STUDENT RESOURCE BOOK
2014-15

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(w.e.f. June, 2014 onwards)

Part – I

Dear Students,

A warm welcome to all of you at NMIMS. We are glad to have you amidst us.

You are among lucky few who have been selected at NMIMS. It is important that you should make the best use of this opportunity provided to you.

In 1981, by the order of the University of Mumbai, Narsee Monjee Institute of Management Studies was established to meet the growing demand for young managers. Since then NMIMS has grown into a flourishing University, offering courses / programs across various disciplines, such as Management, Technology, Science, Pharmacy, Architecture and Commerce. Today, NMIMS is one of the fastest growing and the top, private University in the country. It has undergone a tremendous transformation since its commencement. Today, it stands as a large imposing University with 9 specialized schools plus three off-Campus operations.

It is also important for you to understand key value system of NMIMS. We believe in the value of integrity and ethical behavior, maintaining of high moral standards both in public and personal life, transparency and social connect. We also believe in respecting diversity of thought. Among all these beliefs, I want you to know that there is no compromise on integrity and ethical behavior. We believe in zero tolerance and hence you should ensure that you always maintain high standards of integrity and ethical conduct. It is better to suffer in the short run then to live a life of ignominy. I am sure you will not give us an opportunity to doubt you and your efforts.

The faculty at the schools represents an eclectic mix of Industry and Academic experience in National & International environment. They are known in their respective fields for acquired knowledge, industry interaction, research and consultancy work. They are carefully chosen and complement each other as a team. Proactive measures have enhanced Schools partnership with industry through Research, Consultancy, Management Development and other extension programs including student projects. Social Entrepreneurship Cell epitomizes NMIMS belief in developing socially responsible citizens.

We have a supportive administrative system, which cares for the students and proactively addresses your requirements. Should you have any concern, I encourage you to meet your Dean / Director and Administration head first. In case it still does not get resolved, get in touch with Registrar / Dy. Registrar (Academic) at University office.

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

Please do spend some time and go through this information carefully so that you do not miss out any opportunity NMIMS may have to offer you. There is a Student Undertaking on the last page for your signature and to be handed over to your course coordinator by the last date.

We would also like to have your support to maintain the dignity of the University and uphold the values to honor the systems established at NMIMS. We value your feedback. Hence whenever you wish to give one, do so to the appropriate authority including me in my capacity as Vice Chancellor.

I am sure the time you will spend here will add significant value to you both in personal and professional life. You will enjoy your stay here and share highs- and-lows with all of us.

Dr. Rajan Saxena

Content

1.0 About these guidelines:
1.1 These guidelines provide boundaries to the daily functioning of the NMIMS and enable effective delivery of infrastructure and academic services to the students.
1.2 This compilation of guidelines comes into effect from June 2014 onwards and supersedes all other guidelines in respect of matters therein.
1.3 These guidelines are applicable for all **On** campus schools under NMIMS deemed –to-be University.
1.4 This document of the NMIMS 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 & Regulations of NMIMS, in the event of any dispute, the Students Resource Book will prevail.
1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
1.6 NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.
1.7 All disputes are subject to Mumbai jurisdiction only.

2.0 General guidelines:
Code of Conduct
2.1 Cleanliness of the premises must be maintained by everyone in the NMIMS at all points of time.
2.2 Ours is a **non-smoking** campus. Possession and Consumption of alcoholic beverages / toxic materials and your presence on the campus under the influence of alcohol/ toxic material is a serious offence. Defaulters will be punished depending on the Act. The maximum punishment can be rustication from school.
2.3 There is acute shortage of parking space and the students are requested to park their vehicles outside the premises.
2.4 Any problem with regard to administrative facility, faculty, and classrooms etc, must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach the Assistant Registrar /Deputy Registrar/ Dean/Directors of the school/ Registrar, NMIMS.
2.5 In case of Lecture Cancellation, the course coordinator will inform said changes to class representative/ respective students through the Black Board / email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty.
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 a student requires an LCD for his/her presentations, he/she must make a prior booking through course coordinator. LCD's are allotted on first come first serve basis.
2.8 Mode of Communication to students is via Black Board / email /Notice Board. Students are advised to check the Black Board / email /Notice Board 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 required, to wear **mandatorily**. Entry is strictly through Identity Card and will be monitored by the NMIMS authorities. 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 NMIMS. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.
2.11 **Any person resorting to physical fights will amount to ragging and appropriate action will be taken accordingly.**
2.12 If any student during the tenure of his studentship has police case on his/ her name is liable for appropriate action against him/ her.

2.13 **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 some broad guidelines for dress and appearance.
2.13.1 Students are required to wear smart casuals for classroom purposes (Half pants, short skirts, Bathroom slippers are not allowed).
2.13.2 For all functions of the School, including seminars and conferences students are required to dress in Institute blazer, Tie/ Cravat, Lapel Pin.

2.14 **Punctuality**

2.14.1 Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority not to allow latecomers from entering the classroom.

2.14.2 Students are required to be present for all events of school/ NMIMS University, including the Convocation, Sports Day, Republic Day, Independence Day, guest lectures, compulsory workshops, CEO Series, and other events as intimated on the Black Board/notice board/ email. Record of attendance will be kept for action. The school/NMIMS 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 Black Board/notice board/ email from time to time and / or remark on the transcript or any other decision by the management.

2.14.3 Students are required to be in city on all days of the trimester/semester. If they are leaving the city for personal or institutional work, they are required to obtain prior permission from the HOD's/Directors/Deans. This applies even to those students who are representing the NMIMS for social, cultural, and co-curricular events.

2.14.4 Students are requested to honour deadlines for submissions of term work, projects, reports, assignments, forms and any other submission to the school or the faculty concerned. Do not approach faculty members and others to change or extend deadlines.

2.15 The NMIMS shall not tolerate any act of indiscipline, misbehaviour, indulgence into unethical practices including possession of use of drugs, alcoholic drinks, harassment if any, violence, non obedience, non compliance etc by any student. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. Depending on gravity of Act, the student can be rusticated from the school. The NMIMS will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

3.0   Attendance and leave guidelines for all students:

3.1   **General Guidelines**

3.1.1   A student is required to monitor his /her own attendance. The attendance reports will be shared on monthly basis and discrepancy (if any) to be informed by the student to the concerned course coordinator within 3 working days from the date when report has been shared. No changes will be permitted once attendance reports are finalized.

3.1.2   For ALL absence, prior intimation through prescribed leave application form is to be given to the Course Coordinator. In emergent situations, intimation must be given to Course Coordinator 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   Students must refrain from approaching the visiting and full time faculty members for attendance related issues and exemptions. They must submit an application to the coordinator concerned for necessary approvals.

3.2   **Attendance rule**

3.2.1   100% attendance in classes for each subject is desirable. However for medical reasons/ personal reasons/ contest/ placement/ institutional work/ other activities etc. absence upto 20% may be allowed.

3.2.2   Students, who are having attendance, in a trimester/Semester, in each subject, equal to or more than 80% are eligible to appear at the respective Trimester/Semester term end examinations.

3.2.3   Exceptional cases for students having attendance between 70% to 79.9% in any subject(s), will be dealt with on case to case basis by Dean/Directors of the respective schools. Such students will be eligible to appear for the end term examination subject to approval of exemption granted from the Dean of respective School / Director of the respective campus.

3.2.4   Students who are having attendance less than 80% in individual subject/s in a Trimester/Semester and if the Dean of the respective School / Director of campus has not given exemption, have to take re-admission in the same Trimester/Semester in the same class of subsequent academic year by paying requisite fees on prorata basis as per the prevailing rules of NMIMS and complete all the requirements of the program.

100 % attendance in each subject is desirable

Attendance % (In each Subject/s)	Remarks
80% and above	Eligible to appear for Trimester/Semester End Examinations
70% to 79.9% (10% Exemption)	Eligible to appear for Trimester/Semester End Examinations subject to approval of exemption granted from the Dean of respective School / Director of the respective campus.
Below 80% (Not eligible for exemption)	Have to take re-admission in the same Trim/Sem same class in the subsequent academic year

4.0 Academic Guidelines

4.1 **Credit Structure**

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

4.1.1 **Trimester Pattern:** For trimester pattern programmes the credit details are as follows :

Details	Credit	Equivalence in hrs
Class room teaching	1 credit	10 hrs
Lab/Tutorial/group/presentation work	1 credit	20 hrs
Seminar work subject to Seminar is scheduled throughout the trimester	1 credit	20 hrs
Project work	1 credit	20 hrs
Internship	1 credit	40 hrs (per week)
Research paper/ dissertation	1 credit	20 hrs

4.1.2 **Semester Pattern:** For Semester pattern programmes the credit details are as follows:

Details	Credit	Equivalence in hrs per week	Total Hours in a 15 weeks of Semester
Class room teaching	1 credit	1hour	15 hrs
Lab/Tutorial/group/presentation work	1 credit	2 hours	30 hrs
Seminar work subject to Seminar is scheduled throughout the semester	1 credit	2 hours	30 hrs
Project work & Dissertation	1 credit	2 hours	30 hrs
Internship	10 credits	-	400 hrs (for 10 weeks)

4.2 The broad components of evaluation for any course/subject may be as follows. The total points for each course with maximum that can be assigned will be as per specific requirements of school. **For details, kindly refer Part II for school specific inputs**
  4.2.1 Class-participation/ Individual presentation in class
  4.2.2 Quizzes/ Class test/ Surprise test/ Assignments (announced/unannounced)
  4.2.3 Individual assignment/ Group assignments/ presentations/ Decision sheets
  4.2.4 Term papers/Decision sheets/ project reports
  4.2.5 Research Paper Presentations /Viva
  4.2.6 Tutorials
  4.2.7 Sessional / Mid-term examination
  4.2.8 End-term examination
  4.2.9 Any other school specific component

4.3 It is advisable for every course to have at least 3-4 evaluation components. **Kindly refer Part II for school specific criteria.**

4.4 Term End examination is a compulsory component. The mode of the Term End Examination will be dependable on course learning objective.

4.5 Mid-term examinations are compulsory for compulsory courses in full time programs. However it is optional to have Mid-Term Examinations for Half credit/ Electives / Part Time and Weekend programs. The prior approval from Dean of respective school is required for absence from Mid-term/End-term examinations.

4.6 Duration of examination
  4.6.1 Minimum duration of Mid –Term Examinations : 1 hr
  4.6.2 Minimum duration of End-Term Examinations : 2 hrs
  4.6.3 Examination duration can also be more than the above specified time as defined by respective schools.

4.7 Deviation, if any, from above mentioned evaluation schemes will be communicated separately.

4.8 The internal evaluation marks once shared and finalized cannot be changed subsequently.

4.9 For grading purpose, the weightage mentioned by the faculty in the course outline will be applied for each component of evaluation irrespective of the marks assigned to the said component for the examination.

4.10 The minimum number of students to offer a course/s will be decided by Dean/Director of respective schools on the basis of total number of students registered in that particular course/s.

5.0 Examination Guidelines:

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

5.1 **Discipline in the Examination Hall**

5.1.1 Students must know their Roll Number and Student SAP No. before entering the examination hall.

5.1.2 Students are not permitted to enter the examination hall more than half an hour after the commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session.

5.1.3 Students, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination.

5.1.4 Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Supervisor's table, at their own risk. NMIMS will not be responsible for the safety and security of the same.

5.1.5 A student, who fails to attend an examination at the time and place published in the timetable, will be deemed to have failed in that course. Opportunity for re-examination will be given according to the rules and regulations.

5.1.6 Students should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose on the answer-book.

5.1.7 Students are required to have their Identity Cards issued by SVKM's NMIMS and they must produce these for verification by the room supervisor during the examination. Student not having the said identity card with them during the examination may be denied permission to appear for the examination.

5.1.8 Every student present must sign against his / her Student number on the attendance sheet provided by the Room Supervisor.

5.1.9 Students should specifically go through the instructions given on the top of the question paper and on the front page of the answer book. They are of utmost importance.

5.1.10 On the front page of the answer book the students should write only the name of the program, specialization if any, trimester/semester and course for which examination is being held, number of supplementary sheets attached to the main answer book. Any extra writing on the front page will be treated as act of unfair means and will be processed as per rules.

5.1.11 **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER**: If a student feels that there is a mistake/ anomaly in the question paper, he/she should bring the same to the notice of the examination hall supervisor without disturbing others in the examination hall.

5.1.12 Students are forbidden to (i) bring any book, notes, scribbling papers, pagers, mobile phones, laptop or any other similar devices/things. Any such material found in possession of the student will be confiscated (ii) smoke in the examination hall, (iii) bring eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, and (v) take with them any answer-book, written or blank, while leaving the examination hall. Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them. The supervisors/ authorized persons are authorized to frisk the students.

5.1.13 Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or any other mode of communication is strictly prohibited and will result in serious action being taken by the University.

5.1.14 **The answer books of the term-end examinations are bar coded and therefore, students should not write his/her name, Roll No., Student No. etc. anywhere in the answer-book and reveal his / her identity in any form in the answers written by him / her. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity.**

5.1.15 While underlining of answers for focusing attention is permitted, use of varied inks, except for illustrations and figures must be avoided. DO NOT use any symbol like encircling the question or using colour arrows for 'P.T.O'. These will all be considered as attempts to readily identify the specific answer-book.

5.1.16 Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets to them. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor.

5.1.17 Students should not write anything on the question-paper.

5.1.18 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited.

5.1.19 If students want anything, they should approach the Room Supervisor without disturbing other students. However, they should not leave the examination hall on any account.

5.1.20 Students will not be allowed to leave the examination hall during the examination and especially during the last ten minutes. They should not leave their seats until answer-books from all students are collected by the Room Supervisor.

5.1.21 A student who disobeys any instructions issued by the Senior / Room Supervisor or who is guilty of rude or disobedient behavior is liable for disciplinary action to be taken against him / her by the University.

5.1.22 **Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination only after giving an undertaking in writing that the decision of the University in respect of the reported act of unfair means will be binding on them.**

5.2 **Grace Marks Rule**

5.2.1 For all undergraduate programmes and other integrated programmes (12+), the following 'scheme of grace marks' is applicable;

5.2.1.1 "A candidate failing in one or more subjects will be given grace marks upto 2 per cent of the marks on the aggregate of the subjects in which he/ she has appeared to enable him/ her to pass the examination, subject to maximum of 10 marks. Exception may be made to the above to the extent maximum ten marks per subject would be awarded, if following conditions are fulfilled:

    a) Candidate should have appeared in all the subjects taken together for the respective trimester / semester.

    b) Candidate should have an aggregate percentage of marks at the examination exceeding the minimum percentage required for passing by at least 10 per cent marks.

    c) Candidate should not have failed in not more than one head/ subject of passing by not more than 10 marks.

5.2.1.2 The above rule will also be made applicable to re-examinations.

5.2.1.3 No grace marks would be granted to the candidate/s of post graduate programmes and course work examination leading to doctoral Programmes.

5.3 **Guidelines for Appointment and Availing facility of Scribe for the physically disabled (permanent or temporary disability) students during examinations conducted by NMIMS**

5.3.1 A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations.

5.3.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (Annexure I) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.

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

    a) Hearing Impaired Students: Ali Yavar jung national Institute for the hearing Handicapped.

    b) Physically Challenged Students: All India Institute of Rehabilitation of physically handicapped

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

5.3.5 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office of the University. The university will make

arrangement alternatively if possible.
5.3.6 The scribe should be one grade junior in academic qualification than the student if from the same stream.
5.3.7 Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. E.g. for the examination of two hours, 20 minutes extra time will be allowed.
5.3.8 The Examination in Charge of the center will have powers to resolve issues if any in this regard. S/he will be authorized to make/ accept any last minute changes of scribe under exigencies.
5.3.9 The said student will sit in a separate room under supervision.

5.4 **Facilities relating to examinations for the students having Learning Disability (Dyslexia, Dysgraphia and Dyscalculia) for the purpose of examinations:**
5.4.1 At the time of all written examinations, all L.D. students would be given permission to use a writer, if required by such a student in writing along with all the necessary document. Also such students would get 25% additional time for writing the examination.
5.4.2 These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams
5.4.3 Concession will be given for spelling mistakes or mathematical numbers.
5.4.4 L. D. students who have failed to pass will be eligible for 20 grace marks to pass the examination. These marks will be given for one subject or more subjects.
5.4.5 In case of L.D students the medical certificate of only Government Authorized Agencies would be accepted. For Mumbai campus medical certificate from Sion Hospital / Nair Hospital would be only accepted.

