



**Mukesh Patel School of Technology
Management & Engineering
(MPSTME)**

**MBA (Tech.), B.Tech.
&
M.Tech., MCA**

**STUDENT RESOURCE BOOK
2012-13**





Shri. Amrish Patel
Chancellor

Board of Management

CHAIRPERSON

Shri. Amrish Patel, Chancellor

MEMBERS

Dr. Rajan Saxena, Vice Chancellor

Dr. M. N. Welling, Pro- Vice Chancellor

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Shri B.P.Sheth, Vice President, SVKM

Shri Pravin Gandhi, Sr.Vice President, SVKM

Prof Seema Mahajan, Director – Center For Family Business & Entrepreneurship Management

Dr. Veena Vohra, Chairperson – HR & BS

Shri Ashish Apte, Controller of Examinations

NON MEMBER SECRETARY

Ms. Varsha Parab, Director (Admin.) & I/C Registrar





From the Vice Chancellor's Desk



NMIMS has always believed in excellence and innovation in education. Currently NMIMS has eight schools under its aegis in the fields of Management, Engineering, Pharmacy, Architecture, Science, Commerce, Economics and Distance Learning. Shirpur Campus of NMIMS is approved by AICTE as integrated campus. Mukesh Patel School of Technology Management & Engineering (MPSTME) has made a mark in the field of Technology Management.

MPSTME offers various courses in Technology Management & Engineering i.e. MBA (Tech.), B. Tech., M. Tech., MCA and DTT. MPSTME also offers Doctoral Programme in Engineering & Technology Management. I am delighted to mention that the third Batch of MBA (Tech.) and the second batch of B.Tech. from MPSTME have passed this year with 100% placement results. This has been possible due to uniqueness of the courses and commitment & untiring efforts of the Deans, faculty members and staff and placement committee members of MPSTME.

I welcome all the students joining today who will be the future brand ambassadors of NMIMS. I therefore, urge that all of you apply yourselves diligently to gain maximum from the faculty, staff and infrastructure of MPSTME to evolve yourselves into capable, confident and successful professionals.

Dr. Rajan Saxena

Vice Chancellor





*A Few words from Director
(Shirpur Campus)*



Dear Students,

Greetings!

Contained in this document are the rules and regulations stipulated by the University that require your full compliance. You being the primary stakeholders of this Institute, these rules are meant to make your journey in our company smooth, productive and enriching.

NMIMS is continually reviewing and sometimes rewriting these rules and regulations—to attempt to accommodate the aspirations of students like you and your teachers. This compilation, called the Student Resource Book (SRB), contains all information/ regulations applicable as you study with us, live in our campus and partake in various activities that are aimed to help you grow individually and as a responsible member of the society at large.

Whenever in doubt about these rules, feel free to contact your teachers and the Institute's staff.

With best wishes,

Tapan P. Bagchi
Director – Shirpur Campus





***A Few words from Dean
(MUMBAI CAMPUS)***



Dear Students,

This Student Resource Book is a compilation of the relevant information pertaining to NMIMS and B.Tech, M.Tech, & MBA (Tech), MCA and DTT courses for the information and guidance of all students.

The compilation of the academic curricula is separately given (progressively) for each Program. This is subject to change based on the review and revision recommended by Board of Studies and approved by the Academic Council.

This booklet should be preserved and referred to whenever needed by students. As we go along, we will be adding more contents and also likely to modify a few.

I have great pleasure in welcoming our new batch of students of these Courses and wish them all the best in their studies.

Dr. Sharad Y. Mhaiskar
Dean – Mumbai Campus





***A Few words from Associate Dean
(Shirpur Campus)***



Dear Students,

I am very glad to welcome all the student joining SVKM's NMIMS family.

We are bound to offer excellent learning experience. We are reaching to new heights in the field of education. We expect complete devotion, sincerity and full of enthusiasm from the student. Essential resources are available on campuses. These resources and facilities need to be utilized in disciplined manner. All rules, regulations, standard practices are framed keeping student at center. Student must adhere to guidelines issued on timely basis. Student must be aware of all rules, notices and circulars issued. This SRB is much helpful. Each student must read it carefully to understand the system.

I wish all students wonderful learning experience.

Dr. Manojkumar Deshpande
Associate Dean – Shirpur Campus

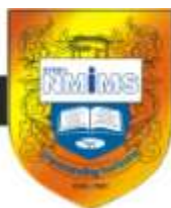




SVKM's NMIMS Mukesh Patel School of Technology Management & Engineering
B. Tech. / MBA (Tech.) / MCA / M. Tech.
Academic Calendar 2012-2013

TRIMESTER – I, IV, VII, X & XIII		
May 07, 2012	:	Commencement of MBA(Tech.) Trimester XIII Training*
July 02, 2012	:	Commencement of Trimester VII & X
July 30, 2012	:	Commencement of Trimester I & IV
September 22, 2012	:	Last Day of Training in Company for MBA (Tech.) Trimester XIII
September 22, 2012	:	Last Instruction Day for Trimester VII, X
September 27 to October 01, 2012	:	Trimester End – Examination for B.Tech. Trimester X
September 27 to October 06, 2012	:	Trimester End – Examination for Trimester VII & MBA(Tech.) Trim.X
October 8 to 13, 2012	:	Central Assessment Programme for Trimester VII, X
October 20, 2012	:	Last Instruction Day for Trimester I, IV
October 26 to 31, 2012	:	Trimester End – Examination for Trimester I, IV
November 01 to 07, 2012	:	Central Assessment Programme for Trimester I, IV
TRIMESTER – II, V, VIII, XI & XIV		
September 24, 2012	:	Commencement of Trimester XIV
October 08, 2012	:	Commencement of Trimester VIII and MBA(Tech.) Trimester XI
October 18, 2012	:	Commencement of B.Tech Trimester XI
November 12 to 17, 2012	:	Diwali Vacation
November 19, 2012	:	Commencement of Trimester II, V
December 22, 2012	:	Last Instruction Day for Trimester XIV
January 02 to 12, 2013	:	Trimester End – Examination for Trimester XIV
Dec 24 to 29, 2012	:	Winter Vacation
January 12, 2013	:	Last Instruction Day for Trim VIII & MBA(Tech.) Trim. XI
January 19, 2013	:	Last Instruction Day for B.Tech. Trimester XI
January 16 to 25, 2013	:	Trimester End – Examination for Trim.VIII & MBA(Tech.) Trim. XI
January 23 to 25, 2013	:	Trimester End – Examination for B.Tech. Trimester XI
January 28 to February 02, 2013	:	Central Assessment Programme for Trimester VIII, XI
February 02, 2013	:	Last Instruction Day for Trimester II & V
February 07 to 12, 2013	:	Trimester End – Examination for Trimester II & V
February 11 to 16, 2013	:	Central Assessment Programme for Trimester II, V
TRIMESTER – III, VI, IX, XII & XV		
January 14, 2013	:	Commencement of Trimester XV
February 04, 2013	:	Commencement of Trimester IX & XII
February 04, 2013	:	Commencement of MBA(Tech.) Trimester IX Training
February 18, 2013	:	Commencement of Trimester III, VI





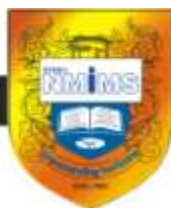
**	:	SATTVA/ PROTSAHAN (Sports, Cultural & Technical Festival)
April 06, 2013	:	Last Instruction Day for Trimester XV
April 11 to 20, 2013	:	Trimester End – Examination for Trimester XV
April 20, 2013	:	Last Instruction Day for Trim IX & XII
April 27, 2013	:	End of Industry Training *MBA (Tech)- Trimester IX
April 24 to May 04, 2013	:	Trimester End – Examination for Trim IX & XII
May 06 to 11, 2013	:	Central Assessment Programme for Trimester IX & XII
May 04, 2013	:	Last Instruction Day for Trimester – III, VI
May 08 to 12, 2013	:	Trimester End – Examination for Trimester III, VI
May 13 to 18, 2013	:	Central Assessment Programme for Trimester III, VI
May 20 to June 29, 2013	:	Summer Vacation
2nd / 3rd week of June 2013	:	Re-examination
3rd / 4th Week of July 2013	:	Convocation for MPSTME, NMIMS
<p><i>* Training can be extended during May / June Vacation.</i></p> <p><i>** This program will be organized as per the convenient dates at the campus which can be different for Shirpur and Mumbai.</i></p> <p><i>Note : Accenture Training of 104 hrs will be during 4th October to 17th October for students of 4th year B.Tech. selected by the company</i></p>		



ADMINISTRATION & SUPPORT STAFF (MUMBAI CAMPUS)

Dr. Rajan Saxena	Vice Chancellor
Dr. M. N. Welling	Pro – Vice Chancellor
Ms. Varsha Parab	Director (Administration & Incharge Registrar)
Ms. Karuna Bhaya	Finance Controller
Mr. Ashish Apte	Controller of Examination
Dr. Sharad Y. Mhaiskar	Dean, MPSTME
Ms. Varuna Saksena	Dy. Registrar (Academics)
Ms. Alka Shukla	Dy. Registrar (Examination)
Ms. Anjali Barmukh	Dy. Registrar (Admission)
Ms. Khyati Bhatt	Dy. Registrar (H.R.)
Cdr. Shrikant Naronakar	Dy. Registrar, MPSTME
Ms. Vandana Kushte	Assistant Registrar
Ms. Sunita Saxena	Assistant Registrar
Mr. Joel Dias	Maintenance Supervisor
Ms. Aarti Dhuru	Sr. Steno Secretary
Ms. Arlene Monteiro	Secretary
Mr. Sameer Borekar	IT-Engineer
Ms. Jayashree Nair	Sr. Clerk
Ms. Answeeta Coutinho	Receptionist
Mr. Navyug Siddhe	Assistant (Store)
Ms. Yogita Masal	Assistant (Purchase)
Ms. Mamta Dalvi	Assistant (Admin)
Mr. Vinod Malap	Assistant (Admin)
Ms. Jayanti Vasudeo	Office Assistant (Admin)
Ms. Tanvi Naik	Assistant
Ms. Swati Mane	Assistant
Ms. Sharvari Vengurlekar	Jr. Assistant (Admin)
Ms. Karuna Rane	Jr. Assistant (HR)
Ms. Deena Jadhav	Jr. Assistant (Admin)





FINANCE	
Ms. Heena Patel	Dy. Finance Officer
Ms. Preeti Mandvikar	Assistant Accounts
Mr. Vishal Mahadik	Assistant
EXAMINATION	
Ms. Anitha Baburaj	Assistant Registrar
Mr. Ganesh Gangadhare	Exam Coordinator
Ms. Pratiksha Sawant	Assistant
Ms. Jyotsna Jadhav	Assistant (Exam)
LIBRARY	
Mr. Pradip Das	Dy. Librarian
Ms. Shweta Raul	Library Clerk
Ms. Manisha Kadam	Library Assistant
Ms. Shreeya Desai	Jr. Assistant (Admin)
Mr. Kunal More	Library Attendant
Mr. N.L.Goriya	Library Attendant
Mr. Parshuram Gundaye	Library Attendant
CORPORATE RELATIONS & PLACEMENT	
Ms. Manasi Kolvalkar	Placement Executive
Ms. Madhuri Patil	Placement Coordinator
Ms. Alisha Fernandes	Placement Coordinator
Ms. Sarika Halgekar	Assistant
ACADEMIC ADMINISTRATION	
Mr. Sachin Arondekar	Course Coordinator
Ms. Sabira Lakhani	Course Coordinator
Ms. Hezal Lobo	Course Coordinator
Mr. Vivek Prabhu	Course Coordinator
Ms. Smita Mhatre	Course Coordinator





