SVKM'S
NMIMS
Deemed-to-be UNIVERSITY

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

STUDENT RESOURCE BOOK (2017-18)

Part-I

Mukesh Patel School of Technology Management & Engineering

(MPSTME)

Message from Vice Chancellor

Congratulations!

You are one of the privileged student, as you now join NMIMS. You joined the University which has been the education and training ground of some of the most distinguished and outstanding professionals, academic leaders and CEOs. You are also privileged, as you will have an outstanding learning environment built assiduously over the years by the faculty and staff. I am sure, you will have an experience which will influence your life.

As a University, we value the intellect you bring along to the program. I am sure you will play an important role in generating new ideas that will transform human lives and the society.

Over the years, NMIMS has grown to being a multi-faculty and multi-campus university. This today has enabled university to innovate and encourage the growth of holistic education at the undergraduate level. It has also encouraged the University to offer interdisciplinary courses at the Master's level. The University is committed to building more flexible structures in Academic Programs, delivery models and assessment technology. We are also committed to engage with you in multiple ways, using classroom and non-classroom activities and technology.

The legacy of this University is built on four pillars, namely **Innovation**, **Market Responsiveness**, **Discovery** and **Employability.** Also ethos of `giving' combined with `integrity' is engrained in NMIMS. Hence, one of the key character of NMIMS graduate is social sensitivity.

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 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 Deputy Registrar (Academics), Ms. Varuna Saksena at University Academic office VarunaS@nmims.edu

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 University image and uphold its values. 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 at vc@nmims.edu

Dr. Rajan Saxena

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Student Guidelines
(With effect from June 2017)

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 2017 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 There is acute shortage of parking space and the students are requested to park their vehicles outside the premises.

2.3 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.

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

2.5 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.

2.6 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.

2.7 Mode of Communication to students is via Blackboard / email /Notice Board. Students are advised to check the Blackboard / email /Notice Board at least once a day, and not rely on rumour or hearsay about any matter.

2.8 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. If the student misplaces the original I-Card, duplicate card be issued from school by paying the prescribed fee.

2.9 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.

2.10 Any person resorting to physical fights will amount to ragging and appropriate action will be taken accordingly.

2.11 If any student during the tenure of his studentship has police case on his/ her name is liable for appropriate action against him/ her.

2.12 **Discipline Norms and Penalty**

2.12.1 A disciplinary committee constituted in each school will look in to all cases of indiscipline related to students. The committee comprises of the Chairperson / Head of the Department, one faculty member, one staff member and one student. The committee will hear each case and recommend action to the Dean and to the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, refer part II of SRB**

2.12.2 Woman Grievance Redressal committee constituted in each school comprises of the Chairperson / Head of the department, one lady member (from faculty or staff), and two more members of the school. The committee will address all related issues and recommend action to the Dean and the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, refer part II of SRB.**

2.12.3 NMIMS campus including premises of all schools/colleges and hostels are earmarked non-smoking zones. Possession and Consumption of alcoholic beverages / toxic materials and your presence on the campus under

the influence of alcohol/ toxic material/ addictive material is a serious offence. Defaulters will be punished depending on the gravity of act. Any student found consuming or in possession of any objectionable material will be rusticated from the hostel, school and the campus. Further, after enquiry, the student's name will be struck off from the roll of the university. The maximum punishment can be rustication from school.

2.12.4 Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the University after enquiry.

2.12.5 Students indulging in Sexual Harassment will also be liable to disciplinary action as per University norms.

2.12.6 In all matters of indiscipline and indecent behaviour, Chancellor of the University will be the appellate authority. Ombudsman is appointed by the University who would look into such cases referred by Chancellor and their decision is final and binding. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. Depending on gravity of Act, the student can be rusticated from the school. NMIMS will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

2.13 **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 be dressed decently (Half pants, shorts, 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 Blackboard/ 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 Blackboard/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 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 NMIMS has zero tolerance policy towards misbehaviour, indulgence into unethical practices including possession and consumption of use of drugs, alcoholic drinks, harassment, violence, non obedience, non-compliance etc by any student.

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 regularly. All doubts regarding attendance should be clarified with concerned faculty within appropriate time (at the end of each class during recess or at the end of class hours of the day). If the student is marked absent even when present, he/she should immediately inform the concerned faculty by submitting a written application justifying his/her stand.

3.1.2 Attendance report of all the students would be displayed on notice board/blackboard on monthly basiS. If the student have any issue or find any discrepancy in their attendance they should inform the Academic office in writing regarding the same within 3 days of the publication of attendance record. No claim shall be entertained under any circumstances after that. No changes will be permitted once attendance reports are finalized.

3.1.3 For ALL absence, prior intimation through prescribed 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 absence without written intimation will be treated as unauthorised and will be reflected in the records as such.

3.1.4 Parents of the students shall be intimated with attendance record of their ward if the student has less than 80% attendance on monthly basis through email/phone call/ hard copy of the letter. Students have to notify the

office in case of change of any contact information of parents. Parents will be called to school to discuss the consequences of remaining absent.

3.1.5 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.

3.1.6 If the student remains absent due to any medical issues they should submit medical certificate along with copy of all the medical reports to the office within 3 days of joining back the classes after medical leave. No certificate shall be entertained under any circumstances thereafter.

3.1.7 Final attendance of Semester will be published on Blackboard after end of classes. If the student has any issues regarding attendance will notify the Dean/Director campus in writing and the same will be placed before an appeal committee. The decision of the committee will be final.

3.2 **Attendance rules for all schools**

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 a relaxation 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 less attendance in any subject(s), will be dealt with on case to case basis by Dean/Directors of the respective schools by giving them an individual hearing. After giving hearing the, Dean/Directors of the respective schools may give them exemption upto 10% on case to case basis to enable them to reach upto 80%. After giving 10% exemption student attendance should reach 80% to be eligible to appear for Trimester/Semester End Examinations. Such students will be eligible to appear for the regular trimester/semester end term examination, subject to approval of exemption from attendance if has been 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 or even after giving 10 % exemption the attendance is less than 80%, the student have to take re-admission in the same Trimester/Semester in the same year of study 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.

3.2.5 Any genuine & exceptional case which needs special approval over and above the prescribed limits (including Dean's approval power) can be forwarded with Dean's /Director's comments to committee constituted at University level. The committee will make its recommendations to Vice Chancellor whose decision is final. The concerned students will be informed of University decision by respective Deans/Directors.

3.2.6 Attendance requirement is briefly summarized hereunder;

100 % attendance in each subject is desirable

Attendance % (In each Subject/s)	**Remarks**
80% and above	Eligible to appear for Semester End Examinations
Below 80%	Have to take re-admission in the same Semester, same year of study 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.

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 End-term 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. 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 / 3 hrs
4.6.3 Examination duration can also be more than the above specified time as defined by respective schools.

4.7 For evaluation purpose total weightage points for each course will be considered instead of using marks. Deviation, if any, will be communicated separately.

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

4.9 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.

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

4.11 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.

4.12 Project Guidelines:
4.12.1 From time to time Faculty may assign projects to students in their course.
4.12.2 After Submissions, Faculty will also carry out checks of these reports to ensure integrity using software,

which can check documents within the batch, across the batch, across past years, worldwide web, etc. Plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS.

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

5.0 Interdisciplinary Offerings – Guidelines

The interdisciplinary approach of selection of courses across different streams enables students to get the knowledge of other domain. The guidelines mentioned below are specifically related to courses offered under interdisciplinary offerings.

Home School – The students admitted to this school
Host School – Students studying interdisciplinary courses (eg. Student of MPSTME (home school) studying in SBM (Host school))

5.1 The interdisciplinary offering of courses are applicable for Master's level programme and/or $4^{th}/5^{th}$ year of programmes with duration of 4 years and above.

5.2 The Master list is built from courses offered by SBM (Business School), BSSA (Architecture), MPSTME (Engineering), SDSOS (Science) & SPPSPTM (Pharmacy) & SOL (Law).

5.3 The students from all schools are allowed to choose maximum 2 courses (as applicable school wise) from master list as a credit courses in lieu of electives. The concerned school's Dean may also allow students to choose interdisciplinary courses as an additional subjects.

5.4 The courses from all schools in an academic year, as per the master list will be offered in two sessions as follows:

5.4.1 Fall Session (IV week of July 2017 – III week of Nov 2017)

5.4.2 Winter Session (I week of January 2018 – III week of March 2018)

5.5 The Term end examination of all offered courses, as per Master list, will be conducted after completion of the classes. The date of final examination will also be mentioned in the time table. The timings of term end examination will be from 4.30 -7.30 Pm.

5.6 The duration of each course will be of 45 hours which will be equivalent to 3 credits. The first 15 hours will cover the basic knowledge of that course and remaining 30 hours will cover the specialized knowledge.

5.7 Each course in the master list have number of seats available against them. The enrollment of students to interdisciplinary courses will be opened via notice circulated by school.

5.8 The students have to register through Blackboard only. The registration for enrollment of courses for **both** fall and winter sessions opens from **last week of April 2017– Last week of May** 2017 in **current** academic year for courses to be offered in **next** academic year.

5.9 The course outlines will be available on blackboard. Students may view them on **Community tab → Academic year 17-18- Interdisciplinary Registration [Fall & Winter Session]**

5.10 The students cannot opt out of the course once the list is finalized and shared with host school. Only on an emergent situation and with prior approval from Dean, he/she will be permitted to de-register. **A student will not be allowed to opt out of the course where the registration is only 10.**

5.11 On the basis of number of students enrolled, the course will be offered. If number of students enrolled are more than number of available seats, the selection of students will be on the basis of their CGPA of previous Academic year.

5.12 The minimum number of enrolment of students in each course is 10.

5.13 For every course 10% of the seats are reserved for students of each school (Host & Home). The remaining seats will be filled with students from all schools on the basis of CGPA. The maximum number of students from each school for any course is 50 % of the total seats.

5.14 The classes will be conducted separately for interdisciplinary courses and will be not be merged with existing classes scheduled at the host school.

5.15 Student can choose 1 course from Fall session and 1 course from Winter session. The students of following programme/ trimester/ Semester are eligible to choose course in lieu of elective courses/additional course:

School	Programme	**Fall Session**	**Winter Session**
SBM	MBA - II year	Trim V	Trim VI
MPSTME	PG Programmes II/III Year	Sem III/V	Sem IV
	B.Tech & MBA.Tech IV year	Sem VII	Sem VIII
BSSA	B.Arch IV / V year	Sem VII/IX	-
SDSOS	PG Programmes II Year	Sem III	Sem IV
SPPSPTM	PG Programmes I*/II Year	Sem I/ Sem III	Sem IV
	B.Pharm & MBA.Pharma Tech IV year	Sem VII	Sem VIII
SOL	B.A LLB, BBA LLB	Trim XI/XIII	Trim XII/XIV
SOE	M.Sc. Economics	Sem III	Sem IV

*From A.Y. 2017-18; 1st year students of core M.Pharm programme will be offered the ID courses for the fall and winter session. 2nd year students of M.Pharm + MBA will attend the classes & appear for exams in Sem III, however they will be booked to Sem IV since they get a combined gradesheet for Sem III & IV (along with major & minor project work).

5.16 The Attendance and Examination rules will be applicable as per your respective home school guidelines.
5.17 The time table will be shared 2 weeks prior to the commencement of classes.
5.18 Any further changes will be communicated separately via separate notice.
5.19 The Master list of courses offered is as mentioned below: (for Academic Year 2017-18)

Name of the Programme : Interdisciplinary Courses							**Year: 2017-18**		**Fall Session (End July to Mid Nov)**	
Sr. No.	**School**	**Name of the Module/ Course**	**Mode of Lectures (L) /** Workshop (w)	**Total Hours**	**Total Credits**	**Day & Time**	**Venue**	**Number of Seats**	**Examination Scheme (Weightage)**	
									ICA	**TEE (University/School Examination)**
1.	SBM	Sales & Marketing	L	45	3	Monday 4.30-7.30 pm	SBM, New Building	60	40	60
2.	SDSOS	Advanced Business Statistics	L	45	3	Tuesday 4.30-7.30pm	SDSOS, I Floor	40	40	60
3.	MPSTME	Smart Cities	L	45	3	Wednesday 4.30 – 7.30pm	MPSTME, Mumbai	60	100	0
4.	BSSA	Design Thinking	W	45	3	Thursday 4.30 – 7.30pm	BSSA, 5th Floor	40	40	10 + 50

Name of the Programme : Interdisciplinary Courses							**Year:2017-18**		**Winter Session (I week of Jan to III week of March)**	
Sr. No.	**School**	**Name of the Module/ Course**	**Mode of Lectures**	**Total Hours per week**	**Total Credits**	**Day & Time**	**Venue**	**Number of Seats**	**Examination Scheme (Weightage)**	
									ICA	**TEE (University/School Examination)**
5.	SPPSPTM	Pharmaceutical Marketing	L	45	3	Tuesday & Thursday 4.30 - 6.30pm	SPPSPTM, 6 Floor	60	40	60
6.	SOL	Introduction to Intellectual Property Rights	L	45	3	Monday & Wednesday 4.30 – 6.30pm	SOL, 8 Floor, Mumbai	60	40	60

6.0 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.

6.1 Discipline in the Examination Hall

6.1.1 Students must know their Roll Number and Student No.

6.1.2 Students who are eligible to write the term end examination/re-examination should be present in the Examination Hall at least 30 minutes before the scheduled time of the commencement of the examination. All the students, who arrive in the examination hall after the scheduled time of the commencement, will not be permitted to appear for that examination. In exceptional circumstances, the student will necessarily have to get the approval of the Dean of the respective school / person nominated by the Dean in order to appear at the examination. Students who report late for the examination would be permitted to appear at the examination in exceptional circumstances only after they produce a written approval from the Dean of the school or the person nominated by the Dean on application to be made by the student concerned. Such a student who has reported late will not be eligible for benefit of extra time due to late arrival as well as the loss of time in getting approval from the Dean of the school in such a case.

6.1.3 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.

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

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

6.1.6 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 due to absence. Opportunity for re-examination will be given according to the rules and regulations.

6.1.7 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.

6.1.8 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. Students not having the said identity card with them during the examination may be denied permission to appear for the examination.

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

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

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

6.1.12 **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER**: If a student has any query as regards contents of the question paper, he/she should bring the same to the notice of the examination hall supervisor without disturbing others in the examination hall.

6.1.13 Students are forbidden to (i) bring any books, notes, scribbling papers, pagers, mobile phones, laptop or any other similar devices/things unless specifically permitted. 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.

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

6.1.15 **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 / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers, anywhere in the answer-books will be treated as attempt to reveal identity,**

and will be treated as an act of adoption of unfair means.

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

6.1.17 Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets to the same. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer book out of the examination hall will be treated as against rules and appropriate action will be taken against such candidate/s.

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

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

6.1.20 If students want anything, they should approach the Room Supervisor without disturbing other students. However, they should not leave the examination hall on any account, without surrendering his/her answer book.

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

6.1.22 A student who disobeys any instructions issued by the Invigilator's / Room Supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the University.

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

6.2 **Grace Marks Rule**

6.2.1 For all undergraduate programmes and other integrated programmes (12+ or 10+), the following 'scheme of grace marks' is applicable;

6.2.1.1 "A candidate failing in one or more subjects will be given grace marks up to 2 per cent of the marks on the aggregate marks of the subjects in which he/ she has appeared, subject to maximum of 6 marks overall and in individual subject not more than 3% of maximum marks allotted to the subject.

6.2.1.2 The subject/s in which grace marks will be given will be based on the data of the examination of the semester/trimester. The decision of the University in this matter will be final.

6.2.1.3 Alternatively, not more than 5 or 10 marks respectively 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 5 percent or 10 per cent marks respectively.
c) Candidate should not have failed in not more than one head/ subject of passing by not more than 5 or 10 marks respectively.

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

6.3.1 A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations. . (Annexure 7)

6.3.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect with rubber stamp of the Registered Medical Practitioner on the certificate well in advance. (Annexure 1)

6.3.3 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

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

6.3.5 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.

6.3.6 The scribe should be one grade junior in academic qualification than the student if from the same stream.

6.3.7 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.

6.3.8 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.

6.3.9 The said student will sit in a separate room under supervision.

6.4 **Facilities relating to examinations for the students having Learning Disability (Dyslexia, Dysgraphia and Dyscalculia) for the purpose of examinations:**

6.4.1 At the time of all written examinations, all L.D. students would be given permission to use a writer. In such a case, the student concerned should submit application in writing along with all the necessary documents well before the commencement of the first examination. Also such students would get 25% additional time for writing the examination.

6.4.2 These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams

6.4.3 Concession will be given for spelling mistakes or mathematical calculation.

6.4.4 L. D. students who have failed to pass will be eligible for 20 grace marks to pass the examination. These marks will be given by way of distribution for one subject or more subjects.

6.4.5 In case of L.D students the medical certificate of only Government Authorized Agencies would be accepted. For Mumbai campus medical certificate from Sion Hospital / Nair Hospital only would be accepted also.

6.4.6 The said medical certificate must be produced at the beginning of the academic year.

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

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

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

Sr. No.	**Nature of Unfair Means adopted**	**Quantum of punishment**
1.	Possession of any copying Material (offence committed for first time)	Annulment of the performance of the student at the University Examination for the subject during the examination of which student was found with copying material in his/ her possession.
2.	Actual copying from the material in possession	Annulment of the performance of the student at the University Examination in full * This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 4, 5, 6, 7, 8 and 14 in addition to the one prescribed thereat.
3.	Possession of any copying Material (offence committed second time)	Annulment of the performance of the student at the University Examination in full
4.	Possession of another student's answer book or supplementary sheet	Exclusion of both the students from concerned University Examinations for one additional examination *
5.	Possession of another student's answer book or supplementary sheet and Actual evidence copying from that	Exclusion of both the students from concerned University Examination for three additional examinations *
6.	Mutual/ Mass copying	Exclusion of all the students from concerned University Examination for two additional examinations *
7.	Smuggling in or smuggling out of answer books as copying material	Exclusion of the student from concerned University Examination for three additional examinations *
8.	Smuggling in of answer books based on the question paper set at the examination	Exclusion of the student from concerned University Examination for four additional examinations *
9.	Smuggling in written answer book as copying material and forging the signature of supervisor	Student concerned to be rusticated from University
10.	Attempt to forge the signature of the supervisor on the answer book or supplementary sheet	Student concerned to be rusticated from University
11.	Interfering with or counterfeiting of University seal or answer books or office stationery used in the examination with the intention of misleading the authorities	Student concerned to be rusticated from University
12.	Answer book or supplementary sheet written outside the examination hall or any other insertion in the answer book	Student concerned to be rusticated from University
13.	Insertion of currency notes/ bribing or attempt to	Student concerned to be rusticated from University

	bribe any of the person connected with the conduct of the examination	
14.	Using obscene language/ violent threats inside the examination hall by a student at the University examination to room supervisor/ any other authority	Student concerned to be rusticated from University
15.	Impersonation for a student or impersonation by a student in University or other examinations	Student concerned to be rusticated from University
16.	Revealing the identity in any form (Name, Roll No, G.R. No., religious invocation etc. in the main answer book and/ or supplementary sheet)	Annulment of the performance of the student at the University Examination in the subject concerned during the examination of which the identity was revealed.
17.	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.
18.	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed for the first time)	Annulment of the performance of the student at the University Examination for the subject during the examination of which student made an appeal
19	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed second time)	Annulment of the performance of the student at the University Examination in full.

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

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

Practical/Dissertation/Project Report Examination:

6.5.4 **Student involved in malpractices at Practical/ Dissertation/ Project Report examinations including act of plagiarism, shall be dealt with as per the punishment provided for the theory examination.**

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

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

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

6.6.1 The Grievance Redressal Mechanism will apply only to the 'term-end Examinations' of the University.

6.6.2 The above mechanism will **not apply to** practicals/ oral examinations/ viva/ projects/ MCQ's in online exams/assignments/ dissertation/ presentation/ field work etc.

6.6.3 The application for Redressal of Grievance can be made online only through the Student Portal. Applications made through offline mode would not be considered under any circumstances.

6.6.4 All the students will be informed the course/module-wise marks obtained by them in the 'Internal Continuous Assessment' and 'Term-end Examination' by the Examination Office, **on the date of declaration of result of the examinations of the respective class/es. The date of declaration of result shall be the date on which examination result is made live on 'Student Portal' of the University.**

6.6.5 Under the Grievance Redressal Mechanism, a student can apply for:

a) **Verification of Answer book**: Under this process, on application of the student, the University ensures that (i) all the answers in the respective answer book are evaluated, (ii) marks have been allocated to each answer and carried forward to the first page of the answer book properly and (iii) totalling of the marks on the first page of the answer book has been carried out correctly.

b) **Re-evaluation of the Answer book:** Under this process, the student may (i) opt to first apply for the photocopy/ies of the answer book/s and subsequently apply for the re-evaluation of the said answer

book/s after going through the answer book **OR** (ii) directly apply for the re-evaluation of his/her answer book/s without applying for photo copy of his/ her answer book.

6.6.6 After the result declaration on 'student portal', if a student is not satisfied with the marks awarded to him/her in the Term-end Examination/s, in any course/module, s/he may apply for the Grievance Redressal **within the prescribed number of days as per the example mentioned in the table below**:

Activity under Grievance Redressal Mechanism	**Time Limit**	**Date of Declaration of Result 10th October 2017**	**Processing fee (Subject to change from time to time)**
Application for Verification of Answer book/s	Within 5 days from the date of result declaration	On or before 15th October 2017	Rs. 500/- per answer book
Application for Photocopy of the answer book/s	Within 2 days from the date of result declaration including holidays	On or before 12th October 2017	Rs. 500/- per answer book
Collection of the answer book/s from the School Examination Office	Latest on the 4th day from the date of result declaration (excluding holidays)	No later than 14th October 2017	N.A.
Application for Re-valuation of the answer book/s	Within 5 days from the date of result declaration including holidays	On or before 15th October 2017	Rs. 1000/- per answer book

6.6.7 No application, received after the prescribed number of days as mentioned in the table above, shall be entertained for any reason whatsoever.

6.6.8 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 University Identity card.

6.6.9 As an exception to the aforesaid process of collection of answer book/s, scanned image of the respective answer book/s will be sent to the email ID (registered with NMIMS) of the applicant student or photo copy/ies will be handed over to a person authorized (in writing) by the student concerned - only during the time when the results of final/ re-examinations of final terms (e.g. Sem II/ IV, Trim III/ VI etc.) are declared and when the students are not expected to be on campus/ city. The Photo-copies would be authenticated by the 'Examination Office' by way of a rubber stamp and initials of competent authority. Photo copies shall not be sent by post or by courier.

6.6.10 Photo copies of the answer-book/s provided by the University are only for Grievance Redressal mechanism and do not have any evidentiary value.

6.6.11 Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the University. The decision of the University shall be final in this regard.

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

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

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

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

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

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

6.6.14.4 An answer book shall be sent for second revaluation to another senior examiner appointed by the Controller of Examinations in consultation with the Dean of the School or Chairperson of the

Board of Studies of the University, if in the first revaluation, marks of a candidate are decreased below the passing marks or if a candidate obtains 'F' grade after the first revaluation or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.

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

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

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

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

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

6.6.17.2 The change of marks, 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.

6.6.17.3 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.

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

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

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

(To download the examination related formats go to the website nmims.edu → School → Campus → Academics → Examination and refer Annexure 15 for Process manual for students for online & Re-exam application and Annexure 16 for Process manual to apply for obtatining photocopy of Answer books / Revaluation Under Grievance Redressal Mechanism on the student portal.

7.0 Library Rules and Regulations:

7.1 Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and with any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate NMIMS disciplinary procedures.

7.2 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.

7.3 Students are required to carry their NMIMS 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.

7.4 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.

7.5 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.

7.6 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.

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

7.8 Humanly operated personal equipment/electronic gadgets should not be used without the prior permission of the Librarian.

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

7.10 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.

7.11 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.

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

7.13 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.

7.14 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.

7.15 Students are required to wear smart casuals (Barmudas, Half pants, Short skirts, bathroom slippers are not allowed)

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

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

7.18 For list of electronic resources / Databases refer annexure.

8.0 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, it is expected that students 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 endeavour 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

8.1 Batch Preparation:

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

8.1.1.1 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.

8.1.1.2 Interaction with seniors who have undergone internships in companies.

8.1.1.3 Assigning seniors or alumni as mentors to guide students.

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

8.1.1.5 Guest talks and workshops on various topics from corporates.

8.1.1.6 Resume building as per guidelines

8.1.1.7 Soft skills training etc.

8.1.2 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.

8.1.3 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, the experience of seniors who interned with the company etc. will be of help.

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

8.1.5 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.

8.2 **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.

8.3 **Internships/Projects**

8.3.1 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.

8.3.2 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.

8.3.3 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 Program of 6 years	Industrial training in the 6th year
	M Tech	Project work : Industry guided project & dissertation (Semester III & IV)
	MCA	Industry Internship and Project (Semester VI)
	PGDM - RECM	Internship during Trimester VI

8.3.4 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.

8.3.5 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.

8.3.6 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.

8.3.7 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.

8.3.8 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, Viva Voce etc.

8.4 **Final Placements**

8.4.1 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.

8.4.2 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/Placement Portal/ blackboard etc. regularly for information updates.

8.4.3 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.

8.4.4 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.

8.4.5 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.

Each of the Schools will be sharing to the batch, guidelines related to Resume, PPT, Internships, PPO's/PPI's, Final Placements, 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.

9.0 Guidelines for the Use of Computing Facilities:

9.1 NMIMS invests significant resources in the provision of computing resources for the students. In order to ensure maximum availability~~,~~ computing resources must be used in a responsible way. 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 the Hostels is given in the annexure.

9.2 You are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in withdrawal of your rights to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of the document will be available with the Computer Centre.

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

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

9.5 **Provision of Computing Resources:**

9.5.1 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.

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

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

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

9.5.5 **All students will be given NMIMS email id** and internet authentication id. They are permitted to access

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.

9.5.6 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.

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

9.5.7 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.

9.5.7.1 Improper behaviour towards staff will result in disciplinary action.

9.5.8 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.

9.5.9 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 check the notice boards/ email and plan your use of the facilities accordingly.

9.5.10 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.

9.5.11 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.

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

9.6.1 Do not use others user 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.

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

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

9.6.4 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.

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

9.6.6 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.

9.6.7 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.

9.6.8 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.

9.6.9 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.

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

9.6.11 Do not transmit unsolicited commercial or advertising material.

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

9.6.13 Do not monitor network traffic.

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

9.6.15 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.

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

9.6.17 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.

9.6.18 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.

9.6.19 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.

9.6.20 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.

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

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

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

9.6.24 Do not admit any other person to computer facilities or other NMIMS premises when those facilities or premises are locked and do not enter unless authorised to do so.

9.6.25 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.

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

9.6.27 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.

9.6.28 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.