5.5 **Rules and Penalties for Adoption of Unfair means by Candidates**
5.5.1 The broad categories of Unfair Means resorted to by students of the University Examinations and the Quantum of Punishment for each category thereof:-

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1.	Possession of copying Material/Actual copying from the material in possession	Annulment of the performance of the student at the University Examination in full. * This quantum will apply also to the following categories of unfair means at Sr. No. 2 to Sr. No. 13 in addition to the one prescribed thereat.
2.	Possession of another student's answer book or supplementary sheet	Exclusion of the both the students from University Examinations concerned for one additional examination
3.	Possession of another student's answer book or supplementary sheet and Actual evidence of copying from that	Exclusion of both the students from University Examination concerned for two additional examinations
4.	Mutual/ Mass copying	Exclusion of all the students from University Examination concerned for one additional examination
5.	Smuggling in or smuggling out of answer books as copying material	Exclusion of the student from University Examination concerned for two additional examinations
6.	Smuggling in of answer books based on the question paper set at the examination	Exclusion of the student from University Examination concerned for three additional examinations
7.	Smuggling in written answer book as copying material and forging the signature of supervisor	Exclusion of the student from University Examination concerned for four additional examinations
8.	Attempt to forge the signature of the supervisor on the answer book or supplementary sheet	Exclusion of the student from University Examination concerned for four additional examinations
9.	Interfering with or counterfeiting of University seal or answer books or office stationery used in the examination with the intention of misleading the authorities	Exclusion of the student from University Examination concerned for four additional examinations
10.	Answer book or supplementary sheet written outside the examination hall or any other insertion in the answer book	Exclusion of the student from University Examination concerned for four additional examinations

11.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination	Exclusion of the student from University Examination concerned and four additional examinations
12.	Using obscene language/ violent threats at the examination by a student at the University examination to room supervisor/ any other authority	Exclusion of the student from University Examination concerned for four additional examinations.
13.	Impersonation for a student or impersonation by a student in University or other examinations	Exclusion of the student from University Examination concerned for five additional examinations.
14.	Revealing the identity (Name, roll No, G.R. No. in the main answer book or supplementary sheet)	Annulment of the performance of the student at the University Examination in that particular subject in which the identity has been revealed by the student concerned
15.	Found something written on the body or on the clothes while in the examination	Annulment of the performance of the student at the University Examination in full. *

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

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

5.5.3   Student involved in malpractices at Practical/ Dissertation/ Project Report examinations shall be dealt with as per the punishment provided for the theory examination.

5.5.4   The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

5.6   **Examination Grievance Redressal Mechanism**
     (Providing Photo copies to the candidates and Revaluation)

5.6.1   The Grievance Redressal Mechanism will apply only to the theory papers of the 'Semester / Trimester-end Examinations' of the University.

5.6.2   The above mechanism will not apply to practicals/ oral examinations/viva/ projects/online examinations/ assignments/ dissertation/ presentation/ field work/ internal continuous assessments, for examinations in distant mode etc.

5.6.3   The prescribed application form for redressal of grievance regarding valuation can be obtained from the School Examination Office/ University Website.

5.6.4   All the students will be informed the course-wise marks obtained by them in the 'Internal Continuous Assessment' and 'Semester /Trimester-end Examination' by the Examination Office, **on the date of declaration of result, of the examinations of the respective class/es.**

5.6.5   In case a student is not satisfied with the marks awarded to him/her in the theory paper in any course of the 'Semester / Trimester-end Examination', s/he may approach the 'School Examination Office', along with a signed application in prescribed format either for obtaining the **photocopies of the answer-book/s,** for each course separately, **within three working days** or for **verification of marks within seven working days** from the date of result declaration. In no case, a student is permitted to apply for both verification of marks and for photocopy of the answer-book.

5.6.6   For verification of marks, student has to submit his application as mentioned above along with Rs. 500/- per answer-book. The photocopy will be supplied to the student on payment of Rs.500/- per answer-book. **No application, received after three working days from the date of result declaration, shall be entertained for any reason whatsoever**.

5.6.7   **Within a period of three working days** after receipt of the application for photo copy 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 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 copy will be handed over to any other person, even if duly authorized by the student.** The Photo-copy would be authenticated by

the 'Examination Office' by way of a rubber stamp and initials of competent authority. Also, photo copy shall not be sent by post or by courier.

5.6.8 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.

5.6.9 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.

5.6.10 In case, after going through the copy 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 re-evaluation of the answer book to the Examination Office of the University **within two working days** from the date of receipt of photo copy from the Examination Office. Incomplete application forms in any respect shall be rejected unconditionally.

5.6.11 The applicant student will have to submit his/ her complete application for re-evaluation within a period of two working days from the date of receipt of photo copies from Examination Office along-with a fee of Rs. 1,000/- per subject / course to the Examination Office. Incomplete application will be rejected forthwith and fees paid will not be refunded in any case.

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

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

5.6.14 The marks awarded by such external examiner/s in revaluation shall be final and binding on the student applicant and the original examiner.

5.6.15 The change of marks/grades, if any, shall be communicated to the student applicant and a revised 'Grade Sheet' shall be issued to him/ her only on surrendering the original grade sheet to the Examination Office.

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

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

6.0 Library Rules and Regulations:

6.1 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 behavior towards library staff for consideration within the terms of the appropriate NMIMS disciplinary procedures.

6.2 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 authorized by the Librarian.

6.3 Students are required to carry their NMIMS, MPSTME student card and staff to carry their NMIMS staff identity card to get entry and to use the Library, and must produce this when required doing so by an authorized person. This card must be used only by the member to whom it is issued.

6.4 Bags, 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.

6.5 Silence is required in library areas. The use of mobile phones in the Library is strictly 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.

6.6 The consumption of food and beverages (with the exception of bottled water) and the use of personal audio equipment are not permitted in the Library.

6.7 Photography, filming, video-taping and audio-taping in the Library is not allowed.

6.8 Electronics Gadgets should not be used without the prior permission of the Librarian.

6.9 Users are required to comply with copyright regulations as displayed by the photocopiers.

6.10 Data retrieved from the Library's electronic resources may not be used for purposes other than teaching, research, personal educational development, administration and management of NMIMS, and development work associated with any of the aforementioned. Use of the data is not permitted for consultancy or services leading to commercial exploitation of the data, or 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.

6.11 The removal of any material from the Library must be properly authorized and recorded. Damage to, or unauthorized removal of, material constitutes a serious offence and may lead to a fine or to disciplinary action.

6.12 Borrowing entitlement: Two books for ten days. One time renewal is possible if the book is not in demand.

6.13 Fine of Rs.3.00 per day per book is levied on overdue books. Students can check their account details online in OPAC (Online Public Access catalogue) and also be notified overdue by email. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until such time as those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.

6.14 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.

6.15 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.

6.16 The award of a NMIMS qualification will be deferred until all books have been returned and outstanding fines/charges paid.

6.17 For list of electronic resources / Databases refer annexure.

7.0 Placement Guidelines:

NMIMS is a premier University of the country and the Business School is in existence for over three decades. Our alumni occupy senior positions in leading companies across sectors. Over the years NMIMS has earned recognition from industry & professional associations, corporates, peer group institutions and accreditation agencies. All these laurels and recognitions would have been incomplete without the support of the corporate world.

It is also a great place to recruit potential young managers and business leaders. Leading companies across sectors consider our students for recruitments/ internships.

NMIMS has a cordial relationship with the corporate world and many companies have supported us even during tough times. We would like to continue this mutually symbiotic relationship. Hence, students are requested to understand this sentiment and behave responsibly at all times. Any untoward incident will jeopardize this relationship and have serious repercussions for placements and for the future.

NMIMS as a premier University of higher learning and the corporate world expects students to display high standards of knowledge, capability and excellence. Recruiters also look for serious candidates who are clear about their long term plans, the sector they want to be and profile they want to undertake.

Placement assistance is offered to students of various programs across Schools. It is the prerogative of the Schools to decide, which of the programs this service should be offered.

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

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

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

The Placement process typically involves –
- Batch Preparation
- Pre Placement Talks
- Internships/projects
- Final Placements

7.1 Batch Preparation:

7.1.1 The Comprehensive Batch Preparation Program is to enhance the suitability of candidates.

7.1.1.1 Interactive sessions with alumni/industry experts in various profiles that help students to gain clarity on role/fit, understanding expectations of the company, future prospects - career evolution, right approach for cracking interviews, listen to first-hand experience & get a feel of life in a particular profile etc.

7.1.1.2 Interaction with seniors who have undergone internships in companies.

7.1.1.3 Assigning seniors or alumni as mentors to guide students.

7.1.1.4 Mock interviews with alumni/corporates to get a direct feedback from people in relevant industries.

7.1.1.5 Guest talks and workshops on various topics from corporates.

7.1.1.6 Resume building as per guidelines

7.1.1.7 Soft skills training etc.

7.1.2 Prior to the commencement of the selection process it is expected that students should be having a fair idea about their interest, sector, and specialisation or at least have some long term vision of where they want to be and should direct their efforts accordingly. A bit of clarity will help students land a good internship/job.

7.1.3 Hence students should do a thorough research about the company, the business, the sector, other players in the sector, the financials, etc. and be prepared with a background and fact file prior to the process. Also some additional information –the number of interns/recruits in the past, whether the company has a PPO policy, the roles offered etc. would be of help.

7.1.4 Seniors who have interned with the company, their experience, what did they learn to understand, whether it fits what they want. If the company is new, seniors who have done their internship in the same sector should be contacted.

7.1.5 The Placement Office also involves companies in a number of Campus Engagement activities – contests, projects, workshops, seminars, and guest talks etc. that would benefit a larger number of students and also help in promoting the excellent quality of the batch.

7.1.6 Based on the guidelines, students will have to prepare their resume that would encapsulate info about academics, work experience, internship, co-curricular activities, extracurricular activities, projects, awards, achievements, hobbies etc.

7.2 **Pre Placement Talk – PPT**

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

7.3 **Internships/Projects**

7.3.1 The Placement Office makes all efforts to reach out for internships across varied sectors, companies and profiles. Based on ones interests and capabilities one should seek internships. Choosing the correct company for internships and performing up to the mark is of utmost importance.

7.3.2 The Internships are not only a window to the corporate world but also a relationship building tool for NMIMS. It allows the companies to have a look at the talent at NMIMS, thereby strengthening Final Placements.

7.3.3 Internships are an integral part of the curriculum for securing the degree. It is a great learning platform for our students and goes a long way in shaping the learning obtained in the class room. This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.

School	Programs	Remarks
Engineering	B Tech + MBA Tech	Technical Internships for 2 months after III year & Management Internships of 20 weeks (May-Sept) after IV year
	B Tech	Students are encouraged to obtain Industry Exposure after III year during the summer vacations
	B.Tech. (Integrated)	Industry Training
	M Tech	Project work : Industry guided project & dissertation (Semester III & IV)
	MCA	Industry Internship and Project (Semester VI)

7.3.4 The project is expected to build on the theoretical learning with practical experience and help students to identify the gaps in their learning which they can attempt to fill in. They could also discover areas of interest and future career options.

7.3.5 Interactions during the internships both with other interns as well as employees help students to understand the expectations/needs of the organisation, the sector in general, to identify the gaps in their learning and in orienting oneself towards the sector and developing the required skill sets to emerge as the most suitable candidate.

7.3.6 Internships also hold a special significance as it is an apt mechanism for companies to spot bright talent early. Many companies have structured internship process which is used as a 'testing ground' to gain a direct understanding of the skill and ability of students leading to declaration of PPO's/PPI's. NMIMS too encourages candidates to work towards such offers that are based on internship performance.

7.3.7 Pre Placement Offer (PPO) is an Offer by the company to the intern acknowledging the excellent work done during the internship. Pre Placement Interview (PPI) is an opportunity by the company for the intern to be directly selected for the interview for final placements. Thus, the students should be careful in applying to the companies of their choice and should put in all efforts to convert the internship into an Offer. Thus, the seriousness of this cannot be overstated.

7.3.8 While feedback from the company is sought, the internship is also evaluated by School that could involve faculty guide monitoring the performance; periodic report submissions, evaluations and Viva Voce.

7.4 **Final Placements**

7.4.1 Leading companies across sectors aspire to recruit students of NMIMS. Each company has its own set of characteristics or qualities that they look for in a candidate. Hence, the company devises the eligibility criteria and selection process accordingly.

7.4.2 The process of selection starts with inviting applications based on the eligibility, profile, project, stipend/compensation details shared by the company. The applications of applicants are then sent to companies. Students are required to check their emails/blackboard regularly for information updates.

7.4.3 Every effort will be made to facilitate the placement process. However it is the effort of the student that gets him/her selected for the job. Not getting selected for internships or during final placements in the first few companies should not lead to panic. Students are advised not to switch profiles in anxiety or haste.

7.4.4 Companies could have one or multiple rounds for selection – case analysis, group discussion, group exercises, interviews etc. Reasons like location, family issues etc. should not be constraints to students. They are expected to be mobile and have the capability to adjust and adapt and respond to emergent situations successfully.

7.4.5 Students who wish to drop out of the placement process are expected to formally notify the Placement Office vide the 'Opted Out Form' mentioning the reason, which could be higher studies, entrepreneurship, family business, seeking placements on their own giving with the names of such companies and details. The reason being, to iron out any hitches that may crop up later as the Placement Office approaches many companies and would like to continue the cordial relationship with them.

7.4.6 Each of the Schools will be sharing to the batch guidelines related to PPT, Internships, PPO's/PPI's, Final Placements, Resume etc. and it is expected that students follow the same. The School reserves the right to change, modify the guidelines in the best interest of the batch. Students are free to approach the Placement Office for any queries or guidance.

8.0 Guidelines for the Use of Computing Facilities:

8.1 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. The list of websites which are blocked for use at NMIMS and at Hostels is given in the annexure.

8.2 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.

8.3 The internet access to students will be as per the NMIMS policy. Any change request has to be routed through the Registrar.

8.4 Food and/or beverages (except drinking water), smoking will not be permitted in the Computer Centre.

8.5 **Provision of Computing Resources:**

8.5.1 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.

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

8.5.3 Computer Centre facility will be provided on priority to the students of the concerned programmes where using Laptop is not compulsory.

8.5.4 **Faculty and students will be provided storage space on the server to save their presentations and other documents required for their classroom sessions**.

8.5.5 Students are not allowed to connect personal pen drives/ Laptops to the systems installed in the classrooms.

8.5.6 **All students will be given NMIMS email id** and internet authentication usage id. They are require to access the internet in computer centre or on their own laptop through this id and password only. The action will be taken against if Any misuse of internet.

8.5.7 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.
8.5.7.1 It is student's responsibility to ensure that student's activities do not contravene these or any other laws.

8.5.8 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.
8.5.8.1 Improper behaviour towards its staff will result in formal disciplinary action.

8.5.9 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.

8.5.10 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/ email placed in the Computer Lab as well as the Student Notice Boards/ emails. It is your duty to regularly scan the notice boards/ email and plan your use of the facilities accordingly.

8.5.11 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.

8.5.12   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.

8.6   These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of Computing Facilities at NMIMS.

8.6.1   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 NMIMS authorities if any breach of university regulations is suspected in connection with that use.

8.6.2   Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.

8.6.3   Do not request resources or access rights that you do not need.

8.6.4   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 NMIMS accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.

8.6.5   Do not remove, borrow, connect or disconnect equipment without permission.

8.6.6   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.

8.6.7   Do not in any way cause any form of damage neither to the NMIMS IT facilities, nor to any of the accommodation or services associated with them.

8.6.8   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.

8.6.9   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.

8.6.10   Do not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.

8.6.11   Do not transmit unsolicited commercial or advertising material.

8.6.12   Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.

8.6.13   Do not monitor network traffic unless authorised to do so.

8.6.14   Do not make deliberate unauthorised access to facilities or services accessible via the NMIMS Local Area Network (LAN).

8.6.15   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.

8.6.16   Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.

8.6.17   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.

8.6.18   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.

8.6.19   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.

8.6.20   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.

8.6.21   Do not interfere with or change any hardware or software; if you do, you may be charged for having it put right.

8.6.22   Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.

8.6.23   Do not load games software onto, or play games software on, the IT facilities unless required for academic purposes.

8.6.24   Do not admit any other person to 24-hour computer facilities or other NMIMS premises when those facilities or premises are locked and do not yourself enter unless authorised to do so.

8.6.25 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.

8.6.26 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.

8.6.27 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.

8.6.28 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.

9.0 Feedback Mechanism:

9.1 The NMIMS has a well-established online feedback mechanism (through Black Board) for communication of your perceptions. The components of this feedback mechanism are:

    9.1.1 Oral Feedback at the end of the third week of every trimester/Semester. Dean / Directors /Programme Chairpersons/HOD will meet students personally.(if applicable)

    9.1.2 Online Feedback is taken using a questionnaire in the last session of every course in each trimester/Semester. This feedback is compiled and statistics are placed before each faculty member by the end of the trimester/Semester.

9.2 All students should get involved in this mechanism seriously as it truly helps the NMIMS improve the quality of services and teaching provided.

