

STUDENT RESOURCE BOOK
(2024-25)
Part-I

NMIMS (Deemed-to-be)
UNIVERSITY



Message from Vice-Chancellor

Welcome, and Congratulations on joining NMIMS!

You have joined an institution that has the legacy of developing some of the most successful professionals and industry leaders.

NMIMS is ranked among India's top universities and awarded global and national accreditations at the highest level. Our School of Business Management is AACSB accredited, and five of our Engineering programs are ABET Accredited. You have joined the University, which has a successful track record of growth. We believe in sustaining the quality of education through our assurance of the learning process and by offering a world-class learning experience. NMIMS strives toward excellence in all its endeavors. NMIMS students and faculty have earned national and global recognition. Our research and industry partnership is comparable to the best in the world.

The four pillars of NMIMS building blocks are: (a) knowledge creation that is relevant and applied, helping Society to know the unknowns, demonstrating leadership and meeting expectations in knowledge creation, and (b) enhancing teaching and learning through "Assurance of Learning" System, (c) making NMIMS known/recognized for its academic excellence and the most preferred institution of learning, and (d) aligning stakeholders and meeting their aspirations. NMIMS aims to work towards these building blocks through a culture of dialogue, collaboration, and mutual trust.

The University's innovativeness is borne by many programs visualized in a value-driven manner. NMIMS has always believed in remaining relevant and, at the same time, engaging in knowledge generation and dissemination. NMIMS faculty today is an eclectic mix of young and young at heart, having academic and industry experience, and those with national and foreign qualifications. With this mix of faculty, you will have the opportunity to learn from NMIMS's ethos to develop socially sensitive professionals and live in harmony with the environment.

NMIMS has a facilitative administrative and academic system. The Dean or Director of the Schools or Campus is the voice of NMIMS. There are appropriate channels and structures to respond to student grievances.

The student resource book guides you on university rules and regulations and will help you navigate your journey here at the NMIMS. During your stay at NMIMS, we would like to ensure clarity and transparency in our communication. The Student Resource Book (SRB) has been divided into three parts. Part I comprises University information and rules and regulations that you would need to know. Part II has school-specific details for your effective and smooth interaction with the school, and Part III has annexures. Also listed are facilities provided by the institution.

Please spend some time and go through this information carefully so that you do not miss any opportunity that NMIMS may have to offer you. The SRB contains a Student Undertaking page at the end of the document, which you are required to sign and submit to your course coordinator by the suggested date.

We would also like your support to maintain and enhance the University's image and uphold its values. We value your feedback.

Dr. Ramesh Bhat
Vice Chancellor

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Student Guidelines

(With effect from June 2024)

1 About these Guidelines:

- 1.1 These guidelines provide norms for the daily functioning of the NMIMS and ensure appropriate usage of infrastructure and effective academic delivery for students.
- 1.2 This compilation of guidelines comes into effect from June 2024 onwards and supersedes all other guidelines in respect of matters therein.
- 1.3 These guidelines are applicable for all schools & campuses under NMIMS Deemed-to-be University located across the country.
- 1.4 This document of NMIMS is student guidelines, rules and regulations. While efforts are made to ensure uniformity & consistency between these guidelines and the Rules & Regulations of NMIMS. In the event of any dispute, the Students Resource Book will prevail.
- 1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
- 1.6 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. 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.
- 1.7 Any dispute and/or litigation arising between student/s and University/college/school shall be subject to the jurisdiction of Mumbai Court only.

2 General Guidelines:

Code of Conduct:

- 2.1 The cleanliness of the premises must be maintained by everyone in the NMIMS at all points in time.
- 2.2 Only drinking water is allowed inside the classroom. Eatables are strictly prohibited inside the classroom.
- 2.3 The use of cell phones on campus is **not** permitted. Any student found using a cell phone on campus would be penalized as per the regulations in force from time to time.
- 2.4 The students are requested to park their vehicles outside the premises at the places notified by the MCGM. NMIMS shall not bear any responsibility of the students vehicles parked outside the premises.
- 2.5 Any problem with regard to administrative facility, faculty, classrooms, etc., must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach in writing to the Assistant Registrar /Dy.Registrar/ Dean/Directors of the school/ Registrar, NMIMS.
- 2.6 The mode of Communication with students is via Student Portal / email /Notice Board. Students are advised to check the Student Portal / email /Notice Board at least once a day, and not rely on rumour or hearsay in any matter.
- 2.7 In case of Lecture Cancellation, the course coordinator will inform said changes to class representatives/ respective students through the Student Portal /email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty on their own.
- 2.8 Classrooms are fitted with LCD projectors / Smart Boards for the utility of the faculty and the student. In case a student requires an LCD / Smart Board for his/her presentation, he/she must make a prior booking through the course coordinator. Portable LCDs if required are allotted on a first come first serve basis.
- 2.9 All students are provided with an Identity Card, which they are required, to wear **mandatorily**. Entry is strictly through Identity Card and will be monitored by the NMIMS authorities. A penalty will be levied / action will be taken for this non-compliance. If the student misplaces the original ID-Card, a duplicate ID card be issued from the school by paying the prescribed fee. ID card is used for access control to NMIMS campus.
- 2.10 Students should make use of flap barriers (wherever deployed and operational) to enter/exit school premises. Biometric Print plus ID card is a mandatory requirement at NMIMS.



- 2.11 Students must not use the ID card of any other student, in case it is noticed both the students shall be penalised.
- 2.12 In case a student forgets to carry an ID card, they should approach security and complete the process to get the requested access. Any grievances related to ID Card should be raised to biometricregistration@svkm.ac.in.
- 2.13 Fire drills are demonstrated to all the students and hence students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas to ensure the safety and welfare of everyone at NMIMS. Tampering with fire extinguishers or any part of the fire alarm system is a serious offense and shall attract punishment.
- 2.14 Any person resorting to physical fights will amount to ragging and appropriate legal action will be viewed accordingly by disciplinary committee.
- 2.15 If any student during the tenure of studentship has a police case in his/ her name, he/she is liable for appropriate action by management/disciplinary committee as per the rules and regulations in force from time to time.
- 2.16 Any comments posted in social media, or print attempting to bring disrepute and defame the University shall be treated very seriously and shall attract severe and strict disciplinary action.
- 2.17 NMIMS has a zero-tolerance policy towards misbehaviour, discrimination of gender sensitivity, racial discrimination, indulgence into unethical practices including possession and consumption of drugs, alcoholic drinks, harassment, violence, non-obedience, non-compliance and any action that will bring disrepute/defame to the University, etc. by any student. University shall take strict legal action against the defaulters in accordance with the rules & regulations in force from time to time.
- 2.18 University will reserve the right to take action appropriately against all the defaulters including outsiders who shall be part of the above illegal act/s.
- 2.19 Photography, filming, videotaping and audio-taping in the Campus premises/ University are strictly prohibited. Student found guilty of the said act will be dealt appropriately as per the rules and regulations of the University.

CODE OF CONDUCT	LINE OF ACTION
<p><u>Alcohol and Other Drugs</u></p> <p>The unlawful possession, use, purchase or distribution of alcohol, illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs) or paraphernalia or the misuse of prescription drugs including sharing, procuring, buying & selling or using differently from the prescribed use or by someone other than the person for whom it was prescribed.</p>	<ul style="list-style-type: none"> a. With immediate effect, suspension from college if the student is not able to justify/prove the reasonable ground for carrying or possessing the said drugs. b. Suspension from college pending an enquiry. c. If found guilty, concern student shall be punished in accordance with the rules and regulations which may include rustication from the school / campus / hostel. d. In case the student is involved and found guilty in selling the drugs, appropriate legal action under Narcotic Drugs Act 1985 will be taken.
<p><u>Assault, Endangerment or Infliction of Physical Harm</u></p> <p>Physical restraint, assault or any other act of violence or use of physical force against any member/staff/security of the campus or any act that threatens the use of physical force.</p>	<p>Upon written complaint with immediate effect - Suspension from attending college pending an enquiry.</p>
<p><u>Banners, Chalking and Posters</u></p> <p>Defacing of Campus property by means of Banners, Chalking, Posters, etc..</p>	<p>Severe disciplinary action will be taken.</p>
<p><u>Bullying, Intimidation, and Stalking</u></p> <p>Bullying. Bullying includes any electronic, written, verbal or physical act/body, gesture or a series of acts of physical, social or emotional domination that is intended to cause physical or substantial mental and emotional harm to another person or group.</p> <p>Intimidation. Intimidation is any body, gesture, verbal, written, or electronic threats of violence or other threatening behaviour directed towards another person or group that reasonably leads the person(s) in the group to fear for their physical well-being.</p> <p>Stalking. Stalking is engaging in a course of conduct, repeated acts or communication towards another person, including the unauthorized following, which demonstrates either an intent to put another person in fear of bodily injury or cause the person substantial mental and emotional distress.</p>	<ul style="list-style-type: none"> a. Upon written complaint with immediate effect - Suspension from attending college pending enquiry. b. Any person resorting to such an act will amount to ragging and strict appropriate legal action will be taken.
<p><u>Discrimination, Including Harassment, Based On a Protected Class</u></p> <p>Discrimination, including harassment, based on an individual's sex, race, colour, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability or any other legally protected classification.</p>	<ul style="list-style-type: none"> a. Upon written complaint with immediate effect Suspension from attending college pending enquiry. b. If found guilty, shall be punished in accordance with the rules and regulations which may include rustication from the school / campus / hostel.

CODE OF CONDUCT	LINE OF ACTION
<p><u>Disorderly Conduct</u></p> <p>Excessive noise, which interferes with classes, school offices or other activities; Unauthorized entry into an area or a closed meeting.</p> <ol style="list-style-type: none"> 1 Conduct that restricts or prevents faculty, staff or student employees from performing their duties, including interruption of meetings, classes or events; 2 Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others. 	<ol style="list-style-type: none"> a. Warning for first default. b. If default continued/repeated defaulter students shall be abstained from attending for the effective lecture / event.
<p><u>False Representation</u></p> <p>Provide false information or make a misrepresentation to any school office, forgery, alteration, or unauthorized possession or use of school documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail).</p>	<ol style="list-style-type: none"> a. Upon knowledge of false representation the student shall be suspended with immediate effect from attending college pending enquiry. b. If found guilty in the enquiry, shall be punished in accordance with the rules and regulations which may include rustication from the school/ campus / hostel.
<p><u>Fire Safety</u></p> <p>Tampering, interference, misuse, causing damage and/or destruction of fire safety and fire prevention equipment</p>	<p>Severe disciplinary action will be taken.</p>
<p><u>Theft, Vandalism, or Property Damage</u></p> <p>Theft, negligent, intentional, or accidental damage to personal or University / SVKM property/ies</p>	<ol style="list-style-type: none"> a. Suspension from attending college pending enquiry. b. Rustication from the school / campus / hostel.
<p><u>Unauthorized Entry or Access / Unauthorized Use of school Facilities or Services</u></p> <p>Unauthorized entry into or presence within enclosed NMIMS / SVKM buildings or areas, construction sites, and student rooms or offices, even when unlocked, is prohibited.</p>	<ol style="list-style-type: none"> a. Upon knowledge of the same concern student/s shall be suspended with immediate effect from attending college pending enquiry. b. If found guilty in the enquiry, concern student shall be punished in accordance with the rules and regulations which may include rustication from the school / campus / hostel
<p><u>Weapons and Fireworks</u></p> <p>Possession or use of firearms including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment, knives etc.</p> <p>Possession or use of fireworks, dangerous devices, chemicals, or explosives within the premises of NMIMS / SVKM.</p>	<ol style="list-style-type: none"> a. Upon knowledge of the same, concern student/s will be suspended with immediate effect from attending college pending enquiry. b. If found guilty in the enquiry, concern student shall be punished in accordance with the rules and regulations which may include rustication from the school / campus / hostel.

2.20 Discipline Norms and Penalty:

- 2.20.1 A disciplinary committee constituted in each school, to look into all cases of indiscipline related to students. The committee comprises the Chairperson / Head of the Department, one faculty member and one staff member. The committee will hear each case and recommend action to the Dean and then to the Vice Chancellor of the University. On approval by the Vice Chancellor, action will be initiated by the school. **For names of committee members at the school level, refer to part II of SRB.**
- 2.20.2 The woman Grievance Redressal committee constituted in each school comprises the Chairperson / Head of the department, one lady member (from faculty or staff), and two more members of the school. The committee will address all related issues and recommend action to the Dean and the University. On approval by the Vice Chancellor, appropriate action will be initiated by the school. **For names of committee members at the school level, refer to part II of SRB.**
- 2.20.3 NMIMS campus including premises of all schools/colleges and hostels are earmarked as non-smoking zones. Possession and Consumption of alcoholic beverages / toxic materials/cigarettes and students present in the campus under the influence of alcohol/ toxic material/ addictive material is a serious offense. Any student found consuming of any objectionable material (alcohol, illicit drugs, controlled substances including stimulants, depressants, narcotics, or hallucinogenic drugs) will be rusticated from the hostel, school and the campus with immediate effect
- 2.20.4 Impersonation will also lead to suspension pending the enquiry and upon found guilty to be rusticated with immediate effect and subsequent deletion of the student's name from the roll of the University after enquiry.
- 2.20.5 Students indulging in Sexual Harassment will also be liable to strict disciplinary action as per University norms. Shall be suspended with immediate effect pending the enquiry. Upon found guilty the student shall be rusticated .
- 2.20.6 In all matters of indiscipline and indecent behaviour, Chancellor of the University will be the appellate authority. Ombudsman is appointed by the University who would look into such cases referred by Chancellor and their decision is final and binding. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. Depending on the gravity of the Act and outcome of the enquiry, the student can be rusticated from the school. NMIMS will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

2.21 Dress Code:

NMIMS's visitors include corporate leaders and international visitors. For this purpose, it becomes essential to adhere to broad guidelines for dress and appearance.

Students are required to be dressed decently Tank tops, Midriff tops, Belly-tops, Sweatshirts, Spaghetti-strap dresses, Half pants, Shorts, Short skirts, Sweatpants, Exercise pants, Ripped or torn jeans and bathroom slippers, Flip-flops are not allowed).

For all functions of the School/ University, including Guest lectures, seminars and conferences, attendance is mandatory and students are required to dress in formals, Institute blazer, Tie/ Cravat, and Lapel Pin.

2.22 Punctuality

- 2.22.1 Classes will begin on time. Late coming is not permitted. Faculty have the authority to restrict latecomers to enter the classroom.
- 2.22.2 Students are required to be present for all events of school/ NMIMS University, including the Convocation, Sports Day, Republic Day, Independence Day, Guest lectures, Compulsory workshops, CEO Series, and other events as intimated on the Student Portal / Notice board/ email. A record of attendance will be kept. The school/NMIMS reserves the right to declare compulsory attendance for any event on or off campus. Absenteeism in events for which attendance is compulsory will be taken seriously and will be communicated / displayed on the Student Portal / Notice Board/ email from time to time and / or remark on the transcript or any other decision by the management.
- 2.22.3 Students are required to be in the city on all days of the trimester/semester. If they are leaving the city for personal or institutional work, they are required to obtain prior permission from the HOD/Director/Dean. This applies even to those students who are representing the NMIMS for social, cultural and co-curricular events.
- 2.22.4 Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the school/University or the faculty concerned. Students cannot approach faculty members and others to change or extend deadlines.

3.0 Attendance and leave of absence guidelines for all students:

3.1 Attendance Guidelines

- 3.1.1 A student is required to monitor his /her own attendance regularly. All doubts regarding attendance should be clarified with the concerned faculty within the appropriate time (at the end of each class during recess or at the end of class hours of the day). If the student is marked absent even when present, he/she should immediately inform the concerned faculty by submitting a written application informing of his/her presence and if required to justify his/her stand.
- 3.1.2 Attendance reports of all the students would be displayed on the notice board / Student Portal on a monthly basis. If a student has any issue or finds any discrepancy in his/her attendance, he/she should inform the office in writing regarding the same within 3 days of the publication of the attendance record. No claim shall be entertained under any circumstances after that. No changes will be permitted once attendance reports are finalized.
- 3.1.3 For all absences, prior intimation through a prescribed application form is to be given to Course Coordinator. In emergent situations, intimation must be given to Course Coordinator preferably by email within 24 hours of the absence. Any absence without written intimation will be treated as unapproved and will be reflected in the records as such.
- 3.1.4 It is the sole responsibility of the student to confirm his / her email Id and parent's email Id with the school academic office.
- 3.1.5 Parents of the students shall be intimated with the attendance record of their ward if the student has less than 80% attendance monthly through email/SMS. Students have to notify the office in case of a change of any contact information of parents. Parents may be called to the school to discuss the consequences of remaining absent.
- 3.1.6 Students must refrain from approaching the visiting and full-time faculty members for attendance related issues and exemptions. They must apply to the concerned coordinator for necessary approvals.
- 3.1.7 If the student remains absent due to any medical issues he / she should submit a medical certificate along with a copy of all the medical reports to the office within 3 days of resuming the classes after medical leave. No certificate shall be entertained under any circumstances thereafter.
- 3.1.8 Final attendance of the Trimester/Semester will be published on Student Portal / Notice board after the end of the session. If the student has any issues regarding attendance will notify the Dean/Director of campus in writing. Dean/Director will ensure data is factual and act accordingly.

3.2 Attendance rules for all schools

To ensure satisfactory attendance and engagement, 100% attendance in all subjects/courses is expected. However, exceptions can be made for valid medical reasons, personal reasons, and participation in extra-curricular and co-curricular activities, placement activities, institutional work, and other approved activities. A relaxation of up to 20% absence may be granted in such cases.

3.2.1 Eligibility for Examinations:

Students who have maintained 80% or higher attendance in individual courses during a trimester/semester are eligible to appear for the respective trimester/semester-end examinations.

Attendance is considered from the date of commencement of each semester/trimester.

In case of any delay in the admission process of any particular student/ lateral admission case, attendance will be considered from the date of such admission.

3.2.2 Exceptional Cases:

In exceptional circumstances where students have an aggregate attendance less than 80% but between 70% and 80% in individual courses, the Dean/Director of the respective School will assess each case separately based on documents submitted by such students. A personal hearing at the School level will be conducted to evaluate their reasons for attendance shortfall. Following the hearing, the Dean/Director may grant an exemption of up to 10% on a case-by case basis, allowing these students to reach the minimum 80% attendance requirement. If approved, such students will be eligible to take the regular term-end examination, contingent upon the attendance exemption granted by the Dean of the respective School/Director of the individual campus. Such students will have to give an undertaking that they will comply with the attendance norms and, if found defaulting again, will be liable for appropriate action.

The decision taken by the University will be final and binding upon everyone.

Attendance requirements are summarised hereunder:

100% Attendance in each subject is expected.

Attendance% (In Individual Courses)	Remarks
80% and above in individual courses	Eligible to appear for Trimester/Semester End Examinations.
Between 70% to 80% in individual courses	The Dean/Director can consider exemption up to 10% on a case-by-case basis after giving an individual hearing. Such students will be eligible to appear for regular Term End Examination, subject to the approval of exemption from attendance from the Dean / Director of the respective School / Campus.
Below 70 % in the individual courses.	Students will be required to take re-admission. Students can opt i) re-admission in the same Semester/Trimester OR ii) re-admission in the full year of the program in the subsequent academic year

4. Academic Guidelines

4.1 Credit Structure

Credit structure is defined in terms of contact hours assigned for various academic components of a program. This includes classroom lectures, tutorials, practical sessions, projects, seminars, lab work, group work and any other academic activity for which contact hours are assigned in the curriculum. The details are as follows:

Trimester Pattern: For trimester pattern programs the credit specifications are as follows:

Details	Credit	Equivalence in hours in 10 weeks of Trimester
Theory Courses	1 credit	10 hrs.
Lab/Tutorial/Group/Presentation work	1 credit	20 hrs.
Seminar (subject to schedule throughout trimester)	1 credit	20 hrs.
Project work	1 credit	20 hrs.
Internship	1 credit	40 hrs.
Research paper/ dissertation	1 credit	20 hrs.

Semester Pattern: For Semester pattern programs the credit specifications are as follows:

Details	Credit	Equivalence in Hours in 15 weeks of Semester
Theory Courses	1 credit	15 hrs.
Laboratory Course / Studio activities	1 credit	30 hrs.
Tutorial Courses (Applicable for Technical Schools only)	1 credit	15 hrs.
Workshop-based activities *	1 credit	30 hrs.
Seminar / Group Discussion (Subject to schedule throughout the semester)	1 credit	15 hrs.
Project work & Dissertation	1 credit	30 hrs.
Internship (Max of six credits per semester)	1 credit	30 hrs. per week
Field-based Learning/Practices / Projects	1 credit	30 hrs.
Community Engagement and Service #	1 credit	30 hrs.

***Workshop-based activities:** Courses involving workshop-based activities require the engagement of students in hands-on activities related to work/vocation or professional practice. Every student is engaged in performing a skill-based activity related to specific learning outcome(s).

Community Engagement and Service: The Curricular component will involve activities that would expose students to the socio-economic issues in society so that the theoretical learnings can be supplemented by actual life experiences to generate solutions to real-life problems. 30 hrs of contact time per credit in a semester along with 15 hrs of activities such as preparation for community engagement and service, preparation of reports, etc., and independent reading and study. Thus, the total learner engaged time would be 180 hours for a 4-credit course.

4.2 Internal Evaluation: The broad components of evaluation for any course/subject may be as indicated below. The total marks for each course with a maximum that can be assigned for each component will be as per the specific requirements of school.

- 4.2.1 Mid-Term Test / Lab Work / Term Work
- 4.2.2 Class participation/ Viva / presentation / Project work
- 4.2.3 Quiz / Assignments / Case Study / Group Discussion

4.3 Every course should have at least 3-4 evaluation components. The components of ICA for respective subjects should be spelled out at the start of the trimester / semester. The approximate time of conduct of these individual components needs to be spread across the full trimester / semester.

4.4 It is the sole responsibility of the student to bring to notice any discrepancy in internal marks as soon as it is shared with them. Any changes in submitted ICA marks (after the respective teacher submitted the Dean/Director through HOD / Area chairperson) needs to have special permission and approval from the Dean/Director of the School/Campus.

Kindly refer to Part II for school specific criteria, if any.

- 4.5 Term End examination is a compulsory component. The mode of the Term End Examination will depend on Course Learning Outcomes.
- 4.6 Duration of examination
 - 4.6.1 Minimum duration of Mid -Term Examinations: 1 hr.
 - 4.6.2 Minimum duration of End-Term Examinations: 2 hrs.
 - 4.6.3 Examination duration can also be more than the above specified time as defined by respective schools.
- 4.7 The internal evaluation marks once shared with the students and finalized cannot be changed subsequently.
- 4.8 For all the programs, the weightage for each component will be specified by the Faculty and will form an integral part of the course outline (as per specific requirements of school/program). The Faculty has the flexibility to formulate and implement an evaluation system with weightage specified in course outline. While approving the courses, the HOD/Area-in-charge and the Dean/Director/ Associate Dean will ensure that the evaluation components and weightage points assigned to each component are fair. Such evaluation components should be announced to students before the commencement of course delivery.
- 4.9 For grading purpose, the weightage mentioned by the faculty in the course outline will be applied for each component of evaluation irrespective of the marks assigned to the said component for the examination.
- 4.10 The minimum 15 number of students to offer an elective course/s on the basis of the total number of students registered in that particular elective courses.
- 4.11 Project Guidelines:
 - 4.11.1 From time to time Faculty may assign projects to students in their courses.
 - 4.11.2 After submission, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, the worldwide web, etc. Similarity index / plagiarism is a serious offense, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered misconduct in terms of NMIMS policies and will be dealt with as per the rules of NMIMS.
 - 4.11.3 All policies regarding confidentiality and discipline need to be adhered to by the student.

For more details on Academic / Project guidelines, refer Part II for school specific inputs.

5. Interdisciplinary Offerings (Applicable for Mumbai campus only): –

The interdisciplinary approach of selection of courses across different streams enables students to get knowledge of other domains. It is applicable for a Master's level program or final year of 4/5 years' programs. The interdisciplinary courses will be offered in two sessions as Fall Session (II week of July – III week of Nov) and Winter Session (I week of January – III week of March). The students from all schools are allowed to choose a maximum of 2 courses, 1 course from the fall session and 1 course from the winter session. Students may opt for the course from the bouquet of courses offered as an additional credit course or in lieu of any courses offered by the home school. The details of the courses offered and registration /date will be intimated to the students by the Home school (The students admitted to this school). The students have to register through the Students portal only.

6. CHOICE BASED CREDIT SYSTEM (CBCS) (Applicable for Mumbai campus only): -

The CBCS offering is a concept, which is in line with the international academic system. Students may opt for the course from the bouquet of courses offered in CBCS in lieu of a course/s dropped (as defined in their school's course structure) or take the courses offered by their Schools. The students are also allowed to choose CBCS courses as an additional subject for extra credits as a credit course or audit course. The CBCS offerings of courses will be opted from a UG Program to a UG program and PG Program to PG Program across all schools where the grading system is the same. The UG students of 1st year and PG students of Term I of 1st year are not eligible to opt CBCS courses. Students studying in the school where the teaching/exam scheme is governed by a statutory body can take only extra credit courses.

Note: For any academic grievance, student may write on grievance.academic@nmims.edu.

7. Examination Guidelines:

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

7.1 Discipline in the Examination Hall

- 7.1.1 Students must know their Roll Number and Student No. and carry their ID card during exams.
- 7.1.2 Students who are eligible to write the term end examination/re-examination should be present in the Examination Hall at least 30 minutes before the scheduled time of the commencement of the examination. All the students, who arrive in the examination hall after the scheduled time of the commencement, will not be permitted to appear for that examination. In exceptional circumstances, the student will be required to seek written approval from the Dean/Director of the respective school / Campus or person nominated by the Dean/Director to allow to appear at the examination. Students who report late to the examination would be permitted to appear at the examination in exceptional circumstances only after they produce a written approval from the said authorities on application to be made by the student. Such a student who has reported late will not be eligible for benefit of extra time due to late arrival as well as the loss of time in getting approval from the Dean of the school in such a case.
- 7.1.3 Students are not permitted to enter the examination hall after half an hour of the commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session.
- 7.1.4 Students, who are not in their seats by the time notified, will not, be permitted to appear for the examination.
- 7.1.5 Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Supervisor's table or outside the examination hall, at their own risk. NMIMS will not be responsible for the safety and security of the same.
- 7.1.6 A student, who fails to attend an examination at the time and place published in the timetable, will be have an 'Absent' remark in the grade sheet. Opportunity for re-examination will be given according to the rules and regulations.
- 7.1.7 Students should occupy their respective seats as per the seating plan displayed on notice board/door plan.
- 7.1.8 Students are required to have and keep ready their Identity Cards issued by SVKM's NMIMS and they must produce these same for verification by the room supervisor during the examination. Students not having the said identity card with them during the examination may be denied permission to appear for the examination subject to approval from the Dean/Director of the college.
- 7.1.9 Every student present must sign against his / her Student number on the attendance sheet provided by the Room Supervisor.
- 7.1.10 Students should specifically go through the instructions given on the top of the question paper and on the front page of the answer book. They are of utmost importance.
- 7.1.11 **On the front page of the answer book the students should write only the name of the program, specialization/stream if any, trimester/semester details and course / subject for which examination is being held, number of supplementary sheets attached to the main answer book. Any extra writing on the front page or anywhere in the answer book will be treated as act of unfair means and will be dealt as per rules.**
- 7.1.12 **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:** If a student has any query as regards to the contents of the question paper, he should bring the same to the notice of the examination hall supervisor without disturbing others in the examination hall.
- 7.1.13 Students are forbidden to (i) bring any books, notes, scribbling papers, mobile phones, smart watch, earbuds, calculators, laptop, Bluetooth devices or any other similar devices/things unless specifically permitted. Any such material found in possession of the student will be confiscated **University reserves the right to keep such material in its custody till the time investigation into alleged violation of rule/malpractice is completed.** (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, and (v) take with them any answer-book, written or blank, while leaving the examination hall. All Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them. The supervisors/ authorized persons are authorized to frisk the students, needless to mention that the girl student shall be frisked by the lady supervisor.
- 7.1.14 Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the University.
- 7.1.15 The answer books of the term-end examinations are Bar coded / QR coded and therefore, students should not write his/her name, Roll No., Student No. etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.
- 7.1.16 While underlining of answers for focusing attention is permitted, use of varied inks, except for illustrations and figures must be avoided. DO NOT use any symbol like encircling the question or using colour arrows for 'P.T.O'. These will all be considered as attempts to readily identify the specific answer-book.
- 7.1.17 Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets

to the same. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer book out of the examination hall will be treated as against rules and appropriate action will be taken against such candidate/s.

- 7.1.18 Students should not write anything on the question-paper, unless there is any typographical error/ change to be carried on the question paper on supervisor's instructions.
 - 7.1.19 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited and will attract penalty.
 - 7.1.20 If students want anything, they should approach the Room Supervisor without disturbing other students. However, they should not leave the examination hall on any account, without surrendering his/her answer book.
 - 7.1.21 Students will not be allowed to leave the examination hall during the examination and especially during the last ten minutes. They should not leave their seats until answer-books from all students are collected by the Room Supervisor.
 - 7.1.22 A student who disobeys any instructions issued by the Invigilator's / 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.
 - 7.1.23 **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.**
- 7.2 **Guidelines for Appointment and Availing facility of Scribe for the physically challenged (permanent or temporary disability) students during examinations conducted by NMIMS**
- 7.2.1 A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations.
 - 7.2.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (Annexure 7) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.
- 7.3 **In the following cases of students, the medical certificate of only Government Authorized Agencies would be accepted for Mumbai Campus namely:**
- a) Hearing Impaired Students: Ali Yavar Jung National Institute for the Hearing Handicapped.
 - b) Physically Challenged Students: All India Institute of Rehabilitation of Physically Handicapped
- 7.3.1 As regards the student from other campuses, the Government Authorized Agencies from those cities would be accepted.
 - 7.3.2 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office of the University. The university will make arrangement alternatively if possible.
 - 7.3.3 The scribe should be one grade junior in academic qualification than the student if from the same stream.
 - 7.3.4 Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. E.g. for the examination of two hours, 20 minutes extra time will be allowed.
 - 7.3.5 The Examination in Charge of the center will have powers to resolve issues, if any, in this regard. She/he will be authorized to make/ accept any last minute changes of scribe under exigencies.
 - 7.3.6 The said student will sit in a separate room under supervision.
- 7.4 **Facilities relating to examinations for the students having Learning Disability (Dyslexia, Dysgraphia and Dyscalculia) for the purpose of examinations:**
- 7.4.1 At the time of all written examinations, all L.D. students would be given permission to use a writer. In such a case, the student concerned should submit application in writing along with all the necessary documents well before the commencement of the first examination. Also such students would get 25% additional time for writing the examination.
 - 7.4.2 These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams
 - 7.4.3 Concession will be given for mistakes in spelling or mathematical calculations/graphs.
 - 7.4.4 L.D students who have failed to pass a subject/s will be eligible for grace marks up to 3 per cent of the aggregate marks of the subjects in which he/she has appeared. These grace marks would be for one or more subjects.
 - 7.4.5 In case of L.D students, the medical certificate of only Government Authorized Agencies would be accepted. For Mumbai campus medical certificate from Sion Hospital / Nair Hospital only would be accepted.
 - 7.4.6 The said medical certificate must be produced at the beginning of the academic year to the admission dept. Retrospective benefit will not be given to any student in case certificate is submitted after declaration of results.
- 7.5 **Rules as regards cases of adoption of Unfair means by the candidates during the University examination are as under:**
- 7.5.1 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 University's rules and regulations and principles of natural justice.

7.5.2 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 / Actual copying from the material.	Annulment of the performance of the student at the University Examination in full. *
	Possession of another student's answer book or supplementary sheet.	Exclusion of both the students from concerned University Examinations for one additional examination. *
3	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. *
4	Mutual/ Mass copying.	Exclusion of all the students from concerned University Examination for two additional examinations. *
5	Smuggling in or smuggling out of answer books as copying material.	Exclusion of the student from concerned University Examination for three additional examinations. *
6	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. *
7	Smuggling in written answer book as copying material and forging the signature of supervisor.	Student concerned to be rusticated from University.
8	Attempt to forge the signature of the supervisor on the answer book or supplementary sheet.	Student concerned to be rusticated from University.
9	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.
10	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.
11	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.
12	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.
13	Impersonation for a student or impersonation by a student in University or other examinations.	Student concerned to be rusticated from University.
14	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 at the University Examination in the subject concerned during the examination of which the identity was revealed.
15	Found something written on the body or on the clothes while in the examination.	Annulment of the performance of the student at the University Examination in full.
16	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication.	Annulment of the performance of the student at the University Examination for the subject during the examination of which student made an appeal.

*(Note: The Term "Annulment of Performance in full" includes performance of the student at the Theory /Computer based exam/ Viva/ Jury /Practical examination, but does not include performance at internal continuous assessment / Term work, project work with its term work & project submission.)

7.5.3 Students should note that material found with him / her during the examination would be confiscated and would be returned back after completion of inquiry.

- 7.5.4 If on previous occasion, a disciplinary action was taken against a Student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.

Practical/Dissertation/Project Report Examination:

- 7.5.5 Student involved in malpractices at Practical/ Dissertation/ Project Report examinations including act of similarity index shall be dealt with as per the punishment provided for the theory examination.
- 7.5.6 The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

7.6 Examination Grievance Redressal Mechanism

(Providing Photo copies to the candidates and Revaluation)

The Grievance Redressal Mechanism as regards evaluation of answer books and timelines to be followed for the same would be as under:

- 7.6.1 The Grievance Redressal Mechanism will apply only to the 'term-end Examinations' of the University.
- 7.6.2 The above mechanism will **not apply to** practicals / oral examinations/ viva/ projects/ MCQ's in online exams/assignments/ dissertation/ presentation/ field work etc.
- 7.6.3 The application for Redressal of Grievance can be made online only through the Student Portal. Applications made through offline mode would not be considered under any circumstances.
- 7.6.4 All the students will be informed the course/module-wise marks obtained by them in the 'Internal Continuous Assessment' and 'Term-end Examination' by the Examination Office, on the date of declaration of result of the examinations of the respective class/es. The date of declaration of result shall be the date on which examination result is made live on 'Student Portal' of the University.
- 7.6.5 Under the Grievance Redressal Mechanism, a student can apply for:
- Verification of Answer book:** Under this process, on application of the student, the University verifies that (i) all the answers in the respective answer book are evaluated, (ii) marks have been allocated to each answer and carried forward to the first page of the answer book properly and (iii) totalling of the marks on the first page of the answer book has been carried out correctly.
- OR**
- Re-evaluation of the Answer book:** Under this process, the student may (i) opt to first apply for the photocopy/ies of the answer book/s and subsequently apply for the re-evaluation of the said answer book/s after going through the answer book **OR** (ii) directly apply for the re-evaluation of his/her answer book/s without applying for photo copy of his/ her answer book.
- 7.6.6 After the result declaration on 'student portal', if a student is not satisfied with the marks awarded to him/her in the Term-end Examination/s, in any course/module, s/he may apply for the Grievance Redressal **within the prescribed number of days as per the example mentioned in the table below:**

Activity under Grievance Redressal Mechanism	Time Limit	Date of Declaration of Result Example: 17th October
Application for Verification of Answer book/s	Within 3 days from the date of result declaration	Example: 20 th October
Application for Photocopy of the answer book/s	Within 2 days from the date of result declaration including holidays	Example: 19 th October
Receipt of the E-copy of Answer book/s	Latest on the 2nd day from the date of result declaration including holidays (answer books will be sent by e mail link)	Example: 19 th October (This will be immediate on application)
Application for Re-valuation of the answer book/s	Within 3 days from the date of result declaration including holidays	Example: 20 th October till 16.00 hrs.

- 7.6.7 No application, received after the prescribed number of days as mentioned in the table above, shall be entertained for any reason whatsoever.
- 7.6.8 Soft copy/ies of answer books will be available for download on the result declaration page after payment of the fees. Else soft copy of the answer book will be sent by email to the student concerned.
- 7.6.9 Copies of the answer-book/s provided by the University are only for Grievance Redressal mechanism and do not have any evidentiary value.
- 7.6.10 Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/her liable for appropriate punishment by the University. The decision of the University shall be final in this regard.

7.6.11 **Application for Redressal of grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever. Also application will be deemed to be complete only after payment of requisite fee.**

7.6.12 The application received from the student for re-evaluation shall be placed before an external examiner for re-evaluation.

7.6.13 After following the process of re-evaluation under the Grievance Redressal, effect will be given to change in original marks on re-evaluation, if any, as under:

7.6.13.1 **If the marks of re-evaluation, increase or decrease by less than ten percent (10%)** There will be no change in the marks and original marks awarded to the candidate in the subject will be retained.

7.6.13.2 **If the marks of re-evaluation increase or decrease between 10.01% and 20%:** In such cases the marks originally awarded to the candidate in the subject shall be treated as null and void and the marks obtained by the candidate after re-evaluation shall be accepted as the marks obtained in that subject. Fractional marks if any shall be rounded off for the purpose of computing the ten percent (10%) difference in marks.