10.0 Feedback Mechanism:

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

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

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

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

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

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

11.0 Mentoring Programme / 'Psychologist and a Counsellor':

11.1 **Mentoring Programme:**

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

11.2 **Psychologist and a Counsellor:**

i. "I cannot concentrate or focus nor can I sleep, at times I get so scared that I go blank in my exams!"
ii. "Since the time he left me I cannot put my attention to anything I will not be able to live anymore…… can't bear it if he is not in my life!"
iii. "I have lost my confidence I often compare myself with others and feel I am not as good as them"
iv. Nobody understands what I am going through….people become judgemental instead of understanding and supporting, .Whom to share it with?
v. Who will be able to really help?

Have you had such incidents where you are not able to cope up with the situation?
Or have reacted very harshly and then later realised that reacting to the situation was not really not needed and in the process you damaged the understanding you had with your friends and family? But you just do not know what went wrong then? Do not understand what triggered?

As normal social human beings at any given time in life we could go through difficult times and are confused as well as not able to share our difficulties with others fearing their judging.at such times we recommend, personal Counselling.

Just as we visit the doctor or for the sprain but in case it turns into a fracture we may have to visit an orthopaedic surgeon for an operation of the broken bone /fracture similarly for few mild issues we visit a psychologist and a counsellor and for the same unattended long term issue which may have become chronic we may be asked to take an psychiatric intervention as medicines would also help in creating relaxation and balance. Education alone does not allow us to progress unless we learn to manage our emotions and remove the myths and misconcepts of visiting a counsellor (learnt in the past) instead relearn some more helpful and progressive facts.

Personal counselling is very important at every step in life even at the corporate levels. There could be a situation in our lives when we are not able to cope with, example of a simple case given above. Such situations affect our subconscious mind deeply which interferes our present conscious life and could not allow us to lead a healthy life. Consciously, we do not realise the implications of our behaviour on others but it eventually could affect our events and relations in daily life at home, in class, or at work. When the past emotional situations not dealt with therapeutically, we could develop unhealthy negative thoughts and feelings which we need to be aware of like, "I have no one to whom I can share my personal issues, am I happy? Am I feeling lonely?, having sleepless nights?", such thoughts could again lead to further anxiety and can release harmful hormones; which could affect our performance, decision making, logical thinking, studies, relationships, career, and gradually affect our physiological health like hypertension, respiratory ailments, gastrointestinal disturbances, migraine and tension headaches, pelvic pain, impotence, frigidity, dermatitis, and ulcers

A counsellor is a non-judgemental friend who understands, ensures privacy and confidentiality of the client and counsels you by giving choices so that you make the right decision. Counselling is based on realistic, structured and research based study.

NMIMS does care about the students and thus have appointed a full time 'Clinical Psychologist and a counsellor', MEETA SHAH, available on the 8th floor, Cabin:-West-855, NMIMS University, at the Mumbai campus for all the students.
World health organisation and the U.S. National Library of medicine articles:
National library of Medicine: Psychosomatic disorders in developing countries: current...
www.ncbi.nlm.nih.gov/pubmed/16612204
WHO | Prevention of bullying-related morbidity and mortality: a ...

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

12.1 **Admission Cancellation procedure :**

For cancellation of admission, the student needs to submit the application for cancellation of his seat along with 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.

Refund Rules as per UGC Notification:

12.1.1 **Old /Existing in Important dates / Handout – July 2016**

In case an admitted student does not join the institution within 7 days of opening (Commencement of the programme) of the Institution, the Institution shall refund:

Intimation of cancellation received at least seven days before the Course Commencement of the Programme	100% of the fees less processing charges (Rs. 10,000/-)
Intimation of cancellation received within six days before course commencement & upto 30 days after course commencement of the program	If seat is filed up by another candidate, within 30 days of course commencement – 100% of the fees less processing charges (Rs. 10,000/-)
	If seat is not filed up by another candidate within 30 days of course commencement – 50% of the fees less processing charges (Rs. 10,000/-)

Note : If a student joins the Institutions, and then leaves it in mid-session then the entire fees collected shall be forfeited.

12.1.2 **New– Dec 2016 Notification**

If a student chooses to withdraw from the program of study in which he / she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the student.

Sr. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to HEI
(1)	100%	15 days before the formally-notified last date of admission
(2)	80%	Not more than 15 days after the formally-notified last date of admission
(3)	50%	More than 15 days but less than 30 days after formally-notified last date of admission
(4)	00%	More than 30 days after formally-notified last date of admission

*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)

In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.

Fees shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

12.2 **Payment of fees:**

12.2.1 The promoted students for the subsequent years are required to pay the fees as per the email received from Accounts department. Late fee will be levied if the fee is not paid within the due date.

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

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

12.2.4 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.

12.2.5 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.

12.3 **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 / she has to pay 25% of the total fee prevalent at that time for that programme.

Student can take re-admission in the said year of the programme 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. Admission to the subsequent years is subject to maximum duration permissible for completion of the programme (in years). Such admissions will be at the students' own risk of non-completion of the programme during the maximum permissible duration (in years).

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

If 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. However such a student can re-appear at the subsequent examinations of the said year without keeping the terms (i.e. re-admission) by taking a drop and only appearing for the examinations.

For school specific details programme wise, kindly refer Part II of SRB.

12.4 **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/Director of School/Director of campus 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.

12.4.1 **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.

12.5 **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.

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

12.6 **Admission Deferment:**

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

12.6.1 **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.

12.6.2 **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.

12.6.3 **Process:**

12.6.3.1 Deferred admission may only be granted to admitted first year students who have paid the required non-refundable enrolment deposit.

12.6.3.2 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.

12.6.3.3 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.

12.6.3.4 The letter of deferment of admission will be issued by admission department to the applicant.

12.6.3.5 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.

12.6.3.6 Financial aid offers cannot be deferred. Students must reapply for financial aid.

12.6.3.7 Admitted 'Transfer' students are not eligible for deferred admission.

12.6.3.8 Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.

12.6.3.9 Deferment of admission is not applicable for the first year of the programme.

12.6.3.10 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'.

13.0 Dean's list / Meritorious students:

13.1 Meritorious students list

13.1.1 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.

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

13.1.3 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.

14.0 Blackboard (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.

14.1 URL: Access Blackboard through http://blackboard.svkm.ac.in

14.2 Login Policy: Default User ID and Password is Student's SAP number.

14.3 Change Password: Students are recommended to change password after first login for safe surfing.

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

14.5 Course links: Your login will contain only current trimester/semester course list.

14.6 Faculty Announcements: Announcements related to course and other activities is published in Announcements section.

14.7 Online Library: Online Library database is available through Blackboard; it will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.
Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally.

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

14.9 Academic Resources: All Academic Information & News is published on blackboard.

14.10 Examination Report: All Examination Grade & Report can be published on Blackboard

14.11 Faculty Feedback: Faculty Feedback is accepted online through Blackboard trimester/semester wise.

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

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

14.14 Course Co-ordinator Announcement: Single link to display, notice related to program like course calendar, SRB, schedule, etc.
14.15 Groups: Students can create group for online by faculty for Blogs, File Exchange, Collaboration, Discussion Board scope for their courses.
14.16 Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss on topics related to their respective courses.
14.17 Collaborate (Ultra Experience): Blackboard Collaborate is a real-time video conferencing tool that lets faculty member add files, share applications, and use a virtual whiteboard to interact. Collaborate Ultra, opens with any available browser, and does not require any software to be installed to join a session.
14.18 Blackboard Mobile: Users can access Blackboard through their smart phones. Download Blackboard Learn app and search for institute by typing 50I5VV.
14.19 Responsive Web Design: Blackboard's responsive design ensures a great experience on all devices (smartphones and tablets) and screen sizes—with no loss of functionality.
14.20 System Requirement: Latest browser version.
Check browser compatibility: https://help.blackboard.com/node/13392
14.21 Help – Assistance: Online assistance is available on front page of portal.
URL: https://help.blackboard.com/node/13376
YouTube Channel: https://www.youtube.com/playlist?list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU

15.0 Rules for participating in National/International Level Contests:

15.1 All contests have to be routed through Faculty In charge of Student Activity/HOD.
15.2 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
15.3 All student contests are classified as follows.
15.3.1 GRADE A: National and International level contests of very high repute.
15.3.2 GRADE B: National level contests of high repute.
15.3.3 GRADE C: Local and national level contests
15.4 The respective school heads will make the classification of contest in Grade A/B/C.
15.5 The classification of the contest will determine the selection, reimbursement and appraisal of the students.
15.6 Reimbursements (Applicable only for National Contest)
15.6.1 Students going for GRADE A will be provided with 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from the contest destination.
15.6.2 Students going for GRADE B and C contests will be provided 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from contest destination, provided that they have won the contest (1^{st} or 2^{nd} place only).
15.6.3 All reimbursements are subject to the approval of the head of the school and are hence subject to change.
15.6.4 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.
15.6.5 All students claiming the reimbursement will have to submit all details to the staff co-ordinator for processing through the accounts department.
15.7 Contest Winners
15.7.1 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.

16.0 Guidelines for Awards and Scholarships

16.1 Each year there are several student awards and scholarships announced for different school/programs of NMIMS (as applicable school wise). For details specific to school, kindly refer Part II.
16.2 Students are advised to apply for awards and participate in the process enthusiastically.
16.3 Students are also advised to keep a good performance track record if they wish to apply for these awards. Students obtaining an F in any subject or with a record of misconduct or a record of low attendance will be automatically disqualified from the awards process.
16.4 Certificate of merit to be given by Dean's at school level.

17.0 Guidelines for Convocation

17.1 The Annual Convocation will be held for all Full Time and Part Time programs of NMIMS.
17.2 Only those students who have fulfilled the requirements of the program will be eligible to receive their degrees/diplomas at the Convocation. These requirements include migration certificate, attendance requirements, submission of all assignments and projects, clearance of all dues from various departments like accounts, hostel, library etc., and passing of all examinations and any other deliverables to the school/ NMIMS.
17.3 In case any student is found 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.

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

18.0 Roles and Responsibility of Class Representative and Student Council

18.1 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:

18.1.1 Serving as sole point of contact between faculty & students
18.1.2 Co-ordinating the scheduling of lectures, assignments & formation of groups
18.1.3 Resolving student grievances
18.1.4 Relationship building & co-ordinating with CRs from other divisions
18.1.5 CR's cannot cancel / Reschedule lectures directly with Faculty
18.1.6 Any additional responsibility assigned by school heads.

18.2 Student Council

18.2.1 NMIMS University Student Council (NUSC)

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

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

The NUSC is comprising of President, Vice President, General Secretary, Treasure, and members representing schools and campuses. From each school/campus 2 student council representative will constitute University Student Council. The names of representatives can be finalized by Deans'/Directors'/Head of respective school.

18.2.2 Student Council (School Level)

The Student Council is the apex student body at every school and represents the full-time students. The Vice-President, General Secretary, 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:

18.2.2.1 To serve as a formal communication channel between the students, faculty and administration
18.2.2.2 To navigate all student-related activities at NMIMS and facilitate a better life on campus
18.2.2.3 To spearhead the organisation & co-ordination of the Corporate Festival, the Cultural Festival, & other Events.
18.2.2.4 To assist all public relation activities and supervise student publications & newsletters at NMIMS
18.2.2.5 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)
18.2.2.6 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.
18.2.2.7 For the major events prior formal invitation to be given to all the senior management
18.2.2.8 To submit a trimester/semester report at the end of every trimester/semester to faculty In charge.

19.0 Interface with Accounts:

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

settled within 72 hours along with the report of activities.

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

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

19.4 **Re-Registration Fees**:
A Diploma 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.

19.5 **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.

19.6 **Hostel Deposit Refund**:
Location: NMIMS Accounts Department
Procedure:
19.6.1 Please procure signature of Hostel in-charge
19.6.2 Submit signed Hostel Deposit Receipt to Accounts Department along with Refund Format
19.6.3 Please allow a period of 3 weeks for issue of the Refund Demand Draft

19.7 **Library Deposit and Security Deposit Refund**:
Location: Library and Accounts Department, MPSTME
Procedure:
19.7.1 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
19.7.2 Please allow a period of 3 weeks for issue of the Refund through NEFT

19.8 **Duplicate Receipt**:
Location: MPSTME Accounts Department
Procedure:
19.8.1 Please fill the Application for Duplicate Fee Receipt and submit Rupees 100 per receipt to Accounts Department
19.8.2 Please allow a period of a week for issue of receipt

20.0 International Student Exchange Program Policy

20.1 **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.

20.2 **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. **The University Level:**

- Charles Darwin University, Australia
- University of Southampton, United Kingdom
- Latrobe University, Australia
- University of Newcastle, Australia
- Friedrich – Alexander University of Erlangen-Nurnberg, Germany
- University of Jyvaskyla, Finland
- University of Chester, United Kingdom
- University of Westminster, United Kingdom
- CETYS University, Mexico
- The University of Calgary, Canada
- St. Martin's University, Washington, USA

B. **The School of Technology & Management (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
- The Institute of Telecom, Groupe des Ecoles des Mines, (GEM), Paris, France
- Howe School of Technology Management, Stevens Institute of Technology, New Jersey, USA
- Tel Aviv University, Israel

20.3 **Eligibility**

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

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

20.3.1 Completed the eligibility year of program as defined by respective Deans/Directors of school

20.3.2 Have a minimum CGPA of 2.75 and above.

20.3.3 Eligibility of International students coming to our campus recommended by the partner university should satisfy the eligibility criteria as per the memorandum of association signed between the Universities/ Schools.

20.4 **Selection Criteria and Conditions**

20.4.1 As defined by respective Deans/Directors of Schools

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

20.5 **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:

20.5.1 Accommodation and daily living expenses including study materials

20.5.2 Travel Expenses

20.5.3 Passport and visa costs

20.5.4 Insurance cover

20.5.5 Any other incidental costs

20.6 **Application procedure for students and Expectations from students**

20.6.1 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") Incoming students should submit specified application form

(APPLICATION FORM – EXCHANGE STUDENTS-Incoming) to respective school 2 months before the semester/trimester start date.

20.6.2 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.

20.6.3 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)

20.6.4 Students need to ensure that they do not get any grade in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.

20.6.5 Other criteria as defined by Deans/Directors of the Schools.

20.7 **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.

20.8 **Enclosures:**

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

20.8.2 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

20.8.3 Visa Form for NMIMS and International Students

20.9 **Application and Admission procedure for International Students-Incoming from Partner University:**

20.9.1 Students from Partner University need to submit the application in prescribed form (APPLICATION FORM – EXCHANGE STUDENTS-Incoming and Passport copy) duly attested by the partner university officer in charge two months before the arrival to NMIMS.

20.9.2 Respective school will issue an exchange acceptance letter to the student after scrutinizing the application. The exchange acceptance letter should be countersigned by the Director- International Linkages department (ILD).

20.9.3 On acceptance of students by the school, International Linkages department of University will issue Visa invitation letter address to Indian Embassy/consulate in your country.

20.9.4 On arrival, the student will report to the respective school and the school will direct the student to ILD for FRRO registration process with Ministry of External Affairs Government of India. The respective school will arrange for living in Mumbai familiarization session. The Students are requested to handover prescribed undertaking form (UNDERTAKING For Foreign National Studying at NMIMS University) with a copy passport with Visa page to International Linkages Department for record purpose.

20.9.5 Respective schools will complete the joining process and issue temporary student Identity card.

20.9.6 On completion of the course the assessment details will be forwarded to University registrar through International Linkages department for course completion and credit transfer certificate.

20.9.7 Attendance and exit details will be provided by the respective school to the ILD to complete the FRRO process.

Note:

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

21.0 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.

21.1 **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.

21.2 **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.

21.3 **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 **six exit routes** in UPG 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 22620 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.

22.0 Ragging / Women Grievance Redressal Cell / Sexual Harassment Internal Complaints Committee / Student Grievance Redressal Cell – Ombudsman

22.1 **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.

Anti-Ragging Committees:

University				
Name		**Designation**	**E-mail ID**	**Contact no.**
1.	Dr. Meena Chintamaneni	Chairperson	meena.chintamaneni@nmims.edu	022 42355555
2.	Mr. Pravin Shukla	Member	Pravin.shukla@nmims.edu	022 42355555
3.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
4.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
5.	Mr. Pradeep Rupwate	Member	Pradeep.Rupwate@nmims.edu	022 42355555
6.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
7.	Shri Rajendra K. Shah	Member	shahrk60@yahoo.com	022 42199999
Mukesh Patel School of Technology Management & Engineering				
1.	Dr. N.T.Rao	Chairperson	NT.Rao@nmims.edu	02242334001
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.	Dr. 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.	Dr. Lakshmi Gorty	Member	VR.Lakshmigorty@nmims.edu	9757075048
8.	Prof. Krishna Palod	Member	Krishna.palod@nmims.edu	9922409325
9.	Ms. Jayanti Ramesh	Member	Jayanti.Ramesh@nmims.edu	9920010112
10.	Ms. Vandana Kushte	Member	vandana.kushte@nmims.edu	9870097370
Hostels				
1.	Shri Bhupesh Patel	Chairperson	bhupesh.patel@svkm.ac.in	98200 20700
2.	Shri Harshad H. Shah	Member	harshad.shah@svkm.ac.in	98202 93814
3.	Shri Rajubhai Shah	Member	rajendra.shah@svkm.ac.in	98190 36555
4.	Prof. Seema Mahajan	Member	seemam@nmims.edu	9820341341
5.	Dr. Meena Chintamaneni	Member	meena.chintamaneni@nmims.edu	4235 5550
6.	Mr. Pradeep Rupwate	Member	Pradeep.Rupwate@nmims.edu	022 42355555
Shirpur Campus				
1.	Dr. R.S. Gaud	Chairperson	rsgaud@nmims.edu	(02563) 286545/46
2.	Dr. Aaquil Bunglowala	Member	Aaquil.Bunglowala@nmims.edu	(02563) 286545/46
3.	Dr. PP Raichurkar	Member	pp.raichurkar@nmims.edu	(02563) 286545/46
4.	Dr. Ashwini Deshpande	Member	ashwini.deshpande@nmims.edu	(02563) 286545/46
5.	Dr. Sateesh B.	Member	Sateesh.b@nmims.edu	(02563) 286545/46
6.	Mr. Rahul Dande	Member	rahul.dande@nmims.edu	(02563) 286545/46
7.	Mr. Anil Nigam	Member	anil.nigam@nmims.edu	(02563) 286545/46

22.2 **Women Grievance Redressal Cell:**

1. Prof. Sangita Kher, I/C Dean, ASMSOC - 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. Ms. Seema Rawat, Assistant Professor, SBM – Member
6. Dr. Meena Chintamaneni, Registrar – Member Secretary
7. Majlis Legal Center - NGO representative

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

Sexual Harassment Internal Complaints Committee:

1. Prof. Sangita Kher, I/c Dean, ASMSOC– Chairperson
2. Dr. Ketan Shah, Associate Professor & HOD, MPSTME -Member
3. Ms. Karuna Bhaya, Finance Officer- Member
4. Shri Nilesh Mohile, Chief Administrator, SVKM- Member
5. Ms. Seema Rawat, Assistant Professor, SBM- Member
6. Dr. Meena Chintamaneni, Registrar – Member Secretary
7. Majlis Legal Centre- NGO representative

22.4 **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.

Student's Grievance Redressal Cell

1. **Dr. Rhishikesh Dave, Dean, SOL – Chairperson**
2. Dr. Paritosh Basu, Sr. Professor (Finance), SBM - Member
3. Prof. Amita Vaidya, Associate Dean, SAMSOE - Member
4. Prof. Dhirendra Mishra, Assistant Professor (Mechanical), MPSTME - Member
5. Ms. Pallavi Rallan, Assistant Professor, ASMSOC – Member
6. Dy. Registrars concerned
7. **Dr. Meena Chintamaneni, Registrar – Chairperson & Member Secretary**

Please visit the website for more details on "The Sexual Harassment of Women at Workplace, Prevention, Prohibition and Redressal Act 2013" & "Women Grievance Redressal Cell Policy".

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

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

List of E resources (In library)

Sr. No.	Database
	LIBRARY DATABASE/ OPAC
1	LibSys OPAC
	ELECTRONIC JOURNAL DATABASES
2	ProQuest Central
3	EBCSO
4	JSTOR
5	Science Direct
6	Economic and Political Weekly
7	JGATE (Social & Management Sc.)
	ENGINEERING DATABASES
8	J-Gate (Science & Technology)
9	IEL Online- IEEE
10	Springer
11	Science Direct
12	ASCE
13	ASME
	E-BOOKS DATABASES
14	E-brary
15	McGraw-Hill Access Engineering
16	Pearson E-Books
17	McGraw-Hill Express Library
	RESEARCH DATABASES
18	ISI Emerging Markets
19	CRISIL
20	Frost & Sullivan
21	EViews 8
22	CMIE: Economic Outlook
23	SPSS: AMOS
24	Euromonitor International: Passport
25	EPWRF India Time Series
	COMPANY/ MUTUAL FUNDS DATABASES
26	Capital Market
27	NAVIndia
	STATISTICAL DATABASES
28	IndiaStat
	LAW DATABASES
29	Manupatra
30	Lexis Nexis
31	Hein Online
32	West Law
	MARKETING DATABASE
33	TVADINDX
34	WARC
	Directory
35	Cabell's Directory
	CASE STUDY DATABASE
36	Harvard

24.0 LIST OF HOLIDAYS FOR THE YEAR 2017

NMIMS (Mumbai & Shirpur)			NMIMS (Bangalore)			NMIMS (Hyderabad)		
List of Holidays for the year 2017			List of Holidays for the year 2017			List of Holidays for the year 2017		
OCCASION	**DATE**	**DAY**	**OCCASION**	**DATE**	**DAY**	**OCCASION**	**DATE**	**DAY**
			Sankrant/Pongal	14-Jan-17	Saturday	Sankrant/Pongal	14-Jan-17	Saturday
Republic day	26-Jan-17	Thursday	Republic day	26-Jan-17	Thursday	Republic day	26-Jan-17	Thursday
Holi	13-Mar-17	Monday	Holi	13-Mar-17	Monday	Holi	13-Mar-17	Monday
Gudhi Padwa	28-Mar-17	Tuesday	Ugadi	28-Mar-17	Tuesday	Ugadi	28-Mar-17	Tuesday
Holi	24-Mar-16	Thursday	Holi	24-Mar-16	Thursday	Holi	24-Mar-16	Thursday
Maharastra Day	01-May-17	Monday	Labor Day	01-May-17	Monday			
						Telangana Foundation Day	02-Jun-17	Friday
Ramzan-Id	26-Jun-17	Monday	Ramzan-Id	26-Jun-17	Monday	Ramzan-Id	26-Jun-17	Monday
Independence Day	15-Aug-17	Tuesday	Independence Day	15-Aug-17	Tuesday	Independence Day	15-Aug-17	Tuesday
Ganesh Chaturthi	25-Aug-17	Friday	Ganesh Chaturthi	25-Aug-17	Friday	Ganesh Chaturthi	25-Aug-17	Friday
Anant Chaturdashi	05-Sep-17	Tuesday						
Dussehra	30-Sep-17	Saturday	Dussehra	30-Sep-17	Saturday	Dussehra	30-Sep-17	Saturday
Gandhi Jayanti	02-Oct-17	Monday	Gandhi Jayanti	02-Oct-17	Monday	Gandhi Jayanti	02-Oct-17	Monday
Diwali (Narak Chaturdashi)	18-Oct-17	Wednesday	Diwali (Narak Chaturdashi)	18-Oct-17	Wednesday	Diwali (Narak Chaturdashi)	18-Oct-17	Wednesday
Diwali (Laxmi Pujan)	19-Oct-17	Thursday	Diwali (Laxmi Pujan)	19-Oct-17	Thursday	Diwali (Laxmi Pujan)	19-Oct-17	Thursday
Diwali (Balipratipada)	20-Oct-2017	Friday	Diwali (Balipratipada)	20-Oct-2017	Friday	Diwali (Balipratipada)	20-Oct-2017	Friday
Diwali (Bhaubeej)	21-Oct-17	Saturday						
			Kannada Rajyothsava	01-Nov-17	Wednesday			
Christmas	25-Dec-2017	Monday	Christmas	25-Dec-2017	Monday	Christmas	25-Dec-2017	Monday

Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January 26, 2017, August 15, 2017, May 01, 2017 & October 02, 2017)

25.0 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	2643 5206
Ambulance	102 / 1298/1252
Hospitals	
Dr. Balabhai Nanavati Hospital	26182255 / 2626 7500
Cooper Hospital	26207254
Travel Agency	
V-explore	42705205/ 42705255
Chemist	
Dilip Drug House	26182255 / 2618 7038
Empire Chemists	26718970 / 2625 1238
Welcome	26111796
General Physician	
Shri Vile Parle Kelavani Mandal" runs a dispensary which operates from 9:00 am to 6:00 pm. It is manned by two fully qualified Medical Officers in two shifts. Services of dispensary are available for attending to all emergency first aid and for OPD. This facility is available to all students and staff members of SVKM Institutions	Location: N.M. College Area, 2nd floor. Dr.Goel-9869002653
Criticare Clinic Plot no. 38/39 , Main Gulmohar Road, JVPD Scheme, Opposite Copper Chimney, Andheri (W), Mumbai- 400049	26286644/ 88/ 002 6775 6600
Hostel (Contact - Mr. Venugopal- 4235 5557)	
G. R. Jani Hostel Boys	022-42334056
MKM Sanghvi Girls Hostel	022-26256382/ 83
Bansi Villa Girls Res.Flats	-
Kalika Girls Res.Flats	-
Vraj Kamal Girls Res.Flats	-
Sur Sagar Girls Res.Flats	-
Krishna- Boys Res. Flats	-
Vishwananak Boys Res Flats	-
Sai Suraj-Boys Res Flats	-

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) , MBA (Tech), M.Tech, & MCA 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 N T Rao
Dean – MPSTME

1. **Academic Calendar**

SVKM's NMIMS Mukesh Patel School of Technology Management & Engineering
B.Tech(Intg) / B.Tech / MBA (Tech.) / MCA / M. Tech. / Ph.D.
Academic Calendar 2017-18

SEMESTER - I, III, V, VII & IX		
June 26 to July 15 2017	:	Industry Training for 4th year B. Tech. (Phase-I)
July 14 2017	:	Reporting Day for first year students admitted in Shirpur Campus
July 17 2017	:	Commencement of Semester I, III, V, VII
August 28 to September 2 2017	:	Mid Term Test I of Semester I, III, V & VII
September 11 2017	:	Commencement of Semester IX of MBA (Tech.)
October 3 to October 7 2017	:	Mid Term Test II of Semester I, III, V & VII
October 16 to October 21 2017	:	**Diwali Vacation**
October 30 to November 04 2017	:	Mid Term Test III of Semester I, III, V & VII
November 18 2017	:	Last Instruction Day for Semester I, III, V, VII
November 22 to December 9 2017	:	Term End – Examination of Semester I, III, V, VII and Re-Examination of Term I
December 2 2017	:	Last Instructional Day for Semester IX of MBA (Tech.)
December 7 to December 16, 2017	:	Term End – Examination of Semester IX of MBA (Tech.)
December 11 to December 30, 2017	:	Industry Training for 4th year B. Tech. (Phase-II)
November 27 to December 16 , 2017	:	Central Assessment Program for Semester I, III, V, VII
December 11 to December 14 2017	:	Mid Term Test IV of Semester I, III, V & VII
December 25 2017 to January 1 2018	:	**Winter Vacation**
SEMESTER - II, IV, VI, VIII & X		
December 11 2017	:	Commencement of Semester VIII of MBA (Tech.)
January 2 2018	:	Commencement of Semester - II, IV, VI, VIII & X
February 05 to February 10 , 2018	:	Mid Term Test I of Semester II, IV, VI & VIII
***	:	SATTVA / PROTSAHAN (Sports, Cultural & Technical Festival)
March 19 to March 26 2018	:	Mid Term Test II of Semester II, IV, VI & VIII
April 09 to April 14, 2018	:	Mid Term Test III of Semester II, IV, VI & VIII
April 7 2018	:	Last Instruction day for Semester VIII of MBA (Tech.)
April 11 to 21 , 2018	:	Term End Exam of Semester VIII of MBA (Tech.)
April 23 2018	:	Commencement of M I P (20 weeks) of Sem IX of MBA (Tech.)
April 28 2018	:	Last Instruction day for Semester - II, IV, VI, VIII & X
May 3 to May 19 2018	:	Term End Exam of Semester - II, IV, VI, VIII & X
May 07 to May 26, 2018	:	Central Assessment Program for Semester - II, IV, VI, VIII & X
May 21 2018	:	Commencement of T I P (8 weeks) of Sem VII of MBA (Tech.)
May 21 to May 23, 2018	:	Mid Term Test IV of Semester II, IV, VI & VIII
May 28 to July 7 2018	:	**Summer Vacation**
Last week of May - first week of June 2018	:	Commencement of Re-Examination of Semester I, III, V, VII, IX
Last week of June - 1st week of July	:	Commencement of Re-Examination of Semester II, IV, VI, VIII, X
July 14 2018	:	End of T I P of Semester VII of MBA (Tech.)
2nd week of August 2018	:	*Convocation of MPSTME, NMIMS*
September 8 2018	:	End of M I P for Semester – IX of MBA(Tech.)