9.3 These are open ended questions in which student can reflect learning and teaching aspects of the course.

9.4 While sharing the feedback to the faculty members, student's identity is kept confidential.

10.0 Mentoring Programme / 'Psychologist and a Counsellor':

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

10.2 Personal Counselling is highly recommended and is very important at every step in life even at the corporate level. There are situations which do come in our lives when we cannot cope with them , which do not allow us to lead a normal life by getting more negative thoughts, feeling lonely , sleepless nights which could again lead to further anxiety in us; which again affects with our decision making, logical thinking, studies and work. A counsellor is a non judgemental friend who understands, ensures privacy and confidentiality of the client and helps you by giving choices so that you make the right decision. NMIMS has a full time 'Psychologist and a counsellor' available in Mumbai campus for all the students**.**

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

11.1 **Admission Cancellation procedure :**

For cancellation of admission, the student needs to submit the application for cancellation of his seat alongwith original fee receipt to the admission department (if cancellation is before commencement of the programme). If the cancellation is after commencement of the programme, the said application to be submitted to the respective Dean for further process.

1. Till the date of commencement of the Program.	Rs.1000/- will be deducted as administrative charges
2. After the commencement of Program but before the close of the admission	Rs.1000 + Proportionate fees i.e. one tenth of the fees for every completed month or part thereof.
3. Cancellation after the official closure of admission.	Cancellation made after the official closing of admission fees will **NOT** be refunded.

11.2 **Payment of fees for subsequent years :**

The promoted students for the subsequent years are required to pay the fees as per the notice issued by admission department. Late fee will be levied if the fee is not paid within the due date.

Non-payment of fees within the stipulated time including the late fee period, will attract cancellation of the studentship from that programme.

11.3 **Re-admission rules:**

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

Student can take re-admission in the said academic year only once. He/she can take re-admission in different years as long as total period of the programme does not exceed the validity period of that programme. For example, for MBA the validity period is 4 years and for MBA Tech. it is 7 years, so a student can take re-admission maximum two times but in different progressive years.

Sr. No.	Name of the Programme	Duration of the Programme (in years)	Maximum duration permissible for completion the programme (in years)
	Mukesh Patel School of Technology Management & Engineering		
1.	B. Tech. (10 +)	6	8
2.	B. Tech. (12 +)	4	6
3	MBA (Tech.)	5	7
3.	M. Tech.	2	4
4.	MCA	3	5
5.	DTT	4	6
6.	ADTWP	2	4 years if there is dissertation, otherwise 3 years

If the student takes re-admission in a particular academic year and is not promoted again, either as per the passing standards of the respective programme or any other reason as per academic rules, then the student will not be given second chance for re-admission and will have to leave the programme.

11.4 **Academic break :**
The following rules are applicable for all the school of NMIMS.

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

The academic break can be granted to any student by respective Deans of School and the maximum period for an academic break is one year only. (in executive programmes as of now it is upto two years). This will be based Dean getting convinced of the reason for academic break.

11.4.1 **Eligibility:**
Academic break can be granted to any student for any of the following reasons:
- (i)   Serious personal medical reasons involving hospitalization, if required and supported by documents.
- (ii) Serious 'family' related issues.
- (iii) Financial constraints.
- (iv) In executive education, 'temporary transfer to other country / city'
- (v) Financial crisis/Maternity/ shift of duties/additional assignments at the work place applicable for executive programme participants only.

The Dean of respective school will approve the academic break and forward the application of the student to admission department for necessary process.

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

11.4.2 **Payment of fees:**
Fees for the academic break:
- 11.4.2.1 If the student has informed the Dean regarding academic break before the commencement of the relevant year and not paid the total fee for that year, then if his academic break is granted, he can pay the total fee (100%) prevalent at that time when he seeks re-admission.
- 11.4.2.2 If a student wants to take academic break after the commencement of the academic year, but he has not attended the classes and if the fee is not paid, then while seeking re-admission he has to pay the total fee (100%) plus 25% of the total fee as re-admission fee to continue his studentship.
- 11.4.2.3 If the student has paid the total fee for the entire year and then sought the academic break after commencement of that academic year in the middle of semester / trimester again, then he has to pay 25% of the total fee prevalent at that time, towards re-admission in subsequent year.

Academic break	Fees to be paid at the time of admission after the academic break
• Informed before the commencement of the academic year.	100% total fee prevalent .
• Informed after commencement, not attended classes and fees not paid.	100% total fee + 25% readmission (prevalent).
• Informed during the semester / trimester fees not paid for current year.	100% total fee + 25% readmission (prevalent).
• Informed during the academic year and fees paid for that year.	25% of total fees as readmission fee prevalent that year.

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

11.6 Admission Deferment:
The following rules are applicable to all the Schools of NMIMS.

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

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

11.6.2 Who can apply :
- Serious medical illness.
- Serious family related reasons.
- Candidate not able to organize funds.
- Candidate's work related commitments, overseas assignments (over 6 months)

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

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

11.6.3 Process:
11.6.3.1 Deferred admission may only be granted to admitted first year students who have paid the required non-refundable enrolment deposit.
11.6.3.2 The admission department will scrutinize all the applications and forward it with comments to concerned authorities for approval. The request to defer the offer of admission will be reviewed on case to case basis and will be granted depending on the reason stated alongwith the supporting documents. NMIMS decision with respect to this will be final and will not be challenged.
11.6.3.3 Offer of admission deferment, if not, taken in the subsequent year will lapse and the fee paid will not be refunded. Further, the applicant therein, if still want to apply to NMIMS, have to undergo the admission process again as fresh applicant.
11.6.3.4 The letter of deferment of admission will be issued by admission department to the applicant.
11.6.3.5 Students who are found to have applied to other colleges and institutes during their time away from NMIMS will have their admission revoked and fees will not be refunded.
11.6.3.6 Financial aid offers cannot be deferred. Students must reapply for financial aid.
11.6.3.7 Admitted 'Transfer' students are not eligible for deferred admission.
11.6.3.8 Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.
11.6.3.9 Deferment of admission is not applicable for the first year of the programme.
11.6.3.10   Once the programme has commenced, then even though the applicant have not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

12.0 Meritorious students :

    12.1.1   10 % of the batch on the basis of highest CGPA during the entire period of programme will be under meritorious students list and will get a certificate at the time of Convocation.

    12.1.2   Students who are participating in Student Exchange Program are also eligible. Such students will be shortlisted on the basis of the CGPA of all semesters/trimester completed at NMIMS.

    12.1.3   Students obtaining F grades/ATKT/ appearing in the re- exams/ appearing in unfair means or any misconduct will be ineligible to be listed in the meritorious students list.

13.0 Black Board (Learning Management System):

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

13.1 **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:** Default User ID and Password is Student's SAP number.

13.4 **Change Password:** Students are advised to change password after first login for safe surfing.

13.5 **Email Update:** Users need to change/update their email id for getting regular notification

13.6 **Course links:** Your login will contain only current trimester course list.

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 can be uploaded in Blackboard which will be graded by faculty and online score will be stored. Assessment will be conducted via Test (selective), survey, etc online.

13.10 **Academic Resources**: All Academic Information & News will be published on blackboard.

13.11 **Examination Report**: All Examination Grade & Report can be published on Blackboard

13.12 **Faculty Feedback:** Faculty Feedback will be accepted online through Blackboard trimester-wise.

13.13 **Course Content:** Soft copy of reading material and teaching plan are uploaded by faculties for review and references.

13.14 **Safe Assign:** Online Plagiarism check will be performed via this section.

13.15 **Course Co-ordinator Announcement:** Single link to display, notice related to program like course calendar, SRB, schedule, etc.

13.16 **Groups:** Students can create group for online -Blogs, File Exchange, Collaboration, Discussion Board scope for their courses.

13.17 **Student Discussion Board / Chat**: This tool will act as a bridge between students & faculties to interact among themselves regarding the courses.

13.18 **Blackboard Mobile:** Users can access Blackboard through their smart phones. Download Blackboard Learn app and search for institute by typing **45L1UY.**

13.19 **Help – Assistance**: Online assistance is available on front page of portal.

14.0 Rules for participating in National/International Level Contests:

14.1 All contests have to be routed through Faculty In charge of Student Activity/HOD.

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

14.3 All student contests are classified as follows.

    14.3.1 GRADE A: National and International level contests of very high repute.

    14.3.2 GRADE B: National level contests of high repute.

    14.3.3 GRADE C: Local and national level contests

14.4 The respective school heads will make the classification of contest in Grade A/B/C.

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

14.6 Reimbursements (Applicable only for National Contest)

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

    14.6.2 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).

    14.6.3 All reimbursements are subject to the approval of the head of the school and are hence subject to change.

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

    14.6.5 All students claiming the reimbursement will have to submit all details to the staff co-ordinator for processing through the accounts department.

14.7 Contest Winners

    14.7.1 Any student who has won any contest is required to provide full details of the contest and award won to the faculty within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals.

14.8 **For additional information as specific to school, kindly refer Part II.**

15.0 Guidelines for Awards and Scholarships

15.1 Each year there are several student awards and scholarships announced for different school/programs of NMIMS (if applicable). For details specific to school, kindly refer Part II.

15.2 Students are advised to apply for awards and participate in the process enthusiastically.

15.3 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.

16.0 Guidelines for Convocation

16.1 The Annual Convocation will be held for all Full Time and Part Time programs of NMIMS.

16.2 Only those students who have fulfilled the requirements of the program will be eligible to receive their degrees/diplomas at the Convocation. These requirements include migration certificate, attendance requirements, submission of all assignments and projects, clearance of all dues from various departments like accounts, hostel, library etc., and passing of all examinations and any other deliverables to the school/ NMIMS.

16.3 In case any student is found in-eligible to receive degree/diploma on any account, he/she may apply for consideration of his case at least 48 hours before the Annual Convocation. The decision of the management will be final and binding. No last minute requests for reconsideration will be entertained.

16.4 Students will be given a set of guidelines by school authorities and they are required to follow these guidelines for effective conduct of the event.

16.5 **Dress Code for Convocation** : Blazer, tie/cravat/lapel pin with formal shoes is compulsory (full attire). Gowns and caps will be worn over the dress for the ceremony. Skirts / shorts/ one piece/ three forth **NOT ALLOWED**.

17.0 Roles and Responsibility of Class Representative and Student Council

   17.1 **Class Representative**

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

     17.1.1   Serving as sole point of contact between faculty & students

     17.1.2   Co-ordinating the scheduling of lectures, assignments & formation of groups

     17.1.3   Resolving student grievances

     17.1.4   Relationship building & co-ordinating with CRs from other divisions

     17.1.5   CR's cannot cancel / Reschedule lectures directly with Faculty

     17.1.6   Any additional responsibility assigned by school heads.

     17.1.7

   17.2 **Student Council**

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

     17.2.1.1 To serve as a formal communication channel between the students, faculty and administration

     17.2.1.2 To navigate all student-related activities at NMIMS and facilitate a better life on campus

     17.2.1.3 To spearhead the organisation & co-ordination of the Corporate Festival, the Cultural Festival, & other Events.

     17.2.1.4 To assist all public relation activities and supervise student publications & newsletters at NMIMS

     17.2.1.5 All the cell activities has to be routed through President of cell, General Secretary of Council (Budget and Release of Money), HOD/Dean/Directors, (Accounts Department - In case of Release of Money)

     17.2.1.6 Communication and Invitations of events / guest lecturers / workshops etc. conducted by cells and council has to be informed to the HOD/Dean/Directors well in advance.

     17.2.1.7 For the major events prior formal invitation to be given to all the senior management

     17.2.1.8 To submit a trimester/semester report at the end of every trimester/semester to faculty In charge.

     17.2.1.9 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 MPSTME will put the information of the cancelled lectures on the notice board / email/ Blackboard if they have been intimated in advance. Class representatives will not arrange extra lectures, guest lectures, and lecture cancellations directly with the faculty without intimation to the Course Coordinator / Head of Dept.

18.0 Interface with Accounts:

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

   18.2 **Re-examination Fees**:

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

   18.3 **Re-Admission fees**:

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

   18.4 **Re-Registration Fees**:

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

18.5 **Concession in fees**:
Concession in fees shall be granted to economically weaker section and backward class students depending on the merit of the case of individual student.

18.6 **Hostel Deposit Refund**:
Location: NMIMS / MPSTME Accounts Department
Procedure:
18.6.1   Please procure signature of Hostel in-charge
18.6.2   Submit signed Hostel Deposit Receipt to Accounts Department along with Refund Format
18.6.3   Please allow a period of 3 weeks for issue of the Refund Demand Draft

18.7 **Library Deposit and Security Deposit Refund**:
Location: Course Coordinator
Procedure:
18.7.1   On completion of program (course), course coordinator would co-ordinate with all students for Student Bank account details (for NEFT Transfer). The same is required for refund of Library and Security Deposit
18.7.2   Please allow a period of 3 weeks for issue of the Refund through NEFT

18.8 **Duplicate Receipt**:
Location: NMIMS / MPSTME Accounts Department
Procedure:
18.8.1   Please fill the Application for Duplicate Fee Receipt and submit Rupees 100 per receipt to Accounts Department
18.8.2   Please allow a period of a week for issue of receipt

19.0   International Student Exchange Program Policy
19.1   **Introduction**
NMIMS Deemed-to-be-University has developed an extensive International Students Exchange Program in order to provide a cross cultural exposure and a global perspective to the students apart from classroom teaching. The Exchange Program has become increasingly popular with the students and every year students get a chance to spend Semester/Trimesters at a partner Institute. With the dedicated International Linkages department in place, efforts are underway to have larger number of students to avail of this unique opportunity in every school. It is strongly recommended for all students to have international exposure in terms of academics and cultural immersion. However, due to some limitations, the students who do not visit these foreign institutes as part of the exchange program benefit through interaction with the overseas students who visit us.

19.2   **PREAMBLE**
In a world that is increasingly interdependent, it is imperative for the NMIMS Deemed-to-be-University to have an internationalization agenda. This involves creation of a multi ethnic environment in our programs on our campus. This can happen only when students from different countries and communities join NMIMS programs.

This policy on internalization seeks to clarify the philosophy behind the NMIMS Deemed-to-be-University's Internationalization program and sets out the eligibility of students to apply for an international exchange program. It also sets out the selection criteria and guidelines for assessing applications and the expectations from the students going for the exchange program.

This policy also lays out the facilities for international students in our programs and also the expectations from them. We expect our foreign students to conduct themselves at par with other Indian students.

To aggressively pursue the internalization agenda, NMIMS Schools have signed MOUs with leading Universities and Schools as given below:

A. **Mukesh Patel School of Technology Management & Engineering (MPSTME):**
  • Warwick Manufacturing Group, University of Warwick, UK
  • Cullen College of Engineering, University of Houston, Texas, USA
  • The Institute of Telecom, Groupe des Ecoles des Mines, (GEM), Paris, France

- Ingolstadt University of Applied Sciences, Germany
- CETYS University System, Mexicali, Baja California, Mexico
- Howe School of Technology Management, Stevens Institute of Technology, New Jersey, USA
- University of Westminster, London, UK (In process)

19.3 **Eligibility**

Students are selected by respective Deans of Schools on a competitive basis that reflects the academic standing, motivation, seriousness of purpose, communication skills, social maturity and adaptability.

All full time program students are eligible to apply for the exchange program if they have:
19.3.1 Completed the eligibility year of program as defined by respective Deans/Directors of school
19.3.2 Have a minimum CGPA of 2.75 and above.

19.4 **Selection Criteria and Conditions**

As defined by respective Deans/Directors of Schools

19.5 **Cost and Expenses**

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

In addition of the above, all students are required to pay for their:
19.5.1 Accommodation and daily living expenses including study materials
19.5.2 Travel Expenses
19.5.3 Passport and visa costs
19.5.4 Insurance cover
19.5.5 Any other incidental costs

19.6 **Application procedure for students and Expectations from students**
19.6.1 Students have to apply in specified application form (See Annexure "Application Form for NMIMS Students for Applying for Student Exchange Program" in SRB) to their respective Schools. Those selected after required assessment at their School's end have to fill another detailed form (See Annexure "Application Form – NMIMS Exchange Students")
19.6.2 The list of courses that a student intends to take up in the partner institute should be clearly mentioned. For those who wish to apply in more than one institute, the lists of the courses in each of these institutes should be mentioned.
19.6.3 Upon joining the partner institute the courses the students intends to take up should be finalized and communicated to the NMIMS School authorities (Refer Annexure of SRB)
19.6.4 Students need to ensure that they do not get any F grade in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.
19.6.5 Other criteria as defined by Deans/Directors of the Schools.

19.7 **Code of Conduct**

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

19.8 **Enclosures:**
19.8.1 Undertaking to be given by student of NMIMS Deemed-to-be University's student going on International Immersion
19.8.2 Application Form:
  a) For Applying for Student Exchange by NMIMS Deemed-to-be-University Students
  b) For NMIMS Deemed-to-be University's student (Only for Short listed Students)
  c) For International Exchange Students on arrival
19.8.3 Visa Form for NMIMS and International Students

Note:

Schools to ensure that copy of Application Form compulsorily reaches Director, International Linkages for records.