7.6.13.3 **If the marks of re-evaluation increase or decrease by more than 20%** A second revaluation of the said answer books shall be done by the examiner from the panel of examiners for the said subject and then **an average of the marks obtained in the first re-evaluation and marks obtained in the second re-evaluation shall be taken** and this shall be accepted by the University as the final marks for the said subject (fractional marks if any shall be rounded off to the next integer).

7.6.13.4 An answer book shall be sent for second revaluation to another senior examiner appointed by the Controller of Examinations in consultation with the Dean of the School or Chairperson of the Board of Studies of the University, if in the first revaluation, marks of a candidate are decreased below the passing marks or if a candidate obtains 'F' grade after the first revaluation or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.

The revised marks obtained by a candidate after re-evaluation, as accepted by the University shall be taken into account for the purpose of amendment of his results only and the said result shall be communicated to the student/s on the student portal. Students may note that after carrying out reevaluation, the marks obtained may increase or decrease or may not change.

7.6.14 The above difference in marks in percentage term shall be with reference to the maximum marks assigned for the term end examination of the respective subject.

7.6.15 The examiner/s for re-evaluation will be appointed by the Controller of Examinations from the panel of examiners provided by the Dean of the School duly approved by Pro Vice Chancellor and the Vice Chancellor of the University.

7.6.16 The revised marks obtained by a candidate after re-evaluation, as accepted by the University shall be taken into account for the purpose of amendment of his/her results only and the said result shall be communicated to the student/s by suitable means.

7.6.16.1 The marks awarded by examiner/s in re-evaluation shall be final and binding on the student applicant and the original examiner.

7.6.16.2 The whole process of Redressal of grievances shall be completed within a period of 15 working days from the date of receipt of application for Redressal of grievances.

7.6.16.3 In any case, the photo copies of re-evaluated answer-books shall not be provided to the student/s.

7.6.17 The outcome of Revaluation process shall be final and binding on student.

Kindly refer Part II of SRB for rules of respective schools for Internal Continuous Assessment / Term End Evaluation, Grading system, Passing criteria, method of calculation of CGPA, Re-Examination, exceptional cases – medical etc.

(To download the examination related formats go to the website nmims.edu → School → Campus → Academics → Examination).

8. Policy on Award / Prizes and Dean's / Director's list:

- 8.1 One prize will be awarded where number of students in the batch/stream is between 01 and 20, two prizes will be awarded where number of students in the batch/stream is between 21 and 59, and three prizes will be awarded where number of students in the batch / stream is > 60.
- 8.2 The criteria for award of prizes will be highest CGPA obtained by the students in the examinations of all the years of the program on programme completion.
- 8.3 For the above purpose, count of students at the final year of the programme will be considered.
- 8.4 In case of exactly the same CGPA obtained by two or more students for a particular rank, same medal may be given to the students and second and third (Silver & Bronze) medal may be given to the next ranking students.
- 8.5 Rankings would always be decided at University level.
- 8.6 Students should have passed all examinations in single attempt.
- 8.7 Lateral admission cases may be considered for ranking purpose
- 8.8 Students obtaining F grades/ATKT/ involved in unfair means or any misconduct will be ineligible to be listed in the Rank Holder List and Dean's/ Director's list.
- 8.9 The students who opt for Student Exchange program in any trimester/semester would be considered if he/she is eligible as per above criteria. However, performance at the partner University shall not be considered for award.
- 8.10 **Dean's/ Director's List:**
 - 8.10.1 10% of the batch (top 10% students) on the basis of highest CGPA will be considered to be eligible to be in Dean's/ Director's List and will get a certificate at the end of the programme. (SBM Mumbai / Campus gives yearly).
 - 8.10.2 The Dean's/ Director's list would be for each programme/ stream at each campus.

9. Guidelines for Scholarships:

- 9.1 Each year there are several student awards and scholarships announced for different schools/programs of NMIMS (as applicable school wise).
- 9.2 Students are advised to apply for awards and participate in the process enthusiastically.
- 9.3 Students are also advised to keep a good performance track record if they wish to apply for these awards. Students obtaining F in any subject or with a record of misconduct or a record of low attendance will be automatically disqualified from the awards process.
- 9.4 Certificate of merit to be given by Dean at school level.
- 9.5 The students of NMIMS can avail national scholarship under the below mentioned schemes.
 - Central Sector Scheme of Scholarships for College and University students - Department Of Higher Education
 - Merit-Cum-Means Scholarship For Professional And Technical Courses Cs - Ministry Of Minority Affairs
 - Post Matric Scholarship Schemes Minorities CS - Ministry Of Minority Affairs
 - Prime Minister's Scholarship Scheme For Central Armed Police Forces And Assam Rifles
 All the scholarships offered by UGC are available for students to apply.
- 9.6 A student who wish to apply for scholarship will have to go through school academic office.

10. Guidelines for Admission Cancellation / Payment of fees / Academic Break / Re-admission/ Submission of Documents / Admission Deferment

10.1 Admission Cancellation procedure:

For cancellation of admission, the student needs to apply online the application for cancellation of his / her seat along with original fee receipt and cancelled cheque to the admission department (if cancellation is before commencement of the programme).

- The First year candidates who have paid the fees for the academic year can withdraw the admission and be eligible for refund as per the NMIMS refund policy informed and agreed upon during the admission process.
- The student who wishes to withdraw admission should fill the application form using the url <https://nmims.edu/admission-cancellation> available on our website nmims.edu. Withdrawal request can be applied only through this link.
- Request before commencement: the admission department will process the document with the necessary approvals.
- Request post the commencement: the candidate will have to get the Clearance /No dues from all the concerned departments of the School.
- Once the process is completed, the refund of the fees (if applicable) shall be processed.
- Refund of fees, if any, will be credited to the bank account details provided by the applicant in the application. If any dues are to be collected, that will be deducted before a refund of the fees.

10.2 Payment of fees:

- 10.2.1 The promoted students for the subsequent years are required to pay the fees as per the email received from Accounts department. Late fee will be levied if fee is not paid within the due date.
- 10.2.2 Non-payment of fees within the stipulated time including the late fee period will attract cancellation of the studentship from that program.

10.3 Academic break:

Following rules are applicable for all the schools of NMIMS.

After commencement of any programme, if a student wants to take a break for certain valid reason, then he / she can do so as per the following norms :

- i. The academic break can be granted to any student by respective Dean/Director of School/campus.
- ii. The maximum period for an academic break is one year only. (in executive programmes is upto two years). This will be allowed subject to Deans approval.

10.3.1 Eligibility for Academic Break:

Academic break can be granted to any student for any of the following reasons:

- a. Serious personal medical reasons involving hospitalization, if required and supported by documents.
- b. Serious 'family' related issues.
- c. Financial constraints.
- d. In executive programme, temporary transfer to other country / city or Financial crisis/Maternity/ shift of duties/additional assignments at the work place .
- e. The Dean of respective school will approve the academic break and forward the application of the student to admission department for necessary process.

- 10.3.2 The academic break can be granted to any student at best twice during the programme as long as the total period of academic break is not exceeding one year and not exceeding the validity period of that programme.

- 10.3.3 **Payment of Fees for the academic break:** If the student has informed the Dean regarding academic break before the commencement of the relevant year and not paid the total fee for that year, then once the academic break is granted, student can pay the total fee (100%) prevalent at that time when he / she seeks re-admission.

- a. If a student wants to take academic break after the commencement of the academic year, but he / she has not attended the classes and if the fee is not paid, then while seeking re-admission he/she has to pay the total fee (100%) plus 25% of the total fee as re-admission fee to continue his studentship.
- b. If the student has paid the total fee for the entire year and then sought the academic break after commencement of that academic year in the middle of semester / trimester, then he/she has to pay 25% of the total fee prevalent at that time, towards re-admission in subsequent year.
- c. If a student has approval for an academic break on health grounds and has less than 20% attendance, the 25% fee for re-admission could be waived off as the student has not availed any facility of the institute and has not attended classes due to health reasons. The school may forward such cases to the VC office for approval.

Academic break	Fees to be paid at the time of admission after the academic break
<ul style="list-style-type: none"> Informed before the commencement of the academic year. 	100% total fee prevalent.
<ul style="list-style-type: none"> Informed after commencement, not attended classes and fees not paid. 	100% total fee + 25% readmission (prevalent).
<ul style="list-style-type: none"> Informed during the semester / trimester fees not paid for the current year. 	100% total fee + 25% readmission (prevalent).
<ul style="list-style-type: none"> Informed during the academic year and fees paid for that year. 	25% of total fees as readmission fees prevalent that year.

10.4 Re-admission rules:

A student can seek re-admission in the next academic year, in case he / she fails to fulfill the criteria mentioned under passing standards in SRB. For this purpose, he / she has to pay 25% of the total fee prevalent at that time for that program.

Students can take re-admission in the said year of the program only once. He/she can take re-admission in different years as long as the total period of the program does not exceed the validity period of that program. For example, for MBA the validity period is 4 years and for MBA Tech. it is 7 years, so a student can take re-admission maximum of two times but in different progressive years of the program. Admission to the subsequent years is subject to the maximum duration permissible for completion of the program (in years). Such admissions will be at the student's own risk of non-completion of the program during the maximum permissible duration (in years).

Sr. No.	Duration of the program (in years)	Maximum duration permissible for completion of the program (in years)
1	2 years	4 years
2	3 years	5 years
3	4 years	6 years
4	5 years	7 years
5	6 years	8 years

If a student takes re-admission in a particular academic year and is not promoted again, either as per the passing standards of the respective program or any other reason as per academic rules, then the student will not be given a second chance for re-admission. For more details, please refer to **Part II of SRB**.

10.5 Submission of certificates / mark sheets:

A student has to submit all the relevant documents / certificates / mark sheets as per the offer letter issued by NMIMS. Non-submission of such mandatory documents after the stipulated time declared by the admission department will lead to the cancellation of admission of concerned student and the admission fees will NOT be refunded.

If a student has submitted documents and discrepancy is found during verification, the admission would be cancelled and fees will be forfeited.

10.6 Admission Deferment:

The following rules are applicable to all the Schools of NMIMS.

10.6.1 Eligibility for admission Deferment:

Only those candidates who have paid the full fee or got an approval for part payment can apply for admission deferment.

The candidate has to submit an application for 'admission deferment' in admission department **before the commencement** of that program stating the reasons for admission deferment. Admission deferment can be approved only for one year.

10.6.2 Who can apply:

- Serious medical illness.
- Serious family related reasons.
- The candidate is not able to organize funds.
- Candidate's work related commitments, overseas assignments (over 6 months)

The application needs to be submitted to admission department, along with all the supporting documents for 'Admission Deferment' consideration.

An applicant who fails to obtain confirmation from Admission office of his/her deferment of admission will be deemed to have forfeited his/her position and will be deregistered from the course admitted to.

10.6.3 Process for Admission deferment:

- 10.6.3.1 Deferred admission may only be granted to first year students who have paid the required non-refundable enrolment deposit.
- 10.6.3.2 The admission department will scrutinize all the applications and forward them with comments to the concerned authorities for approval. The request to defer the offer of admission will be reviewed on case to case basis and will be granted depending on the reason stated along with the supporting documents. NMIMS decision with respect to this will be final and will not be challenged.
- 10.6.3.3 Offer of admission deferment, if not, taken in the subsequent year will lapse and the fee paid will not be refunded. Further, the applicant, if still wants to apply to NMIMS, has to undergo the admission process again as a fresh applicant.
- 10.6.3.4 The letter of deferment of admission will be issued by admission department to the applicant.
- 10.6.3.5 Students who are found to have applied to other colleges and institutes during their time away from NMIMS



- will have their admission revoked and fees will not be refunded.
- 10.6.3.6 Financial aid offers cannot be deferred. Students must reapply for financial aid.
 - 10.6.3.7 Admitted 'Transfer' students are not eligible for deferred admission.
 - 10.6.3.8 Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.
 - 10.6.3.9 Once the program has commenced, then even though the applicant may have not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

11 Library Rules and Regulations:

- 11.1 Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate NMIMS disciplinary procedures.
- 11.2 Access to the NMIMS Library is restricted to staff and students of the NMIMS who have a currently valid identification card issued by NMIMS and to such other persons as may be authorized by the Librarian.
- 11.3 Students must carry their NMIMS student ID card, and staff must carry their NMIMS staff identity card to get entry and to use the Library and must produce this when required by an authorized person. This card must be used only by the member to whom it is issued.
- 11.4 Bags and other personal possessions should not be left unattended for security reasons. The Library is not responsible for damage to or theft of private property.
- 11.5 Silence is to be maintained in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off or set to silent mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violating the rules will lead to a student's penalty and /or three week suspension.
- 11.6 The consumption of food and beverages (except for bottled water) and personal audio equipment are not permitted in the Library.
- 11.7 Photography, filming, videotaping and audio-taping in the Library are strictly prohibited.
- 11.8 Personal equipment should not be used without the prior permission of the Librarian.
- 11.9 Users are required to comply with copyright regulations as displayed by the photocopiers.
- 11.10 Data retrieved from the Library's electronic resources *may not be used* for purposes other than teaching, research, personal, educational development, administration and management of NMIMS and development work associated with any of those mentioned above. Use of the data is not permitted for consultancy / services leading to commercial exploitation of the information for work of significant benefit to the employer of students on an industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.
- 11.11 Removing any material from the Library must be appropriately authorized and recorded. Damage to or unauthorized material removal of material constitutes a severe offense and may lead to a fine or disciplinary action.
- 11.12 Borrowing entitlement: Two books for ten days. One-time renewal is possible if the book is not in demand. As the Library is RFID enabled, the issue of the books will be done at self-check-in kiosk only.
- 11.13 A fine of Rs.3.00 per day per book is levied on overdue books. Students can check their account details online in OPAC (Online Public Access catalogue) and be notified of due by email. If fines or charges are outstanding, borrowing rights will be withdrawn, and passwords for accessing electronic services will be withheld until those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.
- 11.14 Users are responsible for material borrowed on their cards. They will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while the payment is outstanding.
- 11.15 Students must wear appropriate dress (Bermuda, half pants, Short skirts, and Bathroom slippers are not allowed).
- 11.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.
- 11.17 The award of NMIMS qualification will be deferred until all books and other library materials have been returned and outstanding fines/charges paid.
- 11.18 For a list of electronic resources / Databases refer annexure.
- 11.19 All library users should take care of pandemic precautionary measures.

12 Guidelines for the Use of Computing Facilities:

- 12.1 NMIMS invests significant resources in the provision of computing resources for the students. In order to ensure maximum availability, computing resources must be used in a responsible way. Students are responsible for ensuring that these resources are used in an appropriate manner. All inappropriate websites are blocked for student access. The list of blocked websites is dynamically updated based on their defined global category. If any specific website requires to be accessed which is blocked with inappropriate, request to send an email to ITHelpdesk@nmims.edu. We will check the content of the website and found appropriate for access, necessary access will be granted.
- 12.2 You are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in the withdrawal of your rights to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of this document will be available with the Computer Centre.
- 12.3 Internet access to students will be as per the NMIMS policy. Any change request has to be routed through the Registrar in writing.
- 12.4 Food and/or beverages are allowed only in the cafeteria. Food and/or beverages (except drinking water) will not be permitted in the Computer Centre. Smoking is not permitted on the Campus premises.
- 12.5 It is important to note that all the SVKM/NMIMS premises are deployed with CCTV surveillance equipment and all the areas of the premises are recorded 24x7.
- 12.6 It is important to note that all SVKM/NMIMS is monitoring the network 24x7. All actions and logs are stored and recorded. SVKM/NMIMS has all the rights to record all actions by students on the network and use them appropriately.
- 12.7 The students of NMIMS are provided with computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aims, or that otherwise, acts against the interests of the NMIMS is prohibited. In the event of non-approved usage of the computing facilities, NMIMS reserves the right to withdraw access to computing facilities at any time.
- 12.8 The use of NMIMS computing facilities for students' commercial gain is prohibited.
- 12.9 Not to use/install third-party software to bypass campus Network security policies. It is prohibited and may lead to further disciplinary action.
- 12.10 Students residing in college hostels not to touch or tamper with WiFi routers and other network infrastructure installed at hostels. If any such incidents are found, may lead to disciplinary action.
- 12.11 Computer Centre facility will be provided on priority to the students of the concerned programs, where using a Laptop is not compulsory.
- 12.12 Students are not allowed to connect personal pen drives/ Laptops to the systems/smartboard installed in the classrooms.
- 12.13 **All students will be given NMIMS email id on Microsoft Office 365** and internet authentication id. They are permitted to access the internet in the computer centre or on their own laptop through this id and password only. Action will be taken against any misuse of the internet and email Id is seen.
- 12.14 Students will get a Microsoft email id for official email correspondence and to use MS Teams for online lectures and regular updates from University/School/College.
- 12.15 Do not provide sensitive personal information (like passwords) over email.
- 12.16 Students will get 15 GB of space in OneDrive to store documents for education purposes.
- 12.17 The use of computing facilities is governed by various applicable IT Acts, laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the NMIMS.
- 12.18 It is the student's responsibility to ensure that the student's activities do not contravene these or any other laws.
- 12.19 Students using personal Laptop or any other devices for accessing campus infrastructure should have updated with the latest operating system (Windows / Mac) and antivirus patches.
- 12.20 Students must comply with all requests+ or instructions issued by any Information Systems staff with respect to the use of NMIMS computing facilities.
- 12.21 Improper behaviour towards staff in computer lab and/or while using computing facilities will result in disciplinary action.
- 12.22 NMIMS endeavours continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, students should lodge a written complaint in a Complaints Register available in Computer Lab. No action will be taken on any verbal complaint.
- 12.23 The Information Systems Group will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through notice boards/ email placed in the Computer Lab as well as Student Notice Boards/ emails/Students Portal. It is your duty to regularly check the notice boards/ email and plan your use of the facilities accordingly.
- 12.24 The failure of any element of the computing service will not be accepted as a valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.
- 12.25 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings submitted by respective Disciplinary Committee. This may seriously affect your ability to complete your course of study satisfactorily.
- 12.26 If any student comes across any security incidents, please contact reportsecurityincidents@svkm.ac.in

- 12.27 These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of Computing Facilities at NMIMS.
- 12.28 Use only your own login id and password and don't allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to the NMIMS authorities if any breach of university regulations is suspected in connection with that use.
- 12.29 It is recommended a strong password must be at least 8 characters long. It should not contain any of your personal information – specifically your real name, user name, or even your company name. It must be very unique from your previously used passwords. It should not contain any words spelled completely.
- 12.30 Use of any faculty member user name and password to access IT infrastructure including smartboards is prohibited and may lead to disciplinary action.
- 12.31 You should not copy or share other's data resulting in data theft of any kind under the IT Act. Any act of such nature if found then the concerned student shall give explanation as to the said act amount to theft. If authority does not found the explanation given as satisfactory then the said student shall be penalised as per the rules and regulations framed by the University from time to time.
- 12.32 Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.
- 12.33 Request to be placed only for required resources or access rights that you need.
- 12.34 Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The NMIMS accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.
- 12.35 Removal, borrowing, connecting or disconnecting of any IT equipment is not permitted. Neither deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility or network / campus, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
- 12.36 Do not in any way cause any form of damage neither to the NMIMS IT facilities nor to any of the accommodation or services associated with them.
- 12.37 Without the permission of the account owner or system administrator, do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user
- 12.38 Do not initiate or perpetuate any chain email message. Do report immediately to the 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.
- 12.39 Students do not click on links or attachments from senders that they do not recognize or ask for something which is not regular in nature.
- 12.40 You should not deliberately create, display, produce, store, circulate or transmit defamatory or libelous material.
- 12.41 Transmission of unsolicited commercial or advertising material on NMIMS network / Campus is prohibited.
- 12.42 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
- 12.43 Never monitor, read and disrupt network traffic inside the campus.
- 12.44 Do not make deliberate unauthorised access to facilities or services accessible via the NMIMS Local Area Network (LAN).
- 12.45 Appreciate staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.
- 12.46 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
- 12.47 You must adhere to the terms and conditions of all license agreements relating to IT facilities, which you use including software, equipment, services, documentation and other goods.
- 12.48 You must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege, not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.
- 12.49 Students are prohibited from viewing any Pornographic material in computer Centre or on any other computer or IT system inside NMIMS campus or storing child pornography, Playing Games, hacking into networks and other computers, spamming and sending junk mail, and causing damage to IT infrastructure. If found so, appropriate disciplinary action will be taken.
- 12.50 You must obtain prior permission to use computers for commercial or outside work including the use of IT facilities to the substantial advantage of other bodies such as employers of placement students.
- 12.51 Student's requests related to additional Internet Bandwidth requirements for special access to events, a request should reach IT helpdesk minimum 72 hours in advance.
- 12.52 Do not interfere with or change any hardware or software; if you do, appropriate action will be taken to make it right.
- 12.53 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
- 12.54 Game software loading onto, or play games software on, the IT facilities unless required for academic purposes.
- 12.55 Neither admit any other person to computer facilities or other NMIMS premises when those facilities or premises are locked nor enter unless authorised to do so.

- 12.56 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
- 12.57 You must immediately vacate any IT room when asked to do so by any person who has legitimately booked that room and must not leave processes running or files printing or otherwise interfere with the work of that person. Failure to cooperate gives that person the right to switch off the workstation that you are using.
- 12.58 **Important:** In the event, the guidelines are not followed and there is a consequent damage to any computing facility, NMIMS reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.
- 12.59 Student requests related to additional internet Bandwidth requirements & any IT related special access to any events, a request should reach IT helpdesk a minimum of 72 hours in advance with approval of HOD OR Registrar inform of Email and IT request form.
- 12.60 Students are not allowed to change the default settings of Desktops/smartboards installed in the classrooms, Conference Rooms & Board rooms (except prior approval intimation).

13 Students Portal (Learning Management System):

- 13.1 Student Portal is a Web-based learning management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.
- 13.2 URL: Access Portal through <https://portal.svkm.ac.in/usermgmt/login>
- 13.3 Login Policy: Default User ID is Student's SAP number and the Password will be mailed by the Admin / Course Coordinator
- 13.4 Change Password: Students are recommended to change their password after first login for safe surfing.
- 13.5 Email Update: Users need to change/update their email id & contact number for getting regular notifications.
- 13.6 Course links: Your login will contain only the current trimester/semester course list.
- 13.7 Announcements: Announcements related to the course and other activities are published in the Announcements section.
- 13.8 Library: It will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.
- 13.9 Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally.
- 13.10 Assignments / Assessments: Assignments can be uploaded and will be graded by faculty. Online scores will be stored. All types of assessments can be conducted online.
- 13.11 Academic Content: Syllabus, SRB, Teaching Scheme, Class Time-table, etc. can be uploaded.
- 13.12 Course Content: All course related reading materials (ppts/notes/videos/links) can be published.
- 13.13 Examination related content: Results and exam timetable can be made available. Online examination is conducted on the portal. The SAP education exam is conducted online.
- 13.14 Admission Related content: Admission Notices can be published.
- 13.15 Assessment (Internal/External): Tests can be conducted on the Portal. Internal/External marks for respective courses will be published on the Students Portal.
- 13.16 Faculty Feedback: Faculty Feedback is accepted online for respective trimester/semester.
- 13.17 Online Similarity Index: Students / Faculty can check the Similarity index through this feature.
- 13.18 Groups: Groups can be created by faculty for assessments, File Exchange, Discussion Board, etc. for their Courses.
- 13.19 Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss topics related to their respective courses.
- 13.20 Hostel Application: Students can book Hostel through the portal (where online admissions are done)
- 13.21 Mobile Application: available for student attendance, assignment, survey, Display ICA marks, and notification can be viewed.
- 13.22 Student Service: Students are benefitted from students' portal for Name validations as required for mark sheets, photo upload, railway concession, bonafide certificates, and Letters of recommendation (LOR), whenever required. Registration and allocation process for CBCS and Interdisciplinary courses.
- 13.23 Selection of Electives: options are available for MPSTME students to choose Open Electives.
- 13.24 The student grievance processes have been incorporated into the Learning Management System (LMS)
- 13.25 Online survey feature has been implemented in the student portal.

Help – Assistance: mail to portal_app_team@svkm.ac.in or phone no: 022 - 42199993

14 Feedback Mechanism:

NMIMS has a well-established online feedback mechanism through Student Portal for communication of perceptions. The components of this feedback mechanism are:

- 14.1 Feedback at the end of the third week of every trimester/Semester. Dean / Director /Programme Chairperson/HOD will meet students personally, if applicable.
- 14.2 Online Feedback through the Students Portal is taken using a questionnaire preferably in the last session of every course in each trimester/Semester. This feedback is compiled and statistics are placed before each faculty member by the end of the trimester/Semester.
 - 14.2.1** All students should get involved in this mechanism seriously as it truly helps the NMIMS improve the quality of services and teaching provided.
 - 14.2.2** These are open-ended questions in which students can reflect learning and teaching aspects of the course.
 - 14.2.3** NMIMS uses feedback to improve the teaching-learning process proactively.
 - 14.2.4** While sharing the feedback to the faculty members, the student's identity is kept confidential.

15 Mentoring Programme / 'Psychologist and a Counsellor':

15.1 Mentoring Programme:

Students (as applicable school wise) have been assigned faculty mentors whose role is to help assimilate the NMIMS culture, facilitate intelligent choice making regarding the selection of courses, and help identify resources needed by all students. Do meet your faculty mentor regularly as per their convenience and availability.

15.2 Psychologist and a Counsellor:

A Psychologist is a non-judgmental, trained professional who understands, ensures privacy and confidentiality and guides you by giving choices so that you make the right decision. This process is facilitated using realistic, structured, and research-based therapy.

Managing emotions is vital to ensure all-rounded progress in life. We need to break the old walls of myths and misconceptions to learn something new. Visiting a counsellor (Psychologist) enables us to relearn more helpful, progressive, reality-based thinking.

Personal counselling is essential at every step in life, even at the corporate level. What we think about situations affects our subconscious mind and interferes with our present-day life.

As normal human beings at any given time in life, we could go through challenges and have no one to share with or guide us. We often do not share our issues with family or friends due to the fear of upsetting them. We worry that perhaps they may not understand or could become judgmental. At such times, we recommend Personal Counselling.

- i. "I cannot concentrate or focus nor can I sleep, at times, I get so scared that I go blank in my exams!"
- ii. "Since the time he left me, I cannot put my attention to anything I will not be able to live anymore.....can't bear it if she is not in my life!"
- iii. "I have lost my confidence I feel worthless /hopeless; no one loves me. I don't want to live anymore"
- iv. "I feel nobody understands what I am going through..." (People become judgemental instead of understanding and supporting) "I feel people invalidate my feelings."
- v. "I do not know whom to share my feelings with. Where do I seek help? Who will be able to help me?"

Have you had any of these repetitive thoughts or faced a rejection that you cannot cope with?

Have you reacted very angrily at first and then later realised that reacting to the event was not needed and in the process, you harmed the relations you had with your friends and family? Do you not know what went wrong then? Do you not understand what triggered you?

Just as we would treat a sprain with some ointment, we try to heal our emotional pain independently. When the sprain is not healing, we visit the doctor, and similarly, one sees the psychologist sometimes when we are unable to clear our emotional challenges on our own. The counsellor needs to check how deep your wound is, and usually, you are helped through therapeutic counseling.

We may be unaware of our behaviour's implications on others, but it eventually could affect our relations in daily life at home, in class, or at work. When past emotional situations are not dealt with therapeutically, we could develop unhealthy negative thoughts and feelings that we need to be aware of. They could again lead to complications and affect our performance, decision making, logical thinking, studies, relationships and career. This continued stress can gradually affect our body and physiological health causing hypertension, respiratory ailments, gastrointestinal disturbances, migraine and tension headaches, skin conditions and ulcers. Understanding the mind body connect is very essential.

The biggest myth is that being emotional is to be weak, so often, we push all our emotional issues under the carpet and then take up unhealthy habits like smoking, drinking, and substance abuse to escape from our reality. We hope to feel better, which lasts only for a short term. On the other hand, creating long term damage may lead to unhealthy dependency.

NMIMS wants to ensure the holistic development of the students. We understand, that to perform at your highest potential in your academic journey, your emotions and mental health need to be well regulated and balanced. Therefore, have appointed a team of psychologists who you connect with via call or email and set up a session to discuss any concern that may be affecting you. (022-42332225 or email Nazneen.raimalwala@nmims.edu / 022-42332218 or email Malvika.rao@nmims.edu)

World Health organisation and the U.S. National Library of Medicine articles:
National Library of Medicine: Psychosomatic disorders in developing countries:
www.ncbi.nlm.nih.gov/pubmed/16612204
WHO | Prevention of bullying-related morbidity and mortality:
www.ncbi.nlm.nih.gov/pubmed/16612204

16 Rules for participating in National/International Level Contests: All contests have to be routed through the Faculty in charge of Student Activity/HOD.

- 16.1 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
- 16.2 All student contests are classified as follows.
 GRADE A: National and International level contests of very high repute.
 GRADE B: National level contests of high repute.
 GRADE C: Local and National level contests
 The respective school heads will make the classification of a contest in Grades A/B/C.
- 16.3 The classification of the contest will determine the selection, reimbursement and appraisal of the students.
- 16.4 **Reimbursements** (Applicable only for National Contest)
 - 16.4.1 Students going for GRADE A will be provided with 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from the contest destination.
 - 16.4.2 Students going for GRADE B and C contests will be provided 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from contest destination, provided that they have won the contest (1st or 2nd place only).
 - 16.4.3 All reimbursements are subject to the approval of the head of the school and are hence subject to change.
 - 16.4.4 All reimbursements will be made only after the student has returned from the contest. All bills, tickets of the travel and copy of certificates will have to be retained and submitted.
 - 16.4.5 All students claiming the reimbursement will have to submit all details to the AR / DR of the school for processing through the accounts department.
- 16.5 **Contest Winners:**
 Any student who has won any contest is required to provide full details of the contest and award won to the faculty (video clip / photographs/reports etc.) within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals.

17 Guidelines for Convocation

- 17.1 The Annual Convocation will be held for all Full Time and Part Time programs of NMIMS.
- 17.2 Only those students who have fulfilled the requirements of the program will be eligible to receive their degrees/diplomas at the Convocation. These requirements include migration certificate, attendance requirements, submission of all assignments and projects, clearance of all dues from various departments like accounts, hostel, library etc., and passing of all examinations and any other deliverables to the school/ NMIMS.
- 17.3 In case any student is found ineligible to receive a degree/diploma on any account, he/she may apply for consideration of his case at least 48 hours before the Annual Convocation. The decision of the management will be final and binding. No last minute requests for reconsideration will be entertained.
- 17.4 Students will be given a set of guidelines by school authorities and they are required to follow these guidelines for effective conduct of the event.

18 Roles and Responsibility of Class Representative and Student Council

18.1 Class Representative:

The Class Representative serves as an important link between his/her division, the faculty & administration. The CRs for each division are selected by class vote for students who wish to nominate themselves for the post. The major roles & responsibilities include:

- i. Serving as the sole point of contact between faculty & students
- ii. Co-ordinating the scheduling of lectures, assignments & formation of groups
- iii. Resolving student grievances
- iv. Relationship building & co-ordinating with CRs from other divisions
- v. CRs cannot cancel / Reschedule lectures directly with Faculty
- vi. Any additional responsibility assigned by school heads.

18.2 Student Council:

NMIMS University Students' Council (NUSC)

The NMIMS University Students' Council is the apex student body of the University and has a representation from students across schools and campuses of NMIMS University. The primary objective of the student council body at the University level is to assimilate and integrate students of NMIMS from all the constituents and schools across various campuses in Mumbai and other locations and to provide the students with a platform to harness their creative activities. The NMIMS University Student Council (NUSC) promotes collective and constructive leadership within the student community.

The major roles and responsibilities of the Students Council include:

- Providing a holistic and integrative platform to encourage interaction between various streams and courses.
- Organizing a University Day, with the intent of executing and planning parallel activities and events across all schools and campuses.
- Organizing a University-level Cultural/ Sports festival, to encourage participation and assimilation for the holistic development of all students.
- Promoting and publishing student success stories on social media platforms and forums to garner responses for the various accolades and accomplishments.
- Organize activities that are in the larger interest of the student community.

From each school/campus two student council representatives will constitute the NMIMS University Student Council (NUSC). The names of representatives are finalized by the Dean/Director/Head of the respective school. The NUSC comprises executive committee positions i.e.: President, Vice President, General Secretary, and Treasurer, along with Head of Departments and other council members representing schools and campuses across NMIMS University. The executive committee represents and coordinates with the council members for various activities and every academic year is selected through a formal selection procedure (consisting of voting and personal interviews etc.) involving the Faculty Advisor/ faculty members & existing Council members.

18.3 Student Council (School Level)

The Student Council is the apex student body at every school and represents the full-time students. The Vice-President, General Secretary, and Cultural Secretary along with a team of executive members and course representatives support the President and share responsibility for each student body & activity on campus. The Council for every academic year is selected through a formal selection procedure involving faculty /Admin heads of the School & existing Council members. The major roles & responsibilities include:

- 18.3.1** To serve as a formal communication channel between the students, faculty and administration.
 - 18.3.2** To navigate all student-related activities at NMIMS and facilitate a better life on campus.
 - 18.3.3** To spearhead the organisation & co-ordination of the Corporate Festival, the Cultural Festival, & other Events.
 - 18.3.4** To assist all public relations activities and supervise student publications & newsletters at NMIMS
 - 18.3.5** All the cell activities have to be routed through the President of the cell, General Secretary of Council (Budget and Release of Money), HOD/Dean/Director, Accounts Department – In case of Release of Money.
 - 18.3.6** Communication and Invitations of events / guest lecturers / workshops etc. conducted by cells and council have to be informed to the HOD/Dean/Director, well in advance.
 - 18.3.7** For the major events prior to a formal invitation to be given to all the senior management
 - 18.3.8** Submit a trimester/semester report at the end of every trimester/semester to faculty In-charge.
- For more school specific details, kindly refer to Part II of SRB.**

19. Interface with Accounts:

19.1 All students who are working for placement, contests, co-curricular, extra-curricular and any other activities for and on behalf of NMIMS that need funding and accounting from NMIMS, are required to prepare budgets for all their expenses well in advance and obtain approval from the Management. Once the expenses are incurred, they must be settled within 72 hours along with the report of activities.

19.2 Re-examination Fees:

The students who have failed and wish to re-appear for an examination will be required to pay re-examination fees, which shall be determined from time to time and communicated through suitable mechanisms.

19.3 Re-Admission fees:

A person who is not allowed to progress to the next year due to rules regarding failures in multiple courses/subjects shall be required to take re-admission and attend all the classes of that academic year. He will be required to pay re-admission fees, which will include tuition fees and other fees as prescribed from time to time.

19.4 Re-Registration Fees:

A Diploma student who fails in a course/subject shall be required to re-register himself in that course for the next year by paying re-registration fees, which shall be determined from time to time and communicated through suitable mechanisms.

19.5 Hostel Deposit Refund:

Location: NMIMS Accounts Department

Procedure:

19.5.1 Please procure the signature of the Hostel in-charge on the receipt.

19.5.2 Submit the signed Hostel Deposit Receipt to Accounts Department along with Application for Refund as per Annexure 9.

19.5.3 Please attach copy of cancelled cheque for your own account or your parent's account. Same particulars of the bank account to which refund is to be sent are to be mentioned on the Application for Refund form.

19.5.4 Please allow a period of 3 weeks for the issue of the Refund.

19.6 Library Deposit and Security Deposit Refund:

Location: Course Coordinator

Procedure:

19.6.1 On completion of program (course), course coordinator would co-ordinate with all students for Student Bank account details (for NEFT Transfer). The same is required for a refund of Library and Security Deposit

19.6.2 Please allow a period of 3 weeks for issue of the Refund through NEFT

20. University level: Anti-Ragging Committee / Women Grievance Redressal Cell / Internal Complaints Committee / University Student Grievance Redressal Cell / Caste Based Discrimination by SC/ST/OBC students/ Ombudsman.

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

To help students, Committees have been formed at the University level and School level, please refer to Part II of SRB.

Committee members will be modified if there is any change.

It is mandatory as per the Hon. Supreme Court & UGC/MHRD Regulations that all students fill in an Anti Raging Undertaking, each year. To make the process easy MHRD has developed an ONLINE Facility. You are requested to fill in the College name followed by SVKM's NMIMS Deemed to be University while filling out the online form. Students can fill out an Undertaking ONLINE at any of the links: www.amanmovement.org (OR) www.antiragging.in.

Anti-Ragging Committees:

University Level				
	Name	Designation	E-mail ID	Contact no.
1.	Dr. Bala Krishnamoorthy, Professor	Chairperson	Bala.Krishnamoorthy@sbm.nmims.edu	022 42355555
2.	Dr. Hari Kumar Iyer, Professor	Member	Harikumar.Iyer@sbm.nmims.edu	022 42355558
3.	Dr. Preeti Khanna, Professor	Member	Preeti.Khanna@sbm.nmims.edu	022 42355557
4.	Dr. Minu Mehta, Professor	Member	minu.mehta@nmims.edu	022 42355759
5.	Ms. Deepali Kamle, Asst. Professor	Member	deepali.kamle@nmims.edu	022 42355555
6.	Juhu Police Station	Member (Police)	juhupolicestation@gmail.com;	022 26183856
7.	NGO representatives will also be part of this committee.			
At Hostels, Mumbai				
1.	Shri Harshad H. Shah	Member	harshad.shah@svkm.ac.in	022 42199999
2.	Dr Meena Chintamaneni	Member	Meena.Chintamaneni@nmims.edu	022-42355555
3.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
4.	Dr. Ashish Daptardar	Chairperson	Ashish.Daptardar1@nmims.edu	022 42355555
5.	Mr. Venugopal K	Member	Venugopal.k@nmims.edu	022 42355555

20.2 Women Grievance Redressal Cell:

	Name	Designation	E-mail ID	Contact no.
1.	Prof. Sangita Kher, I/c Dean, ASMSOC, NMIMS	Chairperson	sangita.kher@nmims.edu	022 42355555
2.	Dr. Ketan Shah, Professor & HOD, MPSTME	Member	ketanshah@nmims.edu	022 42355555
3.	Ms. Karuna Bhaya, Finance Officer, NMIMS	Member	KarunaB@nmims.edu	022 42355555
4.	Dr. Meena Galliara, Director, Centre for Sustainability Management & Social Ent	Member	Meena.Galliara@sbm.nmims.edu	022 42355555
5.	Mr. Paramanand Rajwar, Deputy Registrar, Administration	Member	Paramanand.Rajwar@nmims.edu	022 42355555
6.	Dr. Ashish Daptardar, In-charge Registrar	Member Secretary	Ashish.Daptardar1@nmims.edu	022 42355555
7.	NGO Representatives will also be part of this committee			

20.3 Sexual harassment: Sexual harassment on campus or outside campus is unlawful, as well as unethical, and will not be tolerated. All issues in this regard will be dealt with utmost urgency and stringent action will be taken against those involved. As per high court order, a committee has been formed to look into all such complaints.

Internal Complaints Committee:

	Name	Designation	E-mail ID	Contact no.
1.	Dr. Meena Galliara, Professor, Centre for Sustainability Management & Social Ent.	Chairperson	Meena.Galliara@sbm.nmims.edu	022 42355555
2.	Dr. Ketan Shah, Associate Professor, MPSTME	Member Secretary	ketanshah@nmims.edu	022 42355555
3.	Ms. Karuna Bhaya, Finance Officer, NMIMS	Member	KarunaB@nmims.edu	022 42355555
4.	Ms. Vandana Kushte, Dy. Registrar	Member	Vandana.Kushte@nmims.edu	022 42355555
5.	Dr. Vinod Malap, Dy. Registrar, HR	Member	Vinod.Malap@nmims.edu	022 42355555
6.	Majlis Legal Centre	NGO Representative		
7.	Ms. Sakshi Taparia	Student Representative		
8.	Ms. Madhumita M.	Student Representative		
9.	Ms. Tanya Kulkarni	Student Representative		

20.4 University Student Grievance Redressal Committee:

	Name	Designation	E-mail ID	Contact no.
1.	Dr. Hari Kumar Iyer	Chairperson	Harikumar.Iyer@sbm.nmims.edu	022 42355555
2.	Dr. Ketan Shah	Member Secretary	KetanShah@nmims.edu	022 42355555
3.	Ms. Karuna Bhaya	Member	KarunaB@nmims.edu	022 42355555
4.	Dr. Meena Galliara	Member	Meena.Galliara@sbm.nmims.edu	022 42355555
5.	Mr. Paramanand Rajwar	Member	Paramanand.Rajwar@nmims.edu	022 42355555
6.	Dr. Ashish Daptardar	Member Secretary	Ashish.Daptardar1@nmims.edu	022 42355555
7.	Ms. Tanya Kulkarni	Student Representative	Tanya.kulkarni@nmims.in	022 42355555

20.5 Caste Based Discrimination by SC/ST/OBC Students:

	Name	Designation	E-mail ID	Contact no.
1.	Dr. Meena Chintamaneni	Member	meena.chintamaneni@nmims.edu	022 42355555
2.	Dr. Vinod Malap	Member	Vinod.Malap@nmims.edu	022 42355555
3.	Dr. Paramanand Rajwar	Member	Paramanand.Rajwar@nmims.edu	022 42355555
4.	Mr. Massh Khatib	Member	Massh.Khatib@nmims.edu	022 42355555
5.	Ms. Vandana Shegokar	Member	vandana.shegokar@nmims.edu	022 42355555

20.6 Ombudsman: The Ombudsman shall exercise the power to hear the grievances of those who are not satisfied with the decision of NMIMS Grievance Redressal Committee. The Ombudsman would be required to dispose of cases within one month of the receipt for speedy redress of grievances. On conclusion of the proceeding, the Ombudsman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party. *Justice Abhay Thipsay (Retd. Justice)* has been appointed as Ombudsman at NMIMS University.

For more details, kindly refer AICTE regulations on Ombudsman.

21. Safety Guide for Students on Floods, Fire and Earthquakes

NMIMS gives utmost importance to safety of its students. It prepares students for natural hazards.

The safety measures for some natural disasters such as 1) Floods, 2) Earthquakes and 3) Fire are highlighted briefly.

21.1 Floods: Precautions to be taken in case of Floods are given in Table 1 below.

Before Floods	During Floods	After Floods
<ul style="list-style-type: none"> Identify and visit elevated areas in and around the Institute as places of refuge during a flood Be aware of drainage channels, and other low-lying areas known to flood suddenly. Consult and involve local authorities in the institutes Check out for the monsoon alerts for the heavy rains declared by the Municipal Corporation Do not travel long distances on dates indicated as 'Monsoon Alerts'. Contact the Institute if there is any pre-planned activity or examination or any other important work on that day and try to adjust it on some other day Keep locally available equipment such as ropes, batteries, radio, plastic bottles and cans handy during the rainy season. This can help you to plan your rescue Prepare a food kit including emergency food items such as biscuits, snacks, drinking water and so on 	<ul style="list-style-type: none"> Evacuate to previously identified elevated areas Your life is most precious. Avoid saving valuables at that moment. Disconnect electrical appliances. Turn off utilities at the main switches or valves if instructed to do so Don't touch electrical equipment if you are wet or standing in water Do not walk through moving water. Six inches of moving water can make you fall If you have to walk in water, walk where the water is not moving Use a stick to check the firmness of the ground in front of you Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage Water may also be electrically charged from underground or downed power lines Listen to the radio for advanced information and advice. Don't spread rumors Move vehicles to the highest ground nearby Do not enter floodwaters by foot if you can avoid it Never wander around a flooded area Drink clean water 	<ul style="list-style-type: none"> Stay away from downed power lines, and report them to Security Officer Leave the Institute / home only when authorities indicate it is safe Stay out of any building if it is surrounded by floodwaters Use extreme caution when entering buildings; there may be hidden damage, particularly on foundations Floors in the building will be slippery due to water and mud. Walk carefully on the slippery floor. Wear appropriate footwear. Do not use slippers during the rainy season Watch out for loose flooring, holes and dislodged nails Clean and disinfect everything that got wet Discard any food items which may have got wet Inform them about the damaged drainage and sewage systems in and around the building to the authorities as soon as possible. These can be a major health hazard First protect yourself and then help others.

21.2 Earthquake: Precautions to be taken in case of earthquakes are displayed in Table 2 below:

Before Earthquake	During Earthquake	After Earthquake
<ul style="list-style-type: none"> In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake. Make sure your water heater and gas cylinder is secured and intact. This will ensure that it will not fall during an earthquake and hurt someone or start a fire. Keep a torch and a mobile handy. Keep the corridors in the hostel/house clear of furniture and other things, making movement easier. 	<p>If you are at home or inside a building</p> <ul style="list-style-type: none"> Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture. Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or even under a bed. <p>If you are on the street</p> <ul style="list-style-type: none"> Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets. Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse. 	<p>If you are at home or inside a building</p> <ul style="list-style-type: none"> Expect aftershocks. Be prepared. Stay where you are and do not come out immediately. Keep calm and obey any instructions you hear after you come out Turn off the water, gas and electricity Do not smoke and do not light matches or use a cigarette lighter. Do not turn on switches. There may be gas leaks or short circuits. If there is a fire, try to put it out. If you cannot, call the fire brigade. Immediately clean up any inflammable products that may have spilled (alcohol, paint etc.). Avoid places where there are loose electric wires and do not touch any metal object in contact with them. Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth. Eat something. You will feel better and more capable of helping others. If the building is badly damaged, you will have to leave it. Collect water containers, food, and ordinary and

Before Earthquake	During Earthquake	After Earthquake
	If you are driving <ul style="list-style-type: none"> Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle. 	<p>special medicines (for persons with heart complaints, diabetes, etc.).</p> <ul style="list-style-type: none"> Help people who are injured. Provide them with first aid. Do not move seriously injured people unless they are in danger. If you are outside <ul style="list-style-type: none"> If you know that people have been buried, tell the rescue teams. Do not rush and do not worsen the situation of injured persons or your own situation. Do not re-enter badly damaged buildings and do not go near damaged structures. Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass. Keep away from beaches and low banks of rivers. Huge waves may sweep in. Keep updating yourself with the latest information on earthquakes through radio or T. V.

21.3 Fire: Precautions to be taken in case of fire are given in Table 3 below:

Before Fire	During Fire	After Fire
<ul style="list-style-type: none"> Identify the fire hazards and where fires might start, e.g. laboratories, storerooms, kitchens and other such places. Identify all the exit routes of the Institute. Check the adequacy of the firefighting apparatus and its maintenance. 	<ul style="list-style-type: none"> Do not panic. Shout for help. Do not run. Do not waste time collecting valuables. Inform the fire brigade about the fire and alert neighbors. If possible, use a fire extinguisher. Do not take shelter in the toilet. Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere. Do not use the lift to escape. Use the nearest means of escape and the staircase available. Exit ground level instead of the terrace. Report about your safe escape and any other information to the University authorities, fire brigade or police present at the site. <p>If trapped or stranded:</p> <ul style="list-style-type: none"> Stay close to the floor level. Cover the gaps of the door with any piece of cloth available. Do not jump out of the building. Signal or shout for help. Stop, drop and roll on the ground and cover with a blanket; pour water on the body Dial 101 or 22620 5301 for fire brigade Give the fire officer a detailed address, the nature of the incident and the telephone number from which you are calling. Preferably, use a landline. Keep down the receiver and wait at the same spot. Control Room will call back to verify the call. Wait for the Fire Brigade to arrive and co-operate with the firefighters. 	<ul style="list-style-type: none"> Don't re-enter or permit anyone to enter the building, unless the fire officials have permitted to enter.

21.4 In case of any injury caused or loss of life to the negligence of the student and/or due to natural calamities the institution shall not be held liable in any form of compensation and/or responsibility whatsoever.

22. The list of websites categories that are blocked for use at NMIMS and Hostels owned by NMIMS.

Sr. No.	Category
1	Potentially Liable
2	Drug Abuse
3	Occult
4	Hacking
5	Illegal Unethical
6	Racism and Hate
7	Violence
8	Marijuana
9	Folklore
10	Proxy Avoidance
11	Web Translation
12	Phishing
13	Plagiarism
14	Child Abuse
15	Controversial
16	Abortion

Sr. No.	Category
17	Adult Materials
18	Advocacy Organizations
19	Gambling
20	extremist Groups
21	Nudity And Risqué
22	Pornography
23	Tasteless
24	Weapons
25	Sex Education
26	Alcohol
27	Tobacco
28	Lingerie and Swimsuit
29	Sports Hunting and War Games
30	Games

Sr. No.	Category
31	Peer-to-peer File Sharing
32	Multimedia Download
33	Internet Radio and TV
34	Potential Security Violating
35	Malware
36	Spyware
37	Web Hosting
38	Multimedia Search
39	Audio Search
40	Video Search
41	Spam URL

23. NMIMS INFOLINE (for Mumbai Campus)

Agency	Contact Number
Disaster Management Cell of Municipal Corporation of Greater Mumbai	108
Police	
Police Help Line	100
Juhu Police Station	26184432 / 26183856
Vile Parle Police Station	26117307 / 26117317
Vile Parle-East, Police Station	26112813
D. N. Nagar, Andheri (W) Police Station	26303893 / 26304002 / 26303038
Andheri (E) Police Station	26831562 / 26842677
Santacruz Police Station	26492972 / 26487856
Fire Brigade	
Fire Brigade Help Line	101
Andheri Fire Station	26205301
Ambulance	102 / 1298/1252
Hospitals	
Dr. Balabhai Nanavati Hospital	26182255 / 2626 7500
Dr. Cooper Hospital	26207254
DOCTORS ON BOARD	
Dr. Ushma Mashru, Ground Floor, Mithibai College	42355909
Dr. Harish Dhuri, Ground Floor, Mithibai College	42355909
Travel Agency	
V-explore	42705205/ 42705255
Hostel (Contact – Mr. Venugopal)	
MKM Sanghvi Girls Hostel	022-26256382/ 83
Bansi Villa Girls Res. Flats	022-4235 5555 / 5557
G. R. Jani Hostel Boys	022-42334056
Anand Hotel Premises Boys Res Flats	022-4235 5555 / 5557
Psychologists and Counsellors	
For Mumbai Campus: Psychologists and Counsellors,	
Ms. Nazneen Raimalwala 7 th floor faculty area, Cabin:-732, NMIMS Mumbai (Old bldg.)	022-42332225 or email Nazneen.raimalwala@nmims.edu
Ms. Malvika Rao 8 th floor faculty area, Cabin:-West-843, NMIMS Mumbai Campus	022-42332218 or email Malvika.rao@nmims.edu

24. People you should know

University Administration

Name	Designation
Dr. Ramesh Bhat	Vice Chancellor
Dr. Sharad Mhaiskar	Pro Vice-Chancellor
Dr. Meena Chintamaneni	Pro Vice-Chancellor
Dr. Ashish Daptardar	Additional Registrar
Dr. Tanmoy Chakraborty	Additional Registrar
Ms. Shobha Pai	Director (Placements)
Mr. Burzeen Bhathena	Director (Marketing)
Ms. Meena Saxena	Director, International Linkage
Dr. Vinod Malap	Deputy Registrar (HR)- NMIMS
Ms. Neha Patade	Deputy Registrar (Admission)
Ms. Vandana Kushte	Deputy Registrar (Academics)
Mr. Paramanand Rajwar	Deputy Registrar, Administration
Mr. Shivanand Sadlapur	Librarian
Mr. Samir Singh	Deputy Director (Technology Solutions)
Ms. Nazneen Raimalwala Ms. Malvika Rao	Counsellor (Psychologist)
Finance & Accounts	
Ms. Karuna Bhaya	Finance Controller
Ms. Varsha Oak	Addl. Finance Controller
Ms. Niti Bhatt	Chief Accountant
Examinations	
Mr. Ashish Apte	Controller of Examinations
Ms. Shilpa Patil	Deputy Controller of Examinations
Ms. Janhavi Shivgan	Deputy Controller of Examinations
Mr. Naresh Methwani	Deputy Registrar

ANNEXURES

APPLICATION OF LEAVE OF ABSENCE

**School of.....
(10% additional exemption in attendance)**

NAME: _____ Date: _____

Email ID: _____ Mobile No. _____

Program: _____ Trimester/Semester _____ Roll No. : _____ Div: _____

Leave Period: From: _____ to _____ No. of Days missed: _____

Reason: -

I have missed more than 20 % of sessions for the reasons mentioned below and request you to consider this application for my attendance purposes on a special case basis (As per SRB).

Student's Signature: _____ **Enclosures:** _____

To be filled by Students
(For Office use)

Course(s) / subject(s)	No. of Class / hours held during the leave period	Class / Hours attended during the said period	Exemption (s) in hours to be given for above reason	Attendance as of a date before the exemption

Checked by Course Coordinator (Signature)

Verified by AR / DR (signature)

Approved by HOD/Associate Dean/Dean/Director
(School can update signatories as per school specifications)

**SVKM's NMIMS DEEMED-TO-BE-UNIVERSITY
APPLICATION FORM FOR NMIMS STUDENTS FOR APPLYING FOR
STUDENT EXCHANGE PROGRAM**

Name of School: _____

Name of the Student: _____

Name of the Program: _____

CGPA in the last trimester/semester attended at NMIMS _____.

Roll No. _____ Contact No. _____ Email ID _____

Passport No. _____ Issued at (place) _____ Date of Expiry _____

Parents Name & Address:

Father's Name _____ Mother's Name _____

Address _____

Phone No. (R) _____ Mobile No. _____

Name of the place you are interested to go for the student exchange program. Kindly give priority by writing numbers 1,2,3,4 as per your choice. All places and seats are limited and will be offered subject to your performance in the selection process and availability.

1. _____

2. _____

3. _____

4. _____

5. Any other University as Mentioned in the Mail: _____

Name of the Foreign Language you are acquainted with _____

If selected, I undertake to apply for Visa on my own initiative. I am also liable not to back out of the process.

Signature of the Student _____ Date _____

Enclosure: A hard copy of your CV needs to be attached along with the application form.

SVKM'S NMIMS Deemed-to-be-University
Vile Parle (W), Mumbai-400056.
Tel: 022-4235555 / Website: www.nmims.edu



Photo

APPLICATION FORM

(Applicable for incoming students under the Student Exchange program)

1. Personal Information

Name of the Student: _____
First name Middle name Last name

Nationality _____ Gender ☐ M ☐ F Date of Birth _____ (d/m/y)

Passport No. _____ Issued at (Place) _____ Date of Expiry _____

Local Address _____

Address _____

PhoneNo. _____ Email1. _____ Email2. _____

Home University Details:

Name _____

Address _____

Phone no. _____ Website _____

University ContactPerson _____ EmailID _____

Person to be contacted in case of emergency:

Name _____ Relation _____

Address _____

Phone No. _____ Email ID _____

Do you have any relatives / friends/ contacts in India? If yes, pl provide the details:

Name _____ Relation _____

Address _____

Phone No. _____ Email ID _____

Medical Insurance details:

Insurer _____ PolicyNo. _____ Contact person _____

Blood group _____ Vaccination Details _____

Any medical problem, which you would like to mention to us _____

2. Educational Qualification (Completed)

Examination	University / Board	No. of Years of Education	Year of Passing	Percentage / Grade

3. Details of any aptitude test taken:(GMAT, GRE, TOFEL, SAT, Any other)

Name of the Test _____ Score _____ Percentile Score _____

4. Program for which enrolled at a home institution

Level: Bachelor ☐ Master ☐ Diploma ☐ Any other (Specify name) ☐

Name of the Program _____ Duration _____



Year: First year Second year Third Year Fourth year Fifth Year

Sr. No.	Name of the subjects already cleared	Grades Obtained	Sr. No.	Name of the subjects already cleared	Grades Obtained
1			8		
2			9		
3			10		
4			11		
5			12		
6			13		
7			14		

5. NMIMS Course Choice (Final)

Exchange program at NMIMS for your: Trimester/Semester _____ Month _____ to _____ Year

Courses for Tri/Semester	Courses for Tri/Semester	Courses for Tri/Semester

6. Declaration

I _____ declare that all information filled by me in this form is correct and I will complete (First name Middle name Last name) all the requirements, with full engagement in academic matters, like all other students in the NMIMS Deemed-to-be-University.

I undertake to keep the School informed about details of my all travel outside Mumbai and will abide by the prescribed code of conduct by the NMIMS Deemed-to-be-University.

Signature of the Student: _____ Date _____

(Signature of Dean/Director/HOD)
CC. Director – International Linkages

APPLICATION FORM – NMIMS EXCHANGE STUDENTS
(Applicable for Student Exchange)

Name of School: _____

Photo

1. Personal Information

Name of the Student _____ Roll No. _____
First name Middle name Last name

Nationality _____ Gender M ☐ F ☐ Date of Birth _____ (d/m/y)
Passport No. _____ Issued at (Place) _____ Date of Expiry _____

Local Address :

Name _____
Address _____

Phone No _____ Email _____

Permanent Address:

Name _____
Address _____

Phone no. (R) _____ Phone no. (M) _____

Person to be contacted in case of emergency:

Name _____ Relation _____
Address _____

Phone No. _____ Email ID _____

Do you have any relatives / friends/ contacts at the Host University / Country? If yes, pl provide the details:

Name _____ Relation _____
Address _____

Phone No. _____ Email ID _____

Medical Insurance details :

Insurer _____ Policy No. _____ Contact person _____

Blood group _____ Vaccination Details _____

Any medical problem, which you would like to mention to us:

Any medication you have been prescribed to take: _____

2. School, Place & Duration for which selected from NMIMS Deemed-to-be University:

Semester/ Trimester _____

Sr. No.	Name of the subjects opted for Exchange Program	Sr. No.	Name of the subjects opted for Exchange Program
1		6	
2		7	
3		8	
4		9	
5		10	

UNDERTAKING
(Applicable for Student Exchange)

To
SVKM'S NMIMS Deemed-to-be-University
School of _____
Mumbai

Sub: Travelling to a Foreign University as part of a Foreign exchange program

I, _____ student of Full Time _____ (Course Name) from
batch of year _____ and Roll No. _____ is going for a foreign exchange program in the semester
_____.

I have gone through the Student Exchange Policy document and Student Resource Book and have volunteered to join the exchange program of my own will and with the consent of my parents/ guardian. I will adhere to all rules and regulations of the host university. My parents/guardian are informed about the details of the program, the schedule and the code of conduct expected during the stay at the foreign institute and they are in full agreement with the terms of this exchange program. I undertake to keep my institute /parents/guardian/family informed about details of my travel, my stay and my whereabouts and well-being during my stay.

I promise to uphold the values and honour of the NMIMS Deemed-to-be-University and fulfill my responsibilities as a student and treat everyone with dignity and respect. I hereby declare that I have clearly understood & will follow the instructions given from time to time and in case of a violation, not adhering to the expected code, I will be liable to suitable action as per SVKM'S NMIMS Deemed-to-be-University rules.

I hereby agree to abide by the rules and regulations expected during the entire program.

Name & Signature of the student

Date

Name & Signature of the Parent

Date

Mobile Phone Number: _____ (Self) _____ (Parents/Guardian)

Student Exchange Programme (for Visa Office)

(School Letter Head)

Dated _____.

To:

The Visa Section

The Indian High Commission

_____ (City)

_____ (Country)

Dear Sir/Madam,

This is to certify that Mr/Ms. _____, Student of _____ (Intl School) has been accepted as an exchange student into Semester/Trimester _____ of our prestigious full-time program, _____ (Program Name).

The teaching program for Semester/ Trimesters will be held from _____ (Date) to _____ (Date). The student will be attending classes with other full-time students enrolled in the program and may also undertake some field projects in local companies on a non-remunerative basis.

We would request you to grant _____ (Name) the necessary student's visa.

Thanking you,

Yours sincerely,

Dean

(School Name & Address)

(Phone no & email)



Student Exchange Programme (for Visa Application)

(School Letter Head)

Dated _____

To:

The Consul General of _____

_____ Consulate/ Embassy

Mumbai, India

Dear Sir/Madam,

This is to certify that Mr/Ms _____ is a _____ year student of our _____ program. She/He has been selected to visit _____ (Institute name) at _____ (City), _____ (Country) campus as an exchange student during the spring/fall semester from _____ (date) to _____ (date).

We have no objection to Ms/Mr. _____ visiting _____ (Country) and other states/countries in USA/Europe (PI strike). We request you to provide him with the required assistance and process his/her papers at your earliest convenience.

Thanking you,

Yours faithfully,

DEAN

(School Name & Address)

(Phone no & email)



UNDERTAKING For Foreign National Studying at NMIMS University
(Applicable for Student Exchange)

To
SVKM'S NMIMS Deemed-to-be-University
School of _____
Mumbai

Sub: Arrived from ----- Partner University Abroad as part of Students exchange program

I, _____ student of-----Partner University studying Full Time
_____ (Course Name) from batch of year _____ have Joined _____ Course at -----School
through international student exchange program in the semester/Trimester _____.

I have gone through the Student Exchange Policy document and Student Resource Book and have volunteered to join the exchange program of my own will and with the consent of my parents/ guardian. I will adhere to the rules and regulations laid down in the MoU between Partner University and NMIMS University. I undertake to keep my institute /parents/guardian/family informed about details of my travel, my stay, and my whereabouts and well-being during my stay.

I will adhere to the local law of the country (India) and will not involve or encourage any activity which may be a potential threat to the integrity, safety and solidarity of India during my stay in the country.

I promise to uphold the values and honour of the NMIMS Deemed-to-be-University and fulfill my responsibilities as a student and treat everyone with dignity and respect. I hereby declare that I have clearly understood & will follow the instructions given from time to time and in case of a violation, not adhering to the expected code, I will be liable to suitable action as per SVKM'S NMIMS Deemed-to-be-University rules.

I hereby agree to abide by the rules and regulations expected during the entire program.

Name & Signature of the student

Date

Mobile Phone Number: _____ (Self) _____

Note :

Application for availing the facility of a Scribe/Writer during Examinations
(To be submitted 7 days before the commencement of the Examination)

For Office use:

Approved by (Exam. Dept)

Date: _____

To,
The Controller of Examination
SVKM's NMIMS (Deemed-to-be University)
Vile Parle (W), Mumbai 400056

Dear Sir,

I wish to avail the facility of a Scribe/Writer during the Examination as per the below mentioned details:

Name of the Student: _____ Mobile No.: _____

Name of the School: _____

Name of Program: _____ Roll No. _____ Student No.: _____

Academic Year: _____ Trimester. /Semester: _____

Type of Permanent /Temporary Physical Disability / Learning Disability: _____

Permanent /Temporary Physical Disability / Learning Disability

Details of Scribe being arranged by the undersigned

Name of the scribe: _____

Educational Qualification (with proof - Identity card of the current academic year): _____

Address and Contact No.: _____

Yours faithfully,

Signature of the Student

Date

Enclosed: Medical Certificate from a Registered Medical Practitioner with the rubber stamp

Application for Duplicate Fee Receipt

Sir/Madam,

Kindly issue me a Duplicate Fee receipt, since I have lost my Original Fee receipt.

Please find the particulars as under:

Fee Receipt: ☐ Year: _____ Hostel Fee Receipt: ☐ Year: _____

Name: _____
(Surname) (Name) (Middle Name)

Course: _____ Academic Year: _____

Student Number _____ Roll No. _____

Thanking You,

Yours Faithfully,

(Student's Signature)

DUPLICATE FEE RECEIPTS WILL BE ISSUED AFTER 7 DAYS ON:

Office Remarks:

Receipt No: _____ Date: _____ for Rs.100/-

(Receiver's Signature)

REFUND FORM

Annexure 8

Date: _____

<ul style="list-style-type: none"> • Excess Fees • Excess Deposit • Hostel Deposit (Please indicate as applicable)	
• SAP No. / Student No.	
• Student's Name	
• Student's Address	
• Student's contact number	
• School Name and Course	
• Email ID of the student	

Particulars of my bank for RTGS of the refundable amount are

Account holder's Name: (Only student or parent's A/c information should be given.)	
Account No.:	
Bank Name:	
Bank Branch:	
IFSC:	
MICR:	

- Copy of Cancelled Cheque attached of the above mentioned Bank account no. (Without a Copy of the cancelled cheque refund will not be processed.)

(Signature of Student)

Attachments Required

- Excess Fees/Excess Deposit Refund
 - Excess Fees/Excess Deposit - Original Receipt along with a photocopy of Fees Receipt/Deposit Receipt.
- Hostel Deposit Refund
 - Original Hostel Deposit Receipt signed by Hostel-in-charge & Mr. Venugopal.
- Laboratory Deposit Refund
 - Original Laboratory Deposit Receipt signed by Laboratory In-Charge/Dean.
 -

SVKM'S NARSEE MONJEE INSTITUTE OF MANAGEMENT STUDIES

APPLICATION FOR MIGRATION CERTIFICATE

1. Name: _____
2. Address for Correspondence: _____

3. Permanent address: _____

4. Contact No. :(M) _____ (R) _____ Email Id: _____
5. Birth Date: _____
6. Date of leaving: _____
7. Details of the Examination passed from this university

Examinations	Year of passing	Roll no	Results

8. Name of the University where the student
Proposes to register his / her name and the
Name of the course. _____
9. Name of the Institution where the
Student proposes to join _____

DECLARATION BY THE STUDENT

I hereby declare that I have not applied before for the Migration Certificate.

I further declare that I have not registered myself for any course in any other University other than the one which I am now interested in to register myself as stated in column 7 above.

Date: _____

Mumbai 400056

(Signature of the student)

Note :- Please attach the Photocopy of Final Year Mark sheet & Degree Certificate along with the application.

P.T.O.

FOR OFFICE USE

1. Whether the Migration Certificate was _____
Issued to him / her before?
If so, State the purpose for which it was obtained.
2. If the Migration Certificate was not utilized _____
State the approximate date and the year when
It was returned to the Institute for Cancellation.
3. Date on which Migration Certificate was issued _____
By the Institution last attended by the applicant.
4. Other Particulars if necessary: _____

The applicant has not been rusticated or debarred by the Institute, and I have no objection to a Migration Certificate being granted to him / her by the Institute.

He / She has been a student of _____ since, _____, 20
And left in _____ 20 .

I have ascertained and satisfied from the records that no application for a Migration Certificate on behalf of this candidate was made previous to this date.

(Signature of Head of the Dept) _____

Place : _____

Date : _____

DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No: _____

Date: _____

(Signature of the Person of In – Charge)

INSTRUCTION TO THE STUDENT

* The Prescribed fee of Rs. 300/- for the Migration Certificate should invariably be sent along with the application for Migration Certificate by Demand Draft drawn in favour of the SVKM's N.M.I.M.S. payable at Mumbai. The fees may be paid by cash in the Accounts Office along with the application.

* Fee for the Migration Certificate is accepted between 10.00 am to 5.00 pm on weekdays except on Sundays, Bank Holidays.

Clearance Certificate

Date: _____

Name: _____ Contact No. _____

Student SAP No. _____ Roll No. _____

Programme: _____ Semester / Trimester _____

Department	Name of the Concerned Person	Signature
	Head of the Dept / Program Chairperson / Program co-ordinator	
Library (Books)	Librarian / Person In-charge	
Hostel <i>Applicable only for Hostellers</i>	Dy. Registrar (Admn) / Person In-charge	
IT / Computer Centre	Director (IT) / Person In-charge	
Admissions	Deputy Registrar (Admission) / or Person In-charge	
Examinations	COE / Deputy COE / Person In-charge	
Accounts	Finance Controller / Additional Finance Controller / Person In-charge	

Course Coordinator

Deputy Registrar / Assistant Registrar

Dean / Director

Undertaking by Students (HBS Cases/ Articles)

“To make the students aware of the use of Harvard Cases and Articles (watermarked copy on Students Portal) and be aware of the **SVKM’S NMIMS regulations**, the following Undertaking Form is introduced, which should be signed by **students**. The same should be submitted to the concerned **Department** on the day of starting of classes.”

I, Mr / Miss ----- bearing login ID -----
 ---- joining for ----- trimester/semester for the academic year ----- in NMIMS School of ----- do hereby undertake and abide by the following terms, and I will bring the **ACKNOWLEDGEMENT** duly signed by me on the re-opening day, at the College.

- I will never Remove or alter or tamper with the authors' names, watermarks or HBP copyright notices, or other means of identification or disclaimers as they appear in the Content digitally or otherwise.
- I will never Upload or distribute any part of the Content on any electronic network, including the Internet and the World Wide Web, other than as specified in the user agreement.
- I will not Make the Content available in any other form or medium or create derivative works without the written permission of **NMIMS/ HBP**.
- I will not cause or involve in Publishing, distributing or making available the Content, works based on the Content or works which combine the Content with any other content, other than as permitted in the User Agreement

ACKNOWLEDGEMENT

I have gone through carefully the terms of the above undertaking and understand that following these are for my own benefit and improvement. I also understand that if I fail to comply with these terms; will be liable to suitable action as per SVKM’S NMIMS rules and law. I undertake that I will strictly follow the above terms.

Signature: _____

Name:

(First Name) (Middle Name) (Last Name)

Program:.....

Roll Number: _____ Email ID:

<i>For Office Use:</i>
Date of Receipt: _____
Signature of Course Coordinator: _____

OFFICE COPY

Student Undertaking with Respect to the Student Guidelines

(Submit this form to your Course Coordinator within 7 days from receipt of the Student Resource Book)

I, _____ have read the Student Guidelines of SVKM'S NMIMS, School of _____ enclosed carefully and have understood its contents and their ramifications. I will always uphold the values and honour of the school of _____, 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 and in case of a violation, 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 in this program. I agree that NMIMS has the right to make any changes as it may deem fit in terms of the program content, 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 understand that if I adopt any unfair means in the admission process and during program, then my admission will be cancelled and all fees paid will be forfeited.

Student's Signature: _____

Parent's Signature: _____

Name: _____
(First Name) (Middle Name) (Last Name)

Date of Birth: (dd/mm/yy) _____ Student SAP No. _____

Roll Number: _____ Programme: _____

Email ID: _____ Contact Nos. _____ / _____

Address for Correspondence:

Name of the parent _____ Contact Nos: _____ / _____

Office No: _____ Residence No.: _____ Mobile: _____

Parent's email ID _____

For Office Use :

Date of Receipt: _____ Signature of Course Coordinator _____

NMIMS Anthem

We do what's right and not what's easy
We give our best shot each and every time We set the standard
We are the future
We are a part of this institute so fine

NMIMS NMIMS

NMIMS NMIMS

Respect the past
Create the future
Transcend horizons however far
We have what it takes
We make a great team
At NMIMS each one is a star

NMIMS NMIMS

NMIMS NMIMS



SVKM'S
Narsee Monjee Institute of Management Studies
Deemed-to-be UNIVERSITY



STUDENT RESOURCE BOOK (2024-25) – Part II

**School of Business Management
Mumbai**



MESSAGE FROM DEAN, SCHOOL OF BUSINESS MANAGEMENT & PROVOST, (MANAGEMENT EDUCATION)

Heartiest congratulations to all of you on making it to School of Business Management (SBM), NMIMS, for the MBA Batch of 2024-25. On behalf of all our faculty and staff at the School, I am delighted to welcome you to the NMIMS University.

You are about to set foot into the learning ecosystem and prepare yourself for the corporate world. You will experience the fantastic fusion of learning opportunities SBM has created for you. How you play with this fusion and prepare yourself depends on you and your determination. As they say: in performing arts and sports, the harder you practice, the luckier you get. The same is true with management education. SBM is a place where the faculty believes in and focuses on experiential learning with the greater use of technological innovations. We are hugely proud of the efforts they put in to create excitement in learning. Our courses are based on their scholarly pursuit in a number of areas, from marketing strategies, financial analytics, and financial micro-market structures to an understanding of organizational team, and interpersonal behaviour, block chain encrypted technologies, communication, management information systems, and operations management. The administrative staff will also guide you on how to make the optimum use of your time here in SBM through regular updates, announcements, and communiques to keep you abreast of crucial deadlines, submissions, schedules, and events.

The academic ecosystem works best in an environment where there is clarity and transparency in rules and regulations. To facilitate your journey with us and to ensure that there is a common reference point for all processes, rules, and regulations, we have compiled the “Students Resource Book,” which serves as a manual of instructions. We request that you go through it carefully to understand the curricula, requirements, course offerings, and rules and regulations that you need to abide by. I would urge you to contact your Professor, Program Chair, or Associate Dean, should you wish to seek their help.

Once again, I congratulate you on being part of a 43-year old legacy of NMIMS, which has been at the forefront of providing quality management education. And I sincerely wish you happy learning and personal growth!

Dr Justin Paul

Dean, School of Business Management & Provost (Management Education)

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1. Introduction

SBM recognizes that students are central to the Business School community, and so it elaborates the expectations associated with participation while at SBM. It is acknowledged that student participation is enhanced by an environment which promotes healthy lifestyle choices, encourages the highest personal and ethical standards, the development of a network of support for all students, and support of student representative organizations.