Dean, MPSTME 5/5/2017 Dy. Registrar (Acad) 8/5/17 Registrar, NMIMS Pro-VC, NMIMS VC, NMIMS

Mid term test schedule for Technology Management subjects will be announced by the department.
** This program will be organized as per the convenient dates at the campus which can be different for shirpur and Mumbai

COE, NMIMS 11/5/17

SVKM's NMIMS Mukesh Patel School of Technology Management & Engineering
POST GRADUATE DIPLOMA IN MANAGEMENT
REAL ESTATE CONSTRUCTION & MANAGEMENT
Academic Calendar 2017-2018

July 21, 2017	:	Commencement of Trimester – I & IV of PGDM
1st week of September, 2017		Mid test for Trimester – I & IV
October 14, 2017	:	Last Instructional Day of Trimester I & IV
October 18 to October 24,2017		**Diwali Vacation**
October 28 to November 06,2017	:	Term End – Examination for Trimester I & IV
October 30 to November 08,2017	:	Central Assessment Program for Trimester I & IV
TRIMESTER – II		
November 10,2017	:	Commencement of Trimester II & V
December 26 to January 01, 2018	:	**Winter Vacation**
1st week of January, 2018		Mid test for Trimester – II & V
February 10, 2018	:	Last Instructional Day for Trimester II & V
February 13 to February 23,2018	:	Term End – Examination for Trimester II & V
February 15 to February 26,2018	:	Central Assessment Program for Trimester II & V
TRIMESTER – III		
March 02, 2018	:	Commencement of Trimester III & VI
1st week of April, 2018		Mid test for Trimester – III & VI
May 12, 2018	:	Last Instructional Day of Trimester III & VI
May 15 to May 23, 2018	:	Term End – Examination for Trimester III & VI
May 16 to May 25,2018		Central Assessment Program for Trimester III & VI
May 28 to July 07, 2018	:	**Summer Vacation**
From 2nd week of June to 3rd week of June 2018	:	Re-examinations

Dean, MPSTME | Dy. Registrar (Acad.) | Registrar, NMIMS | Pro-VC, NMIMS | VC, NMIMS

COE, NMIMS

2. **Academic Guidelines:**

i. 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.

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

iii. 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.

iv. 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.

v. 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 as per availability.

vi. 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.

vii. 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. **Re-Admission rules:**

In continuation to the re-admission rules explained in Part I of this SRB,

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

Student can take re-admission in the said year of the programme 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 B.Tech 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. Admission to the subsequent years is subject to maximum duration permissible for completion of the programme (in years). Such admissions will be at the students' own risk of non-completion of the programme during the maximum permissible duration (in years).

The maximum duration permissible for completion of the programme (in years) are mentioned in the table below:

Sr no.	Name of the programme	Duration of the programme (in years)	Maximum duration permissible for completion the programme (in years)
1	B. Tech. (10 +)	6	8
2	B. Tech. (12 +)	4	6
3	MBA (Tech.)	5	7
4	M. Tech.	2	4
5	MCA	3	5
6	PGDM RECM	2	4

2. **Discipline Norms and Penalty:**

In continuation to the Discipline Norms and Penalty explained in Part I of this SRB, the names of committee members are as follows:

1. Disciplinary Committee

1. Prof. Sarada Samantaray, Associate Dean
2. Dr. Vijay Raisinghani, Professor, MPSTME
3. Prof. A.C. Mehta, Chairperson
4. Dr. R. A. Hegde, Professor, MPSTME

2. Anti-Ragging Committees:

Mukesh Patel School of Technology Management & Engineering			
Dr. N.T.Rao	Chairperson	NT.Rao@nmims.edu	02242334001
Dr. Vijay Raisinghani	Member	Vijay.raisinghani@nmims.edu	9892182969
Dr. Vaishali Kulkarni	Member	Vaishali.kulkarni@nmims.edu	9920668187
Dr. Dhirendra Mishra	Member	Dhirendra.mishra@nmims.edu	9867676425
Prof. Prasad Gharat	Member	Prasad.gharat@nmims.edu	9820675266
Prof. Sawankumar Naik	Member	Sawankumar.naik@nmims.edu	9892133307

3. **Anti-Ragging Squad:**

Mukesh Patel School of Technology Management & Engineering			
Prof. Abhay Kumar	Chairperson	Abhay.kumar@nmims.edu	9371533461
Dr. Manoj Sankhe	Member	Manoj.sankhe@nmims.edu	9224574993
Prof. Vinod Jain	Member	Vinod.jain@nmims.edu	9821488869
Prof. Avinash More	Member	Avinash.more@nmims.edu	9892385010
Prof. Abhay Kolhe	Member	Abhay.kolhe@nmims.edu	9220842278
Prof. Mahesh Mourya	Member	Mahesh.mourya@nmims.edu	9773314010
Dr. V R Lakshmi Gorty	Member	VR.Lakshmigorty@nmims.edu	9757075048
Prof. Krishna Palod	Member	Krishna.palod@nmims.edu	9922409325
Ms. Jayanti Ramesh	Member	Jayanti.Ramesh@nmims.edu	9920010112
Ms. Vandana Kushte	Member	vandana.kushte@nmims.edu	9870097370

4. **Woman Grievance Redressal Committee :**

Mukesh Patel School of Technology Management & Engineering

1. Dr. N. T. Rao , Dean , MPSTME
2. Dr. Archana Bhise, Professor, MPSTME
3. Dr. Asha Ingle, Professor, MPSTME
4. Dr. V. R. Lakshmi Gorty, Professor, MPSTME
5. Prof. Pintu Shah, Assistant Professor ,IT
6. Mrs. Vandana Kushte, Assistant Registrar, MPSTME
7. Ms. Soumya Srivastava, student M. Tech. (Computer)

3. Examination Guidelines (ICA / TEE, Passing Criteria, Grading system, method of calculation of GPA / CGPA, Re-Examination, exceptional cases – medical etc.)

3.1 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

3.2 Method of calculation of letter grades

(a) **FACTORIZATION**: In order to ensure uniformity of evaluation and reduce variation in evaluation between different faculty members, factorization of marks would be carried out for courses wherever the number of students appearing for the examination in the said course is more than 30 and number of faculties evaluating the answer books in the course concerned are more than one.

The formula for carrying out such factorization would be as under:

(i) The Average marks given by a faculty for a course (internal continuous assessment + trimester end examination) for a group of students shall be calculated for each course for a batch.

Average marks awarded by a faculty to a group of students (one or more division) for a particular course = Sum of total marks awarded to all students assessed by the faculty for a course divided by number of students in the said group / batch.

(ii) Grand Average Marks given by all faculty members who evaluated answer books (internal continuous assessment + trimester end examination) shall be calculated for each course for a batch.

Grand Average marks= Total marks awarded by all faculty members to all students for a particular subject divided by number of students in the said cohort

(iii) 'Factor Score' for each faculty, using Individual faculty average and grand average obtained above would be calculated.
Factor Score= Grand average divided by Individual faculty average.

(iv) Factorization will be done by multiplying the factor score of the respective faculty with the aggregate marks assigned by the said faculty to the individual student whose answer books were evaluated by him/her for each course.

(v) If the marks obtained by the student after factorization are in decimal, the marks will be rounded to the next higher integer.

(vi) Gracing and grading will be applied on the factorized marks computed as above.

(vii) The factor score derived above would also be multiplied to the absolute semester-end examination marks obtained by the student concerned for the purpose of deciding the Pass/ Fail status of the student. This means Pass/ Fail status of a student would be determined on the basis of factorized semester-end examination marks.

(b) DOUBLE EVALUATION: Wherever for a course the number of students appearing for the examination is less than 31, factorization will not be applicable irrespective of the number of faculties evaluating the answer books of the course concerned. In such cases, where factorization is not applied, double evaluation or 100% moderation will be carried out. The first evaluation will be performed by the course teacher of the course concerned and the second evaluation of all the answer books or 100% moderation will be carried out by an external course expert selected from the panel approved as per the norms prescribed and in force at that moment. The simple average of the marks allotted by the Internal Course Teacher and the External Subject Expert will be treated as the marks allotted to the student in the course concerned. If the average mark obtained by the student is in decimal, the same shall be converted to the next higher integer. This average mark will be considered for awarding the grace marks if eligible and grade and declaring the result of the student.

(c) DOUBLE EVALUATION: Wherever the number of examiners evaluating answer books of a course is only one, irrespective of the number of students appearing for the examination in the course concerned, factorization will not be applicable and double evaluation or 100% moderation will be carried out. The first evaluation will be performed by the course teacher of the course concerned and the second evaluation of all the answer books or 100% moderation will be carried out by an external course expert selected from the panel approved as per the norms prescribed and in force at that moment. The simple average of the marks allotted by the Internal Course Teacher and the External Subject Expert will be treated as the marks allotted to the student in the course concerned. If the average mark obtained by the student is in decimal, the same shall be converted to the next higher integer. This average mark will be considered for awarding the grace marks if eligible and grade and declaring the result of the student. There shall be no factorization of marks in such a case.

(d) Method of calculation of letter grades:
For the calculation of grades, the following guidelines are observed-

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

2. Difference between the maximum marks/ factorized marks as the case may be 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/ factorized marks as the case may be 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 less than one third of factorized/ averaged marks (as the case may be) out of the maximum marks allocated to the respective subject / course for the term end examination.

   (b) Who have obtained marks less than minimum passing marks (currently 50%) out of aggregate (Internal Continuous Assessment + Term end examination).

After following the above evaluation processes, the factorized / average marks will be rounded to the next integer. The process of awarding 'grace marks' as per rules already approved by Academic Council shall be followed. Thereafter, grading will be carried out as per the present practice.

3.2.1 Calculation of GPA (Grade Point Average):

Grade point Average for a term / Semester 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 / Semester.

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

3.2.2 Calculation of CGPA (Cumulative Grade Point Average) :

Cumulative Grade Point Average upto and including a term/ Semester 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/ Semester.

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/ Semester.

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

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

3.3.1 A student of **B. Tech. (Integrated), B. Tech., MBA(Tech.), MCA, M.Tech. & PGDM-RECM** 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.

3.4 Promotion Rules and ATKT (Allowed To Keep Terms) : B. Tech. / B. Tech (Integrated) / MBA (Tech.) / M. Tech. / MCA / PGDM-RECM (Trimester Pattern)

General:

3.4.1 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).

3.4.2 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.

3.4.3 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 May/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.

3.4.4 **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**. A student who does not fill in the re-examination form online/ does not pay the requisite re-examination fee will not be allowed to appear at the re examination. Students are advised to keep track of the 'Re-examination form submission window'. It is the sole responsibility of the students to fill in the re-examination form. No notice will be given by the University to the students for the same.

3.4.5 A student who has failed in not more than three subjects in **B.Tech. (integrated)/ B.Tech. / /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 / re-examinations along-with the regular students of next year and pass thereat.

3.4.6 A student, who has failed in more than **three subjects in B.Tech. (integrated)/ B.Tech. / 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. S/he will be required to either take re-admission (subject to re-admission rule) in the same year of the program or may appear at the re-examinations of all the subject/s in which S/he has failed to pass with the regular students of the subsequent batch.

3.4.7 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.

3.4.8 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).

3.4.9 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.

3.4.10 **MCA, M. Tech. & PGDM-RECM** 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.

3.4.11 If student of **M. Tech** is not able to submit the dissertation 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. A student who fails to obtain necessary permissions as above will be deemed to be unsuccessful and will have to seek re admission.

3.5 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	30%	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	70%	Term End Examination	University Examination/ Department	After completion of the Term (15 weeks)

3.5.1 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.

3.5.2 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.

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

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

3.5.5 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.

3.6 Passing Criteria :

3.6.1 **Internal Continuous Assessment :**

The composition of Internal Continuous Assessment will be as under. The weightage of written tests will be reduced **with more weightage to term work, practical, lab work etc.**

	Mid Term Test (1) M1	**Mid Term Test (2) M2**	**Term work**
Maximum Marks for Internal test	10	10	30

'External examiners' can be involved to conduct practical examinations of the internal continuous assessments for a few subjects.

A student will be required to pass in the Term End examination (by obtaining one third marks of the total marks allocated to TEE) and on aggregate (by obtaining 50% marks of the total marks allocated to the subject).

The school will conduct 2 mid-term tests (namely M1 and M2) for all Engineering and Technology Management subjects.

Students must make a note that there will not be any further mid term tests conducted for them. There will not be any re-tests or exemptions for students who miss any of these tests due to ill-health or

involved in college activities or personal commitments or for any other reason.

3.6.2. **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.

3.6.3. **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 Term 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 May/June.**

If a course has an internal assessment component, the procedure and marking for conducting M-1 and M-2 will be as described earlier. There will not be any re-tests or exemptions for students who miss any of these tests due to ill-health or involved in college activities or personal commitments or for any other reason.

3.7 Remedy for non-fulfilment of Passing Criteria

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

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

3.7.3 In case a student fails after the said first re-examination in more than three subjects in case of B.Tech (Integrated), B. Tech. and MBA (Tech.) program, he/she will not be permitted to enter upon the next year of the programme. Such a student will have to clear the failures by way of appearing at the re-examinations alongwith subsequent batches or he/she may take re-admission in the same year of the program as per rules of the University.

3.8 General rules :

3.8.1 Submission of re-examination form alongwith prescribed fee before the designated date is a pre-condition for appearance at re-examination. A student will not be allowed to appear at the re examination in case he/ she fails to submit re examination form online through students SAP portal.

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

3.9 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 2017-2018 and onwards.

4. 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.

4.1 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.

4.2 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

4.3 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).

4.4 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.

5. Technical Assistantships / Teaching Assistantship

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

5.2 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.

5.3 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 technology 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.

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.

Programme Educational Objectives (PEO)

The B. Tech (Information Technology) graduates will:

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 B. Tech (Computer Engineering) graduates will:

PEO-1: Be successful in their professional career exhibiting ethical attitude with exposure to emerging technologies.

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

PEO-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.

Mission:

1. Provide internationally recognized leaders in Electronics and Telecommunication, through a continuously improving educational program incorporating applied engineering aspects.

2. 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 (PEO)

The B. Tech (Electronics and Telecommunication) graduates will:

PEO-1: Adapt to emerging communication technologies and excel in professional career.

PEO-2: Pursue higher education and contribute to technology through research.

PEO-3: 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

Programme Educational Objectives (PEO)

The B. Tech (Civil Engineering) graduates will:

PEO-1: Practice the profession of Civil Engineering with competence, professionalism and competitiveness in various facets like design, construction and project management.

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

PEO-3: Pursue advanced studies and research at post graduate level.

Mechanical Engineering Department

Vision:

To be center of excellence in Mechanical Engineering for education and research to create competent Mechanical Engineering graduates who can be employable in the industries and be part of innovation, research, problem solving and entrepreneurship to help mankind in particular and society in general.

Mission:

1. To impart quality education in the field of Mechanical Engineering to the students.
2. To provide state of the art facilities to the students to enable them to learn, understand and apply fundamentals of Mechanical Engineering in solving engineering problems.
3. Developing relevant curriculum of studies which will cater to the needs of industry and society.
4. Promotion of team culture amongst students, faculties and staff to create conducive environment for better interaction with industries and collaborative research and development activities.

Programme Educational Objectives (PEO)

The B. Tech (Mechanical Engineering) graduates will:

PEO-1: Practice the profession of Mechanical Engineering with competence, professionalism and competitiveness in various facets like design, manufacturing, production and project management etc. in mechanical engineering field.

PEO-2: The graduates will utilize the knowledge and best practices of Mechanical Engineering sciences to contribute effectively in solving real world problems.

PEO-3: Pursue personal and professional growth with superior work ethics and work character.

PEO-4: Pursue advanced studies and research at post-graduate and higher level.

Mechatronics Engineering Department

Vision:

To be one of the leading mechatronics engineering program by providing high quality education to our students through extensive industrial research enabling them to use modern automation technologies to develop innovative solutions.

Mission:

1. To offer multidisciplinary program that is the synergistic integration of electrical and electronics engineering, mechanical engineering, and computational hardware and software in the design of products and processes into the emerging field of mechatronics.
2. Program is designed to serve not only traditional students, but also full-time employees of automation and manufacturing industries.

Programme Educational Objectives (PEO)

The B. Tech (Mechatronics Engineering) graduates will:

PEO1: Apply mechanical engineering and electrical engineering knowledge and skills to problems and challenges in the areas of mechatronic engineering.

PEO2: Integrate and use systems or devices incorporating modern microelectronics, information technologies and modern engineering tools for product design, development and manufacturing and demonstrate professional interaction, communicate effectively with team members and work effectively on multi-disciplinary teams to achieve design and project objectives.

PEO3: Engage in lifelong learning in their profession and practice professional and ethical responsibility.

Chemical Engineering Department

Vision:

The Chemical Engineering Department aims at enhancing the quality of technical education and research, which can be helpful to the society and environment.

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.

Programme Educational Objectives (PEO)

PEO1: Undertake leadership roles in industry and/or in technological fields.

PEO2: Contribute to the socio-economic environment of society and further develop career skills through life-long learning.

Technology Management Department

Vision:

To become the most preferred institution in developing new age leaders to achieve excellence in business by leveraging latest technologies by 2021.

Mission:

To give a balance of Technology and Management inputs to develop the student as a multi-skilled person who will grow with value based systems and processes.

a.Course Structures of all programmes

MBA Tech. (Information Technology) Course Structure 2017 – 2022

First Year (Common for All Branches)

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
Software Engineering	Human Computer Interaction
Signals and Systems	Business Economics
SEC – Basic Communication Skills	Information and Communication Technology Management
Principles of Management	

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
Ethics for IT Users	Ethics for IT Organization
Research Methodology	
Macroeconomics	Quality Management Systems and Practices
Financial Accounting	Project Management
SEC-Managing Data with Spreadsheet	Cost and Management Accounting
Information and Communication Technology Management	Idea Generation (2 days workshop)

Fourth Year

Semester - VII	Semester – VIII
TIP (8 Weeks during summer vacation)	
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	

Financial Analysis and Working Capital Management	Personal Skills for Business
Governance : Legal and Ethical Aspects	Human Resource Management
Marketing Management	Business Analytics
Emerging Trends in Technology	Industrial Marketing
Research Methodology	Financial Management
Operations Management	Research Project
Organization Behaviour	Management of Technology
SEC-Innovation - I- Design Thinking	Innovation – III – Concept Building
SEC-Innovation – II -Thinking tools for Building Solutions	Innovation – IV – Prototyping

Sem -VII: Skill Enhancement Course : Any Two	**Sem - VIII: Skill Enhancement Course : Any Two**
✓ SEC-Enterprise Planning Systems - Distribution and retailing	✓ SEC-Enterprise Planning Systems-Manufacturing and Services
✓ SEC- Programming for Analytics	✓ SEC-Application of Business Analytics
✓ SEC- Analytics for Strategic Decision Making	✓ SEC- New Product and Customer Value Analytics
✓ SEC- Introduction to Real Estate Sector	✓ SEC-Principles of Project Construction Management
✓ SEC- Real Estate Laws and Regulations	✓ SEC-Real Estate & Finance
✓ SEC- Effective Negotiation Skills	

Fifth Year (Management subjects Common for all Branches)

Semester – IX	**Semester – X**
Management Internship Program (MIP)	Business Simulation
Emerging Technologies in Key Industry Sectors	Leadership
SEC- Quantitative Techniques for Decision Making	Strategic Impact of Emerging Technologies
Foreign Language (Select Any One) ✓ Chinese ✓ Spanish ✓ German	MOOC Based Learning Project
-	Strategic Management
Elective-1	Elective-1
Elective-2	Elective-2
Elective-3	Elective-3
Elective-4	Elective-4
Sem -IX: Skill Enhancement Course : Any One	**Sem-X: Skill Enhancement Course : Any One**
✓ SEC-Financial Technical Analysis	✓ SEC-Business Valuation Modelling
✓ SEC-Marketing Analytics for Marketing Mix Decisions	✓ SEC- Retailing and Net Based Marketing Analytics
✓ SEC-Lean Six Sigma	✓ SEC-QFD for Product Innovations
✓ SEC – Big Data using Hadoop	✓ SEC-Project Planning and Execution
	✓ SEC – Application of Predictive Modelling
Sem-IX: Specialization: Any 4 (Minimum 3 from Specialization)	**Sem-X: Specialization: Any 4 (Minimum 2 from Selected Specialization and Balance From One of The Remaining Specializations)**

Specialization: Finance	Specialization: Finance
✓ Financial Institutions and Markets	✓ Financial Planning and Portfolio Management
✓ Investment Banking and Financial Services	✓ Financial Risk Management
✓ Security Analysis	✓ Project Infrastructure and Finance
✓ International Finance	✓ Financial Engineering
✓ Management of Mergers and acquisitions	✓ Financial Analytics
✓ Financial Technology	
Specialization: Marketing	**Specialization: Marketing**
✓ Brand Management	✓ Marketing Strategy
✓ Sales & Distribution Management	✓ Online Marketing
✓ Buyer Behaviour	✓ Marketing of Technology Products
✓ Integrated Marketing Communication	✓ International Marketing
✓ Customer Relationship Management	✓ Media Planning
✓ Services Marketing	
Specialization: Operations & Project Management	**Specialization: Operations & Project Management**
✓ Operation Planning and Control	✓ Operations Strategy
✓ Services Operations Management	✓ Best Practices in Operations
✓ Supply Chain and Logistics Management	✓ Analytics in Operations and Supply Chain Management
✓ Project Procurement Management, Contract Administration & Claims Management	✓ Advanced Project Management
✓ Project Risk Management	✓ Project Infrastructure and Finance
Specialization: Business Intelligence & Analytics and Information Technology	**Specialization: Business Intelligence & Analytics and Information Technology**
✓ Data Mining and Analytics	✓ Business Visualization
✓ Big Data Technology	✓ Predictive Modelling
✓ Base Programming	✓ ETL-Data Gathering and Loading
✓ Cyber Security Management	✓ Managing Cloud Computing
Specialization: Infrastructure & Real Estate Management	**Specialization: Infrastructure & Real Estate Management**
✓ Introduction to Infrastructure Management	✓ Global Trends in Infrastructure Management
✓ Business Models in Infrastructure Management	✓ Infrastructure Management in Industry Sector: Energy, Transportation and Real Estate
✓ Real Estate Investment	✓ Management of Real Estate Business
✓ Portfolio & Asset Management	✓ Infrastructure Finance
✓ Project Procurement Management, Contract Administration & Claims Management	

MBA Tech. (Computer Engineering) Course Structure 2017 - 2022

First Year (Common for All Branches)

Second Year	
Semester - III	**Semester - IV**
Data Structure & Algorithms	Computer Network
Digital Logic Design	Operating System
Computer Organization & Architecture	Analog & Digital Communication
Database Management System	Microprocessor and Microcontroller
Programming Laboratory -I	Software Engineering
Engineering Mathematics - III	Programming Laboratory -II
SEC – Basic Communication Skills	Business Economics
Principles of Management	Information and Communication Technology Management

Third Year

Semester - V	**Semester – VI**
Fundamentals of Web Technology	Introduction to Cloud Computing
Digital Signal Processing	Distributed Systems
Object Oriented Software Engineering	Mobile Computing
Information Storage and Management	Artificial Intelligence
Programming Laboratory -III	Multimedia System and Virtual Reality
Programming for Analytics	Business Visualization
Macroeconomics	Quality Management Systems and Practices
Financial Accounting	Project Management
SEC-Managing Data with Spreadsheet	Cost and Management Accounting
Information and Communication Technology Management	Idea Generation (2 days workshop)

Fourth Year

Semester – VII	**Semester – VIII**
Technical Internship (8 weeks during summer vacation)	Predictive Modeling
System Security	**Elective –II (Any One)** ✓ Software Quality Assurance ✓ Soft Computing ✓ Service Oriented Architecture ✓ Biometric Applications
Elective – I (Any One) ✓ Data Ware-Housing & Mining ✓ Image Processing ✓ E-Commerce ✓ Advanced Algorithms ✓ Parallel Processing	
Financial Analysis and Working Capital Management	Personal Skills for Business
Governance :Legal and Ethical Aspects	Human Resource Management
Marketing Management	Business Analytics
Emerging Trends in Technology	Industrial Marketing
Research Methodology	Financial Management
Operations Management	Research Project
Organization Behaviour	Management of Technology
SEC-Innovation -I- Design Thinking	Innovation – III – Concept Building
SEC-Innovation –II-Thinking tools for Building Solutions	Innovation – IV – Prototyping
Skill Enhancement Course : (Any Two)	**Skill Enhancement Course : (Any Two)**