20.0 Safety Guide for Students on Floods, Fire and Earthquakes
Introduction

Mumbai is vulnerable to various natural and manmade disasters such as fire and industrial accidents, floods, chemical (transport and handling), biological, and nuclear hazards, earthquake, cyclones, landslides, bomb blasts, terrorism, riots and tidal surge due to its geographic conditions, industrial growth, increasing population density and squatter settlements have increased Mumbai's vulnerability to disasters.

The safety measures for a few disasters such as 1) Floods, 2) Earthquakes and 3) Fire in Mumbai are highlighted briefly in this document.

20.1 **Floods:**

Floods in Mumbai are attributable to simultaneous occurrence of rainfall and high tides. If the rainfall is in excess of 200 mm in a day (24 hrs), floods can occur anytime irrespective of tides. However, if there is moderate rainfall but the tide is in excess of 4.50 meters at the same time, the city of Mumbai is likely to get flooded.

Precautions to be taken in case of Floods[1] are given in the Table 1 below.
Floods in Mumbai -Are we prepared this time? (2009). Retrieved April, 2010 from Deloitte Official Website: http://bcm-india.org/deloitte-mumflood.pdf

Before Floods	During Floods	After Floods
• Identify and visit elevated areas in and around the Institute as places of refuge during a flood • Be aware of drainage channels, and other low-lying areas known to flood suddenly. Consult and involve local authorities in the institutes • Check out for the monsoon alerts for the heavy rains declared by the Municipal Corporation of Greater Mumbai • Do not travel long distances on dates indicated as 'Monsoon Alerts'. Contact the Institute if there is any pre planned activity or examination or any other important work on that day and try to adjust it on some other day • Keep locally available equipments such as ropes, battery, radio, plastic bottles and cans handy during rainy season. This can help you to plan your rescue • Prepare a food kit including emergency food items such as biscuits, snacks, drinking water and so on	• Evacuate to previously identified elevated areas • Don't try to save valuables. Your life is most precious • Disconnect electrical appliances. • Turn off utilities at the main switches of valves if instructed to do so • Don't touch electrical equipment if you are wet or standing in water • Do not walk through moving water. Six inches of moving water can make you fall • If you have to walk in water, walk where the water is not moving • Use a stick to check the firmness of the ground in front of you • Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage • Water may also be electrically charged from underground or downed power lines • Listen to the radio for advance information and advice. Don't spread rumors • Move vehicles to the highest ground nearby • Do not enter floodwaters by foot if you can avoid it • Never wander around a flooded area • Drink clean water	• Stay away from downed power lines, and report them to Security Officer • Leave the Institute / home only when authorities indicate it is safe • Stay out of any building if it is surrounded by floodwaters • Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations • Floors in the building will be slippery due to water and mud. Walk carefully on the slippery floor. • Wear appropriate footwear. Do not use slippers during rainy season • Watch out for loose flooring, holes and dislodged nails • Clean and disinfect everything that got wet • Discard any food items which may have got wet • Inform about the damaged drainage and sewage systems in and around the building to the authorities as soon as possible. These can be a major health hazard • First protect yourself and then help others.

20.2 Earthquake

Mumbai is in the 'Moderate Seismic Zone III which can experience quakes up to 6.5 on the Richter scale. Seismologists say that the major fault lines in Mumbai run along the Thane creek, Panvel creek and the Amba River, all three intersecting at Uran. A fault line also runs from Malabar Hill to Worli passing through Cumballa Hill.

Precautions to be taken in case of earthquakes are displayed in Table 2 below:
2 City falls in moderate seismic zone. (2010). Retrieved April, 2010 from the Times of India's official Website: http://timesofindia.indiatimes.com/articleshow/1257119.cms

Before Earthquake	During Earthquake	After Earthquake
• In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake. • Make sure your water heater and gas cylinder is secured and intact. This will ensure that it will not fall during an earthquake and hurt someone or start a fire. • Keep a torch and a portable transistor radio handy. • Keep the corridors in the hostel/house clear of furniture and other things, making movement easier.	**A) If you are at home or inside a building** • Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture. • Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or even under a bed. **B) If you are in the street** • Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets. • Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse. **C) If you are driving** • Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle.	**A) If you are at home or inside a building** • Expect aftershocks. Be prepared. Stay where you are and do not come out immediately. • Keep calm, switch on the radio/TV and obey any instructions you hear on it after you come out • Turn off the water, gas and electricity • Do not smoke and do not light matches or use a cigarette lighter. Do not turn on switches. There may be gas leaks or short-circuits. • If there is a fire, try to put it out. If you cannot, call the fire brigade. • If possible then contact fire brigade immediately. • Immediately clean up any inflammable products that may have spilled (alcohol, paint, etc). • Avoid places where there are loose electric wires and do not touch any metal object in contact with them. • Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth. • Eat something. You will feel better and more capable of helping others. • If the building is badly damaged, you will have to leave it. Collect water containers, food, and ordinary and special medicines (for persons with heart complaints, diabetes, etc.). • Help people who are injured. Provide them first aid. Do not move seriously injured people unless they are in danger. **B) If you are outside** • If you know that people have been buried, tell the rescue teams. Do not rush and do not worsen the situation of injured persons or your own situation. • Do not re-enter badly damaged buildings and do not go near damaged structures. • Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass. • Keep away from beaches and low banks of rivers. Huge waves may sweep in. • Keep updating yourself with latest information on earthquake through radio or T. V.

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20.3 **Fire**

Greater Mumbai is greatly diversified and practically has every type of fire risk. Precautions to be taken in case of fire are given in the Table 3 below:

Before Fire	During Fire	After Fire
• Identify the fire hazards and where fires might start, e.g. laboratories, store room, kitchen and other such places) • Identify all the exit routes of the Institute. (There are **two exit routes** in building) • Check the adequacy of fire fighting apparatus and its maintenance.	• Do not panic. Shout loudly for help • Do not run. • Do not waste time in collecting valuables. • Do not panic. • Inform the fire brigade about the fire and alert neighbors. • If possible, use fire extinguisher. • Do not take shelter in toilet. • Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere. • Do not use the lift to escape. • Use nearest means of escape and the staircase available. • Make exit to ground level instead of the terrace. • Report about your safe escape and any other information to the University authorities, fire brigade or police present at the site. ***If trapped or stranded:*** • Stay close to the floor level. • Cover the gaps of the door by any piece of cloth available. • Do not jump out of the building. • Signal or shout for help. • Stop, drop and roll on the ground and cover with blanket; pour water on the body • *Dial 101 or* 2620 5301 for fire brigade • Give the fire officer detailed address, nature of the incident and the telephone number from which you are calling. Preferably, use landline. Keep down the receiver and wait at the same spot. Control Room will call back to verify the call. • Wait for the Fire Brigade to arrive and co-operate with the firefighters.	• Don't re-enter or permit anyone to enter the building, unless the fire officials have given permission to enter.

21.0 Ragging / Sexual harassment / Stduent Grievance Redressal – Ombudsman

21.1 **Ragging**: Ragging of fellow students in any form is strictly prohibited inside and outside the campus. Any student/s found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished as per the rules. Ragging often ends up in sexual or physical harassment for the victim. The institute maintains a zero tolerance policy towards ragging. All issues in this regard will be dealt with utmost urgency and stringent action will be taken against those involved. To help students, Committees have been formed at School level and University level.

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

21.3 **Student Grievance Redressal – Ombudsman:** The Ombudsman shall exercise power to hear grievances of those who are not satisfied with decision of NMIMS Grievance Redressal Committee. The Ombudsman would be required to dispose cases within one month of the receipt for speedy redress of grievances. On conclusion of the proceeding, the Ombudsman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the effected party. Mr. Justice S. S. Parkar has been appointed as Ombudsman at NMIMS University. For more details kindly refer AICTE regulations on Ombudsman.

21.4 Please visit the website for more details : "The Sexual Harassment-Women-Workplace Act" & "Women Grievance Redressal Cell Policy"

21.5 Following are the details of Women Grievance Redressal Cell & Anti Ragging Committee:

Women Grievance Redressal Cell & Sexual harassment Commitee :
1. Dr. Meena Chintamaneni, Associate Dean, SPPSPTM - Chairperson
2. Dr. Ketan Shah, Associate Professor and HOD, MPSTME – Member
3. Ms. Karuna Bhaya, Finance Officer – Member
4. Shri Nilesh Mohile, CAO, SVKM – Member
5. Dr. Sharon Pandey, Associate Professor, SBM – Member
6. I/C. Registrar – Member Secretary
7. One NGO representative

Anti Ragging Committees:

University				
	Name	**Designation**	**E-mail ID**	**Contact no.**
1.	Ms. Varuna Saksena	Chairperson	varuna.saksena@nmims.edu	022 42355555
2.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
3.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
4.	Mr. Sunil Monteiro	Member	sunil.monteiro@nmims.edu	022 42355555
5.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
6.	Shri Rajendra K. Shah	Member	shahrk60@yahoo.com	022 42199999
Mukesh Patel School of Technology Management & Engineering				
1.	Dr. S. Y. Mhaiskar	Chairperson	Sharad.mhaiskar@nmims.edu	9820422602
2.	Dr. Vijay Raisinghani	Member	Vijay.raisinghani@nmims.edu	9892182969
3.	Dr. Vaishali Kulkarni	Member	Vaishali.kulkarni@nmims.edu	9920668187
4.	Dr. Dhirendra Mishra	Member	Dhirendra.mishra@nmims.edu	9867676425
5.	Prof. Prasad Gharat	Member	Prasad.gharat@nmims.edu	9820675266
6.	Prof. Sawankumar Naik	Member	Sawankumar.naik@nmims.edu	9892133307
Anti-Ragging Squad:				
1.	Prof. Abhay Kumar	Chairperson	Abhay.kumar@nmims.edu	9371533461
2.	Prof. Manoj Sankhe	Member	Manoj.sankhe@nmims.edu	9224574993
3.	Prof. Vinod Jain	Member	Vinod.jain@nmims.edu	9821488869
4.	Prof. Avinash More	Member	Avinash.more@nmims.edu	9892385010
5.	Prof. Abhay Kolhe	Member	Abhay.kolhe@nmims.edu	9220842278
6.	Prof. Mahesh Mourya	Member	Mahesh.mourya@nmims.edu	9773314010
7.	Prof. Lakshmi Gorty	Member	VR.Lakshmigorty@nmims.edu	9757075048
8.	Prof. Krishna Palod	Member	Krishna.palod@nmims.edu	9922409325
9.	Mr. Sailesh Narayan Mohanty	Member	Sailesh.Mohanty@nmims.edu	9437030555

22.0 The list of websites categories which are blocked for use at NMIMS and at Hostels owned by NMIMS

Sr. No.	Category	Sr. No.	Category
1	Potentially Liable	22	Pornography
2	Drug Abuse	23	Tasteless
3	Occult	24	Weapons
4	Hacking	25	Sex Education
5	Illegal Unethical	26	Alcohol
6	Racism and Hate	27	Tobacco
7	Violence	28	Lingerie and Swimsuit
8	Marijuana	29	Sports Hunting and war Games
9	Folklore	30	Freeware Downloads
10	Proxy Avoidance	31	Games
11	Web Translation	32	Peer-to-peer File Sharing
12	Phishing	33	Multimedia Download
13	Plagiarism	34	Internet Radio and TV
14	Child Abuse	35	Potential Security Violating
15	Controversial	36	Malware
16	Abortion	37	Spyware
17	Adult Materials	38	Web Hosting
18	Advocacy Organizations	39	Multimedia Search
19	Gambling	40	Audio Search
20	extremist Groups	41	Video Search
21	Nudity And Risqué	42	Spam URL

List of E resources (In library)

E-Journals Databases
1. ProQuest Central
2. EBCSO
3. JSTOR
4. Science Direct
5. IEL Online IEEE
COMPANY DATABASES
6. CMIE-Prowess 4
7. Capital Market
8. ISI Emerging Markets
9. CEIC Database
LAW DATABASES
10. Manupatra
MARKETING DATABASE
11. TAM
12. TVADINDX
IT INFO DATABASE
13. Gartner Services
E-BOOKS
14. E-brary
RESEARCH DATABASE
15. CRISIL
16. Frost & Sullivan
17. CMIE: Economic Outlook
18. Eviews 8
DIRECTORY

19. Cabell's Directory
STATISTICS DATABASE
20. IndiaStat
CASE STUDY DATABSE
21. Harvard Business School Publishing

23.0 LIST OF HOLIDAYS FOR THE YEAR 2014

SVKM's NMIMS (Deemed-to-be-University)

NMIMS (Mumbai & Shirpur)			NMIMS (Bangalore)			NMIMS (Hyderabad)		
List of Holidays for the year 2014			List of Holidays for the year 2014			List of Holidays for the year 2014		
OCCASION	DATE	DAY	OCCASION	DATE	DAY	OCCASION	DATE	DAY
			Sankranti/Pongal	14-Jan-14	Tuesday	Sankranti/Pongal	14-Jan-14	Tuesday
Chatrapati Shivaji Maharaj Jayanti	19-Feb-14	Wednesday						
			Maha Shivratri	27-Feb-14	Thursday	Maha Shivratri	27-Feb-14	Thursday
Holi	17-Mar-14	Monday	Holi	17-Mar-14	Monday	Holi	17-Mar-14	Monday
Gudi Padwa	31-Mar-14	Monday	Ugadi	31-Mar-14	Monday	Ugadi	31-Mar-14	Monday
Ambedkar Jayanti	14-Apr-14	Monday						
Good Friday	18-Apr-14	Friday	Good Friday	18-Apr-14	Friday	Good Friday	18-Apr-14	Friday
Maharashtra Day	1-May-14	Thursday	Labor/May Day	1-May-14	Thursday	Labor/May Day	1-May-14	Thursday
Ramzan-Id	29-Jul-14	Tuesday	Ramzan-Id	29-Jul-14	Tuesday	Ramzan-Id	29-Jul-14	Tuesday
Independence Day	15-Aug-14	Friday	Independence Day	15-Aug-14	Friday	Independence Day	15-Aug-14	Friday
GopalKala	18-Aug-14	Monday						
Ganesh Chaturthi	29-Aug-14	Friday	Ganesh Chaturthi	29-Aug-14	Friday	Ganesh Chaturthi	29-Aug-14	Friday
Anant Chaturdashi	8-Sep-14	Monday						
			Mahalaya Amavasya	24-Sep-14	Wednesday			
Gandhi Jayanti	2-Oct-14	Thursday	Gandhi Jayanti	2-Oct-14	Thursday	Gandhi Jayanti	2-Oct-14	Thursday
Dussehra	3-Oct-14	Friday	Dussehra	3-Oct-14	Friday	Dussehra	3-Oct-14	Friday
						Bakri -Id	6-Oct-14	Monday
Diwali (Laxmi	23-Oct-14	Thursday	Diwali (Laxmi	23-Oct-14	Thursday	Diwali (Laxmi	23-Oct-14	Thursday
Diwali (Balipratipada)	24-Oct-14	Friday	Diwali (Balipratipada)	24-Oct-14	Friday	Diwali (Balipratipada)	24-Oct-14	Friday
						Diwali (Bhaubeej)	25-Oct-14	Saturday
			Kannada Rajyotsava	01-Nov-14	Saturday			
Christmas	25-Dec-14	Thursday	Christmas	25-Dec-14	Thursday	Christmas	25-Dec-14	Thursday

Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January 26, 2014, August 15, 2014, May 01, 2014 &
October 02, 2014)

Note: For Employees whose weekly off is other than Sunday.

All those employees who are having weekly off other than Sunday and if the Holiday falls on Sunday not declared by the University then their w/o will be considered as Sunday **for that week.**

Holiday falls on Sunday			Holiday falls on Sunday			Holiday falls on Sunday		
Republic day	26-Jan-14	Sunday	Republic day	26-Jan-14	Sunday	Republic day	26-Jan-14	Sunday

24.0 NMIMS INFOLINE (for Mumbai Campus)

Agency	Number
Disaster Management Cell of Municipal Corporation of Greater Mumbai	108
Police	
Police Help Line	100
Juhu Police Station	26184432 / 26183856
Vile Parle Police Station	26117307 / 26117317
Vile Parle (E) Police Station	26112813
D. N. Nagar, Andheri (W) Police Station	26303893 / 26304002 / 26303038
Andheri (E) Police Station	26831562 / 26842677
Santacruz Police Station	26492972 / 26487856
Fire Brigade	
Fire Brigade Help Line	101
Andheri Fire Stations	2620 5301
Bandra Fire Station	26435206
Ambulance	102 / 1298/1252
Hospitals	
Dr. Balabhai Nanavati Hospital	26182255
Cooper Hospital	26207254
Travel Agency	
V-explore	42705205/ 42705255
Chemist	
Dilip Drug House	26182255
Empire Chemists	26718970
Welcome	26111796
General Physician	
Criti Care Clinic Plot no. 38/39 , Main Gulmohar Road, JVPD Scheme, Opposite Copper Chimney, Andheri (W), Mumbai- 400049	26286644/ 88
Hostel	
G. R. Jani Hostel Boys	26240070
Girls Hostel (MKM)	26256382/ 83
Movietime Suburbia (Bandra)	56914673/74/75

Part II

**Mukesh Patel School of Technology
Management & Engineering**

Message from Dean,

Dear Students,

This Student Resource Book (SRB) is a compilation of the all information necessary for students during their academic journey at NMIMS. It gives information about NMIMS and B.Tech. (four year as well as six year program) , M.Tech, & MBA (Tech), MCA and DTT programs 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 as and when they occur.