2. STUDENT EXPECTATIONS/SBM's RESPONSIBILITIES

2.1 Students as individuals can expect:

- To be treated with courtesy and respect
- SBM to address the reasonable needs of all students regardless of gender, ethnicity, age, disability or background
- To be able to communicate freely and to be able to voice alternative points of view in rational debate
- To enjoy a study environment free from harassment, discrimination and bullying
- To be provided with a harmonious work and study environment in which concerns and complaints are addressed as quickly as possible
- To have personal privacy respected. Students may expect that personally sensitive information will be requested only where necessary for the school's academic or administrative functions and that, once collected, it will be adequately protected against inappropriate or unauthorized access
- To have access upon request to personal records, which the B School may hold about them, subject to relevant School access policies and procedures

2.2 While participating in their education, students can expect:

- To be provided with accurate, timely and helpful information regarding their studies, and about enrolment and other administrative procedures that apply to them
- To receive, at the beginning of each trimester from the subject coordinator, an up-to-date course profile
- That program and subject content will be up-to-date and informed by current scholarship in the discipline
- That methods of teaching and learning will be sound and informed by pedagogy
- To have reasonable access to teaching staff for individual consultation outside class times, in person or by other means (such as telephone or email)
- That evaluations of academic performance will reflect each student's true merit
- That feedback on assessment will be recognized as a valuable part of the educative process. Items of progressive assessment should be marked promptly and returned to students with feedback and the mark or grade obtained
- That copyright in any essay, assignment, thesis or dissertation produced will be recognized and that students' moral rights in relation to original academic work will be acknowledged in, for example, scholarly publications, academic presentations or teaching materials



- That the facilities or equipment they use are safe and comply with the University's occupational health and safety guidelines

2.3 As members of the B School community, students can expect:

1. That rules, regulations and policies applicable to them are readily available and easily accessible
2. To have their views heard at the most senior levels of the University, with representation on appropriate committees and involvement in appropriate processes
3. An opportunity to appraise the teaching performance of academic staff and to provide input into program planning and subject design

SBM's EXPECTATIONS/STUDENT RESPONSIBILITIES

2.4 Consideration of other students as individuals are expected to:

- a) Treat other members of the SBM community with respect and courtesy
- b) Treat other members of the SBM's community equitably
- c) Respect the opinions of others and deal with disagreement by rational debate
- d) Avoid conduct which disrupts the teaching, learning or research activities of other students and staff, or which interferes with others performing their duties; avoid conduct which might reasonably be perceived as discrimination, harassment or bullying or which is otherwise intimidating

2.5 ACADEMIC CONDUCT AND INTEGRITY

While at SBM, students are expected to:

- Acquaint themselves with University policies and procedures relevant to their enrolment and studies and to observe the regulations, rules and policies of the University
- Attend classes, maintain steady progress in subjects undertaken and submit required work on time (unless prevented from doing so by unforeseen or exceptional circumstances, which are communicated to the relevant staff member as soon as possible)
- Conduct themselves in a professional manner while undertaking placements
- Incorporate feedback into their learning, make use of the assessment criteria with which they are provided, and be aware of rules and policies relating to assessment
- Maintain the highest standards of academic integrity in their work by:
 - Not cheating in examinations or other forms of assessment
 - Not helping others to cheat in examinations or other forms of assessment
 - Ensuring that they do not plagiarize the work or ideas of other persons
 - Ensuring that the findings of their research are interpreted and presented appropriately and based on accurate data

As members of the SBM community, students can be expected to:

- Participate actively in and contribute to SBM's decision-making bodies of which they are members, since students represent a key constituency within SBM and provide useful perspectives on its operation
- Provide fair and honest feedback on teaching performance and the presentation of subjects
- Respect University property and the facilities, such as library, computing and other resources, which SBM provides to support teaching and learning, so that these are available to fellow students
- Avoid conduct which disrupts the teaching, learning or research activities of other students and staff, or which interferes with others performing their duties



3. Programs of SBM-NMIMS 2024-2025

MBA

The MBA Program is a two-year full-time programme spread over six trimesters leading to the degree in Master of Business Administration. It is the flagship programme of the School of Business Management, NMIMS Deemed-to-be University, Mumbai with a legacy of over 35 years. Many of our alumni occupy significant leadership positions in the corporate hierarchy while some have been successful entrepreneurs.

Students undergo a wide gamut of courses in the first year followed by an intensive focus on their areas of concentration in Year II. Annual seminars, guest lectures by eminent industry professionals, business simulation games, personal growth lab, psychological profiling, personality development workshops and an exhaustive array of opportunities to participate in case challenge competitions create an all-round holistic development of students.

To bridge the gap between theory and practice, students are required to spend six to eight weeks on a summer project between the first and the second year of the full-time MBA programme.

The pedagogical approach used here is participant-centred, case-based learning which is supplemented with lectures, problem-solving, in-class and out-of-class group activities, discussions, and simulations. The programme seeks to train students to become decision-makers with social sensitivity transformational leaders who will add value to business and society with integrity.

MBA HUMAN RESOURCES

MBA-HR program was conceptualized and started in 2011 with the purpose of developing professionals with a strong grounding in the HR domain as well as possessing a deep understanding of business and other functions. We have been able to develop strong HR professionals who are placed in organizations across diverse sectors in India and other countries. In the last few years, we have consistently been placed amongst the top-ranking MBA-HR programs in the country.

Our pedagogy includes case study methodology, live group, and individual assignments, role plays, games and simulations, lectures, self-assessments, field studies, etc. that are instrumental in building a wide range of comprehensive skills like conceptual, analytical, interpersonal and technical. Our faculty comprises academicians with strong research credentials and industry experts with experience across varied sectors at senior levels of management, ensuring that the learning of students is well rounded to the requirements of the industry.



MBA – PHARMACEUTICAL MANAGEMENT

This programme started in 2003. MBA Pharmaceutical Management Programme offered by SVKM's NMIMS School of Business Management is arguably ranked number one in the country and is one of the earliest pharma focused programmes in the country.

The two-years, full-time MBA Pharmaceutical Management is a General Management Programme. This course prepares students to enter the industry in various sectors such as; Pharmaceuticals, Medical Devices, Market Research, Consultancy, IT Healthcare Verticals, Diagnostics, Medical Communication, Nutraceuticals and other allied healthcare sectors. The profile of job they enter into covers Sales, Marketing, Business Analysis, Project Management, Client Servicing, Business Development, International Marketing, Operations etc.

The objective of MBA Pharmaceuticals Management course is to develop students, over the period of two years, engaging in multi-disciplinary management courses through rigorous fieldwork and academics, for managerial positions in the Pharmaceutical Industry. Students spend 8 weeks of summer Internship with Pharmaceutical, Medical Communication or Medical Devices Companies. And every week, in addition to academics, one full day is devoted to fieldwork. In the first year, over 18 field projects are carried out, total field work exceeds 180 hours and requires an additional 100 hours of data analysis. Students carry out multiple projects throughout the two years, both as a part of their curriculum and for the corporates.

The programme offers, over and above the Student Council Cells, diverse cells for serving its domain such as the CEO Forum, HR Forum, Alumni Meets and Talks, Cultural cell, Sports cell and Placement cell for overall development of the students. The industry-institute partnership has instituted Annual Industry Awards giving out Gold and Silver medals for select courses in the programme to encourage meritorious students.

MBA – LAW

NMIMS, School of Business Management offers a two-year MBA Law program. MBA (Law) bridges the knowledge gap by bringing management and law together.

SBM, NMIMS' MBA (Law) Program is the first program of its kind in the nation. It equips its students for success, whether they aspire for leadership in business and know the value of legal expertise, or whether they're primarily interested in a career in law but seek a solid foundation in management. There are several advantages of having leaders with a lawyer's eye. A few of the benefits to the organization enlisting the services of leaders of such background include reduction in external legal spending, better management of in-house legal department, Risk management, Corporate governance and compliance, Leadership which can understand the changing needs of the business in a highly dynamic global scenario.



MBA HEALTHCARE MANAGEMENT

The MBA HealthCare Management (MBA HCM) Program is a carefully crafted, unique domain specific course for aspirants aiming for managerial and leadership positions in the HealthCare businesses. The program seeks to present a deep immersion of the HealthCare sector with a global focus, identifying providers' trends and issues. The program is oriented towards the betterment of our HealthCare systems and aims to prepare aspirants to lead businesses using a dual-excellence approach that develops the perfect balance of know-how of the HealthCare industry, combined with management expertise and academic rigour, which one gains by learning from leading experts in Academia and Industry practice. The overall orientation of the programme and the pedagogical engagement ensures that the participants are appreciative of the ongoing changes and disruptions, and are trained as realistic and responsible professionals. On the pedagogical front, participants absorb learnings through live projects, industrial training, guest lectures, and real life case studies. We not only prepare skilled professionals but inculcate values that make participants competent and versatile in HealthCare sector.

The specific objectives of the program are:

- Develop business leaders having capability to design and manage an effective healthcare delivery system
- Develop executives with business acumen necessary for managing healthcare organisation of high quality and access
- Provide framework and fundamentals in healthcare entrepreneurship
- Create and manage a patient-centric organization
- Equip participants with relevant skills and knowledge to help them overcome leadership and management issues in health care organizations
- Handling health care organizations' financing and financial decisions in the changing health care landscape
- Managing challenges of health care costs, quality, and access
- Business applications of cutting edge technology and analytical tools for building and managing future ready health systems



Key Building Blocks

The program has four building blocks, namely, Strategic Thinking Capability (Strategic Orientation), Business Acumen (Functional Knowledge and Decision Tools), People Orientation and Technology centric analytical mind-set, spread across six trimesters. The two year program is structured in six trimesters of 12 weeks each and includes 5 trimesters of course work and 1 trimester of practical residency (internship) with HealthCare organizations. The programme curriculum is built on principles of strategic problem-solving and innovation and develops the business acumen, leadership potential along with analytical, technical, and management skills required to improve the quality, cost-effectiveness, and integration of health and health care organizations and systems. The multidisciplinary curriculum is aimed at providing diverse exposure to the participants drawn from rigorous academic thought leaders, health care practitioners through a collaborative learning environment.

Curriculum

At SBM, we follow the system of preparation of detailed Course Outlines session-wise elucidating and mapping the Course Learning Objective aligned to Program Learning Objective. Moreover, the session wise content, delivery method and materials for the course is clearly decided, approved at different level of authority and implemented at the time of delivery. Innovation and creativity is reflected in the manner of course delivery and the pedagogy followed. We follow the participant centred learning and this is encouraged at the programme design stage. The courses offered in the programme are designed to blend domain knowledge with sufficient hands-on experiences. The courses aligns with the programme objectives in equipping students with sufficient healthcare business exposure mingled with the technological advances. The nature and delivery of courses is unique as the emphasis is on hands-on exercises during classroom delivery to make the healthcare professional future ready. Students are groomed as responsible future managers as the courses blend in green and sustainable practices, responsible and sustainable healthcare analytics etc. Modern curriculum incorporating latest trends in technology help the students anticipate and assess the impact of technology.

Industry Mentorship Program

MBA HCM has started the Industry mentorship program that pairs students with HealthCare experts considering their interest areas to facilitate the development of their leadership and professional skills. Through this program, mentors share industry experiences, personal and professional insights, and strategies for success. Students are matched with an accomplished mentor who is keen to assist with their personal and professional development. Through their mentorship program, students can receive exposure to healthcare industry along with fresh perspectives and insights to extend their horizons. As a mentor, professionals will help build the mentee's industry experience by providing expert guidance. Mentors work with the mentee to help chart a personal plan for success. The Industry Mentor Program includes training sessions, one-on-one guidance from an experienced industry professional, and invitations to networking events.



MBA DIGITAL TRANSFORMATION

India is swiftly moving towards a \$5 trillion economy and will become a \$45 trillion economy by 2047, especially with key policy reforms, which largely is aided by key focus on digitalization. As a country, we are leading this digital century.

This digital disruption has also necessitated organizations across industries to bet big on digitalization by re-engineering their processes, re-inventing their business models, innovating for superior customer experiences etc. As per a recent McKinsey report, best performing organizations are investing disproportionately in key technology capabilities and their own tech assets, to sustain and lead in this era of uncertainty and disruption. Organisations are transforming its processes through automation, technology integration, optimisation, and by moving towards data-driven decision making. The same survey, however also points to the acute talent crunch for tech-savvy executives, who play an extremely critical role in driving these massive digital transformation exercises. Interestingly, this is in line with the BCG Global Digital Transformation survey for 2020 and 2021, wherein it was found, that 65 percent of the companies are struggling to mobilize the transformation journey. This call for leaders who can guide these organisations in navigating this complex transition.

The programme, thus caters to this market need, by producing leaders who not only understand management, business processes and emerging technologies, but also how these technologies can be leveraged to achieve business goals. The graduates of this programme will essentially play the role of digital change agents or digital translators, who can drive digital transformation initiatives within an organisation, by liaising with both business team and technology team.

MBA BUSINESS ANALYTICS

MBA in Business Analytics is a highly sought-after master's programme that provides students with a comprehensive understanding of data-driven decision-making and the analytical tools necessary to solve complex business problems. This two year full time programme emphasizes the development of essential skills, including problem-solving, communication, critical thinking, and covers a variety of topics, such as statistical analysis, data visualization, data management, predictive modelling, machine learning, and big data analytics. Graduates are in high demand across numerous industries, as businesses continue to rely on data insights to drive innovation and growth. The ability of the MBA in Business Analytics programme to align with industry expectations by keeping up with current trends and demands makes it an attractive option for candidates seeking to excel in today's data-driven world.



PART TIME PROGRAMS

MBA PT - SOCIAL ENTREPRENEURSHIP

The MBA (Part Time) in Social Entrepreneurship prepares students for innovatively approaching public needs with a combination of entrepreneurial practices and social purposes through the for-profit, non-profit, and governmental sectors. Post-MBA (SE) students get opportunities to take on leadership roles within their existing organization, leading non-profit organizations, for-profit social enterprises, government, or CSR departments. Many alumni have chosen to work as professionals within an organization that supports social entrepreneurs like incubation centers, venture capital funding organizations, not-for-profit funding agencies both at national and international levels, and development consulting firms.

DIPLOMA IN SOCIAL ENTREPRENEURSHIP

The Diploma program aims at providing managerial inputs for those who have work experience in the social development sector and also to those who wish to develop their career in the social sector or who have less than two years work experience or no work/volunteering experience



Code of Conduct for SBM Students

SBM students are covered by the SBM code of conduct. Students are the School's ambassadors and are required to display proactive and positive behaviour. SBM Students' behaviour must be based on the core values of:

- Respect for others
 - Integrity
 - Empathy
 - Cooperation
1. Students are responsible for maintaining appropriate professional and interpersonal behaviour on campus.
 2. Students must adhere to formal and professional email etiquette while corresponding with University / SBM / Faculty and Staff.
 3. Students are required to display appropriate and sensitive usage of Social Media and Mass Communication Tools across their student journey with SBM.
 4. Students are expected to have regular and disciplined interaction with Faculty Members, Staff and fellow Students.
 5. Students and graduates (alumni) are expected to uphold the highest standards of academic integrity.
 6. This means that material created by students as part of assignments, projects, case analysis; case notes should not be transmitted in any form to other students, either during or after the programme, as it is part of the School's IPR. This also applies to uploading any such material on public or private forums on the internet or mass communication platforms or P2P sharing platforms. Breach of the above guideline might result in punitive action against the individual.
 7. Students may take guidance and counselling from the faculty members, counsellors or staff on issues relating to acceptable and unacceptable behaviour.

Any breach in the expected code of conduct for students will lead to severe consequences including being referred to Disciplinary Committee. Adverse behaviour may impact consideration for Dean's list and scholastic awards, student leadership positions on campus, final placement and internship opportunities, amongst other possible actions by the School.

4. Academic Guidelines:

- The components of evaluation for any course of all the years of Full Time programs/ Part Time would be as follows:
 1. Class-participation / Individual presentation in class
 2. Quizzes / Class test / Surprise test (announced/unannounced)
 3. Individual assignment/ Group assignments/ presentations/ Decision sheets
 4. Term papers and project reports
 5. Mid-term examination
 6. End-term examination
- The pattern of Term End Examination depends on course objective.
- Students are expected to complete all components specified for the courses wherever Term End Examination is specified candidates must attend the Term End Examination.
- Permission from the Dean is required if a candidate wants to remain absent for Mid Term or Term End Examination, such permissions will be granted only for extra ordinary circumstances.
- Duration of examination
 1. Minimum duration of Mid –Term Examinations: 1.5 hrs.
 2. Minimum duration of Term End Examination: 2 hrs.
 3. A full 3 credit course will comprise of classroom teaching for 20 sessions of 80 mins each for FT MBA & 90 mins for MBA PT SE.
 4. A 1.5 credit course will comprise of class room teaching for 10 sessions of 80 mins each for FT MBA & 90 mins for MBA PT SE.

The duration of Examination may be modified by the faculty members with a specific reason.

**** In case of faculty driven online examination, the duration of examination may vary. In such cases, prior intimation will be provided to the candidates from the program office through the coordinators.**

- Following course credits are specified by School of Business Management across programs.
 1. Full Credit course: 100 marks
 2. Half-credit course: 50 marks

- The total points for each course (with maximum what can be assigned) will be divided into Internal Continuous Assessment (ICA) and Term End Examination (TEE) (60:40 ICA: TEE ratio). Every full credit course must have at least 4 evaluation components out of 6 components mentioned. Every half credit course must have at least 3 evaluation components. For courses conducted through **workshop or project mode**, evaluation components may vary and will be mentioned separately.

For a full credit course of 100 marks for ICA has various components which may include the following:

1. Class-participation/Review (books /reports/articles) (not more than 20 marks)
 2. Quizzes / Class test / Surprise test / Assignments (not more than 30 marks)
 3. Group /individual assignments / presentations / decision sheets / term papers / project reports (not more than 30 marks)
 4. Term papers and project reports (not more than 30 marks)
 5. Mid-term examination (Wherever applicable) (not more than 30 marks & not less than 20 marks)
 6. Trimester-end Examination (not more than 40 marks and not less than 35 marks)
- Faculty members can develop courses with 100% ICA components. Prior intimation and approval from the Dean is mandatory for 100% ICA courses.

Please note, all components of ICA - midterm, dissertation, project submission and any other component will be scrutinized for similarity at the school level. All dispute and representations will be referred to the school level examination disciplinary committee headed by the Associate Dean Programs reporting to the Dean. Students who are found resorting to Unfair Means in any component of the TEE, would be dealt with as per University Examination Guidelines.

- **ICA unfair practice penalty for courses across programs**

The evaluation component for which the unfair practice is reported will be cancelled and student needs to appear for re-examination for that component or re-submission in case of project/assignment. For group project/assignment this applies to all students in the group. However, in this case the student will be awarded 50 % of the total marks or actual marks, whichever is lesser. Moreover, the student shall not be considered for Dean's list and scholastic awards, student leadership positions on campus, final placement and internship opportunities, amongst other possible actions by the School.

Attendance Norms: Please refer Part I for more details.

SBM students are responsible for and are required to maintain 100% attendance across courses in their programme.

Note:- The trimester-wise or full-year readmission option is only available to first-year students admitted during the Academic Year 2024-25

5. Summer Internship and Project Guidelines for MBA Students

5.1 Project Assignment for Non-Interns

When a company does not select a student or the student cannot secure a summer internship independently, faculty members may assign projects to be completed over the summer period. It ensures continuous learning and engagement for all students.

5.2 Applicability of Internship and Projects

Summer Internships are exclusively designed for Full-Time MBA students, emphasizing practical exposure to industry practices. Conversely, Final Projects, Capstone Projects, and Class Projects are universally applicable across all courses and programs, allowing faculty members the discretion to assign relevant project work.

5.3 Submission of Final Project Report

Students must adhere to announced submission deadlines for their final project reports. Requests for extensions must be approved by the Dean, highlighting the importance of timely submissions in academic rigour.

5.4 Mandatory Summer Training

A compulsory component of the MBA program is participating in six to eight weeks of summer training within a company. The schedule for this training is communicated by the placement department, underscoring the program's commitment to practical learning.

5.5 Proactive Summer Placement Efforts

Students are encouraged to seek summer placement opportunities actively, leveraging their resources and those provided by the SBM NMIMS Placement Department. Students opting out of the placement process must promptly inform the department to avoid confusion and ensure a fair distribution of opportunities.

5.6 Summer Project Report Requirement

Completion of the Summer Internship necessitates the submission of a Summer Project Report to SBM by the stipulated deadline. This non-credit, compulsory course fulfils a critical requirement towards the MBA degree, emphasizing integrating theoretical knowledge with practical application.

5.7 Company Guide Review

Each student's project is subject to review by an assigned company guide. The students are responsible for ensuring this review reaches the Course Coordinator within the given timeframe, facilitating a comprehensive evaluation of their internship experience.



5.8 Faculty Guidance and Communication

Students are assigned a Faculty guide based on their internship area, requiring pre-internship consultations and ongoing communication for guidance and support. This partnership is pivotal for navigating challenges and maximizing learning outcomes during the internship.

5.9 Submission Guidelines

Students must provide soft and hard copies for all academic submissions as their faculty directs. Adherence to established project guidelines and referencing systems is expected to maintain academic integrity.

5.10 Integrity and Plagiarism

Students are required to conduct similarity checks on their reports to prevent plagiarism. SBM NMIMS treats plagiarism as a serious ethical and legal violation, with consequences aligned with the institute's disciplinary policies.

5.11 Incomplete Internships and Remediation

If students cannot complete the summer internship, they will be interviewed by the Career Advisory Committee (CAC). Some likely conditions owing to which the internship may not be completed are as follows:

- Personal reasons, including force majeure
- The Company Terminates the internship at an earlier date because the student is unable to complete the given task due to lack of interest
- The Company terminated the internship earlier because the student's work exceeded expectations.
- The Company terminates internships earlier because of breach of confidentiality or plagiarism.

The student may be allowed to complete the academic requirement of a summer internship by doing an industrial project. In ordinary circumstances, the student should complete the internship after the sixth term. Besides this, the CAC may recommend that SBM take one or more of the following actions.

Sr. No	Possible actions by the institute
1.	Debarment from receiving any academic award from the institute
2.	Debarment from holding any official position in any SBM's student cell/body.
3.	Debarment from the Placement process till November 30 th and their CV will show an incomplete summer internship in their CV when it is sent to a company for final placement.
4.	Debarment from promotion to the next academic year

6. Research Assistantships

SBM encourages MBA students to work with faculty members on research projects/consulting assignments. Applications are called for by the concerned faculties depending on the requirement, based on which, students can send in their expression of interest.

- A limited number of research assistantships from time to time may be available for all students of Full Time MBA Programme.
- There will be a notice from concerned faculty inviting applications from students to assist them in doing a research project for a stipulated period of time.
- Students will be selected by the faculty under whom they wish to work.

7. Orientation Program, Foundation Programs and other Activities at SBM

7.1 Orientation Program: An important component of NMIMS SBM's mission is to use innovative approaches to develop socially responsible managers with global perspective for successful careers. Accordingly, the curriculum of two-year MBA program of the school has been designed so as to ensure the development of the following knowledge and skills sets among the students enrolled in the program,

- 7.1.1** An understanding of global issues impacting organizations
- 7.1.2** Critical thinking skills
- 7.1.3** An integrated approach to decision making
- 7.1.4** Effective communication skills and
- 7.1.5** An understanding of Corporate Social Responsibility, ethical and sustainable business models

To lay the foundation for this curriculum, each year the incoming batch of students are taken through a Foundation Program which is held before they begin first-year trimester I. The program takes the students through sessions on various topics, themes, pedagogy, discussions and interactions. The objective is to:

7.1.6 Provide them with basic understanding of fields that are crucial in the program help them develop foundation knowledge that will be essential during their MBA program

7.1.7 Equip them with tools that enable them to begin with the program without getting overwhelmed

The sessions are a mix of seminars and individual sessions. These seminars are designed and delivered on topics and themes related to the broad structure of the curriculum and aligned to the mission of the school. The individual sessions are planned and designed to expose the students to the pedagogical tools and to equip them with the tools and skill sets required to cope better with the rigours of the two-year curriculum. For effective learning and its application, knowing and doing by students are equally important. Accordingly, the sessions, seminars as well as the individual sessions include synchronous and asynchronous components with respect to both knowing and doing.

7.2 We Care: Civic Engagement Internship is a compulsory component of the FT MBA program. The 21-day field-based internship is designed to enable MBA students to examine the ground realities and acquaint themselves with the social issues faced by marginalized communities. The exposure facilitates the development of analytical skills among students to analyze the root causes, existing solutions, and cascading impacts of social issues on society and business. The internship helps to create abilities to be socially sensitive and inclusive. It develops students' skills to apply management logic and technical and critical thinking in proposing innovative solutions to social issues.

Students are placed in NGOs / social enterprises / CSR departments / Government Departments selected by the Jasani Centre for Social Entrepreneurship & Sustainability Management, SBM, NMIMS. They are placed majorly in their hometowns to facilitate better rapport with the internship organization. During the internship, students are expected to be in the field and devote 7 to 8 hours to work on the project(s) allotted to them. The home-based/online/virtual internship is NOT permitted. Organizational and faculty mentors will supervise each student to facilitate the internship deliverables and integrate academic learning with practice.

A few NGOs charge fees for placing interns ranging from Rs 500/- to Rs.5000/- per intern to meet administrative expenses. The We Care: Civic Engagement office will inform the students well in advance in case the NGOs selected by them are charging fees. Please note these fees will not be borne by the institute.

7.2.1 The evaluation of the internship is based on the following criteria:

1. During the internship period, 100 percent attendance at internship organizations.
2. Adherence to the code of conduct of our institute and internship organization
3. Securing certification of satisfactory completion of internship from internship organizations based on:
 - a. Adherence to the instructions given by the organizational head/mentor
 - b. Maintaining appropriate professional conduct during the internship with the placement organization and faculty mentor.
 - c. Timely completion and submission of all the deliverables to the organizational mentor.
 - d. Completion of the fieldwork/all project/s assigned by the internship organization before the last date of the internship.
4. Timely submission of the required information, weekly reports, and final report to the We Care: Civic Engagement office, organizational mentor, and faculty mentor. The final report should include in-text citations and end references in APA format. Similarity Index should not exceed over 10 per cent. Students must use Turnitin software available at the NMIMS Library to check (Similarity Index. Reports having a similarity index above 10 per cent will not be acceptable.
5. Securing the Certificate of Completion from faculty mentors based on the following:
 - a. Face-to-face/virtual meetings with the faculty mentor before and during the internship
 - b. Timely submission of weekly reports/ final report
 - c. Viva-voce based on the final project report and We Care: Civic Engagement Rubric
6. Participation in the We Care: Civic Engagement Poster Presentation is compulsory.

7.2.2 Code of Conduct: The We Care: Civic Engagement Internship Code of Conduct governs the internship. The We Care: Civic Engagement office will share detailed documents of the Code of Conduct by December 2024. In general, the Code of Conduct consists of the following features:

1. This internship is part of the MBA academic program; hence, 100 per cent attendance is mandatory.
2. Students must be self-motivated, self-disciplined, self-starters, and accommodative while working with their internship organizations.
3. Each intern must observe discipline, professional ethics, and timelines during the internship.
4. Students must respond to calls and emails from the We Care: Civic Engagement team, organizational mentors, and faculty mentors.
5. Students must establish contact with their respective internship organizations and faculty mentors well in advance. Adherence to instructions given by them is mandatory.
6. Students must take the initiative and be prompt in interacting with the organizational mentor.
7. Failure to adhere to the attendance requirement and We Care: Civic Engagement Internship-related deadlines will lead to strict action by the institute, including debarment from the placement process and/or promotion to the next academic year.
8. Interns are permitted to take sick or professional leave during the We Care: Civic Engagement Internship duration after soliciting written permission from the respective internship organization, faculty mentor, or the We Care: Civic Engagement Internship Head. The absence should be covered by working extra hours in the internship organization.
9. Students should not attend any other personal/ professional work (corporate projects) or use social media for personal purposes during the office hours mandated by the internship organization.
10. Students must maintain their weekly reports and get them approved by the organizational mentor every week.
11. The We Care: Civic Engagement office will try to place students in their hometowns or the nearby vicinity. Suppose no credible organization is found in the hometown or its close vicinity.
12. The We Care: Civic Engagement office will provide placement in an alternate location after discussing it with the student. The student will be placed in Mumbai if suitable NGOs are not found in alternate locations.
13. At the end of the internship, students must submit their We Care: Civic Engagement Internship report along with a similarity index check to their organizational mentors, faculty mentors, and the We Care: Civic Engagement office.

14. Attendance for poster presentations is compulsory.
15. Any grievances regarding the We Care: Civic Engagement Internship should be brought to the notice of the We Care: Civic Engagement office. The decision of the Head, We Care: Civic Engagement Internship and Dean will be final.
16. Indisciplined/unprofessional/casual behaviour by the student in any form related to the We Care: Civic Engagement Internship will be reported Dean's office for further action.

Students will have to face severe disciplinary action if they fail to comply with the internship norms designed by the institute. Some of the irresponsible actions or non-adherence to the We Care: Civic Engagement Internship Code of Conduct by students and disciplinary actions by the institute are listed below:-

A) Irresponsible Actions Causing Disciplinary Action

Sr.No	Examples of Irresponsible Actions
1	Absence on the internship's first and/or last day for any reason.
2	Late submission / non-submission of student data form/preference form/information required for We Care: Civic Engagement Internship placements.
3	Remaining absent for We Care: Civic Engagement Internship orientation workshop/other special workshops/ We Care: Civic Engagement Internship interviews/ meetings with faculty mentor/organizational mentor, Poster Presentation, viva-voce with the faculty mentor. Not responding to We Care: Civic Engagement Internship-related emails/communication.
4	Lack of punctuality and self-discipline during the internship duration.
5	Casual approach towards work allotted by organizational mentor Failure to follow instructions by the organizational mentor Failure to submit deliverables within the timeline/before the closure of the internship
6	Late submission/non-submission of weekly reports/submitting weekly reports to the institute without approval by the organizational mentor
7	Giving misleading information/intentionally hiding information from the We Care: Civic Engagement office/faculty mentor/internship organization
8	Attending personal/professional agendas (other than We Care) during the internship work hours.Using social media during work hours

9	Adverse comments / defaming University / Institute / We Care: Civic Engagement Office / We Care: Civic Engagement Internship / Internship Organization on social media
10	Submitting reports with high similarity index

The above actions are indicative. Depending on the student's involvement in one or more irresponsible actions and the nature of indiscipline, one or more appropriate disciplinary actions would be levied by the institute against the defaulter student(s).

B) Disciplinary Actions by SBM

Sr. No	Possible actions by the institute
1	Debarment from academic progression
2	Debarment from receiving any scholastic award of the institute
3	Debarment from holding official positions in any SBM's student cells/bodies.
4	Debarment from the Placement process till the end of Trim V
5	To complete fieldwork during the second year of the MBA program. Minimum 150 to maximum 300 hours. Number of hours to be allocated based on the nature of the default

All Disciplinary actions and disputes regarding We Care: Civic Engagement Internship will be dealt with by the Disciplinary Committee members, Program Chairs and the Dean along with the Director of Jasani Centre and Community Development Manager.

7.3 Industry Visits

Students visit various companies to get a perspective/ glimpse of the actual work situation, to understand how theory is put into practice, observe how operations are done thus gaining firsthand knowledge of the operative systems thereby bridging the gap between theory and practice which will be a value add to them.

7.4 Guest Lectures

Speakers from Industry / Alumni are called to deliver guest lectures to full-time students. Attendance in guest lecture is mandatory.

7.5 Cultural Immersion

Cultural Immersion is an integral part of the orientation/ foundation program and is mandatory for students to attend. Since many of the students are from other cities, an introduction to Mumbai where they will spend rest of their two years will help them to know their surroundings better is the objective of Mumbai Darshan. It has been designed in a manner that the students can have some fun as they learn about the city which will be their home for the next two years, managing their finances as well as themselves, foster team bonding and introduce them to the shared decision making approach.

7.6 Value Added Workshop/ Focused Learning Workshop

Value Added Compulsory Workshops/ Activities are integral part of curriculum and to be eligible for qualifying for MBA Degree, it is mandatory for full time MBA students to attend all Value-Added Compulsory Workshops/ Focused Learning Workshop. This will be in addition to your performance in credit courses. Workshops (for MBA and MBA HR I Yr. & II Yr.), and for courses conducted in Workshop mode, an evaluation component is mandatory. Students registering for value added workshop must honor their commitment by attending the workshop.

8 Course of Independent Study (CIS)//Research Project/Seminar Papers

Across the different programs at the school, SBM has dissertation and seminar papers that have to be taken up as part of the curriculum. There is also an option available to the students to pursue courses of independent studies. The table below lists down such requirement/option across different programs.

Sr. No	Program	CIS/Dissertation/Research Project/Seminar Paper
1	MBA	CIS
2	MBA Law	Research Project
3	MBA PT SE	Seminar Paper

The details of each of these are as follows:

8.1 Course Independent Study (CIS)

Course of Independent Study (CIS) allows students to pursue their interests in areas that are not covered in the regular bouquet of electives offered in the second year of the MBA programs.

A course of independent study is an exceptional instrument designed for advanced learning rather than serving as a substitute for regular courses. Such a course will necessitate high level of self-directed learning and may require students to study, conduct primary/ secondary research, and complete written examinations, reports, projects, research papers, presentations or similar assignments that are designed to measure competency in the stated educational objectives.

CIS is a course that a student co-designs and pursues under the guidance of a designated instructor to explore an area or course of knowledge that is not adequately covered through the normal elective courses on offer. By this very logic, a CIS is a privilege and not a right for the intending student, which is made available under exceptional circumstances including the following:

- 8.1.1** The student has demonstrated through his/her past academic performance, a preparedness to pursue an advanced course of investigation in the area of his/her choice.
- 8.1.2** The course matter of study is relevant for his/her career aspirations within the overall academic objectives of the MBA Programme.
- 8.1.3** The course matter is not adequately covered in the choice of elective courses on offer. The relevant area approves the offering of the CIS and a faculty member from within the area is willing and available to help with the design, delivery and evaluation of CIS.

Guidelines

1. CIS courses at SBM are offered in the IInd year of the MBA program.
2. Students can pursue only 1 CIS course in a year in either of Term IV, V or VI.
3. CIS courses will be equivalent to a full (3.0) credit course. No 0.5 credit, 0.75 credit or 1.5 credit CIS are permitted.
4. The CIS Course can also be considered as part of required courses for concentration in an area. The grade obtained in the CIS will be taken into account for calculation of student's CGPA just like any other full credit course but will not be considered for arriving at decision to award any scholarship and/or medal.
5. The academic capability of the student (reflected in CGPA), ability to pursue advanced work (as endorsed by the Area) and the relevance of the area of study to the career of the student (as demonstrated or organized in the proposal) are the indicative criteria for allowing a CIS.
6. A CIS must follow the primary course on offer. A CIS cannot be taken up on a course that is going to be covered in the subsequent courses.

Requirements

The following minimum criteria must be met to ensure overall outcome of the educational experience, success of the students and alignment to the Program learning objectives of SBM.

1. Students who wish to opt for CIS should have a minimum CGPA of 7.75
2. The CIS must include comprehensive objectives in written form.
3. The CIS must promote a high level of self-directed learning
4. Students must interact with the faculty-in-charge throughout the trimester
5. It is the responsibility of the students to communicate with the faculty and document the time spent on the CIS. Students are expected to be engaged in various CIS related activities for a minimum of 100 hours. These will include but not limited to in-class and out-of-class activities like reading, interaction with faculty, conducting primary research, analysis and interpretation, learning and use of databases and analytical software's and report writing.

Procedure

1. Eligible student(s) who wish to pursue a CIS will indicate such intent before bidding for their choice of electives for terms IV, V and VI. They will be responsible to make a good case as to why they should be permitted to pursue a CIS.
2. The preliminary proposals (in the prescribed format available with the Academic office) would be forwarded to the Area Chairpersons for their consideration and discussion at the area level.
3. The Area Chairperson will intimate the approval of CIS proposals together with the name of the faculty guide to the Academic office as soon as possible but before the final registrations for term-IV begins.
4. The Area Chairperson will also provide to Academic office the timeline for the course in terms of stages like submission of final proposal, submission of course report, date of oral defense, panel of area members (3 members including the CIS guide) who would evaluate the course and the evaluation scheme.
5. Academic office will intimate to the concerned student the name of his/her faculty guide as approved by the Area. The student will have the option to withdraw from the CIS till his/her final registration for term-IV, V or VI open.
6. In case the CIS is not offered or the student chooses to withdraw from the CIS, s/he will be required to take up another course of equivalent credit from the available courses during the final registration for the respective term.
7. The responsibility for getting the CIS going alongside the faculty guide is that of the student. The finalization of proposal, regular meetings with faculty guide and other course related interactions are left to the initiative of the student.

8. Students carrying out CIS should circulate a reading list, duly approved by the guide, to all the Area members (with a CC to Academic office) within 7 days from the beginning of the respective term (term IV or V).
9. Students have to submit the CIS report to the Academic office before the 'End-Term Examination' of the term in which the student undertakes the CIS.
10. No extension of time for submitting the report will be allowed.
11. On receipt of the report, the Academic office will get in touch with concerned Area Chairperson and the Guide to finalize the date for presentation by the student.

As part of the evaluation of the CIS, a presentation will have to be made to the Evaluation committee on the date specified. This presentation will be open to SBM faculty and MBA program students besides the faculty members of that area. In case the Evaluation Committee is not satisfied with the CIS Report and presentation, it reserves the right to ask the student to re-write a part or whole of the report. However, in this case, the student will be awarded a maximum grade of B.

Milestones/ Deliverables

All CIS courses are expected to have the following milestones:

1. Expression of interest – This request to pursue CIS should be made before students chose electives for year II and should include (a) the proposed title and topic of study and the broad area of specialization to which it will belong (Please note that even where the CIS is cross-functional in nature, it has to belong to one primary area for guidance and evaluation); (b) relevance and importance of the course for the student.
2. Area level deliberation and confirmation (including faculty- student interaction to work on feasibility and topic finalization) – should be conducted within 3 weeks of receiving the EOI.
3. Presentation for defense of Proposal– Objective, Methodology, Terms of reference, Time frame – during the 1st week of the trimester.
4. Interim Submission – Presentation to reflect the progress of the study as per the terms of reference and time frame in the proposal – between 4-6 weeks from the beginning of the trimester.
5. Final Report and Defense (Viva) – in the 9th week



Format for Expression of Interest for Course of Independent Studies mentioned in Annexure

8.2 Research Project MBA Law Program

In MBA Law Research Projects are exceptional instruments designed for advanced learning rather than serving as substitutes for regular courses. The academic capability of the student, as reflected in CGPA; ability to pursue advanced work, as endorsed by the Research Guide; and the relevance of the area of study to the career of the student, as demonstrated or organized in the proposal, is the indicative criteria for undertaking the Research Project. A ResearchProject comprises an investigation together with a written report and interpretation thereof. The Research Project guidelines are mentioned in the guidelines section.

8.3 Seminar Paper MBA PT SE Program

In the course titled 'Seminar on Social Development' in Trimester VI of MBA PT (SE), the students develop and demonstrate expertise in the topic/theme of their interest in the area of Social Development and write it in the form of a research paper. The students are allotted a Faculty Guide. The Faculty Guide helps the student in developing the Research Paper over a period of ten weeks.

Aim of the Seminar Paper

- To develop research and documentation skills of the students in the area of social development Objectives of the Course
- To develop primary and secondary research skills of the students
- To help students develop knowledge of the concerned topic through review of literature
- To enable students to write research paper as per ethical standards

Nature and Scope of the Course

- The seminar course takes a comprehensive view of social development covering the relationship between development and social institutions, the phenomena of wider social change in the developmental context, role of politics/macro policies, and impact of technology as also the alternative paradigms of development and consequent interventions.
- The students identify their own areas of study on various themes on social development.
- Before the start of the Seminar Paper, a term before (in Term V), students are asked to submit a Concept Note on a theme/topic of their interest.

- The Concept Note covers the following points.
 - Topic
 - Rationale for selecting the topic
 - Objectives
- How is the student going to undertake the study- secondary/primary data sources?
- What are the important documents/reports/websites that the student will refer to?

Based on the Concept Note, Faculty are allotted to students as Faculty Guide by the Seminar Paper Coordinator. Students are expected to meet the guide every week. One Session (3 hr.) is allotted in the Time Table, during which the students can meet the guide, do research in the library and work on the Seminar Paper. Apart from this, students can meet the guide as per need and convenience.

Students submit two written submissions/drafts, one at the mid-term and one at the end-term. The Faculty Guide evaluates the written submission. Mid-term Viva and End-term viva by an external faculty are conducted.

9. Re-Admission rules & Program Validity:

In continuation to the re-admission rules explained in Part I of this SRB, the maximum duration permissible for completion of the programme (in years) are mentioned in the table below:

Sr. No.	Name of the programme	Duration of the programme (in years)	Maximum duration permissible for completion the programme (in years)
1	1. MBA 2. MBA Human Resources 3. MBA Pharmaceutical Management 4. MBA Law 5. MBA Health Care Management 6. MBA Digital Transformation 7. MBA Business Analytics	2	4
2	1. MBA Part Time Social Entrepreneurship	2	4
	2. Diploma in Social Entrepreneurship	1	2

**** Students admitting themselves with respective programs in SBM are responsible for submitting documents required for eligibility, transfer certificates, migration certificates, marks sheets etc. at appropriate time. This is mandatory for award of degree.**

10. Disciplinary Committee

a. Students' Disciplinary Committee

- Amita Shivhare (Chair)
- Program Chairs (all programmes) and Director CoE
- Area Chairs
- Deputy Registrar
- Assistant Registrar
- President – Student Council
- Student Affairs Head, Student Council

b. Committee against Sexual Harassment / Woman Grievance Redressal Committee

- Director: Jasani Centre of Social Entrepreneurship & Sustainability Management (Chair)
- Director: Pravin Dalal School of Entrepreneurship and Family Business
- All Associate Deans, SBM
- Head: Student Council
- Audrey D'Mello, (Non-Governmental Organization: Majlis)

c. Anti-Ragging Committee

- Director: Jasani Centre of Social Entrepreneurship & Sustainability Management (Chair)
- Associate Dean: Programs and Student Learning Experience (PSLE)
- Chair: Student Activities
- Program Chairs (all programs) and Director CoE
- Police Member (Local Police Station Representative)
- President Student Council
- Deputy Registrar (Convener)
- Audrey D'Mello, (Non-Governmental Organization: Majlis)
- Representation from any one parent

d. Collegiate Student Grievance Redressal Committee (CSGRC)

- Dean SBM
- Program Chair and Director CoE
- Chairperson- Student Activities
- General Secretary – Student Council



e. Departmental Student Grievance Redressal Committee (DSGRC)

- Associate Dean SBM
- Director: Pravin Dalal School of Entrepreneurship and Family Business
- Director: Jasani Centre of Social Entrepreneurship & Sustainability Management (Chair)
- Chairperson- Student Activities
- Head – Student Affairs

Please visit the website for additional information.

STUDENT GRIEVANCE/COMMITTEE SECTION

**** Student Grievance Redressal process @ <https://nmims.edu/student-grievances.php>**

11. Placement Guidelines:

NMIMS is a beacon of academic excellence and corporate collaboration, having established its prestige over four decades of impactful presence. This institution has garnered acclaim from industry leaders, professional bodies, and accreditation agencies alike, owing much of its success to the enduring support of the corporate world. Our alums, who occupy eminent positions across diverse sectors, testify to the mutually enriching relationship between NMIMS and the corporate ecosystem.

We pride ourselves on being a fertile ground for nurturing future business leaders and managers, with top-tier companies routinely selecting our students for internships and recruitment. Our enduring partnerships with the corporate sphere have weathered challenging times and grown stronger, underpinning a symbiotic and evolving relationship. Our students must embody this legacy of excellence and responsibility, as their actions directly influence our collective future and the continuity of these crucial corporate relationships.

The corporate world expects students to display high professional knowledge, capability, and excellence standards. Recruiters also look for candidates who are clear about their long-term plans, the sector they want to be and the profile they wish to pursue.

The Placement Office facilitates the placement process – internships and recruitment by creating an interface between recruiters and students. Efforts are made to market the programs with their merits and to get companies to offer internships/recruit students. The selection process specified by the company is followed. The Place Com - Placement Committee of students is actively involved in the placement activities – contacting companies located in metros and major cities for placement presentations and coordinating various activities during the placement processes.

The Placement Office devises placement guidelines in the larger interest of the school and students, in consultation with students and faculty.

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

The Placement process typically involves –

- Batch Preparation
- Pre Placement Talks
- Internships/Projects
- Final Placements

11.1 Batch Preparation:

The Comprehensive Batch Preparation Program enhances candidates' suitability and orient them to industry practices and expectations.

- a. Interactive sessions with alums/industry experts in various profiles help students clarify role/fit, understand company expectations, prospects - career evolution, the right approach for cracking interviews, listen to first-hand experience and get a feel of life in a particular profile, etc.
- b. Interaction with seniors who have undergone internships in companies
- c. Assigning seniors or alums as mentors to guide students
- d. Mock interviews with alums/corporates
- e. Guest talks and workshops on various topics from corporations
- f. Resume building as per the placement guidelines

1.1.1 Before the commencement of the selection process, it is expected that students should have a fair idea about their interests, sector, and specialization, preferably a long-term vision of where they want to be, and should direct their efforts accordingly. A bit of clarity helps students to get a good internship/job.

1.1.2 Students should thoroughly research the company, the business, the sector, competitors in the sector, the financials etc. and be prepared with a background and fact file before the process. Also, the placement office provides additional information, such as the number of interns/recruits in the past, whether the company has a PPO policy, the roles offered, the experience of seniors who interned with the company, etc. Due to the changing conditions of entry-level management graduates, this information is discreetly and confidentially provided.

1.1.3 The Placement Office also involves companies in many Campus Engagement activities – contests, projects, workshops, seminars, guest talks, etc.-that benefit students and help us promote the excellent quality of the batch.

1.1.4 Based on the guidelines, students must prepare resumes that encapsulate academic information, work experience, internships, co-curricular activities, extracurricular activities, projects, awards, achievements, hobbies, etc.

1.2 Pre-Placement Talk – PPT

PPTs are a medium wherein the company officials disseminate information regarding the company, the profile, the compensation, etc., and clarify students' queries. The officials invest time and effort to share information, and the interactive session will make them feel visiting our campus was worth it. Hence, students are requested to participate and ask relevant questions.

1.3 Internships/Projects

- 1.3.1 The Placement Office makes every effort to seek internships across varied sectors, companies, and profiles. Based on one's interests and capabilities, one should seek internships. Choosing the correct company for internships and performing up to the mark is paramount.
- 1.3.2 The internships are a window into the corporate world and a relationship-building tool for SBM. It allows companies to look at the talent at SBM, thereby strengthening Final Placements.
- 1.3.3 Internships are an integral part of the curriculum for securing the degree. It is a great learning platform for our students and goes a long way in shaping the learning obtained in the classroom. This experience is of immense use to students to acclimate themselves to the corporate world's intricacies.
- 1.3.4 The project is expected to build on theoretical learning with practical experience and help students identify the gaps in their knowledge, which they can attempt to fill in. They could also discover areas of interest and future career options.
- 1.3.5 Interactions during the internships, both with other interns as well as employees, help students to understand the expectations/needs of the organization and the sector in general, identify the gaps in their learning, orient themselves towards the industry and develop the required skill sets to emerge as the most suitable candidate.
- 1.3.6 Internships also hold a special significance as they are an apt mechanism for companies to spot bright talent early. Many companies have structured internship processes as a 'testing ground' to gain a direct understanding of students' skills and abilities, leading to a declaration of PPOs/PPIs. SBM, Mumbai also encourages candidates to work towards offers based on internship performance.
- 1.3.7 A pre-placement offer (PPO) is an offer by the company to the intern acknowledging the excellent work done during the internship. Pre Placement Interview (PPI) is an opportunity by the company for the intern to be directly selected for the interview for final placements. Thus, the students should be careful when applying to the companies of their choice and should put in all efforts to convert the internship into an offer.
- 1.3.8 While feedback from the company is sought, the internship is also evaluated by the School, which involves faculty guidance in monitoring the performance, periodic report submissions, evaluations, Viva Voce, etc.

1.4 Final Placements

- 1.4.1 Leading companies across sectors aspire to recruit students of NMIMS. Each company has its own set of characteristics or qualities they look for in a candidate. Hence, the company devises the eligibility criteria and selection process accordingly.
- 1.4.2 The selection process starts with inviting applications based on the eligibility, profile, project, and compensation details shared by the company. The applicants' profiles are shared with companies. Students must regularly check their emails/placement portal, etc., for information updates.
- 1.4.3 Every effort will be made to facilitate the placement process. However, it is the effort of the student that gets them selected for the job. Not getting chosen during final placements in the first few companies should not lead to panic. Students are advised not to switch profiles in anxiety or haste.
- 1.4.4 Companies could have one or multiple rounds for selection – case analysis, group discussion, group exercises, interviews, etc. Reasons like location, family issues, etc., should not constrain students. They are expected to be mobile and can adapt and respond to emergent situations successfully.
- 1.4.5 Students who wish to drop out of the placement process are expected to notify the Placement Office via the formal 'Opted Out Form' mentioning the reason, which could be higher studies, entrepreneurship, family business, seeking placements on their own wherein they have to share the name of company and details. The reason is to iron out any hitches that may crop up later as the Placement Office approaches many companies and would like to continue their cordial relationship.
- 1.4.6 The Placement Office will share with the batch guidelines related to resumes, PPTs, internships, PPOs/PPIs, final placements, campus engagements, etc.; students are expected to follow the same. The School reserves the right to modify the guidelines in the best interest of the batch. Students are free to approach the Placement Office with any queries or for guidance.

12. Rules for participating in National/ International Level Contests

12.1 Protocol for Contest:

Competitions announced by companies and sent via placement department with specification (eg. HUL Lime, Mahindra War Room, JPMC Deal, AirtelCreate etc.) Will be handled by the placement team under the guidance of the placement director.

Competition for student participation from the programme office, program chairpersons and the Dean's office will be handled by student representatives of the program under the placement committee. Intra College and Inter College events and other open contests (like Best Summer Projects, FLIP, IMCI, CFA, Business Plan, and FMS etc.) will be handled by the event coordinator. These events will be communicated to the batch through mails and handled by cultural secretary under the guidance of Faculty-In-Charge of Students' Activities.

12.2 Contest Classification will be handled by Event Co-coordinator.

12.3 Contests will be classified under the following grades:

- **GRADE A:** National and International level contests of very high repute. E.g., corporate contests such as UTI, CRISIL, ITC; academic contests such as AIMA, BMA; institution contests of IIM's, ISB, etc.
- **GRADE B:** National level contests of high repute. E.g., NITIE, SP Jain, MDI, XLRI, etc.
- **GRADE C:** Local and national level contests

12.4 The faculty team will make the classification of each contest.

12.5 The classification of the contest will determine the selection, reimbursement and appraisal of the students.

12.6 Notices and Intimations of Contests:

12.6.1 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.

12.6.2 All students interested in gaining more information regarding any contest are required to refer to the "CURRENT CONTEST FILE".

12.6.3 Any contest that has not been routed through the contest department will not be considered for the procedure laid down by SBM, NMIMS for contests.

12.7 Student Registrations and Nominations:

12.7.1 For all GRADE A contests, the faculty and student representative will select the student team that will represent the SBM, NMIMS at the contest.

12.7.2 For all GRADE B contests, students are allowed to make direct applications for the contest.

12.7.3 For all GRADE C contests, students are allowed to make direct application for the contests.



12.8 Reimbursements (Applicable only for National Contest)

- 12.8.1 Students going for GRADE A will be provided with 100% reimbursements for travel (Non AC Sleeper class/3 Tier) to and from the contest destination.
- 12.8.2 All reimbursements are subject to the approval of the head of the school and are hence subject to change.
- 12.8.3 All reimbursements will be made only after the student has returned from the contest. All bills, tickets of the travel and copy of certificates will have to be retained and submitted.
- 12.8.4 All students claiming the reimbursement will have to submit all details to the staff coordinator for processing through the accounts department.

12.9 Attendance for Contests

- 12.9.1 No additional attendance benefit will be provided for students who might miss classes due to above mentioned contests.

12.10 Contest Winners

- 12.10.1 Any student who has won any contest is required to provide full details of the contest and award won to the faculty within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals at the end of the year at the time of the Annual Convocation.

13. Student Council

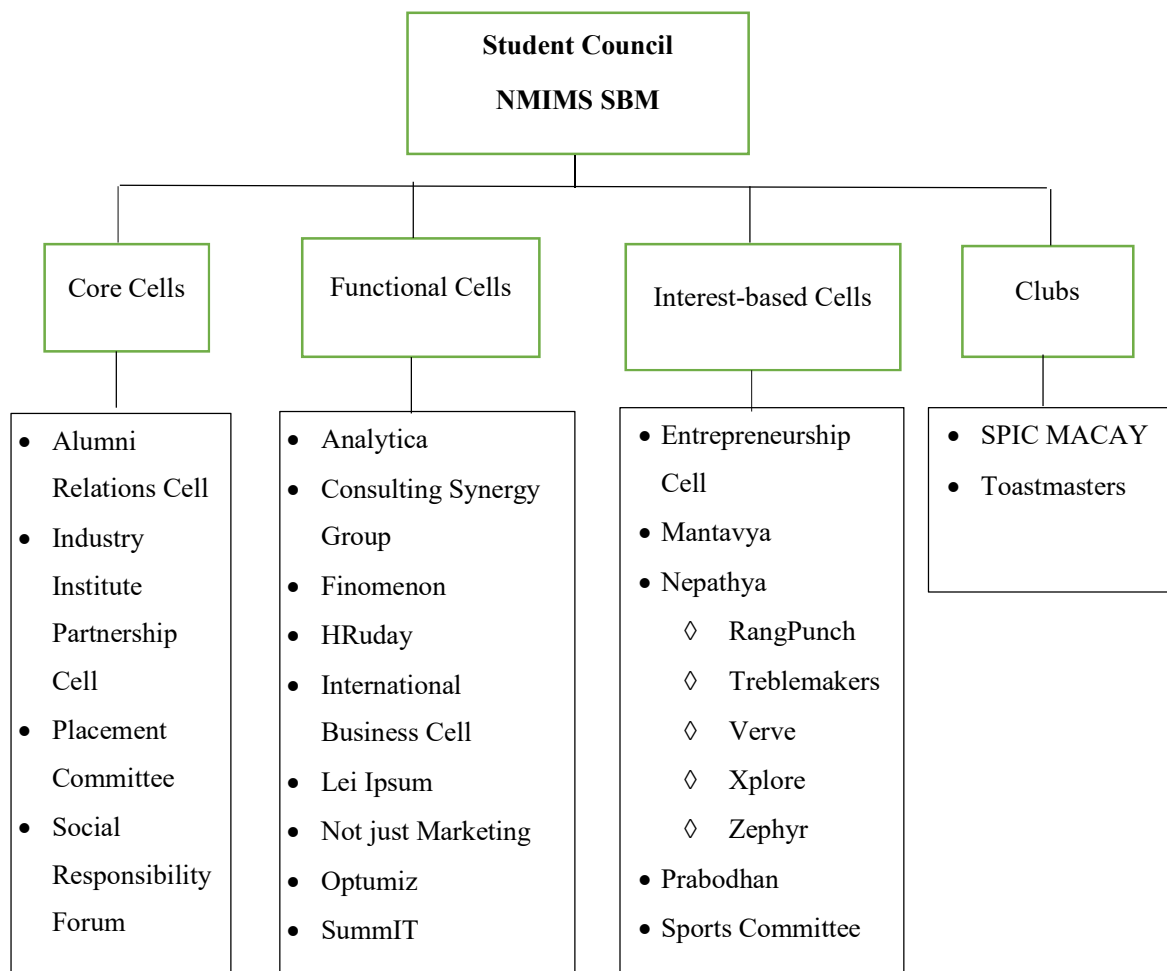
The Student Council is the apex student body and represents all full-time students of the School of Business Management (SBM), NMIMS. The Council is composed of the President, Vice President, General Secretary and 12 other members selected from across all second year full-time MBA programs. In the fulfilment of their responsibilities, the 15 Council members are assisted by first year students known as Student Council Representatives (SCR). Every year, the Council and its SCRs are selected through formal selection procedures involving the SBM administration, faculty and existing Student Council members. The Council's work is overseen by the Chairperson, Student Activities, who is appointed by the Dean of SBM.

The Student Council strives to fulfil the following objectives:

- To serve as representatives of the student body of SBM and act as a liaison between the School's administration, faculty and students.
- To organize and facilitate a variety of co-curricular and extra-curricular events and activities intended to enhance student learning and development.
- To provide guidelines and protocols for the smooth functioning of different student cells under its umbrella.
- To assist the School's management in the fulfilment of the School's mission, vision and strategic objectives.
- To assist in SBM's public relations and marketing initiatives.
- To contribute to maintaining and enhancing student life in all relevant aspects.

Structure of the Student Council

The Student Council oversees the smooth functioning of student cells under its umbrella. These cells are categorized as Core Cells, Functional Cells, Interest-based Cells and Clubs. Each cell is managed by a Faculty In-charge appointed by the Dean of SBM. To enable effective co-ordination within and among student cells, strong alignment of activities and smooth overall functioning of cells, the Student Council has established protocols, guidelines and standard operating procedures for the cells to follow. Strict adherence to guidelines and procedures helps the cells in the conduct of their operations, recruitment of cell members and budgetary considerations. Following is the Structure of the Student Council:



14. Alumni Association SBM

The Alumni Cell of NMIMS was formed in the year 2002 and has been active since then. The Alumni cell at SBM NMIMS is a student body working under the aegis of the NMIMS Business School Alumni Association and the Institute. It strives to strengthen ties between SBM, NMIMS and its esteemed alumni community.

The Alumni Cell, and the School of Business Management, NMIMS have helped to form the “NMIMS Business School Alumni Association” under the Section (25) of the Companies Act, 1956. It was incorporated on 13th July, 2011 as a platform for encouraging promotion of alumni related activities. It enables the alumni to extend their support for various activities related to institution building. The Alumni Association provides opportunities for the alumni to participate and contribute to the continued growth and development of the institute, thereby strengthening alumni Institute linkages.

The quality of alumni relations is a significant criterion by which success of the Institute is measured and at NMIMS we constantly strive to attain it.

A strong mechanism of communication has been setup with the alumni on a day-to-day basis which involves informing them about special achievements by our alumni, activities held at the institute, job postings, regular database updating, invites to events, responding to their queries and so on. Moreover, to ensure effective communication and interaction between the alumni of various batches, the Alumni Portal, <https://alumnisbmmumbai.nmims.edu> a social networking platform, is operational.

The monthly e-newsletter, Aluminous, informs the alumni with the latest developments in the institute that make them feel connected to the institute in more than one way. Moreover, the Alumni Cell facilitates other cells of the Institute like Student Council, Finomenon, and Adverb by providing alumni contacts. Every year many Alumni have been invited to college to judge events and as speakers for seminars, thereby increasing the student interaction with our alumni.

The Alumni Cell Conducts Round Table Conference which is a fortnightly event wherein Alumni are invited to share their industry experience, work experience and domain Knowledge with the students. The Alumni cell under the guidance of NMIMS Business School Alumni Association has launched “Lead the Way” a mentorship program in the year 2012 with an aim to enhance the interaction of the alumni with students.

The Alumni Cell also helps in organizing the following Alumni Meets across the globe:

- Mumbai Meet – Annually
- Chapter Meets (Delhi, Bangalore, Chennai, Kolkata and Hyderabad) Annually
- International Meets (Dubai, New York, Toronto)- Annually
- Coffee Meets “Connecting over Coffee” (Mumbai, Delhi, Bangalore, Chennai, Kolkata and Hyderabad) At least twice a year
- Guest Speaker talks for the Alumni as required



15. EXCHANGE PROGRAM

a. INTRODUCTION

NMIMS Deemed-to-be-University has developed an extensive International Students Exchange Program in order to provide a cross cultural exposure and a global perspective to the students apart from classroom teaching. This is managed by Department of International Linkages of the University. The Exchange Program has become increasingly popular with the students and every year students get a chance to spend Semester/Trimesters at a partner Institute. With the dedicated efforts of the International Linkages department, efforts are ongoing to have larger number of students to avail of this unique opportunity in every school. Students at NMIMS also benefit from interacting with overseas students who visit us as part of NMIMS Inbound exchange program and International Immersions.

b. PREAMBLE

In a world that is increasingly interdependent, it is imperative for the NMIMS Deemed-to-be-University to have an internationalization agenda. This involves creation of a multi ethnic environment in our programs on our campus. This can happen only when students from different countries and communities join NMIMS programs. This policy on internationalization seeks to clarify the philosophy behind the NMIMS Deemed-to-be-University's Internationalization program and sets out the eligibility of students to apply for an international exchange program. It also sets out the selection criteria and guidelines for assessing applications and the expectations from the students going for the exchange program. This policy also lays out the facilities for international students in our programs and also the expectations from them. We expect our foreign students to conduct themselves at par with other Indian students.

To aggressively pursue the internalization agenda, NMIMS has signed MOUs with leading Universities. MOUs applicable for NMIMS schools as given below:



School of Business Management (SBM):

- University of Texas at Dallas, USA
- Florida International University, USA
- Purdue University, USA
- Arizona State University – Thunderbird School of Global Management, USA
- HEC Lausanne, Switzerland
- The Grenoble Ecole de Management, France
- KEDGE Business School, France
- NEOMA Business School, France
- HLL Leipzig School of Management, Germany
- IESEG School of Management, Lille, Paris, France
- University of Erlangen-Nurnberg, Germany
- Europa Universitat Flensburg- EUF, Germany
- ESSCA Ecole De Management, France
- EDHEC Business School, France
- Excelia France
- University of Exeter, UK
- The University of Bristol, UK

15.3 ELIGIBILITY

Students are selected by respective Deans of Schools on a competitive basis that reflects the academic standing, motivation, seriousness of purpose, communication skills, social maturity and adaptability. International students coming to our campus are recommended by respective partner's university on merit basis and language proficiency in English.

All full time program students are eligible to apply for the exchange program if they have:

- 15.3.1 Completed the eligibility year of program as defined by respective Deans/Directors of school
- 15.3.2 Have a minimum CGPA (as stipulated) and above as defined by respective Deans/ Directors of School.
- 15.3.3 Eligibility of International students coming to our campus recommended by the partner university should satisfy the eligibility criteria as per the memorandum of understanding signed between the Universities/ Schools.



15.4 SELECTION CRITERIA AND CONDITIONS

15.4.1 As defined by respective Deans/Directors of Schools

15.4.2 Defined by MoU between Partner University and NMIMS for incoming students

15.5 COSTS AND EXPENSES

Costs and expenses for participating in the exchange program are governed by the MOU signed by NMIMS and the host School.

In addition of the above, all students are required to pay for their:

15.5.1 Accommodation and daily living expenses including study materials

15.5.2 Travel Expenses

15.5.3 Passport and visa costs

15.5.4 Insurance cover

15.5.5 Any other incidental costs



15.6 APPLICATION PROCEDURE FOR STUDENTS AND EXPECTATIONS FROM STUDENTS

- 15.6.1 Students have to apply in specified application form as defined by respective Deans/ Directors of schools. Candidates with completed and accurate application will be interviewed by the International Linkages office. Successful candidates will then be nominated to the respective partner universities following which they have to complete the online application as instructions received from partner University via email.
- 15.6.2 The list of courses that a student intends to take up in the partner institute should be clearly mentioned. For those who wish to apply in more than one institute, the lists of the courses in each of these institutes should be mentioned.
- 15.6.3 Upon joining the partner institute, the courses the students intends to take up should be finalized and communicated for approval to the NMIMS School authorities
- 15.6.4 Students need to ensure that they do not get any fail grade in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.
- 15.6.5 Other criteria as defined by Deans/Directors of the Schools.

15.7 CODE OF CONDUCT

While abroad, the students are subjected to the rules and regulations of the host institution, the laws of the host country and the student code of conduct from NMIMS Deemed-to-be-University. Each student is an ambassador of NMIMS Deemed-to-be-University and should conduct in an appropriate manner at all times that is reflective of the code of conduct required by NMIMS and that of the overseas host institution.

15.8 ENCLOSURES:

Undertaking to be given by student of NMIMS Deemed-to-be University's student going on International Immersion.

15.9 PROCESS

15.9.1 SELECTION PROCESS AND CRITERIA

Participation of students at Partner Universities is approved by the International Linkages office. Students who apply within the timeline given by the International Linkages Office will undergo an interview with the Faculty-In-Charge of International Linkages. Selection will depend on:

- CGPA score.
- Number of applications and availability of seats at the selected Partner Institute.
- Compatibility of courses at the Partner Institute with the individual student's programme.
- The academic standing, motivation, seriousness of purpose, communication skills, social maturity and adaptability of the student.

15.9.2 SELECTION OF COURSES AT PARTNER INSTITUTES

After students complete the selection process at NMIMS, they will be nominated to the selected exchange university. The exchange university will contact nominated students by email and ask them to complete an online application procedure within a prescribed time period. An important part of this process is the selection of courses at the exchange university.

When selecting courses, students must remember the following:

- The courses selected, in terms of type of courses, number of courses and total classroom contact hours, must be in line with the students' NMIMS programme requirements.
- Students must select a minimum of 4 courses during their term abroad.
- No online courses should be selected, and none of the courses selected should contain online teaching method in the course outline.
- The courses selected must total a certain minimum number of contact hours of classroom teaching. This minimum number will depend on the student's programme at NMIMS. For FTMBA Core students (Mumbai campus), the minimum number is 120 hours (contact hours). Students of other programmes (other campuses) must check with their course coordinator or programme chairperson for minimum number of contact hours. Hours spent by the students in project work are not included in the minimum number of contact hours.
- The courses selected cannot be the same as the courses the students have completed or plan to complete at NMIMS.



- The courses selected should be in accordance with the students' programme requirements at NMIMS and must have the approval of their course coordinator and programme chairperson at NMIMS. For guidance on this, students may contact their course coordinator or programme chairperson at NMIMS.
- Students should ensure that they have done thorough research on the partner university that they prefer to ensure the programme requirements are met (in terms of specialization/ concentration) and are in line with NMIMS rules and regulations.
- No undergraduate courses should be selected, even if it is offered by the partner university.
- Upon joining the exchange university and finalizing their course selections (in case of any change), students must immediately email the final list of courses to their course coordinator and programme chairperson at NMIMS with a copy marked to the International Linkages office.

15.9.3 EXPECTATIONS REGARDING ACADEMIC GRADES AND COURSE-WORK

- Students must be extremely careful in fulfilling the academic requirements of their Host University. It is the student's responsibility to ensure that evaluations for every course are completed successfully. Students must meet Professors of every course they have taken to ensure that:
 - (1) They fully understand the requirements of the course as well as the evaluation norms
 - (2) Their submissions for every evaluation have been received on time.If a student brings back a failed grade, the Host University may not provide the opportunity for a re-submission or re-exam. In such a case, NMIMS will accept the grade as it is, and the student will have to repeat the year. Excuses such as "I was unaware that the assignment did not get uploaded/submitted" or "I was mistakenly accused of plagiarism" will not be accepted.
- In case there are any problems with or deviations in process for any course that students have taken at their Host University, students must inform NMIMS's International Linkages Office immediately with a copy marked to the administration of the host university and the professor teaching the course. Delay in informing and seeking approval from NMIMS's International Linkages Office may lead to negative consequences for the student.
- Students must also ensure that they do not get a failing grade in the trimester at NMIMS prior to the exchange programme. Students may not get an opportunity to appear for a re-examination and will have to repeat a year or it may delay their convocation.
- Students participating in the International Student Exchange Programme are eligible for the Dean's list during their 2nd year, provided they were also in the Dean's list for the 1st year. Such students will be shortlisted on the basis of the CGPA of two trimesters of the 2nd year.

16 Similarity Rules for All Programs

The similarity rules are applicable to all submissions leading to ICA components. All similarity instances in the Final examinations for all courses across programmes within SBM will be dealt with as per the unfair means of the university examination norms.

All submissions will be checked for similarity scores. Having similarity scores beyond acceptable limits is a serious offence, which is unethical and illegal. A similarity score of greater than 15% will attract penalty.

Note: All of the following are considered as plagiarism and is likely to have a high similarity score

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

17 EXAMINATION GUIDELINES

17.1 EVALUATION & GRADING

The respective Course faculty would evaluate the performance of the students during the examination of the respective course. A student would undergo continuous assessment for each course in all the trimesters. Various components of such continuous assessment would be as decided by the respective course teacher/faculty and approved by Dean /Director of the school/ campus concerned.

Break up of continuous evaluation of each course will be as under:

Program	Component	Marks	Total
MBA Full time / MBA part time	Mid Term / Unit Test / Project/ Assignment/ Presentation/ Weekly Tests / Case Study/ Quizzes / any other (School)	60	100
	Final Term/ Trimester End Examination (University)	40	

17.2 PASSING STANDARDS FOR EACH COURSE (SUBJECT):

Trimester-end-exam Passing Criteria for each Course:

- Secure a minimum of 40% marks in the Term /Trimester / Semester end examination of that course and
- Secure a minimum of 40% aggregate marks out of the total marks (that is, internal continuous assessment plus assessment of the Term /Trimester / Semester end examination) allotted to the course.
- For a course which has only internal continuous assessment component, passing will be at 40%.

17.3 GRADING SYSTEM

The University follows a letter grading system leading to the award of Ten Grade Points.

Grade Point Average (GPA) for each term and Cumulative Grade Point Average (CGPA) for all the terms until date.

‘Letter grades’ and corresponding ‘Grade Points’ are as under:

Letter Grade	Grade Points
O	10
A+	9
A	8
B+	7
B	6
C	5
P	4
F	0
AB	0

a) Method of calculation of letter grades for a batch size above 30: (Relative Grading)

Sr. No	Letter Grade	Letter Grade and Description	% Of class	Total%
1	Grade O	O (Outstanding)	8 percent of the batch excluding Grade F	8%
2	Grade A+	A+ (Excellent)	12 percent of the batch excluding Grade F	27%
3	Grade A	A (Very Good)	15 percent of the batch excluding Grade F	
4	Grade B+	B+ (Good)	20 percent of the batch excluding Grade F	38%
5	Grade B	B (Above Average)	18 percent of the batch excluding Grade F	
6	Grade C	C (Average)	17 percent of the batch excluding Grade F	27
7	Grade P	P (Pass)	10 percent of the batch excluding Grade F	
8	Grade F/AB/AA	F (Fail) / Absent / Approved Absent	Where marks obtained are less than 40 (39 and below) in aggregate.	0

b) Method of calculation of letter grades for a class size of less than or equal to 30 (Absolute Grading)

Absolute grading may be followed for the courses where the count of students are less than or equal to 30.

‘Letter grades’ and corresponding ‘grade points’ are as under:

Percentage of Marks	Grade	Points	Performance
90-100	O	10	Outstanding
80-89.99	A+	9	Excellent
70-79.99	A	8	Very Good
60-69.99	B+	7	Good
55-59.99	B	6	Above Average
50-54.99	C	5	Average
40-49.99	P	4	Pass
0-39.99	F	0	Fail
	AB	0	Absent

17.3.1 Method of Calculation of GPA: Grade Point Average for a term will be computed by dividing, the sum of product of grade point of each course and credit value assigned, to each respective course by the sum of credits assigned to all the courses for the related term.

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

17.3.2 Method of Calculation of CGPA: Cumulative Grade Point Average up to and including a term will be computed by dividing the sum of product of grade point of each course and credit value assigned to each respective course by the sum of credits assigned to all the courses up to and including the related term.

Here:

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

C = Credit value assigned to a course/ module

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

GPA: Grade Point Average shall be calculated for Individual term.

CGPA: Cumulative Grade Point Average shall be calculated up to and including each term till date.

17.4 RE – EXAMINATIONS :

- 17.4.1 Re-Examination will be conducted immediately after declaration of results of trimester end final examination for the students, who may have obtained any number of 'F' grade (credit/non-credit) course, or whose result is treated as "null and void" due to involvement in adoption of Unfair Means.
- 17.4.2 Only one re-examination will be conducted for each course immediately after declaration of results of final examination and there will not be further re-examination for whatsoever reason, Internal continuous assessment marks will be carried forward for the re-examination.
- 17.4.3 The maximum grade that a student, in such a case, can obtain for such course will be 2 Grades lower than the actual grade which would have been obtained by the student (except where the student would have obtained "C" and "P" Grades in the re-examination attempt).
- 17.4.4 In case a student obtains "F" Grade in credit or non-credit courses, in regular final examination, the same must be cleared by appearing in the re-examination.
- 17.4.5 Improvement in the internal continuous assessments will not be allowed for re-examination purpose.
- 17.4.6 If a student fails in project, one attempt will be allowed to re-submit the project. However, the re-submission should happen prior to re- examination scheduled for the academic year.
- 17.4.7 A student has to submit an online re-examination application available on student's SAP portal. A student who does not fill in online re-examination form will be denied permission to appear at the examination.
- 17.4.8 Students submitting re-examination form will be awarded 'AB/ 'F grade if he/ she remains absent.
- 17.4.9 The result of the re-examination will be treated as final and binding on the students.
- 17.4.10 Students appearing for the re-exams (as per the rules of passing standards) will be given provisional admission to the next trimester of the program. His/ her admission will be confirmed only after declaration of the results of the re-exams.



17.5 RE – EXAMINATIONS/ EXEMPTION / EXCEPTIONAL CASES

- 17.5.1 Absence in the final regular examination due to exceptional circumstances (long illness – Medical cases / maternity / Death in immediate family / Self marriage), approved by Dean / Director will be eligible to appear in re-examination (and for award of regular grade).
- 17.5.2 For medical cases, he/she will have to necessarily produce a certificate from a Medical Practitioner along with required pathological reports and prescriptions before the commencement of the re-examination.
- 17.5.3 For exceptional cases, all necessary relevant documents to be submitted before the commencement of the re-examination.
- Copy of Air – Ticket, Boarding Pass, Passport Stamping.
 - Death Certificate of family member
 - Marriage Certificate / Wedding Card etc.
- 17.5.4 In case a student fails to fulfil passing/ progression criteria after the re-examination/s, he/she will be required to take re-admission as per the rules of SBM, NMIMS.
- 17.5.5 No further re-examination chance will be given to above mentioned exceptional cases.

17.6 NON-FULFILMENT OF PASSING CRITERIA (All Full-Time Programs):

A student who obtains “F” grades after the re-examination attempt **at any time during the academic year** should take re-admission for the entire year as per the rules of SBM, NMIMS.

17.7 NON-FULFILMENT OF PASSING CRITERIA -for MBA PT SE, DIPLOMA IN SE

- 17.7.1 A student who has failed to fulfil the passing criteria of trimester courses after re-examination, will be allowed to attend the classes and appear at the examination/ re-examination of next trimester/s.
- 17.7.2 However, a student who fails to fulfil the passing criteria at the end of the academic year (All trimesters) will not be permitted to progress to the next year of the program.
- 17.7.3 A student will be promoted to the subsequent year of the programme only when he/ she has no F grade at the end of the year after eligible re-examination/s.

In case, the student fails even in the re-examination/s, which are so held for respective trimester/s he/ she will not be promoted to the next year of the programme. Such student/s will have the following options:

1. To seek readmission in the subsequent year for the entire academic year.

OR

2. Appear for the Term end examination of the course/s in which the student has got “F” grade, in the subsequent year. In such a case, the ICA marks of the course/s will be carried forward of the previous year in which the student had got “F” grade. The student will be required to pay only the re-examination fees. In case of obtaining F grades even in this attempt, student will be given another re-examination chance to clear the same. In total, year-back students will have only two re-exam attempts during the academic year.

If, in any case, students feels that he/she wants to improve their ICA, they are eligible to take re admission for the complete academic year. In case of re-admission, the earlier results will stand null & void and student cannot claim the credits of the course/s passed earlier. Students have to appear as fresh candidates for both Internal Continuous Assessment & Term End Examinations.

17.8 PROGRESSION TO NEXT ACADEMIC YEAR AND COMPLETION OF THE PROGRAMME

(Full Time / MBA Part time SE, Diploma in SE program)

The following will be qualification criteria for the successful completion of the First year and Second year also of the program by the student concerned:

- He/ she should have no “F” grade in any of the first/second year courses after re-examination at the end of each academic year.
- His/ her total cumulative grade point average (CGPA) should not be less than 5.50 at the end of the first year and also at the end of program (to be calculated after re-examination)

17.9 GENERAL RULES

- 17.9.1 A student who remains absent from term end examination/s due to any reason in any course shall be marked as 'AB' in the result/ grade sheet/ transcript for the course/s in which he/ she has remained absent. All such students will be allowed to appear at re-examination in the said course. A student who remains absent in the re-examination would not be able to avail any further re-examination chances.
- 17.9.2 A student has to submit an online re-examination application available on student's SAP portal. A Student who fail to apply online and does not pay the requisite re-examination fee will not be allowed to appear for the reexamination. It is the sole responsibility of the students to keep track of the re-examination application window. No notice will be given by the University to the students for the same.
- 17.9.3 In order to receive the degree, diploma, certificate, the student will have to clear all the examinations of all the years. Student should ensure that he/she has cleared his/her all dues from the respective departments like Admission, Accounts, Library, Hostel, etc. Also, mandatory admission documents are submitted.
- 17.9.4 Grievance Redressal: In case a student is not satisfied with the result/ grade received by him/her in a particular course, he/ she may follow the 'Grievance Redressal Procedure' as given in part I of student resource book in case he/ she desires.
- 17.9.5 The fees for re-examinations and re-admission will be decided by the University from time to time.
- 17.9.6 In case of any disputes/differences, decision of the University shall be final and binding on the students. If a student desires to institute any legal proceedings against the University, such legal proceedings shall be instituted only in court at Mumbai in whose jurisdiction the application is submitted by the student and not in any other court.
- 17.9.7 Modification in criteria/rules: On the recommendation of the Board of Studies of the School of Business Management and the Board of Examinations, the Academic Council shall have the sole discretionary right to modify all or any of the above criteria at any time without prior notice.
- 17.9.8 The criteria for the award of prizes will be the highest CGPA obtained by the students in the examinations of all the years of the program on completion of the program, and for MBA core program (Mumbai campus) the criteria for the award of the prizes will be based on the highest CGPA of only compulsory courses.

These rules would be applicable to all the students who took admission/readmission in and after the academic year 2024-2025.



18 Scholarship

Chancellor's Scholarship for Meritorious Students of MBA of School of Business Management, Mumbai

NMIMS Deemed to-be University shall be offering the Chancellor's Merit Scholarship to the first fifty meritorious students who secure admission to the MBA program at the School of Business Management, Mumbai. The student selection as a recipient is based on individual performance in the admission process, which includes NMAT/ WAT/ WATSON GLASER and PI.

The scholarship amount of Rs. 2 lakhs only will be disbursed to each of the selected students at the end of the second trimester in November 2024. Please note that the scholarship will be awarded to only those among the top 50 who will continue as bonafide students of this program. An academic break application or cancellation of admission will render the recipients ineligible to receive the scholarship.

This scholarship is our way of recognizing and rewarding academic excellence, and we hope it will encourage all students to strive for their best.

Mirae Asset Foundation Scholarships

The School of Business Management has instituted a need-cum-merit scholarship supported fully by Mirae Asset Foundation (MAF). Mirae Asset Foundation merit cum need based scholarship is awarded to five students each from the first and second year of the Full time MBA program whose family income is less than 8 lakhs per annum. The amount awarded is Rs.3, 00,000 per student per year.

Only students who have taken educational loans from Nationalized/Private Banks can apply for the scholarship.

Selection will be based on the following criteria

- a) Submission of Valid Income Proof
- b) Proof of Bank Loan,
- c) Scores of the entrance exam (SBM entrance exam) / academic performance and
- d) Appearing for MAF Selection Interviews.

19 List of E resources subscribed by NMIMS

Sr. No.	Database	Sr. No.	Database
	LIBRARY SOFTWARE		
1.	Koha	15.	ISI Emerging Markets
	GRAMMAR/PLAGIARISM CHECK SFT.	16.	SPSS: AMOS
2.	Grammarly	17.	STATA
3.	Turnitin		COMPANY DATABASE
	ELECTRONIC JOURNAL DATABASES	18.	Capitaline AWS
4.	EBSCO		STATISTICAL DATABASE
5.	JSTOR	19.	IndiaStat
6.	Current Science	20.	EPWRF India Time Series
7.	Ergonomics in Design		LAW DATABASES
8.	The Design Journal	21.	HeinOnline
9.	Economic Political Weekly	22.	Live Law
	ENGINEERING DATABASES	23.	Manupatra
10.	DELNET		CASE STUDY DATABASE
11.	NPTEL	24.	Harvard Business School Publishing
	E-BOOKS DATABASES		FINANCE LAB
12.	Pearson E-Books	25.	Bloomberg
	RESEARCH DATABASES		SWAYAM / NDL
13.	CMIE: Prowess IQ	26.	National Digital Library
14.	EViews 8	27.	SWAYAM
		28.	Consortium for Educational Communication (CEC)

Course Structure, Guidelines for Electives, Research Proposals and Capstone projects

SVKM'S NMIMS – School of Business Management

Master of Business Management (MBA)

First Year (2024 - 2025) : Building Integrated Perspective of Management for Leadership

	Trim I	Trim II	Trim III
	<ul style="list-style-type: none"> • Ethical Issues in Management (1.5) • Microeconomics (3) • Managerial Communication I (3) • Financial Accounting and Analysis (3) • Marketing Management 1 (3) • Organizational Behaviour 1(3) • Statistical Inference for Decision Making (3) 	<ul style="list-style-type: none"> • Contract, Competition and Consumer Laws (1.5) • Industry and Competitive Landscape Analysis (1.5) • Macroeconomics (3) • Managerial Communication II (1.5) • Management Accounting (1.5) • Business Research Methods (1.5) • Marketing Management 2 (1.5) • Organizational Behaviour 2 (3) • Story-telling with Data (1.5) • Modelling & Optimization for Business Decisions (3) 	<ul style="list-style-type: none"> • Corporate Sustainability (3) • Strategic Management (3) • Business Communication & Analysis (1.5) • Corporate Finance (3) • Human Resource Management (1.5) • Technology Enablers of Digital Business (3) • Production & Operations Management (3) Elective: Any one of the following • Financial Markets and Modelling (3) • Sales and Channel Management (3) • Data Analytics for Business (3)

SVKM'S NMIMS – School of Business Management

Master of Business Management (MBA)

First Year (2024 - 2025) : Building Integrated Perspective of Management for Leadership

Non Credit Workshops	<ul style="list-style-type: none"> Group Process Lab (Compulsory workshop - 4 hours) Interview Skills (Compulsory workshop – 3 hours) 	Non-Credit Interest-Based workshops: (3 – hours) <ul style="list-style-type: none"> Speech Neutralization for Global Audience Applied Behavioural Design for Problem solving 	<ul style="list-style-type: none"> Negotiations Skills & Processes (Compulsory workshop -7 hours) Train your Brain (Optional Workshop – 3 hours) We- Care Development Sector in India: Stakeholders, Skillsets and Opportunities (Compulsory 3 hours Workshop)
Total Credits	19.5	19.5	21
Total Courses	7	10	8
Year total Credits	60		

- [Each (3) credit will be of 20 sessions of 80 minutes each]
- [Each (1.5) credit will be of 10 sessions of 80 minutes each]

SVKM's NMIMS, School of Business Management			
Master of Business Administration (MBA): Second Year (2024-2025)			
	Trimester IV	Trimester V	Trimester VI
Compulsory Courses	<ul style="list-style-type: none"> • CAPSTONE® Business Simulation (3) • Summer Internship 		
Business Environment and Strategy	<ul style="list-style-type: none"> • Business Models and Planning (3) • Infrastructure Consulting and Management (3) • Innovation Management (3) • Managing Turnaround Strategies (3) • Strategic perspectives in Indian businesses (3) • Strategy, Value Creation and Management (3) • Technology Consulting (3) 	<ul style="list-style-type: none"> • Corporate Governance (3) • International Business Management (3) • Management Consulting (3) • Public Policy (3) • Social Entrepreneurship and Consulting (3) • Strategic Alliance (3) • Strategy Lab-Managing Disruption & Hyper competition (3) 	<ul style="list-style-type: none"> • Entrepreneurship Management (3) • Intellectual Property Rights (3) • Management & Measurement of Social Impact (3)
Communication	<ul style="list-style-type: none"> • Popular Culture and the Business of Persuasion (3) • Storytelling for Business (3) 	<ul style="list-style-type: none"> • Intercultural and Strategic Communication (3) 	<ul style="list-style-type: none"> • Leadership Communication Through Neuro Linguistic Programming (3) • Persuasive communication (3) • Visual Communication & Intelligence (3)

SVKM's NMIMS, School of Business Management

Master of Business Administration (MBA): Second Year (2024-2025)

Economics	<ul style="list-style-type: none"> • Applied Macroeconomics (3) • Emerging Market Economies (3) • Economics of Money and Banking (3) 	<ul style="list-style-type: none"> • Econometric Methods for Decision Making (3) • Industrial Organization (3) 	<ul style="list-style-type: none"> • Behavioral Economics (3) • Game theory and its application (3)
Finance	<ul style="list-style-type: none"> • Commercial Bank Management (3) • Financial Analysis and Business Valuation (3) • Futures and Options (3) • Investment Analysis and Portfolio Management (3) • Strategic Cost Management (3) • Strategic Financial Management (3) 	<ul style="list-style-type: none"> • Behavioral Finance (3) • Fixed Income Securities (3) • Mergers and Acquisitions (3) • Private Equity and Venture Finance (3) • Project Finance (3) • Sustainable Finance (3) • Investment Analysis and Portfolio Management (3) 	<ul style="list-style-type: none"> • Alternative Investments and Hedge Funds (3) • Consumer Finance (3) • Financial Risk Management (3) • International Banking and Finance (3) • Managing Corporate Financial Distress (3) • Structured Finance (3) • Wealth Management (3) • Wholesale and Retail Financing (3)

SVKM's NMIMS, School of Business Management

Master of Business Administration (MBA): Second Year (2024-2025)

Human Resource and Behavioral Sciences	<ul style="list-style-type: none"> Managing High Performance (3) Strategic HRM (3) 	<ul style="list-style-type: none"> Building Resilient Organizations: Managing Crisis and Transformation (3) Woman in Leadership: Strategies for Success (3) 	<ul style="list-style-type: none"> Emotional Intelligence- Developing Abilities for Superior Performance (3) Talent Management (3) Workplace Diversity, Equity and Inclusion (3)
Marketing	<ul style="list-style-type: none"> Behavioral Science and Marketing (3) Brand Management (3) Consumer Behaviour (3) Integrated Marketing Communication (3) Marketing Research (3) Product Management and Marketing (3) Sales and Channel Management (3) 	<ul style="list-style-type: none"> B2B Marketing (3) International Marketing (3) Qualitative Marketing Research (3) Retail Marketing Management (3) Service Marketing and Innovation (3) Social Media Marketing (3) Digital Marketing (3) 	<ul style="list-style-type: none"> Marketing Analytics (3) Marketing Strategy(3) Rural Marketing (3) Social marketing (3) Customer Experience & Relationship Management (3)

SVKM's NMIMS, School of Business Management

Master of Business Administration (MBA): Second Year (2024-2025)

Operations and Data Sciences	<ul style="list-style-type: none"> • Block chain and Decentralized Finance (3) • Data Exploration & Visualization (3) • Managing Cybersecurity Risks in the Information age (3) • Quality Management for Productivity and Performance Improvement (3) • Social Networking and Web Analytics (3) • Supply Chain Management (3) • Multivariate Data Analysis (3) 	<ul style="list-style-type: none"> • Digital Product Design & Development (3) • Industry 4.0 for Resilient Operations (3) • Project Management (3) • Operations Analytics (3) • Fintech and the Platform Economy (3) • Business Process Transformation in the Cloud Era (3) 	<ul style="list-style-type: none"> • AI concepts and Applications in Business (3) • Applying Agile Concepts in Program Management (3) • Leveraging Machine Learning in Business Applications (3) • Operations Strategy (3) • Services Operations Management (3) • Strategic Applications of IoT and Big Data (3)
	No. of full Credits Electives to be chosen:15	No. of full Credits Electives to be chosen: 12	No. of full Credits Electives to be chosen: 12
Non Credit Workshop-Optional	Income Tax (6 hours)	<ul style="list-style-type: none"> • Applied Behavioural Design for Problem-solving (NC Interest-based) (3 Hours) • Speech Neutralization for Global Audience (NC Interest-based) (3 Hours) 	



SVKM's NMIMS, School of Business Management			
Master of Business Administration (MBA): Second Year (2024-2025)			
Total Credits	18	12	12
Total Courses	6	4	4
Year Total Credits	42		

Students will also have access to Interdisciplinary courses offered by schools under SVKM's NMIMS as per University norms.

Summer Internship: Non Credit Compulsory Course

However, the candidate needs to satisfactorily complete the project as an essential partial fulfilment of the requirements for award of MBA degree

Figures in bracket represent number of credits. Each full credit will be of 20 sessions, each session of 80 mins. Areas may have essential workshops/ **MOOC** which will be compulsory for students concentrating in those areas.

Name of the School - School of Business Management

Course structure of Master of Business Administration (Human Resources)

Academic Year 2024-25

	Trimester – I	Trimester - II	Trimester - III
Business Environment and Strategy		<ul style="list-style-type: none"> • Corporate Social Responsibility (1.5) 	<ul style="list-style-type: none"> • Managing Strategy (3)
Communication	<ul style="list-style-type: none"> • Managerial Communication I (1.5) 	<ul style="list-style-type: none"> • Managerial Communication II (1.5) 	
Economics	<ul style="list-style-type: none"> • Microeconomics (3) 	<ul style="list-style-type: none"> • Macroeconomics (3) 	
Finance	<ul style="list-style-type: none"> • Financial Accounting & Analysis (3) 	<ul style="list-style-type: none"> • Management Accounting (1.5) 	<ul style="list-style-type: none"> • Financial Management (3)
Human Resource and Behavioral Sciences	<ul style="list-style-type: none"> • Business Anthropology (1.5) • Managing People (3) • Organizational Psychology (3) • Sociology of Work (1.5) 	<ul style="list-style-type: none"> • Labour Laws I (3) • Leading Effective Teams (1.5) 	<ul style="list-style-type: none"> • Employee Rewards and Recognition (3) • Industrial Relations (3) • Talent Planning and Acquisition (3)
Marketing		<ul style="list-style-type: none"> • Marketing Management(3) 	
Operations and Data Sciences	<ul style="list-style-type: none"> • Statistical Inferences for Business (3) 		<ul style="list-style-type: none"> • Services and Operations Management (3)

Name of the School - School of Business Management Course structure of Master of Business Administration (Human Resources) Academic Year ; 2024-25			
	TRIMESTER I	TRIMESTER II	TRIMESTER III
Value Added Workshops			
Business Environment and Strategy	<ul style="list-style-type: none"> Ethical Dilemmas in Business (1.5) 	<ul style="list-style-type: none"> Legal Environment of Organizations (1.5) 	
Human Resource and Behavioral Sciences	<ul style="list-style-type: none"> Group Process Lab Business Research (1.5) Summer Internship Placement Orientation (4 Hrs) 	<ul style="list-style-type: none"> Competency Mapping (1.5) Business Research (1.5) 	<ul style="list-style-type: none"> Introduction to People Analytics Business Research (1.5)
Total	22.5	19.5	19.5

Total Credit courses: 21 Total Credit Workshops: 6

Total Non-credit Compulsory Workshops: 3 Others: We Care Internship

Total Credits in First year: 61.5

Proposed structure of Master of Business Administration (Human Resources) Academic Year 2024-25, Second Year			
	TRIMESTER IV	TRIMESTER V	TRIMESTER VI
Human Resource and Behavioral Sciences	<ul style="list-style-type: none"> • Capstone (3) • Inclusive Workplace Cultures (3) • Learning and Development (3) • Managing Change and Organizational Development (3) • Managing Performance (3) 	<ul style="list-style-type: none"> • Advanced Compensation (1.5) • Emotional Intelligence (3) • Labour Laws II (3) • Organization Structure and Design (1.5) • People Analytics (3) • Talent Management (1.5) 	<ul style="list-style-type: none"> • People Integration in Mergers & Acquisitions and Corporate Restructuring (3) • Strategic Human Resource Management (3)
Electives (Any Two)			
Business Environment and Strategy			<ul style="list-style-type: none"> • Business Models and Plans (3) • Strategic Perspectives in Indian Business (3)
Communication			<ul style="list-style-type: none"> • Intercultural & Strategic Communication (3) • Leadership Communication Through Neuro-Linguistic Programming (3)

Proposed structure of Master of Business Administration (Human Resources)			
Academic Year 2024-25, Second Year			
Economics			<ul style="list-style-type: none"> Economics of Labour and Employment (3) Behavioural Economics(3)
Finance			<ul style="list-style-type: none"> Personal Financial Planning (3)
Operations and Data Science			<ul style="list-style-type: none"> Advanced Data Analysis (3) Social Networking and Data Visualization (3)
Marketing			<ul style="list-style-type: none"> Digital Marketing (1.5) Employer Branding (1.5)
Value Added Workshop			
Human Resource and Behavioral Sciences	<ul style="list-style-type: none"> Employee Benefits Negotiations : Skills and Processes 	<ul style="list-style-type: none"> Design Thinking and HR Emerging Technologies and HR Final Placement Orientation (4 Hrs) 	<ul style="list-style-type: none"> Appreciative Inquiry
TOTAL	15	13.5	12

Total Credit courses : 15

Total Credit Workshops: Nil

Total Non credit Compulsory Workshops: 6 Total Credits in second year : 40.5

Total Program Credits: 102

SVKM's NMIMS, School of Business Management
Master of Business Administration (Pharmaceutical Management)
First year (A.Y.2024-25)

	Trimester I	Trimester II	Trimester III
Business Environment and Strategy	<ul style="list-style-type: none"> Business Environment (3) Principles of Management (1.5) 	<ul style="list-style-type: none"> Indian Healthcare Systems and Regulation (1.5) Business Laws (1.5) 	<ul style="list-style-type: none"> Strategic Management (3) Entrepreneurship in Healthcare (1.5)
Communication	<ul style="list-style-type: none"> Managerial Communication – I (1.5) 	<ul style="list-style-type: none"> Managerial Communication – II (1.5) 	<ul style="list-style-type: none"> Spanish (Compulsory Non-credit course. 20 sessions)
Economics	<ul style="list-style-type: none"> Microeconomics (3) 	<ul style="list-style-type: none"> Macroeconomics (3) 	
Finance	<ul style="list-style-type: none"> Financial Accounting and Analysis (3) 	<ul style="list-style-type: none"> Cost and Management Accounting (1.5) 	<ul style="list-style-type: none"> Financial Management (3)
Human Resource and Behavioural Sciences	<ul style="list-style-type: none"> Organizational Behaviour-I (3) 	<ul style="list-style-type: none"> Organizational Behaviour-II (1.5) 	<ul style="list-style-type: none"> Human Resource Management (3)
Marketing	<ul style="list-style-type: none"> Marketing Management (3) Listening to Customers-I (3) 	<ul style="list-style-type: none"> Listening to Customers-II (3) Managing Sales in Pharma (1.5) Research Methodology and Marketing Research (3) 	<ul style="list-style-type: none"> Managing Sales Performance (1.5) Digital Marketing and Digital Technology and Tools in Healthcare (3)

SVKM'S NMIMS, School of Business Management Master of Business Administration (Pharmaceutical Management) First year (A.Y.2024-25)			
Operations and Data Sciences		<ul style="list-style-type: none"> Statistical Inference for Decision Making (3) 	<ul style="list-style-type: none"> Optimization Modelling for Business Decisions (1.5) Operations Management (1.5)
Compulsory workshops	<ul style="list-style-type: none"> Basics of Anatomy, Physiology and Pathology(Compulsory 06 hours Workshop) Basics of Pharmacology (Compulsory 06 hours Workshop) Interview Skills Workshop (Compulsory 03 hours) 	<ul style="list-style-type: none"> Pharma Sales Communication (Situational Role Plays) (Compulsory 06 hours Workshop) 	<ul style="list-style-type: none"> New Division Planning (Compulsory 06 hours Workshop) Workshop on R (Compulsory 06 hours Workshop)

Total no. of credits: 21

Total no. of credits: 21

Total no. of credits: 18

Total No. of credits: 60

Total Courses: 26+1

SVKM'S NMIMS, School of Business Management
Master of Business Administration (Pharmaceutical Management)
Second year (A.Y.2024-25)

	Trimester IV	Trimester V	Trimester VI
Business Environment and Strategy	<ul style="list-style-type: none"> • Management Consulting (3) • Strategy Implementation & Control (1.5) 	<ul style="list-style-type: none"> • Corporate Sustainability (1.5) • Ethics and Compliance (1.5) 	<ul style="list-style-type: none"> • Corporate Governance (1.5) • Business Development (1.5) • Managing IPR in Pharma (1.5)
Communication	<ul style="list-style-type: none"> • Negotiation Skills and Process (1.5) 		
Economics		<ul style="list-style-type: none"> • Healthcare Economics (3) 	
Finance		<ul style="list-style-type: none"> • Business Valuation and Mergers & Acquisition (3) 	
Human Resource and Behavioral Sciences	<ul style="list-style-type: none"> • Emotional Intelligence & Wellbeing (1.5) 		
Marketing	<ul style="list-style-type: none"> • Product Management (1.5) • Strategic Brand Marketing Plan (3) • New Product Launch (1.5) • Brand Management (1.5) 	<ul style="list-style-type: none"> • Pricing Strategy in Pharma (1.5) • Strategic Brand Marketing Plan (1.5) 	<ul style="list-style-type: none"> • International Marketing (1.5) • B2B Marketing (1.5)

SVKM's NMIMS, School of Business Management Master of Business Administration (Pharmaceutical Management) Second year (A.Y.2024-25)			
Operations and Data Sciences	<ul style="list-style-type: none"> • Prescription Market Analytics (1.5) • Sales Forecasting and Analytics (1.5) 	<ul style="list-style-type: none"> • Supply Chain Management (1.5) • Technology Applications in Pharma (1.5) • Project Management (1.5) 	<ul style="list-style-type: none"> • Good Manufacturing Practices and Regulatory Approvals (1.5) • Managing Innovation and R&D (1.5)
Compulsory workshops	<ul style="list-style-type: none"> • Brand Promotion Story and Support Development (Compulsory 06 hours Workshop) 	<ul style="list-style-type: none"> • Marketing Strategy Simulation (Compulsory 12 hours Workshop) 	<ul style="list-style-type: none"> • Indian Management Thoughts and Ethos (Compulsory 06 hours Workshop)

Total no. of credits: 18 Total no. of credits: 16.5 Total no. of credits: 10.5

Total No. of credits: 45

Total Courses: 26

School of Business Management, Mumbai
Master of Business Administration (Law) | Course Structure | Second Year (2024-2025)

Area	Summer Internship **	Trimester IV	Trimester V	Trimester VI
Compulsory Courses				
		Law Courses		
Business Environment and Strategy		<ul style="list-style-type: none"> Litigation Management (3) 	<ul style="list-style-type: none"> Competition Law (3) 	
Finance			<ul style="list-style-type: none"> Legal Aspects of Merger, Acquisition and Restructuring (3) 	
		Management Courses		
Business Environment and Strategy		<ul style="list-style-type: none"> Ethical Management, Society, and Governance (3) Research Project (3) 	<ul style="list-style-type: none"> Environment Management (3) 	
Economics		<ul style="list-style-type: none"> Economics for Business Policy (3) 		
Finance		<ul style="list-style-type: none"> Strategic Financial Management (3) Financial Institutions and Markets (3) 	<ul style="list-style-type: none"> Merger, Acquisition and Restructuring (3) 	<ul style="list-style-type: none"> Operational and Financial Risk Management (3)
Human Resource and Behavioral Sciences				<ul style="list-style-type: none"> Emotional Intelligence (3) Negotiation Skills (3)

		Trimester IV	Trimester V	Trimester VI
Electives			<ul style="list-style-type: none"> Economic Offences (White Collar Crimes) (3) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Financial Markets Regulations (3) 	<ul style="list-style-type: none"> IPR - Advanced Applications and Portfolio Management (3) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Banking and Insurance Laws (3)
			<ul style="list-style-type: none"> FinTech and Financial Service Transformation (3) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> International Economics and Finance (3) 	<ul style="list-style-type: none"> Entrepreneurship Management and AIFs (3) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Legal & Financial Consulting Services (3)
Workshop		<ul style="list-style-type: none"> Social Media (3 Hrs.) Nil Digital Marketing (3 Hrs.) Nil 	<ul style="list-style-type: none"> Preparation for Placement and Mock Interview (2 Hrs.) Nil 	
No. of Credits:		18	18	15

Total No. of Credits: 51 and Total Courses: 17

****Summer internship is a non-credit compulsory course. However, the candidate needs to satisfactorily complete the project as an essential partial fulfilment of the requirements for award of MBA degree. Figure in the bracket represent number of credits. Each full credit will be of 20 sessions of 80 minutes.**

School of Business Management
Course Structure of MBA (Health Care Management)
Academic Year : 2024-25 , First Year

	Trimester I	Trimester II	Trimester III
Business Environment & Strategy	<ul style="list-style-type: none"> • Introduction to Indian and Global HealthCare Systems (3) 	<ul style="list-style-type: none"> • Public Health and Policy Issues (3) • Legal and Ethical Issues in HealthCare (3) 	<ul style="list-style-type: none"> • Strategy Formulation and Execution (3)
Operations & Data Sciences	<ul style="list-style-type: none"> • Statistical Reasoning in HealthCare (3) 	<ul style="list-style-type: none"> • Applied Methods for Optimizing Performance in HealthCare Organizations (3) • Healthcare Informatics (3) 	<ul style="list-style-type: none"> • Hospital Administration Fundamentals (3) • HealthCare Quality & Patient Safety Management (3) • Operations Management for Healthcare Systems (3)
Finance	<ul style="list-style-type: none"> • Financial & Management Accounting (3) 	<ul style="list-style-type: none"> • Fundamentals of Financial Management (3) 	
Economics	<ul style="list-style-type: none"> • Principles of Economics for Health (3) 		
Communication	<ul style="list-style-type: none"> • Managerial Communication – I (1.5) 	<ul style="list-style-type: none"> • Managerial Communication – II (1.5) 	
Marketing	<ul style="list-style-type: none"> • Marketing Management (3) 		<ul style="list-style-type: none"> • Marketing Research (3)

School of Business Management Course Structure of MBA (Health Care Management) Academic Year : 2024-25 , First Year			
	Trimester I	Trimester II	Trimester III
Human Resources & Behavioural Sciences		<ul style="list-style-type: none"> • Leading People and Organisations in Service Business (3) 	<ul style="list-style-type: none"> • Human Resources in HealthCare Organizations (3)
Total	16.5	19.5	18

School of Business Management Course Structure of MBA (Health Care Management) Academic Year : 2024-25, Second Year			
	Trimester IV	Trimester V	Trimester VI
	<ul style="list-style-type: none"> • Summer Internship 		14- 16 Week Internship (15)
Marketing	<ul style="list-style-type: none"> • Product & Brand Management 	<ul style="list-style-type: none"> • HealthCare Service Excellence (3) 	
Finance	<ul style="list-style-type: none"> • HealthCare Financing (3) 	<ul style="list-style-type: none"> • Strategic Cost Management (3) • Health Insurance (1.5) 	
Business Environment & Strategy	<ul style="list-style-type: none"> • Venturing in HealthCare Business (3) 	<ul style="list-style-type: none"> • HealthCare Consulting (1.5) • Governance & Sustainability Issues in Healthcare (1.5) • Medical Tourism (1.5) 	
Economics	<ul style="list-style-type: none"> • Economic Evaluation in Healthcare (3) 		
Operations & Data Sciences	<ul style="list-style-type: none"> • HealthCare Data Analytics (3) • Supply Chain Management in HealthCare (3) 	<ul style="list-style-type: none"> • Digital Transformation in HealthCare (3) 	
Year Total Credits	18	15	15

Total no of courses in program=33

SVKM'S NMIMS – School of Business Management

Master of Business Management (Digital Transformation)

First Year: (A.Y. 2024-25)

	Trim I	Trim II	Trim III
	<ul style="list-style-type: none"> • Ethical Issues in Management (1.5) • Managerial Communication – I (1.5) • Principles of Economics (3) • Financial Accounting and Analysis (3) • Organization Behaviour (3) • Marketing Management – I (3) • Programming for Analytics (3) Statistical Inference for Decision Making (3) 	<ul style="list-style-type: none"> • Industry Competitive Landscape Analysis (1.5) • Managerial Communication – II (1.5) • Corporate Finance (3) • Human Resource Management (1.5) • Marketing Management – II (1.5) • Digital Capability Model (3) • Industry 4.0 (3) • Optimization Modeling for Business Decisions (3) 	<ul style="list-style-type: none"> • Design Thinking for Process Transformation (3) • Strategic Management (3) • Business Communication and Analysis (1.5) • Digital Marketing (3) • Data Exploration & Visualization (3) • Operations and Supply Chain Management (3)
Total Credits	21	18	16.5
Total Courses	8	8	6

SVKM'S NMIMS – School of Business Management			
Master of Business Management (Digital Transformation)			
Second Year: (A.Y. 2024-25)			
	Trim IV	Trim V	Trim VI
	<ul style="list-style-type: none"> • Capstone Simulations (3) • Business Communication and Analysis (1.5) • Digital Customer Experience (3) • Product Management & Marketing (3) • Business Process Transformation and Intelligent Automation (3) • Machine Learning for Data –driven Decision Making (3) • Block chain Technologies (1.5) • Summer Internship 	<ul style="list-style-type: none"> • Leadership and Managing Change (3) • Course of Independent Study (3) • Cloud Computing (3) Elective: Any four of the following • Financial Markets and Modelling (1.5) • People Analytics (1.5) • Digital Service Management (1.5) • Cybersecurity (1.5) • Technology Consulting (1.5) • Digital Strategy for Transforming Business (1.5) 	<ul style="list-style-type: none"> • Data Privacy and Data Governance (3) • Enterprise Risk Management (3) • Smart Manufacturing (3) Elective: Any two of the following • Portfolio and Risk Analytics (1.5) • Process Mining (1.5) • Building a Technology Start-up (1.5) • Leading Digital Transformation Projects (1.5)
Total Credits	18	15	12
Total Courses	8	7	5
Year total Credits	102		

- [Each (3) credit will be of 20 sessions of 80 minutes each]
- [Each (1.5) credit will be of 10 sessions of 80 minutes each]

SVKM'S NMIMS – School of Business Management

Master of Business Management (Business Analytics)

First Year: (A.Y. 2024-25)

	Trim I	Trim II	Trim III
	<ul style="list-style-type: none"> • Managerial Communication – I (1.5) • Principles of Economics (3) • Financial and Management Accounting (3) • Organizational Behaviour (3) • Marketing Management (3) • Data Management (3) • Programming for Analytics –I (1.5) • Statistical Inference for Decision Making (3) 	<ul style="list-style-type: none"> • Ethical Issues in Management (1.5) • Managerial Communication – II (1.5) • Corporate Finance (3) • Human Resource Management (1.5) • Business Research Methods (1.5) • Multivariate Data Analysis (3) • Optimization Modeling for Business Decisions (3) • Programming for Analytics - II (1.5) • Story Telling with Data (3) 	<ul style="list-style-type: none"> • Strategic Management (3) • Business Communication & Analysis (1.5) • Product Management (3) • Analytics Project (3) • Machine Learning Algorithm -I (3) • Natural Language Processing (1.5) • Production & Operations Management (3) • Time Series Analysis (1.5)
Total Credits	21	19.50	19.50
Total Courses	8	9	8

SVKM'S NMIMS – School of Business Management
Master of Business Management (Business Analytics)
Second Year: (A.Y. 2024-25)

	Trim IV	Trim V	Trim VI
	<ul style="list-style-type: none"> • Corporate Sustainability (1.5) • AI for Business (1.5) • Big Data Analytics (3) • Machine Learning Algorithm - II (1.5) • Project Management (1.5) • Social Media Analytics (3) • Supply Chain Management (3) • Summer Internship 	<ul style="list-style-type: none"> • Data Privacy, Security & Governance (3) • Entrepreneurship Management (1.5) • Cloud Computing (3) • Deep Learning (1.5) Elective: Any two of the following • Investment & Portfolio Analytics (3) • People Analytics (3) • Marketing Analytics (3) • Building Digital Transformation (3) • Supply Chain Analytics (3) 	<ul style="list-style-type: none"> • Leadership & Change Management (3) • Capstone Business Simulation (3) Elective: Any two of the following • Econometrics (3) • Derivatives & Risk Analytics (3) • Consumer Analytics (3) • Fintech (3) • Generative AI (3)
Non-Credit Compulsory Workshops	<ul style="list-style-type: none"> • Placement Preparatory Workshops • Model Deployment Tools 	<ul style="list-style-type: none"> • AutoML –KNIME • Industry Specific Analytics Workshops 	<ul style="list-style-type: none"> • Entrepreneurship
Total Credits	15	15	12
Total Courses	8	6	4
Year total Credits	102		

- [Each (3) credit will be of 20 sessions of 80 minutes each]
- [Each (1.5) credit will be of 10 sessions of 80 minutes each]

SVKM'S NMIMS, School of Business Management

Name of the Course: DIPLOMA/MBA PART TIME (SOCIAL ENTREPRENEURSHIP)

Academic Year : 2024-25, First Year

	Trimester I	Trimester II	Trimester III	Summer Session (Not applicable for Diploma students)
Business Environment and Strategy	<ul style="list-style-type: none"> • Law & Social Work (3) • Social Development & Introduction to Social Entrepreneurship (3) 	<ul style="list-style-type: none"> • Managing and Organizing the Social Enterprise (3) • Social Engineering and Project Management (I) (3) 	<ul style="list-style-type: none"> • Research Methodology (3) • Corporate Social Responsibility (3) 	<ul style="list-style-type: none"> • Legal Environment of Organization (1.5)
Communication	<ul style="list-style-type: none"> • Communication Skills (3) 			
Economics	<ul style="list-style-type: none"> • Micro Economics (3) 	<ul style="list-style-type: none"> • Macro Economics (3) 		
Finance	<ul style="list-style-type: none"> • Financial Accounting & Analysis (3) 	<ul style="list-style-type: none"> • Micro-Finance (I) (3) 	<ul style="list-style-type: none"> • Micro Finance (II) (3) • Cost & Management Accounting (3) 	<ul style="list-style-type: none"> • Financial Management (3)

SVKM's NMIMS, School of Business Management				
DIPLOMA/MBA PART TIME (SOCIAL ENTREPRENEURSHIP)				
Academic Year : 2024-25, First Year				
	Trimester I	Trimester II	Trimester III	Summer Session (Not applicable for Diploma students)
Human Resource and Behavioral Sciences	<ul style="list-style-type: none"> Individual Dynamics & Leadership (1.5) Group & Organisational Dynamics (1.5) 	<ul style="list-style-type: none"> Human Resource Management (3) 		
Marketing			<ul style="list-style-type: none"> Marketing Management (3) 	
Operations and Data Sciences				<ul style="list-style-type: none"> Statistical Analysis (3)
Non Credit Workshop-Compulsory	<ul style="list-style-type: none"> Fund Raising Workshop 	<ul style="list-style-type: none"> Social Impact Workshop 		
Total Credits	18	15	15	7.5
Total Courses	7	5	5	3
Year Total Credits	55.5			

* Diploma in Social Entrepreneurship – Applicable first 3 trimesters i.e. Trim I, Trim II and Trim III

SVKM's NMIMS, School of Business Management

Name of the Course: MBA PART TIME (SOCIAL ENTREPRENEURSHIP)

Academic Year : 2024-25, Second Year

	Trimester IV	Trimester V	Trimester VI
Business Environment and Strategy	<ul style="list-style-type: none"> • Governance of Social Enterprises (1.5) • Management of Livelihood Support Programmes (3) • Ethical Issues in Management (1.5) • Strategic Management (3) 	<ul style="list-style-type: none"> • Seminar on Social Development (3) • Environment Management (3) 	<ul style="list-style-type: none"> • Understanding Global Cultures and Management of International Social Development Projects (3) • Stakeholder Management & Social Audit (3) • Business Plan/Case Study (3) • Management of Cross Sector Partnership (3)
Communication			<ul style="list-style-type: none"> • Development Communication (3)
Human Resource and Behavioral Sciences	<ul style="list-style-type: none"> • Performance Management of Social Enterprises (3) 	<ul style="list-style-type: none"> • Training and Development (3) 	

SVKM's NMIMS, School of Business Management Name of the Course: MBA PART TIME (SOCIAL ENTREPRENEURSHIP) Academic Year : 2024-25, Second Year			
	Trimester IV	Trimester V	Trimester VI
Marketing		<ul style="list-style-type: none"> • Export Management (1.5) 	
Operations and Data Sciences	<ul style="list-style-type: none"> • Operations Management (3) 	<ul style="list-style-type: none"> • Information Systems for Management (3) • Social Engineering & Project Management (II) (3) 	
Non Credit Workshop-Compulsory		<ul style="list-style-type: none"> • Disaster Management Workshop 	
Total Credits	15	16.5	15
Total Courses	6	6	5
Year Total Credits	46.5		
Total Program Credits	102		

1 session – 90 mins (For all trimesters)



SVKM's NMIMS School of Business Management

Full Time MBA - Second Year –2024-25

Guidelines for Selection of Elective Courses

- I.** Students in the Second year of the FT MBA Program can choose elective courses from the list of electives offered (trimester wise). Based on the selection of electives, students will be placed in **ANY ONE** of the following categories:

- a. MBA General Management**
- b. MBA with Concentration in anyone**
 - i. Marketing**
 - ii. Finance**
 - iii. Operations and Data Sciences**

- II.** The degree awarded will be MBA. The concentration, if any, will be reflected only on the grade sheet/transcript. Students must adhere to the nomenclature given by SBM-NMIMS and use the same in all communication with the outside world.

- III.** A student must accumulate **42 credits** in the Second Year across trimesters IV, V, and VI. Please note that one full course is of 3 credits having 20 sessions of 80 minutes each and similarly, one-half course is of 1.5 credits equal to 10 sessions of 80 minutes each. Term-wise number of courses which you need to select are as follows:

Trim IV: 1 Compulsory Course* + Min 5 Elective Courses (Total Credits: 18)

Trim V: Min 4 Elective Courses (Total Credits: 12)

Trim VI: Min 4 Elective Courses (Total Credits: 12) AND

**CAPSTONE® Business Simulation (3 credit)*

- IV.** Students are required to choose credit courses, trimester wise, from the 7 areas mentioned below and from the area wise list of electives (given separately as Annexure I):
1. Business Environment & Strategy
 2. Communication
 3. Economics
 4. Finance
 5. Human Resources & Behavioral Sciences
 6. Marketing
 7. Operations & Data Sciences
- V.** For **MBA General Management**, student should choose minimum 2 full-credit electives from at least 5 different areas out of the seven areas (listed above in Point IV) across the year in Trim IV, V & VI.
- VI.** For **MBA with Concentration in Marketing or Finance or Operations & Data Sciences**, student should choose a **minimum of 7 elective courses** (21 Credits) from the respective areas (listed above in Point IV) across the year in Trim IV, V & VI. The area may conduct Workshops which will be a mandatory requirement for the concentration opted. Also, students need to plan their elective choices **to cover at least 4 areas** during the Second year (1 full credit course at least).
- VII.** Compulsory courses will not be considered for elective credit calculation as indicated in Points V and VI.
- VIII.** Students can pursue only ONE Course of Independent Studies (CIS) course in a year in either of Trimester IV, V or VI. CIS courses will be equivalent to a full (3.0) credit course. No 0.5 credit, 0.75 credit or 1.5 credit CIS are permitted. The CIS Course can also be considered as part of required courses for concentration in an area. The grade obtained in the CIS will be taken into account for calculation of student's CGPA just like any other full credit course but will not be considered for decisions related to award of scholarships and/or medals. Eligible student(s) who wish to pursue a CIS will indicate such intent before bidding for their choice of electives for trims IV, V and VI. They will be responsible to make a good case as to why they should be permitted to pursue a CIS. (For more details, please refer SRB).
- IX.** Students can take a **maximum of NINE elective courses** (equivalent to 27 Credits) from any one particular area during the Second year.

- X. Students are required to choose their electives for all the Trimesters (IV, V & VI) before the start of the Second Year according to the dates specified. A complete list of electives available for Year II during Academic Year 2023-24 is available.
- XI. Students will bid for their electives based on an **Open Bidding System**. Each student will get a certain number of points (based on their CGPA up to Trimester II), which will then be available to them for bidding on the subjects of their choice. (Please refer to the detailed note (to be shared shortly) on open bidding system for further information on the process).
- XII. For an elective to be offered during a particular trimester, it should have at least 20 student registrations. However, in case an elective is being offered for the first time, then a minimum of 15 registrations are required. In case of lower number of registrations and in case the elective has to be dropped, registered students for that course will be offered seats in other electives, as available.
- XIII. Students will be allowed to make changes to their initial elective selections during Add/Drop Round scheduled before every trimester. For this the dates will be announced in advance. A **maximum of 2 changes will be allowed in a single Add/Drop Round**. A student will not be allowed to move out of the course where the registration is 15 and the course is being offered for the first time, or in other courses when the registration is 20. Information for such electives will be provided before the Add/Drop Round.
- XIV. The **maximum capacity per division per course is 65 students**. A course may have more than one division subject to student interest however, the exact number depends on operational and organizational factors. Students will be informed in advance about these details.
- XV. The University offers **Interdisciplinary Courses** that will be made available to students as electives. Maximum TWO such electives can be taken in lieu of the electives from the Areas mentioned above while fulfilling the elective selection criteria for General Management / Concentration as the case may be. Details about the Interdisciplinary courses and registration details will be intimated separately.
- XVI. Students can opt for **ONE Audit course per trimester** from the available courses from the elective pool in addition to the mandatory number of electives. The grade earned will be reflected on the transcript, but will not impact CGPA calculation or concentration completion requirement. Details of available audit courses will be communicated before commencement of each trimester.
- XVII. It is the student's responsibility to ensure adherence to the guidelines mentioned here for earning their MBA in General Management/Concentration, failing which the degree may not be granted.



- XVIII.** The summer internship will be treated as a non-credit compulsory course. The candidate needs to satisfactorily complete this as per pre-decided norms, as an essential partial fulfillment of the requirements for award of MBA Degree
- XIX.** For students planning to visit foreign universities as part of the **international exchange-program**, the following additional guidelines will apply:
- i. It is mandatory to complete concentration electives at SBM campus
 - ii. No elective similar in nomenclature or content should be opted for at the Foreign University
 - iii. Elective Form (reflecting electives opted for in the foreign university) once filled up at Foreign University should be returned as early as possible to Faculty-in-Charge (International Relations-SBM).
- XX.** These rules supersede all other rules and notices, which may have been framed prior to 20th February 2024. The School of Business Management reserves the right to make changes in the above.



SVKM'S NMIMS

School of Business Management

Research Project Guidelines 2024-25 for MBA Law (Trimester - IV)

- Research Projects are exceptional instruments designed for advanced learning rather than serving as substitutes for regular courses. The academic capability of the student, as reflected in CGPA; ability to pursue advanced work, as endorsed by the Research Guide; and the relevance of the area of study to the career of the student, as demonstrated or organized in the proposal, are the indicative criteria for undertaking the Research Project. **A Research Project comprises an investigation together with a written report and interpretation thereof.**
- A student co-designs and pursues Research Project under the guidance of a designated Research Guide to explore an area or course of knowledge that is not adequately covered through the normal courses on offer.
- A student, working on such a Research Project shall decide about who will be his/her Research guide for this project and shall accordingly ensure that the said learned professional agrees to guide and mentor till completion of research work, presentation and viva- voce for evaluation.
- For the Research Project a preliminary proposal has to be created and submitted. The proposal should include the following:
 - Proposed Title
 - What you wish to study? Please note that even where the Research Project is cross-functional in nature, it has to belong to one primary area for guidance and evaluation.
 - Why do you think it is important for you to undertake this research project?
 - Name and brief details of the Research Guide
- A prescribed application form for Research Project will be available with the Coordinator. Please complete this form and enclose your preliminary proposal and submit it to the Coordinator as per the deadline received from academic office.
- These preliminary proposals would be forwarded to the Programme Chairperson for consideration and discussion. The Programme Chairperson will intimate the approval of Research Project proposals together with the name of the faculty guide to the Coordinator within ten working days from the date of submission. The Programme Chairperson will also provide to Academic office the timeline for the course in terms of stages like submission of final proposal, submission of course report, date of presentation and oral defense, panel of area members consisting of three members including the Research Project guide, who would evaluate the project.

- The responsibility for setting up meetings for the Research Project with the faculty guide is that of the student. The finalization of proposal and meetings with faculty guide and other course related interactions are also left to the initiative of the student.
- A copy of the Research Project Report must be submitted to the Coordinator. If any student fails to submit his / her Research Project Report on or before the stipulated deadline for submission, no extension will be granted and a grade of 'F' will be awarded.

Only exception to this will be permitted by Dean SBM based on extreme situations of exigencies that the students might have faced due to medical or family matters.

A student will also be required to give a formal presentation in presence of an Evaluation Committee on the date specified. This presentation will be open to SBM faculty and MBA Law program students. In case the Evaluation Committee is not satisfied with the Research Project Report and presentation, it reserves the right to ask the student to re-write a part or whole of the report. The maximum grade that a student, in such a case, can obtain for such course will be 2 Grades lower than the actual grade which would have been obtained by the student (except where the student would have obtained "C" and "P" Grades).

The grade obtained in the Research Project is taken into account for calculation of student's CGPA just like any other full credit course. This Research Project will be considered as one Course with 3 full credits (100 Marks)

- A student cannot undertake more than one Research Project under any circumstances.

Step-wise process for RESEARCH PROJECT

- i. Research Project is a 'Three Full Credit' Course and is compulsory. The Programme Chair may reject the proposal or may propose amendment to the proposal and ask the student concerned to resubmit the proposal.
- ii. The entire exercise of acceptance of the proposal and nominating faculty for the Research Project should be completed and communicated to the Academic office.
- iii. Students carrying out Research Project should circulate a reading list, duly approved by the guide, to the Programme Chairperson with a copy to Academic office within seven days from the beginning of the project date.
- iv. Students have to submit the Research Project report to the Academic office before 1 month of 'end term examination' of the term in which the student undertakes the Research Project.
- v. On receipt of the report, the Academic office will get in touch with concerned Programme Chairperson and the Guide to finalize a date for presentation by the student.
- vi. As part of the evaluation of the Research Project, a presentation will have to be made to the Evaluation Committee. Presentation once made will be final. No students will be allowed to make presentation more than once.

- **Evaluation Mechanism and Guidelines:**

A student will be required to submit the research project to the coordinator concerned. The evaluation mechanism would be as under:

1. The research project will be evaluated by the research guide under whom the research was carried out.
2. The research guide would award marks out of 20 towards evaluation of the project.
3. On satisfactory completion of writing the Research Project, the said student will be required to appear for a presentation and viva. The research guide and external examiner will form a panel for the said presentation and viva.
4. Evaluation of the presentation and viva would be carried out by the research guide and external examiner. They would award marks as under,
 - Research Guide – 40 Marks
 - External Examiner – 40 Marks
5. The grading will be done as per examination guidelines.
6. A student may be asked to resubmit the Research Project if the same is found to be unsatisfactory, during project evaluation or viva/presentation.
7. If after the aforesaid evaluation, The Research Project of any student is found to be unsatisfactory, such a student would be awarded 'F' grade.
8. In such case, the examiners may ask the student to re-submit a part of complete research project or complete research project and undergo viva/presentation separately. In that case, such students would be eligible for a maximum grade of 'B' (grades shall be capped) after the re-submission.

Academic Calendars



SVKM's NMIMS

Academic Calendar for the Academic Year: 2024-2025

School Name: School of Business Management **Campus:** Mumbai

Applicable to Other Campuses: Navi Mumbai, Indore, Bengaluru, and Hyderabad

Program Name: Master of Business Administration – First Year

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holidays)
Term I: 3 June 2024 to 24 August 2024				
Orientation/Induction Program	I	3 June 2024 (Monday)	8 June 2024 (Saturday)	6 Days*
Academic Instruction Duration (Regular Classes)	I	10 June 2024 (Monday)	17 August 2024 (Saturday)	60 Days
Ignite	I	13 July 2024 (Saturday)	14 July 2024 (Sunday)	2 Days
# Mid Term Test Internal Continuous Assessment	I	17 July 2024 (Wednesday)	20 July 2024 (Saturday)	4 Days
Parichay	I	2 August 2024 (Friday)	4 August 2024 (Sunday)	3 Days
Term End Exams	I	20 August 2024 (Tuesday)	24 August 2024 (Saturday)	5 Days
Re-Exams	I	14 October 2024 (Monday)	19 October 2024 (Saturday)	6 Days
Term II : 26 August 2024 to 30 November 2024				
Academic Instruction Duration (Regular Classes)	II	26 August 2024 (Monday)	23 November 2024 (Saturday)	67 Days
Arcadia (Intra Sports)	II	4 October 2024 (Friday)	6 October 2024 (Sunday)	3 Days
# Mid Term Test	II	3 October 2024 (Thursday)	7 October 2024 (Monday)	4 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holidays)
Internal Continuous Assessment				
Paragana	II	17 October 2024 (Thursday)	20 October 2024 (Sunday)	4 Days
Diwali Vacation	II	28 October 2024 (Monday)	3 November 2024 (Sunday)	7 Days
Term End Exams	II	26 November 2024 (Tuesday)	30 November 2024 (Saturday)	5 Days
Re-Exams	II	17 January 2025 (Friday)	23 January 2025 (Thursday)	6 Days
Term III : 2 December 2024 to 29 March 2025				
Academic Instruction Duration (Regular Classes)	III	2 December 2024 (Monday)	22 March 2025 (Saturday)	66 Days
Winter Vacation	III	26 December 2024 (Thursday)	1 January 2025 (Wednesday)	7 Days
University Day	III	13 January 2025 (Monday)		1 Day
Samarthya	III	10 January 2025 (Friday)	12 January 2025 (Sunday)	3 Days
# Mid Term Test Internal Continuous Assessment	III	15 January 2025 (Wednesday)	18 January 2025 (Saturday)	4 Days
We Care	III	27 January 2025 (Monday)	21 February 2025 (Friday)	23 Days (Including 2 Days travelling – 20 th & 21 st Feb'2025)
We Care (Poster Presentation)	III	1 March 2025 (Saturday)		1 Day
#Euphoria	III	9 March 2025 (Saturday)	9 March 2025 (Sunday)	2 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holidays)
Term End Exams	III	25 March 2025 (Tuesday)	29 March 2025 (Saturday)	5 Days
Summer Internship & Break	III	1 April 2025 (Tuesday)	31 May 2025 (Saturday)	61 Days
Re-Exams	III	11 June 2025 (Wednesday)	14 June 2025 (Saturday)	4 Days
Summer Vacation	For Faculty	14 April 2025 (Monday)	25 May 2025 (Sunday)	6 weeks (42 Days)
Commencement of next Academic year (2025- 26) (Second Year)	IV	9 June 2025 (Monday) – Tentative	-----	-----
Commencement of First Year in next Academic year (AY 2025-26)	I	2 June 2025 (Monday) - Tentative	-----	-----

*** Some of the sessions/events of the Foundation Program - Preparatory Skill Building course sessions, Mumbai Darshan, Student Council Interaction will continue into the first week of the trimester.**

1 Regular Lectures will be conducted during Mid Term Exams and all the events

2 Student oriented events mentioned selectively. However, the student council would have separate communication for the said event dates.

- Although time-tables schedule lectures on weekdays, rescheduled lectures may be conducted on weekends.
- Mid-term exams and end term examinations are subject to rescheduling including Sundays.



SVKM's NMIMS

Academic Calendar for the Academic Year: 2024-2025

School Name: School of Business Management, Campus: Mumbai

Master of Business Administration- Year II

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/ holidays)
Term I : 10 June 2024 to 31 August 2024				
Academic Instruction Duration (Regular Classes)	IV	10 June 2024 (Monday)	24 August 2024 (Saturday)	65 Days
#Summer Internship Report Submission(s)	IV	22 June 2024 (Saturday)		1 Day
#Summer Internship Presentation(s)	IV	I & II week of July 2024		12 Days
Ignite	IV	13 July 2024 (Saturday)	14 July 2024 (Sunday)	2 Days
#Mid Term Test / Internal Continuous Assessment	IV	17 July 2024 (Wednesday)	20 July 2024 (Saturday)	4 Days
#Parichay	IV	2 August 2024 (Friday)	4 August 2024 (Sunday)	3 Days
##Term End Exams	IV	26 August 2024 (Monday)	31 August 2024 (Saturday)	5 + 4 / 5 Days prior as per Electives
Re-Exams	IV	21 October 2024 (Monday)	26 October 2024 (Saturday)	6 Days
Term II : 2 September 2024 to 7 December 2024				
Academic Instruction Duration (Regular Classes)	V	2 September 2024 (Monday)	30 November 2024 (Saturday)	68 Days
#Arcadia (Intra Sports)	V	4 October 2024 (Friday)	6 October 2024 (Sunday)	3 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/ holidays)
#Mid Term Test / Internal Continuous Assessment	V	16 October 2024 (Wednesday)	19 October 2024 (Saturday)	4 Days
#Paragana	V	17 October 2024 (Thursday)	20 October 2024 (Sunday)	4 Days
Diwali Vacation	V	28 October 2024 (Monday)	3 November 2024 (Sunday)	7 Days
##Term End Exams	V	2 December 2024 (Monday)	7 December 2024 (Saturday)	6 + 4 / 5 Days prior due to Electives
Re-Exams	V	22 January 2025 (Wednesday)	28 January 2025 (Tuesday)	6 Days
Term III: 9 December 2024 to 15 March 2025				
Academic Instruction Duration (Regular Classes)	VI	9 December 2024 (Monday)	1 March 2025 (Saturday)	63 Days
Winter Vacation	VI	26 December 2024 (Thursday)	1 January 2025 (Wednesday)	7 Days
#University Day	VI	13 January 2025 (Monday)		1 Day
#Samarthya	VI	10 January 2025 (Friday)	12 January 2025 (Sunday)	3 Days
#Mid Term Test / Internal Continuous Assessment	VI	15 January 2025 (Wednesday)	18 January 2025 (Saturday)	4 Days
#Euphoria	VI	8 March 2025 (Saturday)	9 March 2025 (Sunday)	2 Days
Term End Exams	VI	3 March 2025 (Monday)	15 March 2025 (Saturday)	11 Days
Re-Exams	VI	29 March 2025 (Saturday)	3 April 2025 (Thursday)	5 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/ holidays)
Convocation	VI	11 April 2025 (Friday) – Tentative	12 April 2025 (Saturday) – Tentative	Tentative – to be announced at the start of Trimester VI
Summer Vacation	For Faculty	4 April 2025 (Monday)	25 May 2025 (Sunday)	42 Days

Note:

Regular Lectures will be conducted during Mid Term Exams and all Events.

##Due to various electives in MBA-II year, final examination may commence 4-5 days prior than the actual date and accordingly, the last instruction date will change for this programme only

- Although time-tables schedule lectures on weekdays, rescheduled lectures may be conducted on weekends.
- Mid-term exams and end term examinations are subject to rescheduling including Sundays.

Student oriented events mentioned selectively. However, the student council would have separate communication for the said event dates.



SVKM's NMIMS

Academic Calendar for the Academic Year: 2024-2025

School Name: School of Business Management Campus: Mumbai

Program Name: Master of Business Administration (Human Resources) – First Year

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holi days)
Term I: 3 June 2024 to 24 August 2024				
Orientation/Induction Program	I	3 June 2024 (Monday)	8 June 2024 (Sunday)	6 Days*
Academic Instruction Duration (Regular Classes)	I	10 June 2024 (Monday)	17 August 2024 (Saturday)	60 Days
Ignite	I	13 July 2024 (Saturday)	14 July 2024 (Sunday)	2 Days
# Mid Term Test Internal Continuous Assessment	I	17 July 2024 (Wednesday)	20 July 2024 (Saturday)	4 Days
Parichay	I	2 August 2024 (Friday)	4 August 2024 (Sunday)	3 Days
Term End Exams	I	20 August 2024 (Tuesday)	24 August 2024 (Saturday)	5 Days
Re-Exams	I	14 October 2024 (Monday)	19 October 2024 (Saturday)	6 Days
Term II : 26 August 2024 to 30 November 2024				
Academic Instruction Duration (Regular Classes)	II	26 August 2024 (Monday)	23 November 2024 (Saturday)	67 Days
Arcadia (Intra Sports)	II	4 October 2024 (Friday)	6 October 2024 (Sunday)	3 Days
# Mid Term Test Internal Continuous Assessment	II	3 October 2024 (Thursday)	7 October 2024 (Monday)	4 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holi days)
Paragana	II	17 October 2024 (Thursday)	20 October 2024 (Sunday)	4 Days
Diwali Vacation	II	28 October 2024 (Monday)	3 November 2024 (Sunday)	7 Days
Term End Exams	II	26 November 2024 (Tuesday)	30 November 2024 (Saturday)	5 Days
Re-Exams	II	17 January 2025 (Friday)	23 January 2025 (Thursday)	6 Days
Term III : 2 December 2024 to 29 March 2025				
Academic Instruction Duration (Regular Classes)	III	2 December 2024 (Monday)	22 March 2025 (Saturday)	66 Days
Winter Vacation	III	26 December 2024 (Thursday)	1 January 2025 (Wednesday)	7 Days
University Day	III	13 January 2025 (Monday)		1 Day
Samarthya	III	10 January 2025 (Friday)	12 January 2025 (Sunday)	3 Days
# Mid Term Test Internal Continuous Assessment	III	15 January 2025 (Wednesday)	18 January 2025 (Saturday)	4 Days
We Care	III	27 January 2025 (Monday)	21 February 2025 (Friday)	23 Days (Including 2 Days travelling – 20 th & 21 st Feb'2025)
We Care (Poster Presentation)	III	1 March 2025 (Saturday)		1 Day
#Euphoria	III	8 March 2025 (Saturday)	9 March 2025 (Sunday)	2 Days
Term End Exams	III	25 March 2025	29 March 2025	5 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holi days)
		(Tuesday)	(Saturday)	
Summer Internship & Break	III	1 April 2025 (Tuesday)	31 May 2025 (Saturday)	61 Days
Re-Exams	III	11 June 2025 (Wednesday)	14 June 2025 (Saturday)	4 Days
Summer Vacation	For Faculty	14 April 2025 (Monday)	25 May 2025 (Sunday)	6 weeks (42 Days)
Commencement of next Academic year (2025-26) (Second Year)	IV	9 June 2025 (Monday) Tentative	-----	-----
Commencement of First Year in next Academic year (AY 2025- 26)	I	2 June 2025 (Monday) Tentative	-----	-----

*** Some of the sessions/events of the Foundation Program - Preparatory Skill Building course sessions, Mumbai Darshan, Student Council Interaction will continue into the first week of the trimester.**

1 Regular Lectures will be conducted during Mid Term Exams and all the events

2 Student oriented events mentioned selectively. However, the student council would have separate communication for the said event dates.

- Although time-tables schedule lectures on weekdays, rescheduled lectures may be conducted on weekends.
- Mid-term exams and end term examinations are subject to rescheduling including Sundays.



SVKM's NMIMS

Academic Calendar for the Academic Year: 2024-2025

School Name: School of Business Management Campus: Mumbai

Program Name: Master of Business Administration (Human Resources) – Second Year

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/ holidays)
Term I: 10 June 2024 to 31 August 2024				
Academic Instruction Duration (Regular Classes)	IV	10 June 2024 (Monday)	24 August 2024 (Saturday)	65 Days
#Summer Internship Report Submission(s)	IV	22 June 2024 (Saturday)		1 Day
#Summer Internship Presentation(s)	IV	I & II week of July 2024		12 Days
Ignite	IV	13 July 2024 (Saturday)	14 July 2024 (Sunday)	2 Days
#Mid Term Test / Internal Continuous Assessment	IV	17 July 2024 (Wednesday)	20 July 2024 (Saturday)	4 Days
#Parichay	IV	2 August 2024 (Friday)	4 August 2024 (Sunday)	3 Days
##Term End Exams	IV	26 August 2024 (Monday)	31 August 2024 (Saturday)	5 Days
Re-Exams	IV	21 October 2024 (Monday)	26 October 2024 (Saturday)	6 Days
Term II : 2 September 2024 to 7 December 2024				
Academic Instruction Duration (Regular Classes)	V	2 September 2024 (Monday)	30 November 2024 (Saturday)	68 Days
#Arcadia (Intra Sports)	V	4 October 2024	6 October 2024 (Sunday)	3 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/ holidays)
		(Friday)		
#Mid Term Test / Internal Continuous Assessment	V	16 October 2024 (Wednesday)	19 October 2024 (Saturday)	4 Days
#Paragana	V	17 October 2024 (Thursday)	20 October 2024 (Sunday)	4 Days
Diwali Vacation	V	28 October 2024 (Monday)	3 November 2024 (Sunday)	7 Days
##Term End Exams	V	2 December 2024 (Monday)	7 December 2024 (Saturday)	6 Days
Re-Exams	V	22 January 2025 (Wednesday)	28 January 2025 (Tuesday)	6 Days
Term III: 9 December 2024 to 15 March 2025				
Academic Instruction Duration (Regular Classes)	VI	9 December 2024 (Monday)	1 March 2025 (Saturday)	63 Days
Winter Vacation	VI	26 December 2024 (Thursday)	1 January 2025 (Wednesday)	7 Days
#University Day	VI	13 January 2025 (Monday)		1 Day
#Samarthya	VI	10 January 2025 (Friday)	12 January 2025 (Sunday)	3 Days
#Mid Term Test / Internal Continuous Assessment	VI	15 January 2025 (Wednesday)	18 January 2025 (Saturday)	4 Days
#Euphoria	VI	8 March 2025 (Saturday)	9 March 2025 (Sunday)	2 Days
Term End Exams	VI	3 March 2025 (Monday)	15 March 2025 (Saturday)	11 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/ holidays)
Re-Exams	VI	29 March 2025 (Saturday)	3 April 2025 (Thursday)	5 Days
Convocation	VI	11 April 2025 (Friday) Tentative	12 April 2025 (Saturday) Tentative	Tentative – to be announced at the start of Trimester VI
Summer Vacation	For Faculty	4 April 2025 (Monday)	25 May 2025 (Sunday)	42 Days

Note:

Regular Lectures will be conducted during Mid Term Exams and all Events.

##Due to various electives in MBA-II year, final examination may commence 4-5 days prior than the actual date and accordingly, the last instruction date will change for this programme only.

- Although time-tables schedule lectures on weekdays, rescheduled lectures may be conducted on weekends.
- Mid-term exams and end-term examinations are subject to rescheduling including Sundays
- Student-oriented events mentioned selectively. However, the student council would have separate communication for the said event dates



SVKM's NMIMS

Academic Calendar for the Academic Year: 2024-2025

School Name: School of Business Management Campus: Mumbai

Program Name: Master of Business Administration (Pharmaceutical Management) – Year I

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holi days)
Term I: 3 June 2024 to 24 August 2024				
Orientation/Induction Program	I	3 June 2024 (Monday)	8 June 2024 (Saturday)	6 Days*
Academic Instruction Duration (Regular Classes)	I	10 June 2024 (Monday)	17 August 2024 (Saturday)	60 Days
Ignite	I	13 July 2024 (Saturday)	14 July 2024 (Sunday)	2 Days
# Mid Term Test Internal Continuous Assessment	I	17 July 2024 (Wednesday)	20 July 2024 (Saturday)	4 Days
Parichay	I	2 August 2024 (Friday)	4 August 2024 (Sunday)	3 Days
Term End Exams	I	20 August 2024 (Tuesday)	24 August 2024 (Saturday)	5 Days
Re-Exams	I	14 October 2024 (Monday)	19 October 2024 (Saturday)	6 Days
Term II : 26 August 2024 to 30 November 2024				
Academic Instruction Duration (Regular Classes)	II	26 August 2024 (Monday)	23 November 2024 (Saturday)	67 Days
Arcadia (Intra Sports)	II	4 October 2024 (Friday)	6 October 2024 (Sunday)	3 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holi days)
# Mid Term Test Internal Continuous Assessment	II	3 October 2024 (Thursday)	7 October 2024 (Monday)	4 Days
Paragana	II	17 October 2024 (Thursday)	20 October 2024 (Sunday)	4 Days
Diwali Vacation	II	28 October 2024 (Monday)	3 November 2024 (Sunday)	7 Days
Term End Exams	II	26 November 2024 (Tuesday)	30 November 2024 (Saturday)	5 Days
Re-Exams	II	17 January 2025 (Friday)	23 January 2025 (Thursday)	6 Days
Term III : 2 December 2024 to 29 March 2025				
Academic Instruction Duration (Regular Classes)	III	2 December 2024 (Monday)	22 March 2025 (Saturday)	89 Days
Winter Vacation	III	26 December 2024 (Thursday)	1 January 2025 (Wednesday)	7 Days
University Day	III	13 January 2025 (Monday)		1 Day
Samarthya	III	10 January 2025 (Friday)	12 January 2025 (Sunday)	3 Days
# Mid Term Test Internal Continuous Assessment	III	15 January 2025 (Wednesday)	18 January 2025 (Saturday)	4 Days
#Euphoria	III	8 March 2025 (Saturday)	9 March 2025 (Sunday)	2 Days
Term End Exams	III	25 March 2025 (Tuesday)	29 March 2025 (Saturday)	5 Days
Summer Internship & Break	III	1 April 2025	31 May 2025	61 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holi days)
		(Tuesday)	(Saturday)	
Re-Exams	III	11 June 2025 (Wednesday)	14 June 2025 (Saturday)	4 Days
Summer Vacation	For Faculty	14 April 2025 (Monday)	25 May 2025 (Sunday)	6 weeks (42 Days)
Commencement of next Academic year (2025-26) (Second Year)	IV	9 June 2025 (Monday) – Tentative	-----	-----
Commencement of First Year in next Academic year (AY 2025-26)	I	2 June 2025 (Monday) - Tentative	-----	-----

*** Some of the sessions/events of the Foundation Program - Preparatory Skill Building course sessions, Mumbai Darshan, Student Council Interaction will continue into the first week of the trimester.**

1 Regular Lectures will be conducted during Mid Term Exams and all the events

2 Student oriented events mentioned selectively. However, the student council would have separate communication for the said event dates.

- Although time-tables schedule lectures on weekdays, rescheduled lectures may be conducted on weekends.
- Mid-term exams and end-term examinations are subject to rescheduling, including Sundays.



SVKM's NMIMS

Academic Calendar for the Academic Year: 2024-2025

School Name: School of Business Management, Campus: Mumbai

Master of Business Administration (Pharmaceutical Management) - Year II

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/ holidays)
Term I : 10 June 2024 to 31 August 2024				
Academic Instruction Duration (Regular Classes)	IV	10 June 2024 (Monday)	24 August 2024 (Saturday)	65 Days
#Mid Term Test / Internal Continuous Assessment	IV	17 July 2024 (Wednesday)	20 July 2024 (Saturday)	4 Days
#Parichay	IV	2 August 2024 (Friday)	4 August 2024 (Sunday)	3 Days
##Term End Exams	IV	26 August 2024 (Monday)	31 August 2024 (Saturday)	5 (4-5 days prior)
Re-Exams	IV	21 October 2024 (Monday)	26 October 2024 (Saturday)	Days
Term II : 2 September 2024 to 7 December 2024				
Academic Instruction Duration (Regular Classes)	V	2 September 2024 (Monday)	30 November 2024 (Saturday)	68 Days
#Arcadia (Intra Sports)	V	27 September 2024 (Friday)	29 September 2024 (Sunday)	3 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/ holidays)
#Mid Term Test / Internal Continuous Assessment	V	16 October 2024 (Wednesday)	19 October 2024 (Saturday)	4 Days
#Paragana	V	17 October 2024 (Thursday)	20 October 2024 (Sunday)	4 Days
Diwali Vacation	V	28 October 2024 (Monday)	3 November 2024 (Sunday)	7 Days
##Term End Exams	V	2 December 2024 (Monday)	7 December 2024 (Saturday)	6 (4-5 days prior)
Re-Exams	V	22 January 2025 (Wednesday)	28 January 2025 (Tuesday)	6 Days
Term III : 9 December 2024 to 15 March 2024				
Academic Instruction Duration (Regular Classes)	VI	9 December 2024 (Monday)	1 March 2025 (Saturday)	63 Days
Winter Vacation	VI	26 December 2024 (Thursday)	1 January 2025 (Wednesday)	7 Days
#University Day	VI	13 January 2025 (Monday)		1 Day
#Samarthya	VI	10 January 2025 (Friday)	12 January 2025 (Sunday)	3 Days
#Mid Term Test / Internal Continuous Assessment	VI	15 January 2025 (Wednesday)	18 January 2025 (Saturday)	4 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/ holidays)
#Euphoria	VI	8 March 2025 (Saturday)	9 March 2025 (Sunday)	2 Days
Term End Exams	VI	3 March 2025 (Monday)	15 March 2025 (Saturday)	11 Days
Re-Exams	VI	29 March 2025 (Saturday)	3 April 2025 (Thursday)	5 Days
Convocation	VI	11 April 2025 (Friday) – Tentative	12 April 2025 (Saturday) – Tentative	Tentative – to be announced at the start of Trimester VI
Summer Vacation	For Faculty	14 April 2025 (Monday)	25 May 2025 (Sunday)	42 Days

Note:

Regular Lectures will be conducted during Mid Term Exams and all Events.

Final examination may commence 4-5 days prior than the actual date and accordingly, the last instruction date will change for this programme.

- Although timetables schedule lectures on weekdays, rescheduled lectures maybe conducted on weekends.
- Mid-term exams and end-term examinations are subject to rescheduling, including Sundays.
- Student-oriented events are mentioned selectively. However, the student council would have separate communication for the said event dates.



SVKM'S NMIMS

Academic Calendar for the Academic Year: 2024-2025

School Name: School of Business Management, Campus: Mumbai

Program Name: Master of Business Administration (law) - Year II

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holi days)
Term I: 17 June 2024 to 31 August 2024				
Academic Instruction Duration (Regular Classes)	IV	17 June 2024 (Monday)	24 August 2024 (Saturday)	60 Days
#Ignite	IV	13 July 2024 (Saturday)	14 July 2024 (Sunday)	2 Days
#Mid Term Test / Internal Continuous Assessment	IV	22 July 2024 (Monday)	27 July 2024 (Saturday)	6 Days
#Parichay	IV	02 August 2024 (Friday)	04 August 2024 (Sunday)	3 Days
Term End Exams	IV	26 August 2024 (Monday)	31 August 2024 (Saturday)	5 Days
Re-Exams	IV	21 October 2024 (Monday)	26 October 2024 (Saturday)	6 Days
Term II: 02 September 2024 to 07 December 2024				
Academic Instruction Duration (Regular Classes)	V	02 September 2024 (Monday)	30 November 2024 (Saturday)	68 Days
#Arcadia (Intra Sports)	V	04 October 2024 (Friday)	06 October 2024 (Sunday)	3 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holi days)
#Mid Term Test / Internal Continuous Assessment	V	07 October 2024 (Monday)	11 October 2024 (Friday)	5 Days
#Paragana	V	17 October 2024 (Thursday)	20 October 2024 (Sunday)	4 Days
Diwali Vacation		28 October 2024 (Monday)	03 November 2024 (Sunday)	7 Days
Term End Exams	V	02 December 2024 (Monday)	07 December 2024 (Saturday)	6 Days
Re-Exams	V	22 January 2025 (Wednesday)	28 January 2025 (Tuesday)	6 Days
Term III: 09 December 2024 to 15 March 2025				
Academic Instruction Duration (Regular Classes)	VI	09 December 2024 (Monday)	01 March 2025 (Saturday)	65 Days
Winter Vacation		26 December 2024 (Thursday)	01 January 2025 (Wednesday)	7 Days
#Samarthya	VI	10 January 2025 (Friday)	12 January 2025 (Sunday)	3 Days
#University Day	VI	13 January 2025 (Monday)		1 Day
#Mid Term Test / Internal Continuous Assessment	VI	20 January 2025 (Monday)	25 January 2025 (Saturday)	6 Days
#Euphoria	VI	08 March 2025 (Saturday)	09 March 2025 (Sunday)	2 Days
Term End Exams	VI	03 March 2025 (Monday)	15 March 2025 (Saturday)	11 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holi days)
Re-Exams	VI	29 March 2025 (Saturday)	3 April 2025 (Thursday)	5 Days
Summer Vacation	For Faculty	14 April 2025 (Monday)	25 May 2025 (Sunday)	42 Days
Convocation (Batch 23-25)		Tentatively in the month of July 2025		

Note:

1 Regular Lectures will be conducted during Mid Term Exams and all the events

2 Student oriented events mentioned selectively. However, the student council would have separate communication for the said event dates.

- Although time-tables schedule lectures on weekdays, rescheduled lectures may be conducted on weekends.
- Mid-term exams and end-term examinations are subject to rescheduling, including Sundays.



SVKM's NMIMS

Academic Calendar for the Academic Year: 2024-2025

School Name: School of Business Management, Campus: Mumbai

Program Name: Master of Business Administration (Health Care Management) - Year I

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holidays)
Term I: 10 June 2024 to 31 August 2024				
Orientation/Induction Program	I	10 June 2024 (Monday)	15 June 2024 (Saturday)	6 Days
Academic Instruction Duration (Regular Classes)	I	17 June 2024 (Monday)	24 August 2024 (Saturday)	60 Days
#Ignite	I	13 July 2024 (Saturday)	14 July 2024 (Sunday)	2 Days
#Mid Term Test / Internal Continuous Assessment	I	22 July 2024 (Monday)	27 July 2024 (Saturday)	6 Days
#Parichay	I	02 August 2024 (Friday)	04 August 2024 (Sunday)	3 Days
Term End Exams	I	26 August 2024 (Monday)	31 August 2024 (Saturday)	5 Days
Re-Exams	I	21 October 2024 (Monday)	26 October 2024 (Saturday)	6 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holidays)
Term II: 02 September 2024 to 07 December 2024				
Academic Instruction Duration (Regular Classes)	II	02 September 2024 (Monday)	30 November 2024 (Saturday)	68 Days
#Arcadia (Intra Sports)	II	04 October 2024 (Friday)	06 October 2024 (Sunday)	3 Days
#Mid Term Test / Internal Continuous Assessment	II	07 October 2024 (Monday)	11 October 2024 (Friday)	5 Days
#Paragana	II	17 October 2024 (Thursday)	20 October 2024 (Sunday)	4 Days
Diwali Vacation		28 October 2024 (Monday)	03 November 2024 (Sunday)	7 Days
Term End Exams	II	02 December 2024 (Monday)	07 December 2024 (Saturday)	6 Days
Re-Exams	II	22 January 2025 (Wednesday)	28 January 2025 (Tuesday)	6 Days
Term III : 09 December 2024 to 15 March 2025				
Academic Instruction Duration (Regular Classes)	III	09 December 2024 (Monday)	01 March 2025 (Saturday)	65 Days
Winter Vacation		26 December 2024 (Thursday)	01 January 2025 (Wednesday)	7 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holidays)
#Samarthya	III	10 January 2025 (Friday)	12 January 2025 (Sunday)	3 Days
#University Day	III	13 January 2025 (Monday)		1 Day
#Mid Term Test / Internal Continuous Assessment	III	20 January 2025 (Monday)	25 January 2025 (Saturday)	6 Days
#Euphoria	III	08 March 2025 (Saturday)	09 March 2025 (Sunday)	2 Days
Term End Exams	III	03 March 2025 (Monday)	15 March 2025 (Saturday)	11 Days
Summer Internship & Break	III	17 March 2025 (Monday)	31 May 2025 (Saturday)	76 Days
Re-Exams	III	11 June 2025 (Wednesday)	14 June 2025 (Saturday)	4 Days
Summer Vacation	For Faculty	14 April 2025 (Monday)	25 May 2025 (Sunday)	42 Days
Commencement of next Academic year (2025-26) (Second Year)	IV	16 June 2025 (Monday) -Tentative		--
Commencement of First Year in the next Academic year (2025-26)	I	09 June 2025 (Monday) -Tentative		--

Note:

* Some of the sessions/events of the Foundation Program - Preparatory Skill Building course sessions, Student Council Interaction will continue into the first week of the trimester.

1 Regular Lectures will be conducted during Mid Term Exams and all the events

2 Student oriented events mentioned selectively. However, the student council would have separate communication for the said event dates.

- Although time-tables schedule lectures on weekdays, rescheduled lectures may be conducted on weekends.
- Mid-term exams and end-term examinations are subject to rescheduling, including Sundays.



SVKM's NMIMS

Academic Calendar for the Academic Year: 2024-2025

School Name: School of Business Management, Campus: Mumbai

Program Name: Master of Business Administration (Health Care Management) - Year II

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holi days)
Term IV: 1 July 2024 to 28 September 2024				
Academic Instruction Duration (Regular Classes)	IV	1 July 2024 (Monday)	21 September 2024 (Saturday)	68 Days
#Ignite	IV	13 July 2024 (Saturday)	14 July 2024 (Sunday)	2 Days
#Mid Term Test / Internal Continuous Assessment	IV	20 August 2024 (Tuesday)	24 August 2024 (Saturday)	5 Days
#Parichay	IV	02 August 2024 (Friday)	04 August 2024 (Sunday)	3 Days
Term End Exams	IV	23 September 2024 (Monday)	28 September 2024 (Saturday)	6 Days
Re-Exams	IV	18 October 2024 (Friday)	22 October 2024 (Tuesday)	4 Days
Term V : 30 September 2024 to 14 December 2024				
Academic Instruction Duration (Regular Classes)	V	30 September 2024 (Monday)	7 December 2024 (Saturday)	73 Days
#Arcadia (Intra Sports)	V	04 October 2024 (Friday)	06 October 2024 (Sunday)	3 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holi days)
#Mid Term Test / Internal Continuous Assessment	V	07 October 2024 (Monday)	11 October 2024 (Friday)	5 Days
#Paragana	V	17 October 2024 (Thursday)	20 October 2024 (Sunday)	4 Days
Diwali Vacation		28 October 2024 (Monday)	03 November 2024 (Sunday)	7 Days
Term End Exams	V	09 December 2024 (Monday)	14 December 2024 (Saturday)	6 Days
Re-Exams	V	14 January 2025 (Tuesday)	18 January 2025 (Saturday)	5 Days
Term VI : 16 December 2024 to 15 March 2025				
Internship	VI	16 December 2024 (Monday)	15 March 2025 (Saturday)	90 Days
Winter Vacation		26 December 2024 (Thursday)	01 January 2025 (Wednesday)	7 Days
Summer Vacation	For Faculty	14 April 2025 (Monday)	25 May 2025 (Sunday)	42 Days
Convocation (Batch 23-25)		Tentatively in the month of July 2025		

Note:

1 Regular Lectures will be conducted during Mid Term Exams and all the events

2 Student oriented events mentioned selectively. However, the student council would have separate communication for the said event dates.

- Although time-tables schedule lectures on weekdays, rescheduled lectures may be conducted on weekends.
- Mid-term exams and end-term examinations are subject to rescheduling, including Sundays.



SVKM's NMIMS

Academic Calendar for the Academic Year: 2024-2025

School Name: School of Business Management, Campus: Mumbai

Program Name: Master of Business Administration (Digital Transformation) - Year I

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holi days)
Term I : 10 June 2024 to 31 August 2024				
Orientation/Induction Program	I	10 June 2024 (Monday)	15 June 2024 (Saturday)	6 Days
Academic Instruction Duration (Regular Classes)	I	17 June 2024 (Monday)	24 August 2024 (Saturday)	60 Days
#Ignite	I	13 July 2024 (Saturday)	14 July 2024 (Sunday)	2 Days
#Mid Term Test / Internal Continuous Assessment	I	22 July 2024 (Monday)	27 July 2024 (Saturday)	6 Days
#Parichay	I	02 August 2024 (Friday)	04 August 2024 (Sunday)	3 Days
Term End Exams	I	26 August 2024 (Monday)	31 August 2024 (Saturday)	5 Days
Re-Exams	I	21 October 2024 (Monday)	26 October 2024 (Saturday)	6 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holi days)
Term II : 02 September 2024 to 07 December 2024				
Academic Instruction Duration (Regular Classes)	II	02 September 2024 (Monday)	30 November 2024 (Saturday)	68 Days
#Arcadia (Intra Sports)	II	04 October 2024 (Friday)	06 October 2024 (Sunday)	3 Days
#Mid Term Test / Internal Continuous Assessment	II	07 October 2024 (Monday)	11 October 2024 (Friday)	5 Days
#Paragana	II	17 October 2024 (Thursday)	20 October 2024 (Sunday)	4 Days
Diwali Vacation		28 October 2024 (Monday)	03 November 2024 (Sunday)	7 Days
Term End Exams	II	02 December 2024 (Monday)	07 December 2024 (Saturday)	6 Days
Re-Exams	II	22 January 2025 (Wednesday)	28 January 2025 (Tuesday)	6 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holi days)
Term III : 09 December 2024 to 15 March 2025				
Academic Instruction Duration (Regular Classes)	III	09 December 2024 (Monday)	01 March 2025 (Saturday)	65 Days
Winter Vacation		26 December 2024 (Thursday)	01 January 2025 (Wednesday)	7 Days
#Samarthya	III	10 January 2025 (Friday)	12 January 2025 (Sunday)	3 Days
#University Day	III	13 January 2025 (Monday)		1 Day
#Mid Term Test / Internal Continuous Assessment	III	20 January 2025 (Monday)	25 January 2025 (Saturday)	6 Days
#Euphoria	III	08 March 2025 (Saturday)	09 March 2025 (Sunday)	2 Days
Term End Exams	III	03 March 2025 (Monday)	15 March 2025 (Saturday)	11 Days
Summer Internship & Break	III	17 March 2025 (Monday)	31 May 2025 (Saturday)	76 Days
Re-Exams	III	11 June 2025 (Wednesday)	14 June 2025 (Saturday)	4 Days
Summer Vacation	For Faculty	14 April 2025 (Monday)	25 May 2025 (Sunday)	42 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holi days)
Commencement of next Academic year (2025-26) (Second Year)	IV	16 June 2025 (Monday) - Tentative	----	--
Commencement of First Year in next Academic year (2025-26)	I	09 June 2025 (Monday) - Tentative	----	--

Note:

***Some of the sessions/events of the Foundation Program - Preparatory Skill Building course sessions, Student Council Interaction will continue into the first week of the trimester.**

#1. Regular Lectures will be conducted during Mid Term Exam and all the events.

#2. Student oriented events mentioned selectively. However, the student council would have separate communication for the said event dates.

- Although time-tables schedule lectures on weekdays, rescheduled lectures may be conducted on weekends.
- Mid-term exams and end-term examinations are subject to rescheduling, including Sundays.



SVKM's NMIMS

Academic Calendar for the Academic Year: 2024-2025

School Name: School of Business Management, Campus: Mumbai

Program Name: Master of Business Administration (Digital Transformation) - Year II

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holidays)
Term I : 17 June 2024 to 31 August 2024				
Academic Instruction Duration (Regular Classes)	IV	17 June 2024 (Monday)	24 August 2024 (Saturday)	60 Days
#Ignite	IV	13 July 2024 (Saturday)	14 July 2024 (Sunday)	2 Days
#Mid Term Test / Internal Continuous Assessment	IV	22 July 2024 (Monday)	27 July 2024 (Saturday)	6 Days
#Parichay	IV	02 August 2024 (Friday)	04 August 2024 (Sunday)	3 Days
Term End Exams	IV	26 August 2024 (Monday)	31 August 2024 (Saturday)	5 Days
Re-Exams	IV	21 October 2024 (Monday)	26 October 2024 (Saturday)	6 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holidays)
Term II : 02 September 2024 to 07 December 2024				
Academic Instruction Duration (Regular Classes)	V	02 September 2024 (Monday)	30 November 2024 (Saturday)	68 Days
#Arcadia (Intra Sports)	V	04 October 2024 (Friday)	06 October 2024 (Sunday)	3 Days
#Mid Term Test / Internal Continuous Assessment	V	07 October 2024 (Monday)	11 October 2024 (Friday)	5 Days
#Paragana	V	17 October 2024 (Thursday)	20 October 2024 (Sunday)	4 Days
Diwali Vacation		28 October 2024 (Monday)	03 November 2024 (Sunday)	7 Days
Term End Exams	V	02 December 2024 (Monday)	07 December 2024 (Saturday)	6 Days
Re-Exams	V	22 January 2025 (Wednesday)	28 January 2025 (Tuesday)	6 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holidays)
Term III : 09 December 2024 to 15 March 2025				
Academic Instruction Duration (Regular Classes)	VI	09 December 2024 (Monday)	01 March 2025 (Saturday)	65 Days
Winter Vacation		26 December 2024 (Thursday)	01 January 2025 (Wednesday)	7 Days
#Samarthya	VI	10 January 2025 (Friday)	12 January 2025 (Sunday)	3 Days
#University Day	VI	13 January 2025 (Monday)		1 Day
#Mid Term Test / Internal Continuous Assessment	VI	20 January 2025 (Monday)	25 January 2025 (Saturday)	6 Days
#Euphoria	VI	08 March 2025 (Saturday)	09 March 2025 (Sunday)	2 Days
Term End Exams	VI	03 March 2025 (Monday)	15 March 2025 (Saturday)	11 Days
Re-Exams	VI	29 March 2025 (Saturday)	3 April 2024 (Thursday)	5 Days
Convocation (Batch 2024-2026)	VI	Tentatively in the month of July 2025		

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holidays)
Summer Vacation	For Faculty	14 April 2025 (Monday)	25 May 2025 (Sunday)	42 Days

Note:

* #1. Regular Lectures will be conducted during Mid Term Exam and all the events.

#2. Student oriented events mentioned selectively. However, the student council would have separate communication for the said event dates.

- Although time-tables schedule lectures on weekdays, rescheduled lectures may be conducted on weekends.
- Mid-term exams and end-term examinations are subject to rescheduling, including Sundays.



SVKM's NMIMS

Academic Calendar for the Academic Year: 2024-2025

School Name: School of Business Management, Campus: Mumbai

Program Name: Master of Business Administration (Business Analytics) - Year I

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holi days)
Term I: 10 June 2024 to 31 August 2024				
Orientation/Induction Program	I	10 June 2024 (Monday)	15 June 2024 (Saturday)	6 Days
Academic Instruction Duration (Regular Classes)	I	17 June 2024 (Monday)	24 August 2024 (Saturday)	60 Days
#Ignite	I	13 July 2024 (Saturday)	14 July 2024 (Sunday)	2 Days
#Mid Term Test / Internal Continuous Assessment	I	22 July 2024 (Monday)	27 July 2024 (Saturday)	6 Days
#Parichay	I	02 August 2024 (Friday)	04 August 2024 (Sunday)	3 Days
Term End Exams	I	26 August 2024 (Monday)	31 August 2024 (Saturday)	5 Days
Re-Exams	I	21 October 2024 (Monday)	26 October 2024 (Saturday)	6 Days
Term II: 02 September 2024 to 07 December 2024				
Academic Instruction Duration (Regular Classes)	II	02 September 2024 (Monday)	30 November 2024 (Saturday)	68 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holi days)
#Arcadia (Intra Sports)	II	04 October 2024 (Friday)	06 October 2024 (Sunday)	3 Days
#Mid Term Test / Internal Continuous Assessment	II	07 October 2024 (Monday)	11 October 2024 (Friday)	5 Days
#Paragana	II	17 October 2024 (Thursday)	20 October 2024 (Sunday)	4 Days
Diwali Vacation		28 October 2024 (Monday)	03 November 2024 (Sunday)	7 Days
Term End Exams	II	02 December 2024 (Monday)	07 December 2024 (Saturday)	6 Days
Re-Exams	II	22 January 2025 (Wednesday)	28 January 2025 (Tuesday)	6 Days
Term III: 09 December 2024 to 15 March 2025				
Academic Instruction Duration (Regular Classes)	III	09 December 2024 (Monday)	01 March 2025 (Saturday)	65 Days
Winter Vacation		26 December 2024 (Thursday)	01 January 2025 (Wednesday)	7 Days
#Samarthya	III	10 January 2025 (Friday)	12 January 2025 (Sunday)	3 Days
#University Day	III	13 January 2025 (Monday)		1 Day
#Datrimatrix	III	17 January 2025 (Friday)	19 January 2025 (Sunday)	3 Days
#Mid Term Test / Internal Continuous Assessment	III	20 January 2025 (Monday)	25 January 2025 (Saturday)	6 Days
#Euphoria	III	08 March 2025 (Saturday)	09 March 2025 (Sunday)	2 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holi days)
Term End Exams	III	03 March 2025 (Monday)	15 March 2025 (Saturday)	11 Days
Summer Internship & Break	III	17 March 2025 (Monday)	31 May 2025 (Saturday)	76 Days
Re-Exams	III	11 June 2025 (Wednesday)	14 June 2025 (Saturday)	4 Days
Summer Vacation	For Faculty	14 April 2025 (Monday)	25 May 2025 (Sunday)	42 Days
Commencement of next Academic year (2025-26) (Second Year)	IV	16 June 2025 (Monday) -Tentative		--
Commencement of First Year in the next Academic year (2025-26)	I	09 June 2025 (Monday) -Tentative		--

Note:

*** Some of the sessions/events of the Foundation Program - Preparatory Skill Building course sessions, Student Council Interaction will continue into the first week of the trimester.**

1 Regular Lectures will be conducted during Mid Term Exams and all the events

2 Student oriented events mentioned selectively. However, the student council would have separate communication for the said event dates.

- Although time-tables schedule lectures on weekdays, rescheduled lectures may be conducted on weekends.
- Mid-term exams and end-term examinations are subject to rescheduling, including Sundays.



SVKM's NMIMS

Academic Calendar for the Academic Year: 2024-2025

School Name: School of Business Management, Campus: Mumbai

Program Name: Master of Business Administration (Business Analytics) - Year II

Details	Trim	Start date	End Date	No. of Days (Excluding Sunday s/holidays)
Term I: 17 June 2024 to 31 August 2024				
Academic Instruction Duration (Regular Classes)	IV	17 June 2024 (Monday)	24 August 2024 (Saturday)	60 Days
#Ignite	IV	13 July 2024 (Saturday)	14 July 2024 (Sunday)	2 Days
#Mid Term Test / Internal Continuous Assessment	IV	22 July 2024 (Monday)	27 July 2024 (Saturday)	6 Days
#Parichay	IV	02 August 2024 (Friday)	04 August 2024 (Sunday)	3 Days
Term End Exams	IV	26 August 2024 (Monday)	31 August 2024 (Saturday)	5 Days
Re-Exams	IV	21 October 2024 (Monday)	26 October 2024 (Saturday)	6 Days
Term II: 02 September 2024 to 07 December 2024				
Academic Instruction Duration (Regular Classes)	V	02 September 2024 (Monday)	30 November 2024 (Saturday)	68 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sunday s/holidays)
#Arcadia (Intra Sports)	V	04 October 2024 (Friday)	06 October 2024 (Sunday)	3 Days
#Mid Term Test / Internal Continuous Assessment	V	07 October 2024 (Monday)	11 October 2024 (Friday)	5 Days
#Paragana	V	17 October 2024 (Thursday)	20 October 2024 (Sunday)	4 Days
Diwali Vacation		28 October 2024 (Monday)	03 November 2024 (Sunday)	7 Days
Term End Exams	V	02 December 2024 (Monday)	07 December 2024 (Saturday)	6 Days
Re-Exams	V	22 January 2025 (Wednesday)	28 January 2025 (Tuesday)	6 Days
Term III: 09 December 2024 to 15 March 2025				
Academic Instruction Duration (Regular Classes)	VI	09 December 2024 (Monday)	01 March 2025 (Saturday)	65 Days
Winter Vacation		26 December 2024 (Thursday)	01 January 2025 (Wednesday)	7 Days
#Samarthya	VI	10 January 2025 (Friday)	12 January 2025 (Sunday)	3 Days
#University Day	VI	13 January 2025 (Monday)		1 Day
#Datrimatrix	III	17 January 2025 (Friday)	19 January 2025 (Sunday)	3 Days
#Mid Term Test /	VI	20 January 2025 (Monday)	25 January 2025 (Saturday)	6 Days

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holidays)
Internal Continuous Assessment				
#Euphoria	VI	08 March 2025 (Saturday)	09 March 2025 (Sunday)	2 Days
Term End Exams	VI	03 March 2025 (Monday)	15 March 2025 (Saturday)	11 Days
Re-Exams	VI	29 March 2025 (Saturday)	3 April 2025 (Thursday)	5 Days
Summer Vacation	For Faculty	14 April 2025 (Monday)	25 May 2025 (Sunday)	42 Days
Convocation (Batch 23-25)		Tentatively in the month of July 2025		

Note:

1 Regular Lectures will be conducted during Mid Term Exams and all the events

2 Student oriented events mentioned selectively. However, the student council would have separate communication for the said event dates.

- Although time-tables schedule lectures on weekdays, rescheduled lectures may be conducted on weekends.
- Mid-term exams and end-term examinations are subject to rescheduling, including Sundays.



SVKM's NMIMS

Academic Calendar for the Academic Year: 2024-2025

School of Business Management, Campus: Mumbai

Applicable to Other Campus/s: NA

Diploma in Social Entrepreneurship / MBA Part Time Social Entrepreneurship

First Year

Details	Trim	Start date	End Date	No. of Days (Including Sunday & Excluding holidays)
Trimester I: 7 June 2024 to 22 September 2024				
Academic Instruction Duration (Regular Classes)	I	7 June 2024 (Friday)	*8 September 2024 (Sunday)	91 Days
# Mid Term Test \ Internal Continuous Assessment	I	26 July 2024 (Friday)	28 July 2024 (Sunday)	3 Days
Term End Exams	I	13 September 2024 (Friday)	15 September 2024 (Sunday)	6 Days
		20 September 2024 (Friday)	22 September 2024 (Sunday)	
Re-Exams	I	15 November 2024 (Friday)	17 November 2024 (Sunday)	6 Days
		22 November 2024 (Friday)	24 November 2024 (Sunday)	
Trimester II: 4 October 2024 to 12 January 2025				
Academic Instruction Duration (Regular Classes)	II	4 October 2024 (Friday)	*22 December 2024 (Sunday)	72 Days
# Mid Term Test \	II	8 November 2024 (Friday)	10 November 2024 (Sunday)	3 Days

Details	Trim	Start date	End Date	No. of Days (Including Sunday & Excluding holidays)
Internal Continuous Assessment				
Term End Exams	II	3 January 2025 (Friday)	5 January 2025 (Sunday)	6 Days
		10 January 2025 (Friday)	12 January 2025 (Sunday)	
Re-Exams	II	7 March 2025 (Friday)	9 March 2025 (Sunday)	5 Days
		15 March 2025 (Saturday)	16 March 2025 (Sunday)	
Diwali Vacation	II	28th October, 2024 (Monday)	3rd November, 2024 (Sunday)	7 Days
Winter Vacation	II	26th Dec, 2024 (Thursday)	01st Jan, 2025 (Wednesday)	7 Days
Trimester III: 17 January 2025 to 13 April 2025				
Academic Instruction Duration (Regular Classes)	III	17 January 2025 (Friday)	*30 March 2025 (Sunday)	71 Days
# Mid Term Test \ Internal Continuous Assessment	III	21 February 2025 (Friday)	23 February 2025 (Sunday)	3 Days
Term End Exams	III	4 April 2025 (Friday)	6 April 2025 (Sunday)	6 Days
		11 April 2025 (Friday)	13 April 2025 (Sunday)	
Re-Exams	III	6 June 2025 (Friday)	8 June 2025 (Sunday)	6 Days

Details	Trim	Start date	End Date	No. of Days (Including Sunday & Excluding holidays)
		13 June 2025 (Friday)	15 June 2025 (Sunday)	
Summer Session: 2 May 2025 to 8 June 2025				
Academic Instruction Duration (Regular Classes) + ICA	Summer session	2 May 2025 (Friday)	*8 June 2025 (Sunday)	38 Days
Commencement of next Academic year (2025-26) (Second Year)	IV	20 June 2025 (Friday) - Tentative	-----	-----
Commencement of next Academic year (2025-26) (First Year)	I	6 June 2025 (Friday) - Tentative	-----	-----

Regular Lectures will be conducted during Mid Term Test: Yes

** Last Instruction Day of Trimester.*



SVKM's NMIMS

Academic Calendar for the Academic Year: 2024-2025

School of Business Management, Campus: Mumbai

Applicable to Other Campus/s: NA

MBA Part Time Social Entrepreneurship Second Year

Details	Trim	Start date	End Date	No. of Days (Including Sunday & Excluding holidays)
Trimester IV: 21 June 2024 to 22 September 2024				
Academic Instruction Duration (Regular Classes)	IV	21 June 2024 (Friday)	*8 September 2024 (Sunday)	77 Days
# Mid Term Test \ Internal Continuous Assessment	IV	26 July 2024 (Friday)	28 July 2024 (Sunday)	3 Days
Term End Exams	IV	13 September 2024 (Friday)	15 September 2024 (Sunday)	6 Days
		20 September 2024 (Friday)	22 September 2024 (Sunday)	
Re-Exams	IV	15 November 2024 (Friday)	17 November 2024 (Sunday)	6 Days
		22 November 2024 (Friday)	24 November 2024 (Sunday)	
Trimester V: 4 October 2024 to 12 January 2025				
Academic Instruction Duration (Regular Classes)	V	4 October 2024 (Friday)	*22 December 2024 (Sunday)	72 Days

Details	Trim	Start date	End Date	No. of Days (Including Sunday & Excluding holidays)
# Mid Term Test \ Internal Continuous Assessment	V	8 November 2024 (Friday)	10 November 2024 (Sunday)	3 Days
Term End Exams	V	3 January 2025 (Friday)	5 January 2025 (Sunday)	6 Days
		10 January 2025 (Friday)	12 January 2025 (Sunday)	
Re-Exams	V	7 March 2025 (Friday)	9 March 2025 (Sunday)	5 Days
		15 March 2025 (Saturday)	16 March 2025 (Sunday)	
Diwali Vacation	V	28th October, 2024 (Monday)	3rd November, 2024 (Sunday)	7 Days
Winter Vacation	V	26th Dec, 2024 (Thursday)	01st Jan, 2025 (Wednesday)	7 Days
Trimester VI: 17 January 2025 to 13 April 2025				
Academic Instruction Duration (Regular Classes)	VI	17 January 2025 (Friday)	*30 March 2025 (Sunday)	71 Days
# Mid Term Test \ Internal Continuous Assessment	VI	21 February 2025 (Friday)	23 February 2025 (Sunday)	3 Days
Term End Exams	VI	4 April 2025 (Friday)	6 April 2025 (Sunday)	6 Days
		11 April 2025 (Friday)	13 April 2025 (Sunday)	

Details	Trim	Start date	End Date	No. of Days (Including Sunday & Excluding holidays)
Re-Exams	VI	6 June 2025 (Friday)	8 June 2025 (Sunday)	6 Days
		13 June 2025 (Friday)	15 June 2025 (Sunday)	
Convocation	Tentatively in the month of July 2025			

Regular Lectures will be conducted during Mid Term Tests: Yes

* Last Instruction Day of Trimester.

LIST OF HOLIDAYS FOR THE YEAR 2024

SR. NO.	OCCASION	DATE	DAY
1	Republic day	26-Jan-24	Friday
2	Holi	25-Mar-24	Monday
3	Good Friday	29-Mar-24	Friday
4	Gudi Padwa	9-Apr-24	Tuesday
5	Ramzan-eid	11-Apr-24	Thursday
6	Maharashtra Day	1-May-24	Wednesday
7	Independence Day	15-Aug-24	Thursday
8	GopalKala	27-Aug-24	Tuesday
9	Ganesh Chaturthi	7-Sep-24	Saturday
10	Anant Chaturdashi	17-Sep-24	Tuesday
11	Gandhi Jayanti	2-Oct-24	Wednesday
12	Dushera	12-Oct-24	Saturday
13	Diwali (Narak Chaturdashi)	31-Oct-24	Thursday
14	Diwali (Laxmipujan)	1-Nov-24	Friday
15	Diwali (Balipratipada)	2-Nov-24	Saturday
16	Christmas	25-Dec-24	Wednesday

**Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January 26, August 15, May 01 & October 02)



SBM STUDENT AWARDS

SBM recognizes and appreciates the value that the students as future leaders bring to their peer group and the School community in an important way. With this perspective, SBM has instituted several award categories for the students of SBM as follows. Award descriptions and criteria will be separately shared with the students during the programme.

List of Awards

Sr. No.	Awards
1	Chancellor's Gold Medal for the Best All Round Student Performance for the year
2	Vice-Chancellor's Gold Medal for the Student scoring highest CGPA over 6 terms
3	Gold Medal & Certificate of Honour for overall excellence & leadership instituted by MMS Class of 1981-83 in memory of their classmate Mr. Shailesh Kharkar
4	Gold Medal Award- Information Technology (Academics & Overall) in memory of Dr. Chirag Unadkat
5	Late Prof. Pratap V Sirur Silver Medal for scoring the highest marks in the subject of Investment and Portfolio Management.
6	Dun & Bradstreet Award for the Best Student in the MBA program
7	Prof. Y. K. Zamvar NMIMS Alumni Association Trophy for the Best Organizer of the Year
8	Prof. Y. K. Zamvar Award for the Best Student based on the Academic Performance for MBA for the year.
9	Trophy of Honor in recognition of consistent Academic Performance and Contribution to the Student's Activities in MBA HR for the year.
10	Certificate of Honor for the Best Student across all fulltime MBA programs for consistent Academic Performance and Contribution towards Student's Activities for the year
11	Certificate of Honor in recognition of consistent Academic Performance and Contribution to the Student's Activities in MBA for the year.
12	Certificate of Honor in recognition of consistent Academic Performance and Contribution to the Student's Activities in MBA Pharmaceuticals Management for the year.
13	Chancellor's gold medal to the All-Rounder student of MBA HR
14	SBM Distinction Award for MBA HR
15	SBM "Leader in the Making" Award for MBA HR
16	SBM "Outstanding Student Award for MBA HR
17	Award for Outstanding Performance in the field of Sports.

Note: The Vice Chancellor's Gold Medal and 1st, 2nd & 3rd ranks will be awarded based on CGPA of only compulsory courses (All core courses in I & II Year)



MBA PHARMACEUTICAL MANAGEMENT
STUDENTS LIST OF AWARDS

No	Company Name	Subject Name
1	ACG Associated Capsules Pvt. Ltd	Marketing Management
2	Cipla Limited	Organizational Behaviour (II)
3	Dr. Reddy's Laboratories Ltd.	Brand Management
4	Dr. S. K. Punshi Memorial Award	Operations Management
5	Indegene Limited	Strategy Implementation & Control
6	Macleods Pharmaceuticals Ltd.	Managing Sales in Pharma
7	Medley Pharmaceuticals Ltd.	Listening to Customers
8	Zydus Healthcare Ltd.	Managing Innovation and R & D in Pharma
9	RPG Life Sciences Limited	Brand Marketing Plan
10	Voll Sante Functional Foods & Nutraceuticals Pvt. Ltd.	Strategic Management



SCHOOL OF BUSINESS MANAGEMENT

THE TEAM

Sr. No	Name	Email ID / Contact Nos.	Details
1.	Dr. Justin Paul	42355705/ dean@sbm.nmims.edu	Dean, School of Business Management & Provost (Management Education)
2.	Dr. Chandrima Sikdar	42355818/ chandrima.sikdar@sbm.nmims.edu	Associate Dean - Programs and Student Learning Experience
3.	Dr. Veena Vohra	42355841/ veena.vohra@sbm.nmims.edu	Associate Dean - Accreditation SBM, Ranking, Industry and Alumni (ARIA)
4.	Dr. Mayank Joshipura	42355834/ mayank.joshipura@sbm.nmims.edu	Associate Dean Research & Ph.D.
5.	Prof. Papiya De	42355837/ papiya.de@sbm.nmims.edu	Programme Chairperson MBA
6.	Dr. Hema Bajaj	42355894/ hema.bajaj@sbm.nmims.edu	Programme Chairperson MBA HR, Discipline Chairperson HRBS
7.	Dr. Hari Kumar Iyer	42355891/ harikumar.iyer@sbm.nmims.edu	Programme Chairperson MBA Pharma
8.	Dr. Sudhanshu Pani	42355886/ sudhanshu.pani@sbm.nmims.edu	Programme Chairperson MBA Law
9.	Prof. Binesh Nair	42355966/ binesh.nair@sbm.nmims.edu	Programme Chairperson MBA DT, SBM-Thunderbird Initiative
10.	Dr. Neha Sadhotra	42355809/ Neha.Sadhotra@sbm.nmims.edu	Programme Chairperson MBA HCM
11.	Dr. Sridhar Vaithianathan	42352284/ sridhar.v@nmims.edu	Director COE and Programme Chairperson MBA, Business Analytics
12.	Dr. Satish Kajjer	42355812/ Satish.Kajjer@sbm.nmims.edu	Programme Chairperson MBA PT SE

Sr. No	Name	Email ID / Contact Nos.	Details
13.	Dr. Sayantan Khanra	42350311/ sayantan.khanra@sbm.nmims.edu	Discipline Chairperson Business Environment and Strategy
14.	Prof. Gabrielle Heart	42355858/ gabrielle.heart@sbm.nmims.edu	Discipline Chairperson Communication
15.	Prof. Subramania Raju Rajasulochana	42355838/ rajasulochana@sbm.nmims.edu	Discipline Chairperson Economics
16.	Dr. Samveg Patel	42355842/ samveg.patel@sbm.nmims.edu	Discipline Chairperson Finance
17.	Prof. Hitesh Kalro	42355832/ Hitesh.Kalro@sbm.nmims.edu	Discipline Chairperson Marketing
18.	Dr. Manisha Sharma	42355851/ manisha.sharma@sbm.nmims.edu	Discipline Chairperson Operations & Data Sciences
19.	Mr. Tejash Somaiya	42355566/ tejash.somaiya@sbm.nmims.edu	Deputy Registrar SBM
20.	Ms. Tulsi Mistry	42355643/ tulsi.mistry@sbm.nmims.edu	Assistant Registrar SBM Examination
21.	Ms. Pinky Shah	42335692/ pinky.shah@sbm.nmims.edu	Coordinator-Research/ Ph. D/ MBA HCM/Management Review
22.	Ms. Ashwini Dighe	42355691/ ashwini.dighe@sbm.nmims.edu	Coordinator-MBA Programme First Year
23.	Ms. Smita Kadam	42355694/ smita.kadam@sbm.nmims.edu	Coordinator-MBA Programme Second Year
24.	Ms. Swapnali Kadam	42355869/ swapnali.kadam@sbm.nmims.edu	Coordinator-MBA HR/MBA Law
25.	Ms. Cheryl Monteiro	42355689 / cheryl.monteiro@sbm.nmims.edu	Coordinator-MBA Pharma Mgmt. / International Linkages
26.	Ms. Answeeta Coutinho	42355167 / Answeta.Coutinho@nmims.edu	Coordinator-MBA DT, Coordinator-MBA BA
27.	Mr. Manish Chavan	42355687 / manish.chavan@sbm.nmims.edu	Coordinator-PT MBA Social Entrepreneurship

Sr. No	Name	Email ID / Contact Nos.	Details
28.	Mr. Nikhil Khot	42355573/ Nikhil.Khot@nmims.edu	Coordinator SBM Examination
29.	Ms. Aurelia D'Souza	42355870/ Aurelia.DSouza@sbm.nmims.edu	Placement Coordinator
30.	Ms. Vedangi Mayekar	42355678/ Vedangi@nmims.edu	Deputy Director Placement
31.	Mr. Jayesh Ahuja	42352264/ Jayesh.Ahuja@nmims.edu	Assistant Director Placement
32.	Ms. Arti Karamchandani	42355677/ Arti.Karamchandani@sbm.nmims.edu	Assistant Director Placement
33.	Ms. Prachi Shukla	42355771/ prachi.shukla@nmims.edu	Deputy Director Placement
34.	Mr. Sumeet Duggal	42355695/ sumeet.duggal@nmims.edu	Placement Executive

ANNEXURES

Expression of Interest for Course of Independent Studies

Project Proposal: Course of Independent Study

- (i) Name of the student:
- (ii) SAP Id.:
- (iii) Roll no.:
- (iv) Trimester in which you intend to pursue a CIS course:
- (v) Broad area:
- (vi) Proposed Title of the Research Proposal:
- (vii) Introduction of the proposed study (approx. 200 words)
- (viii) Major existing international and national research work reviewed (approx. 300 words)
- (ix) Identification of Research gap (approx. 200 words)
- (x) Expected Outputs such as papers, report, book, document, dataset etc. (100 words)
- (xi) Relevance of the proposed study for the student (approx. 300 words)
- (xii) Terms of reference and time frame of deliveries (approx. 200 words)

Declaration

I hereby declare that the proposal and its contents are entirely original and as per the standard practice.

Signature of the Candidate

Place:

Date:



Annexure 2

Application for Bonafide Certificate

Date: _____

To,
The Dean
School of Business Management
SVKM's NMIMS University
Mumbai

Photo

Sub: Regarding Bonafide Certificate.

Sir / Madam,

I am student of your Institute and studying in Trim__ Div.__ for the academic
year_____.

My personal details are as follows –

1) SAP ID. _____ Roll No. _____

2) Name in full:

(Surname)

(Self Name)

(Father's Name)

3) Class:_____ Div.:_____ Program:

4) Reason for Requirement of certificate

____ Please issue me a bonafide certificate as early as possible.

Thanking You

Yours sincerely