✓ SEC-Enterprise Planning Systems - Distribution and Retailing ✓ SEC-Effective Negotiation Skills ✓ SEC Programming for Analytics ✓ SEC Analytics for Strategic Decision Making ✓ SEC Introduction to Real Estate Sector ✓ SEC Real Estate Laws and Regulations	✓ SEC -Enterprise Planning Systems – Manufacturing and Services ✓ SEC Application of Business Analytics ✓ SEC New Product and Customer Value Analytics ✓ SEC Principles of Project Construction Management ✓ SEC Real Estate and Finance

Fifth Year (Management subjects Common for all Branches)

MBA Tech. (Electronics & Telecommunication Engineering) Course Structure 2017 – 2022

First Year (Common for All Branches)

Second Year

Semester III	**Semester IV**
Engineering Mathematics - III	Probability and Random Processes
Electrical Networks Analysis and Synthesis	Communication Systems
Digital Logic Design	Electromagnetic Field Theory
Electronic Circuit Analysis and Design	Instrumentation
Signals and Systems	Analog Integrated Circuits and Applications
Object Oriented Programming	Control System Engineering
SEC-Basic Communication Skills	Business Economics
Principles of Management	Information and Communication Technology Management

Third Year

Semester V	**Semester VI**
Microprocessor Based Systems	Digital Communication
Radiating Systems and Wave Propagation	Computer Communication Networks
Fundamentals of Microwave Engineering	Microcontrollers and Embedded Systems
Discrete Time Signal Processing	Satellite Communication and Radar
Macroeconomics	Optical Fiber Communication
Financial Accounting	Quality Management Systems and Practices
SEC-Managing Data with Spreadsheet	Project Management
Information and Communication Technology Management	Cost and Management Accounting
	Idea Generation (2 Days Workshop)

Fourth year

Semester VII	**Semester VIII**
Technical Internship (8 weeks during summer vacation)	Network Design and Planning
Wireless Communication Technology	**Elective – I (Any One)** ✓ Introduction to Automation ✓ Machine Learning ✓ VLSI Design and Technology
Digital Voice and Broadband Communication	
Financial Analysis and Working Capital Management	Personal Skills for Business
Governance :Legal and Ethical Aspects	Human Resource Management
Marketing Management	Business Analytics
Emerging Trends in Technology	Industrial Marketing
Research Methodology	Financial Management
Operations Management	Research Project
Organization Behaviour	Management of Technology
SEC-Innovation -I- Design Thinking	Innovation – III – Concept Building
SEC-Innovation–II-Thinking tools for Building	Innovation – IV – Prototyping
Skill Enhancement Course : (Any Two) ✓ SEC-Enterprise Planning Systems - Distribution and Retailing ✓ SEC-Effective Negotiation Skills	**Skill Enhancement Course : (Any Two)** ✓ SEC - Enterprise Planning Systems – Manufacturing and Services ✓ SEC Application of Business Analytics

✓ SEC Programming for Analytics ✓ SEC Analytics for Strategic Decision Making ✓ SEC Introduction to Real Estate Sector ✓ SEC Real Estate Laws and Regulations	✓ SEC New Product and Customer Value Analytics ✓ SEC Principles of Project Construction Management ✓ SEC Real Estate and Finance

Fifth Year (Management subjects Common for all Branches)

MBA Tech. (Civil Engineering) Course Structure 2017- 2022

First Year (Common for All Branches)

Second Year

Semester - III	Semester - IV
Engineering Mathematics - III	Surveying - II
Surveying - I	Structural Analysis - I
Strength of Materials	Hydraulics Engineering
Building Materials and Construction	Building Design and Drawing - I
Fluid Mechanics	Concrete Technology
Engineering Geology	Business Economics
SEC – Basic Communication Skills	Information and Communication Technology Management
Principles of Management	

Third Year

Semester - V	Semester – VI
Structural Analysis - II	Geotechnical Engineering - II
Geotechnical Engineering – I	Building Utilities and Services
Hydraulic Machinery	Environmental Engineering - II
Building Design and Drawing – II	Highway and Railway Engineering
Irrigation Engineering	Design of Steel Structures
Environmental Engineering - I	Quality Management Systems and Practices
Macroeconomics	Project Management
Financial Accounting	Cost and Management Accounting
SEC-Managing Data with Spreadsheet	Idea Generation (2 days workshop)
Information and Communication Technology Management	

Fourth Year

Semester - VII	Semester – VIII
Theory of Reinforced Concrete and Pre-stressed Concrete	Quantity Surveying, Estimation and Valuation
Construction Equipment and Techniques	Limit State Design of Reinforced Concrete Structures
Technical Internship (8 weeks during summer vacation)	Personal Skills for Business
Financial Analysis and Working Capital Management	Human Resource Management
Governance :Legal and Ethical Aspects	Business Analytics
Marketing Management	Industrial Marketing
Emerging Trends in Technology	Financial Management
Research Methodology	
Operations Management	Research Project
Organization Behaviour	Management of Technology
SEC-Innovation -I- Design Thinking	Innovation – III – Concept Building
SEC-Innovation –II-Thinking tools for Building Solutions	Innovation – IV – Prototyping
Skill Enhancement Course : (Any Two) ✓ SEC-Enterprise Planning Systems - Distribution and Retailing ✓ SEC-Effective Negotiation Skills ✓ SEC Programming for Analytics	**Skill Enhancement Course : (Any Two)** ✓ SEC-Enterprise Planning Systems – Manufacturing and Services ✓ SEC Application of Business Analytics ✓ SEC New Product and Customer Value

✓ SEC Analytics for Strategic Decision Making ✓ SEC Introduction to Real Estate Sector ✓ SEC Real Estate Laws and Regulations	Analytics ✓ SEC Principles of Project Construction Management ✓ SEC Real Estate and Finance

Fifth Year (Management subjects Common for All Branches)

MBA Tech. (Mechanical Engineering) Course Structure 2017-2022

First Year (Common for All Branches)

Second Year

Semester - III	Semester - IV
Engineering Mathematics - III	Machine Drawing
Manufacturing Processes - I	Strength of Materials
Engineering Thermodynamics	Manufacturing Processes - II
Materials Engineering	Theory of Machines - I
Fluid Mechanics	Machine Shop-II
Machine Shop - I	Thermal Engineering
SEC –Basic Communication Skills	Business Economics
Principles of Management	Information and Communication Technology Management

Third Year

Semester - V	Semester – VI
Heat Transfer	I. C. Engines
Vibration Engineering	Mechanical Measurement and Metrology
Design of Machine Elements - I	CAD/CAM/CIM
Theory of Machines - II	Industrial Engineering
Fluid Machinery	Design of Machine Elements - II
Macroeconomics	Mechatronics and Controls
Financial Accounting	Quality Management System and Practices
SEC-Managing Data with Spreadsheet	Project Management
Information and Communication Technology Management	Cost and Management Accounting
	Idea Generation (2 Days workshop)

Fourth Year

Semester - VII	Semester – VIII
Technical Internship (8 weeks completed in vacation)	Design of Mechanical Systems
Refrigeration and Air Conditioning	Finite Element Analysis
Elective – I (Any One)	**Elective – II (Any One)**
✓ Dynamic System Modeling and Analysis	✓ Tribology
✓ NonConventional Energy Sources	✓ Additive Manufacturing
✓ Advanced Turbomachinery	✓ Reliability Engineering
✓ Automobile Engineering	✓ Computational Fluid Dynamics
✓ Introduction to Nano-Technology	✓ Robotics
Financial Analysis and Working Capital Management	Personal Skills for Business
Governance :Legal and Ethical Aspects	Human Resource Management
Marketing Management	Business Analytics
Emerging Trends in Technology	Industrial Marketing
Research Methodology	Financial Management
Operations Management	Research Project
Organization Behaviour	Management of Technology
SEC-Innovation -I- Design Thinking	Innovation – III – Concept Building
SEC-Innovation – II-Thinking tools for Building Solutions	Innovation – IV – Prototyping

Skill Enhancement Course : (Any Two) ✓ SEC-Enterprise Planning Systems - Distribution and Retailing ✓ SEC-Effective Negotiation Skills ✓ SEC Programming for Analytics ✓ SEC Analytics for Strategic Decision Making ✓ SEC Introduction to Real Estate Sector ✓ SEC Real Estate Laws and Regulations	**Skill Enhancement Course : (Any Two)** ✓ SEC -Enterprise Planning Systems – Manufacturing and Services ✓ SEC Application of Business Analytics ✓ SEC New Product and Customer Value Analytics ✓ SEC Principles of Project Construction Management ✓ SEC Real Estate and Finance

Fifth Year (Management subjects Common for all Branches)

MBA Tech. (Chemical Engineering) Course Structure 2017-2022

First Year (Common for All Branches)

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
Chemical Engineering Thermodynamics	Unit Processes in Chemical Industries
Principles of Chemical Reactions	Material Selection
Engineering Mathematics-III	Process Equipment & Accessories Design
SEC – Basic Communication Skills	Business Economics
Principles of Management	Information and Communication Technology Management

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 Optimization & simulation
Process Equipment & Accessories Design	Industrial Safety
Energy System Designs	
Macroeconomics	Quality Management Systems and Practices
Financial Accounting	Project Management
SEC-Managing Data with Spreadsheet	Cost and Management Accounting
Information and Communication Technology Management	Idea Generation (2 days workshop)

Fourth Year

Semester - VII	Semester – VIII
Technical Internship (8 weeks completed in vacation)	Technical Elective*
Energy System Designs	Process Optimization & simulation
Environmental Engineering	Economics of Chemical Projects
Project & Process Engineering	Seminar
Financial Analysis and Working Capital Management	Personal Skills for Business
Governance: Legal and Ethical Aspects	Human Resource Management
Marketing Management	Business Analytics
Emerging Trends in Technology	Industrial Marketing
Research Methodology	Financial Management
Operations Management	Research Project
Organization Behaviour	Management of Technology
SEC-Innovation – I – Design Thinking	Innovation – III – Concept Building
SEC-Innovation – II – Thinking Tools for Building Solutions	Innovation – IV – Prototyping
Skill Enhancement Course : (Any Two) ✓ SEC-Enterprise Planning Systems - Distribution and Retailing ✓ SEC-Effective Negotiation Skills ✓ SEC Programming for Analytics ✓ SEC Analytics for Strategic Decision Making	**Skill Enhancement Course : (Any Two)** ✓ SEC -Enterprise Planning Systems – Manufacturing and Services ✓ SEC Application of Business Analytics ✓ SEC New Product and Customer Value Analytics

✓ SEC Introduction to Real Estate Sector ✓ SEC Real Estate Laws and Regulations	✓ SEC Principles of Project Construction Management ✓ SEC Real Estate and Finance
Fifth Year	
Semester – IX	**Semester – X**
Economics of Chemical Projects	**Elective – I (Any One)**
	✓ Food Processing
	✓ Petroleum Refining Technology
	✓ Biochemical Engineering
Design Report-I	Design Report-II

Fifth Year (Management subjects Common for all Branches)

B. Tech. (Information Technology) Course Structure 2017-2021

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	Object Oriented Analysis and Design
Software Engineering	Wireless Networking
Principles of Economics and Management	Advanced Computer Networks
Computer Simulation and Modeling	Parallel Computing
Computer Networks	Mobile Application Development
Distributed Computing	Introduction to Cloud Computing
Research Methodology	Programming for Analytics
Ethics for IT Users	

Fourth Year

Semester VII	Semester VIII
Data Warehousing and Mining	System Administration
Software Project Management	Service Oriented Architecture
Information Security	Electronic Commerce
Ethics for IT Organization	Business Visualization
Project – I	Project – II
Elective – I	**Elective – II**
Management Information Systems	✓ Robotics
✓ Multimedia Systems	✓ High Speed Networking Architecture and Protocols
✓ Artificial Intelligence	✓ Information Security Assurance and Forensics
✓ Information Storage and Management	✓ Advanced Database Management System
	✓ Cloud Computing
	✓ Human Computer Interaction
	✓ Internet of Things

B. Tech. (Computer Engineering) Course Structure 2017-2021

First Year (Common for all branches)

Second Year

Semester - III	Semester – IV
Engineering Mathematics - III	Engineering Mathematics – IV
Data Structures	Computer Organization and Architecture
Discrete Structures	Operating System
Digital Logic Design	Computer Networks
Numerical Techniques	Theoretical Computer Science
Database Management System	Analog & Digital Communications
Programming Laboratory- I	Environmental Studies
	Programming Laboratory- II
	Professional Ethics

Third Year

Semester - V	Semester – VI
Software Engineering	Object Oriented Software Engineering
Microprocessor & Microcontroller	Image Processing*
Design & Analysis of Algorithms	Fundamentals of Web Technology
Computer Graphics	Industrial Economics and Management
Digital Signal Processing	Programming Laboratory- III
Research Methodology	Business Visualization
Programming for Analytics	Theoretical Computer Science
	Elective I (Any One) ✓ Advanced Computer Networks ✓ Advanced Database Management System ✓ Unix Programming ✓ Information Storage and Management ✓ Operation Research ✓ Human Computer Interface

Fourth year

Semester - VII	Semester – VIII
Distributed Computing	System Security
Artificial Intelligence	Soft Computing
Data Warehousing and Mining	Mobile Computing
Project- I	Project -II
	Predictive Modeling
Elective II (Any One) ✓ Introduction to Cloud computing ✓ Embedded System ✓ Advanced Image Processing ✓ Software Architecture ✓ E –Commerce ✓ Advanced Computer Architecture ✓ Principles of Compiler Design	**Elective III (Any One)** ✓ Robotics ✓ Biometrics ✓ Parallel Computing ✓ Multimedia Systems ✓ Software Quality Assurance & Testing

B. Tech. (Electronics & Telecommunication Engineering) Course Structure 2017-2021

First Year (Common for All Branches)

Second Year

Semester - III	Semester - IV
Engineering Mathematics - III	Probability and Random Processes
Electrical Networks Analysis and Synthesis	Communication Systems
Digital Logic Design	Electromagnetic Field Theory
Electronic Circuit Analysis and Design	Instrumentation
Signals and Systems	Analog Integrated Circuits and Applications
Object Oriented Programming	Control System Engineering
Environmental Studies	Implementation of Technology I

Third Year

Semester V	Semester VI
Microprocessor Based Systems	Digital Television Systems
Radiating systems and Wave Propagation	Computer Communication Networks
Fundamentals of Microwave Engineering	Microcontrollers and Embedded Systems
Discrete Time Signal Processing	Digital Communication
Digital System Design	Industrial Economics and Management
Implementation of Technology II	RF Circuit Design
Professional Ethics	Minor Project
Programming for Analytics	Business Visualization

Fourth year

Semester VII	Semester VIII
Optical Fiber Communication	Digital Voice and Broadband Communication
Wireless Communication Technology	Satellite Communication and Radar
Project Phase I	Project Phase II
Elective – I (Any One) ✓ Image and Video Processing ✓ Advanced Microcontrollers ✓ Robotics	**Elective – III (Any One)** ✓ Embedded Systems ✓ Network Design and Planning ✓ Data Encryption and Network Security
Elective – II (Any One) ✓ Introduction to Automation ✓ Multimedia Signal Compression ✓ Machine Learning ✓ VLSI Design and Technology	**Elective – IV (Any One)** ✓ Speech Processing ✓ Mobile Computing ✓ Internet of Things ✓ Fuzzy Logic and Neural Networks

B. Tech. (Civil Engineering) Course Structure 2017-2021

First Year (Common for All Branches)

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 Pre-stressed Concrete
Building Design and Drawing - II	Irrigation Engineering
Hydraulic Machinery	Environmental Engineering – II
Highway and Railway Engineering	Design of Steel Structures
Environmental Engineering – I	Transportation Engineering
Building Utilities and Services	Presentation and Communication Techniques
Entrepreneurship and Management	

Fourth Year

Semester - VII	Semester – VIII
Limit State Design of Reinforced Concrete Structures	Advanced Design of Concrete Structures
Quantity Surveying, Estimation and Valuation	Construction Project Management and Finance
Construction Equipment and Techniques	Project – II
Project – I	Elective- III
Elective – I	Elective - IV
Elective – II	

List of Electives (Any One from Each list)

Elective - I	Elective - II	Elective - III	Elective - IV
Advanced Structural Analysis	Pavement Subgrade and Materials	Structural Dynamics	Pavement Design and Construction
Advanced Structural Mechanics	Urban Transportation Systems Planning	Earthquake Engineering	GIS and Remote Sensing
Soil Dynamics	Planning and Design of Environmental Facilities	Rock Mechanics	Industrial Waste Treatment
Water Distribution Systems	Air Quality Management	Design of Hydraulic Structures	Environmental Impact Assessment and Audit
Finite Element Analysis in Civil Engineering	Green and Intelligent Buildings	Numerical Modelling of Groundwater Flow and Transport	Construction Quality Control and Assurance
Analysis of Transportation System	Construction Safety	Traffic Analysis and Design	Construction Contracts and Administration
	Construction Economics and Finance Management		Smart Cities: Planning and Technology

B. Tech. (Mechanical Engineering) Course Structure 2017-2021

First Year (Common for All Branches)

Second Year

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

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	CAD/CAM/CIM

Fourth year

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

B. Tech. (Mechatronics Engineering) Course Structure 2017-2021

First Year (Common for All Branches)

Second Year

Semester - III	Semester - IV
Engineering Mathematics III	Engineering Mathematics IV
Strength of Materials	Signals and Systems
Fluid Mechanics and Machinery	Theory of Machines II
Digital Electronics	Thermodynamics and Heat Transfer
Theory of Machines I	Manufacturing Processes
Electronic Devices and Circuits	Microprocessors and Interfacing
	Electro Mechanical Workshop

Third Year

Semester - V	Semester – VI
Design of Machine Elements	Hydraulic and Pneumatic Systems
Linear Integrated Circuits and Applications	Presentation and Communication Techniques
Modelling and Simulation	PLC and Data Acquisition
Instrumentation	Object Oriented Programming
Industrial Electronics	Industrial Drives
Basic Control Systems	CAD/CAM/CIM

Fourth Year

Semester - VII	Semester – VIII
Mechatronics System Design	Industrial Robotics
Industrial Engineering	Product Design and Development
Project Phase I	Project Phase II
Elective I	Elective III
Dynamic System Modelling and Analysis Flexible Manufacturing Systems Automobile Engineering	Project Management Additive Manufacturing Reliability Engineering
Elective II (Any one)	**Elective IV (Any one)**
✓ Digital Signal Processing ✓ Microcontroller and Embedded Systems ✓ Micro electromechanical Systems (MEMs)	✓ Virtual Instrumentation ✓ Automotive Electronics ✓ Artificial Intelligence

B. Tech. (Data Science) Course Structure 2017-2021 (Tentative)

First Year

Semester I	Semester II
Engineering Mathematics – 1	Engineering Mathematics – II
Engineering Physics	Introduction to Data Science
Basic Electrical Engineering	Basic Electronics
Engineering Drawing	Computer Organization and Architecture
Engineering Mechanics	Managing Uncertainty
Computer Programming – 1	Advanced Computer Programming
Communication skill	Workshop practice
	Constitution of India
	SEC –Skill Enhancement course

Second Year

Semester III	Semester IV
Engineering Mathematics – III	Engineering Mathematics – IV
Environmental Studies	Statistics – III
Data Structure and Algorithm	Compiler construction
Discrete Mathematics	Operating System
Database Management System	Advanced Database Management System
Statistics – II	Linear programming (Operation research)
Extract, Transform and Load	Cyber security
Data Visualization	

Third Year

Semester V	Semester VI
Principle of Economics and Management	Introduction to Marketing
Computer Network	Introduction to Finance
Big Data Technology with Hadoop	Introduction to Project Management and Supply
Data Science Ethics	Data mining and Machine learning (including
Research methodology	Artificial Intelligence
Predictive Modeling	Mobile Application development (Android and
Introduction to IoT and Cloud computing	

Fourth Year

Semester VII	Semester VIII
Automata Theory	Advance Big Data
Mining Massive Data	Simulation Modeling (@RISK)
Statistical Learning	Capstone project
Internship for 20 weeks in industries	**Elective: (Any two)** ✓ Financial Engineering and Risk Management ✓ Marketing Analytics ✓ Operation and Supply Chain Analytics ✓ Human Resource Analytics ✓ Web Analytics (text or sentiment Analytics) ✓ Graph Analytics ✓ Neural network

B. Tech Integrated (Computer Engineering) Course Structure 2017-2023

First Year (Common for All Branches)

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

Second Year

Semester III	Semester IV
Engineering Mathematics–I	Engineering Mathematics–II
Engineering Chemistry	Engineering Physics
Constitution of India	Numerical Techniques
Computer Programming –II	Computer Programming-III (Java)
Electronic Materials and Components	Basic Electronics
Environmental Studies	Data Structures

Third Year

Semester V	Semester VI
Engineering Mathematics–III	Engineering Mathematics–IV
Discrete Structures	Microprocessor
Database Management System	System Programming
Digital Logic Design & Analysis	Computer Organization & Architecture
Design & Analysis of Algorithms	Computer Networks
Fundamentals of Web Technology	Implementation of Technology

Fourth Year

Semester VII	Semester VIII
Theoretical Computer Science	Object Oriented Software Engineering
Software Engineering	Biometrics
Operating System	Industrial Economics & Management
Image Processing	Project Management
Research Methodology	Computer Graphics
Professional Ethics	Programming Laboratory-I

Elective-I (Any One) ✓ Advanced Computer Networks ✓ Advanced Database Management System ✓ Unix Programming ✓ Information Storage & Management ✓ Operation Research	**Elective-II (Any One)** ✓ Introduction to Cloud Computing ✓ Embedded System ✓ Advanced Image Processing ✓ Software Architecture ✓ Advanced Computer Architecture

Fifth Year

Semester IX	**Semester X**
System Security	Distributed Computing
Intelligent System	Mobile Computing
Data Warehousing & Mining	Business Intelligence & Data Analytics
Project -I	Project -II
Elective –III (Any One) ✓ Robotics ✓ Parallel Computing ✓ Soft Computing ✓ Software Quality Assurance & Testing ✓ Data Science and Big Data Analytics	**Elective –IV (Any One)** ✓ E- Commerce ✓ Principles of Compiler Design ✓ Human Computer Interface

Sixth year of the course is for the Industry Internship.

B. Tech Integrated (Electronics and Telecommunication Engineering) Course Structure 2017-23

First Year (Common for All Branches)

Second Year

Semester III	Semester IV
Engineering Mathematics-I	Engineering Mathematics-II
Engineering Chemistry	Engineering Physics
Constitution of India	Numerical Techniques
Computer Programming –II	Digital Logic and Design
Electrical Technology	Basic Electronics
Electronic Materials and Components	Environmental Studies

Third Year

Semester V	Semester VI
Engineering Mathematics-III	Probability and Random Processes
Electrical Networks Analysis and Synthesis	Control System Engineering
Electromagnetic Field Theory	Electronic Instrumentation
Electronic Circuit Analysis and Design - I	Analog Integrated Circuits and Applications
Communication Systems	Electronic Circuit Analysis and Design - II
Professional Ethics	Signals and Systems
	Implementation of Technology - I

Fourth Year

Semester VII	Semester VIII
Microprocessor Based Systems	Programming in JAVA
Radiating Systems and Wave Propagation	Computer Communication Networks
Fundamentals of Microwave Engineering	Microcontrollers & Embedded Systems
Discrete Time Signal Processing	Digital Television Systems
Digital System Design	Industrial Economics & Management
Implementation of Technology - II	RF Circuit Design
Programming for Analytics	Minor project
	Business Visualization
	Digital Communication

Fifth Year

Semester IX	Semester X
Optical Fiber Communication	Digital Voice Communication
Wireless Communication Technology	Satellite Communication and Radar
Project Phase I	Project Phase II
Elective - I	Elective - III
Elective - II	Elective - IV
Elective I (Any One)	**Elective III (Any One)**
✓ Image Processing ✓ Advanced Microcontroller ✓ Robotics	✓ Broadband Technology ✓ Network Design and Planning ✓ Data Encryption and Network Security
Elective II (Any One)	**Elective IV (Any One)**
✓ Introduction to Automation ✓ Industrial Electronics and Applications ✓ VLSI Design and Technology	✓ Speech Processing ✓ Fuzzy Logic and Neural Networks ✓ Mobile Computing

'*' denotes common to all branches, '**' denotes common to computer branch.

Sixth year of the course is for the Industry Internship.

B. Tech Integrated (Civil Engineering) Course Structure 2017-23

First Year (Common for All Branches)

Second Year

Semester III	**Semester IV**
Construction Materials	Strength of Materials
Construction Engineering	Surveying – I
Engineering Mechanics	Engineering Geology
Engineering Mathematics-I	Engineering Mathematics-II
Engineering Chemistry	Engineering Physics
Constitution of India	Numerical Techniques
Third Year	
Semester V	**Semester VI**
Surveying - II	Geotechnical Engineering – I
Fluid Mechanics - I	Fluid Mechanics – II
Concrete Technology	Construction Equipment and Techniques
Building Design and Drawing - I	Building Design and Drawing - II
Fundamentals of Structural Analysis	Structural Analysis - I
Entrepreneurship and Management*	Presentation and Communication Techniques
Engineering Mathematics-III	Engineering Mathematics-IV
*Non Credit Course	
Fourth Year	
Semester VII	**Semester VIII**
Hydraulic Engineering	Environmental Engineering
Geotechnical Engineering - II	Design of Steel Structures
Transportation Engineering - I	Hydraulic Machinery
Theory of Reinforced Concrete and Prestressed Concrete	Transportation Engineering - II
Structural Analysis – II	Building Utilities and Services
Advanced Construction Techniques	Irrigation Engineering
Computer Aided Building and Drawing*	Engineering Economics*
*Non Credit course	
Fifth Year	
Semester IX	**Semester X**
Limit State Design of Reinforced Concrete Structures	Advanced Design of Concrete Structures
Water and Wastewater Engineering	Construction Project Management and Finance
Quantity Surveying, Estimation and Valuation	Project - II
Project - I	Elective - III
Elective - I	Elective - IV
Elective - II	
Elective – I (Any One) ✓ Advanced Structural Analysis ✓ Advanced Structural Mechanics ✓ Soil Dynamics ✓ Water Distribution Systems ✓ Finite Element Analysis in Civil Engineering	**Elective – III (Any One)** ✓ Structural Dynamics ✓ Earthquake Engineering ✓ Rock Mechanics ✓ Design of Hydraulic Structures ✓ Numerical Modelling of Groundwater Flow and Transport

✓ Analysis of Transportation System	✓ Traffic Analysis and Design
Elective – II (Any One) ✓ Pavement Subgrade Materials ✓ Urban Transportation Systems Planning ✓ Planning and Design of Environmental Facilities ✓ Air Quality Management ✓ Green and Intelligent Buildings ✓ Construction Safety ✓ Construction Economics and Finance Management	**Elective – IV (Any One)** ✓ Pavement Design and Construction ✓ GIS and Remote Sensing ✓ Industrial Waste Treatment ✓ Environmental Impact Assessment and Audit ✓ Construction Quality Control and Assurance ✓ Construction Contracts and Administration ✓ Smart Cities: Planning and Technology

Sixth year of the course is for the Industry Internship.