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

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

Dr. Sharad Y. Mhaiskar
Dean – MPSTME

SVKM's NMIMS Mukesh Patel School of Technology Management & Engineering
B. Tech. / MBA (Tech.) / MCA / M. Tech./ Ph.D./DTT/ADTWP
Academic Calendar 2014-2015

July 07 to July 26, 2014	:	**Accenture Training for 4th year B.Tech. (Phase – I)**
July 28, 2014	:	Commencement of Semester I, III, V & VII
September 15, 2014	:	Commencement of Semester – IX of MBA(Tech.)
October 20 to October 25, 2014	:	**Diwali Vacation**
November 22, 2014	:	Last Instructional Day for Semester I, III, V & VII
November 26 to December 06, 2014	:	Term End – Examination for Semester I, III, V & VII
December 06, 2014	:	Last Instructional Day for Semester – IX of MBA(Tech.)
December 13 to December 24, 2014	:	Term End – Examination for Semester - IX of MBA(Tech.)
December 08 to December 27, 2014	:	**Accenture Training for 4th year B.Tech. (Phase – II)**
December 15 to December 24, 2014	:	Central Assessment Program for Semester I, III, V, VII & IX
December 26 to January 01, 2015	:	**Winter Vacation**
SEMESTER – II, IV, VI, VIII & X		
December 08, 2014	:	Commencement of Semester – VIII of MBA(Tech.)
January 05, 2015	:	Commencement of Semester – II, IV, VI, VIII & X
**	:	**SATTVA/ PROTSAHAN (Sports, Cultural & Technical Festival)**
April 11, 2015	:	Last Instructional Day for Semester – VIII of MBA(Tech.)
April 15 to April 25, 2015	:	Term End – Examination for Semester - VIII of MBA(Tech.)
April 27, 2015	:	Commencement of MIP (20 weeks) of Semester IX of MBA(Tech.)
May 02, 2015	:	Last Instructional Day for Semester – II, IV, VI, VIII & X
May 05 to May 19, 2015	:	Term End – Examination for Semester – II, IV, VI, VIII & X
May 05 to May 16, 2015	:	Term End – Examination for Semester - VI of MBA(Tech.)
May 12 to May 23, 2015	:	Central Assessment Program for Semester – II, IV, VI, VIII & X
May 18, 2015	:	Commencement of T I P (8 weeks) of Semester VII of MBA(Tech.)
May 25 to July 04, 2015	:	**Summer Vacation**
2nd / 3rd week of June 2015	:	**Re-examination**
July 11, 2015	:	**End of TIP of Semester VII of MBA(Tech.)**
2nd Week of August 2015	:	**Convocation for MPSTME, NMIMS**
September 12, 2015	:	**End of MIP for Semester – IX of MBA(Tech.)**
** This program will be organized as per the convenient dates at the campus which can be different for Shirpur and Mumbai.		
Note : First year students of Shirpur campus will report on 22nd July 2014 at Shirpur		

1. **Academic inputs/rules:**

1.1   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.

1.2   Any changes in the course structure, course outlines and so on, will be communicated on the notice board / blackboard / email.

1.3   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.

1.4   The Student 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.

1.5   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 through Course Co-ordinator. LCD's are allotted on first come first serve basis.

1.6   In case of Lecture Cancellation, the course coordinator will inform said changes to class representative/ respective students through the Black Board / email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty.

1.7   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.

1.8   Most classrooms are fitted with an LCD projector for the utility of the faculty and the student. In case a student requires an LCD for his/her presentations, he/she must make a prior booking through course coordinator. LCD's are allotted on first come first serve basis.

2. **Examination Guidelines (ICA / SEE, Passing Criteria, Grading system, method of calculation of CGPA, Re-Examination, exceptional cases – medical etc.)**

2.1 Evaluation and Grades

Mukesh Patel School of Technology Management & Engineering of NMIMS follows the following 'letter grades' and corresponding 'grade points' system:

Grade	Grade Point
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
F	0.00

2.2 Method of calculation of letter grades and GPA/ CGPA

2.2.1 For the calculation of grades for each course / subject, following guidelines are observed

1) Highest marks scored by student/s for a course / subject will be taken into account for the batch/ group (in case of electives).

2) Difference between the maximum marks and pass marks would be calculated.

3) The said difference will be equally divided into slabs of nine letter grades (i.e. A+, A, and A-, B+, B and B-and C+, C and C-).

4) Grading will be done on the basis of marks obtained by a student in each course / subject which will be fitted into the above slabs of letter grades.

5) 'F' grade will be assigned to students
   a. Who have obtained marks less than 50% out of aggregate.

   b. Who have obtained less than 'one third' marks out of the maximum marks allocated the respective subject for the term end examination.

   c. Who have obtained less than one third marks out of the maximum marks allocated to the respective subject for the internal continuous assessment.

2.2.2. Calculation of GPA (Grade Point Average):

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

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

2.2.3 Calculation of CGPA (Cumulative Grade Point Average) :

Cumulative Grade Point Average upto and including a term will be computed by dividing the sum of product of grade point of each course / module and credit value assigned to each respective course by the sum of credits assigned to all the courses / modules upto and including the related term.

Here :

C = Credit value assigned to a course /module

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

GPA = Grade point Average shall be calculated for individual term.

CGPA = Cumulative Grade Point Average shall be calculated upto and including each term till date.

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

2.3.1 A student of **B.Tech & MBA(Tech.)** shall not be granted terms and he/ she shall not be permitted to appear at the semester end examination conducted for a subject unless, he/she has satisfactorily completed the related term-work/ assignments etc. within the stipulated period of time and has satisfactory attendance as per rules. Such student will not be allowed to keep term of higher/ further semesters and will be required to take re-admission in subsequent academic year for the concerned year of the program, if he/she wishes to continue his/ her studies. Such a student will not be given any credit/s for subject/s already cleared, if any, of the year for which the term was not granted.

2.3.2 A student of **MCA & M.Tech**. program shall not be granted terms and he/ she shall not be permitted to appear at the semester end examination conducted for a subject unless, he/she has satisfactorily completed the related term-work/ assignments etc. within the stipulated period of time and has also obtained the minimum prescribed passing marks in Internal Continuous Assessment in the subject/s and has satisfactory attendance as per rules. Such student will not be allowed to keep term of higher/ further semesters and will be required to take re-admission in subsequent academic year for the concerned year of the program, if he/she wishes to continue his/ her studies. Such a student will not be given any credit/s for subject/s already cleared, if any, of the year for which the term was not granted.

2.4   Promotion Rules and ATKT (Allowed To Keep Terms)

B. Tech. (All programs/streams) / MBA(Tech.) / M.Tech. / MCA

General :

2.4.1   A student who has passed in all the subjects (as per the criteria laid down hereinunder) of Semester I and II examinations of the first academic year will be promoted to the second year of the concerned programme. A student who has passed in all the subjects of Semester III and IV examinations of the second year will be promoted to the third year of the concerned programme. A student who has passed in all the subjects of Semester V and VI examinations of the third year will be promoted to the fourth year of the concerned programmer. Likewise, a student who has passed in all the subjects of Semester VII and VIII examinations of the fourth year will be promoted to the fifth year of the concerned programmer (wherever applicable).

2.4.2   A student who fails to pass in one or more subjects in Semester I examination will be "allowed to keep terms" (ATKT) and will be permitted to attend lectures and appear at Term-End examinations of Semester II. This means that students will be allowed to keep terms for both the semesters during the first academic year, irrespective of the number of failures in any number of subjects of the first semester of that academic year. This criterion will apply to the subsequent years also.

2.4.3   Such failed students will be allowed to appear at **re-examination in all the 'failed subjects'** to be conducted after declaration of the results of Semester II examination of that academic year. The internal assessment marks obtained by the students will be carried forward. This re-examination will be held only once for an academic year before commencement of the next academic year. **The re-examination will normally commence in the month of June.** However, this schedule is subject to change at the sole discretion of the University. Students are advised to keep a track of the examination / re-examination time tables.

2.4.4   **A student who is required to appear in the re-examination must pay the prescribed fees/charges for re-examination before commencement of the re-examination**.

2.4.5   A student who has failed in not more than five subjects in B.Tech. / and three subjects in MBA(Tech.) program in an academic year i.e. two semesters taken together after the said re-examination will also be allowed to enter upon the next year of the program. Such students will be required to appear for examinations of all the failed subjects during the related Semester-end examinations along-with the regular students of next year and pass threat. If such a student fails in any subject even after this 2nd re-examination chance, he / she will be required to take re-admission in the same year of the programme in the subsequent year.

2.4.6   A student, who has failed in more than **five subjects in B Tech programs and three subjects in MBA(Tech.)** in the academic year i.e. two semesters taken together after the said first re-examination (held before the commencement of the next academic year) will not be allowed to enter upon the next year of the program. He will be allowed to pass the subjects in which he has failed by appearing at the examination which will be conducted for the students of next year in the respective semester within a time limit of one year. In case he/she fails to pass in any subject even after the said re-examination chance, such a student will have to take re-admission in the same year of the programme in which he/she has a backlog in the subsequent academic year. Such student will be given only one chance to clear the failures in the next year, along with next year students.

2.4.7   The same criteria regarding re-examination as mentioned above shall be applied to Semester III & IV of the second year of the programme, for Semester V & VI of the third year of the programme for Semester VII & VIII of the fourth year of the programme and for Semester IX & X of the fifth year of the programme, wherever applicable.

2.4.8   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).

2.4.9   Students failing in Research Project 1 in 4th year MBA Tech. and Research Project II in fifth year will be allowed to resubmit the project report within the respective academic years. On resubmission, a viva presentation will be carried out in the same academic year after the term end examination. Results of the Research Project I and II will be declared thereafter in the same academic year.

2.4.10   **MCA and M.Tech.** Students will not be promoted to the next academic year if they have any failure in any subject after the re-examination conducted at the end of the academic year. No further re-examination will be conducted under any circumstances. In case any student fails to clear any subject after the re-examination, he / she will have to take re-admission in the same year of the program.

2.4.11   If student of M.Tech is not able to submit the desertion report at the end of 2nd year, he may seek extension by applying through HOD and Dean to the admission department. If extension is approved / granted, student has to pay the prescribed fee as per rule.

2.5   **Evaluation Weightage:**

The evaluation for the structured courses would broadly fall into the following evaluation scheme: -

Evaluation	Weightage	Evaluation Method	Conducted by	Schedule
Internal Continuous Assessment	40%	Case studies /Project /Assignments/ Seminar /term Paper/Viva/Quiz/ Written examinations Practicals (Engg. Subjects), etc. (minimum three methods to be taken)	Faculty	Throughout the Term
Term End Evaluation	60%	Term End Examination	University Examination/ Department	After completion of the Term (15 weeks)

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

2.5.2   The Common Semester end Examinations are conducted 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 Semester-end examination in the form of analysis of current development.

2.5.3   Credits are based on number of hours per week e.g. 3 credits = 3 hrs. / per weeks of contacts

2.5.4   Deviation, if any, from above mentioned evaluation schemes will be communicated separately.

2.5.5   For all the programs, the weightage for each component will be specified by the Faculty and will form an integral part of the course outline (as per specific requirement of school/programme). The Faculty has flexibility to formulate and implement evaluation system with weightage specified in course outline. While approving the courses, the HOD/Area-in-charge and the Dean/Directors/ Associate Dean will ensure that the evaluation components and weightage points assigned to each component are fair.

2.6   Passing Criteria :

2.6.4 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 semesters. **Further it is clarified that in case the subject has Term End Examination conducted at school / Dept level, its passing shall be 50 % of the marks.**

2.6.5 Semester-end Examination

A student must secure a minimum of one-third of the total maximum marks allotted to the semester-end examination of each subject, in order to be declared as successful in every subject, of each of the semesters.

2.6.3 **Aggregate Passing**

A student must secure a minimum of 50% of aggregate marks out of the total marks (that is, aggregate of internal continuous assessment and semester end examination) allotted to each subject/s. **Further it is clarified that in case the subject has semester end examination conducted at school / Dept level, its passing shall be 50 % of the marks. If student fails to pass in any of such subjects, he/she will have to appear for re-examination which will be conducted by school/dept at the end of the academic year in June.**

2.7   Remedy for non-fulfilment of Passing Criteria

2.7.4 A student who has obtained less than one third marks in the 'semester-end examination' or a student who has failed to obtain more than 50% marks 'in aggregate' as mentioned above will be required to appear for re-examination which will be conducted at the end of the academic year in June/July of the respective year. In case the student fails even in the re-examination which is held in June/July, he/she will be allowed to appear along with the regular students of next year in the semester-end examination.

2.7.5 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 both the 'Class Tests' along with regular students of the next batch. To be eligible for such improvement, the student should have appeared compulsorily at the first re-examination held in July at the end of the related academic year. For such students, the marks obtained by them in re-examination held in June/July will be carried forward. In case, he/ she fails even after these chances (i.e. the two re-examination 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.

2.7.6 Those students, who pass in the first or second re-examination, will be awarded 'Normal Grade' for subjects passed in such re-examination.

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

2.7.8 **In case a student fails after the said first re-examination in more than five subjects in case of B. Tech. and three subjects in MBA (Tech.) program, he/she will not be permitted to enter upon the next year of the programme. He/She can appear for re-examination, along with the regular students of next batch by paying the prescribed re-examination fee. Such student will be given only one re-examination chance to clear the failed subject/s along with the students of next year. In case such a student fails to pass the subject after this re-examination chance, he / she will be required to take re-admission in the same year of the program. Alternatively, such failed student will be allowed to take re-admission in the same year of the programme in the subsequent academic year as a regular student by paying the prescribed fee.**

2.7.9 **Grades for those appearing at re-examination due to penalty given in unfair means will be C+ or actual obtained by such student whichever is lower.**

2.8   **General rules :**

2.8.4 A student who remains absent from appearing at Semester-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. The internal assessment marks obtained by the students will be carried forward. Such student will be awarded **'Normal Grade'** in that re-examination/s, which immediately follows the second semester-end examination of the academic year in which the student has kept terms.

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

2.9   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 2014-2015 and onwards.

2.10 Project Guidelines:

There shall be two semester of Industry Interaction for MBA (Tech) students. The first one is in the 6th Semester and second in the 8th Semester. For B. Tech students there shall be industrial training programme in the 2nd or 3rd year summer vacation.

2.10.1 **MBA (Tech) T I P (Training):**

   a. The objective of the TIP 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.

   b. 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.

   c. 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.

   d. 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.

   e. Students should observe strict discipline as per Industry's norm. They should obtain a training certificate indicating successful completion of the training and the actual period in which the training was taken.

   f. Students should provide the office with their contact email and mobile/phone numbers before the commencement of the training.

   g. 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.

h. 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.

2.10.2   MBA (Tech) M I P (Training) – Project Work:

The training shall be of 20 weeks duration commencing in the 8th Semester. 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

2.10.3 B. Tech Summer Training:

For B. tech. students Industrial training shall be compulsory in the 3rd year (after semester VI 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 semester IV examinations)

2.10.4 **Class Projects:**

        a)   Various faculty members announce Class Projects as a part of the learning process for that subject.

        b)   These Class Projects are usually undertaken in groups or individually.

        c)   Evaluation criteria and weightages are assigned by the faculty concerned.

        d)   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.

2.11   **Technical Assistantships / Teaching Assistantship**

     2.11.1 A limited number of technical assistantships from time to time may be available for all students of M.Tech.

     2.11.2 There will be a notice from concerned faculty inviting applications from students to assist them in doing a research project for a stipulated period of time.

     2.11.3 Students will be selected by the faculty under whom they wish to work.

Mukesh Patel School of Technology Management & Engineering

Vision

Play a distinct role in providing excellence in engineering and management education thereby creating human resources of value to industry and society both at national and international level.