LABORATORY ASSISTANTS

Ms. Chetna Shah	Lab Assistant (Computer / IT)
Mr. Lakshdip S. Khandgale	Lab Assistant (Computer / IT)
Mr. Sachin Nigudkar	Lab Assistant (Computer / IT)
Ms. Shiwani Vilankar	Lab Assistant (Computer / IT)
Ms. Swati Karande	Lab Assistant (Computer / IT)
Mr. Sudarshan Bhange	Lab Assistant (Computer / IT)
Mr. Kailash Tupe	Lab Assistant (Computer / IT)
Ms. Dipti Bane	Lab Assistant (Computer / IT)
Mr. C. N. Kedar	Lab Assistant (Chemistry)
Ms. Geeta Chaudhari	Lab Assistant (Elex / Extc)
Ms. Vaishali Jadhav	Lab Assistant (Elex / Extc)
Ms. Neeta Patil	Lab Assistant (Elex / Extc)
Ms. Janhavi J. Gharat	Lab Assistant (Elex / Extc)
Mrs. Minal P. Naik	Lab Assistant (Elex / Extc)
Ms. Anurupa Murzello	Lab Assistant (Elex / Extc)
Ms. Nazia Safique Ansari	Lab Assistant (Elex / Extc)
Mr. Brahmanand Mhatre	Lab Assistant (Elex / Extc)
Ms. Nilima Marchande	Lab Assistant (Elex / Extc)
Mr. Arun Agrawal	Lab Assistant (Elex / Extc)
Mr. Hemant Kolambe	Lab Assistant (Mfg.)
Ms. Yasharaj Ghalme	Lab Assistant (Mfg.)
Mr. Amol Tare	Lab Assistant (Mech.)

1. The matters contained in this resource book are subjected to Change.
2. Any new / corrected page given later may be inserted at the appropriate place in this resource book.



Faculty Profile (Mumbai Campus)

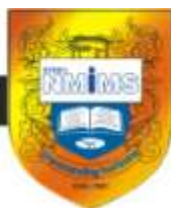
Sr.No.	Name	Specialization	Qualification
Dean			
1	Dr. Sharad Y. Mhaiskar	Civil, Geotechnical Engg.	B.E., M.Tech (Civil), Ph.D .
Associate Deans			
1	Dr. Satishkumar Modh	Business Strategy	B.E., M.E., MBA, LLB, Ph.D.
2	Dr. Vijay Raisinghani	Protocol Stacks	B.E.(Machine Tools Engg.), M.Tech. (IT), Ph.D. (IT),
Chairpersons			
1	Prof. A C Mehta	Machine Design, Manufacturing Engg. & Management, Industrial Safety	B.E (Mechanical), M.E (Mechanical), DIS
2	Prof R.C.Agarwal	Finance & HR	B.Com., CAIIR, FCA, CA
Senior Professors			
1	Dr. H. B. Kekre	Digital Signal Processing, Image Processing & Computer Networking	Ph.D. (System Identification), M. Tech. (Industrial Electronics)
2	Dr. D.J. Shah	Chemical	M.Chem. Engg., Ph.D (Tech.), DMS
3	Dr. S.D.Bhagwat	Integrated Circuit Design	M.E.(Electronics),Ph.D. (Instrumentation & Control), PDOM,C.E. (Electrical/Electronic Engg.)
Professors			
1	Prof. Anant Jhaveri	Process Engineering	Ph.D.(Tech.) – Chemical Engineering
2	Prof. V. Seshadri	Manufacturing	B.Tech. (MET), DMS
3	Prof. Prasad Chakrabarti	Operations Management, ERP implementation	B.E. (Mechanical), M.Tech (IE/DR)
4	Prof. Devinder Singh	Applied Electronics & Servomechanism	M.E (EXTC)
Associate Professors			
1	Dr. Ketan Shah	IT	B.E., M.E. (Electronics), PGDCA, PDMMSSE, Ph.D. (Engineering)
2	Dr. V.P.N. Padmanaban	Physics	M.Sc. (Physics) & Ph.D. (Physics)
3	Prof. Vaishali Kulkarni	Electronics	M.E. (Electronics & Telecom)





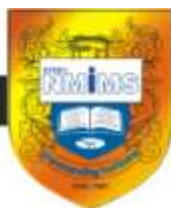
4	Prof. Pravin Shrinath	Computer	B. E. (Computer)
5	Prof. Dharendra Mishra	Image Processing	M. E. (Computer)
6	Prof. Vinod Jain	Computer Architecture and VLSI System Design	B.E. (Electronic Instr.), M.S. (VLSI Design & Comp. Architecture)
7	Prof. V. R. Laxmi Gorty	Mathematics	B.Sc., M.Sc. & M.Phil. (Maths)
8	Prof. Ravi Terkar	Production Engineering	B.E (Production Engineering), M.Tech (Production Engineering)
9	Prof. Manoj Sankhe	Electronics: Embedded Systems, Neural Networks	B.E. (Electronics), M.E. (Digital Electronics)
Assistant Professors			
1	Mr. Kedar Subramanian	Technology Management, OOAD, Application of IT in Financial Sector	B.E. (Comp.), MBA (Finance – Major & IT - Minor)
2	Mr. Pintu Shah	IT	B.E., PGDIT, CCNA , CCI, MTM (Telecom Mgmt.)
3	Ms. Nishita Parekh	Chemical Engineering & HR	B.E. (Chemical) , MBA (HR)
4	Ms. Pratidnya Hegde Patil	IT	MCA, PGDST, DCAT , M. Tech. (IT)
5	Ms. Rashmi K. Bhatia	Telecommunication	Dipl. In Electronics, AMIETE, M.Tech. (Elect.)
6	Mr. Girish Bagale	Manufacturing	DME, B.E. (Auto), M. Tech. (Prod. Tech. & Mgt.)
7	Ms. S. Nagalakshmi	Differential Forms in Topology, Finite Fields and Applications	M.Sc. (Maths)
8	Mr. Sawankumar Naik	Manufacturing	B.E.(Prod.), M.Tech. (Prod. Tech.& Mgt.)
9	Mr. Avinash More	Microprocessor, Microcontrollers, Embedded System	B.E.(Electronics), M.Tech (Telecommunication)
10	Mr. Nikhil Gala	Microcontrollers & Embedded Programming , Speech Processing	B.E. (EXTC), M.Tech. (EXTC)
11	Ms. Sheetal Gonsalves	Applied Mathematics	M.Sc. (Mathematics), M. Phil.
12	Mr. Sanjay Sange	Comp/IT	B.E. (Industrial Electronics), M.E. (Computer)
13	Ms. Anjana Rodrigues	Power Electronics	B.Tech. (EEE)





14	Dr. Priy Brat Dwivedi	Chemistry	D. Phil., M.Sc (Chemistry), UGC Net
15	Ms. Prashasti Kanikar	Object Oriented programming, Fuzzy Systems	B.E. (Computers)
16	Mr. Abhay Kolhe	Database systems	B.E.(Comp),MBA(Finance),M.E.(Comp. Sci. & Engg.)
17	Ms. Krishna Palod	Programming, Operation Research, networking	MCA
18	Mr. Ashish Deshmukh	Production	M.E. (Prod. Tech. & Mgt.)
19	Ms. Shilpa D'Cunha	Mathematics	M. Sc., B. Ed.
20	Ms. Shubha Puthran	Computer Science (COA, C Programming, System Software)	B. E. (Computer Science), M.Tech (Computer)
21	Ms. Dimple Parekh	IT	B.E. (IT), M.Tech (IT)
22	Ms. Sudarsana Sarkar	Literature & Cultural Studies	M. A. (English Literature), MBA (HR), M. Phil.
23	Ms. Cheruvu Bharathi	Mathematics with Operations Research	M.Sc.,(Pure Mathematics),M.Phil,PGSTM
24	Ms. Kanchan Bakade	RF & Microwaves, Digital Electronics	B.E. (EXTC), M.Tech(R.F. and Microwaves)
25	Mr. Avinash Tandle	Biomedical & Electronics	B.E. (Electronics & Telecommunication), M.Tech (EXTC)
26	Mr. Mahesh Maurya	Multimedia, Distributed, Parallel computing	B.E (Computer Sc. & Engg.), M.Tech, DBM
27	Ms. Rekha Vig	Image processing, Digital Signal Processing, Bio-matrix	B.E (EXTC), PGDBM, M. Tech (EXTC)
28	Ms. Pallavi Halarnkar	Image Processing	B.E. (Computer Engg.), M.E (Computer Engg.)
29	Ms. Sonal Parmar	Radar, Satellite & Optical Communication	B.E.(EXTC), M.Tech.(Electronics Engg.)
30	Dr. Ajay Phirke	Solid state physics, Digital Electronics, Material science	Ph.D. (Physics), M.Sc.(Applied Electronics)
31	Ms. Rakhshan Anjum Shaikh	EXTC	B.E. (EXTC)
32	Ms. Pankti Doshi	DBMS, Object Oriented Programming	B.E.(Computer) , M.Tech (Computer)
33	Ms. Manjusha Joshi	Electronics & Neural Network	B.E. (EXTC), Dip. In I. T. , Comp. Mgt, M.E. (Elex)





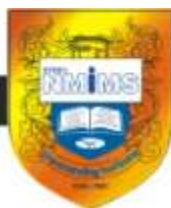
34	Ms. Alpa Reshamwala	Data Mining, Distributed Database, Software Mgmt., Operating System	B. E. (Comp.), M. E. (Computer)
35	Ms. Shivangi Borasia	Database Management (DBMS), Operating Systems, Computer Networks	B. E. (I. T.), M.Tech (IT)
36	Mr. Vipul Gohil	Microprocessors, Microcontrollers and Digital Electronics	B.E. (Electronics), Dip. in Industrial Electronics
37	Ms. Ketki Deshmukh	EXTC	B.E. (EXTC), Pursing M.Tech. (EXTC)
38	Prof. Tazeen Sheikh	Electronics	B.E.(Elect.),Diploma (Industrial ELEX)
39	Mr. Mathew Rejo Rajan	MS SQL,C Programming	B.E. (EXTC), M.Tech (IT)
40	Dr. Jinu Kurian	Cleaner Technologies, Pollution Prevention, Corporate Environmental Management issues	Ph.D. (Environmental Mgmt.), M.Sc(Environmental Science)
41	Prof. Binny Khanna	Application Development for firmware	M.Tech (CCS), M.Sc.(CS), B.C.A
42	Prof. B. Swarnalata G Rao	Distributed Systems, Simulation and Modeling, information theory and coding	B.Tech (Comp) , M.E. (Computer Engg.)
43	Prof. Niti A. Desai	Data mining & Data warehousing, Software Engineering	M.E (Comp. Engg.)
44	Prof. Sumita Nainan	Micro Processing System	M.E. (Micro Processing System & App.), B.E. (Electrical)
45	Prof. Minakshi Gupta	Electronics	B.Tech (Electronics & Communication),Dip.Electronics
46	Dr. Heena Shevde	Applied Physics	B.Sc (Physics), M.Sc (Applied Physics),Ph.D.(Applied Physics)
47	Dr. Niketa Trivedi	Inventory Modules	Ph.D. (Maths), M.Sc,
48	Prof. Rik Das	Computer Networking	B.E (IT) , M. TECH (IT)
49	Prof. Inderkumar Kochar	Communication Systems	B.E (EXTC), M.Tech (Communication Systems)
50	Prof. Govinda Ahuja	Scientific instrumentation	B.E (Biomedical), M.S (Scientific Instrumentation)
51	Prof. Vaishali Maheshwari	Computer Science	B.E.(Computer Science), M.Tech. (Computer Science)
52	Prof. Deoyani Joshi	Environmental Engineering	B.E.(Civil), B.Tech(Environment)





53	Prof. Abhay Kumar	Finance	MBA (Marketing), CFA (Finance)
54	Prof. Smita Bhowmik	Mathematics	B.Sc (Maths), M.Sc (Maths), M Tech (Scientific Computing)
55	Prof. Sameer Jain	Embedded System & Design	B.E, M.Tech
56	Prof. Kiran Desai	Brand Management, Advertising Management	B.Sc, MBA (Marketing)
57	Prof. Suchita Jha	Marketing	B.Sc, MBA (Marketing)
58	Dr. Dasika Chaitanya	Corporate Governance & HR	B.Sc, MBA (HR,FPM)
59	Ms. Manisha Bapna	Service Marketing	PGDBM, PSYTECH (Psychometric Professional)
60	Prof. Prasad Gharat	Structure Dynamics & Earthquake Engg.	B.E. (Civil), M.E.(Structure)
61	Prof. Manoj Anaokar	Geotechnical Engg.	B.E. (Construction), M.E. (Civil)
62	Mr. Yogesh Brahmanekar	Human Resources	MHRDM, B.E. (Mechanical)
63	Ms. Nikita Bhandari	Image Processing	M.Tech (Computers)
64	Prof. Toral Shah	Digital Design & VSNL	M.E (Electronics)
65	Ms. Vidya Sawant	Electronics & telecommunication	M.E (EXTC), B.E (ELEX)
66	Ms. Shailja Sumeet	Parallel Programming	M.Tech, B.Tech (Computer Science)
67	Dr. Nidhi Gupta	Computer Science	Ph.D (Computer Sci.), M.Sc. (Mathematics & Computer Sci.)

Adjunct Faculty			
Sr.No.	Name	Specialization	Qualification
1	Dr. Nandini Jog	Electrical Engg.	B.Tech. (Hons.), M.E. (Elect.), Ph.D., Electrical Engineering B.Sc. (Maths)
2	Prof. V. D. Raul	Machine Design	M.E. (Mechanical with Machine Design), DORM (Operation Research Mgmt.)
3	Prof. Indrani Sengupta	Software Engg.	B.Sc., M.Sc. (Physics, M.Tech (Software Engg.)), DBMS



Teaching Assistant			
Sr.No.	Name	Specialization	Qualification
1	Mr. Vishal Kumar Sharma	Electronics	B.Tech(Electronics & Communication)
2	Mr. Pradeep Tiwari	Electronics	B.E (EXTC)
3	Ms. Sulalah Mirkar	Information Technology	B.Tech (IT)
4	Ms. Arjita Jain	Information Technology	B.Tech (IT)
5	Mr. Kavan Chheda	Electronics & telecommunication	B.E (EXTC)
6	Mr. Kapil Rathor	Electronics & communication	B.Tech (Electronics & Communication)
7	Mr. Saurav Verma	Electronics & telecommunication	B.Tech (Electronics & Communication)
8	Ms. Ashwini Gade	Electronics & telecommunication	B.E (EXTC)
9	Mr. Ganesh Joshi	Electronics & telecommunication	B.E (EXTC)
10	Ms. Snehlata Patil	Computer Science	B.E (IT)
11	Ms. Priya Porwal	Computer Science	B.E (Computer)
12	Mr. Ratnesh Chaturvedi	Image Processing	B.E (Computer)



ADMINISTRATION & SUPPORT STAFF (SHIRPUR CAMPUS)	
Dr. Tapan Bagchi	Director
Mr. Kunal Maheshwari	Assistant Registrar
Mr. Kamlesh Bhavsar	Secretary to Director
Mr. Gajanan Patil	Secretary to Associate Dean
FINANCE	
Mr. Rahul Dande	Accounts & Purchase Officer
Mr. N.S. Shaikh	Accountant
EXAMINATION	
Mr. Mayur Vaidya	Assistant Registrar
H. R.	
Mr. Bhupesh Jaware	Superintendent
Mr. Hemant Pathak	Senior Clerk
HOSTEL ADMINISTRATION	
Mr. Arun Walanj	Joint Director Security & Estate
Mr. Prashant Bhat	Catering Manager
Mr. Sunil Chaudhari	Transport & Maintenance Supervisor
Mr. Kishor Deshmukh	Rector Boys Hostel
Ms. Vijaya Varde	Rector Girls Hostel
Mr. Giriraj Singh	Hostel Coordinator
CENTRAL LIBRARY	
Mr. Raviendra Mende	Deputy Librarian
Mr. Anand Gawadekar	Assistant Librarian
Mr. Sachin Wani	Library Assistant
CORPORATE RELATION AND PLACEMENT	
Mr. Rakesh Chaudhari	Faculty incharge - Training and Placement
ACADEMIC ADMINISTRATION	
Mr. Narendra Sonawane	Course/Placement Coordinator
Mr. Dipak Chavan	Course Coordinator



COMPUTER & INFORMATION TECHNOLOGY	
Mr. Ajay Wagh	IT In-charge
Mr. Amol Sonawane	IT Engineer
LABORATORY ASSISTANT	
Mr. Mahendra Joshi	Lab Assistant (IT)
Mr. Rakesh .R. Jadhav	Lab Assistant (IT)
Mr. Nitin Karaskar	Lab Assistant (IT)
Mr. Sandipsing Deshmukh	Lab Assistant (IT)
Mr. Sunil Patil	Lab Assistant (EXTC)
Mr. Lalitsing Pawar	Lab Assistant (EXTC)
Mr. Manoj Jardosiwala	Lab Assistant (EXTC)
Mr. Sandip Patil	Lab Assistant (EXTC)
Mr. Nilesh Pawar	Lab Assistant (Computer)
Mr. Bhupeshkumar Mali	Lab Assistant (Computer)
Ms. Shubhangi Patil	Lab Assistant (Computer)
Mr. Sanjay Waychal	Lab Assistant (Applied Science)
Mr. Suresh Patil	Lab Assistant (Mechanical)
Mr. Sanjay Patil	Lab Assistant (Mechanical)
Mr. Gajanan Patil	Workshop Instructor
Mr. Shirish Pawar	Workshop Instructor
Mr. Shamrao Patil	Workshop Instructor



Faculty Profile (Shirpur Campus)

Sr.No.	Name of Faculty	Area of Specialization	Qualification
Director			
1	Tapan Bagchi	Applied Probability and statistics, Production management, Managerial economics, Decision Analysis, Management Information System & Database Design and Simulation.	B Tech (IIT Kanpur), MAsc (Toronto), Ph.D (Toronto) Registered Professional Engineer (Ontario), Fellow Institution of Engineers (India)
Professor and Associate Dean			
2	Dr. Manojkumar Deshpande	Software Engg. and Artificial Intelligence	BE (Computer Engg.) M.Tech. (EDT), Ph.D. (Computer Engg.)
Professor			
3	Dr. Nitin Choubey	Computer Engineering	BE (Comp. Engg), M.E. (Comp. Engg), MBA, Ph.D.
Associate Professor			
4	Prof. Rahul Samant	Information Technology	BE (Comp Engg), ME (Information Technology), Ph.D.(Pursuing)
5	Prof. Shailendra Barania	Electronics	B.E. (Electrical), M.E.(IEM), Ph.D.(Pursuing)
6	Prof. Vishal Fegade	Mechanical Engg.	B.E.(Mech.), M.E. (Design Engineering.)
7	Prof. Atul Patil	Electronics & Telecommunication Engg.	B.E., (Elect), M.E. (Elect. With Comm. Tech.) Ph.D (Pursuing)
8	Prof. Shashikant Patil	Electronics & Telecommunication Engg.	B.E. (Electronics), M.Tech.(EXTC) Ph.D (Pursuing)



9	Prof. Rajesh Patil	Production Engineering	B. E. (Mech), M.E.(Production Engg.), Ph.D.(Pursuing)
10	Prof. Rakesh Chaudhari	Mechanical Engineering	B. E. (Mech), M. Tech (Production) M.S. (Material) Ph.D (Pursuing)
11	Prof. Suryakant Patil	Computer Engineering	BE (C.E), ME (Info. Tech), Ph.D.(Pursuing)
Assistant Professor			
12	Mr.Abhijit Pawar	Civil Engineering	B.E (Civil), M.Tech (Structures)
13	Dr. Malvika Sharma	Chemistry	B.sc (Chemistry) M.Sc. (Chemistry) Ph.D.(Chemistry)
14	Mr. Sudhir Chaurey	Manufacturing	M.E.(CIM), AMIE (Mech)
15	Mr. Vivek Khalane	Electronics & Telecommunication Engg.	B.E (Instru.), M.E (Instrumentation)
16	Mr. Hitesh Patil	Civil Engineering	B.E, (Civil) M.Tech (Civil)
17	Mr. Yogendra Kunwar	Mechanical Engg.	B.E, (Mechanical) M.Tech(Mechanical)
18	Mr. Amar Khalore	Electronics & Telecommunication	B.E. (E&P Engg.)
19	Mr. Ravindra Bhat	Electronics & Telecommunication	B.E. (Electronics)
20	Ms. Sonia Relan	Information Technology	B.E. (Comp Engg.) M.Tech (Computer)
21	Mr. Sachin Sonawane	Electronics	B.E. (Electronics)
22	Ms. Varsha Nemade	Computer	B.E.(Comp.Engg.)
23	Mr. Yogesh. Chaudhari	Computer Engineering	B.E. (Comp.Engg). M.Tech (Computer)



24	Mr. Prashant Udawant	Computer Engineering	B.Tech (Comp.Engg.)
25	Mr. Vivek Sharma	Mathematics	B.Sc (Mathematics) M.Sc. (Mathematics)
26	Mr. Bipin Jadhav	Mathematics	B.Sc (Mathematics) M.Sc. (Mathematics)
27	Mr. Govind Rajput	Mathematics	B.Sc (Mathematics) M.Sc. (Mathematics)
28	Mr. Vivekanand Bagal	Physics	B.Sc (Physics) M.Sc (Physics)
29	Mr. Prashant Sarode	Electronics	B.E. (Electronics)
30	Mr. Rehan Ahmad	Electronics & Telecommunication Engg.	B.Tech (E&TC)
31	Mr. Sunil Chaudhari	Electronics & Telecommunication Engg.	B.E (EXTC)
32	Mr. Suraj Patil	Computer Engineering	B.E. (Computer)
33	Ms. Sonali Borse	Computer Engineering	B.E. (Computer)
34	Mr. Sachin Chavan	Computer Engineering	B.E. (Computer)
35	Mr. Bhushan Inje	Computer Engineering	B.E. (Computer)
36	Mr. Tukaram Gawali	Information Technology	B.E . (Info. Tech)
37	Ms. Komal Sangtani	Computer Engineering	B.E (Computer)
38	Mr. Rajendra Shimpi	Mechanical Engg.	B.E.(Mechanical)
39	Mr. Hemant Wagh	Civil Engineering	B.E (Civil), M.E. (Civil)
40	Mr. Hemant Patil	Civil Engineering	B.E (Civil), MBA (Advanced Construction Mngt.)
41	Ms. Priyanka Wani	Physics	B.Sc (Physics) M.Sc (Physics)



42	Mr. Sudip Kumar De	Chemistry	B.sc (Chemistry) M.Sc. (Chemistry)
43	Mr. Upendra Kumar Verma	Computer	B.E. (Computer) M.E. (Computer)
44	Dr. Ajay Joshi	Civil Engineering	B.Tech, (Civil) M.Tech, (Civil) Ph.D. (Civil)
45	Dr. Milan Joshi	Mathematics	B.Sc (Mathematics) M.Sc. (Mathematics) Ph.D (Mathematics)
46	Dr. Vishwambhar Patil	Mathematics	B.Sc (Mathematics) M.Sc. (Mathematics) Ph.D (Mathematics)
47	Ms. Arundhati Sahoo	Information Technology	B.E (IT), M.Tech (Computer Engg.)
48	Mr. Kuber Datt Gautam	Computer Engineering	MCA M. Tech(Computer Engg.)
Teaching Assistant			
49	Ms. Manisha Kasar	Computer Engineering	B.E.(Computer Engg.)
50	Ms. Namrata Chavan	Electronics & Telecommunication	B.E. (EXTC)
51	Mr. Prashant Mahajan	Electronics & Telecommunication	B.E. (EXTC)



STUDENT GUIDELINES





Student Guidelines

(With Effect from June 2012)

1.0 About these guidelines:

- 1.1 These guidelines provide boundaries to the daily functioning of the MPSTME, NMIMS University and enable effective delivery of infrastructure and academic services to the students.
- 1.2 This compilation of guidelines comes into effect from June 1, 2012 onwards and supersedes all other guidelines in respect of matters therein.
- 1.3 Amendments to these guidelines may take the form of additions, deletions, and modifications and will be communicated to the students through the notice board under signature of appropriate authorities.
- 1.4 The Rules and Regulations document of the MPSTME, NMIMS University is the last word on interpretation of any student guideline, rule or regulation. While efforts are made to ensure uniformity between these guidelines and the Rules and Regulations of NMIMS, in the event of any dispute, the Rules and Regulations Document will prevail. 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.
- 1.5 All disputes are subject to Mumbai jurisdiction only.

2.0 General guidelines:

- 2.1 Cleanliness of the premises must be maintained by everyone in the University at every point of time.
- 2.2 Ours is a non-smoking campus. Consumption of alcoholic beverages and presence on campus under the influence of alcohol is a serious offence.
- 2.3 There is an extreme shortage of parking space and the students are requested to park their vehicles outside the premises.





- 2.4 Any problem with administrative facility, faculty, classroom and so on, must be addressed through the Class Representative who will take it up with the Course Coordinator. In the absence of a satisfactory response from the Class Representative, the student may approach the Dean of Mukesh Patel School of Technology Management & Engineering through the Head of Department / Associate Dean / Chairperson / Course Coordinator.
- 2.5 In case of Lecture Cancellation it is the duty of the Class Representative to inform the respective students through the agreed channel between themselves. However the University shall put the information of the cancelled lectures on the notice board if they have been intimated in advance. Class representatives are discouraged from arranging extra lectures, guest lectures, and lecture cancellations directly with the faculty without intimation to the Course Coordinator / Head of Dept.
- 2.6 Use of cell phones on campus is not permitted. Any student found using the cell phone on campus will be penalized as per the regulations in force from time to time.
- 2.7 Most classrooms are fitted with an LCD projector for the utility of the faculty and the student. In case students requires an LCD for their presentations or whatsoever he / she must take a prior booking at the general office. LCD's are allotted on first come first basis.
- 2.8 The primary mode of communication to the students is the notice board. Separate notice boards are provided for each programme. Students are advised to check the notice boards at least once a day, and not rely on rumour or hearsay about any matter.
- 2.9 All students are provided with an Identity Card, which they are advised, to keep on their person at all times. Entry is strictly through Identity Card and will be monitored by the Institute. Penalty will be levied / action will be taken for non compliance.
- 2.10 Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas in order to ensure the safety and welfare of everyone in our University. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.





- 2.11 The NMIMS shall not tolerate any act of indiscipline, misbehaviour, indulgence into unethical practices including use of drugs, alcoholic drinks, harassment if any, violence, non obedience, non compliance etc. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. The institute will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.
- 2.12 MPSTME is a professional institute having regular interaction with the corporate world around the year. Most of the students on the campus would be part of the corporate world in due course. Towards the process of preparing the students for the same, following dress code will be followed on MPSTME Campus:
- Students should not wear slippers, floaters or other casual footwear on campus (exception during monsoons).
 - Students should not wear three-fourths, shorts or caprice (exception during monsoons).
 - Girls should not wear spaghettis, racer-backs and halter tops.
- For all functions of school including seminars and conferences students are required to dress in Institute blazer, institute tie / Cravat, Lapel pin.

3.0 Attendance, punctuality and leave guidelines for all students:

3.1 Attendance norms

- 3.1.1 A student is expected to attend all classes. However; a student must put in 80% of the total attendance for each subject, failing which he / she will be declared a defaulter (term not granted) and he/she will not be allowed to appear for the term end examination and will have to register afresh and repeat the trimester in the following academic year if one wishes to continue studies. A student is required to monitor his / her own attendance.





- 3.1.2 For ALL absence, prior intimation is to be given in writing to the Course Coordinator in the Leave Application Format who will put it up for approval to the appropriate authority. In emergent situations, intimation must be given on phone/fax/email within 24 hours of the absence. Any leave without written intimation will be treated as unauthorised leave and will be reflected in the records as such.
- 3.1.3 Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority to close the doors of the classroom and debar latecomers from entering the classroom. They have also been advised to deal with students who habitually come late.
- 3.1.4 Students are required to be present for all events of the Institute, including the Convocation, Sattva, Protsahan, Sports Day, Republic Day, Independence Day, guest lectures, compulsory workshops, CEO Series, and other events as intimated on the notice board. Record of attendance will be kept for action. The Institute reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated / displayed on the notice board from time to time and / or remark on the transcript or any other action as per the decision by the management.
- 3.1.5 Students are required to be in campus / town on all days of the trimester. If they are leaving the town on personal or institutional work, they are required to obtain prior permission from the Dean's Office. This applies even to those students who are representing the Institute for social, cultural, co-curricular events and placement.
- 3.1.6 Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the Institute or the faculty concerned. Please do not pester, embarrass, and coerce faculty members and others in the Institute to change or extend deadlines.





4.0 Examination guidelines (As on 30th July 2012, subject to change):

- 4.1 Any breach of the following requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as "misconduct", and dealt with under Discipline procedure of the University.
- 4.2 Students should know the official definitions of terms such as student, invigilator, examination room, during an examination and good cause as given in the guidelines.
- 4.3 Students must know their seat number before entering the examination room. Any student who has not been allocated a seat number should inform the Examination Office and complete the appropriate form/s before they appear for the examination. Students should also know their Student No. and Additional ID No. before he / she appears for any examination.
- 4.4 Students are not permitted to enter the examination room more than thirty minutes after the commencement of the session. Students are not permitted to leave the examination room until half an hour after the start of the session or during the last fifteen minutes of the session, except with the special permission of the invigilator in charge of the examination who will report on the circumstances to Examination Department.
- 4.5 Students are required to have photo identification cards and these must be made available to an invigilator upon request. Procedures may be implemented from time to time to establish the validity of a student's identity in the examination venue.
- 4.6 Smoking is not permitted in an examination room.
- 4.7 Food and/or drink (except drinking water) will not be permitted in an examination room.
- 4.8 All writing, including the entry of names or other information on the examination paper, examination answer booklets, or the numbering of questions must be completed during the examination time, but only after the completion of reading time as indicated by the invigilator in charge.





- 4.9 Students must not take into the examination room any books, writing paper, notes, manuscripts, electronic media, including electronic dictionaries, pagers, and any form of stored or recorded information. A student caught / found copying, exchanging notes, chits, talking to each other will be dealt as per the rules including debarring of the student from the exam.
- 4.10 Mobile phones are not permitted in the exam room / venue.
- 4.11 If a mobile phone is found in a student's possession after the Examination starts in the examination venue, it will be deemed as a Breach of Examination rules. Action will be taken as per examination rules on such students.
- 4.12 Invigilators will advise the student that Mobile phone will be held as unauthorised material and returned to the student at the end of that examination.
- 4.13 Palm pilots, pagers, PDA's and similar electronic media are not permitted into the Examination venue.
- 4.14 Examination answer booklets must be submitted intact. No part of an examination answer booklet may be defaced, removed or destroyed.
- 4.15 All notes, rough work and calculations must be done in the examination answer booklet.
- 4.16 Students must not communicate in any way with any person other than an examiner or an invigilator during an examination. Any other communication will be deemed as a breach of Examination Rules.
- 4.17 An invigilator shall have the power to exclude a student from an examination on the basis of misconduct or good cause and submit a written report on the circumstances to Vice Chancellor immediately after the conclusion of the examination.



- 4.18 Students should not leave examination hall during two hours of examination. In case of three hour examination, students will be allowed to go out after expiry of two hours to go to wash room or drink water. Exceptions can be made to this only after bringing the requests to the notice of competent authority.
- 4.19 A student who fails to attend an examination at the time and place published in the final timetable, displayed on the notice board, will be deemed to have failed in that subject. Opportunity for re-examination will be given according to the rules and regulations for re-registration and re-examination.
- 4.20 Consideration will be given as per rules to requests for special examination arrangements to be made for students with disabilities. A writer from NMIMS shall be provided on prior request for their examination on medical grounds accompanied by supporting evidence substantiating the disability or disadvantage.
- 4.21 Definitions/glossary
- 4.21.1 The word "student" when appearing in the following clauses means any person officially enrolled in a subject or course taught jointly between the Institute and any other institution.
- 4.21.2 The word "invigilator" when appearing in the following clauses means members of the Institute's academic or general staff or any other person authorised to assume responsibility for supervision and/or organisation of an examination.
- 4.21.3 The words "examination room" when appearing in the following clauses mean any place in which a Institute examination shall be or is being conducted.
- 4.21.4 The term "during an examination" when appearing in the following clauses means the period of the time from the start of an examination until its conclusion, and includes any time allowed for reading an examination paper. These rules and regulations where appropriate, will also apply outside an examination room.





4.21.5 The term "good cause" when applied to exclusion from an examination room in the following text will mean any breach of the requirements or any conduct on the part of a student which can be classified as "misconduct" under Institute Discipline Statutes or Regulations.

5.0 Library rules and regulations:

- 5.1 Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and with 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.
- 5.2 Access to the NMIMS Library is restricted to staff and students of the NMIMS who are in possession of a current valid identification card issued by NMIMS, and to such other persons as may be authorised by the Librarian.
- 5.3 Details of each user's name, address, department and such particulars as may be deemed necessary for the secure and effective operation of the Library's service are used in the Library's computer systems, on the understanding that this information will be held securely, divulged only as permitted and used only for purposes registered and approved.
- 5.4 Students are required to carry their NMIMS, MPSTME ID card and staff to carry their NMIMS staff identity card to gain entry and to use the Library, and must produce this when required doing so by an authorised person. This card must be used only by the member to whom it is issued.
- 5.5 **Bags, files, long notebooks etc, are not allowed in the Library. For reasons of security, bags and other personal possessions should not be left unattended. The Library has no responsibility in case of damage to or theft of personal property.**
- 5.6 Students are required to sign on the register at the counter before entering in the library.





- 5.7 Silence is required in study areas. The use of mobile phones in the Library is prohibited. Phones should be either switched off, or set to silent ring mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to fine and /or suspension of student for 3 weeks.
- 5.8 Smoking, the consumption of food and drink (with the exception of bottled water) and the use of personal audio equipment are not permitted in the Library.
- 5.9 Photography, filming, video-taping and audio-taping in the Library is not allowed.
- 5.10 Mans operated personal equipment should not be used without the prior permission of the Librarian.
- 5.11 Users are required to comply with copyright regulations as displayed by the photocopiers.
- 5.12 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 the aforementioned. Use of the data is not permitted for consultancy or services leading to commercial exploitation of the data, nor for work of significant benefit to the employer of students on 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.
- 5.13 The removal of any material from the Library must be properly authorised and recorded. Damage to, or unauthorised removal of, material constitutes a serious offence and may lead to a fine or to disciplinary action.
- 5.14 Students are required to show books issued by them before exit from library.
- 5.15 Loan allowances and periods are defined in guides to Library services. A reserved item is subject to recall once it has been on loan for seven days.





- 5.16 Fines are charged on overdue items as per the guide lines of Library Resource Centre and displayed on the notice board from time to time. Students will normally be notified of overdue items by e-mail to their NMIMS e-mail account. If fines or charges are outstanding, borrowing rights may be withdrawn and passwords for accessing electronic services with held until such time as those fines are paid.
- 5.17 Users are responsible for material borrowed on their cards and 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 payment is outstanding.
- 5.18 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the MPSTME, NMIMS are outstanding.
- 5.19 The award of a NMIMS qualification may be deferred until all books have been returned and outstanding fines/charges paid.

6.0 Placement Guidelines for Students of courses where placement is offered :

- 6.1 Students are required to check the Placement Notice Board & their e-groups regularly for information updates.

6.2 Dress Code

Dress Code for all placement events: Boys – Formal Shirt with Tie & Blazer, Girls business formals with blazer and closed formal shoes.

6.3 Pre – Placement Talk (PPT) and Placement Process

- 6.3.1 All companies visiting our campus for recruitments begin by giving Pre-Placement talk to the students in which they give details of their company and the job opportunities.
- 6.3.2 All Students are expected to be present for the PPT before the company arrives and keep their Mobile phones, laptops & all other gadgets switched off or in silent mode.
- 6.3.3 Students are expected to maintain decorum & abide by the University rules during the Placement Process.
- 6.3.4 Students are expected to visit company's website & come prepared with a background & fact file on the Company visiting the campus for recruitments.





6.4 Absence

6.4.1 Attendance for the PPT is compulsory and absence will lead to dis-qualification of the student from applying to that company.

6.4.1.1 Absence of a student from a Placement Process, after being short-listed could lead to immediate expulsion from 3 subsequent processes.

6.5 Resumes

6.5.1 Students should prepare their resumes in the prescribed University format and submit this to the placement office. Information on the resume should be accurate and honest. Any discrepancy will lead to immediate expulsion of the candidate from the Placement Process.

6.6 Pre Placement Offers (PPO)

6.6.1 Pre Placement Offers are made to the students during their internships with organization – depending on their performances

6.6.2 All PPO's should be routed through the Placement Office. Students who have accepted PPO's should submit a copy of the offer letter to the Placement Office for record and should opt out of the placement process.

6.6.3 For any reason, if the student wants to rejects the PPO, he / she should seek permission from MPSTME, NMIMS to do so, by submitting a letter to the Placement Office, giving the reasons for the rejection.

6.6.4 Students should honour the commitment made by MPSTME, NMIMS to the company on their behalf and accept the placement offer. After accepting the offer, the student should join the company after graduation and not resort to any unprofessional behavior in this regard.





6.7 Placement Process and Offers

- 6.7.1 Students will not be permitted to refuse or seek alternate employment / Internship, once they have accepted the offer of the company.
- 6.7.2 No student is allowed to initiate any contact with the Company without the prior permission of the Placement Office.
- 6.7.3 Students should follow the placement guidelines framed by the University from time to time.
- 6.7.4 The Placement Code of Conduct for all students eligible for placements for the year will be announced well before the Placement Week. All students will be required to sign a declaration of adherence to this code.
- 6.7.5 Canvassing in any form will disqualify the students.
- 6.7.6 NMIMS reserves its right to take any disciplinary action, if students do not honour their commitments or resort to unethical behaviour. The management has the right to communicate with the employer/s if students do not adhere to the code of conduct.
- 6.7.7 Placement information is confidential and any breach of confidentiality will lead to strict action.
- 6.7.8 The above guidelines are applicable to all students of MPSTME. Any student found violating these guidelines would be expelled from the Placement process.
- 6.7.9 Students who wish to drop out of the Placement Process are expected to notify the placement office immediately. For students who have received off-campus offer letters for Engineering / Management, Internships, need to obtain the written permission of the placement office before accepting the offer.
- 6.7.10 The Institute reserves the right to withhold the final offer letter to the student, if it finds that the student has misbehaved, not kept up with course work or has indulged in any other act of indiscipline.



6.7.11 Relationship with companies offering placements is very important to MPSTME, NMIMS. Therefore students must cooperate to maintain cordial relationship with all companies at all times.

7 Guidelines for the Use of Computing Facilities:

7.1 NMIMS invests significant resources in the provision of computing resources for students. In order to ensure maximum access, computing resources must be used in a responsible way. The students are responsible for ensuring that these resources are used in an appropriate manner.

7.2 You are strongly advised to read these regulations carefully. Failure to comply with the regulations will result in the withdrawal of your right 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 the document will be available with the Computer Centre In-charge.

7.3 Provision of Computing Resources:

7.3.1 The students of NMIMS are provided with the 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.

7.3.1 Use of NMIMS computing facilities for students' commercial gain is prohibited.

7.3.2 Law: Your use of the computing facilities is governed by various applicable 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.

7.3.2.1 It is students' responsibility to ensure that student' activities do not contravene these or any other laws.





- 7.3.3 Authority of Information Systems Staff: Students must comply with all requests or instructions issued by any Information Systems staff with respect to the use of NMIMS computing facilities.
- 7.3.3.1 Improper behaviour towards Information Systems staff will result in formal disciplinary action.
- 7.3.4 Levels of Service: 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, the students should lodge a written complaint in the Complaints Register available in the Computer Lab. No action will be taken on any verbal complaint.
- 7.3.5 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 the notice boards placed in the Computer Lab as well as the Student Notice Boards. It is your duty to regularly scan the notice boards and plan your use of the facilities accordingly.
- 7.3.6 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.
- 7.3.7 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn pending the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.
- 7.4** These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of Computing Facilities at NMIMS.
- 7.4.1 Do not use another user's login id and password, nor 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 the purpose of assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to the university authorities if any breach of university regulations is suspected in connection with that use.

- 7.4.2 Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.
- 7.4.3 Do not request resources or access rights that you do not need.
- 7.4.4 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 University accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.
- 7.4.5 Do not remove, borrow, connect or disconnect equipment without permission.
- 7.4.6 Do not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
- 7.4.7 Do not in any way cause any form of damage to the Institute's IT facilities, nor to any of the accommodation or services associated with them.
- 7.4.8 Do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user or of a system administrator without that person's permission.
- 7.4.9 Do not initiate or perpetuate any chain email message. Do report immediately to 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.
- 7.4.10 Do not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.
- 7.4.11 Do not transmit unsolicited commercial or advertising material.





- 7.4.12 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
- 7.4.13 Do not monitor network traffic unless authorised to do so.
- 7.4.14 Do not make deliberate unauthorised access to facilities or services accessible via the NMIMS Local Area Network (LAN).
- 7.4.15 Do not waste 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.
- 7.4.16 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
- 7.4.17 You must adhere to the terms and conditions of all licence agreements relating to IT facilities which you use including software, equipment, services, documentation and other goods.
- 7.4.18 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.
- 7.4.19 Students are prohibited from viewing Pornographic material in computer Centre or on any other computer, Playing Games, Hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure e.g. Projector cables. Disciplinary action will be taken by NMIMS if the Student is found guilty.
- 7.4.20 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.
- 7.4.21 Do not interfere with or change any hardware or software; if you do, you may be charged for having it put right.





- 7.4.22 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
- 7.4.23 Do not load games software onto, or play games software on, the IT facilities unless required for academic purposes.
- 7.4.24 Do not admit any other person to 24-hour computer facilities or other university premises when those facilities or premises are locked and do not yourself enter unless authorised to do so.
- 7.4.25 Do not smoke, eat or drink, and do ensure that consumable products including food and drink are stowed away at all times, in any computer room or near any public access IT facilities.
- 7.4.26 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
- 7.4.27 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.
- 7.4.28 Important: In the event that 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.





8.0 Feedback Mechanism:

- 8.1 The University has a well-established online feedback mechanism thru Blackboard for communication of your perceptions. The components of this feedback mechanism are:
 - 8.1.1 Class Representative's report at the end of the third week of every trimester. This report is meant to be the outcome of class discussions the CR will have with you. Early information can help us work for solutions immediately
 - 8.1.2 Faculty Feedback is taken in a survey format through Blackboard in the fifth/sixth week of every trimester. This feedback is compiled and statistics are placed before each faculty member by the end of the trimester. This enables improvements in the next trimester.
 - 8.1.3 End of Term Report from the Class Representatives enables us to know how the trimester has been and the readiness for examinations.
- 8.2 All students should engage with this mechanism seriously as it truly helps the Institute improve the quality of services and teaching provided.
- 8.3 Students with minimum 80% attendance only are allowed to participate in the feedback process.
- 8.4 Faculty feedback must reveal only faculty teaching and learning academic abilities.

9. Mentoring Programme & Psychologist and a Counsellor :

- 9.1 Students of Full Time Programme have been assigned faculty mentors whose role is to help assimilate the NMIMS culture, facilitate intelligent choice making regarding Major, Minors and Electives, help in identification of resources needed by all students. Do meet your faculty mentor as regularly as they can.
Personal Counselling is highly recommended and is very important at every step in life especially when we cannot cope with personal disturbing situations, which could create more negative thoughts, loneliness, sleepless nights which could again lead to further tensions and anxiety in us; which again interrupts with our decision making, logical thinking, studies and work. A counsellor ensures privacy and confidentiality of the client. NMIMS has a full time 'Psychologist and a counsellor' available in campus for all the students





10. **Project Guidelines:**

There shall be two trimesters of Industry Interaction for MBA (Tech) students. The first one is in the 9th trimester and second in the 12th trimester. For B. Tech students there shall be an optional industrial programme in the 2nd or 3rd year summer vacation.

10.1 **MBA (Tech) 9th Trimester Training:**

- 10.1.1 The objective of the 9th trimester training is to provide an overview of the working of the Industries and the latest technology and practices followed in the field chosen by the student. The objective is also to provide an appreciation of the practical application of the theory learned in the class.
- 10.1.2 MPSTME will assist the students in selecting the right industry in their field of specialization and arrange for an Industry mentor and faculty supervisor to help the student and monitor his progress.
- 10.1.3 Before the start of training, the student should finalise the training schedule with the concerned Faculty Supervisor and the Industry Mentor. A copy of this schedule should be mailed to the office within one week of the start of the training. It should be duly signed by the faculty and the mentor.
- 10.1.4 Students should maintain a notebook in which they should enter each day's activity/learning and other relevant information (at least one page per day). This log book should be made on daily basis and periodically (once a week) the Weekly Evaluation Proforma (as per format enclosed) with the signature of the company's mentor should be obtained.
- 10.1.5 Students should observe strict discipline as per Industry's norm. They should obtain a training certificate indicating successful completion of the 9th trimester of the training and the actual period in which the training was taken.
- 10.1.6 Students should provide the office with their contact email and mobile/phone numbers before the commencement of the training.
- 10.1.7 Guideline for writing the training report and the template will be mailed to the email address provided (Item 6). The student will be responsible for





ascertaining the dates for the exams from the office. They are therefore advised to keep in touch with the office at least once in a week from wherever they are working.

10.1.8 The evaluation will be done based on a) marks for the Term Work – which will be jointly done by Faculty supervisor and the Industry Mentor. The log book (item 4) will be one of the basis for this. B) Marks for the Training Report c) marks for the Presentation made by the student in front of the interview panel & marks for the VIVA after the presentation. The allocation of marks will be decided in due course. The total marks shall be given out of 200 for the Industrial Training.

10.2 **MBA (Tech) 13th Trimester Training – Project Work:**

The training shall be of 5 months duration commencing in the 12th trimester (first week of January). The objective shall be to get an all-round exposure for students & enhance their skills in Industrial Project working with the thrust on Managerial content in their respective technology sectors. The training shall comprise of project work, which shall be in the area of the discipline in which the student is majoring in. Further, the project shall preferably have Technical & Management content. (i.e. It shall be of a techno-managerial nature). Projects could be multidisciplinary in nature.

Total Marks: 200

10.3 **B. Tech Summer Training:**

For B. tech. students Industrial training shall be compulsory in the 3rd year (after trimester IX examinations) for the period of 4-6 weeks in May and June (Summer Vacation).

The students shall inform the placement office in advance of their preference. The students may arrange the training through their own contact/s or request the placement office for the assistance. It is compulsory to submit the certificate and report on completion of the training. However, no grade / marks will be awarded. Students will be provided certificate and recognition for outstanding performance, if any.

The students can undergo an optional training (self-organised, 4-6 weeks) during the Summer Vacation (May and June) after the completion of 2nd year (after trimester VI examinations)





10.4 **Class Projects:**

- 10.4.1 Various faculty members announce Class Projects as a part of the learning process for that subject.
- 10.4.2 These Class Projects are usually undertaken in groups or individually.
- 10.4.3 Evaluation criteria and weightages are assigned by the faculty concerned.
- 10.4.4 These Class Projects are a vital part of the learning inputs during your stay at NMIMS. Do engage with these projects with a serious learning intent.

11. **Academic Guidelines:**

- 11.1 The Structure of various courses, rules for Major, Minor, choice of electives, and detailed course outlines are given separately in the Academic Curriculum section of this document. Students are required to go through this section in detail.
- 11.2 Any changes in the course structure, course outlines and so on, will be communicated on the notice board.
- 11.3 For all programmes, a schedule will be drawn out indicating dates of submission of choice of electives in a specified format to the course coordinator. Full adherence to the procedure is required from each student.
- 11.4 You will be taught each of these subjects according to the prescribed course outlines. The faculty, however, may circulate individualized session-wise detailed teaching plans to the students.





11.5 Evaluation and Grades

11.5.1 Evaluation by interview/viva voce is not permitted in lieu of written examination.

11.5.2 Open Book examinations are permitted if the faculty desires. However, during such examinations, no exchange of books/notes is permissible. Computer and Notebook based examinations are not permitted.

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

11.5.4 Evaluation in each subject is based on the percentage system spread over 3 passing grades, A, B, and C and the failing Grade, F. 'P' grade is awarded to the students who pass in the re-examinations as specified above in Rule No. 3 under 'Non fulfilment of Passing Criteria' mentioned above. These grades are further sub-divided into the following grades:

Grade	Points
A+	4.00
A	3.75
A-	3.50
B+	3.25
B	3.00
B-	2.75
C+	2.50
C	2.25
C-	2.00
P	2.00
F	0.00

11.6 Non-completion of assignments/ Term Work or having unsatisfactory Attendance

Terms of a student shall not be granted and he/ she shall not be permitted to appear at theory paper of any subject at the examination held at the trimester-end unless, he/she has satisfactorily completed the related term-work/ assignments etc. within the stipulated period of time as also obtained the prescribed passing marks in Internal Continuous Assessment in the subject/s and has satisfactory attendance. Such student will not be allowed to keep term of higher/ further trimesters and will be required to complete the





same during the next academic year, if he/she wishes to continue his/ her studies. However, if a faculty finds marginal deficiency in attendance/ term-work of any student for a subject before the final deadline, the faculty may, in consultation with the concerned Dean give an opportunity to the student to improve his/ her performance in identified component of Internal Continuous Assessment.

11.7 **ATKT (Allowed To Keep Terms) and Promotion Rules**

B. Tech./ MBA(Tech.)/ M. Tech./ MCA/ DTT

General:

11.7.1 A student who has passed in all the subjects (as per the criteria laid down herein under) of Trimester I, Trimester II and Trimester III examinations of the first academic year will be promoted to the concerned programme of the second year. A student who has passed in all the subjects of Trimester IV, Trimester V and Trimester VI examinations of the second academic year will be promoted to the concerned programme of the third academic year. A student who has passed in all the subjects of Trimester VII, Trimester VIII and Trimester IX examinations of the third academic year will be promoted to the concerned programme of the fourth academic year. Likewise, a student who has passed in all the subjects of Trimester X, Trimester XI and Trimester XII examinations of the fourth academic year will be promoted to the concerned programme of the fifth academic year (wherever applicable).

11.7.2 A student who fails to pass in one or more subjects in Trimester I examination will be “allowed to keep terms” (ATKT) and will be permitted to attend lectures and appear at trimester-end exams of Trimester II. Again, a student who fails in one or more subjects in Trimester II will be ‘allowed to keep terms’ and will be permitted to attend lectures and appear at trimester-end exams of Trimester III. This means that students will be allowed to keep terms for all the three trimesters during the first academic year, irrespective of the number of failures in any number of subjects of the first and second trimesters of that academic year. This criteria will apply to the subsequent years also.





- 11.7.3 Such failed students will be allowed to appear at **Trimester-end re-examination in all the 'failed subjects'** to be conducted after declaration of the results of Trimester III examination of that academic year. This re-examination will be held only once for an academic year and will be held before commencement of the next academic year. **The re-examination will normally commence in the second/ third week of June.** However, this schedule is subject to change at the sole discretion of the University.
- 11.7.4 The student is required to pay the prescribed fees/charges for re-examination before commencement of this examination.
- 11.7.5 A student who has failed to pass in not more than three subjects in an academic year i.e. three trimesters taken together after the said re-examination will also be allowed to enter upon the course for the next year. Such students will be required to appear in the failed subjects during the related trimester-end examinations along-with the regular students of next year and pass thereat. These three subjects would be inclusive of Engineering/ Management subjects, wherever applicable. A student, who has failed to pass in more than **5 subjects in B Tech / D.T.T programmes and 3 subjects in other programmes** in the academic year i.e. three trimesters taken together after the said re-examination, will not be allowed to enter upon the course for the next year. He will be allowed to pass by appearing at the examination which will be conducted for the students of next year. Such a student will also have an option to take re-admission in the same class.
- 11.7.6 The same criteria regarding re-examination as mentioned above shall be applied to Trimester IV, Trimester V and Trimester VI of the second academic year, for Trimester VII, Trimester VIII and Trimester IX of the third academic year, for Trimester X, Trimester XI and Trimester XII of the fourth academic year and for Trimester XIII, Trimester XIX and Trimester XV of the fifth academic year, wherever applicable.
- 11.7.7 As regards admission to the third year, students must have passed in all the subjects of first year. For admission to the fourth year, students must have passed in all the subjects of second year. Similarly for admission to the fifth year, students must have passed in all the subjects of third year (wherever applicable).



11.8 Passing Criteria:

11.8.1 **Evaluation Weightage:** The evaluation for the structured courses would broadly fall into the following evaluation scheme: -

Table - A

Evaluation	Weightage	Evaluation Method	Conducted by	Schedule
Internal Continuous Assessment	50%	Case studies/ Project/ Assignments/ Seminar term/ Paper/Viva/ Quiz/ Written Examinations, Practicals (Engg. Subjects) , etc. (minimum three methods to be taken)	Faculty	Through out the trimester
Trimester End Evaluation Trimester	50%	Written Examinations	Examinations Dept.	After completion of the Sessions (10 weeks)

The evaluations are conducted in a continuous manner and uniformly throughout the trimester. For objective and comprehensive evaluation, NMIMS believes in multi-criteria, multi judge evaluation and multiple evaluation instruments. The course faculty conducts the Internal Continuous Assessment and the details of evaluation instruments, their weightages and schedule are announced by the course faculty at the respective School/NMIMS Campus.

The Common Trimester end Examinations are conducted across Schools/Campuses to evaluate students in terms of their understanding of concepts, knowledge of tools and techniques and their application to the business situations. The knowledge of current events is tested through Internal Continuous Assessment and trimester-end examination in the form of analysis of current development.



11.8.2 Internal Continuous Assessment

In the internal continuous assessment examinations, a student must secure a minimum of one-third of the total maximum marks allotted to the internal continuous assessment examinations in order to be declared as successful in every subject of each of the trimesters.

11.8.3 Trimester-end Examination (Theory Paper)

A student must secure a minimum of one-third of the total maximum marks allotted to every subject in each of the trimester-end theory examinations, in order to be declared as successful in that subject in its theory paper

11.8.4 Aggregate Passing

To pass in a particular subject in any of the trimester-end examination or trimester-end re-examination, a student must

- i) secure a minimum one-third of the marks allotted to the internal continuous assessment examination in that subject
- ii) secure a minimum of one-third marks in the theory paper of that subject in the trimester-end examination and
- iii) secure a minimum of 50% of aggregate marks out of the total marks (that is, internal assessment plus theory paper) allotted to the subject/ s

11.9 Remedy for non-fulfilment of Passing Criteria

11.9.1 A student who has obtained less than one third marks in the 'trimester-end examination' or a student who has failed to obtain 50% marks 'in aggregate' will be required to appear for re-examination which will be conducted each year in June as mentioned earlier. In case the student fails even in the re-examination which is held in June, he will be allowed to appear along with the regular students of next year in the trimester-end and re-examination. (This will be subject to General Rule No. 5 mentioned above)





11.9.2 A student who has failed under any head in any subject after the first re-examination in the academic year will be given a chance to improve his/ her performance by way of allowing him/ her to re-appear at 'Class Test' along with regular students of the next batch. For such students, the marks obtained by them in trimester-end / re-examination (as the case may be) will be carried forward. The student, who does not pass in a subject in any head with this improvement in the internal performance, can appear at trimester-end examination/ re-examination, along with regular students of the next batch by paying the prescribed re-examination fee. In case he/ she fails even after these chances, he/ she will be required to take re-admission by paying the prescribed fees as per the rules of the University for the same from time to time.

11.9.3 **Those students, who pass in the first re-examination as specified in General Rule No. 3, will be awarded 'Normal Grade' for subjects passed in such examination/ re-examination. However, those students who pass in any of the subsequent re-examinations would be awarded 'P' grade for subjects passed in such re-examinations.**

11.9.4 If a student has failed under any head in any subject (i.e. 'Internal Continuous Assessment' or 'Trimester-End Examination' or 'aggregate'), he/ she shall be deemed to have failed in that subject.

12 **General rules**

12.1 A student who remains absent from appearing at trimester-end examination/s due to any reason in any subject shall be awarded 'F' grade in the subject/s in which he/ she has remained absent. All such students will be allowed to appear at re-examination in the said subject to be conducted at the end of the year but before the beginning of the next academic year. Such student will be awarded '**Normal Grade**' in that re-examination/s, which immediately follows the third trimester-end examination of the academic year in which the student has kept terms. In case a student fails in the said re-examination/s and passes in any future re-examination/s, the student will be awarded 'P' grade in that/ those subject/s.

12.2 In order to receive the degree, diploma, certificate, the student will have to pass in all the examinations of all the years.





- 12.3 **Grievance Redressal:** In case a student is not satisfied with the result/ grade received by him in a particular subject, he/ she may follow the 'Grievance Redressal Procedure' in case he/ she desires. Rules for the same will be followed.
- 12.3.1 This Grievance Redressal Mechanism will come into effect from the Academic Year 2009-2010 with a view to bring transparency in the examination system.
- 12.3.2 The Grievance Redressal Mechanism will apply only to the theory papers of the 'Trimester-end Examinations' of the University.
- 12.3.3 The above mechanism will not apply to practicals/ oral examinations/viva/ projects/ assignments/ dissertation/ presentation/ field work/ internal continuous assessments, etc.
- 12.3.4 The prescribed application form for redressal of grievance regarding valuation can be obtained from the Examination Office of the respective School.
- 12.3.5 The students will be advised the marks obtained by them in the 'Trimester-end Examination' by the Examination Office by way of an interface which will be made available to the students.
- 12.3.6 In case a student is not satisfied with the marks awarded to him/her in the theory paper in any subject/ course of the 'Trimester-end Examinations', he/she may approach the 'Examination Office', along with a signed application in prescribed format for obtaining the photocopies of the answer-book/s, for each course separately, within three working days of receipt by him/her of information of marks. The photocopy will be supplied to the student on payment of Rs.500/- per answer-book. No application, received after three working days of communication of marks to the student, shall be entertained for any reason whatsoever.
- 12.3.7 Within a period of five working days after receipt of the application for photo copies of answer-book/s, Examination Office will arrange to provide only to the student concerned in person, a photo copy of the answer-book of the related subject/ course for which application has been made. The student concerned will have to appear in person and prove his/ her identity at the time of obtaining the photo copies from 'Examination Office' by showing his/ her Identity card. Under no circumstances, photo





copies will be handed over to any other person, even if duly authorised by the student. The Photo-copies would be authenticated by the 'Examination Office' by way of a rubber stamp and initials of competent authority. Also, photo copies shall not be sent by post or by courier.

- 12.3.8 The University will provide photo copies of the answer-books only for redressal mechanism and not for any other purpose. The student should not part with these photo copies received by him. He should ensure that such copies are not transferred to any other person for any reason whatsoever.
- 12.3.9 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 Board of Examinations shall be final in this regard. The penalty for such an unfair act could be ranging from (i) cancellation of his/ her appeal before the redressal committee or revoking unconditionally even if the appeal would be favourably considered (ii) Not allowing the student to appear at examination/s for a stipulated period of maximum up to two consecutive examinations (iii) Cancellation of his/ her result of the examination for which the student has applied for resolution of his/ her grievance.
- 12.3.10 In case, after going through the copies of answer-book, if the student is still not satisfied with the marks awarded to him/ her by the original examiner, he/ she shall apply for redressal of grievance to the Examination Office of the University seeking clarification of the valuation done within five working days from the date of receipt of photo copies from the Examination Office. Also, incomplete application forms in any respect shall be rejected unconditionally.
- 12.3.11 The student should not, however, challenge the manner of evaluation or evaluation pattern relating to the answers that have been evaluated by the concerned examiner.
- 12.3.12 The applicant student will have to clearly mention in the application form, which has to be signed by him, the reason/ s of his/ her grievance and specify clearly - question wise - his/ her points of objection to the valuation done with his/ her reason/s.
- 12.3.13 The applicant student will have to submit his/ her completed application within a period of five working days from the date of receipt of photo copies from Examination





Office along-with a fee of Rs. 1,000/- per paper to the Examination Office of the University. Incomplete application will be rejected forthwith and fees paid will not be refunded in any case.

12.3.14 Application for redressal of grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever.

12.3.15 The change of marks, if any, shall be communicated to the student applicant within one week of the date of receipt of application giving reasons of grievance and a revised 'Grade Sheet' shall be issued to him/ her only on surrendering the original grade sheet to the Examination Office.

12.3.16 The whole process of redressal of grievances shall be completed within a period of 21 working days from the date of receipt of application for redressal of grievances.

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



SVKM's NMIMS

Application for Redressal of Grievance Regarding evaluation of answer-books

(Note: Use separate form for each subject)

For Office use	
Approved by (Exam. Dept.)	
Accounts entry	
Fees to be paid	Rs.

The Controller of Examinations,
SVKM's NMIMS University,
Vile Parle (W),
Mumbai – 400 056

Dear Sir,

I wish to apply for the re-valuation/assessment of the answer-book(s) with grievance mentioned below.

School Name: _____ **Programme:** _____ **Trimester:** _____

Roll No. _____

Name of the Course/Subject: _____

Date of Examination: _____

Name and Signature of the Candidate

Address for Correspondence:

Mob. _____ Email address: _____

Nature of Grievance (attach a piece of paper if necessary):





For Office Use Only

The above mentioned answer-book bearing Roll No. _____ has been scrutinized by me, I have evaluated the marks allotted to the answer/s in the light of the reasons of grievance and the points of challenge to valuation put down by the student.

Question Nos.	1	2	3	4	5	6	7	8	9	10
Previous Marks										
Revised Marks										
Total										
GRAND TOTAL										

Faculty's

Remark

(Signature of Faculty/s)

Date :

(Signature of COE)

Date :

(Signature of Dean)

Date :

SUMMARY

Name of the Question Paper setter: _____

Name of the Moderator : _____

Name of the Assessor : _____

Address :

Contact No. : (Off.) _____ Extn. _____ (Res.) _____

: Mob. _____





SVKM'S NMIMS
APPLICATION FORM FOR OBTAINING THE PHOTO COPIES OF THE ANSWER-BOOK/S

To

The Controller of Examinations,
SVKM's NMIMS University,
Mumbai 400 056

Dear Sir,

I wish to obtain the photo copies of my answer-book as per the following details. I enclose a demand draft of Rs. /- (Rs. 500/- per subject/ course).

I undertake that I will use the photo copies of the answer-books only for the purpose of Redressal mechanism and not for any other purpose. I also undertake that I will not part with the said photo copies neither will I transfer the same to any other person for any reason whatsoever. I fully understand that any deviation from the guidelines in this regard will be treated as an act of adoption of unfair means.

Name of the Student:

Mobile:

School:

Name of the Programme:

Roll No.

Academic Year:

Programme Year:

Trimester:

Subject name/s for which photo copies are required:

Payment Details:

Demand Draft No./ Cash

Paid on date:

Amount Paid:

Yours faithfully,

Name and Signature of the Student:





- 12.4 The fees for re-examination and re-admission will be decided by the University from time to time.
- 12.5 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 courts at Mumbai in whose jurisdiction the application is submitted by the student and not in any other court.
- 12.6 **Modification in criteria/rules:** On the recommendation of Board of Studies of Mukesh Patel School of Technology Management & Engineering and the Board of Examinations, the Academic Council shall have the sole discretionary right to modify all or any of the aforementioned rules/criteria, without prior notice.

These rules would come into effect for the students who will keep their terms for the Academic year 2009-2010 and onwards.

13 **Black Board**

Blackboard is a Web-based learning management system designed to allow students and faculty to interact & participate in classes delivered online or use online materials and activities to complement face-to-face teaching.

- 13.1 **System Requirement:** Latest browser with Java installed on your PC.
Check browser compatibility:
<http://www.edugarage.com/pages/viewpage.action?pageId=38830689>
Test/install Java: <http://java.com/en/download/help/testvm.xml>
- 13.2 **URL :** Access Blackboard through <http://blackboard.svkm.ac.in>
- 13.3 **Login Policy:** User ID and Default Password is Students GR number.
- 13.4 **Change Password:** Students must change password after first login for safe surfing.
- 13.5 **Course links:** Your login will contain only current trimester course list.
- 13.6 **Mobile Link:**
<http://www.blackboard.com/Platforms/Mobile/Products/Mobile-Learn.aspx>
Please visit Blackboard home page (<http://blackboard.svkm.ac.in/>) to find access code of Blackboard Mobile & detail of supporting device platform.
- 13.7 **Faculty Announcements:** Announcement related to course and other activities will be published in Announcement section.