B. Tech Integrated (Mechanical Engineering) Course Structure 2017-23

First Year (Common for All Branches)

Second Year

Semester - III	Semester - IV
Manufacturing Processes–I	Manufacturing Processes–II
Engineering Thermodynamics	Machine Drawing and Computer Graphics
Machine Shop-I	Strength of Materials
Engineering Mathematics-I	Machine Shop-II
Engineering Chemistry	Engineering Mathematics-II
Constitution of India	Engineering Physics
Engineering Mechanics	Numerical Techniques

Third Year

Semester - V	Semester – VI
Theory of Machines-I	Theory of Machines – II
Industrial Electronics	Mechanical Measurement and Metrology
Materials Engineering	Fluid Machinery
Fluid Mechanics	Thermal Engineering
Environmental Engineering and Management Systems	Engineering Mathematics-IV
Engineering Mathematics-III	Presentation and Communication Techniques

Fourth year

Semester - VII	Semester – VIII
Heat Transfer	I. C. Engines
CAD/CAM/CIM	Finite Element Analysis
Design of Machine Elements - I	Design of Machine Element – II
Industrial Engineering	Product Design & Development
Vibration Engineering	Manufacturing Management
Theory of Machines - III	Mechatronics

Fifth Year

Semester IX	Semester X
Design of Mechanics Systems	Total Quality Management
Refrigeration and Air Conditioning	Additive Manufacturing
Finite Element Method	Engineering Economics & Accounting
Project Part I	Project Part II
Elective I	Elective 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 ✓ Production Design & Development ✓ Reliability Engineering ✓ Computational Fluid Dynamics ✓ Robotics ✓ Operations Research

Sixth year of the course is for the Industry Internship.

Master in Computer Application (MCA) Course Structure 2017-2020

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	Business Visualization
Programming for Analytics	**Elective I (Any One)** ✓ Parallel Computing ✓ Software Testing ✓ Information Storage and Management ✓ Unix Programming ✓ Cyber Security
Third Year	
Semester V	**Semester VI**
Electronic Commerce	**Industry Internship and Project**
Distributed Computing	
Service Oriented Architecture	
Mobile Application Development	
Programming Workshop	
Elective II (Any One) ✓ Introduction to Cloud Computing ✓ Image Processing ✓ Multimedia Systems ✓ Human Computer Interaction	

M. Tech. (Computer Engineering) Course Structure 2017-19

First Year

Semester - I	Semester - II
Advanced Algorithms	Advanced System Security
Advanced Databases	Machine Learning
Distributed Computing	Research Methodology
Artificial Intelligence	Business Visualization
Programming for Analytics	High Performance Computing
Elective -I (Any One) ✓ Advanced Image Processing ✓ Software Architecture ✓ Advanced Computer Networks	**Elective -II (Any One)** ✓ Software Quality Assurance & testing ✓ IP Traffic Engineering ✓ Computer Vision

Second Year

Semester - III	Semester - IV
M. Tech Project – Phase I	M. Tech Project –Phase II

M. Tech. (Industrial Automation) Course Structure 2017-19

First Year

Semester - I	Semester - II
Mechatronics System Design	Industrial Robotics
Fluid Power Automation	Artificial Intelligence 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	Elective III
Advanced Microcontroller Product Design and Development CNC Technology	Advanced Embedded Systems Flexible Manufacturing Systems Advances in Design and Manufacturing

Second Year

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

M. Tech. (Electronics &Telecommunication Engineering) Course Structure 2017-19

First Year

Semester I	**Semester II**
Advanced Digital Communication	Advanced Digital Signal Processing
Advanced Communication Networks	Wireless Mobile Networks
Statistical Signal Analysis	Wireless Sensor Networks
Elective – I Signal Processing Specialization (Any One) Image and Video Processing Data Compression Techniques Artificial Neural Networks **Elective – I Wireless Communication and Networking (Any One)** ✓ Optical Fiber Communication Networks ✓ Artificial Neural Networks ✓ Advanced Satellite Communication **Elective – I Embedded Systems (Any One)** ✓ Advanced Microcontroller ✓ VLSI System Design ✓ Artificial Neural Networks	**Elective – III Signal Processing Specialization (Any One)** Adaptive Signal Processing Pattern Recognition and Image Analysis Biomedical and Biometric Signal Processing **Elective – III Wireless Communication and Networking (Any One)** ✓ Network Analysis, Design and Management ✓ Next Generation Networks ✓ Global Navigation Satellite System **Elective – III Embedded Systems (Any One)** ✓ Embedded Real Time Operating System ✓ Embedded Networking ✓ System on-chip Architecture
Elective – II Signal Processing Specialization (Any One) ✓ Speech and Audio Processing ✓ Cryptography and Network Security ✓ Modern Error Correcting codes **Elective – II Wireless Communication and Networking Specialization (Any One)** ✓ Modern Error Correcting codes ✓ Cryptography and Network Security ✓ Mobile Computing **Elective – II Embedded Systems Specialization (Any One)** ✓ CPLD and FPGA Architectures and Applications ✓ Hardware Software Co-design ✓ Embedded System Design	**Elective – IV Signal Processing Specialization (Any One)** ✓ Digital Signal Processor Architecture and Programming ✓ Principles of Remote sensing ✓ Wavelet Theory and Applications **Elective – IV Wireless Communication and Networking Specialization (Any One)** ✓ Cognitive Radio ✓ Principles of Remote Sensing ✓ Smart Antennas **Elective – IV Embedded Systems Specialization (Any One)** ✓ Digital Signal Processor Architecture and Programming ✓ Advanced Operating System ✓ Embedded Computing
Professional Skill Development	Research Methodology
Second Year	
Semester III	**Semester IV**
Project Phase - I	Project Phase - II

M. Tech. Data Science (Business Analytics) Course Structure 2017-19

First Year

Semester - I	Semester - II
Data Gathering, Cleaning (ETL Process)	**Big Data Technology**
Data Science - I (Probability and Statistics)	Data Science - II (Advanced Statistical Learning)
SAS Base Programming	Visual Analytics
R/R Studio, SPSS and Tableau Programming	Machine Learning and Data Mining
Marketing Analytics for Strategic Decision	**Electives : (Any one)** ✓ Financial Analytics ✓ Marketing Analytics ✓ Web Analytics (Social Media Analytics) ✓ Text Mining and sentiment Analytics ✓ Big Data Administration ✓ Artificial Intelligence
Financial Institutions and Markets	

Second Year

Semester - III	Semester – IV
Internship	**Internship**

PGDM – Real Estate (Construction & Management) Course Structure 2017-19

First Year

Trimester I	Trimester II	Trimester III
Urban Development	Project Delivery Process in Real Estate	Construction Law
Construction Materials	Building Byelaws & Statutory Approvals	Property Documentation
Building Construction	Building Planning & Design	Modern Construction Techniques
Material testing Workshop - I	Construction Safety	Total Quality Management
Principles of Management	Field Visits and Report - I	Seminar
Introduction to Real Estate Sector	Economics of Housing	Sustainable Development
Second Year		
Trimester IV	**Trimester V**	**Trimester VI**
Building Services	Principles of Valuation in Real Estate	HRD & Professional Ethics
Accounting and Taxation	Marketing Management	Construction Logistics
Legal Aspects of Construction	Material Management	Project Closure
Entrepreneurship Development	Project Management	**Elective – 1 (any one)** ✓ Capital Markets & Real Estate ✓ Value Management
Quantity Surveying and Estimation	Financial Management	**Elective – 2 (any one)** ✓ Facilities Management ✓ Real Estate Valuation
Material Testing Workshop - II	Field Visits and Report - II	Internship Report
	Professional Communication & Personal Effectiveness	

b. People you should know

NMIMS University - Administration

Name	**Designation**
Dr. Rajan Saxena	Vice Chancellor
Dr. Sharad Mhaiskar	Pro Vice Chancellor
Dr. Meena Chintamaneni	Registrar
Ms. Shobha Pai	Director (Placements)
Ms. Varuna Saksena	Deputy Registrar (Academics)
Ms. Anjali Barmukh	Deputy Registrar (Admissions)
Ms. Khyati Bhatt	Deputy Registrar (HR & Personnel)
Mr. Pravin Shukla	Deputy Registrar, Administration
Mr. Ashish Tambe	Public Relation Officer
Ms. Meeta Shah	Psychologist & Counsellor
Mr. Shivanand Sadlapur	Librarian
Dr. Ketan Shah / Mr. Sujeet Chowdhary	LMS Blackboard
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
International Linkage	
Mr. Maju Jacob	Director, International Linkage
Ms. Ila Pathak Jha	Executive, International Linkage

MUKESH PATEL SCHOOL OF TECHNOLOGY MANAGEMENT & ENGINEERING

Administration

Name	Designation
Dr. N. T. Rao	Dean
Dr. Dhirendra Mishra	Associate Dean
Mrs. Jayanti Ramesh	Deputy Registrar
Ms. Vandana S. Kushte	Assistant Registrar (Academics)
Library	
Mr. Ravikumar Bellary	Dy. Librarian
Finance & Accounts	
Ms. Heena Patel	Dy. Finance Officer
Examinations	
Ms. Anitha Baburaj	Assistant Registrar (Examinations)
Placement	
Ms. Aparna Mahesh	Dy. Director (Placement)
Prof. Nikhil Gala	Chairperson (Placement)
Purchase & Store	
Mr. Vikrant Parshetye	Executive (Purchase & Store)
IT, Computer & Web Management	
Mr. Sameer Borekar	IT Engineer
Mr. Shrikant Shedekar	Engineer
Head of the departments	
Dr. Asha Ingle	Associate Dean & HOD, Mechanical,
Dr. Dhirendra Mishra	Associate Dean
Dr. Anuja Agarwal	Associate Dean & HOD, Tech. Mgt.
Dr. Sarada Samantaray	Associate Dean & HOD, Data Sci.
Dr. Vijay Raisinghani	Professor & HOD, IT
Dr. Seema Shah	Professor & HOD, Computer
Dr. Vaishali Kulkarni	Professor & HOD, EXTC
Dr. Ramachandra Hegde	Professor & HOD, Civil,
Dr. Manoj Sankhe	Associate Professor & HOD, Electrical
Prof. Vinod Jain	Associate Professor & HOD of Mechatronics
Prof. Ashok Mehta	Associate Professor & Chairperson, B. Tech. (Integrated)
Prof. Vanishree Mundewadi	Associate Professor & Chairperson, Tech. Mgt.
Prof. Pravin Srinath	Associate Professor & MCA Co-ordinator
Dr. V R Lakshmi Gorty	Professor & First year Co-ordinator

Part III

ANNEXURES

Annexure 1

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).

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/Chairperson/Associate Dean/Dean/Director

Annexure 2

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.

Annexure 3

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

Photo

APPLICATION FORM – EXCHANGE STUDENTS-INCOMING

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

Annexure 4

APPLICATION FORM – NMIMS EXCHANGE STUDENTS

Photo

Name of School: _____

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

Annexure 5

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)

Annexure 6

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)

UNDERTAKING For Foreign National Studying at NMIMS University

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

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

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

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

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

I promise to uphold the values and honour of the NMIMS Deemed-to-be-University and 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) _____

Annexure 7

Application for availing the facility of a Scribe/Writer during Examinations

(To be submitted 7 days prior to the commencement of Examination)

Approved by (Exam. Dept)

For Office use:

Date:_____

_____

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

Dear Sir,

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

Name of the Student: _____ Mobile No.:_____

Name of the School: _____

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

Academic Year: _____Trimester. /Semester: _____

Permanent /Temporary Physical Disability / Learning Disability

Details of Scribe being arranged by the undersigned

Name of the scribe: _____

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

Address and Contact No.:_____
_____
_____

Yours faithfully,

_____ _____

Signature of the Student **Date**

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

Annexure 8

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)

_ _ _ _

Annexure 9

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 & DR Administration.
- Library Deposit
  - Please procure "NO DUES STAMP"

– – – –

Annexure 10

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.

FOR OFFICE USE

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

2. If the Migration Certificate was not utilized _____
   State the 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.

Annexure 11

Clearance Certificate

Date: _____

Name: _____

Programme: _____

Roll No: _____ Contact No. _____

Department	Name of the Concerned Person	Signature
Concerned Dept.	HOD	
Hostel ***Applicable only for Hostellers***	Mr. Venugopal, Incharge	
IT / Computer Centre	Mr. Sameer Borekar , IT	
Library (Books)	Mr. Ravikumar Bellary, Dy Librarian, MPSTME	
Admissions	Ms. Anjali Barmukh, Deputy Registrar (Admission) / or Person Incharge	
Examinations	Ms. Anitha Baburaj, AR, Exam, MPSTME	
Accounts	Mrs. Heena Patel, Dy Finance Officer, MPSTME	

Course Coordinator Assistant Registrar

Annexure 12

Any Additional forms to be added by School

Annexure 13

Undertaking by Students (HBS Cases/ Articles)

"To make the students aware about use of Harvard Cases and Articles (water marked copy on Blackboard) 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:

Annexure 14

OFFICE COPY

Student Undertaking with respect to the Student Guidelines

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

I, _____ have read the Student Guidelines mentioned in Student Resource Book 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, 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. These changes would be made if UGC / Statutory bodies make changes from time to time.

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:

- _____

Roll Number: _____Email ID: _____

Address for Correspondence:

_____

_____

_____

Contact Phone Numbers:

Office: _____ Residence: _____ Mobile: _____

For Office Use:

Date of Receipt:

Signature of Course Coordinator:

Student- User manual

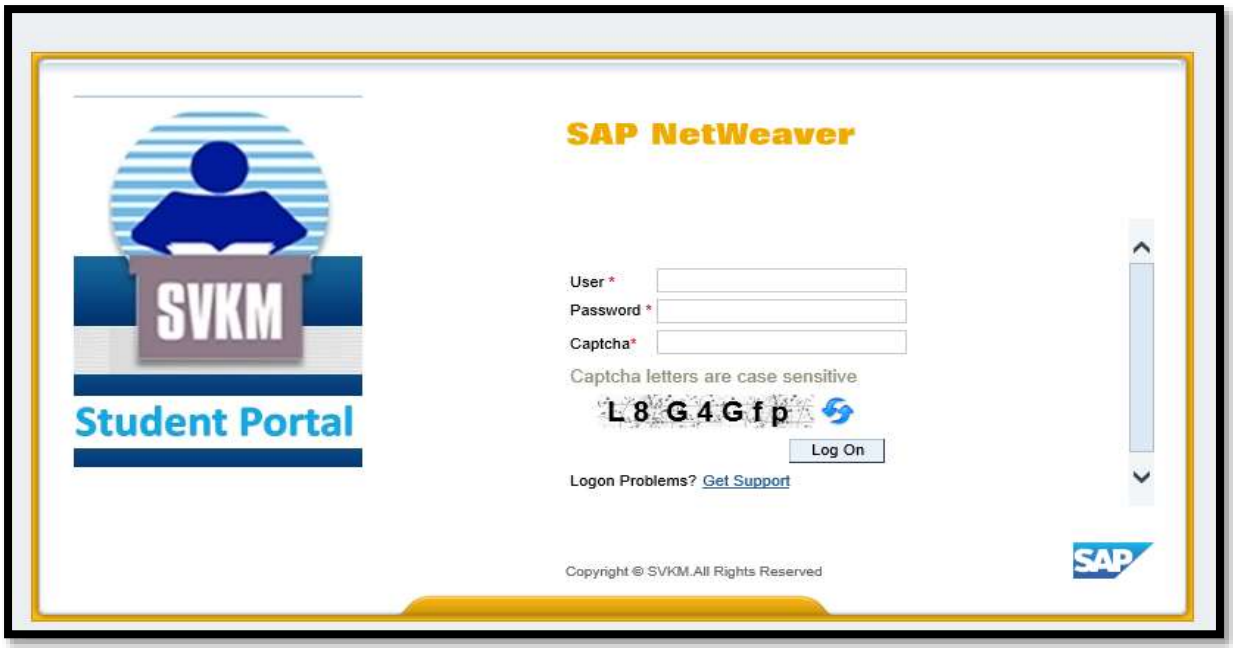
Link for checking result on portal in production system is given below:
http://svkmepdbci.svkm.ac.in:50100/irj/portal

Login ID: will be the 11 digit SAP Student Number allotted to each student for example 80118160001.
Default password set in the system is: **Init@123**
***Please ignore the above password in case already reset the password.**

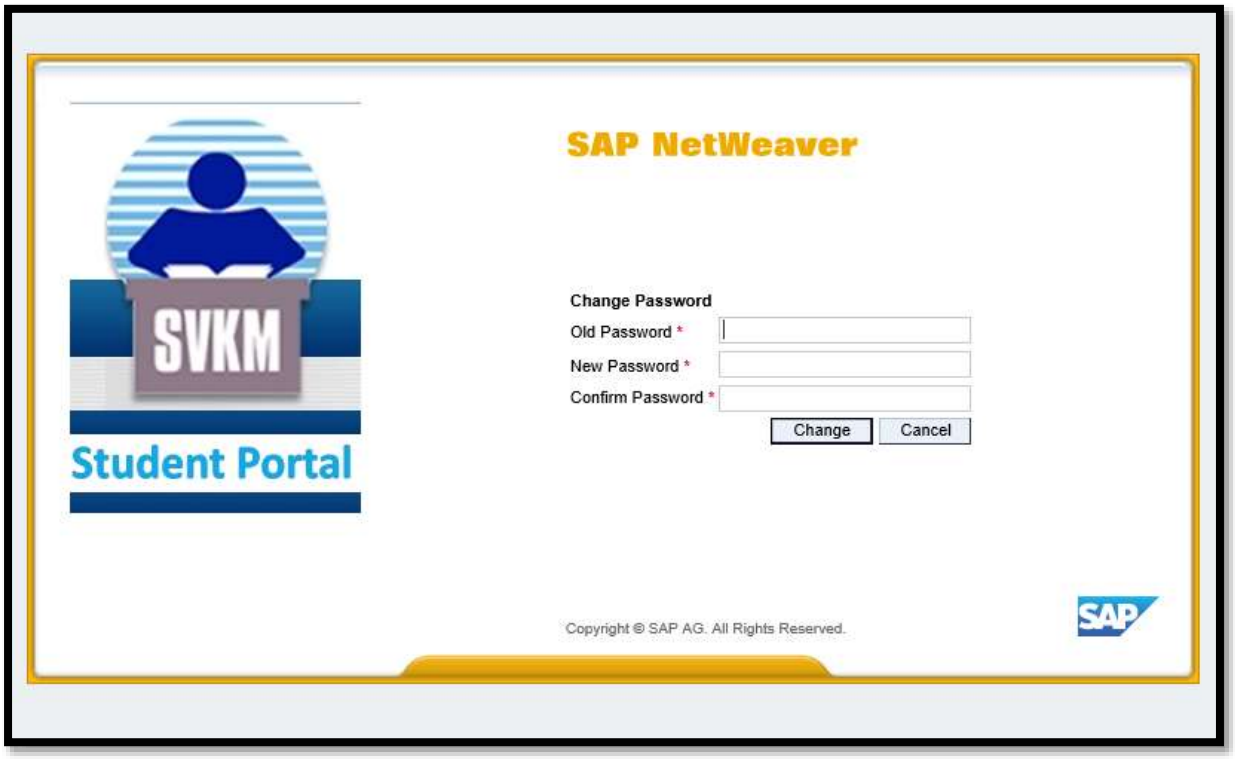
Enter the Captcha displayed on screen and click on LOGON

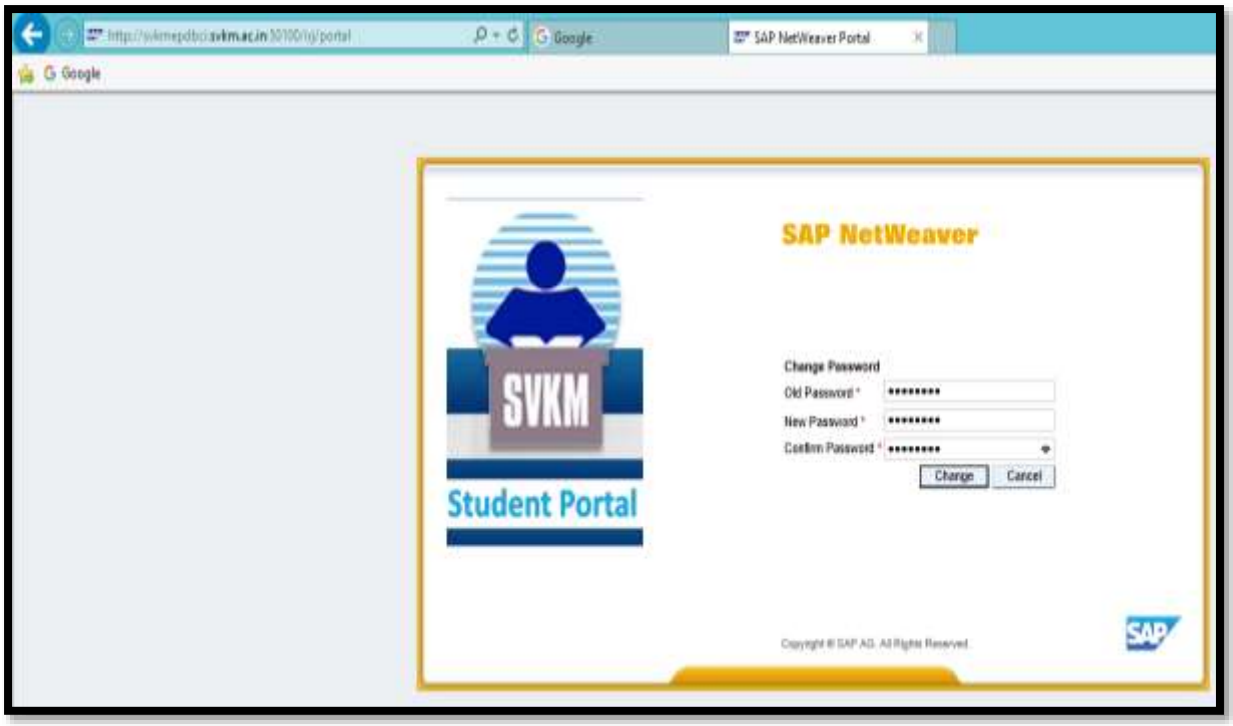
Students can login to SVKM's NMIMS University website and go to Student option on the main page and then click on student login:

This is the portal login screen:



System will prompt candidates to change password.
Enter the old password as init@123 and new password as desired by candidates





If candidates get the screen as shown in the screen shot below then they need to click on Delete password option:

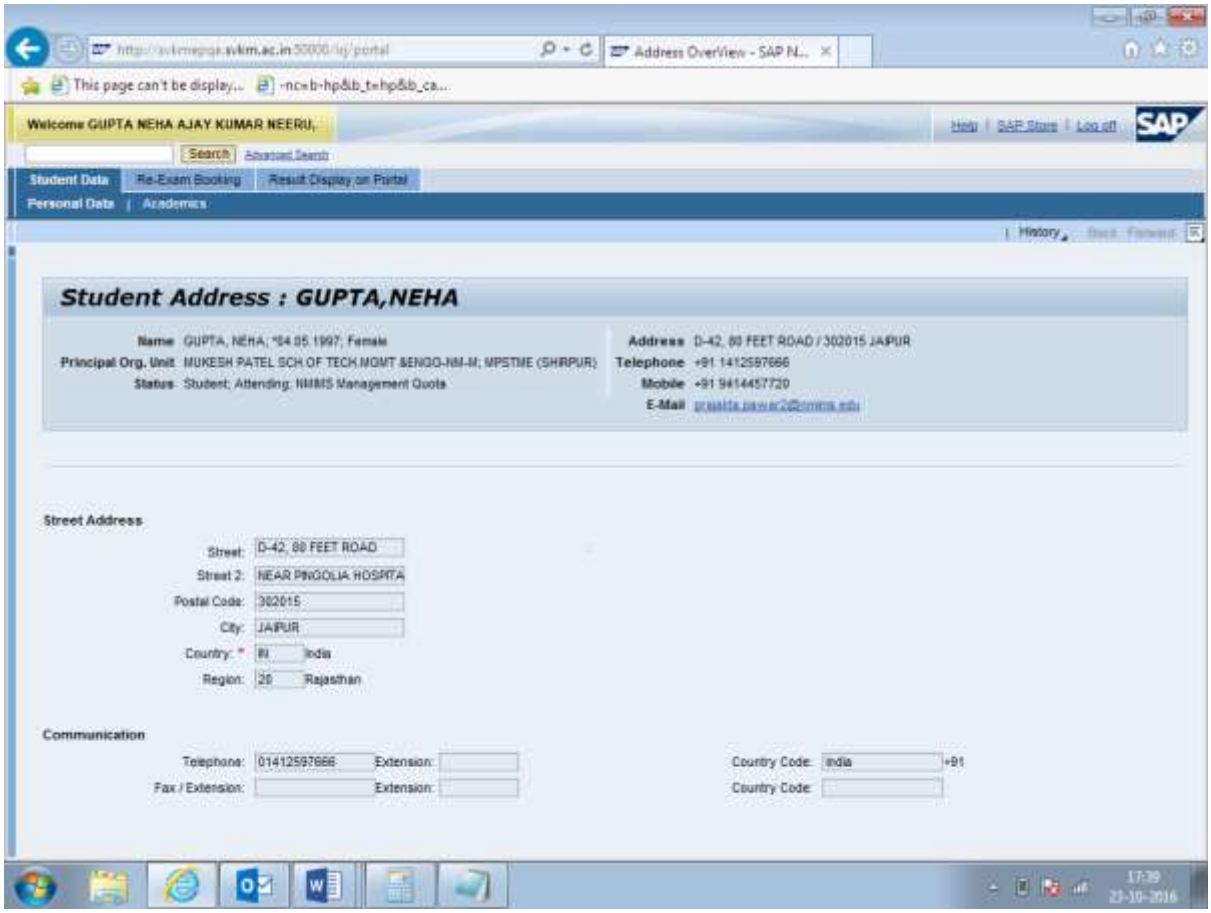
This is the portal screen shown below.

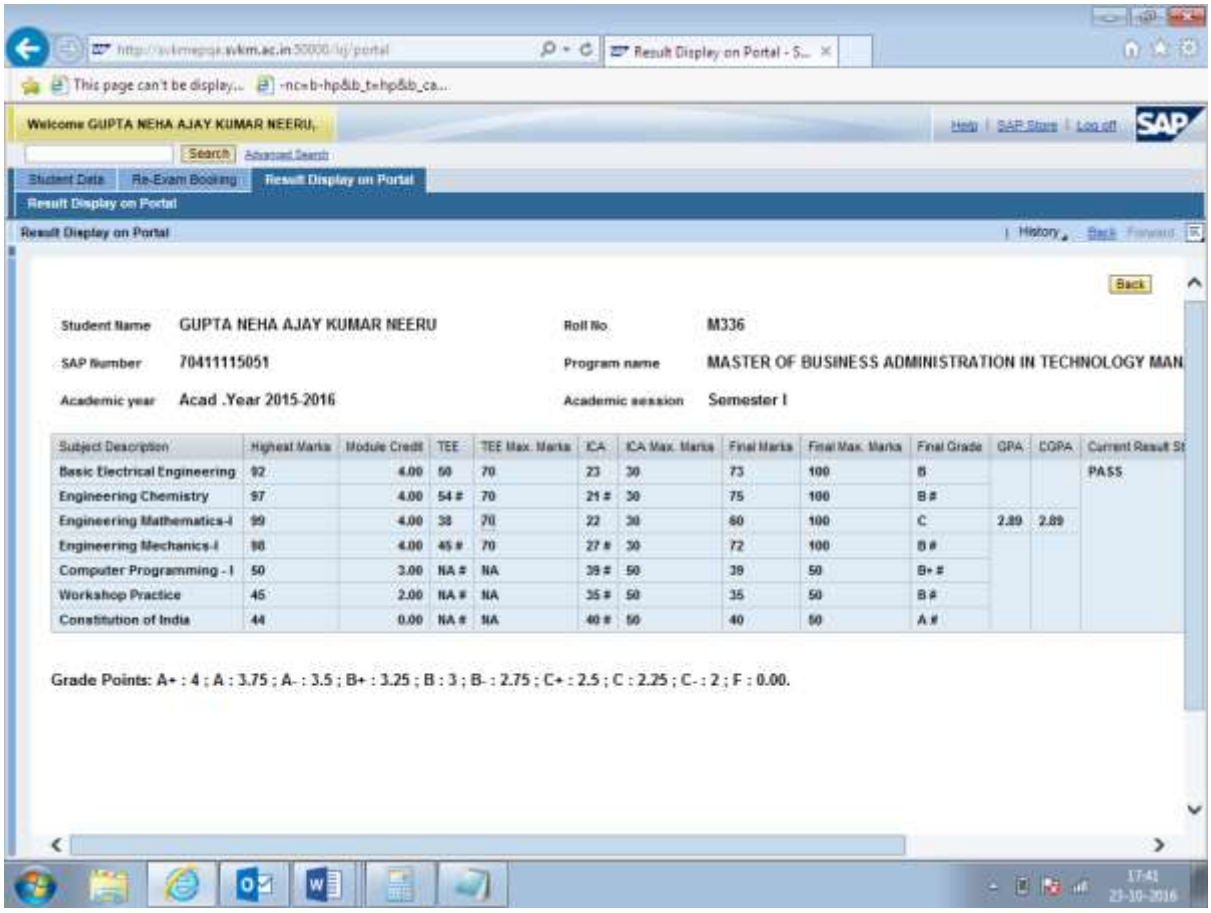
Candidate can see multiple tabs such as;
STUDENT DETAILS where student name, address, email id and other relevant information can be viewed.

RESULT DISPLAY ON PORTAL

Candidate can view results of each academic session by selecting the program, academic year and academic session information.

REEXAM REGISTRATION:
Using this tab, students can view all failed modules for which payment can be made and online application for re-exam creation can be completed.

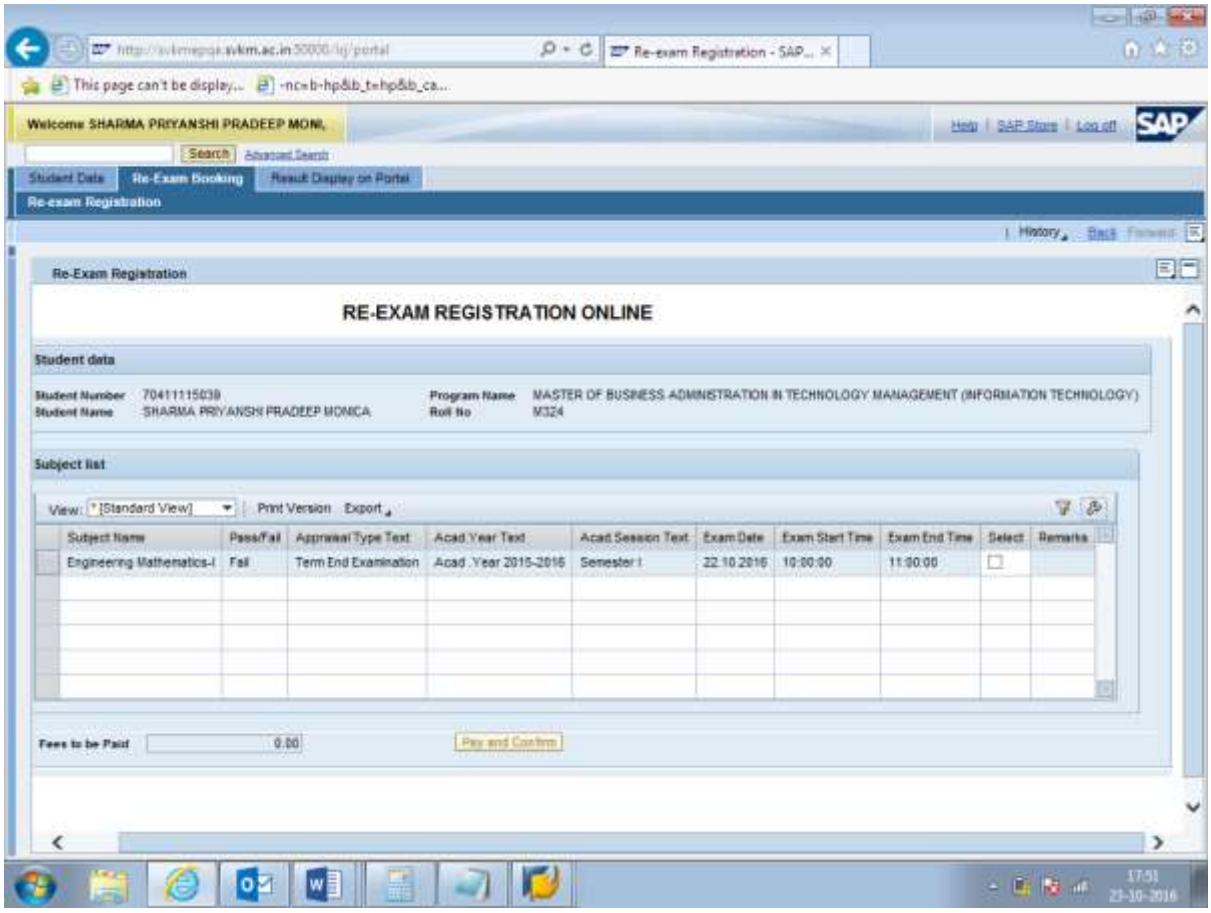




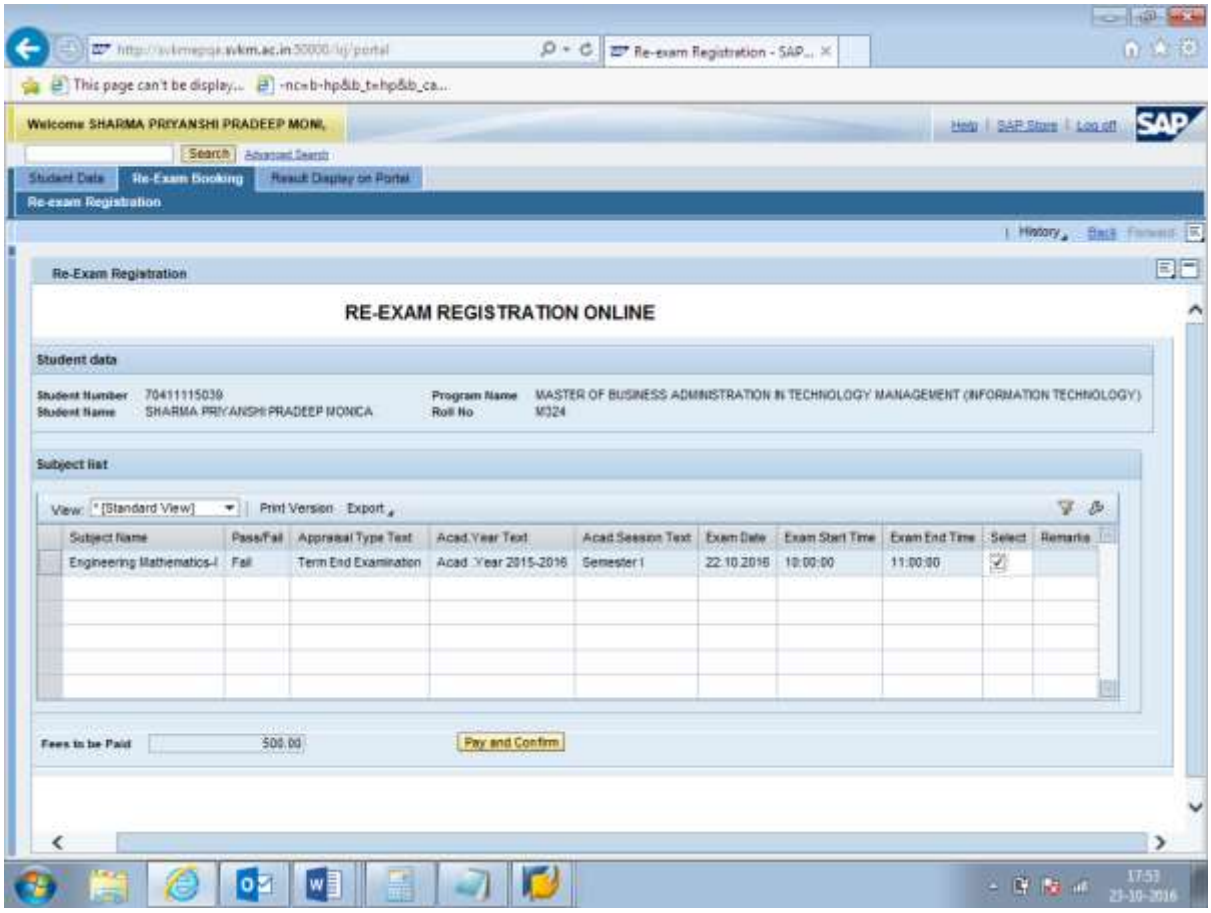
Subject Description	Highest Marks	Module Credit	TEE	TEE Max. Marks	ICA	ICA Max. Marks	Final Marks	Final Max. Marks	Final Grade	GPA	CGPA	Current Result St
Basic Electrical Engineering	92	4.00	50	70	23	30	73	100	B			PASS
Engineering Chemistry	97	4.00	54 #	70	21 #	30	75	100	B #			
Engineering Mathematics-I	99	4.00	38	70	22	30	60	100	C	2.89	2.89	
Engineering Mechanics-I	98	4.00	45 #	70	27 #	30	72	100	B #			
Computer Programming - I	50	3.00	NA #	NA	38 #	50	38	50	B+ #			
Workshop Practice	45	2.00	NA #	NA	35 #	50	35	50	B #			
Constitution of India	44	0.00	NA #	NA	40 #	50	40	50	A #			

Re-exam booking tab;

On clicking this tab, if candidate has any F module and re-exam is planned for such modules then the candidate can select the modules to apply for re-exam

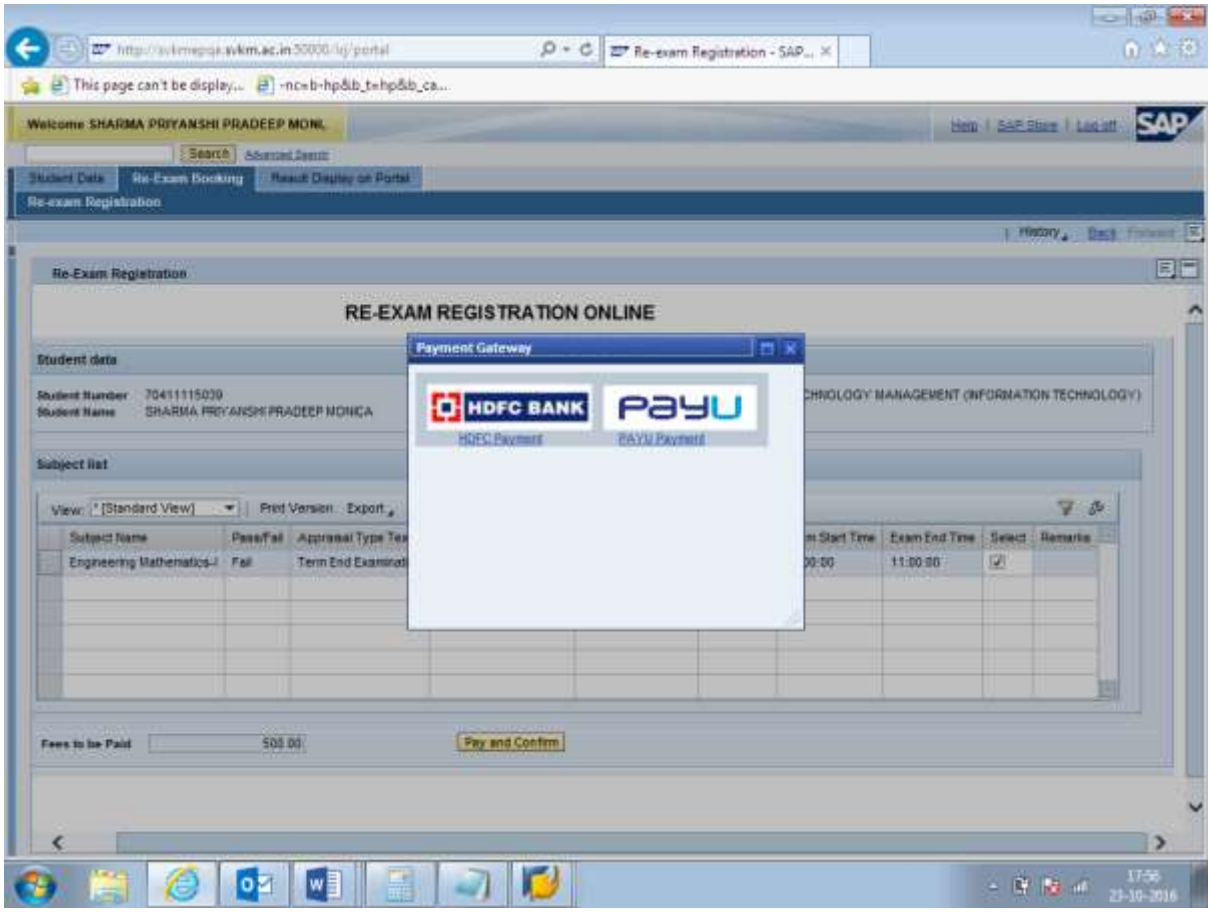


Fee to be paid for re-exam will be displayed on the screen. Click on pay and confirm button to proceed to payment gateway

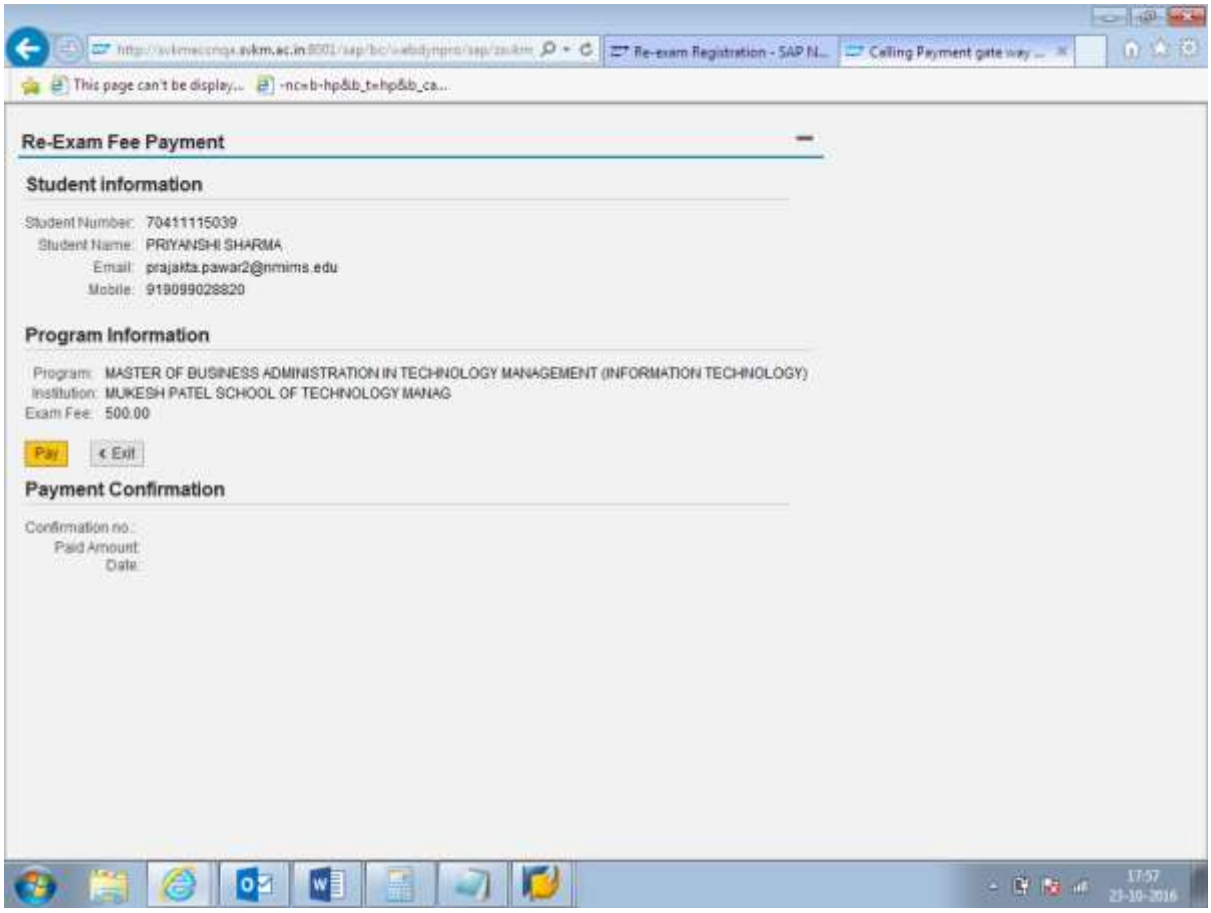


Candidate will have two options to choose from – The HDFC and PAYU

HDFC gateway allows to pay using Credit card /Debit card/Net banking facility while the Pay U option will allow only Net banking using any of the listed banks in the drop down list.

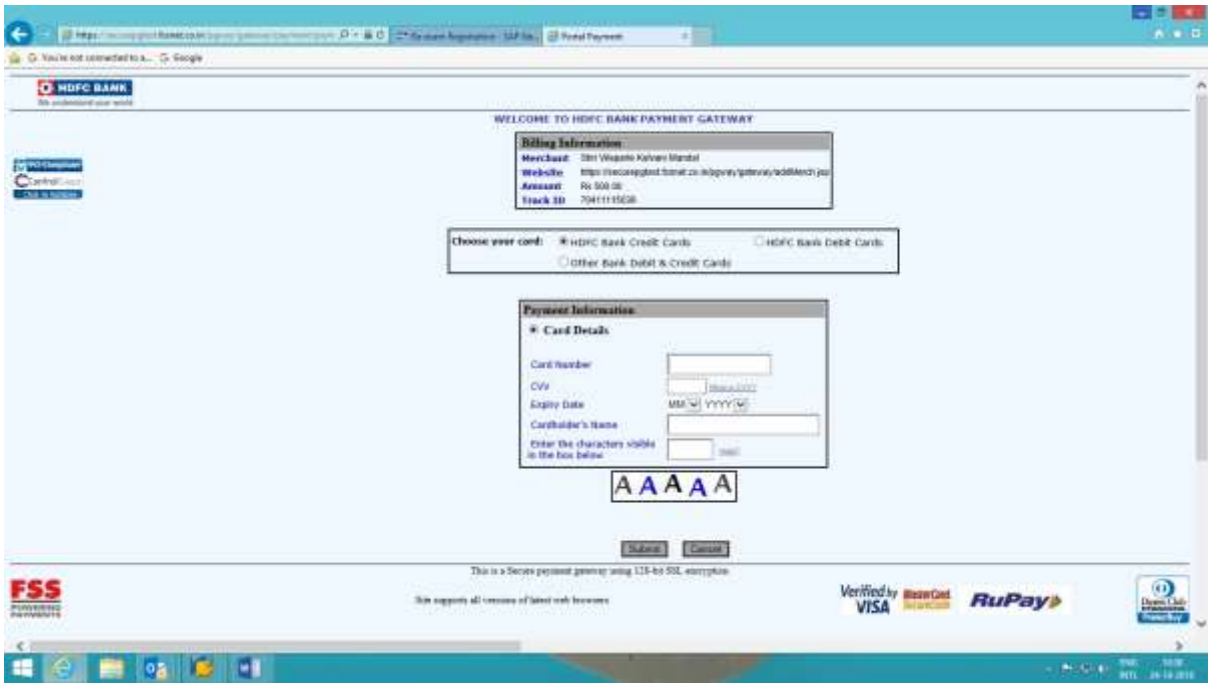

Re-exam Registration - SAP...
Welcome SHARMA PRIYANSHI PRADEEP MONI
Student Data
Re-Exam Booking
Result Display on Portal
Re-exam Registration
Re-Exam Registration
RE-EXAM REGISTRATION ONLINE
Payment Gateway
HDFC BANK
payU
HDFC Payment
PAYU Payment
Student data
Student Number 70411115039
Student Name SHARMA PRIYANSHI PRADEEP MONICA
Subject list
Subject Name
Pass/Fail
Exam End Time
Select
Remarks
Engineering Mathematics-I
Fail
11:00:00
Fees to be Paid
505.00
Pay and Confirm

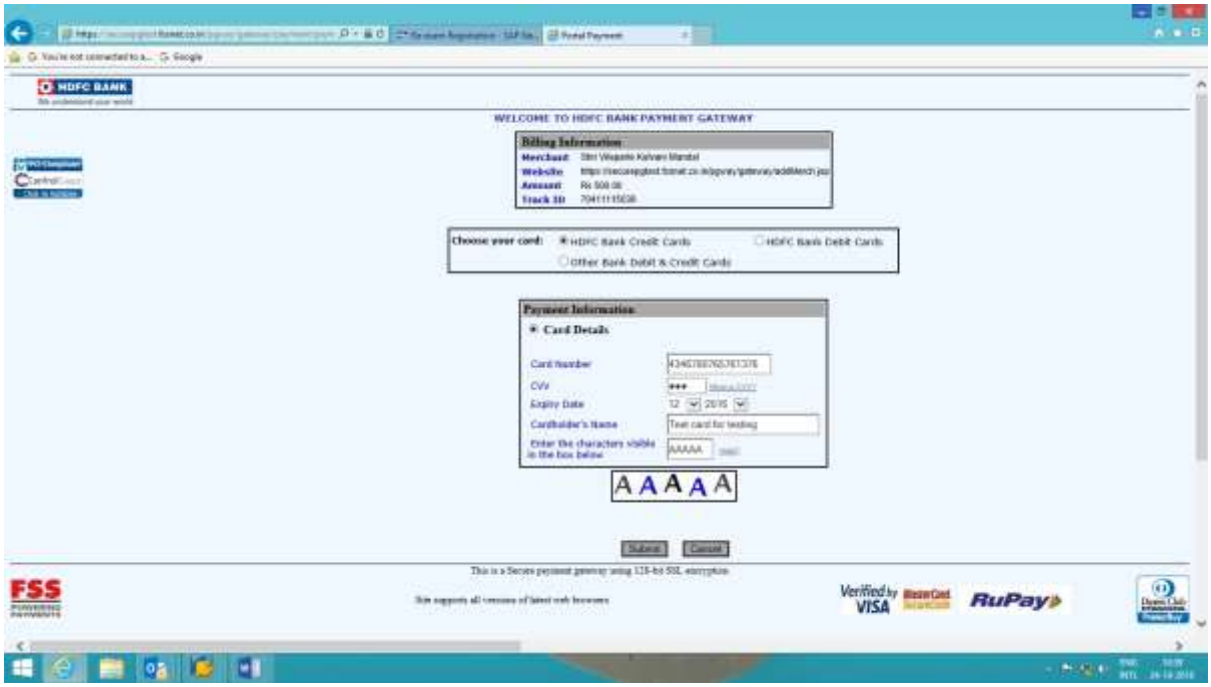
Pay



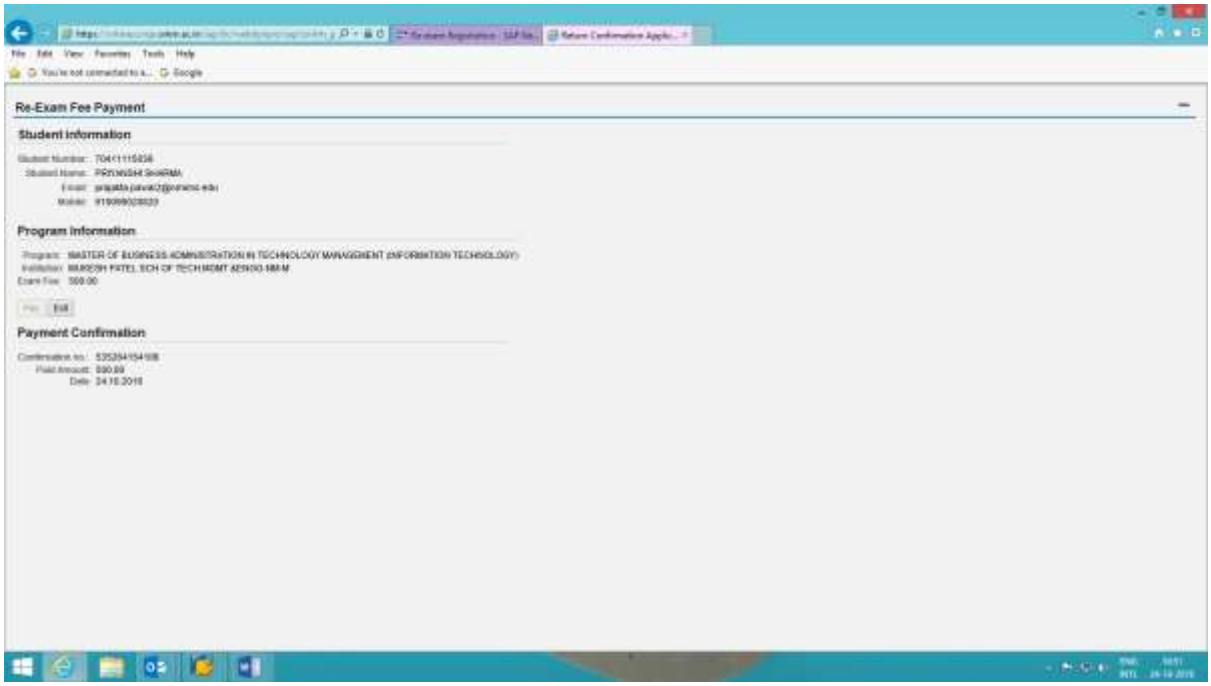
Click on PAY option on this screen to complete the payment of re-exam fees.

On selection of HDFC option, following screen will appear

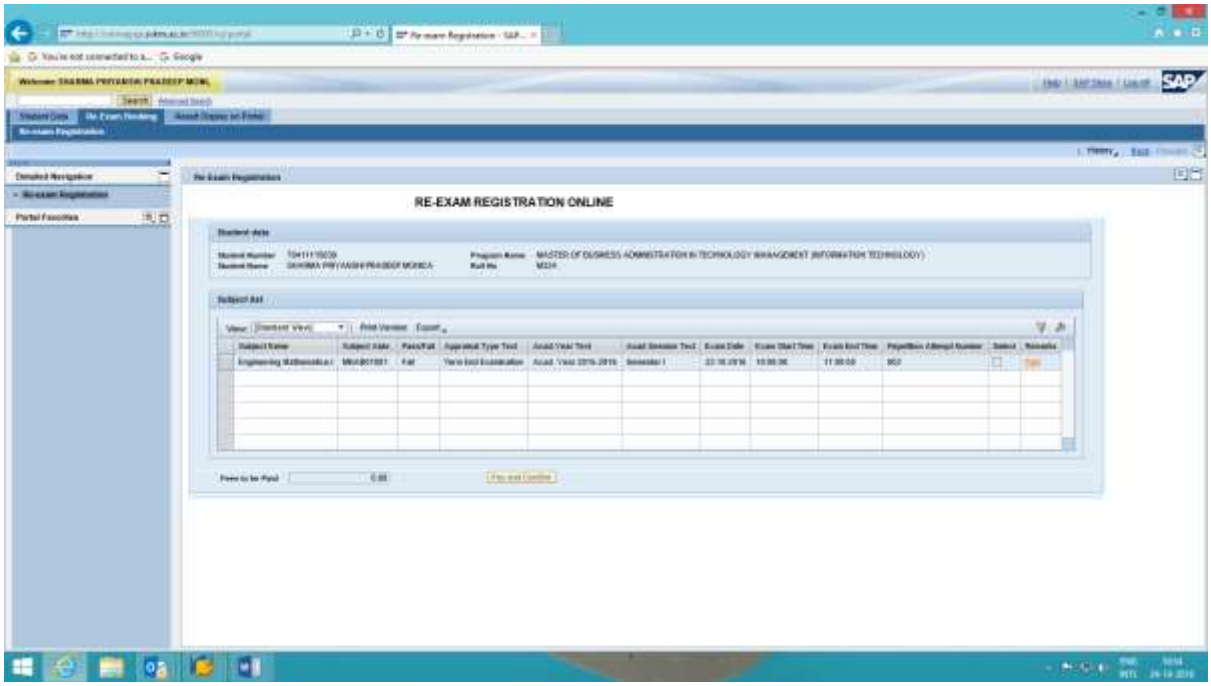




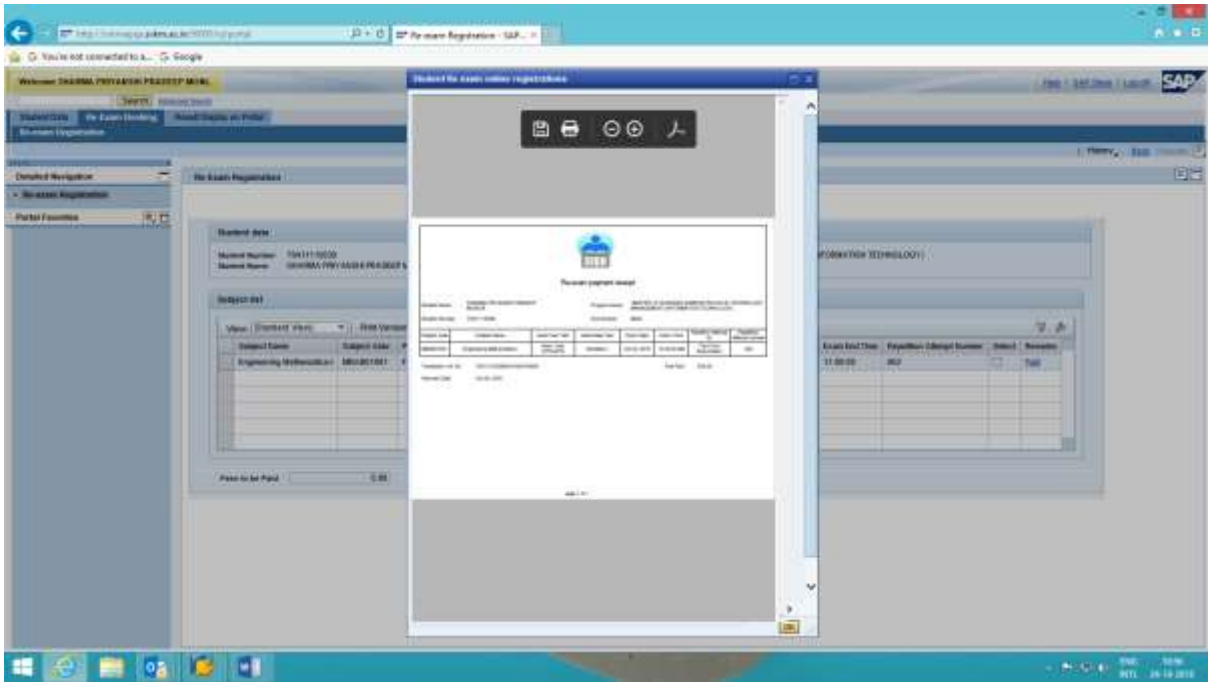
Similarly candidate can select PAY U option and enter the details to complete the online payment for completion of attempt creation.



On successful payment, status will be shown as PAID.



On clicking the Paid remark, acknowledgement can be viewed. The same will be sent as email to candidate for his record.



FAQ's

Q.1 User locked message appearing on the student portal.
Answer: If candidate tries to login multiple times with incorrect password then user id may get locked , in such situation, please send the student number with screen shot to sapbasis@svkm.ac.in to unlock username.
Once the basis team will unlock the user name, the candidate can use the id to login student portal.

Q.2 How do I access PORTAL?
Answer: On the website www.nmims.edu there is a link of student login new.
Alternatively candidates can directly click on portal link and view result: http://svkmepdbci.svkm.ac.in:50100/irj/portal.
Click on the link & enter the user name & password to login.

Q.3 I forgot my password?
Answer: click on GET SUPPORT option to get the password reset and new system generated password will be received by candidate in his registered email id.

Q.4 When will the PORTAL open for result/re-exam creation?
Answer: The exam department of institute will communicate the date of re-exam online application and declaration of result.

Q.5 How to access STUDENT PORTAL?
Answer: Login to the student portal through institute website www.nmims.edu .

Q.6 Whom to contact in case of issues?
Answer: In case of any issues please send an email to the Exam coordinator and course coordinator who will then escalate the matter suitably and get it resolved.

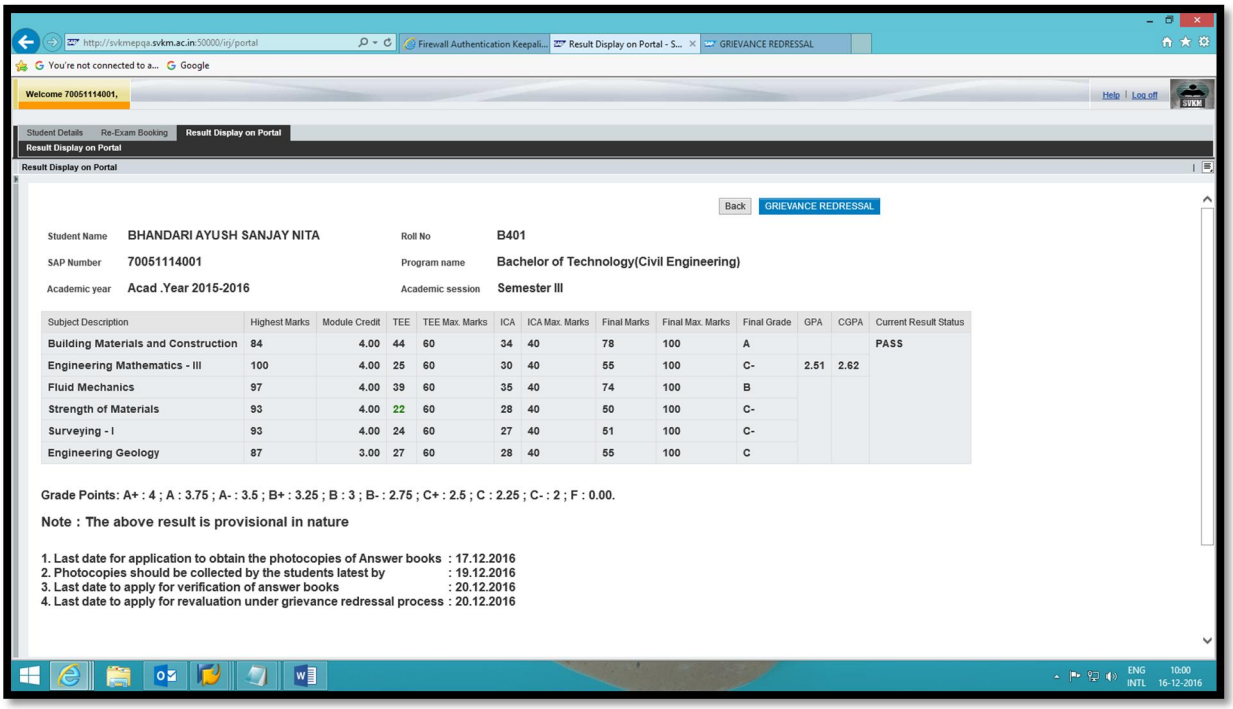
Q.7 Information displayed in Student details tab is/are incorrect?
Answer: please submit an application with issue and corrections required along with supporting document, to the respective course coordinator for further action.

Q.8 No information is displayed when clicked on re-exam booking option?
Answer:

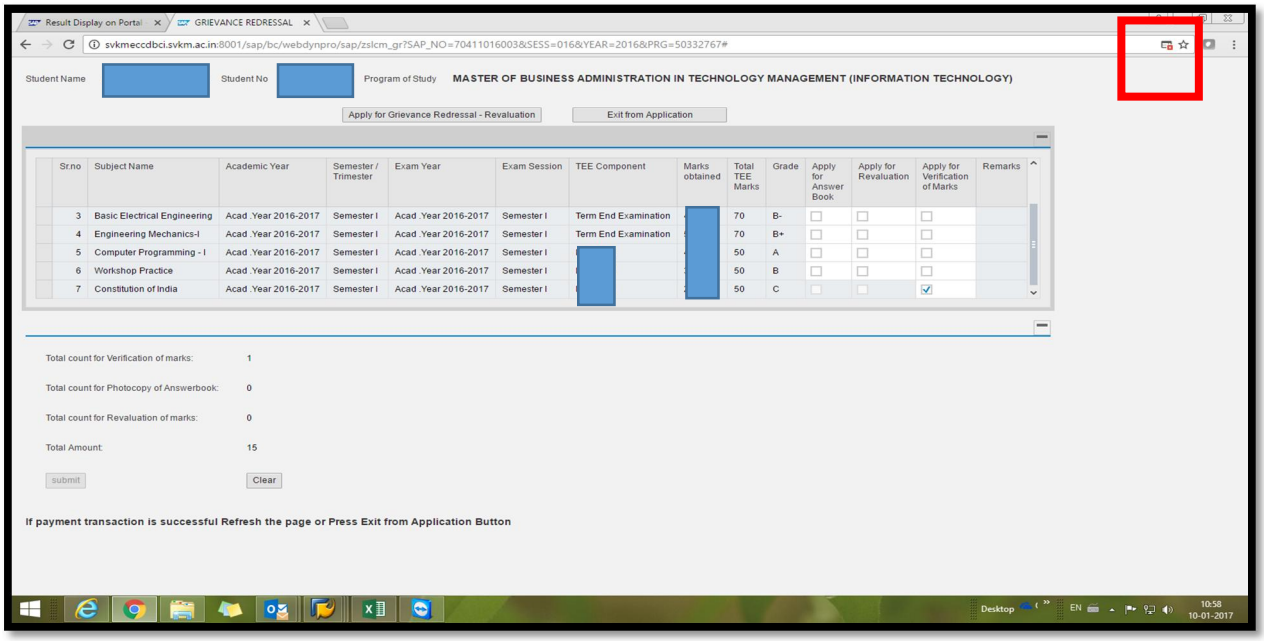
- In case the re-exams are not planned for the failed subjects then such subjects will be displayed but will not be editable (candidate will not be able to apply)
- If no failed modules are available then this page will be blank.
- If the re-exam booking period is not maintained (begin date and last date of applying for re-exam) then message will be displayed to students.

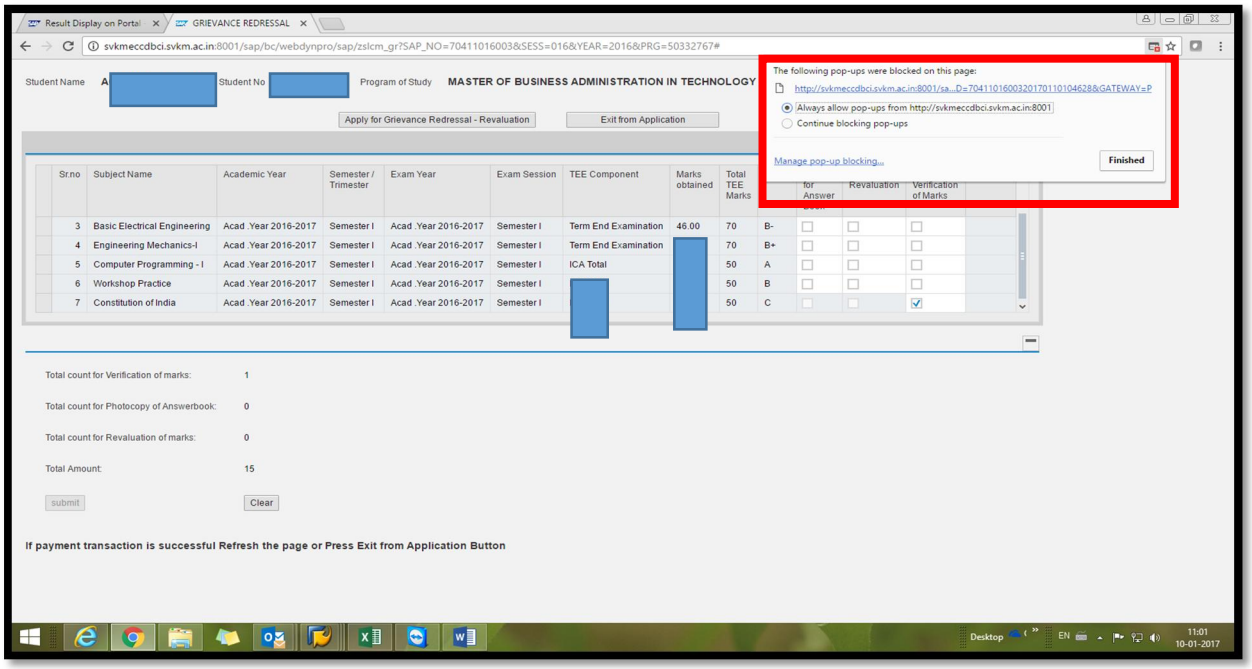
Process to apply for Obtaining Photocopy of Answer books / Revaluation Under Grievance Redressal Mechanism on the Student Portal

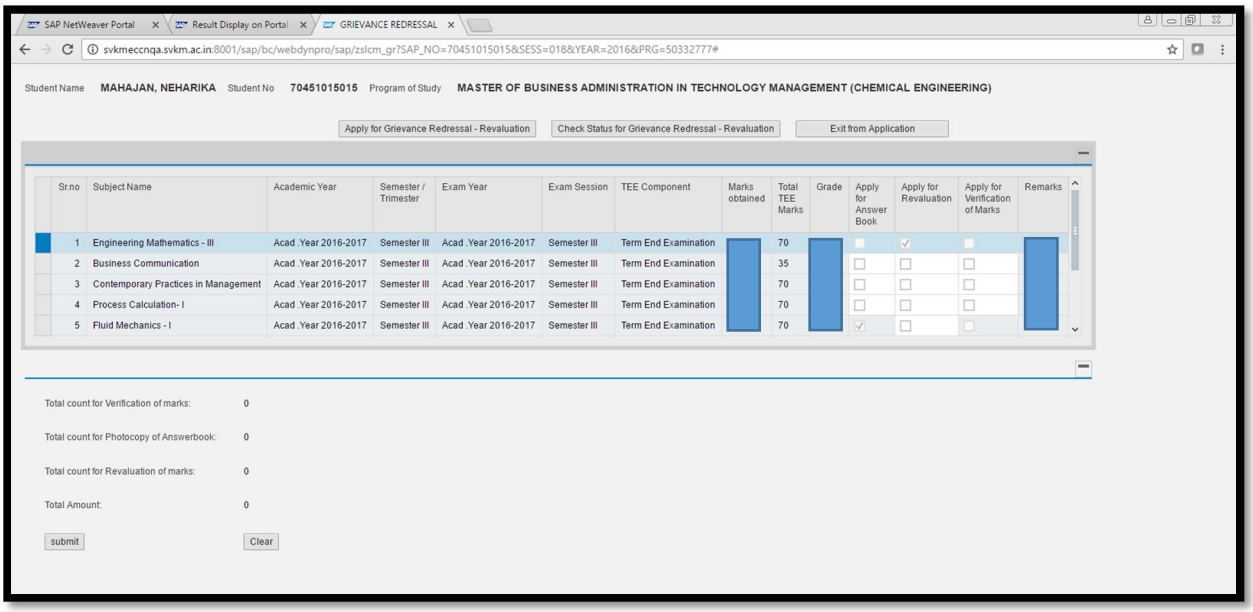
- The students should visit the student portal for viewing results. (http://svkmepdbci.svkm.ac.in:50100/irj/portal)
- User ID will student SAP no. and by default password is: Init@123
- A GRIEVANCE REDRESSAL tab is available on the result display page.
- Based on the result declaration date, this tab will be enabled /disabled for submission of application for Grievance Redressal.



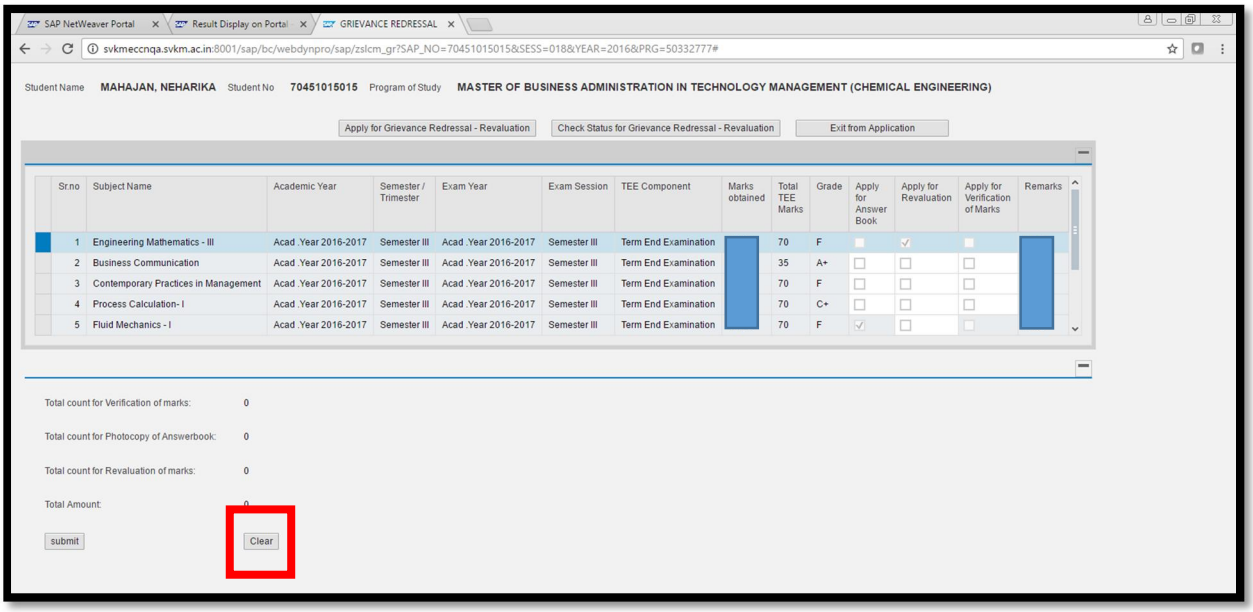
- On Clicking the Grievance Redressal tab, students will be directed to the application page.
- In case a student comes across, pop-up blocking issue while applying through chrome browser – then allow pop-up, log off and log in again.



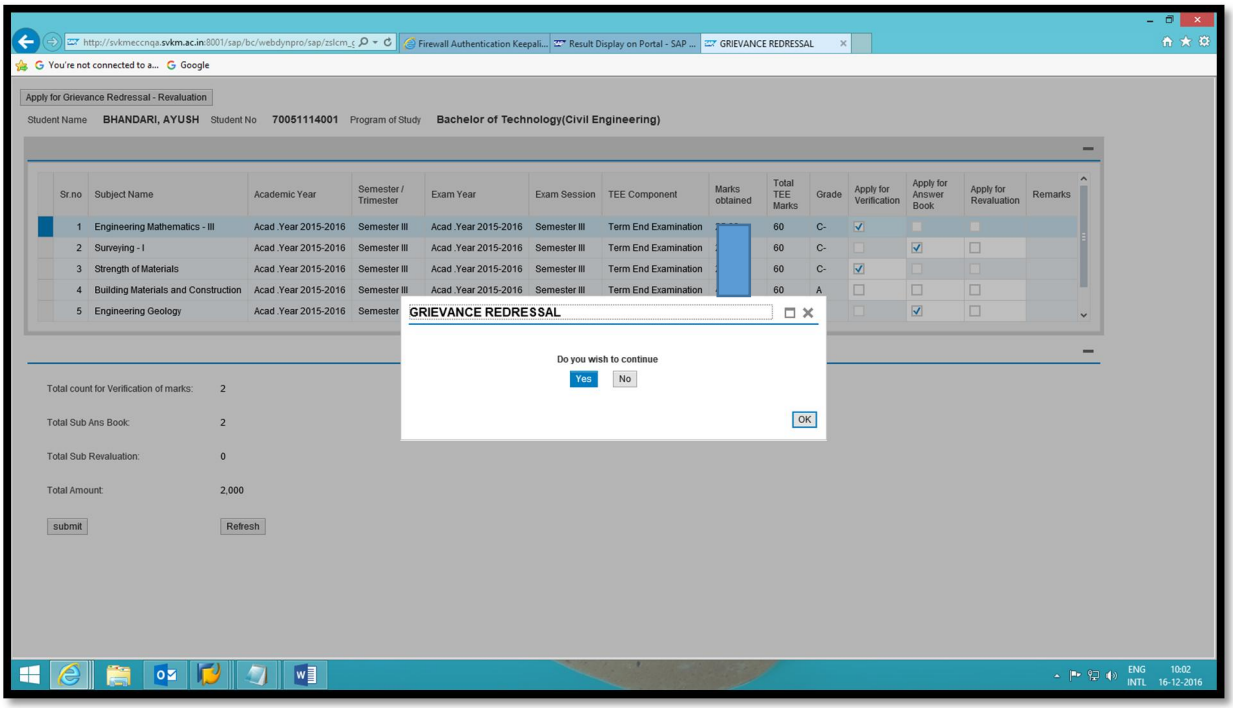


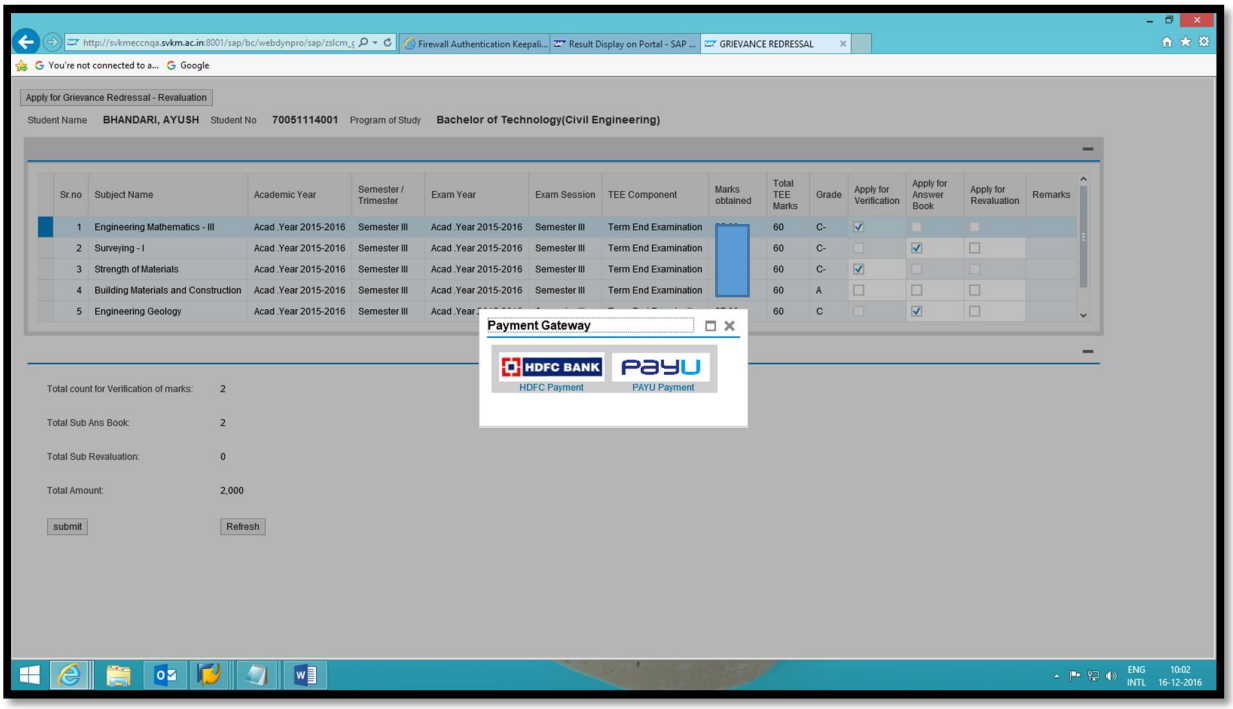


- Students can apply for Verification of Marks / Photocopy-ies of Answer Book / Revaluation as per the prescribed rules as mentioned in the SRB.
- Students who wish to apply for revaluation directly without obtaining the photocopy, may do so.

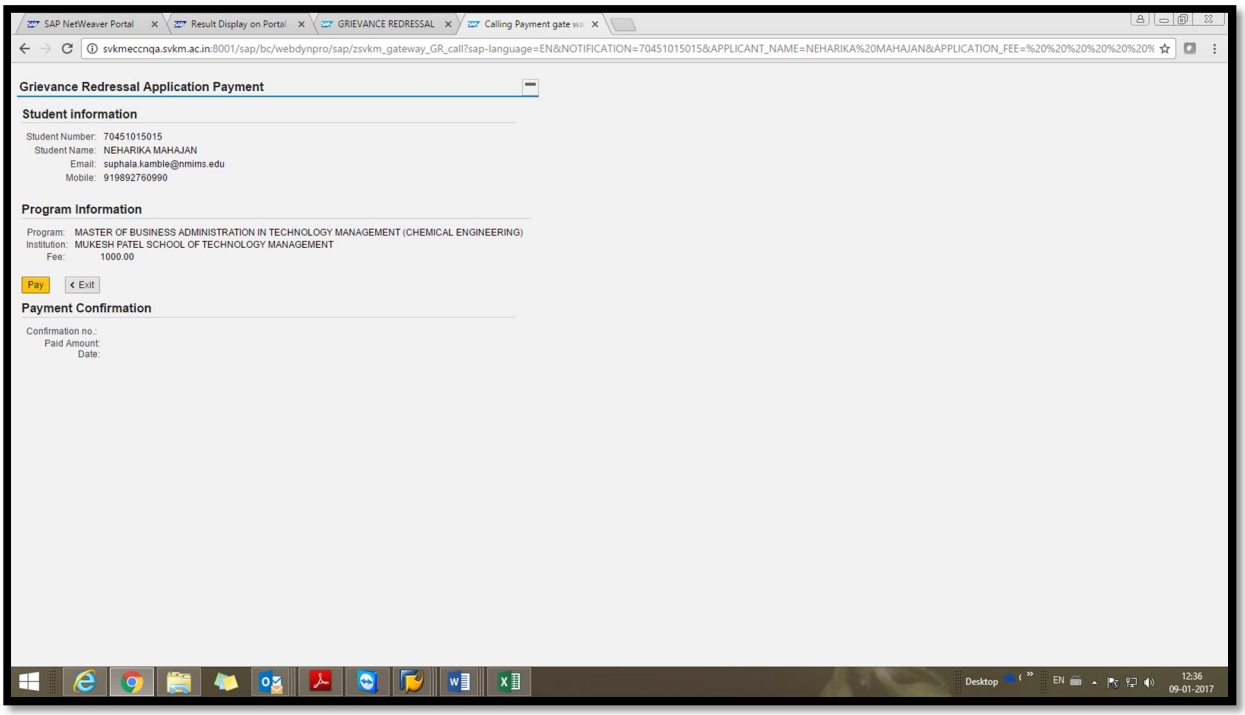


- On clicking submit button, student will be prompted to confirmation page and then to payment gateway. Student can either select HDFC gateway (for Debit/ Credit Card/ Net banking) or PAYU (Net Banking purpose only)
- Clear button will clear all selections.

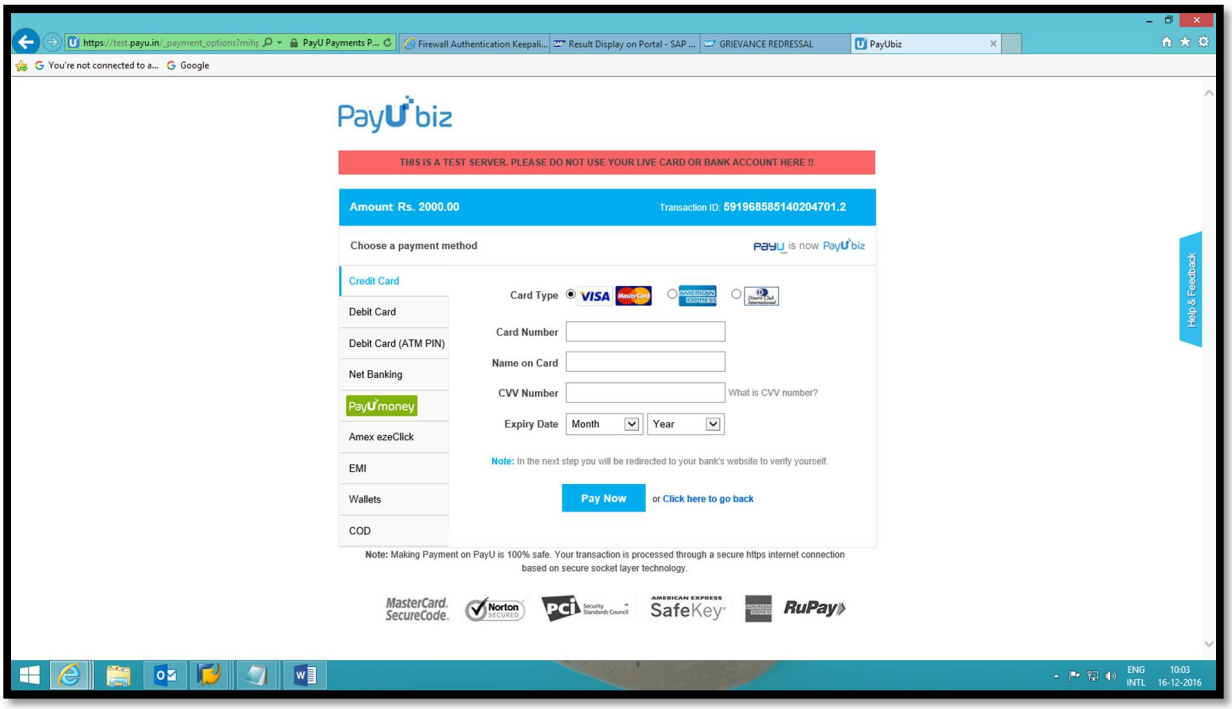


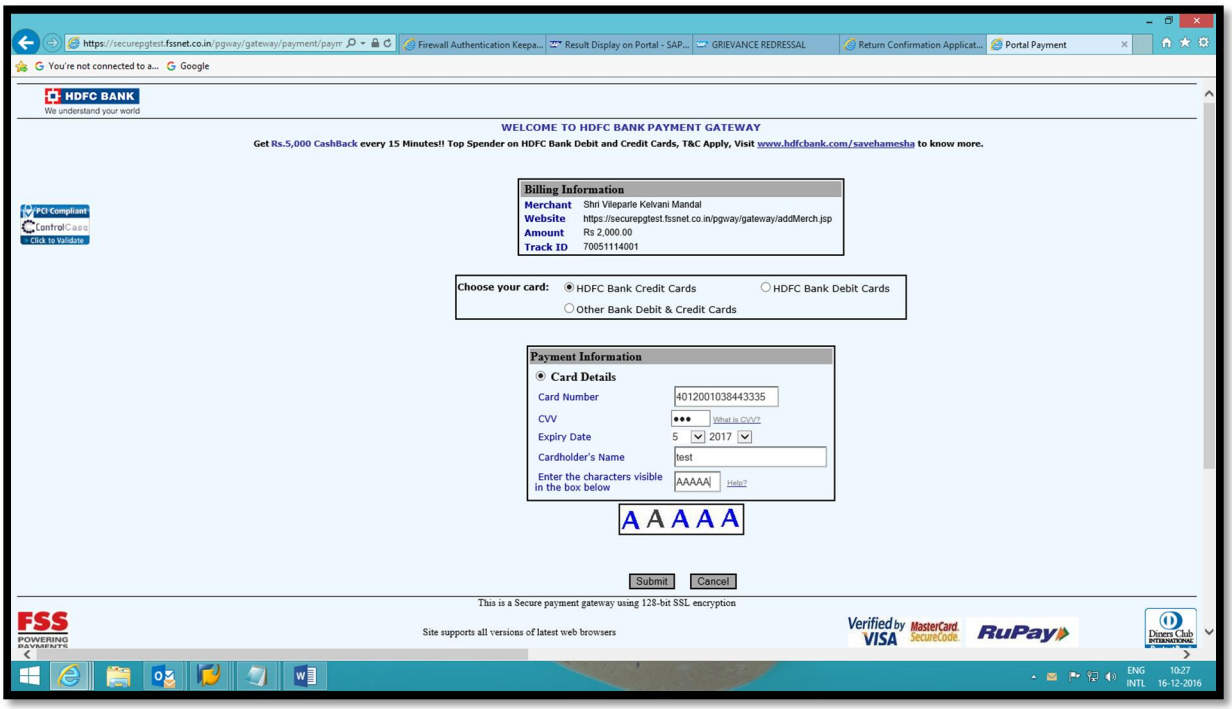


- After selecting the payment gateway, system will ask for payment confirmation screen where, student can click on Pay option to continue or can EXIT.



- Enter card details


PayU biz
THIS IS A TEST SERVER. PLEASE DO NOT USE YOUR LIVE CARD OR BANK ACCOUNT HERE !!
Amount: Rs. 2000.00
Transaction ID: 591968585140204701.2
Choose a payment method
payU is now PayU biz
Credit Card
Debit Card
Debit Card (ATM PIN)
Net Banking
PayUmoney
Amex ezeClick
EMI
Wallets
COD
Card Type
Card Number
Name on Card
CVV Number
What is CVV number?
Expiry Date
Month
Year
Note: In the next step you will be redirected to your bank's website to verify yourself.
Pay Now
or Click here to go back
Help & Feedback
Note: Making Payment on PayU is 100% safe. Your transaction is processed through a secure https internet connection based on secure socket layer technology.
MasterCard SecureCode
Norton SECURED
PCI Security Standards Council
AMERICAN EXPRESS SafeKey
RuPay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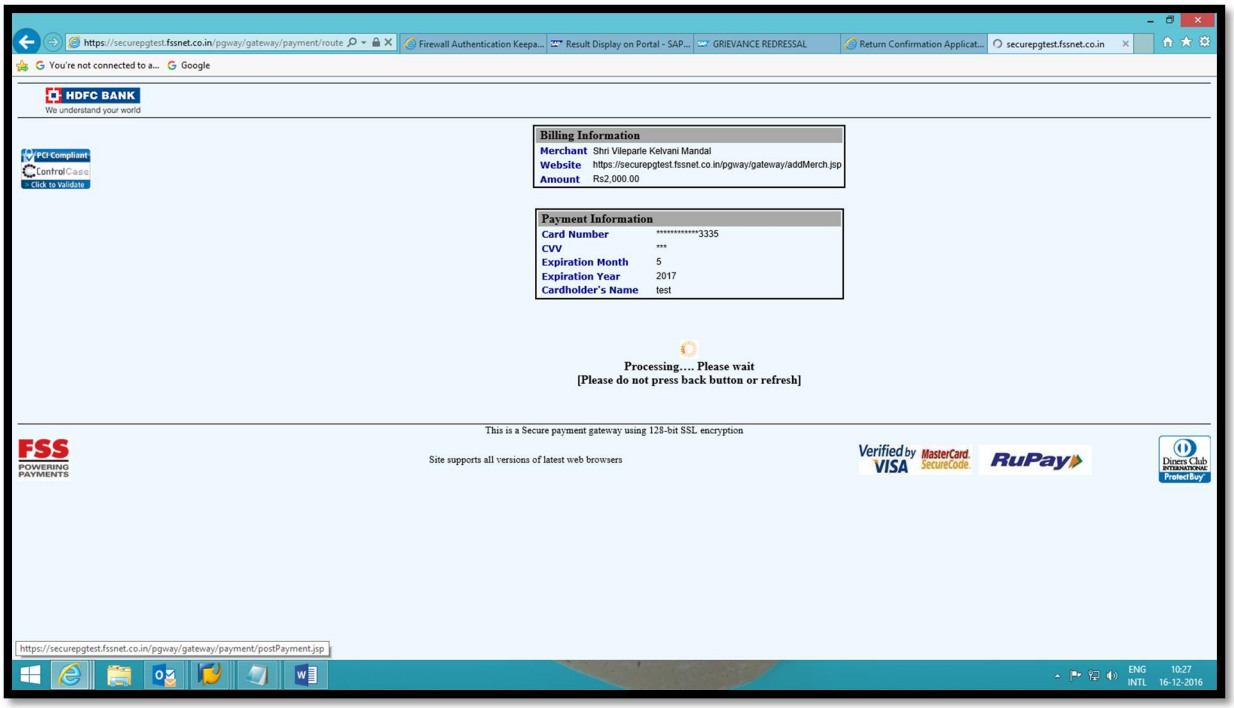
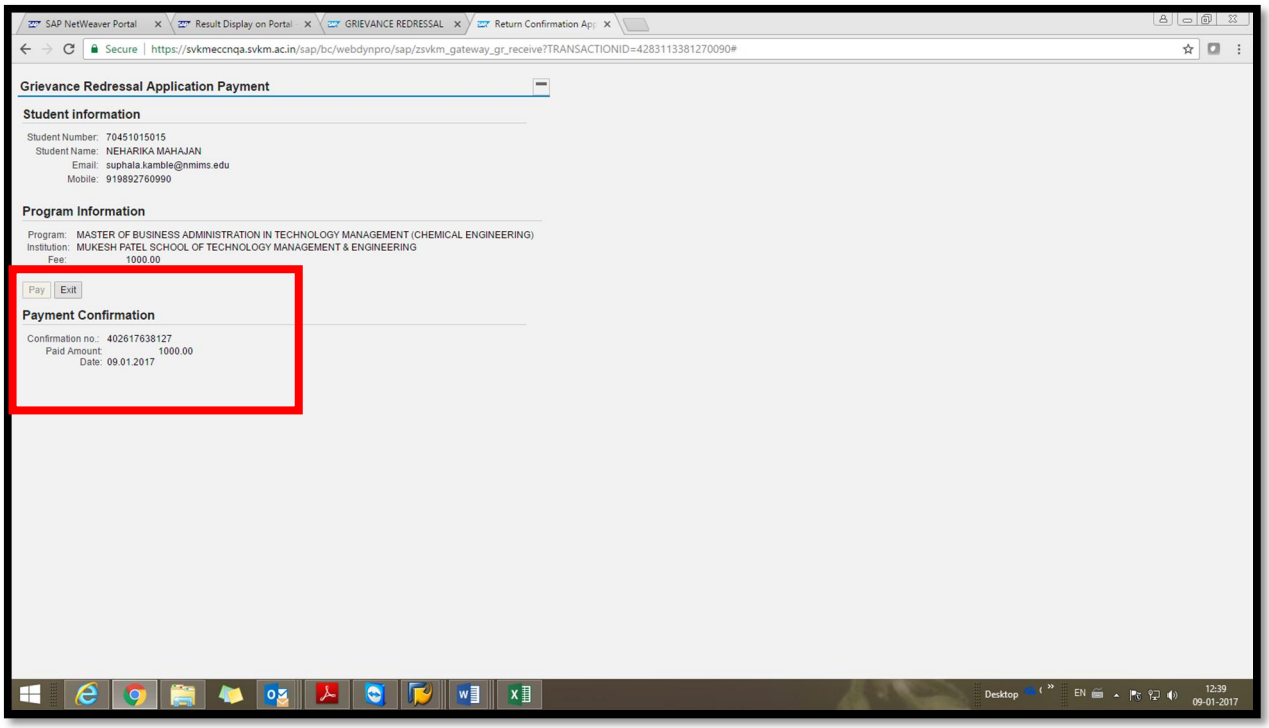
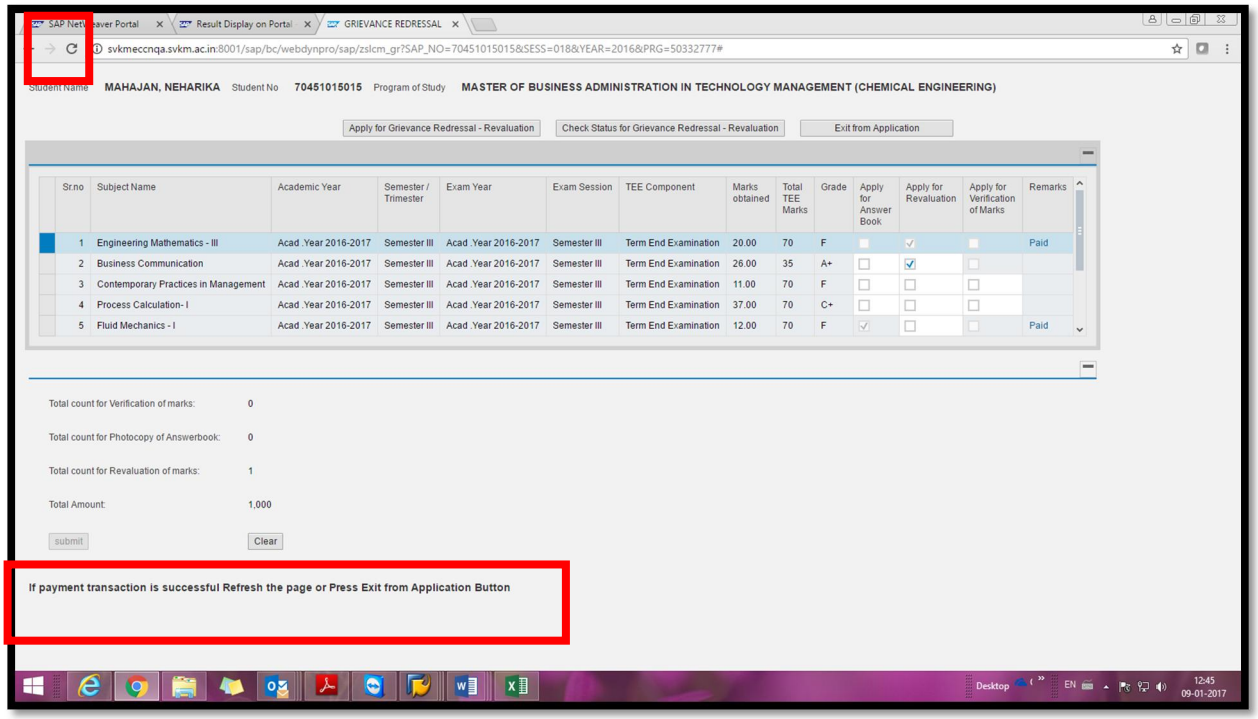
Website https://securepgtest.fssnet.co.in/pgway/gateway/addMerch.jsp
Amount Rs 2,000.00
Track ID 70051114001
Choose your card:
HDFC Bank Credit Cards
HDFC Bank Debit Cards
Other Bank Debit & Credit Cards
Payment Information
Card Details
Card Number 4012001038443335
CVV
What is CVV?
Expiry Date 5 2017
Cardholder's Name test
Enter the characters visible in the box below
AAAAA
Help?
AAAAA
Submit
Cancel
This is a Secure payment gateway using 128-bit SSL encryption
FSS POWERING PAYMENTS
Site supports all versions of latest web browsers
Verified by VISA
MasterCard SecureCode
RuPay
Diners Club INTERNATIONAL



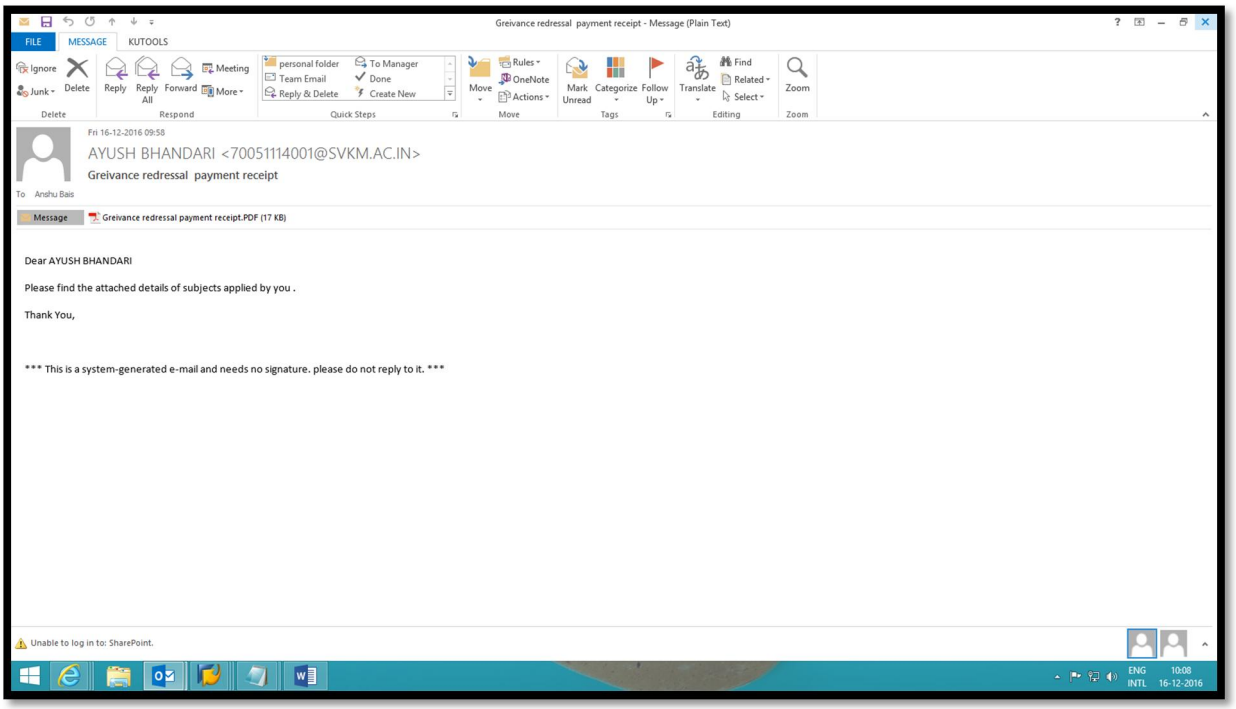
- Once the payment process done, system will prompt you on the same screen again where the student can see their payment confirmation (as shown below)

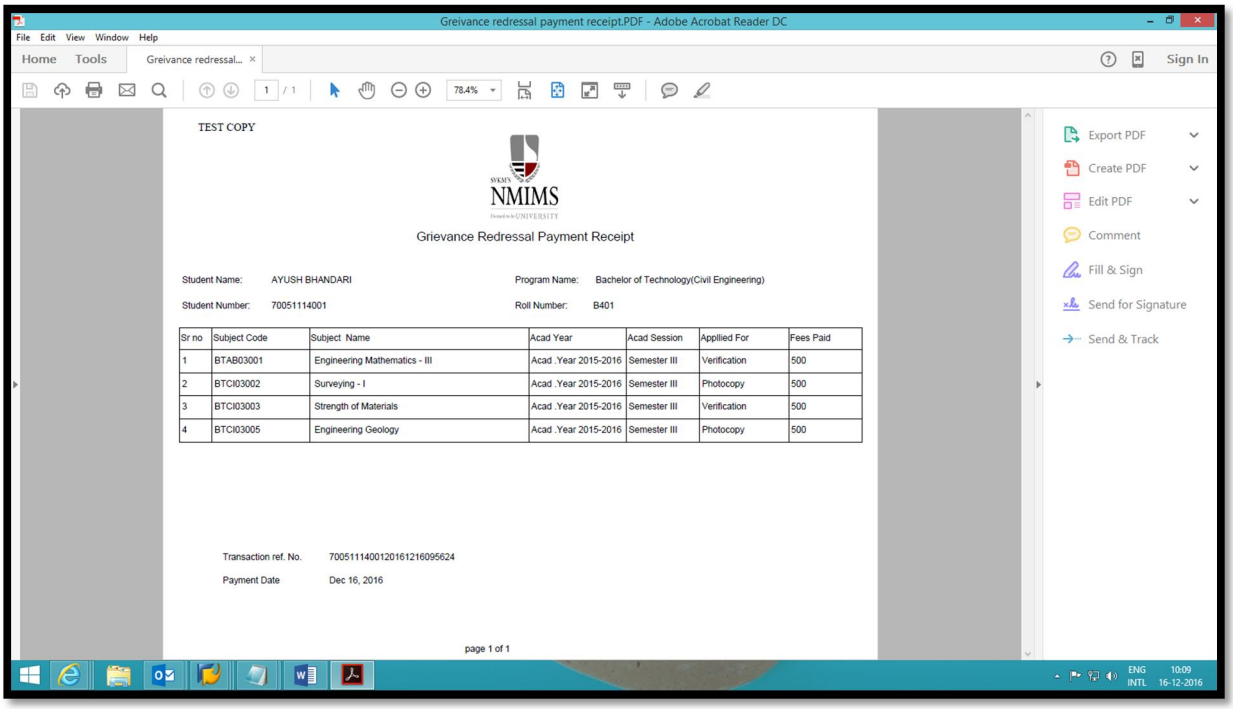


- Click on exit to come to GR screen. Student need to click refresh button after this.

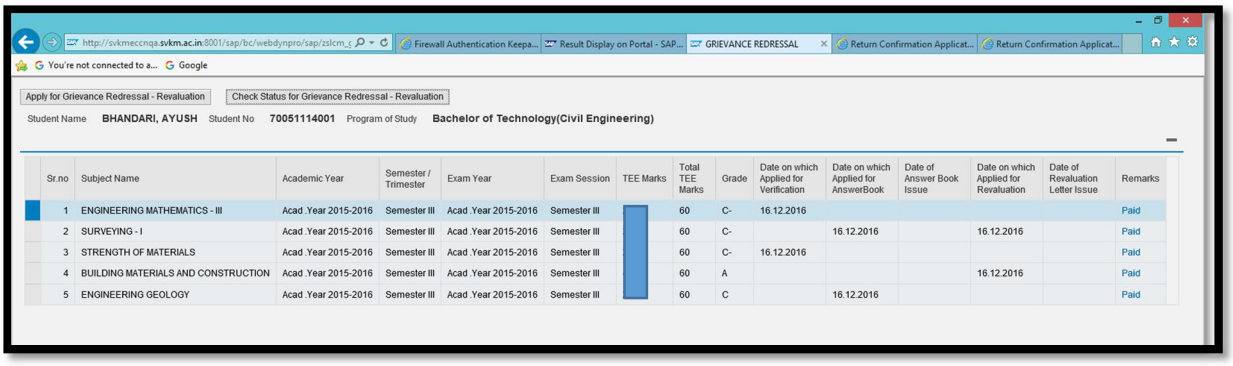


- On refreshing, screen will be displayed with remark as Paid for all paid cases. Student can generate the printout of the acknowledgement. Email will be received by student as per the email id recorded in student master data.





- Check status tab will display the date of request made by student.



- Student will receive a different email if the transaction is done in two different time periods.