Mission

1. Formulate relevant curriculum through strong industry linkages and interaction.

2. Ensure quality of education through pedagogical innovations

3. Undertake and promote relevant research

4. Ensure multifaceted development of students, faculty and staff through continuous introspection and inputs.

5. Set up the international linkages with Institutes /industry of repute.

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Information Technology Department

Vision:

Department of IT will impart quality education and conduct research relevant to needs of the national and international community which will help to improve quality of human life

Mission:

To prepare human resource with technical and management skills to meet the contemporary Information Technology demands of the industry and society at large by delivering relevant curriculum, using the state of the art pedagogical innovations, and undertake relevant research.

Program Educational Objectives:

PEO-1: Establish themselves as Information Technology professionals in various private and public sectors that are involved in the creation, maintenance and use of Information Systems.

PEO-2: Solve real world problems by applying knowledge ethically that will benefit organizations and society at large.

PEO-3: Adapt to changing trends in Information Technology, and become lifelong learners.

Computer Engineering Department

Vision

Play a significant role in creating Computer Engineering Graduates with sound technical and managerial skills of value to industry and society both at national and international level.

Mission

1. The Computer Engineering Department endeavors for excellence in creating, applying and imparting knowledge in computer engineering through comprehensive curriculum and innovative teaching-learning process.

2. Provide a sound technical and managerial foundation & multifaceted development that prepares student to excel in higher education, research or technical/managerial profession that can adapt to rapidly changing technology in computer engineering.

Programme Educational Objectives (PEO)

The Computer engineering students will:

1. Be Successful in their professional career exhibiting ethical attitude and good communication skills with exposure to agile technologies.

2. Analyze, design and solve problems in their domain using the computer engineering knowledge.

3. Pursue higher education

Electronics and Telecommunication Department

Vision:

To build a strong teaching and research environment that caters to the needs of fast growing telecommunication domain by providing a favourable atmosphere for teaching and learning of fundamental electronics and its applications in telecommunication.

Mission:

- To provide internationally recognized leaders in Electronics and Telecommunication, through a continuously improving educational program that graduates students with strong engineering science, fundamentals while incorporating applied engineering aspects.

- To create the knowledge of fundamental principles and innovative technologies through research in the area of Electronics and Telecommunication and hence teach the students the necessary research skills which satisfy the needs of growing economy.

Programme Educational Objectives (PEOs):

PEO1

Adapt to emerging communication technologies and excel in professional career.

PEO2

Pursue higher education and contribute to technology through research.

PEO3

Exhibit leadership qualities and satisfy the technological needs of the society.

Civil Engineering Department

Vision

Create competent Civil Engineering professionals and employable individuals with sound technical and management credentials to take part in state-of-the-art infrastructural development with global ensign for the benefit of the society

Mission

- Provide quality education in conformity with advancements in technology and management

- Encourage relevant research, development and entrepreneurship qualities in students, faculty and staff through teamwork

- Develop strong industry institute linkages to ascertain and resolve the socio-economic problems of infrastructure with due consideration to safety and economy in ethical manner

Program Educational Objectives (PEOs) :

The objectives of the Civil Engineering Program are to develop Civil Engineering graduates who are prepared to

1. Practice the profession of Civil Engineering with competence, professionalism and competitiveness in various facets like design, construction and project management.
2. Pursue personal and professional growth with superior work ethics and work character.
3. Pursue advanced studies and research at post graduate level.

Mechanical Engineering Department

Vision

Create competent Mechanical Engineering professionals and employable individuals with sound technical and management credentials to take part in state-of-the-art infrastructural development with global ensign for the benefit of the society

Mission

- Provide quality education in conformity with advancements in technology and management

- Encourage relevant research, development and entrepreneurship qualities in students, faculty and staff through teamwork

- Develop strong industry institute linkages to ascertain and resolve the socio-economic problems of infrastructure with due consideration to safety and economy in ethical manner

Program Educational Objectives (PEOs):

The objectives of the Mechanical Engineering Program are to develop Mechanical Engineering graduates who are prepared to

1. Practice the profession of Mechanical Engineering with competence, professionalism and competitiveness in various facets like design and project management.

2. Pursue personal and professional growth with superior work ethics and work character.

3. Pursue advanced studies and research at post graduate level and contribute to the society.

Chemical Engineering Department

Mission:

1. To endeavor to groom competent & versatile techno-managers through well planned curricula and innovative teaching learning process.

2. To impart knowledge and skills for management of various aspects of chemical Plants, products and services. Various aspects imply design, development, marketing, operations, and maintenance of chemical industry.

3. To provide knowledge of basic, core and applied subjects which help students in career enhancement.

3.1 Course Structures of all programmes

B. Tech. (Information Technology)

First Year (Common for All Branches)

Semester I	Semester II
Engineering Mathematics-I	Engineering Mathematics-II
Engineering Physics	Engineering Chemistry
Basic Electrical Engineering	Basic Electronics
Engineering Drawing	Engineering Mechanics-II
Engineering Mechanics-I	Computer Programming – II
Computer Programming - I	Workshop Practice
Communication Skills	Constitution of India

Second Year

Semester III	Semester IV
Engineering Mathematics – III	Engineering Mathematics - IV
Environmental Studies	Computer Organization & Architecture
Data Structures and Algorithms	Microprocessor and Microcontroller
Digital Logic Design	Operating Systems
Database Management Systems	Web Programming
Programming Workshop	Implementation of Technology
Signals and Systems	Principles of Communication Engineering

Third Year

Semester V	Semester VI
Unix Programming	Software Architecture
Software Engineering	Object Oriented Modeling and Design
Principles of Economics and Management	Wireless Networking
Computer Simulation and Modeling	Advanced Computer Networks
Computer Networks	Parallel Computing
Distributed Computing	Mobile Application Development
Research Methodology	
Ethics for IT Users	

Fourth year

Semester VII	Semester VIII
Service Oriented Architecture	System Administration
Software Project Management	Data Warehousing and Mining
Information Security	Electronic Commerce
Ethics for IT Organization	Project – II
Project – I	
Elective – I (Any one) ✓ Management Information Systems Multimedia Systems ✓ Artificial Intelligence ✓ Information Storage Management	**Elective – II (Any one)** ✓ Robotics ✓ High Speed Networking Architecture and Protocols ✓ Information Security Assurance and Forensics ✓ Advanced Database Management System ✓ Cloud Computing

B. Tech. (Computer Engineering)

First Year (Common for all branches)
Second Year

Semester - III	Semester – IV
Engineering Mathematics - III	Engineering Mathematics – IV*
Data Structures	Computer Organization & Architecture
Discrete Structures	Operating System
Digital Logic Design	Computer Networks
Numerical Techniques	System Programming
Database Management System	Analog & Digital Communications
Programming Workshop	Environmental Studies
	Implementation of Technology
	Professional Ethics

Third Year

Semester - V	Semester – VI
Theoretical Computer Science	Object Oriented Software Engineering
Software Engineering	Image Processing*
Microprocessor & Microcontroller	Fundamentals of Web Technology
Design & Analysis of Algorithms	Industrial Economics and Management
Computer Graphics	Mobile Application Development
Digital Signal Processing	Project Workshop
Research Methodology	**Elective I (Any One)** √ Advanced Computer Networks ✓ Advanced Database Management System ✓ Unix Programming ✓ Information Storage and Management ✓ Principles of Compiler Design ✓ Operation Research ✓ Human Computer Interface

Fourth year

Semester - VII	Semester – VIII
System Security	Distributed Computing
Intelligent Systems	Multimedia Systems
Data Warehousing & Mining	Mobile Computing
Project- I	Project -II
Elective II (Any One) ✓ Introduction to Cloud computing ✓ Embedded System ✓ Advanced Image Processing ✓ Software Architecture ✓ E –Commerce ✓ Advanced Computer Architecture	**Elective III (Any One)** ✓ Robotics ✓ Biometrics ✓ Parallel Computing ✓ Soft Computing ✓ Software Quality Assurance & Testing ✓ Data Science & Big Data Analytics

B. Tech. (Electronics & Telecommunication)

First Year (Common for All Branches)

Second Year	
Semester - III	**Semester - IV**
Engineering Mathematics - III	Probability and Random Process
Electrical Networks Analysis and Synthesis	Principles of Communication Engineering
Digital Design	Electromagnetic Field Theory
Electronic Circuit Analysis and Design	Instrumentation
Signals and Systems	Analog Integrated Circuits and Applications
Numerical Techniques	Basic Control Systems
	Study of Emerging Technologies
Third Year	
Semester V	**Semester VI**
Microprocessor based systems	Digital Communication
Antenna and Wave Propagation	Computer Communication Networks
Fundamentals of Microwave Engineering	Microcontrollers and Embedded Systems
Digital Signal Processing	TV and Video Engineering
RF Circuit Design	Industrial Economics and Management
Implementation of Technology	Minor Project
Environmental Studies	**Elective – I** (Any One) ✓ Programming in JAVA ✓ Industrial Electronics ✓ Image Processing
Fourth year	
Semester VII	**Semester VIII**
Optical Fiber Communication	Digital Voice Communication
Wireless Communication Technology	Satellite Communication and Radar
Project Phase I	Project Phase II
Elective – II (Any One) ✓ Data Encryption and Network Security ✓ Advanced Microcontrollers ✓ VLSI Design & Technology	**Elective – IV (Any One)** ✓ Broadband Technology ✓ Power Electronics ✓ Mechatronics
Elective – III (Any One) ✓ Introduction to Automation ✓ Speech Processing ✓ Advanced Microwave Engineering	**Elective – V (Any One)** ✓ Fuzzy Logic and Neural Networks ✓ Robotics ✓ Network Design and Planning

B.Tech. (Civil Engineering)

Second Year

Semester - III	Semester - IV
Engineering Mathematics-III	Engineering Mathematics-IV
Surveying – I	Surveying – II
Strength of Materials	Structural Analysis – I
Building Materials and Construction	Concrete Technology
Engineering Geology	Hydraulic Engineering
Fluid Mechanics	Building Design and Drawing – I
	Safety Health and Environmental Engineering

Third Year

Semester - V	Semester – VI
Structural Analysis - II	Geotechnical Engineering - II
Geotechnical Engineering - I	Theory of Reinforced Concrete and Prestressed Concrete
Building Design and Drawing - II	Irrigation Engineering
Hydraulic Machinery	Transportation Engineering
Highway and Railways Engineering	Environmental Engineering - II
Environmental Engineering - I	Design of Steel Structures
Building Utilities and Services	Presentation and Communication Techniques
Entrepreneurship and Management	

Fourth Year

Semester - VII	Semester – VIII
TIP (8 Weeks during summer vacation)	Construction Management
Limit State Design of Reinforced Concrete Structures	Design and Drawing of reinforced Concrete structures
Quantity Surveying, Estimation and Valuation	Project
Construction Machinery	Elective- III
Elective – I	Elective - IV
Elective – II	---

List of Electives (Any One from Each list)			
Elective - I	Elective - II	Elective - III	Elective - IV
Design of Prestressed Concrete Elements	Structural Dynamics	Design of Bridge Structures	Earthquake Engineering
Industrial Waste Treatment	Numerical Techniques	Environmental Impact Assessment and Audit	Finite Element Analysis
Ground Water Hydrology	Soil Dynamics	Design of Hydraulic structures	Geotechnical Earthquake Engineering
Advanced Structural Analysis	Pavement Subgrade and Materials	Advanced structural Mechanics	Pavement Design and Construction

B.Tech. (Mechanical Engineering)

Second Year

Semester - III	Semester - IV
Engineering Mathematics - III	Engineering Mathematics - IV
Engineering Thermodynamics	Manufacturing Processes - I
Strength of Materials	Fluid Machinery
Fluid Mechanics	Materials Engineering
Theory of Machines - I	Environmental Engineering and Management Systems
Machine Drawing	Theory of Machines - II
	Industrial Electronics
	Machine Shop - I

Third Year

Semester - V	Semester – VI
Thermal Engineering	Heat Transfer
Manufacturing Processes - II	I. C. Engines
Design of Machine Elements - I	Design of Machine Elements - II
Mechatronics and Controls	Vibration Engineering
Mechanical Measurement and Metrology	Manufacturing Management
Machine Shop - II	Presentation and Communication Techniques
Industrial Engineering	

Fourth year

Semester - VII	Semester – VIII
Design of Mechanical Systems	Total Quality Management
Refrigeration and Air Conditioning	Product Design and Development
Finite Element Analysis	CAD/CAM/CAE
Project Part - I	Engineering Economics and Accounting
	Project Part - II
Elective I (Any One) ✓ Tribology ✓ Non Conventional Energy Sources ✓ Advanced Turbomachinery ✓ Automobile Engineering ✓ Introduction to Nano-Technology ✓ Project Management	**Elective II (Any One)** ✓ Dynamic System Modeling and Analysis ✓ Rapid Prototyping and Tooling ✓ Reliability Engineering ✓ Computational Fluid Dynamics ✓ Robotics ✓ Operations Research

B.Tech. (Mechatronics Engineering)

Second Year

Semester - III	Semester - IV
Engineering Mathematics - III	Signals & Systems
Strength of Materials	Theory of Machines - II
Fluid Mechanics and Machinery	Thermodynamics & Heat Transfer
Digital Electronics	Manufacturing Technology - I
Theory of Machines - I	Metrology & Instrumentation
Electronic Devices & Circuits	Microprocessors And Applications

Third Year

Semester - V	Semester – VI
Design of Machine Elements	Principles of Management
Basic Control Systems	Microcontrollers and PLC
Machine Design & Computer Graphics	Industrial Automation
Sensors & Transducers	Design of Mechatronics Systems
Manufacturing Technology - II	Computer Integrated Mfg. (CIM)
Fluid Power Automation	Industrial Robotics

Fourth year

Semester - VII	Semester – VIII
Digital Signal Processing	Artificial Intelligence & Expert Systems
Power Electronics & Industrial Drives	Product Design and Development
Project Part - I	Project Part - II
Elective I (Any one) ✓ Total Quality Management ✓ Flexible Manufacturing Systems ✓ Automobile Engineering	**Elective III (Any one)** ✓ Composite Materials ✓ Rapid Prototyping and Tooling ✓ Reliability Engineering
Elective II (Any one) ✓ Medical Electronics ✓ Diagnostic Techniques ✓ Advanced Control Systems	**Elective IV (Any one)** ✓ Database Management Systems ✓ Virtual Instrumentation ✓ Automotive Electronics

B. Tech.
(6 years Integrated Diploma-Degree program)

- **Civil Engineering**
- **Computer Engineering**
- **Electronics & Telecommunication Engineering**
- **Mechanical Engineering**

First Year (Common for All Branches)

Semester I	Semester II
Mathematics - I	Mathematics - II
Physics-I	Physics-II
Chemistry-I	Chemistry-II
Workshop Practice - I	Workshop Practice - II
Basics of Computer System	Computer Programming
Engineering Drawing-I	Engineering Drawing-II
Communication Skills	Applied Mechanics
	Basics of Electrical Engineering

MBA Tech. (Information Technology)

Semester - I	Semester – II
Engineering Mathematics-I	Engineering Mathematics-II
Engineering Chemistry	Engineering Physics
Basic Electrical Engineering	Basic Electronics
Engineering Mechanics-I	Engineering Drawing
Computer Programming - I	Engineering Mechanics-II
Workshop Practice	Computer Programming – II
Constitution of India	Communication Skills

Second Year

Semester - III	Semester – IV
Data Structures and Algorithms	Computer Networks
Digital Logic Design	Microprocessor and Microcontroller
Web Programming	Principles of Communication Engineering
Engineering Mathematics - III	Operating Systems
Advanced Java	Database Management Systems
Structured System Analysis and Design	Human Computer Interaction
Signals and Systems	Principles and Practices of Management
Business Communication	Statistical Methods

Third Year

Semester - V	Semester – VI
Information Security	Computer Simulation and Modeling
Digital Signal Processing	Object Oriented Modeling and Design
Wireless Networking	Implementation of Technology
Service Oriented Architecture	Distributed Computing
Research Methodology	Project Management
Business Economics	Information System for Managers
Operations Research	Safety. Health & Environmental Management Systems
	Financial Accounting

Fourth Year

Semester – VII	Semester – VIII
TIP (8 Weeks during summer vacation)	Strategic Management
Research Methodology	Quality Management Systems and Practices
Financial Analysis and Accounting	Industrial Marketing
Organisation Behaviour	Financial Management
Management of Innovation	Management of Technology
Enterprise Planning Systems	Human Resource Management
Operations Management	Legal Aspects of Business
Cost Accounting	Supply Chain Management
Corporate Social Responsibility	
Marketing Management	
Research Project-I	
Elective - I (Any One) • Data Warehousing and Mining • Software Quality Assurance	**Elective – III** (Any One) • Advanced Database Management Systems • Image Processing • Embedded Systems • Advanced Computer Network
Elective – II (Any One) • Artificial Intelligence • Information Storage Management • Multimedia Systems • Mobile Computing	

Fifth Year (Management subjects Common for All Branches)

Semester – IX		Semester – X	
Sr No	Name of the Subjects	SrNo	Name of the Subjects
	MIP		Elective 1
	Elective 1		Elective 2
	Elective 2		Elective 3
	Elective 3		Elective 4
	Elective 4		Elective 5
	Elective 5		Advanced Business Communication
	Entrepreneurship Management		Leadership in Organisation
	Research Project-II		New Product Development

Electives in Semester IX

Elective : Finance	Elective : Marketing
• Financial Institutions & Markets	• Brand Management
• Project & Infrastructure Finance	• Integrated Marketing Communication
• Management of Mergers & Acquisitions	• Sales & Distribution Management
• Management of Commercial Banks	• Marketing Strategy
• Project Risk & Insurance Management	• Services Marketing
• Corporate and Personal Tax Planning	• Customer Relationship Management
Elective : Operation	**Elective : Technology**
• Operations Strategy	• Management of Technology Acquisition & Transfer
• Operation Planning & Control	• Business Models in Digital Economy
• Services Operations Management	• Knowledge Management
• Simulation Modeling	• Systems Analysis and Design
Elective : Project Management	**Elective : HR & OB**
• Project Contracts and Claims Management	• Corporate Governance
• Advanced Project Management	• Human Resource Planning
• Project Configuration and Change Management	• Management of Change
• International Project Management	• Management of International Business
• Computer Based Project Management	
Elective : Foreign Language	
• Spanish • Chinese • German	

==Electives in Semester X==

Elective : Finance	Elective : Marketing
• Financial Engineering	• Marketing of Technology Products
• Security & Portfolio Management	• Retail Management
• Management Control System	• Consumer Behaviour
• Investment Banking	• International Marketing
• International Finance	• Online Marketing
• Financial Risk Management	• Media Marketing
Elective : Operation	**Elective : Technology**
• Supplier Management	• Business Process Management
• Contracts and Claims Management	• Business Analytics
• Infrastructure Development	• Technology Forecasting Assessment and Evaluation
• International Sourcing	• Systems Approach to Organizational Design
Elective : Project Management	**Elective :HR & OB**
• Project Risk Management	• Economics of Negotiation & Conflict Resolution
• Business Ethics & Professional responsibility	• Diversity, Innovation & Organizational Change
• Program Management	• Cross Cultural Management
• Project Procurement and Planning	• Managing & Leading the Teams in Organization.
• Project & Infrastructure Finance	• Human Resource Development
• CAPSTONE EXERCISE IN PM	

MBA (Tech.) (Electronics & Telecommunication Engg.)