- 13.8 **Online Library: Online Library** database is available through Blackboard; it will be a single gateway for all data access.
- 13.9 **Assignment / Assessment:** Assignments must be uploaded in Blackboard which will be graded by faculty and online score will be stored. Assessment will be conducted via Test (multiple choice), survey, etc online.
- 13.10 **Academic Resources:** All Academic Information & News will be published on blackboard.
- 13.11 **Faculty Feedback:** Faculty Feedback will be accepted online through Blackboard trimester-wise.
- 13.12 **Course Content:** Soft copy of reading material, teaching plan & references are uploaded by faculty.
- 13.13 **Safe Assign:** Online Plagiarism check will be performed via this section.
- 13.14 **Student Discussion Board / Chat:** This tool will act as a bridge between students & faculty to interact for discussions regarding the courses.
- 13.15 **Help – Assistance:** Online assistance is available on:
<http://help.blackboard.com/student/index.htm>

14 **Research Assistantships**

- 14.1 A limited number of research assistantships are available for all students of Full Time M.Tech. Programme.
- 14.2 There will be a notice from Chairperson, Research and Publications, inviting applications from students to assist certain faculty members in doing a research project for a stipulated period of time.
- 14.3 Students will be selected by the faculty under whom they wish to work.
- 14.4 Research Assistants are required to put in at least 12 hours of work per week, and the work undertaken by them has to be reported to the Chairperson, Research and Publications on a monthly basis.
- 14.5 On the basis of the student report, faculty recommendation and a copy of the final research report/output, a stipend of Rs. 2,500/- per month will be paid to the student for the duration of the research project.





15 Rules for participating in National/International Level Contests

15.1.1 All student contests are classified as follows.

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

15.1.1 The faculty and the student representative will make the classification of each contest.

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

15.2 Notices and Intimations of Contests

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

15.2.2 All students interested in gaining more information regarding any contest are required to refer to the "CURRENT CONTEST FILE" available with the faculty and the student council representative.

15.2.3 Any contest that has not been routed through the contest department will not be considered for the procedure laid down by the institute for contests.

15.3 Student Registrations and Nominations

15.3.1 For all GRADE A contests, the faculty and student representative will select the student team that will represent the institute at the contest

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

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





15.4 Reimbursements

15.4.1 Students going for GRADE A contests will be provided with 100% reimbursements for travel (2ND class, 3 tier, Non A/C) to and fro from the contest destination.

15.4.2 Students going for GRADE B and C contests will be provided 100% reimbursements for travel (2nd class, 3 tier, non-A/C) to and fro from contest destination, provided that they have won the contest (1st or 2nd place only).

15.4.3 All reimbursements are subject to the approval of the head of the institute and are hence subject to change.

15.4.4 All reimbursements will be made only after the student has returned from the contest all bills, tickets of the travel will have to be retained and submitted.

15.4.5 All students claiming the reimbursement will have to submit all details to the faculty for processing through the accounts department.

15.5 Contest Winners

15.5.1 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.

15.5.2 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.

15.6 Leave of Absence

15.6.1 For all GRADE A contests, students nominated will be granted leave of absence for the dates of the contest, including travel time.

15.6.2 For all GRADE B and C contests, students will not be granted any leave of absence for attending the contest. They will attend the contest at the risk of missing their attendance for the classes missed.





16 **Guidelines for Awards and Scholarships**

- 16.1 Each year there are several student awards and scholarships announced for different programmes of the Institute. The names of the awards and the criteria for each award are placed on the notice board.
- 16.2 Students are advised to apply for awards and participate in the process enthusiastically
- 16.3 Students are also advised to keep a good performance track record if they wish to apply for these awards. Students obtaining an F in any subject or with a record of misconduct or a record of low attendance will be automatically disqualified from the awards process.

17 **Guidelines for Convocation**

- 17.1 The annual Convocation will be held for all programmes of the institute. The agenda for this is as follows:
 - Rehearsal at venue and class photograph session.
 - Convocation Ceremony.
- 17.2 Only those students who have fulfilled the requirements of the programmes will be eligible to receive their degrees at the convocation. These requirements include migration certificate, attendance requirements, submission of all assignments and projects. Clearance of all dues passing of all examinations and any other deliverables to the institute.
- 17.3 In case any student is found ineligible to receive degree / diploma on any account. He 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 request for reconsideration will be entertained.
- 17.4 Students of full time programmes are required to register on day 1 as per notice placed on notice board. Please do make sure you register on time or your name will not be called out on the final convocation ceremony.





17.5 Students will be given a set of guidelines and they are required to follow these guidelines for effective conduct of the events.

17.6 Attendance for per final year students is compulsory for the convocation ceremony on the day three.

18 **Dress Code**

NMIMS is a place where we have interactions with many corporate and international visitors. For this purpose, it becomes essential to adhere to broad guidelines for dress and appearance.

18.1 Students are required to wear Uniform / smart casuals for classrooms purposes as specified by Campus authority.

18.2 Wearing of ID cards at all times is compulsory.

18.3 For all functions of the Institute, Including seminars and conferences students are required to dress in institute blazer, Institute Tie / Cravat. Lapel Pin

19 **Interface with Accounts Department.**

19.1 All students who are working for placement, contests, co-curricular, extra-curricular and any other activities for and on behalf of the Institute that need funding and accounting from the Institute, 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 **Fees:**

The rates of the tuition fees and other fees to be charged to the students shall be recommended by the Finance Committee to the Board of Management, from time to time. The details will be informed to the students at the time of admission.

19.3 **Fee Structure:**

The total fees, apart from the tuition fee, will incorporate development fee, library fee, examination fee, deposits etc. Details of the fees to be charged shall be incorporated in the prospectus.





19.4 Refund of fees in case of Cancellation of Admission:

19.4.1 'Cancellation of Admission' means cancellation of a candidate's admission by the University in case he/she fails to satisfy all the admission criteria such as the minimum percentage of marks/grade required at the 10 + 2 or equivalent to HSC level, non-submission of necessary documents by the specified deadlines, etc.

19.4.2 If the student has completed the first trimester at the University before his 10 + 2 or equivalent to HSC a level result are announced and is deemed not eligible for admission on the basis of these results, no fees will be refunded.

19.4.3 If a candidate's admission is cancelled for acts of indiscipline or for failure to meet academic requirement after joining the programme, no fees will be refunded.

19.5 Refund of fees in case of Withdrawal of Admission:

'Withdrawal of Admission' means voluntary withdrawal by the candidate for any reason by written application to the Registrar.

The No Refund of course and hostel fee will be given if any withdrawal of admission is done after the start of the Programme, irrespective of date of payment of fees.

The schedule of refund of fees shall be as follows:

HOSTEL FEES :

First 30 days - Full Refund (Before commencement of course)

Above 30 days - Administrative + Processing fees of Rs. 3000/- will be deducted.

No Refund, if any withdrawal of admission is done after the start of the Programme, irrespective of date of payment of fees.





19.6 **Re-examination Fees:**

19.6.1 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.

19.7 **Re-Admission fees:**

19.7.1 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.

19.8 **Concession in fees:**

19.8.1 Concession in fees shall be granted to economically weaker section and backward class candidates depending on the merit of the case of individual student.

20. **Ban on Ragging in the University :**

Ragging is banned in the university and anyone found indulging in ragging is liable to be punished appropriately which may include expulsion from the university. Ragging is strictly prohibited in the university premises and outside. Students involved in ragging other students will be punished as per 'The Maharashtra Prohibition of Ragging Act, 1999 (Mah. XXXIII of 1999) published in Maharashtra Govt. Gazette on 15th May 1999. Moreover, it will be mentioned in the Migration Certificate of such students that they are expelled because of indulgence in ragging. The students found guilty of ragging earlier will not be admitted to this university.





List of Holidays for the year 2012

OCCASION	DATE	DAY
Republic day	26-Jan-12	Thursday
Holi	8-Mar-12	Thursday
Gudi Padwa	23-Mar-12	Friday
Ambedkar Jayanthi	14-Apr-12	Saturday
Good Friday	6-Apr-12	Friday
Maharashtra Day	1-May-12	Tuesday
Raksha Bandhan	2-Aug-12	Thursday
Independence Day	15-Aug-12	Wednesday
Ramzan-Id	20-Aug-12	Monday
Ganesh Chaturthi	19-Sep-12	Wednesday
Gandhi Jayanti	2-Oct-12	Tuesday
Dussehra	24-Oct-12	Wednesday
Diwali Amavasya (Laxmi Pujan)	13-Nov-12	Tuesday
Diwali (Balipratipada)	14-Nov-12	Wednesday
Diwali (Bhaubeej)	15-Nov-12	Thursday
Christmas	25-Dec-12	Tuesday

Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January 26, 2012, August 15, 2012, May 01, 2012 & October 02, 2012)

TRIVIA





NMIMS INFOLINE

Counsellors

(Mon & Tue 11.45 pm To 12.45 pm)

Hospital

Cooper Hospital – 26207254

Nanavati Hospital – 26182262 / 26182255

Emergencies

Juhu Police Station - 26183856 / 26184308

Andheri Fire Station – 26205301

Travel Agency

Parle Travels – 26131165 / 26131168

Chemist

Dilip Drug House – 26182255

Empire Chemists – 26718970

Hostel

G.R.Jani Hostel Boys – 26240070

Girls Hostel – 26256382-8

Restaurants

PVR (Juhu)-26701285

Chandan (Juhu) – 26200437

Sun City (Vile Parle East) – 26169053

Fame Adlabs (Andheri Link Road) – 56991212

Fun Republic (Andheri Link Road) – 56755675

Cine Magic (Andheri East) – 26848323

G-7 Multiplex (Bandra) – 26426963 / 26456810

Movietime Suburbia (Bandra) – 56914673/74/75

Theatres

Rasraj – 26718105/26716939

Alfredoes – 26184318 / 42

Punjabi Rasoi – 65052467 / 32519115

Papillon – 26711644 / 26713445

Jagjit Punjab – 26285971/65787883

Salt 'N' Pepper – 65720058/26178262

Khasiyat – 26178170 / 26134292

NMIMS, Shirpur INFOLINE

Hospital

Indira Gandhi Memorial Hospital – 02563-258100, 255283

Travel Agency

Navkar Travels - 02563 -256499, 259499

Shivam Travels - 02563 -257951, 251393

Shirpur Bus Stand - 02563 - 255017

Chemist

Rakesh Medical - 02563- 258701





**SVKM'S
NMIMS UNIVERSITY**

OFFICE COPY

Student Undertaking with respect to the Student Guidelines

(Submit this form to your Course Coordinator within two days of the commencement of the programme)

I, _____ have read the Student Guidelines of SVKM'S NMIMS UNIVERSITY enclosed in the Student Starter Kit carefully & have understood its contents & their ramifications. I will always uphold the values & honour of this University. I promise to fulfill my responsibilities as a student & a human being & treat my colleagues, Staff & Faculty with dignity & respect. I hereby declare that I will follow the Student Guidelines & 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 UNIVERSITY in my role as a participant of this programme. I agree that NMIMS has the right to make any changes as it may deem fit in terms of the programme content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, etc. I also agree that in case of any dispute or differences about the programme, the decision of the Vice-Chancellor of SVKM'S NMIMS UNIVERSITY will be final and binding on all the participants.

Signature: _____

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

Date of Birth: (dd/mm/yy) _____

Programme:

MBA (TECH)

B. TECH.

M TECH

MCA

Roll Number: _____

Name of Parent / Guardian _____

Address for Correspondence: _____

Contact Phone Numbers:

Office:

Residence:

Mobile:

Email ID: _____

For Office Use:

Date of Receipt:

Signature of Course Coordinator:

