuggling out of answer books as copying material	Exclusion of the student from concerned University Examination for three additional examinations *
8.	Smuggling in of answer books based on the question paper set at the examination	Exclusion of the student from concerned University Examination for four additional examinations *
9.	Smuggling in written answer book as copying material and forging the signature of supervisor	Student concerned to be rusticated from University
10.	Attempt to forge the signature of the supervisor on the answer book or supplementary sheet	Student concerned to be rusticated from University
11.	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
12.	Answer book or supplementary sheet written outside the examination hall or any other insertion in the answer book	Student concerned to be rusticated from University
13.	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
14.	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
15.	Impersonation for a student or impersonation by a student in University or other examinations	Student concerned to be rusticated from University

16.	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.
17.	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
18.	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
19	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.

## 9. Result Declaration

1. 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.
2. Student has to keep a copy of provisional Result declared on the portal for his her/her records.
3. **For students enrolled from July, 2014 batch onwards in PG/Diploma 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.

Certificate/Advanced Certificate program students enrolled from July 2017 batch onwards can only apply for assignment revaluation and not for term end exam revaluation as there are only multiple choice questions.

4. **For students enrolled prior to July, 2014 batch and appearing in paper pen mode of examination:** 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 (which is date specific) mentioned in the student zone through the service request by paying the applicable fees for obtaining the photocopy of the term end exam answer-book/s or Revaluation of term end exam answer-book. In case, after going through the photo copy of the answer-book, if the student is still not satisfied with the marks awarded to him/her by the original examiner, he/she shall apply for revaluation of the answer book or student can directly apply for revaluation of answer-book. Student needs to thoroughly go through the Grievance Mechanism which will be activated only on result declaration. Students need to check the website/student portal regularly to avoid missing out important dates/announcement.
5. Application/Request for Redressal of Grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever.
6. **Revaluation Fee Refund Policy:** Term End Exam Revaluation Fee refund is applicable for the particular subject where the status changes from Fail to Pass.

#### **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 → 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 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 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.

**Assignment Revaluation Fee Refund Policy:**

1. 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)
2. 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)
3. 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)

## 10. Issuance of Marksheet / Issuance of Final Certificate

**Issuance of Final Certificate for Diploma / Post Graduate Diploma students:** Only on completion of program (All semesters all subjects as per passing criteria), student needs to apply to the University for Certificate.

**For students enrolled from July, 2017 batch onwards in Advanced Certificate / Certificate program: 'Certificate of participation'** will be issued to students who are unable to clear the program within completion of program validity however its mandatory that student appears in both the components (Internal Assignment and Term End Examination).

**Process to be followed by eligible students for obtaining Marksheets/ Final Certificate for Diploma, Post Graduate Diploma and Certificate Courses:**

1. The student needs to log in to NGA-SCE Student Portal and place 'service request' for issuance of mark sheet / issuance of certificate (diploma, post graduate diploma) as the case may be.
2. 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 marksheet and twenty working days from the date of application for Certificate.
3. Student concerned should liaison 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).
4. 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 address registered in the exam database. For any query as regards the above, the student may get in touch with Learning Centre.

## 12. 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.

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



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

## Student Support Services Guidelines

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

### 1. Policies and Procedures

- a. Students who have received credentials for Student Zone, can raise their queries online and will receive a request number for tracking purpose.
- b. 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 – 10.00 am to 6.00 pm)
- c. All queries have a turnaround time which are closely monitored
- d. To know the status of your query please feel free to contact us on our Toll free number 1800-1025-136 (Monday to Saturday – 10.00 am to 6.00 pm)
- e. Students can also email their concerns and/or queries to [NGASCE@nmims.edu](mailto:NGASCE@nmims.edu) in case they are unable to raise their query online.
- f. Service provided to any Student is considered as one of the most critical aspect. We encourage our students to share any constructive feedback which will help us improve our services. To share your feedback please write to:

Mr. Nelson Soans  
Head of Student Services – NGA - SCE  
[Nelson.Soans@nmims.edu](mailto:Nelson.Soans@nmims.edu)

## 14. Ragging & Sexual Harassment

1. Ragging & Sexual Harassment of fellow students is strictly prohibited. Any student/s found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished as per the rules. Ragging often ends up in sexual or physical harassment for the victim. Ragging mostly leads to sexual abuse or harassment.
2. Ragging of students in any form is strictly prohibited inside and outside the campus. The institute maintains a zero tolerance policy towards ragging. All issues in this regards will be dealt with utmost urgency and stringent action will be taken against those involved.



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

**Students Disciplinary Committee**

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

## Academic Calendar

<u>Details</u>	<u>July Batch</u>		<u>January Batch</u>	
	<u>Start Date</u>	<u>End Date</u>	<u>Start Date</u>	<u>End Date</u>
<u>Academic Session</u>	<u>(2<sup>nd</sup> week)</u> <u>July</u>	<u>(Last week)</u> <u>December</u>	<u>(2<sup>nd</sup> week)</u> <u>January</u>	<u>(Last week)</u> <u>July</u>
<u>Orientation Session</u>	<u>(1<sup>st</sup> week) July</u> -		<u>(1<sup>st</sup> week) January</u> -	
<u>Academic Deliveries</u>	<u>(3<sup>rd</sup> week)</u> <u>July</u>	<u>(Last week)</u> <u>November</u>	<u>(3<sup>rd</sup> week)</u> <u>January</u>	<u>(Last week)</u> <u>May</u>
<u>Assignment Updation</u>	<u>(1<sup>st</sup> week) May</u> <u>and (1<sup>st</sup> week)</u> <u>September</u>	<u>(2<sup>nd</sup> week) August</u> <u>and (1<sup>st</sup> week)</u> <u>November</u>	<u>(1<sup>st</sup> week) February</u> <u>and (2<sup>nd</sup> week)</u> <u>March</u>	<u>(2<sup>nd</sup> week) march</u> <u>and (1<sup>st</sup> week) May</u>
<u>Final Exams</u>	<u>(1<sup>st</sup> week)</u> <u>September and</u> <u>December</u>	<u>(Last week)</u> <u>September and</u> <u>December</u>	<u>(1<sup>st</sup> week)</u> <u>April and June</u>	<u>(Last week)</u> <u>April and June</u>

## Mukta Samwaad

Mukta Samwaad is a forum for discussion on various contemporary issues, challenges and opportunities in the area of open and distance learning. This forum hosts panel discussions, conferences, seminars and workshops to generate awareness on the emerging trends and provide a deep insight into the management education. Mukta Samwaad aims to share views on the evolution of alternate modes of learning and its impact on the transformation of higher education sector. Every year students are invited and encouraged to attend Mukta Samwaad. The information and registration for the same is announced on the website.

## 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-brary

McGraw-Hill

Pearson E-Books





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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



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## People you should know

### At the University

**Dr. Rajan Saxena**

Vice Chancellor & Distinguished Professor of Marketing

**Dr. Debashis Sanyal**

I/c Pro-Vice Chancellor, Vice Provost (Management Education) and Dean (School of Business Management).

**Dr. Meena Chintamaneni**

Registrar

**Mr. Ashish Apte**

Controller of Examinations

### At the School

**Mr. Rajiv Shah**

Director

**Dr. Arun Sherry**

Chief Academic Officer



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**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, fee receipt, 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 \_\_\_\_\_