First Year (Common for All Branches)

Second Year

Semester III	Semester IV
Engineering Mathematics - III	Probability and Random Process
Electrical Networks Analysis and Synthesis	Principles of Communication Engineering
Digital Design	Electromagnetic Field Theory
Electronic Circuit Analysis and Design	Instrumentation
Signals and Systems	Analog Integrated Circuits and Applications
Numerical Techniques	Basic Control Systems
Business Communication	Principles and Practices of Management
	Statistical Methods

Third Year

Semester V	Semester VI
Microprocessor based systems	Digital Communication
Antenna and Wave Propagation	RF Circuit Design
Fundamentals of Microwave Engineering	Microcontrollers and Embedded Systems
Digital Signal Processing	TV and Video Engineering
Computer Communication Networks	Business Ethics and Corporate Social Responsibility
Business Economics	Project Management
Operations Research	Information System for Managers
	Safety, Health & Environmental Management Systems
	Financial Accounting

Fourth year

Semester VII	Semester VIII
TIP (8 Weeks during summer vacation)	Strategic Management
Research Methodology	Quality Management Systems and Practices
Financial Analysis and Accounting	Industrial Marketing
Organization Behaviour	Financial Management
Management of Innovation	Management of Technology
Enterprise Planning Systems	Human Resource Management
Operations Management	Legal Aspects of Business
Cost Accounting	Supply chain Management
Corporate Social Responsibility	
Marketing Management	Digital Voice Communication
Research Project-I	Network Design and Planning
Optical Fiber Communication	**Elective – II** (Any One)
Wireless Communication Technology	✓ Broadband Technology
Elective – I (Any One)	✓ Satellite Communication and Radar
✓ Data Encryption and Network Security	✓ Robotics
✓ Image Processing	
✓ VLSI Design & Technology	

Fifth Year (Management subjects Common for All Branches)

MBA (Tech.) (CIVIL Engineering)

First Year (Common for All Branches)

Second Year

Semester - III	Semester - IV
Engineering Mathematics - III	Structural Analysis - I
Surveying - I	Surveying - II
Strength of Materials	Hydraulic Engineering
Building Materials and Construction	Building Design and Drawing - I
Fluid Mechanics	Concrete Technology
Engineering Geology	Principles and Practices of Management
Business Communication	Statistical Methods

Third Year

Semester - V	Semester – VI
Structural Analysis - II	Design of Steel Structures
Geotechnical Engineering – I	Geotechnical Engineering - II
Building Design and Drawing – II	Highway and Railways Engineering
Hydraulic Machinery	Environmental Engineering - I
Irrigation Engineering	Building Utilities and Services
Environmental Engineering - I	Project Management
Business Economics	Information System for Managers
Operations Research	Safety, Health & Environmental Management Systems
	Financial Accounting

Fourth Year

Semester - VII	Semester – VIII
TIP (8 Weeks during summer vacation)	Strategic Management
Research Methodology	Quality Management Systems and Practices
Financial Analysis and Accounting	Industrial Marketing
Organization Behaviour	Financial Management
Management of Innovation	Management of Technology
Enterprise Planning Systems	Human Resource Management
Operations Management	Legal Aspects of Business
Cost Accounting	Supply chain Management
Corporate Social Responsibility	Quantity Surveying, Estimation and Valuation
Marketing Management	Construction Machinery
Research Project-I	Design & Drawing of Reinforced Concrete structure
Limit State Design of Reinforced Concrete Structures	
Waste Water Engineering	
Docks, Harbours & Airport Engineering	

Fifth Year (Management subjects Common for All Branches)

Semester - IX	Semester – X
Construction Management	
Elective – I (Any One) ✓ Design of Prestressed Concrete Elements ✓ Industrial Waste Treatment ✓ Ground Water Hydrology ✓ Advanced Structural Analysis	**Elective- III (Any One)** ✓ Design of Bridge Structures ✓ Environmental Impact Assessment and Audit ✓ Design of Hydraulic structures ✓ Advanced structural Mechanics
Elective – II (Any One) ✓ Structural Dynamics ✓ Numerical Techniques ✓ Soil Dynamics ✓ Pavement Subgrade and Materials	**Elective - IV (Any One)** ✓ Earthquake Engineering ✓ Finite Element Analysis ✓ Geotechnical Earthquake Engineering ✓ Pavement Design and Construction

MBA (Tech.) (Mechanical Engineering)

Second Year	
Semester - III	**Semester - IV**
Engineering Mathematics - III	Fluid Mechanics
Manufacturing Processes - I	Strength of Materials
Engineering Thermodynamics	Manufacturing Processes - II
Materials Engineering	Theory of Machines - I
Machine Drawing	Machine Shop-II
Machine Shop - I	Thermal Engineering
Business Communication	Principles and Practices of Management
	Statistical Methods
Third Year	
Semester - V	**Semester – VI**
Heat Transfer	I. C. Engines
Vibration Engineering	Mechanical Measurement and Metrology
Design of Machine Elements - I	CAD/CAM/CAE
Theory of Machines - II	Industrial Engineering
Fluid Machinery	Design of Machine Elements - II
Business Economics	Mechatronics and Controls
Operations Research	Project Management
	Information System for Managers
	Safety, Health & Environmental Management Systems
	Financial Accounting

Fourth Year

Semester - VII	Semester – VIII
TIP (8 Weeks during summer vacation)	Design of Mechanical Systems
Refrigeration and Air Conditioning	Finite Element Analysis
Research Methodology	Strategic Management
Financial Analysis and Accounting	Quality Management Systems and Practices
Organization Behaviour	Industrial Marketing
Management of Innovation	Financial Management
Enterprise Planning Systems	Management of Technology
Operations Management	Human Resource Management
Cost Accounting	Legal Aspects of Business
Corporate Social Responsibility	Supply chain Management
Marketing Management	
Research Project-I	
Refrigeration and Air Conditioning	Industrial Engineering
Elective – I (Any One)	**Elective – II (Any One)**
✓ Dynamic System Modeling and Analysis ✓ Non Conventional Energy Sources ✓ Advanced Turbomachinery ✓ Automobile Engineering ✓ Introduction to Nano-Technology	✓ Tribology ✓ Rapid Prototyping and Tooling ✓ Reliability Engineering ✓ Computational Fluid Dynamics ✓ Robotics

Fifth Year (Management subjects Common for All Branches)

MBA (Tech.) (Chemical Engineering)

Second Year

Semester - III	Semester - IV
Process Calculation-I	Process Calculation-II
Fluid Mechanics-I	Fluid Mechanics-II
Strength of Material & Fabrication	Mass Transfer Operations-I
Heat Transfer Operations	Solid Fluid Mechanical Operations
Engineering Mathematics-III	Unit Processes in Chemical Industries
Business Communication	Chemical Engineering Thermodynamics
	Principles & Practices of Management
	Statistical Methods

Third Year

Semester - V	Semester – VI
Chemical Processes-I	Chemical Processes-II
Reaction Kinetics	Chemical Reaction Engineering
Mass Transfer Operations-II	Instrumentation & Process Control
Plant Utilities	Process Equipment & Accessories Design
Material Selection	Industrial Safety
Business Economics	Project Management
Operations Research	Information System for Managers
	Safety, Health & Environmental Management Systems
	Financial Accounting

Fourth Year

Semester - VII	Semester – VIII
TIP (8 Weeks during summer vacation)	Economics of Chemical Projects
Environment Engineering	Process Optimization & simulation
Process & Project Engineering	Seminar I*
Research Methodology	Strategic Management
Financial Analysis and Accounting	Quality Management Systems and Practices
Organization Behaviour	Industrial Marketing
Management of Innovation	Financial Management
Enterprise Planning Systems	Management of Technology
Operations Management	Human Resource Management
Cost Accounting	Legal Aspects of Business
Corporate Social Responsibility	Supply chain Management
Marketing Management	**Technical Elective – I (Any One)** ✓ Food Processing ✓ Petroleum Refining Technology ✓ Biochemical Engineering
Research Project-I	

Fifth Year (Management subjects Common for All Branches)

Semester - IX	Semester – X
Design Report I	Design Report II

MBA Tech. (Computer Engineering)

Second Year

Semester - III	Semester - IV
Data Structures and Algorithms	Computer Network
Digital Logic Design	Operating System
Engineering Mathematics - III	Analog & Digital Communication
Computer Organization & Architecture	Microprocessor & Microcontroller
Database Management System	Software Engineering
Signals & Systems	Implementation of Technology
Business Communication	Principles and Practices of Management
Programming Workshop	Statistical Methods

Third Year

Semester - V	Semester – VI
Fundamentals of Web Technology	Introduction to Cloud Computing
Distributed Systems	Mobile Computing
Digital Signal Processing	Artificial Intelligence
Object Oriented Software Engineering	Multimedia System & Virtual Reality
Information Storage and Management	Mobile Application Development Lab
Advanced Programming Laboratory	Project management
Operation Research	Information System for Managers
Business Economics	Financial Accounting
	Safety Health Environment & Management Systems

Fourth Year

Semester - VII	Semester – VIII
TIP (8 Weeks during summer vacation)	
Elective - I (Any One) ✓ Data Warehousing and Mining ✓ Image Processing ✓ E Commerce ✓ Data Science & Big Data Analytics ✓ Parallel Processing	**Elective – II** (Any One) ✓ Software Quality Assurance ✓ Soft Computing ✓ Biometrics Applications ✓ Service Oriented Architecture
System Security	Strategic Management
Research Methodology	Quality Management Systems and Practices
Financial Analysis and Accounting	Industrial Marketing
Organization Behaviour	Financial Management
Management of Innovation	Management of Technology
Enterprise Planning Systems	Human Resource Management
Operations Management	Legal Aspects of Business
Cost Accounting	Supply chain Management
Corporate Social Responsibility	
Marketing Management	
Research Project-I	

Fifth Year (Management subjects Common for All Branches)

Master in Computer Applications (MCA) – Course structure 2014-17

First year	
Semester I	**Semester II**
Computer Programming	Core Java
Computer Organization and Architecture	Operating System
Discrete Mathematics	Software Engineering
Database Management Systems	Design and Analysis of Algorithms
Computer Networks	Numerical and Statistical Methods
Communication Skills	Financial Accounting
Second Year	
Semester III	**Semester IV**
Web Programming I	Web Programming II
Advanced Java	Data Warehousing and Mining
Advanced Database Management System	Operation Research
Object Oriented Software Engineering	Organizational Behavior
Mobile Computing	Project Management
Industrial Economics and Management	**Elective I (Any One)** ✓ Parallel Computing ✓ Software Testing ✓ Multimedia Systems ✓ Unix Programming
Third Year	
Semester V	**Semester VI**
Electronic Commerce	
Distributed Computing	
Management Information System	
Service Oriented Architecture	**Industry Internship and Project**
Mobile Application Development	
Programming Workshop	
Elective II (Any One) ✓ Introduction to Cloud Computing ✓ Information Storage and Management ✓ Image Processing	

M. Tech. (Computer Engineering) – Course Structure 2014-2016

First Year

Semester - I	Semester - II
Advanced Image Processing	Distributed Systems
Data Warehousing & Mining	Biometrics
Artificial Intelligence	System and Network Security
Professional Skills Development	Research Methodology
Seminar & Technical Paper Writing	Project Synopsis
Elective –I (Any One) ✓ Mobile Computing & Wireless Networking ✓ Computer Networking and Design Principles ✓ Software Architecture ✓ Advanced Algorithms	**Elective -II (Any One)** ✓ Software Quality Assurance & testing ✓ IP Traffic Engineering ✓ Fuzzy Logic & Neural Network ✓ Advanced Optimization Techniques

Second Year

Semester - III	Semester - IV
Project – Phase I	Project –Phase II

M. Tech. (Electronics & Telecommunication Engineering)
Course Structure 2014-2016

<mark>First Year</mark>

Semester I	Semester II
Advanced Digital Communication	Advanced DSP
Advanced Microwave Engineering	Advanced Communication Networks
Statistical Signal Analysis	Optical Fiber Communication Networks
Professional Skill Development	Review and Implementation of Technology
Elective – I (Any One) ✓ Advanced VLSI System Design ✓ Information Theory and Coding ✓ Applied Satellite Communication	Research Methodology
Elective – II (Any One) ✓ Telecom Network Management ✓ Embedded System Design ✓ Antenna System Design	**Elective – III (Any One)** ✓ Microwave Integrated Circuits ✓ Wireless Communication and Networks ✓ Advanced Image Processing

<mark>Second Year</mark>

Semester III	Semester IV
Project Phase I	Project Phase II

M. Tech. (Mechanical Engineering)
Course Structure 2014-2016

First Year

Semester I	Semester II
Numerical Techniques	Finite Element Methods and Applications
Dynamic System Modeling and Analysis	Optimization Techniques
Professional Skill Development	Research Methodology
Elective – I (Any One)	**Elective – IV (Any One)**
Elective – II (Any One)	**Elective – V (Any One)**
Elective – III (Any One)	**Elective – VI (Any One)**
Second Year	
Semester III	Semester IV
Project Phase I	Project Phase II

Note: If a student selects group A then all the electives have to be selected from group A only

List of the Electives:-

Group A		Group B	Group C
Sem I:	Theory of Elasticity and Plasticity	Advanced Thermodynamics	Supply Chain Management
Sem I:	Fracture and Failure Analysis	Advanced Heat Transfer	Computer Integrated Manufacturing
Sem I:	Mechanical Design Analysis	Refrigeration and Air Conditioning Technologies	Analysis of Machining and Forming Processes
Sem I:	Machine Dynamics and Vibration	Computational Fluid Dynamics	Product Life Cycle Management
Sem II:	Reliability Engineering	Analysis of Turbo Machinery	Design for Manufacturing and Assembly
Sem II:	Design for Manufacturing and Assembly	Analysis and Design of I. C. Engine	Theory of Metal Cutting
Sem II:	Advance Tribology	Non Conventional Energy Systems	Production Planning and Control
Sem II:	Design of Material Handling Equipments	Design of Pumps and Compressors.	Theory of Experiments
Sem II:.	Design of Pumps and Compressors		Reliability Engineering

M. Tech. (Industrial Automation Engineering)
Course Structure 2014-2016

First Year

Semester I	Semester II
Mechatronic Systems Design	Industrial Robotics
Fluid Power Automation	Artificial Intelligence and Expert Systems in Automation
Industrial Drives and Control Systems	Design Aspects of Industrial Automation
Automation in Manufacturing Systems	Sensors in Manufacturing
Professional Skill Development	Research Methodology
Elective – I (Any One) ✓ Advanced Microcontroller ✓ Product Design & Development ✓ CNC Technology	**Elective – II (Any One)** ✓ Advanced Embedded Systems ✓ Flexible Manufacturing Systems ✓ Advances in Design and Manufacturing

Second Year

Semester III	Semester IV
Project Phase I	Project Phase II

b) People you should know

University Administration

Name	Designation
Dr. Rajan Saxena	Vice Chancellor
Dr. M. N. Welling	Pro Vice Chancellor
Dr. Meena Chintamaneni	Registrar I/C
Ms. Shobha Pai	Director (Placements)
Dr. Alok Jain	Director – International Linkages
Ms. Varuna Saksena	Deputy Registrar (Academics)
Ms. Anjali Barmukh	Deputy Registrar (Admissions)
Ms. Khyati Bhatt	Deputy Registrar (HR & Personnel)
Mr. Ashish Tambe	Public Relation Officer
Ms. Meeta Shah	Psychologist & Counsellor
Mr. Shivanand Sadlapur	Librarian
Mr. Sunil Monteiro	Co-ordinator (Administration)
Finance & Accounts	
Ms. Karuna Bhaya	Finance Controller
Ms. Varsha Oak	Addl. Finance Controller
Ms. Ermegilda Goes	Chief Accountant
Examinations	
Mr. Ashish Apte	Controller of Examinations
Ms. Alka Shukla	Deputy Controller of Examinations
IT, Computer & Web Management	
Mr. Anil Kumar K.V.	Executive (Systems In charge)
Mr. Abhishek Kumar	Web Administrator
Ms. Ketki Gala	Web Administrator
Mr. Ketan Shah / Mr. Sujeet Chowdhary	LMS Blackboard

MPSTME Administration

Name	Designation
Dr. Sharad Y. Mhaiskar	Dean
Mr. Sailesh Narayan Mohanty	Deputy Registrar
Ms. Vandana S. Kushte	Assistant Registrar (Academics)
Finance & Accounts	
Ms. Heena Patel	Dy. Finance Officer
Examinations	
Ms. Anitha Baburaj	Assistant Registrar (Examinations)
Placement	
Ms. Aparna Mahesh	Dy. Director (Placement)
Purchase & Store	
Mr. Nikhil Shedge	Executive (Purchase & Store)
IT, Computer & Web Management	
Mr. Sameer Borekar	IT Engineer
Mr. Sachin Nigudkar	Lab Assistant & LMS Blackboard
Head of the departments	
Dr. Vijay Raisinghani	IT, HOD
Dr. Dhirendra Mishra	Computer, HOD
Dr. Suresh Bhagwat	Electronics, HOD
Dr. Vaishali Kulkarni	EXTC, HOD
Prof. Ashok Mehta	Mechanical, HOD
Dr. Anant Jhaveri	Chemical, HOD
Prof. Prasad Gharat	Civil, HOD
Prof. Pravin Shrinath	MCA Co ordinator
Dr. V R Lakshmi Gorty	First year Co-ordiantor

Part III

ANNEXURES

APPLICATION OF LEAVE
Mukesh Patel School of Technology Management & Engineering

(10% additional exemption in attendance range of 70% -79.9%)

NAME: _____ Date: _____

Email ID: _____Mobile No. _____

Programme: _____ Trimester/Semester _____ Roll No. : _____Div: _____

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

Reason: - _____

| |
| |

I have missed more than 20 % sessions for the reasons as mentioned below and request you to consider this application for my attendance purposes on a special case basis (As per SRB 2014-15).

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

To be filled by Students
(For Office use)

Course(s) To be Filled by Students	No. of Class held during leave period	Class attended during said period	Exemption (s)	Attendance as on date:

Checked by Course Coordinator (Signature):

Approved by

HOD/Associate Dean/Dean

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

Name of School: _____

Name of the Student: _____

Name of the Program: _____

CGPA in the last trimester/semester attended at NMIMS_____.

Roll No. _____Contact No. _____ Email ID _____

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

Parents Name & Address:
Father's Name _____Mother's Name _____
Address_____
_____
Phone No. (R) _____Mobile No. _____

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

1. _____

2. _____

3. _____

4. _____

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

Name of the Foreign Language you are acquainted with _____
If selected, I undertake to apply for Visa on my own initiative. I am also liable not to back out of the process.

Signature of the Student _____Date _____

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

SVKM's NMIMS Deemed-to-be-University
Vile Parle (W), Mumbai-400056.
Tel: 022-4235555

Photo

Website: www.nmims.edu

APPLICATION FORM – EXCHANGE STUDENTS-On Arrival

1. Personal Information

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

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

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

Local Address_____
Address _____
PhoneNo._____Email1._____Email2._____

Home University Details:
Name _____
Address _____
_____
Phone no._____ Website _____
University ContactPerson_____EmailID_____
Person to be contacted in case of emergency:
Name_____Relation_____
Address_____
Phone No._____EmailID _____
Do you have any relatives / friends/ contacts in India ? If yes, pl provide the details:
Name_____Relation_____
Address _____
Phone No._____ Email ID _____
Medical Insurance details:
Insurer_____PolicyNo._____Contact person_____
Blood group_____ Vaccination Details _____

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

2. Educational Qualification (Completed)

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

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

Name of the Test_____Score _____ Percentile Score_____

4. Program for which enrolled at home institution
Level: Bachelor ☐   Master ☐   Diploma ☐   Any other (Specify name) ☐

Name of the Program _____ Duration _____

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

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

5. NMIMS Course Choice (Final)

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

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

6. Hostel Accommodation
Do you want NMIMS to arrange for your accommodation? Yes ☐   No ☐

Single occupancy accommodation ☐   Double occupancy accommodation ☐
Neighborhood flats are available on rent (approx Rs.20,000- 25000 per month) on sharing basis. Hostel accommodation will be given only if available. Food and Travel costs will be over and above this cost.

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

I undertake to keep the School informed about details of my all travels outside Mumbai and will abide by prescribed code of conduct by the NMIMS Deemed-to-be-University.
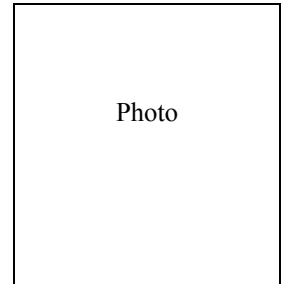
Signature of the Student: _____ Date _____

(Signature of Dean/Director/HOD)

CC. Director – International Linkages

APPLICATION FORM – NMIMS EXCHANGE STUDENTS

Name of School: _____

Photo

1. Personal Information

Name of the Student _____ Roll No._____

First name   Middle name   Last name

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

Local Address :
Name _____
Address _____
_____
Phone No _____   Email _____

Permanent Address:
Name _____
Address _____
_____
Phone no. (R)_____   Phone no. (M)_____

Person to be contacted in case of emergency:
Name _____Relation_____
Address_____
_____
Phone No. _____ Email ID _____

Do you have any relatives / friends/ contacts at the Host University / Country? If yes, pl provide the details:
Name _____Relation _____
Address_____
_____
Phone No. _____ Email ID _____

Medical Insurance details :
Insurer _____Policy No. _____Contact person_____

Blood group _____ Vaccination Details _____

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

Any medication you have been prescribed to take: _____

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

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

3. Declaration

I, _____ student of Full Time _____ (Program Name)

from batch of year _____ and Roll No. _____ is going for International Student Exchange program in the

Semester/Trimester _____.

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

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

I declare that all information filled by me in this form are correct and will complete all the requirements, with full engagements in the academic matters, like all other student in the college campus.

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

_____   _____

Name & Signature of the student   Date

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

_____

(Signature of Dean/Director/HOD)

CC. Director – International Linkages with Enclosures

Enclosures:
1. Photocopy of Passport
2. Photocopy of Visa
3. Photocopy of medical insurance
4. Ticket details – Photocopy of Ticket

UNDERTAKING

To

SVKM'S NMIMS Deemed-to-be-University

School of _____

Mumbai

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

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

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

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

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

_____   _____

Name & Signature of the student   Date

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

Student Exchange Programme (Visa Application)

(School Letter Head)

Dated _____.

To:

The Visa Section

The Indian High Commission

_____ (City)

_____ (Country)

Dear Sir/Madam,

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

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

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

Thanking you,

Yours sincerely,

Dean

(School Name & Address)

(Phone no & email)

Student Exchange Programme (Visa Application)

(School Letter Head)

Dated_____

To:
The Consul General of _____
_____ Consulate/ Embassy
Mumbai, India

Dear Sir/Madam,

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

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

Thanking you,

Yours faithfully,

DEAN
(School Name & Address)
(Phone no & email)

**Application for availing the facility of a Scribe/Writer during Examinations
due to Permanent /Temporary Physical Disability / Learning Disability**
(To be submitted 7 days prior to the commencement of Examination)
For Office use:

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

| Approved by (Exam. Dept) |
| |
| |

Dear Sir,

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

Name of the Student: _____ Mobile No.:_____

Name of the School: _____

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

Academic Year: _____Trimester. /Semester: _____

Details of Scribe being arranged by the undersigned

Name of the scribe: _____

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

Address and Contact No.:_____

_____

_____

Yours faithfully,

_____   _____

Signature of the Student   **Date**

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

Application Form for Obtaining The Photocopy Of The Answer Book/S

For Office use:

Approved by (Exam. Dept) & Fees Amt.:	Accounts Dept Sign.:

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

Dear Sir,

I wish to obtain the photocopies of my answer book/s as per the following details. I enclose a demand draft of

Rs. _____/- (Rs.500/- per subject/course).

I undertake that I will use the photocopy/ies of the answer book/s only for the purpose of Redressal Mechanism and not for any other purpose. I also undertake that I will not part with the said photocopies 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 No.:_____

School:_____

Name of the Program: _____Roll No.:_____Student No._____

Academic Year:_____, Programme Year:_____, Trimester:_____

Subject/s for which photocopies are required:

1. _____

2. _____

3. _____

4. _____

5. _____

Payment Details: _____Demand Draft No. / Cash**:** _____ Amount Paid on Date: _____

Yours faithfully,

_____
Name and Signature of the Student

Application for Redressal of Grievance Regarding Re-valuation of answer-books

For Office use:

Approved by (Exam. Dept) & Fees Amt.:	Accounts Dept Sign.:

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

Dear Sir,

I wish to apply for the re-valuation of the answer-book(s) in the subjects mentioned below: I enclose a demand draft of Rs. _____/- (Rs. 1000/- per subject/course).

Name of the Student: _____   Mobile No.:_____

School: _____ Email ID: _____

Name of the Program: _____Roll No.:_____Student No._____

Academic Year: _____, Programme Year: _____, Trimester: _____

Address for Correspondence: _____

_____

Subject(s):
1.   _____

2.   _____

3.   _____

4.   _____

5.   _____

Payment Details: _____Demand Draft No. / Cash**:** _____ Amount Paid on Date: _____

Yours faithfully,

_____

Name and Signature of the Student

Enclosed: Question Paper Copy

Application for Duplicate Fee Receipt

Sir/Madam,

Kindly issue me Duplicate Fee receipt, since I have lost my Original Fee receipt.
Please find the particulars as under:

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

Name: _____

          (Surname)   (Name)   (Middle Name)

Course: _____ Academic Year: _____

Student Number _____Roll No. _____

Thanking You,

Yours Faithfully,

_____
(Student's Signature)

_ _

DUPLICATE FEE RECEIPTS WILL BE ISSUED AFTER 7 DAYS ON:

Office Remarks:

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

_____
(Receiver's Signature)

APPLICATION FOR REFUND

Date: _____

• **Excess Fees** • **Excess Deposit** • **Hostel Deposit** (Please indicate as applicable)	
• **Student Number**	
• **Student Name**	
• **Student Address**	
• **Student Mobile contact number**	
• **School Name and Course (Program)**	

• **Student Bank account details**
   o **Type of account(Savings/Current)**
   o **Bank account number**
   o **IFSC code**
   (Please attach a cancelled cheque)	

• **Email ID of the student**	

(Signature of Student)

Attachments Required
- Excess Fees/Excess Deposit Refund
    - Excess Fees/Excess Deposit - Original Receipt of Excess Fees/Excess Deposit along with photocopy of Fees Receipt/Deposit Receipt
- Hostel Deposit Refund
    - Original Hostel Deposit Receipt signed by Hostel-in-charge & Mr. Pralhad Poojary
- Library Deposit
    - Please procure "NO DUES STAMP"

– –

Acknowledgement

Received Refund application from _____(Student name) towards _____(Specify type of Refund) on _____(Date)

Signature of Counter Staff, Stamp and Date

APPLICATION FOR MIGRATION CERTIFICATE

1. Name: _____

2. Address for Correspondence: _____
   _____
   _____

3. Permanent address: _____
   _____
   _____

4. Contact No. :(M) _____ (R) _____

5. Birth Date: _____

6. Date of leaving: _____

7. Details of the Examination passed from this university

Examinations	Year of passing	Roll no	Results

8. Name of the University where the student
   Proposes to register his name and the
   Name of the course.   _____

9. Name of the Institution where the
   Student proposes to join   _____

DECLARATION BY THE STUDENT

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

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

Date: _____   _____
                                           (Signature of the student)

Mumbai 400056

P.T.O.

1. Whether the Migration Certificate was   _____
   Issued to him / her before?
   If so, State the purpose for which it was obtained.

2. If the Migration Certificate was not utilized   _____
   State the appromixate date and the year when
   It was returned to the Institute for Cancellation.

3. Date on which Migration Certificate was issued _____
   By the Institution last attended by the applicant.

4. Other Particulars if necessary: _____

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

He / She has been a student of _____since, _____, 20
And left in _____20   .

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

_____
(Signature of Head of the Dept)

Place : _____

Date : _____

DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No: _____   Date: _____

_____
(Signature of the Person of In – Charge)

INSTRUCTION TO THE STUDENT
* The Prescribed fee of Rs. 250/- for Migration Certificate should invariably be sent along with application for Migration Certificate by Demand Draft drawn in favour of the SVKM's N.M.I.M.S. payable at Mumbai. The fees may be paid by cash in the Accounts Office along with the application.
* Fee for the Migration Certificate is accepted between 10.00 am to 5.00 pm on week days except on Sundays, Bank Holidays.

<u>Clearance Certificate</u>

Date:

Name :

Programme :

Roll No:

Department	Name of the Concerned Person	Signature
Library (Books)	Mr. Shivanand Sadlapur / or person incharge of School / campus	
Hostel *Applicable only for Hostellers*	Mr. Venugopal	
IT / Computer Centre	Mr. Anil Kumar / Mr. Sameer Borekar	
Admissions	Ms. Anjali Barmukh	
Examinations	Mr. Ashish Apte/ Ms. Alka Shukla / Ms. Anitha Baburaj	
Accounts	Ms. Karuna Bhaya / Ms. Heena Patel	

Course Coordinator   Assistant Registrar / Deputy Registrar

Undertaking by Students (HBS Cases/ Articles)

"To make the students aware about use of Harvard Cases and Articles (water marked copy on black board) and be aware of the **SVKM'S NMIMS regulations**, the following Undertaking Form is introduced which should be signed by **students**. The same should be submitted to the concerned **Department** on the day of starting of classes."

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

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

- I will not be cause or involve to Publishing, distributing or making available the Content, works based on the Content or works which combine the Content with any other content, other than as permitted in the User Agreement

----

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

Signature: _____

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

Programme:………………………………………………………………………………………

Roll   Number: _____Email   ID:
_____

For Office Use:
Date of Receipt:_____
Signature of Course Coordinator:

Student Undertaking with respect to the Student Guidelines
(Submit this form to your Course Coordinator within two days of the commencement of the program)

I, _____ have read the Student Guidelines of SVKM'S NMIMS, Mukesh Patel School of Technology Management & Engineering, enclosed carefully and have understood its contents and their ramifications. I will always uphold the values and honour of the SVKM'S NMIMS, Mukesh Patel School of Technology Management & Engineering. I promise to fulfil my responsibilities as a student and a human being and treat my colleagues, Staff and Faculty with dignity and respect.

I hereby declare that I will follow the Student Guidelines and in case of a violation, consent to action, in accordance with the Management's decision.

I hereby agree to abide by the rules and regulations of SVKM'S NMIMS in my role as a participant of this program.

I agree that NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines, etc.

I also agree that in case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.

I understand that if I adopt any unfair means in admission process and during program, then my admission will be cancelled and all fees paid will be forfeited.

Signature: _____

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

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

Programme / stream:_____

Roll Number: _____Student's Email ID: _____

Address for Correspondence:
_____
_____
_____

Contact Phone Numbers:

Office: _____   Residence: _____   Mobile: _____

For Office Use:
Date of Receipt:
Signature of Course Coordinator: