

STUDENT RESOURCE BOOK (2021-22) **Part-I**

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

Message from Vice-Chancellor

Welcome, and Congratulations on joining NMIMS! Today, you have joined an institution that has the legacy of developing some of the most successful professionals and organizational leaders.

NMIMS is ranked among India's top universities and has been awarded national accreditation at the highest level. The Management & Engineering Schools of the University are globally accredited. You have joined a University that has a successful track record of growth. We believe in sustaining the quality, and the University offers a world-class learning experience. NMIMS strives towards excellence in all its endeavors. NMIMS students and faculty have earned national and global recognition in the form of Awards and Fellowships. It's a University that has a growing research culture.

The three pillars of NMIMS are quality, employability, and excellence. All this has been achieved through a culture of dialogue, collaboration, and mutual trust. The University's innovativeness is borne by many programs visualized in a value-driven manner compared to the conventional program designs. NMIMS have always believed in remaining relevant and, at the same time, engaging in knowledge generation and dissemination. NMIMS faculty today is an eclectic mix of young and young at hearts, having academic and industry experience, and those with national and foreign qualifications. With this mix of faculty, you will have the opportunity to learn from NMIMS ethos is to develop socially sensitive professionals and live in harmony with the environment.

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

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

Please do spend some time and go through this information carefully so that you do not miss out on any opportunity that 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 mentioned date.

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

Dr. Ramesh Bhat

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Student Guidelines

(With effect from June 2021)

1.0 About these Guidelines:

- 1.1 These guidelines provide norms for daily functioning of the NMIMS and ensure appropriate usage of infrastructure and effective academic delivery for students.
- 1.2 This compilation of guidelines comes into effect from June 2021 onwards and supersedes all other guidelines in respect of matters therein.
- 1.3 These guidelines are applicable for all schools & campuses under NMIMS Deemed-to-be University located across the country.
- 1.4 This document of NMIMS is comprehensive student guidelines, rules and regulations. While efforts are made to ensure uniformity & consistency between these guidelines and the Rules & Regulations of NMIMS. In the event of any dispute, the Students Resource Book will prevail.
- 1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
- 1.6 NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.
- 1.7 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 an 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, 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 Student Portal /email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty on their own.
- 2.5 Use of cell phones on campus is **not** permitted. Any student found using the cell phone in campus would be penalized as per the regulations in force from time to time.
- 2.6 Classrooms are fitted with an LCD projectors / Smart Boards for the utility of the faculty and the student. In case a student requires an LCD / Smart Boards for his/her presentation, he/she must make a prior booking through course coordinator. Portable LCD's if required are allotted on first come first serve basis.
- 2.7 Mode of Communication to students is via Student Portal / email /Notice Board. Students are advised to check the Student Portal / email /Notice Board at least once a day, and not rely on rumour or hearsay in any matter.
- 2.8 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 ID-Card, duplicate ID-card be issued from school by paying the prescribed fee. ID card is used for access control to NMIMS campus.
- 2.9 Student should make use of flap barriers (wherever deployed and operational) to enter/exit school premises. Biometric Print plus ID cards is mandatory requirement at NMIMS. However, under the COVID-19 scenario and as per UGC guidelines to go touchless, students can enter/exit the premise by just showing their ID cards on biometric device. (Biometric is disabled to avoid touch for now).
- 2.10 Student must not use ID card of any other student.
- 2.11 In case student forgets to carry ID card, they should approach security and complete the process to get the requested access. Any grievances related to ID Card should be raised to biometricregistration@svkm.ac.in
- 2.12 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 at NMIMS. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.
- 2.13 Any person resorting to physical fights will amount to ragging and appropriate action will be viewed accordingly.
- 2.14 If any student during the tenure of studentship has police case on his/ her name, he/she is liable for appropriate action.
- 2.15 Any comments posted in social media, print attempting to bring disrepute to University will be viewed very seriously and will attract severe disciplinary action.
- 2.16 NMIMS has zero tolerance policy towards misbehaviour, discrimination of gender sensitivity, indulgence into unethical practices including possession and consumption of drugs, alcoholic drinks, harassment, violence, non-obedience, non-compliance and any action that will bring disrepute to the University etc. by any student.
- 2.17 University will reserve the rights to take action appropriately.

CODE OF CONDUCT	LINE OF ACTION
<p><u>Alcohol and Other Drugs</u></p> <p>The unlawful possession, use, purchase or distribution of alcohol, illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs) or paraphernalia or the misuse of prescription drugs including sharing, procuring, buying or using in a different manner from the prescribed use or by someone other than the person for whom it was prescribed.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>
<p><u>Assault, Endangerment or Infliction of Physical Harm</u></p> <p>Physical restraint, assault or any other act of violence or use of physical force against any member of the campus or any act that threatens the use of physical force.</p>	<p>Suspension from attending college pending enquiry.</p>
<p><u>Banners, Chalking and Posters</u></p> <p>Defacing of Campus property by means of Banners, Chalking and Posters.</p>	<p>Severe disciplinary action will be taken.</p>
<p><u>Bullying, Intimidation, and Stalking</u></p> <p>Bullying. Bullying includes any electronic, written, verbal or physical act or a series of acts of physical, social or emotional domination that is intended to cause physical or substantial emotional harm to another person or group.</p> <p>Intimidation. Intimidation is any verbal, written, or electronic threats of violence or other threatening behaviour directed towards another person or group that reasonably leads the person(s) in the group to fear for their physical well-being.</p> <p>Stalking. Stalking is engaging in a course of conduct, repeated acts or communication towards another person, including unauthorized following, which demonstrate either an intent to put another person in fear of bodily injury or cause the person substantial emotional distress.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Any person resorting to such act will amount to ragging and appropriate action will be taken.</p>
<p><u>Discrimination, Including Harassment, Based On a Protected Class</u></p> <p>Discrimination, including harassment, based on an individual's sex, race, colour, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability or any other legally protected classification.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>
<p><u>Disorderly Conduct</u></p> <p>Excessive noise, which interferes with classes, school offices or other activities; Unauthorized entry into an area or a closed meeting.</p> <ol style="list-style-type: none"> Conduct that restricts or prevents faculty, staff or student employees from performing their duties, including interruption of meetings, classes or events; Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others. 	<p>Abstain from attendance for the affective lecture / event.</p>
<p><u>False Representation</u></p> <p>Provide false information or make misrepresentation to any school office, forgery, alteration, or unauthorized possession or use of school documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail).</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>

<u>Fire Safety</u>	
Tampering, interference, misuse, causing damage and/or destruction of fire safety and fire prevention equipment	Severe disciplinary action will be taken.
<u>Theft, Vandalism, or Property Damage</u>	
Theft, negligent, intentional, or accidental damage to personal or school property	a. Suspension from attending college pending enquiry. b. Rustication from the school / campus / hostel.
<u>Unauthorized Entry or Access / Unauthorized Use of school Facilities or Services</u>	
Unauthorized entry into or presence within enclosed school buildings or areas, construction sites, and student rooms or offices, even when unlocked, is prohibited.	a. Suspension from attending college pending enquiry. b. Rustication from the school / campus / hostel
<u>Weapons and Fireworks</u>	
Possession or use of firearms including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment, knives etc. Possession or use of fireworks, dangerous devices, chemicals, or explosives	a. Suspension from attending college pending enquiry. b. Rustication from the school / campus / hostel

2.18 Discipline Norms and Penalty

- 2.18.1** A disciplinary committee constituted in each school, will look into all cases of indiscipline related to students. The committee comprises Chairperson / Head of the Department, one faculty member and one staff member. The committee will hear each case and recommend action to the Dean and then to the 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.**
- 2.18.2** Woman Grievance Redressal committee constituted in each school comprises 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.**
- 2.18.3** NMIMS campus including premises of all schools/colleges and hostels are earmarked as non-smoking zones. Possession and Consumption of alcoholic beverages / toxic materials and 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.
- 2.18.4** Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the University after enquiry.
- 2.18.5** Students indulging in Sexual Harassment will also be liable to disciplinary action as per University norms.
- 2.18.6** 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.

2.19 Dress Code:

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

- 2.19.1** Students are required to be dressed decently (Half pants, shorts, short skirts, bathroom slippers are not allowed).
- 2.19.2** For all functions of the School/ University, including Guest Lecture, seminars and conferences students are required to dress in formals, Institute blazer, Tie/ Cravat, Lapel Pin.

2.20 Punctuality

- 2.20.1 Classes will begin on time. Late coming is not permitted. Faculty have the authority to restrict late comers to enter in the classroom.
- 2.20.2 Students are required to be present for all events of school/ NMIMS University, including the Convocation, Sports Day, Republic Day, Independence Day, Guest lectures, Compulsory workshops, CEO Series, and other events as intimated on the Student Portal / Notice board/ email. Record of attendance will be kept. 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 Student Portal / Notice Board/ email from time to time and / or remark on the transcript or any other decision by the management.
- 2.20.3 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/Director/Dean. This applies even to those students who are representing the NMIMS for social, cultural and co-curricular events.
- 2.20.4 Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the school or the faculty concerned. Students cannot approach faculty members and others to change or extend deadlines.

3.0 Attendance and leave of absence guidelines for all students:

3.1 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 / Student Portal on monthly basis. If a student has any issue or find any discrepancy in his/her attendance, he/she should inform the 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 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/SMS. Students have to notify the office in case of change of any contact information of parents. Parents may 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 concerned coordinator for necessary approvals.
- 3.1.6 If the student remains absent due to any medical issues he / she should submit medical certificate along with copy of all the medical reports to the office within 3 days of resuming the classes after medical leave. No certificate shall be entertained under any circumstances thereafter.
- 3.1.7 Final attendance of Trimester/Semester will be published on Student Portal / Notice board 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 required. However, for medical reasons/ personal reasons/ extra-curricular and co-curricular activities/ placement/ institutional work/ other activities etc. absence relaxation upto 20% may be allowed.
- 3.2.2 Students, who are having attendance, equal to or more than 80% in each subject, in a trimester/Semester, are eligible to appear for respective Trimester/Semester 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/Director of the respective school 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%. Such students will be eligible to appear for the regular trimester/semester end term examination, subject to approval of exemption from attendance that has been granted from the Dean of respective School / Director of the respective campus.
- 3.2.4 After giving 10% exemption by respective Dean / Director if student attendance is below 80% in any subject, he/she has to take re-admission in same Trimester / Semester, in same year of the study / program of subsequent academic year by paying requisite fees as per prevailing rules of NMIMS and complete all requirements of the program.
- 3.2.5 Attendance requirements are summarised hereunder:
100% Attendance in each subject is required.

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

- 3.2.6 Any genuine and 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 will be final. The concerned students will be informed of University decision by respective Dean/Director.
- 3.2.7 From the academic year 2021-22, attendance and grading will be delinked wherever it was applicable earlier. Faculty members may give due weightage to attendance in the Internal Continuous Assessment through the component of Class participation or other related activity, which may be refer in Part-II of SRB.

4. 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:

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

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

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

Details	Credit	Equivalence in Hours in 15 weeks of Semester
Class room teaching	1 credit	15 hrs.
Lab/Tutorial/Group/Presentation work	1 credit	30 hrs.
Lab / Tutorial (Applicable for Technical Schools)	1 credit	15 hrs.
Seminar (Subject to schedule throughout semester)	1 credit	30 hrs.
Project work& Dissertation	1 credit	30 hrs.
Internship	1 credit	40 hrs. (Per week)

4.2 Internal Evaluation : The broad components of evaluation for any course/subject may be as indicated below. The total marks for each course with maximum that can be assigned for each component will be as per specific requirements of school. **For details, kindly refer Part II for school specific inputs**

- 4.2.1 Class-participation/ Individual presentation in class
- 4.2.2 Quizzes/ Class test/ Surprise test/ Assignments (announced/unannounced)
- 4.2.3 Individual assignment/ Group assignments/ Presentations/ Decision sheets
- 4.2.4 Term papers/Decision sheets/ Project reports
- 4.2.5 Research Paper Presentations /Viva
- 4.2.6 Tutorials
- 4.2.7 Sessional / Mid-term examination
- 4.2.8 Any other school specific component

4.3 It is advisable for every course to have at least 3-4 evaluation components.

Kindly refer Part II for school specific criteria.

4.4 Term End examination is a compulsory component. The mode of the Term End Examination will depend on Course Learning Outcomes.

4.5 Duration of examination

- 4.5.1 Minimum duration of Mid -Term Examinations : 1 hr.
- 4.5.2 Minimum duration of End-Term Examinations : 2 hrs.
- 4.5.3 Examination duration can also be more than the above specified time as defined by respective schools.
(refer Part II of SRB)

4.6 The internal evaluation marks once shared with the students and finalized cannot be changed subsequently.

4.7 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/Director/ Associate Dean will ensure that the evaluation components and weightage points assigned to each component are fair. Such evaluation components should be announced to students before commencement of course delivery.

- 4.8 For grading purpose, the weightage mentioned by the faculty in the course outline will be applied for each component of evaluation irrespective of the marks assigned to the said component for the examination.
- 4.9 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 elective courses.
- 4.10 Project Guidelines:
 - 4.10.1 From time to time Faculty may assign projects to students in their courses.
 - 4.10.2 After submission, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Similarity index / 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.

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

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

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

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

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

7.0 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.

7.1 Discipline in the Examination Hall

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

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

7.1.19 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited and will attract penalty.

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

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

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

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

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

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

7.2.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (Annexure 7) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.

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

a) Hearing Impaired Students: Ali Yavar Jung National Institute for the Hearing Handicapped.

b) Physically Challenged Students: All India Institute of Rehabilitation of Physically Handicapped

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

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

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

7.3.4 Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. E.g. for the examination of two hours, 20 minutes extra time will be allowed.

7.3.5 The Examination in Charge of the center will have powers to resolve issues, if any, in this regard. She/he will be authorized to make/ accept any last minute changes of scribe under exigencies.

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

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

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

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

7.4.3 Concession will be given for mistakes in spelling or mathematical calculations/graphs.

7.4.4 L.D students who have failed to pass a subject/s will be eligible for grace marks up to 3 per cent of the aggregate marks of the subjects in which he/she has appeared. These grace marks would be for one or more subjects.

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

7.4.6 The said medical certificate must be produced at the beginning of the academic year to the admission dept. Retrospective benefit will not be given to any student in case certificate is submitted after declaration of results.

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

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

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

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1.	Possession 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 bribe any of the person connected with the conduct of the examination	Student concerned to be rusticated from University
14.	Using obscene language/ violent threats inside the examination hall by a student at the University examination to room supervisor/ any other authority	Student concerned to be rusticated from University
15.	Impersonation for a student or impersonation by a student in University or other examinations	Student concerned to be rusticated from University
16.	Revealing the identity in any form (Name, Roll No, G.R. No., religious invocation etc. in the main answer book and/ or supplementary sheet)	Annulment of the performance of the student 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.
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*(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.)

- 7.5.3 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:

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

7.6 Examination Grievance Redressal Mechanism

(Providing Photo copies to the candidates and Revaluation)

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

- 7.6.1 The Grievance Redressal Mechanism will apply only to the 'term-end Examinations' of the University.
- 7.6.2 The above mechanism will **not apply to** practicals / oral examinations/ viva/ projects/ MCQ's in online exams/assignments/ dissertation/ presentation/ field work etc.
- 7.6.3 The application for Redressal of Grievance can be made online only through the Student Portal. Applications made through offline mode would not be considered under any circumstances.
- 7.6.4 All the students will be informed the course/module-wise marks obtained by them in the 'Internal Continuous Assessment' and 'Term-end Examination' by the Examination Office, on the date of declaration of result of the examinations of the respective class/es. The date of declaration of result shall be the date on which examination result is made live on 'Student Portal' of the University.
- 7.6.5 Under the Grievance Redressal Mechanism, a student can apply for:
- Verification of Answer book:** Under this process, on application of the student, the University verifies that (i) all the answers in the respective answer book are evaluated, (ii) marks have been allocated to each answer and carried forward to the first page of the answer book properly and (iii) totalling of the marks on the first page of the answer book has been carried out correctly.

OR

- Re-evaluation of the Answer book:** Under this process, the student may (i) opt to first apply for the photocopy/ies of the answer book/s and subsequently apply for the re-evaluation of the said answer book/s after going through the answer book **OR** (ii) directly apply for the re-evaluation of his/her answer book/s without applying for photo copy of his/ her answer book.
- 7.6.6 After the result declaration on 'student portal', if a student is not satisfied with the marks awarded to him/her in the Term-end Examination/s, in any course/module, s/he may apply for the Grievance Redressal **within the prescribed number of days as per the example mentioned in the table below:**

Activity under Grievance Redressal Mechanism	Time Limit	Date of Declaration of Result Example: 17th October 2021
Application for Verification of Answer book/s	Within 3 days from the date of result declaration	Example: 20 th October 2021
Application for Photocopy of the answer book/s	Within 2 days from the date of result declaration including holidays	Example: 19 th October 2021
Receipt of the E-copy of Answer book/s	Latest on the 2nd day from the date of result declaration including holidays (answer books will be sent by e mail link)	Example: 19 th October 2021 (This will be immediate on application)
Application for Re-valuation of the answer book/s	Within 3 days from the date of result declaration including holidays	Example: 20 th October 2021

- 7.6.7 No application, received after the prescribed number of days as mentioned in the table above, shall be entertained for any reason whatsoever.
- 7.6.8 Soft copy/ies of answer books will be available for download on the result declaration page after payment of the fees. Else soft copy of the answer book will be sent by email to the student concerned.
- 7.6.9 Copies of the answer-book/s provided by the University are only for Grievance Redressal mechanism and do not have any evidentiary value.
- 7.6.10 Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/her liable for appropriate punishment by the University. The decision of the University shall be final in this regard.
- 7.6.11 **Application for Redressal of grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever. Also application will be deemed to be complete only after payment of requisite fee.**
- 7.6.12 The application received from the student for re-evaluation shall be placed before an external examiner for re-evaluation.
- 7.6.13 After following the process of re-evaluation under the Grievance Redressal, effect will be given to change in original marks on re-evaluation, if any, as under:
- 7.6.13.1 **If the marks of re-evaluation, increase or decrease by less than ten percent (10%)** There will be no change in the marks and original marks awarded to the candidate in the subject will be retained.
 - 7.6.13.2 **If the marks of re-evaluation increase or decrease between 10.01% and 20%:** In such cases the marks originally awarded to the candidate in the subject shall be treated as null and void and the marks obtained by the candidate after re-evaluation shall be accepted as the marks obtained in that subject. Fractional marks if any shall be rounded off for the purpose of computing the ten percent (10%) difference in marks.
 - 7.6.13.3 **If the marks of re-evaluation increase or decrease by more than 20%** A second revaluation of the said answer books shall be done by the examiner from the panel of examiners for the said subject and then **an average of the marks obtained in the first re-evaluation and marks obtained in the second re-evaluation shall be taken** and this shall be accepted by the University as the final marks for the said subject (fractional marks if any shall be rounded off to the next integer).
 - 7.6.13.4 An answer book shall be sent for second revaluation to another senior examiner appointed by the Controller of Examinations in consultation with the Dean of the School or Chairperson of the Board of Studies of the University, if in the first revaluation, marks of a candidate are decreased below the passing marks or if a candidate obtains 'F' grade after the first revaluation or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.

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

- 7.6.14 The above difference in marks in percentage term shall be with reference to the maximum marks assigned for the term end examination of the respective subject.
- 7.6.15 The examiner/s for re-evaluation will be appointed by the Controller of Examinations from the panel of examiners provided by the Dean of the School duly approved by Pro Vice Chancellor and the Vice Chancellor of the University.
- 7.6.16 The revised marks obtained by a candidate after re-evaluation, as accepted by the University shall be taken into account for the purpose of amendment of his/her results only and the said result shall be communicated to the student/s by suitable means.
- 7.6.16.1 The marks awarded by examiner/s in re-evaluation shall be final and binding on the student applicant and the original examiner.
 - 7.6.16.2 The whole process of Redressal of grievances shall be completed within a period of 15 working days from the date of receipt of application for Redressal of grievances.
 - 7.6.16.3 In any case, the photo copies of re-evaluated answer-books shall not be provided to the student/s.
- 7.6.17 The outcome of Revaluation process shall be final and binding on student.

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

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

8 Library Rules and Regulations:

- 8.1 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.
- 8.2 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.
- 8.3 Students are required to carry their NMIMS student ID-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.
- 8.4 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.
- 8.5 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 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.
- 8.6 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.
- 8.7 Photography, filming, video-taping and audio-taping in the Library is not allowed.
- 8.8 Personal equipment should not be used without the prior permission of the Librarian.
- 8.9 Users are required to comply with copyright regulations as displayed by the photocopiers.
- 8.10 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 / services leading to commercial exploitation of the data / 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.
- 8.11 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.
- 8.12 Borrowing entitlement: Two books for ten days. One-time renewal is possible if the book is not in demand. As Library is RFID enabled, Issue of the books will be done at self-check in kiosk only.
- 8.13 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.
- 8.14 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.
- 8.15 Students are required to wear smart casuals (Bermuda, half pants, Short skirts, Bathroom slippers are not allowed).
- 8.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.
- 8.17 The award of a NMIMS qualification will be deferred until all books and other library materials have been returned and outstanding fines/charges paid.
- 8.18 For list of electronic resources / Databases refer annexure.
- 8.19 All library users should take care of Covid 19 precautionary measures.

9 Placement Guidelines:

NMIMS is a premier University of the country, in existence for over three decades and over the years it 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. Our alumni occupy senior positions in leading companies across sectors.

NMIMS is also a great place to recruit potential young managers and business leaders. Leading companies across sectors consider our students for recruitments/ internships. As we have cordial relations with the corporate world, 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 association and have serious repercussions for placements and for the future.

Being a Deemed to be University of higher learning, the corporate world expects students to display high standards of professional knowledge, capability and excellence. Recruiters also look for 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 & Campuses.

The Placement Office 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 is 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 COVID 19 pandemic has had far-reaching consequences leading to an altogether new world of working for all leading to WFH, virtual internships and virtual selection process.

The Placement process typically involves –

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

9.1 Batch Preparation:

The Comprehensive Batch Preparation Program is to enhance the suitability of candidates and orient them to industry practices and expectations.

- a. 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.
- b. Interaction with seniors who have undergone internships in companies.
- c. Assigning seniors or alumni as mentors to guide students.
- d. Mock interviews with alumni/corporates to get a direct feedback from people in relevant industries.
- e. Guest talks and workshops on various topics from corporates.
- f. Resume building as per guidelines
- g. Soft skills training etc.

- 9.1.1 Prior to the commencement of the selection process it is expected that students should be having a fair idea about their interest, sector and specialization 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.
- 9.1.2 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.
- 9.1.3 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.

- 9.1.4 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.

9.2 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.

9.3 Internships/Projects

- 9.3.1 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.
- 9.3.2 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.
- 9.3.3 Internships are an integral part of the curriculum for securing the degree. It is a great learning platform for our students and goes a long way in shaping the learning obtained in the classroom. This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.
- 9.3.4 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.
- 9.3.5 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.
- 9.3.6 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.
- 9.3.7 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.
- 9.3.8 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.

9.4 Final Placements

- 9.4.1 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.
- 9.4.2 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/Student Portal, etc. regularly for information updates.
- 9.4.3 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.
- 9.4.4 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.
- 9.4.5 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.

10 Guidelines for the Use of Computing Facilities:

- 10.1 NMIMS invests significant resources in the provision of computing resources for the students. In order to ensure maximum availability, computing resources must be used in a responsible way. Students are responsible for ensuring that these resources are used in an appropriate manner. All inappropriate websites are blocked for student access. The list of blocked websites dynamically updated based on their defined global category. If any specific website requires to be accessed which is blocked with inappropriate, requesting to send email to ITHelpdesk@nmims.edu. We will check the content of the website and found appropriate for access, necessary access will be granted.
- 10.2 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 this document will be available with the Computer Centre.
- 10.3 The internet access to students will be as per the NMIMS policy. Any change request has to be routed through the Registrar in writing.
- 10.4 Food and/or beverages are allowed only in cafeteria. Food and/or beverages (except drinking water) will not be permitted in the Computer Centre. Smoking is not permitted in the Campus premises.
- 10.5 It is important to note that all the SVKM/NMIMS premises are deployed with CCTV surveillance equipment and all the areas of the premises recorded 24x7.
- 10.6 It is important to note that all SVKM/NMIMS is monitoring network 24x7. All actions and logs are stored and recorded. SVKM/NMIMS has all the rights to record all actions by student on the network and use appropriately.
- 10.7 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.
- 10.8 Use of NMIMS computing facilities for students' commercial gain is prohibited.
- 10.9 Not to use/install third party software to bypass campus Network security policies. It is prohibited and may lead to further disciplinary action.
- 10.10 Students residing in college hostels not to touch or tamper WiFi routers and other network infrastructure installed at hostels. If any such incidents found, may lead to disciplinary action.
- 10.11 Computer Centre facility will be provided on priority to the students of the concerned programmes, where using Laptop is not compulsory.
- 10.12 Students are not allowed to connect personal pen drives/ Laptops to the systems/smartboard installed in the classrooms.
- 10.13 **All students will be given NMIMS email id on Microsoft office 365** and internet authentication id. They are permitted to access internet in computer centre or on their own laptop through this id and password only. Action will be taken against if any misuse of internet and email Id is seen.
- 10.14 Students will get Microsoft email id for official email correspondence and to use MS Teams for online lectures and regular updates from University/School/College.
- 10.15 Do not provide sensitive personal information (like passwords) over email.
- 10.16 Students will get 1 TB of space of OneDrive to store documents for education purpose.
- 10.17 Use of computing facilities is governed by various applicable IT Acts, laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the NMIMS.
- 10.18 It is student's responsibility to ensure that student's activities do not contravene these or any other laws.
- 10.19 Student using personal Laptop or any other devices for access campus infrastructure should have updated with latest operating system (Windows / Mac) and antivirus patches.
- 10.20 Students must comply with all requests+ or instructions issued by any Information Systems staff with respect to the use of NMIMS computing facilities.
- 10.21 Improper behaviour towards staff will result in disciplinary action.
- 10.22 NMIMS endeavours continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, students should lodge a written complaint in a Complaints Register available in Computer Lab. No action will be taken on any verbal complaint.
- 10.23 The Information Systems Group will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through notice boards/ email placed in the Computer Lab as well as Student Notice Boards/ emails/Students Portal. It is your duty to regularly check the notice boards/ email and plan your use of the facilities accordingly.
- 10.24 The failure of any element of the computing service will not be accepted as a valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.
- 10.25 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.
- 10.26 If any student comes across any security incidents, please contact reportsecurityincidents@svkm.ac.in
- 10.27 These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of Computing Facilities at NMIMS.

- 10.28 Use only own login id and password and don't allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for 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.
- 10.29 It is recommended a strong password must be at least 8 characters long. It should not contain any of your personal information – specifically your real name, user name, or even your company name. It must be very unique from your previously used passwords. It should not contain any word spelled completely.
- 10.30 Use of any faculty member user name and password to access IT infrastructure including smartboards is prohibited and may lead to disciplinary action.
- 10.31 You should not copy or share other's data resulting in data theft of any kind under IT Act.
- 10.32 Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.
- 10.33 Request to be placed only for required resources or access rights that you need.
- 10.34 Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The NMIMS accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.
- 10.35 Removal, borrowing, connecting or disconnecting of any IT equipment is not permitted. Neither deliberately introduces any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility or network / campus, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
- 10.36 Do not in any way cause any form of damage neither to the NMIMS IT facilities, nor to any of the accommodation or services associated with them.
- 10.37 Without permission of the account owner or system administrator, do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user
- 10.38 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.
- 10.39 Student do not click on links or attachments from senders that you to not recognize or asking something which is not regular in nature.
- 10.40 You should not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.
- 10.41 Transmission of unsolicited commercial or advertising material on NMIMS network / Campus is prohibited.
- 10.42 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
- 10.43 Never monitor, read and disrupt network traffic inside the campus.
- 10.44 Do not make deliberate unauthorised access to facilities or services accessible via the NMIMS Local Area Network (LAN).
- 10.45 Appreciate staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.
- 10.46 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
- 10.47 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.
- 10.48 You must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.
- 10.49 Students are prohibited from viewing any Pornographic material in computer Centre or on any other computer or IT system inside NMIMS campus or store child pornography, Playing Games, hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure. If found so, appropriate disciplinary action will be taken.
- 10.50 You must obtain prior permission to use computers for commercial or outside work including the use of IT facilities to the substantial advantage of other bodies such as employers of placement students.
- 10.51 Students request related to additional Internet Bandwidth requirement for special access on events, request should reach IT helpdesk minimum 72 hours in advance.
- 10.52 Do not interfere with or change any hardware or software; if you do, appropriate action will be taken to make it right.
- 10.53 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
- 10.54 Game software loading onto, or play games software on, the IT facilities unless required for academic purposes.
- 10.55 Neither admit any other person to computer facilities or other NMIMS premises when those facilities or premises are locked nor enter unless authorised to do so.
- 10.56 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
- 10.57 You must immediately vacate any IT room when asked to do so by any person who has legitimately booked that room and must not leave processes running or files printing or otherwise interfere with the work of that person. Failure to cooperate gives that person the right to switch off the workstation that you are using.
- 10.58 **Important:** In the event, the guidelines are not followed and there is a consequent damage to any computing facility, NMIMS reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.

11 Feedback Mechanism:

- 11.1 NMIMS has a well-established online feedback mechanism through Student Portal for communication of perceptions. The components of this feedback mechanism are:
 - 11.1.1 Feedback at the end of the third week of every trimester/Semester. Dean / Director /Programme Chairperson/HOD will meet students personally, if applicable.
 - 11.1.2 Online Feedback through Students Portal is taken using a questionnaire preferably in the last session of every course in each trimester/Semester. This feedback is compiled and statistics are placed before each faculty member by the end of the trimester/Semester.
- 11.2 All students should get involved in this mechanism seriously as it truly helps the NMIMS improve the quality of services and teaching provided.
- 11.3 These are open ended questions in which student can reflect learning and teaching aspects of the course.
- 11.4 NMIMS uses feedback to improve the teaching learning process proactively.
- 11.5 While sharing the feedback to the faculty members, student's identity is kept confidential.

12 Mentoring Programme / 'Psychologist and a Counsellor':

12.1 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 and help in identification of resources needed by all students. Do meet your faculty mentor regularly as per their convenience and availability.

12.2 Psychologist and a Counsellor:

A counsellor is a non-judgmental friend who understands, ensures privacy and confidentiality and counsels you by giving choices so that you make the right decision. Counselling is based on realistic structured and research based therapies. Managing emotions is important to ensure all-rounded progress in life. To learn something new, we need to break the old walls of myths and misconceptions. Visiting a counsellor helps us to relearn some more helpful, progressive, reality based thinking. **Personal counselling** is very important at every step in life even at the corporate level. What we think about situations affects our subconscious mind deeply which interferes with our present life and hinders our ability to lead a healthy life.

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

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

Have you had any of these repetitive thoughts or facing a rejection that you are not able to cope up with?

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

Just as we would treat a sprain with some ointment, we try to heal our emotional pain on our own. At times when the sprain is not healing, we visit the doctor and similarly one visits the counsellor sometimes when we are unable to clear our own emotional challenges. The counsellor needs to check how deep your wound is and usually you are helped by putting a first aid protection (counseling) through therapeutic counseling. Sometimes the wound may have been too deep /chronic or your bone is broken it could also need psychiatric intervention and give appropriate help.

We may be unaware of the implications of our behaviour on others but it eventually could affect our relations in daily life at home, in class, or at work. When the past emotional situations are not dealt with therapeutically, we could develop unhealthy negative thoughts and feelings which we need to be aware of as they could again lead to complications and could affect our performance, decision making, logical thinking, studies, relationships and career. This form of continued stress can gradually affect our body and physiological health causing hypertension, respiratory ailments, gastrointestinal disturbances, migraine and tension headaches, pelvic pain, impotence, frigidity, dermatitis and ulcers.

The biggest myth is to believe that to be emotional is to be weak so often we push all our emotional issues under the blanket and then to avoid sleepless nights take up unhealthy habits like smoking, drinking, and substance abuse. We do

this hoping to feel better, which lasts only for short term, on the other hand, creating long term damage and may lead to unhealthy dependency.

NMIMS wants to ensure holistic development of the students and therefore have appointed a team of psychologists and a counsellor.

For Mumbai Campus: Assisting Psychologists and Counsellors, Mr. Joel Gibbs, Ms. Nazneen Raimalwala And Ms. Diksha Tyagi.

Location:

Mr. Joel Gibbs,

8th floor faculty area, Cabin:-West-854 at NMIMS building, Call on 022-42332218 or email joel.gibbs@nmims.edu to book appointments.

Ms. Nazneen Raimalwala,

7th floor faculty area, Cabin:-732, in the Mithibai college building, call on 022-42332225 or email Nazneen.raimalwala@nmims.edu to book appointments.

Ms. Diksha Tyagi,

For students studying at MPSTME Building, call on 02224350512 or email diksha.tyagi@nmims.edu for appointments

World health organisation and the U.S. National Library of medicine articles:

National library of Medicine: Psychosomatic disorders in developing countries:

www.ncbi.nlm.nih.gov/pubmed/16612204

WHO | Prevention of bullying-related morbidity and mortality:

www.ncbi.nlm.nih.gov/pubmed/16612204

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

13.1 Admission Cancellation procedure:

For cancellation of admission, the student needs to submit the application for cancellation of his / her 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.

The Schedule of Refund Rules: If a student chooses to withdraw from the program of study in which he / she is enrolled, the institution shall follow the five-tier system given below for the refund of fees* remitted by the student.

Sr. No.	Percentage of Refund of Fees*	Point of time when notice of withdrawal of admission is received in the Higher Educational Institutions (HEI)
(1)	100%	15 days or more before the formally-notified last date of admission
(2)	90%	Less than 15 days before the formally-notified last date of admission
(3)	80%	15 days or less after the formally-notified last date of admission
(4)	50%	30 days or less, but more than 15 days, after formally-notified last date of admission
(5)	00%	More than 30 days after formally-notified last date of admission

In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.

Note: Candidates to refer Important Dates of the respective programme.

The above refund rules are as per University Grants Commission (UGC) notification on Refund of Fees and Non-Retention of Original Certificates of October, 2018 and are subject to revision as per UGC notification (as applicable). Please note the closure of admission/last date of admission as mentioned in the important dates of the respective programme.

13.2 Payment of fees:

- 13.2.1 The promoted students for the subsequent years are required to pay the fees as per the email received from Accounts department. Late fee will be levied if fee is not paid within the due date.
- 13.2.2 Non-payment of fees within the stipulated time including the late fee period will attract cancellation of the studentship from that program.
- 13.2.3 **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 once the academic break is granted, student can pay the total fee (100%) prevalent at that time when he / she seeks re-admission.
- 13.2.4 If a student wants to take academic break after the commencement of the academic year, but he / she has not attended the classes and if the fee is not paid, then while seeking re-admission he/she has to pay the total fee (100%) plus 25% of the total fee as re-admission fee to continue his studentship.
- 13.2.5 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, then he/she 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
<ul style="list-style-type: none"> Informed before the commencement of the academic year. 	100% total fee prevalent.
<ul style="list-style-type: none"> Informed after commencement, not attended classes and fees not paid. 	100% total fee + 25% readmission (prevalent).
<ul style="list-style-type: none"> Informed during the semester / trimester fees not paid for current year. 	100% total fee + 25% readmission (prevalent).
<ul style="list-style-type: none"> Informed during the academic year and fees paid for that year. 	25% of total fees as readmission fee prevalent that year.

13.3 Re-admission rules:

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

13.4 Academic break:

Following rules are applicable for all the schools of NMIMS.

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

- 13.4.1 The academic break can be granted to any student by respective Dean/Director of School/campus.
- 13.4.2 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 on Dean getting convinced of the reason for academic break.

13.5 Eligibility for Academic Break:

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

- 13.5.1 Serious personal medical reasons involving hospitalization, if required and supported by documents.
- 13.5.2 Serious 'family' related issues.

- 13.5.3 Financial constraints.
- 13.5.4 In executive education, 'temporary transfer to other country / city'
- 13.5.5 Financial crisis/Maternity/ shift of duties/additional assignments at the work place applicable for executive programme participants only.
- 13.5.6 The Dean of respective school will approve the academic break and forward the application of the student to admission department for necessary process.
- 13.5.7 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.
- 13.5.8 Payment of Fees for academic break: For details please refer point 13.2.

13.6 Submission of certificates / mark sheets:

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

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

13.7 Admission Deferment:

Following rules are applicable to all the Schools of NMIMS.

13.7.1 Eligibility for admission Deferment:

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

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

13.7.2 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, along with all the supporting documents for 'Admission Deferment' consideration.

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

13.7.3 Process for Admission deferment:

- 13.7.3.1 Deferred admission may only be granted to first year students who have paid the required non-refundable enrolment deposit.
- 13.7.3.2 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.
- 13.7.3.3 Offer of admission deferment, if not, taken in the subsequent year will lapse and the fee paid will not be refunded. Further, the applicant, if still wants to apply to NMIMS, has to undergo the admission process again as a fresh applicant.
- 13.7.3.4 The letter of deferment of admission will be issued by admission department to the applicant.
- 13.7.3.5 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.
- 13.7.3.6 Financial aid offers cannot be deferred. Students must reapply for financial aid.
- 13.7.3.7 Admitted 'Transfer' students are not eligible for deferred admission.
- 13.7.3.8 Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.
- 13.7.3.9 Once the programme has commenced, then even though the applicant may have not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

14 Dean's list / Meritorious students:

- 14.1 Dean's List (Applicable only for School of Business Management)
 - 14.1.1 10 % of the batch on the basis of highest yearly CGPA will be part of the Dean's List and will be awarded with the Dean's List Certificate at the end of each year.
 - 14.1.2 Students who are participating in Student Exchange Program (for 2nd year) are also eligible for the Dean's list subject to the condition that they were also in the dean's list of 1st year. Such students will be shortlisted on the basis of the CGPA of two trimesters of 2nd year.
 - 14.1.3 Students obtaining D grades/ F grades/ appearing in the re- exams in the current academic year will be ineligible to be part of Dean's List of the current academic year as well as in the Dean's list of the next year(s). Any student having disciplinary action taken against them will be ineligible to be listed in the Dean's list for that particular academic year.
 - 14.1.4 Any breach in expected code of conduct for students (as per part II) and adverse behaviour may impact consideration for Dean's List for the current academic year.
- 14.2 Meritorious students list (applicable for all schools except School of Business Management)
 - 14.2.1 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.
 - 14.2.2 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.
 - 14.2.3 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.

15 Students Portal (Learning Management System):

- 15.1 Student Portal is a Web-based learning management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.
- 15.2 URL: Access Portal through <https://portal.svkm.ac.in/usermgmt/login>
- 15.3 Login Policy: Default User ID is Student's SAP number and Password will be mailed by the Admin / Course Coordinator
- 15.4 Change Password: Students are recommended to change password after first login for safe surfing.
- 15.5 Email Update: Users need to change/update their email id & contact number for getting regular notification.
- 15.6 Course links: Your login will contain only current trimester/semester course list.
- 15.7 Announcements: Announcements related to course and other activities are published in Announcements section.
- 15.8 Library: It will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.
- 15.9 Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally.
- 15.10 Assignments / Assessments: Assignments can be uploaded and will be graded by faculty. Online score will be stored. All type of assessments can be conducted online.
- 15.11 Academic Content: Syllabus, SRB, Teaching Scheme, Class Time-table etc. can be uploaded.
- 15.12 Course Content: All course related reading materials (ppts/notes/videos/links) can be published.
- 15.13 Examination related content: Results and exam time table can be made available. Online examination is conducted on the portal. SAP education exam conducted online.
- 15.14 Admission Related content: Admission Notices can be published.
- 15.15 Assessment (Internal/External): Tests can be conducted on the Portal. Internal/External marks for respective courses will be published on Students Portal.
- 15.16 Faculty Feedback: Faculty Feedback is accepted online for respective trimester/semester.
- 15.17 Online Similarity index: Student / Faculty can check Similarity index through this feature.
- 15.18 Groups: Groups can be created by faculty for assessments, File Exchange, Discussion Board etc. for their Courses.
- 15.19 Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss on topics related to their respective courses.
- 15.20 Hostel Application: Students can book Hostel through the portal (where online admissions are done)
- 15.21 Mobile Application: available for student attendance, assignment, survey, Display ICA marks, notification can be viewed.
- 15.22 Student Service: Students are benefitted on students' portal for Name validations as required for mark sheet, photo upload, railway concession, bonafide certificate, Letter of recommendation (LOR), whenever required.
- 15.23 System Requirement: Works Best with Chrome. (version 64 and above)
- 15.24 Help – Assistance: mail to portal_app_team@svkm.ac.in or phone no: 022 - 42199993

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

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

16.2 All student contests are classified as follows.

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

GRADE B: National level contests of high repute.

GRADE C: Local and National level contests

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

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

16.5 Reimbursements (Applicable only for National Contest)

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

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

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

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

16.5.5 All students claiming the reimbursement will have to submit all details to the AR / DR of the school for processing through the accounts department.

16.6 Contest Winners:

Any student who has won any contest is required to provide full details of the contest and award won to the faculty (video clip / photographs/reports etc.) within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals.

17 Guidelines for Awards and Scholarships

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

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

17.3 Students are also advised to keep a good performance track record if they wish to apply for these awards. Students obtaining F in any subject or with a record of misconduct or a record of low attendance will be automatically disqualified from the awards process.

17.4 Certificate of merit to be given by Dean at school level.

18 Guidelines for Convocation

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

18.2 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.

18.3 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.

18.4 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.

19 Roles and Responsibility of Class Representative and Student Council

19.1 Class Representative:

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

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

19.2 Student Council :

NMIMS University Student Council (NUSC)

The Student Council is the apex student body of the University and has a representation from students across schools and campuses of NMIMS University. The primary objective of 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 NMIMS University Student Council (NUSC) promotes collective and constructive leadership within the student community.

The major roles and responsibilities of Students Council includes:

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

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

19.3 Student Council (School Level)

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

- 19.3.1 To serve as a formal communication channel between the students, faculty and administration.
- 19.3.2 To navigate all student-related activities at NMIMS and facilitate a better life on campus.
- 19.3.3 To spearhead the organisation & co-ordination of the Corporate Festival, the Cultural Festival, & other Events.
- 19.3.4 To assist all public relation activities and supervise student publications & newsletters at NMIMS
- 19.3.5 All the cell activities has to be routed through President of cell, General Secretary of Council (Budget and Release of Money), HOD/Dean/Director, Accounts Department – In case of Release of Money.
- 19.3.6 Communication and Invitations of events / guest lecturers / workshops etc. conducted by cells and council has to be informed to the HOD/Dean/Director, well in advance.
- 19.3.7 For the major events prior formal invitation to be given to all the senior management
- 19.3.8 To submit a trimester/semester report at the end of every trimester/semester to faculty In-charge.

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

20. Interface with Accounts:

20.1 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.

20.2 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.

20.3 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.

20.4 Re-Registration Fees:

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

20.5 Hostel Deposit Refund:

Location: NMIMS Accounts Department

Procedure:

- 20.3.1 Please procure signature of Hostel in-charge on the receipt.
- 20.3.2 Submit signed Hostel Deposit Receipt to Accounts Department along with Application for Refund as per Annexure 9.
- 20.3.3 Please attach copy of cancelled cheque of your own account or parent's account. Same particulars of the bank account to which refund is to be sent is to be mentioned on the Application for Refund form.
- 20.3.4 Please allow a period of 3 weeks for issue of the Refund-

20.6 Library Deposit and Security Deposit Refund:

Location: Course Coordinator

Procedure:

- 20.6.1 On completion of program (course), course coordinator would co-ordinate with all students for Student Bank account details (for NEFT Transfer). The same is required for refund of Library and Security Deposit
- 20.6.2 Please allow a period of 3 weeks for issue of the Refund through NEFT

20.7 Duplicate Receipt:

Location: NMIMS Accounts Department

Procedure:

- 20.7.1 Please fill the Application for Duplicate Fee Receipt and submit Rupees 100 per receipt to Accounts Department
- 20.7.2 Please allow a period of a week for issue of receipt

21. Guidelines for International Student Exchange Program

21.1 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. This is managed by Department of International Linkages of the University. The Exchange Program has become increasingly popular with the students and every year students get a chance to spend Semester/Trimesters at a partner Institute. With the dedicated efforts of the International Linkages department, efforts are ongoing to have larger number of students to avail of this unique opportunity in every school. Students at NMIMS also benefit from interacting with overseas students who visit us as part of NMIMS Inbound exchange program and International Immersions.

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

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

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

1. The University Level:

- University of New South Wales, Australia
- Clark University, USA
- University of California, Berkeley, USA – Summer Sessions
- University of Texas at Dallas, USA
- Illinois Institute of Technology, USA
- The University of Missouri - Kansas City, USA
- Florida International University, USA
- Stony Brook University, USA
- Columbia University School of Professional Studies, USA
- St. Martin's University, Washington, USA
- Kings College London, UK
- Bristol University, UK
- University of Leeds, UK
- Abdullah Gul University, Kayseri, Turkey
- Virginia Tech. University, US
- University of Memphis, USA
- University of Guelph, CANADA
- University of Essex, UK
- University of Western Australia, Australia
- University of Chester, UK
- University of Stirling, UK
- Warwick Manufacturing Group, University of Warwick

2. School of Business Management (SBM):

- HEC Lausanne, Switzerland
- The Grenoble Ecole de Management, France
- KEDGE Business School (Previously – EUROMED Marseille) France
- NEOMA Business School (Previously ROUEN) France
- HLL Leipzig School of Management, Germany
- IESEG School of Management, Lille, Paris, France
- University of Erlangen-Nurnberg, Germany
- Europa Universitat Flensburg- EUF, Germany
- ESSCA Ecole De Management, France
- EDHEC Business School, France

- Purdue University, USA
- University of Texas at Dallas, USA
- Florida International University, USA
- University of South Florida, USA

3. School of Technology Management & Engineering (MPSTME):

- Virginia Tech, USA
- Stevens Institute of Technology, USA
- University of New South Wales, Australia
- Western Sydney University, Australia
- University of Canberra, Australia

4. School of Architecture (BSSA):

- University of Nebrija, Spain

5. School of Commerce (ASMSOC)

- University of Bristol UK
- University of South Australia, Australia
- University of Wollongong – Australia
- University of California Riverside, USA
- State University of New York at Albany, USA
- Clark University, USA
- University of Dallas – USA
- HEC Lausanne, Switzerland

6. School of Economics (SAMSOE)

- University of California Riverside, USA
- Clark University, USA
- University of Wollongong - Australia
- Dalhousie University – Canada
- University of Bristol – UK
- University of South Australia, Australia
- HEC Lausanne, Switzerland

21.3 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:

- 21.3.1 Completed the eligibility year of program as defined by respective Deans/Directors of school
- 21.3.2 Have a minimum CGPA of 2.25 and above as defined by respective Deans/ Directors of School.
- 21.3.3 Eligibility of International students coming to our campus recommended by the partner university should satisfy the eligibility criteria as per the memorandum of understanding signed between the Universities/ Schools.

21.4 Selection Criteria and Conditions

- 21.4.1 As defined by respective Deans/Directors of Schools
- 21.4.2 Defined by MoU between Partner University and NMIMS for incoming students

21.5 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:

- 21.5.1 Accommodation and daily living expenses including study materials
- 21.5.2 Travel Expenses
- 21.5.3 Passport and visa costs
- 21.5.4 Insurance cover
- 21.5.5 Any other incidental costs

21.6 Application procedure for students and Expectations from students

- 21.6.1 Students have to apply in specified application form as defined by respective Deans/ Directors of schools. Candidates with completed and accurate application will be interviewed by the International Linkages office. Successful candidates will then be nominated to the respective partner universities following which they have to complete the online application as instructions received from partner university via email.
- 21.6.2 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.
- 21.6.3 Upon joining the partner institute, the courses the students intends to take up should be finalized and communicated for approval to the NMIMS School authorities
- 21.6.4 Students need to ensure that they do not get any fail grade in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.
- 21.6.5 Other criteria as defined by Deans/Directors of the Schools.

21.7 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.

21.8 Enclosures:

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

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

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

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

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

22.1 Floods:

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

Before Floods	During Floods	After Floods
<ul style="list-style-type: none"> Identify and visit elevated areas in and around the Institute as places of refuge during a flood Be aware of drainage channels, and other low-lying areas known to flood suddenly. Consult and involve local authorities in the institutes Check out for the monsoon alerts for the heavy rains declared by the Municipal Corporation 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 equipment 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 	<ul style="list-style-type: none"> Evacuate to previously identified elevated areas Your life is most precious Avoid to save valuables at that moment. 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 	<ul style="list-style-type: none"> Stay away from downed power lines, and report them to Security Officer Leave the Institute / home only when authorities indicate it is safe Stay out of any building if it is surrounded by floodwaters Use extreme caution when entering buildings; there may be hidden damage, particularly 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.

22.2 Earthquake

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

Before Earthquake	During Earthquake	After Earthquake
<ul style="list-style-type: none"> • In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake. • Make sure your water heater and gas cylinder is secured and intact. This will ensure that it will not fall during an earthquake and hurt someone or start a fire. • Keep a torch and a mobile handy. • Keep the corridors in the hostel/house clear of furniture and other things, making movement easier. 	<p>If you are at home or inside a building</p> <ul style="list-style-type: none"> • Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture. • Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or even under a bed. <p>If you are in the street</p> <ul style="list-style-type: none"> • Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets. • Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse. <p>If you are driving</p> <ul style="list-style-type: none"> • Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle. 	<p>If you are at home or inside a building</p> <ul style="list-style-type: none"> • Expect aftershocks. Be prepared. Stay where you are and do not come out immediately. • Keep calm, 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. <p>If you are outside</p> <ul style="list-style-type: none"> • If you know that people have been buried, tell the rescue teams. Do not rush and do not worsen the situation of injured persons or your own situation. • Do not re-enter badly damaged buildings and do not go near damaged structures. • Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass. • Keep away from beaches and low banks of rivers. Huge waves may sweep in. • Keep updating yourself with latest information on earthquake through radio or T. V.

22.3 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
<ul style="list-style-type: none"> Identify the fire hazards and where fires might start, e.g. laboratories, storeroom, kitchen and other such places. Identify all the exit routes of the Institute. Check the adequacy of firefighting apparatus and its maintenance. 	<ul style="list-style-type: none"> Do not panic. Shout loudly for help. Do not run. Do not waste time in collecting valuables. 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. <p><i>If trapped or stranded:</i></p> <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Don't re-enter or permit anyone to enter the building, unless the fire officials have given permission to enter.

23. University level : Anti- Ragging Committee / Women Grievance Redressal Cell / Internal Complaints Committee / University Student Grievance Redressal Cell / Ombudsman.

- 23.1 **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 University level and School level, Please refer Part II of SRB.

Anti-Ragging Committees:

University				
	Name	Designation	E-mail ID	Contact no.
1.	Dr. Meena Chintamaneni	Chairperson	meena.chintamaneni@nmims.edu	022 42355555
2.	Mr. Paramanand Rajwar	Member	Paramanand.Rajwar@nmims.edu	022 42355558
3.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
4.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
5.	Mr. Samraj Dhasian	Member	Samraj.dhasian@nmims.edu	022 42355555
6.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
7.	Mr. Avinash Bairagi	Member (Police)	avinash1310.ab@gmail.com; juhupolicestation@gmail.com;	9967437521
8.	Dr. Christine D'Lima	Member (Lady Representative of Student Council Team)	Christine.Dlima@nmims.edu	022 42355555
9.	NGO representative will also be part of this committee.			
At Hostels, Mumbai				
	Shri Bhupesh Patel	Chairperson	bhupesh.patel@svkm.ac.in	98200 20700
	Shri Harshad H. Shah	Member	harshad.shah@svkm.ac.in	98202 93814
	Prof. Seema Mahajan	Member	seemam@nmims.edu	9820341341
	Dr. Meena Chintamaneni	Member	meena.chintamaneni@nmims.edu	4235 5550
	Mr. Venugopal K	Member	Venugopal.k@nmims.edu	022 42355557

23.2 Women Grievance Redressal Cell:

	Name	Designation	E-mail ID	Contact no.
1.	Prof. Sangita Kher, I/c Dean, ASMSOC, NMIMS	Chairperson	sangita.kher@nmims.edu	022 42355555
2.	Dr. Ketan Shah, Associate Professor & HOD, MPSTME	Member	ketanshah@nmims.edu	022 42355555
3.	Ms. Karuna Bhaya, Finance Officer, NMIMS	Member	KarunaB@nmims.edu	022 42355555
4.	Dr. Meena Galliara, Director, Centre for Sustainability Management & Social Ent	Member	Meena.Galliara@sbm.nmims.edu>	022 42355555
5.	Dr. Meena Chintamaneni, Registrar, NMIMS	Member Secretary	meena.chintamaneni@nmims.edu	022 42355555
6.	NGO Representative will also be part of this committee			

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

Internal Complaints Committee:

	Name	Designation	E-mail ID	Contact no.
1.	Prof. Sangita Kher, I/c Dean, ASMSOC, NMIMS	Chairperson	sangita.kher@nmims.edu	022 42355555
2.	Dr. Ketan Shah, Associate Professor & HOD, MPSTME	Member	ketanshah@nmims.edu	022 42355555
3.	Ms. Karuna Bhaya, Finance Officer, NMIMS	Member	KarunaB@nmims.edu	022 42355555
4.	Dr. Meena Galliara, Director, Centre for Sustainability Management & Social Ent	Member	Meena.Galliara@sbm.nmims.edu>	022 42355555
5.	Dr. Meena Chintamaneni, Registrar, NMIMS	Member Secretary	meena.chintamaneni@nmims.edu	022 42355555
6.	NGO Representative will also be part of this committee			

23.4 University Student Grievance Redressal Committee :

	Name	Designation	E-mail ID	Contact no.
1.	Dr. Alka Mahajan, Dean, MPSTME	Chairperson	alka.mahajan@nmims.edu	022 42355555
2.	Dr. Alok Misra, Dean KPMSOL	Member	Alok.Misra@nmims.edu	022 42355555
3.	Dr. Sachin Mathur, Associate Professor (Finance), SBM	Member	Sachin.Mathur@sbm.nmims.edu	022 42355555
4.	Prof. Amita Vaidya, Director, SAMSOE	Member	Amita.Vaidya@nmims.edu	022 42355555
5.	Prof. Dharendra Mishra, Assistant Professor (Mechanical), MPSTME	Member	Dhirendra.Mishra2@nmims.edu	022 42355555
6.	Ms. Pallavi Rallan, Assistant Professor, ASMSOC	Member	Pallavi.Rallan@nmims.edu	022 42355555
7.	Dy. Registrars concerned	Member		
8.	Dr. Meena Chintamaneni, Registrar, NMIMS	Member Secretary	meena.chintamaneni@nmims.edu	022 42355555

23.5 **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. *Justice Abhay Thipsay (Retd. Justice)* been appointed as Ombudsman at NMIMS University.

For more details, kindly refer AICTE regulations on Ombudsman.

24 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

Sr. No.	Category
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

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

25 List of E resources subscribed by NMIMS

Sr. No.	Database	Sr. No.	Database	Sr. No.	Database
	LIBRARY SOFTWARE		RESEARCH DATABASES		MARKETING DATABASES
1.	Koha	14.	CMIE: Economic Outlook	29.	TVADINDX
	GRAMMAR/PLAGIARISM CHECK SFT.	15.	CMIE: Prowess IQ	30.	WARC
2.	Grammarly	16.	Euromonitor International: Passport		CASE STUDY DATABASE
	ELECTRONIC JOURNAL DATABASES	17.	EViews 8	31.	Harvard Business School Publishing
3.	ProQuest Central	18.	Frost & Sullivan		FINANCE LAB
4.	EBSCO	19.	ISI Emerging Markets	32.	Bloomberg
5.	Economic and Political Weekly	20.	SPSS: AMOS		SWAYAM / NDL
6.	JSTOR	21.	Statista	33.	National Digital Library
7.	Mathscient	22.	STATA	34.	SWAYAM
	ENGINEERING DATABASES	23.	Inc42		
8.	DELNET		COMPANY DATABASE	35.	Consortium for Educational Communication (CEC)
9.	IEL Online /IEEE	24.	Capitaline		
10.	NPTEL		STATISTICAL DATABASE		
	E-BOOKS DATABASES	25.	IndiaStat		
11.	E-brary	26.	EPWRF India Time Series		
12.	Pearson E-Books		LAW DATABASES		
13.	South Asia Archive	27.	Hein Online		
		28.	SCC Online		

26 LIST OF HOLIDAYS FOR THE YEAR 2021

SVKM'S NMIMS Deemed to be University

	NMIMS (Mumbai, Navi Mumbai, Shirpur & Dhule)		NMIMS (Bangalore)		NMIMS (Hyderabad)		NMIMS (Indore)		NMIMS (Chandigarh)	Calendar2021
List of Holidays for the year 2021										
	OCCASION		OCCASION		OCCASION		OCCASION		OCCASION	DATE DAY
1	New Year	1	New Year	1	New Year	1	New Year	1	New Year	01-Jan-21 Friday
		2	Sankranti/Pongal	2	Sankranti/ Pongal	2	Sankranti/ Pongal	2	Lohri	14-Jan-21 Thursday
2	Republic Day	3	Republic Day	3	Republic Day	3	Republic Day	3	Republic Day	26-Jan-21 Tuesday
3	Mahashivratri					4	Mahashivratri	4	Mahashivratri	11-Mar-21 Thursday
4	Holi	4	Holi	4	Holi	5	Holi	5	Holi	29-Mar-21 Monday
5	Good Friday	5	Good Friday	5	Good Friday	6	Rang Panchami			02-Apr-21 Friday
6	Gudi Padwa	6	Ugadi	6	Ugadi					13-Apr-21 Tuesday
								6	Baisakhi	14-Apr-21 Wednesday
						7	Ram Navmi			21-Apr-21 Wednesday
7	Maharashtra Day	7	Labor Day	7	Labor Day					01-May-21 Saturday
8	Ramzan-Id			8	Ramzan-Id	8	Ramzan-Id	7	Ramzan-Id	13-May-21 Thursday
				9	Telangana Day					02-Jun-21 Wednesday
		8	Bakri-ID							21-Jul-21 Wednesday
						9	Janmashthami			30-Aug-21 Monday
9	Gopal Kala							8	Gopal Kala	31-Aug-21 Tuesday
10	Ganesh Chaturthi	9	Ganesh Chaturthi	10	Ganesh Chaturthi	10	Ganesh Chaturthi	9	Ganesh Chaturthi	10-Sep-21 Friday
11	Gandhi Jayanti	10	Gandhi Jayanti	11	Gandhi Jayanti	11	Gandhi Jayanti	10	Gandhi Jayanti	02-Oct-21 Saturday
12	Dushera	11	Dushera	12	Dushera	12	Dushera	11	Dushera	15-Oct-21 Friday
		12	Kannada Rajyotsava							01-Nov-21 Monday
13	Narak Chaturdashi/ Diwali	13	Narak Chaturdashi/ Diwali	13	Narak Chaturdashi/ Diwali	13	Narak Chaturdashi/ Diwali	12	Narak Chaturdashi/ Diwali	04-Nov-21 Thursday
14	Diwali (Balipratipada)	14	Diwali (Balipratipada)	14	Diwali (Balipratipada)	14	Dwali (Balipratipada)	13	Diwali (Balipratipada)	05-Nov-21 Friday
15	Diwali (Bhaubeej)	15	Diwali (Bhaubeej)	15	Diwali (Bhaubeej)	15	Diwali (Bhaubeej)	14	Diwali (Bhaubeej)	06-Nov-21 Saturday
								15	Gururanak Jayanti	19-Nov-21 Friday
16	Christmas	16	Christmas	16	Christmas	16	Christmas	16	Christmas	25-Dec-21 Saturday
Holidays falling on Sunday										
1	Independence Day	1	Independence Day	1	Independence Day	1	Independence Day	1	Independence Day	15-Aug-21 Sunday
2	Rakshabandhan			2	Rakshabandhan	2	Rakshabandhan			22-Aug-21 Sunday
3	Anant Chaturdasi									19-Sep-21 Sunday

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

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

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

NGASCE Centres at campuses will follow holiday list declared for campuses as above.

27 NMIMS INFOLINE (for Mumbai Campus)(can be updated for Respective campuses)

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-East, Police Station	26112813
D. N. Nagar, Andheri (W) Police Station	26303893 / 26304002 / 26303038
Andheri (E) Police Station	26831562 / 26842677
Santacruz Police Station	26492972 / 26487856
Fire Brigade	
Fire Brigade Help Line	101
Andheri Fire Station	26205301
Bandra Fire Station	26435206
Ambulance	102 / 1298/1252
Hospitals	
Dr. Balabhai Nanavati Hospital	26182255 / 2626 7500
Dr. Cooper Hospital	26207254
Travel Agency	
V-explore	42705205/ 42705255
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, staff and faculty members of SVKM Institutions	Location: N.M. College Area, 2 nd floor. Dr. Geeta Shah – 9820547571/ Dr.Goel-9869002653 /
Hostel(Contact – Mr. Venugopal)	
MKM Sanghvi Girls Hostel	022-26256382/ 83
Bansi Villa Girls Res. Flats	022-4235 5555 / 5557
Kalika Girls Res. Flats	022-4235 5555 / 5557
Sur Sagar Girls Res. Flats	022-4235 5555 / 5557
G. R. Jani Hostel Boys	022-42334056
Anand Hotel Premises Boys Res Flats	022-4235 5555 / 5557

Part II

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

Message from Director / Dean / Associate Dean

Message from Dean



Dear Student,

Welcome to the vibrant campus of the Mukesh Patel School of Technology, Management and Engineering, SVKM's Deemed to be NMIMS University. You are about to embark on an exciting journey which will see you achieving your dreams and ambitions at the end of it. We shall ensure that your experience surpasses your expectations and that; it is equally fulfilling and enjoyable.

This Student Resource Book (SRB) is your guide to the academic requirements, conduct rules and many activities that take place in and outside the classrooms. More importantly, it specifies the standards we hold and what we expect of you in your conduct as a student of this University. The compilation of academic curricula is separately given (progressively) for each Program. This is subject to changes based on the review and revisions recommended by the Board of Studies and approved by the Academic Council from time to time.

It is the responsibility of all the students to get themselves familiarized with the rules and regulations of the Institute and University. The University / Institute reserves the right to amend the rules and regulations mentioned in the SRB without any prior notice. The decision of the University shall be final on all the matters. The SRB is for the purpose of providing information to you about the University and its programmes and is not a regulation book of the University. Hence, no claim can be made based on the information given in this book.

Dear student, this is the time in your life when you need to plan ahead and work diligently to get maximum benefit out of the various avenues available to you through our multidisciplinary and flexible curriculum. You could choose to get more specialization in your branch of study through our advanced elective tracks or follow your inclination and pursue an interdisciplinary minor certification. Available also are opportunities to do your internship in the industry or a foreign university, get into a MS programme through our MoU's with top universities abroad or pursue research in your field.

What is important is for you to judiciously plan the course of your career right from the first year. This is also the time for you to develop an all-round personality, make lasting friendships and enjoy this phase of your college life.

We wish you all the very best in your pursuit for happiness and a successful career.



With Best Regards,
Alka Mahajan

Approved Academic Calendar of all programs

SVKM'S NMIMS
Mukesh Patel School of Technology Management & Engineering (Mumbai, Shirpur)
School of Technology Management & Engineering (Navi Mumbai, Indore)
Academic Calendar for the Academic Year: 2021-2022
First Year MBA Tech., B Tech, BTI

Details	Program-Semester	Start date	End Date	No. of Days (including Sundays and holidays)
Semester I (BTI) – August 16, 2021 to January 13, 2022				
Semester I (B Tech, MBA Tech) – September 1, 2021 to January 13, 2022				
Academic Instruction Duration (regular classes)	Semester I - BTI	August 16, 2021	December 24, 2021	131 days (18 weeks 5 days)
	Semester I - B Tech, MBA Tech	September 1, 2021	December 24, 2021	115 days (16 weeks 3 days)
Induction / Orientation	Semester I	September 1, 2021	September 8, 2021	8 days
Mid Term Test \ Internal Continuous Assessment	Class Test I of Semester I	October 11, 2021	October 16, 2021	6 days
	Class Test II of Semester I	November 22, 2021	November 27, 2021	6 days
Diwali Vacation	All Programs (For Faculty and Students)	November 01, 2021	November 07, 2021	7 days
Term End Exams	Semester I	January 4, 2022	January 13, 2022	10 days
Central Assessment Program	Semester I	January 6, 2022	January 15, 2022	10 days
Winter Vacation	All Programs (For Faculty and Students)	December 26, 2021	January 01, 2022	7 days
Re-Exams	Semester I - B Tech, MBA Tech, BTI	February 22, 2022	February 26, 2022	5 days

Gururaj
JR/AR
of the school

ABeer
Associate Dean
of the school

Alka
Director/Dean
of the school

Sandhya
DR-Academics
NMIMS

Mam
Controller of Examination
NMIMS

SVKM'S NMIMS
Mukesh Patel School of Technology Management & Engineering (Mumbai, Shirpur)
School of Technology Management & Engineering (Navi Mumbai, Indore)
Academic Calendar for the Academic Year: 2021-2022
First Year MBA Tech., B Tech, BTI

Details	Program-Semester	Start date	End Date	No. of Days (including Sundays and holidays)
Semester II (B Tech, MBA Tech, BTI) - January 17 to May 19, 2022				
Academic Instruction Duration (regular classes)	Semester II	January 17, 2022	May 6, 2022	110 days (15 weeks 4 days)
Mid Term Test \ Internal Continuous Assessment	Class Test I of Semester II	February 21, 2022	February 26, 2022	6 days
	Class Test II of Semester II	March 28, 2022	April 4, 2022	8 days
Term End Exams	Semester II	May 10, 2022	May 19, 2022	10 days
Central Assessment Program	Semester II	May 12, 2022	May 20, 2022	11 days
Summer Vacation	All Programs (For Faculty and Students)	April 27, 2022	June 7, 2022	42 days
	Faculty teaching 1 st year	May 21, 2022	July 1, 2022	42 days
Re-Exams	Semester II - B Tech, MBA Tech, BTI	June 28, 2022	July 2, 2022	5 days
Commencement of next Academic year	July 11, 2022			

Grand
11/8/2021
JR/AR
of the school

ABhinav
11/08/2021
Associate Dean
of the school

Chakraborty
Director/Dean
of the school

Vandana
12/8
DR-Academics
NMIMS

Pradyumn
13/8/21
Controller of Examination
NMIMS

SVKM'S NMIMS
Mukesh Patel School of Technology Management & Engineering,
Academic Calendar for the Academic Year: 2021-2022
MBA Tech, B Tech, B Tech (Int), MCA and M Tech (Mumbai, Shirpur, Navi Mumbai, Indore)

Details	Program-Semester	Start date	End Date	No. of Days (including Sundays and holidays)	No. of Public Holidays
Semester I (MCA, M Tech), III, V, VII, IX (BTI)- July 12, 2021 to October 30, 2021					
Semester IX (MBA Tech)- September 13, 2021 to December 07, 2021					
Academic Instruction Duration (regular classes)	Semester I - MCA, M Tech Semester III, V, VII Semester IX (BTI)	July 12, 2021	October 30, 2021	111 days (15 weeks 6 days)	4 days
	Semester IX - MBA Tech	September 13, 2021	December 07, 2021	86 days (12 weeks 2 days)	9 days (including Diwali vacation)
Mid Term Test \ Internal Continuous Assessment	Test I of I (MCA, M. Tech) III, V, VII and IX (BTI)	August 16, 2021	August 21, 2021	6 days	-
	Test I of Semester IX - MBA Tech	October 11, 2021	October 16, 2021	6 days	-
	Test II of I (MCA, M. Tech), III, V, VII and IX (BTI)	September 27, 2021	October 04, 2021	8 days	1 day
	Test II of Semester IX - MBA Tech	November 15, 2021	November 20, 2021	6 days	-
Diwali Vacation	All Programs (For Faculty and Students)	November 01, 2021	November 07, 2021	7 days	
Term End Exams	Semester I (MCA, M. Tech), III, V, VII, IX (BTI)	November 10, 2021	November 26, 2021	17 days	-
	Semester IX - MBA Tech	December 11, 2021	December 21, 2021	11 days	-
Central Assessment Program	Semester I (MCA, M. Tech), III, V, VII, IX (BTI)	November 12, 2021	November 30, 2021	19 days	-
	Semester IX - MBA Tech	December 13, 2021	December 24, 2021	11 days	-
Winter Vacation	All Programs (For Faculty and Students)	December 26, 2021	January 01, 2022	7 days	
Re-Exams	Semester I (MCA, M. Tech), III, V, VII, IX (BTI)	January 24, 2022	February 4, 2022	12 days	1 day
	Semester IX - MBA Tech	February 18, 2022	February 26, 2022	9 days	

Guar
 JR/AR
 of the school

Archana Dhar
 Associate Dean
 of the school

Alkhil
 Director/Dean
 of the school

Vandana
 DR-Academics
 NMIMS

Mmy
 Controller of Examination
 NMIMS

SVKM's NMIMS
Mukesh Patel School of Technology Management & Engineering,
Academic Calendar for the Academic Year: 2021-2022
MBA Tech, B Tech, B Tech (Int), MCA and M Tech (Mumbai, Shirpur, Navi Mumbai, Indore)

Details	Program-Semester	Start date	End Date	No. of Days (including Sundays and holidays)	No. of Public Holidays
Semester II (MCA, M Tech), IV, VI, VIII, X (BTI) – December 06, 2021 to April 1, 2022					
Semester X (MBA Tech)– January 3 to April 23, 2022					
Academic Instruction Duration (regular classes)	Semester II (MCA, M. Tech), Semester IV, VI, VIII, VIII (BTI Civil), Semester X (BTI)	December 6, 2021	April 1, 2022	117 days (16 weeks 5 days)	10 days (Including winter vacation)
	Semester X (MBA Tech)	January 3, 2022	April 23, 2022	111 days (15 weeks 6 days)	3 days
Mid Term Test / Internal Continuous Assessment	Test I of Semester II (MCA, M. Tech), IV, VI, VIII, VIII (BTI Civil), X (BTI)	January 17, 2022	January 22, 2022	6 days	
	Test I of Semester X (MBA Tech)	February 7, 2022	February 12, 2022	6 days	
	Test II of Semester II (MCA, M. Tech), IV, VI, VIII, VIII (BTI Civil), X (BTI)	February 28, 2022	March 05, 2022	6 days	
	Test II of Semester X (MBA Tech)	March 28, 2022	April 4, 2022	8 days	1 day
Term End Exams	Semester II, (MCA, M. Tech), IV, VI, VIII, VIII (BTI Civil), X (BTI)	April 06, 2022	April 23, 2022	18 days	1 day
	Semester X (MBA Tech)	April 27, 2022	May 7, 2022	11 days	
Central Assessment Program	Semester II (MCA, M. Tech), IV, VI, VIII, VIII (BTI Civil), X (BTI)	April 08, 2022	April 26, 2022	20 days	
	Semester X (MBA Tech)	April 29, 2022	May 9, 2022	11 days	
Summer Vacation	All Programs (For Faculty and Students)	April 27, 2022	June 7, 2022	42 days	
	Faculty teaching MBA Tech 5 th year	May 10, 2022	June 20, 2022	42 days	
Re-Exams	Semester II (MCA, M. Tech), IV, VI, VIII, VIII (BTI Civil), X (BTI)	June 6, 2022	June 16, 2022	11 days	
	Semester X (MBA Tech)	June 15, 2022	June 25, 2022	11 days	
Commencement of next Academic year		July 4, 2022			

Gaurav
JR/AR
of the school

Achana
Associate Dean
of the school

Prashant
Director/Dean
of the school

Vandana
v.s. DR-Academics
NMIMS

Nam
Controller of Examination
NMIMS

2. General Guidelines

2.1 In addition to the Code of Conduct mentioned in Part I section 2.0, students should wear smart casuals to college. For girl students, off shoulder tops/spaghetti tops/crop tops/transparent dress/shorts are strictly not allowed.

2.2 Guidelines for resuming operations after the lockdown

2.2.1 Wear an appropriate face cover / mask at all times.

2.2.2 Greet people with the traditional 'Namaste', rather than a handshake.

2.2.3 Ensure social distancing. Gatherings should be avoided.

2.2.4 Maintain social distancing in laboratories and classrooms

2.2.5 Lifts to be used at less than half their capacity to avoid crowding.

2.2.6 All students should ensure that they sanitize their hands after pressing the lift buttons, switches or any other surfaces.

2.2.7 Students should ensure the availability of hand sanitizer with them and sanitize their hands frequently.

2.2.8 Sanitizer should have at least 70% alcohol content and hands should be scrubbed with it for 30 to 40 seconds. If using soap and water, hands should be scrubbed for at least 40 to 60 seconds.

2.2.9 All students should take care of their own health and check out for symptoms like fever, cough, respiratory illness etc. If unwell, or are having any such symptoms, they should refrain from attending school and they should report to their guide.

2.2.10 If unwell, students should home quarantine themselves as per the guidelines issued by the State Government / Ministry of Health and Family Welfare, Govt. of India.

2.2.11 Students having existing sickness/co-morbidities should take extra precautions.

2.2.12 Avoid physical meetings unless it is essential to convene.

2.2.13 Students should not report to the school if they are unwell or if their family member(s) is/are unwell.

2.2.14 Students should visit the library during the specified slots only which will be communicated in due course.

2.2.15 Students should ensure prior booking of pilot plant and animal house facility.

2.2.16 Students should carry lunch/eatables and water bottle if the canteen services are not available.

2.2 Academic Guidelines

School uses learning management system for smooth conduction of academic and administrative activities. Online Student Portal is available to get updates on the following:

- (i) Notices
- (ii) Daily Attendance
- (iii) Internal Continuous Assessment
- (iv) Examination
- (v) Teaching Scheme & Syllabus

For more details, refer Part I, item 15

Contact hours and credit details are as follows: - From Part I

Details	Credit	Equivalence in hrs. per week	Total Hours in 15 weeks of a Semester
Class room teaching	1	1	15
Lab/presentation of work	1	2	30
Tutorial	1	1	15

Credits for Internship / In-Plant Training and Projects of MBA Tech., B. Tech. and B. Tech. Integrated programs are based on the stream

2.3 Program Validity

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

Sr. No.	Name of the programme	Duration of the programme (in years)	Maximum duration permissible for completion the programme (in years)
1	MBA Tech	5	7
2	B Tech	4	6
3	B Tech Integrated	6	8
4	M Tech	2	4
5	MCA	2	4

2.4 Discipline Norms and Penalty

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

2.4.1 Anti-Ragging Committee

1.	Dr. Alka Mahajan	Chairperson	alka.mahajan@nmims.edu	9820189008
2.	Dr Anuja Agarwal	Member Secretary	anuja.agarwal@nmims.edu	9004678000
3.	Dr. Seema Shah	Member	Seema.shah@nmims.edu	9833818846
4.	Mr. Avinash Bairagi	Member (Police)	avinash1310.ab@gmail.com ; juhupolicestation@gmail.com	9967437521
5.	Ms. Jayshree Dhabaria	Member	contactvyf@gmail.com	9833302122
6.	Mr. Rajesh Udawat	Member	Rajeshudawat72@gmail.com	9826017566
7.	Dr. Ajay Phirke	Member	Ajay.phirke@nmims.edu	9619993107
8.	Dr. Manjusha Joshi	Member	Manjusha.Joshi@nmims.edu	9619102215
9.	Ms. Anjali Barmukh	Member	Anjali.Barmukh@nmims.edu	9820031359
10.	Mr. Hemant Kolambe	Member	Hemant.Kolambe@nmims.edu	8286262181
11.	Ms. Chetna Shah	Member	Chetna.Shah@nmims.edu	9819001827
12.	Ms. Rhea Gupta	Member (Lady Representative of Student Council Team)	rheagupta.nmims@gmail.com	9920042930
13.	Mr. Kumar Narayan Singh	Member		9326064437
14.	NGO representative will also be part of this committee.			

Ragging Squad

1.	Dr. Manoj Sankhe	Chairperson	Manoj.sankhe@nmims.edu	9224574993
2.	Prof. S. Nagalakshmi	Member Secretary	S.Nagalakshmi@nmims.edu	9969033784
3.	Prof. Kamal Mistry	Member	Kamal.Mistry@nmims.edu	9768666215
4.	Prof. Samadhan Deshmukh	Member	Samadhan.Deshmukh@nmims.edu	9004392646
5.	Dr. Vinita Khatri	Member	Vinita.Khatri@nmims.edu	9757305047
6.	Prof. Deoyani Joshi	Member	Deoyani.Joshi@nmims.edu	9820292081
7.	Prof. Sumita Nainan	Member	Sumita.Nainan@nmims.edu	9867753210
8.	Prof. Gaurav Londhe	Member	Gaurav.Londhe@nmims.edu	9920745414
9.	Prof. Yashodhan Karulkar	Member	Yashodhan.Karulkar@nmims.edu	9820638370
10.	Mr. Ravikumar Bellary	Member	Ravikumar.Bellary@nmims.edu	9819660202

2.4.2 Disciplinary Committee

1.	Dr. Archana Bhise	Convener	Archana.Bhise@nmims.edu	9819300924
2.	Dr. Manoj Anaokar	Member	Manoj.Anaokar@nmims.edu	9869107573
3.	Dr. Prachi Natu	Member	Prachi.Natu@nmims.edu	9881357811
4.	Prof. Saurav Verma	Member	Saurav.Verma@nmims.edu	9920477884
5.	Prof. Ainal Abdul Azeez	Member	AinalAbdul.Azeez@nmims.edu	9049349478
6.	Ms. Minal Naik	Member	Minal.Naik@nmims.edu	8446836240
7.	Mr. Amol Tare	Member	Amol.Tare@nmims.edu	9273592379

2.4.3 Woman Grievance Redressal Committee

1.	Dr. Anuja Agarwal	Chairperson	Anuja.Agarwal@nmims.edu	9004678000
2.	Dr. Usha Ghosh	Member	Usha.Ghosh@nmims.edu	9869167906
3.	Dr. Ashwini Rao	Member	Ashwini.Rao@nmims.edu	8652266591
4.	Dr. Sanket Gudekar	Member	Sanket.Gudekar@nmims.edu	9867802049
5.	Prof. Swati Donde	Member	Swati.Donde@nmims.edu	9967647920
6.	Dr. Jinu Kurian	Member	Jinu.Kurian@nmims.edu	9833952219
7.	Prof. Prasad Gharat	Member	Prasad.Gharat@nmims.edu	9820675266
8.	Ms. Vidhi Kapoor	Member	vidhi.kapoor22@nmims.edu.in	8369080628
9.	Mr. Prakash Jadhav	Member	Prakash.Jadhav@nmims.edu	9552711847

2.4.4 Collegiate Student Grievance Redressal Committee

1.	Dr. Vaishali Kulkarni	Chairperson	Vaishali.Kulkarni@nmims.edu	9920668187
2.	Dr. V.R. Lakshmigorty	Member	VR.Lakshmigorty@nmims.edu	9757075048
3.	Prof. Avadhut Kshirsagar	Member Secretary	Avadhut.kshirsagar@nmims.edu	9769660013
4.	Dr. Siba Panda	Member	Siba.Panda@nmims.edu	8080616910
5.	Prof. Geetha Iyer	Member	Geetha.Iyer@nmims.edu	9819757189
6.	Mr. Milind Sable	Member	Milind.Sable@nmims.edu	9833428757
7.	Ms. Chetna Shah	Member	Chetna.Shah@nmims.edu	9819001827
8.	Mr. Ishaan Shetty	Member	ishaan.shetty58@nmims.edu.in	8408905902

2.4.5 Department Student Grievance Redressal Committee

	B Tech			
1.	Dr. Vaishali Kulkarni	Chairperson	Vaishali.Kulkarni@nmims.edu	9920668187
2.	Prof. Geetha Iyer	Member	Geetha.Iyer@nmims.edu	9819757189
3.	Dr Meenal Mategaonkar	Member	Meenal.mategaonkar@nmims.edu	9323141646
4.	Dr. Siba Panda	Member	Siba.Panda@nmims.edu	8080616910
5.	Ms. Poorva Chadha	Student Representative	poorva.chadha11@nmims.edu.in	88284 67640
	MBA Tech			
1.	Dr. Anuja Agarwal	Chairperson	Anuja.Agarwal@nmims.edu	9004678000
2.	Dr. Archana Bhise	Member	Archana.Bhise@nmims.edu	9819300924
3.	Dr Ketan Shah	Member	Ketan.shah@nmims.edu	9892793545
4.	Prof. Prasad Gharat	Member	Prasad.Gharat@nmims.edu	9820675266
5.	Sehaj Singh Bhalla	Student Representative	sehajsingh.bhalla09@nmims.edu.in	88284 50857
	B Tech Integrated			
1.	Dr. Seema Shah	Chairperson	Seema.shah@nmims.edu	9833818846
2.	Dr Avinash More	Member	Avinash.more@nmims.edu	9833442232
3.	Dr. Asha Ingle	Member	Asha.ingle@nmims.edu	9769020012
4.	Dr Ashwini Rao	Member	Ashwini.rao@nmims.edu	8652266591
5.	Tanya Kulkarni	Student Representative	tanya.kulkarni42@nmims.edu.in	98672 44275

2.4.5 Institutional Student Grievance Redressal Committee

1.	Dr. Vaishali Kulkarni	Chairperson	Vaishali.Kulkarni@nmims.edu	9920668187
2.	Dr. V.R. Lakshmigorty	Member	VR.Lakshmigorty@nmims.edu	9757075048
3.	Prof. Avadhut Kshirsagar	Member Secretary	Avadhut.kshirsagar@nmims.edu	9769660013
4.	Dr. Siba Panda	Member	Siba.Panda@nmims.edu	8080616910
5.	Dr. Geetha Iyer	Member	Geetha.Iyer@nmims.edu	9819757189
6.	Mr. Milind Sable	Member	Milind.Sable@nmims.edu	9833428757
7.	Ms. Chetna Shah	Member	Chetna.Shah@nmims.edu	9819001827
8.	Mr. Ishaan Shetty	Member	ishaan.shetty58@nmims.edu.in	8408905902

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

A student will undergo Internal Continuous Assessment (ICA) for each course/subject in all the semesters. Various components of such continuous assessment would be as decided by the respective course/ subject faculty and approved by Dean /Director of the school concerned.

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

Component	Marks
Mid Term Test / Project/Assignment/ Presentation/ Weekly Tests / Case Study/ Quizzes / any other (School)	50
Final term / semester-end examination (University)	50
Total	100

3.1 Semester-end-exam Passing Criteria for each Course

- To pass in a particular course/subject in any of the semester end examination or semester end re-examination, student must secure a minimum of 40% marks of the total maximum marks of that subject, in the semester end examination.
- “F” Grade will be awarded, where marks obtained are less than 40% in aggregate or where the marks obtained in the semester end examination are less than 40% of the total maximum marks of the respective course.
- Students who obtain marks between 40 and 49.99 would be awarded ‘D’ grade (low pass). Please refer to the ‘Grading’ scheme as mentioned in point no. 8.
- For course/subjects, which have only Internal Continuous Assessment component, minimum passing requirement will be 40%.
- There is no provision for award of grace marks to any student.

3.2 Non – fulfilment of Passing Criteria

A student who has failed to fulfill the passing criteria as given above, will be required to appear for semester-end re-examination which will be conducted after declaration of results as per the Academic Calendar. The internal marks will be carried forward for the re-examination. A student has to submit an online re-examination form and students who fail to submit the form will not be allowed to appear for the re- examination. A student who has failed to fulfil the passing criteria of semester I courses after reexamination, will be allowed to attend the classes and appear at the examination/ re-examination of Semester II. Remedial classes will be organized, on request, for students who failed to fulfil the passing criteria as mentioned above, before the conduct of the re-examination.

3.3 Progression to the subsequent year of the programme

A student will be promoted to the subsequent year of the programme as per permissible F / D grade (refer 4.9).

4. Promotion Rules and ATKT (Allowed To Keep Terms) : B. Tech. / B. Tech (Integrated) / MBA (Tech.) General

- A student who has passed in all the courses/subjects (as per the criteria laid down herein under) 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 programme. 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 programme (wherever applicable)

- 4.2 A student will be promoted to the subsequent year of the program even when he/she has equivalent of up to two 'F' grades (Two 'D's seen as equivalent to one 'F' grade), refer table section 4.9. For example, a student who fails in Semester I examination will be "Allowed To Keep Term" (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 courses/subjects of the first semester of that academic year. This criterion will apply to the subsequent years also.
- 4.3 Such students will be allowed to appear at term-end re-examination in the F & D grade courses/subjects. The internal assessment marks obtained by the students will be carried forward. Students are advised to keep track of the examination / re- examination timetables.
- 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 the re- examination form online and / or 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.
- 4.5 A student who has equivalent of or upto two 'F' grades (Two 'D's seen as equivalent to one 'F' grade) in **B. Tech. (Integrated) / B.Tech. / MBATech** program in an academic year after the said re-examination will also be allowed to enter the next year of the program. Such students will be required to appear for examinations of **the F & D grade subjects** during the related Semester-end examinations / re-examinations along-with the regular students of next year.
- 4.6 **ICA with TEE (TEE conducted by the School)** – The re-examination of such courses/subjects will be held with the re-examination of the subjects conducted by University. The Examination will be held only for the TEE component; however, the ICA marks will remain unchanged. If a student fails in re-examination (Refer passing criterion), he /she will have to take re-admission or appear for the re-examination
- 4.7 As regards to the admission to third year, students must have passed in all the courses/subjects of first year (As per progression rule). For admission to the fourth year, students must have passed in all the courses/subjects of second year. Similarly, for admission to the fifth year, students must have passed in all the subjects of third year (wherever applicable).
- 4.8 Courses with only ICA component
If a student does not satisfy passing criteria there will be no re-examination, the student has to take re-admission in the next academic year. (Refer Item No 3. as mentioned above)
- 4.9 As regards to the admission to the third year, students must have passed in all the courses/subjects of first year. For admission to the fourth year, students must have passed in all the courses/subjects of second year. Similarly, for admission to the fifth year, students must have passed in all the courses/subjects of third year (wherever applicable).

Pl refer to the following table for different scenarios for better understanding:

Progression	Progression not allowed
2F,0D	3F, 0D
1F,2D	2F,>=1D
0F,1D	1F,>=3D
0F,2D	>=3F,>=1D
0F,3D	4F,0D
0F,4D	
1F,1D	
1F,0D	
0F,0D	

4.10 Promotion Rules: M. Tech. / MCA

A student will be promoted to the subsequent year of the programme only when he/she has no F grade and/or not more than 2 D grades in the year after re-examination.

A student who does not fulfill the promotion criteria as given above should take re- admission in the next academic year. In this case, the student concerned will have to attend the classes in the subject in which he/she has obtained 'F' and/ or 'D' grade, complete his internal assessments afresh and appear at the semester-end examination. Usual attendance norms need to be fulfilled by the student concerned.

- 4.11 ICA with TEE (TEE conducted by the School) – If a student gets 'D'(more than the permissible limit) / 'F' grade, after re-examination, he/she can take re- admission in the next academic year. For details, refer Item No. 3 as mentioned above.
- 4.12 Courses with only ICA component–If a student does not satisfy passing criteria there will be no re-examination, the student has to take re-admission in the next academic year.

5 Attendance Rule

In continuation to Point No 3.2.4, students who have attendance less than 80% in individual subject/s in a 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 will not be permitted to appear at the semester end examination conducted for that semester and will have to take re-admission in the same semester in the 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. Such students will not be allowed to keep term of higher/further semesters and will be required to take re-admission in subsequent academic year.

6. Grading System

- The University follows a letter grading system leading to the award of a four-point Grade Point Average (GPA) for each term and Cumulative Grade Point Average (CGPA) for all the terms until date.
- 'Letter grades' and corresponding 'grade points' are as under:

Grade	Grade Points	Class interval of marks	
A+	4	100%	85%
A	3.75	84.99%	81%
A-	3.5	80.99%	77%
B+	3.25	76.99%	73%
B	3	72.99%	69%
B-	2.75	68.99%	65%
C+	2.5	64.99%	61%
C	2.25	60.99%	57%
C-	2	56.99%	50%
D	1.5	49.99%	40%
F	0	39%	0

6.1 Calculation of Grade Point Average (GPA)

Grade point Average for a term will be computed by dividing, the sum of product of grade point of each course/subjects and credit value assigned to each respective course by the sum of credits

assigned to all the courses / subjects for the related term.

$$GPA = \frac{\sum C \times G}{\sum C}$$

where,

C = Credit value assigned to a course /subject

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

GPA = Grade point Average shall be calculated for individual term and referred to as Semester/ Trimester Grade Point Average.

6.2 Calculation of Cumulative Grade Point Average (CGPA)

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

$$CGPA = \frac{\sum C \times G}{\sum C}$$

where,

C = Credit value assigned to a course /subject

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

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

7. General Examination Rules

- A student who remains absent from term / semester re-examination / s due to any reason in any subject shall be marked as 'AB' in the result / grade sheet / transcript for the subject / s in which he / she has remained absent. All such students will be allowed to appear at re-examination in the said subject. A student who remains absent in the re-examination would not be able to avail any further reexamination chance.
- In order to receive the degree, the student will have to pass in all the examinations of all the years
- Grievance Redressal : In case a student is not satisfied with the result / grade received by him in a particular subject, he/she may follow the 'Grievance Redressal Procedure' in case he/ she desires.
- The fees for re-examinations and re-admission will be decided by the University from time to time.
- In case of any disputes / differences, decision of the University shall be final and binding on the students. If a student desires to institute any legal proceedings against the University, such legal proceedings shall be instituted only in court at Mumbai in whose jurisdiction the application is submitted by the student and not in any other court.
- Modification in criteria/rules: On the recommendation of the Board of Studies of the MPSTME and the Board of Examinations, the Academic Council shall have the sole discretionary right to modify all or any of the above criteria at any time without prior notice.

These rules would be applicable to all the students who took admission / re-admission w.e.f. the academic year 2021- 2022.

7.1 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 Continuous Assessments and the details of evaluation instruments, their weightages and schedule are announced by the course faculty at the respective School.

7.2 The common semester end examination is 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 (ICA) and semester-end examination in the form of analysis of current development.

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

- 7.4 Deviation, if any, from above mentioned evaluation schemes will be communicated separately.
- 7.5 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.
- 7.6 If the Term End examination is conducted by school, the re-examination will also be conducted by school.**

8 Project / Internship / In-Plant Training Guidelines

There shall be following opportunities of industry interaction for MBA (Tech) and B Tech students:

- i. B Tech and MBA Tech Technical Internship Program (TIP) for 8 weeks after Third Year
- ii. Management Internship Program (MIP) of 19 weeks (May to 1st week of September) after Fourth Year for MBA Tech

8.1 B Tech / MBA Tech Technical Internship Program (TIP) (Training)

- a. TIP will be for 6-8 weeks after semester VI.
- b. The objective of 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.
- c. 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/her progress.
- d. The TIP operational guidelines covering the process and the evaluation criteria will be shared in semester V of the program.

8.2 MBA Tech Management Internship Program (Training)

The training shall be of 12 weeks duration commencing at the end of 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**

8.3 B Tech / MBA Tech Summer Training

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).

8.4 Course policy / Tutorial policy

- a) The course policy / tutorial policy document for a particular course/subject provides detailed information about the teaching plan, pedagogy, reference material and evaluation criteria.
- b) At the beginning of every semester, the faculty members will share the course policy / tutorial policy for every course/subject.

8.5 **Inplant Training**

Inplant training is an integral part of the B. Tech Integrated Program. For the Batch of 2015-21 & 2016-22 the students have to undergo the In-plant Training in 6th year (semester XI & semester XII). From the batch of 2017-23 onwards, the students have to undergo In-plant Training in the 4th year Semester VIII and 6th year Semester XI of the program. Through the In-plant Training the students get exposure to the industry which helps to put the lessons learnt in the classroom to practice. Each In-plant Training that spans across the entire semester is of 18 weeks' duration.

As an Inplant Trainee in Semester VIII, the students are expected to get well versed with the industry norms, protocol and practices. Students should obtain practical experience via study projects and basic implementation of technology as per work allocation by the industry. The exposure to basic practical hands on tasks will help to take up advanced level industry exposure during In-plant Training in semester XI of the program.

The Inplant Training in the 6th year semester XI will ensure the students obtain practical experience by working on latest technology, thereby enhancing his/her technical skills making him industry ready. The college will assist the students in selecting the most appropriate industry in their field of specialization during both the In-plant Training semesters.

Every student will have an industry mentor and a faculty mentor who will guide and monitor his/her progress.

The student is expected to report the industry mentor on a daily basis and submit the progress report to the faculty mentor on a fortnightly basis. In addition to this the student has to appear for the term end final presentation/ viva and submit the final report both in hard and soft copy as per the format shared.

The template for joining report, fortnightly progress report, final report and final presentation will be shared with the student at the start of the semester.

9 **Technical assistantships**

- A limited number of technical assistantships from time to time may be available for all students of M. Tech.
- There will be a notice from concerned faculty inviting applications from students to assist the min doing a research project for a stipulated period.
- 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)

- A. **Technical Growth** - Graduates will be successful in modern engineering practice and entrepreneurship, integrate into the local and global workforce, and contribute to the economy of India.
- B. **Professional Skills** – Graduates will continue to acquire and demonstrate the professional skills necessary to be competent employees, assume leadership roles, and enjoy career success and satisfaction.
- C. **Professional Attitude and Citizenship**-Graduates will become productive citizens demonstrating high ethical and professional standards, make sound engineering or managerial decisions, and have enthusiasm for the profession and professional growth.

Student Outcomes (SOs)

Graduates of the B Tech. in Information Technology program will have an ability to:

1. Analyze a complex computing problem and to apply principles of computing and other



relevant disciplines to identify solutions.

2. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.
3. Communicate effectively in a variety of professional contexts.
4. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
5. Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.

In addition to outcomes 1 through 5, graduates of the Information Technology program will also have an ability to: Identify and analyze user needs and to take them into account in the selection, creation, integration, evaluation, and administration of computing-based systems.

In addition to outcomes 1 through 5, graduates of the Cybersecurity program will also have an ability to:

6. Apply security principles and practices to maintain operations in the presence of risks and threats.



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)

- A. **Technical Growth** - Graduates will be successful in modern engineering practice and entrepreneurship, integrate into the local and global workforce, and contribute to the economy of India.
- B. **Professional Skills**-Graduates will continue to acquire and demonstrate the professional skills necessary to be competent employees, assume leadership roles, and enjoy career success and satisfaction.
- C. **Professional Attitude and Citizenship**-Graduates will become productive citizens demonstrating high ethical and professional standards, make sound engineering or managerial decisions, and have enthusiasm for the profession and professional growth.

Student Outcomes (SOs)

Graduates of the B.Tech. in Computer Engineering program will have an ability to:

1. Identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics.
2. Apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors.
3. Communicate effectively with a range of audiences.
4. Recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts.
5. Function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.
6. Develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions.
7. Acquire and apply new knowledge as needed, using appropriate learning strategies.



Data Science Department

Vision

Play a distinct role in providing excellence in Data Science, Artificial Intelligence, Machine Learning and Management fundamentals and concepts using scientific methods, processes, algorithms and systems to extract knowledge and insights, thereby creating human resources of value to industry and society both at national and international level.

Mission

1. To prepare human resource in the areas of technical and management domains with strong analytical aptitude and problem-solving skills to meet the contemporary Business Analytics demands of the industry and society by delivering relevant curriculum, using the state-of-the-art pedagogical innovations developed by strong industry linkages, and undertake relevant research and consultancy.
2. Ensure multifaceted development of students, faculty and staff in computational sciences to Work on real life challenging problems through continuous introspection and inputs.
3. Set up the international linkages with Institutes/Industry of repute.

Program Educational Objectives (PEOs)

The Program Educational Objectives of B. Tech Data Science (Business Analytics), B. Tech Integrated (Data Science), MBA Tech Data Science, M. Tech Data Science (Business Analytics) and M. Tech Artificial Intelligence Programs are to produce graduates and post graduates with the following objectives:

- A. Establish themselves as Data Scientists, Data Engineers, Artificial Intelligence and Machine Learning Engineers and Subject Matter Experts in various private and public sectors that are involved in the design, creation, maintenance and use of industrial and organization data and help nation building
- B. Solve real world problems by applying knowledge ethically that will benefit organizations and society at large.
- C. Adapt to changing trends in Data Science, Business Analytics, Artificial Intelligence and Machine Learning and become lifelong learners.

Student Outcomes (SOs)

1. Identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics.
2. Apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors.
3. Communicate effectively with a range of audiences.
4. Recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts.
5. Function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.
6. Develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions.
7. Acquire and apply new knowledge as needed, using appropriate learning strategies.



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.

Program Educational Objectives (PEOs)

- A. **Technical Growth** - Graduates will be successful in modern engineering practice and entrepreneurship, integrate into the local and global workforce, and contribute to the economy of India.
- B. **Professional Skills** – Graduates will continue to acquire and demonstrate the professional skills necessary to be competent employees, assume leadership roles, and enjoy career success and satisfaction.
- C. **Professional Attitude and Citizenship** – Graduates will become productive citizens demonstrating high ethical and professional standards, make sound engineering or managerial decisions, and have enthusiasm for the profession and professional growth.

Student Outcomes (SOs)

Graduates of the B. Tech. in Electronics and Telecommunication Engineering program will have an ability to:

1. Identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics.
2. Apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors.
3. Communicate effectively with a range of audiences.
4. Recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts.
5. Function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.
6. Develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions.
7. Acquire and apply new knowledge as needed, using appropriate learning strategies.



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

1. Provide quality education in conformity with advancements in technology and management
2. Encourage relevant research, development and entrepreneurship qualities in students, faculty and staff through teamwork with learning.
3. Develop strong industry linkages to ascertain and resolve the socio-economic problems related to Civil Engineering, with due consideration to safety and economy in ethical manner.

Program Educational Objectives (PEOs)

- A. Technical Growth - Graduates will be successful in modern engineering practice and entrepreneurship, integrate into the local and global workforce, and contribute to the economy of India.
- B. Professional Skills - Graduates will continue to acquire and demonstrate the professional skills necessary to be competent employees, assume leadership roles, and enjoy career success and satisfaction.
- C. Professional Attitude and Citizenship - Graduates will become productive citizens demonstrating high ethical and professional standards, make sound engineering or managerial decisions, and have enthusiasm for the profession and professional growth.

Student Outcomes (SOs)

Graduates of the B. Tech. in Civil Engineering program will have the ability to:

1. Identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics.
2. Apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors.
3. Communicate effectively with a range of audiences.
4. Recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts.
5. Function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.
6. Develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions.
7. Acquire and apply new knowledge as needed, using appropriate learning strategies.



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.

Program Educational Objectives (PEOs)

- A. **Technical Growth** - Graduates will be successful in modern engineering practice and entrepreneurship, integrate into the local and global workforce, and contribute to the economy of India.
- B. **Professional Skills** - Graduates will continue to acquire and demonstrate the professional skills necessary to be competent employees, assume leadership roles, and enjoy career success and satisfaction.
- C. **Professional Attitude and Citizenship** – Graduates will become productive citizens demonstrating high ethical and professional standards, make sound engineering or managerial decisions, and have enthusiasm for the profession and professional growth.

Student Outcomes (SOs)

1. Identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics.
2. Apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors.
3. Communicate effectively with a range of audiences.
4. Recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts.
5. Function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.
6. Develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions.
7. Acquire and apply new knowledge as needed, using appropriate learning strategies.



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:

- A. Apply mechanical engineering and electrical engineering knowledge and skills to problems and challenges in the areas of mechatronic engineering.
- B. 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.
- C. Engage in lifelong learning in their profession and practice professional and ethical responsibility.

Student Outcomes (SOs)

Graduates of the B Tech. in Mechatronics Engineering program will have an ability to:

1. Identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics.
2. Apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors.
3. Communicate effectively with a range of audiences.
4. Recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts.
5. Function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.
6. Develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions.
7. Acquire and apply new knowledge as needed, using appropriate learning strategies.



Technology Management Department

Vision

“Nurturing Young Minds to help them transform into Leaders who can leverage appropriate Technology for Business goals.”

Mission

To develop the student as a multi-skilled person who will be able to solve real world problems holistically through:

1. A balance of appropriate Technology and Management inputs,
2. Substantial exposure to Industry & corporate work culture via twin Industry Internships in Technical and Management domains.
3. Imparting value based business practices by a mix of Academic and Industry experienced faculty.
4. Innovative and entrepreneurial mindset

Program Objectives of MBA Tech

1. The Program aims to create Business Leaders who can leverage appropriate technology for Business excellence in the company they serve or for their entrepreneurial venture, displaying ethical and socially responsible behavior.
2. Student will develop the ability to harness emerging Technologies in their chosen field of Engineering (IT/ Computer/ Electronics and Telecommunication/Mechanical/ Chemical and Civil) and integrate with specialized knowledge of finance, marketing, operations and Business Analytics.

Program Educational Objectives

- A. Communicates effectively through formal and informal channels
- B. Displays contemporary and insightful knowledge in various functional areas of Engineering and Management and leverage it to achieve business excellence.
- C. Analyses issues from multiple perspectives, asks insightful questions and assimilates information well PEO4: Acts as a leader and role model for ethical, professional, and social behaviour and understands the societal implications of managerial and technical decisions
- D. Works effectively in a multi-functional team environment
- E. Has ability to take risks, think out of the box and be entrepreneurial
- F. Ability to create new knowledge through Research & Design and become lifelong learner

4. Course Structures & Guidelines – of all programmes

MBA Tech (Information Technology) Course Structure 2021-2026

First Year			
Semester – I	Credits	Semester – II	Credits
Calculus	4	Linear Algebra and Differential Equations	4
Physics	4	Quantum and Statistical Physics	3
English Communication	3	Elements of Biology	3
Programming for Problem Solving	3	Engineering Graphics and Design	3
Basic Electrical and Electronics Engineering	3	Data Structures and Algorithms	3
Design Thinking	0	Professional Ethics	1
Workshop Practice	2	Constitution of India	0
		Critical Thinking	0
Second Year			
Semester – III	Credits	Semester – IV	Credits
Discrete Mathematics	3	Probability and Statistics	3
Environmental Science	2	Signal and Systems	4
Principles of Economics and Management	3	Operating Systems	3
Digital Logic & System Design	3	Computer Networks	3
Database Management Systems	3	Web Programming	3
Computer Architecture	3	Principles of Artificial Intelligence	3
Object Oriented Programming	3	Data Warehousing and Mining	4
Community Service	0		
Third Year			
Semester – V	Credits	Semester – VI	Credits
Human Computer Interaction	3	Management Accounting for Engineers	2
Embedded Systems	3	Mobile Application Development	2
Software Engineering	3	Machine Learning	3
Elective - I (Any One)	3	Software Project Management	2
Elective - II (Any One)	3	System Administration	2
Open Elective - I (Mixed Pool)	3	Elective - III (Any One)	3
Open Elective - II (Humanities)	3	Elective - IV (Any One)	3
		Open Elective - III (Basic Science)	3
		Open Elective - IV (Technical Pool)	3
Technical Internship			
Fourth Year			
Semester VII	Credits	Semester VIII	Credits
Elective - V (Any One)	3	Cloud Computing	3
Information Systems Security	3	Elective - VI (Any One)	3
Open Elective - V (Technical Pool)	3	Major Project	8
Minor Project	6	Financial Management	2

Operations Management	2	Business Analytics	2
Financial Analysis and Working Capital Management	2	B 2 B Marketing	2
Marketing Management	2	Organizational Behaviour	2
Information System Management	2	Business Research Method	2
Quantitative Techniques	2	Project Management	2
Innovation – I	1	Corporate Communication	2
		Innovation – II	1
Fifth Year			
Semester IX	Credits	Semester X	Credits
Legal Aspects of Business	2	Technology & Innovation Management	2
Human Resource Management	2	Foreign Language (Any One - Chinese / Spanish / German)	2
Strategic Management	2	Choose any four	
Choose any four		Elective-6	2
Elective-1	2	Elective-7	2
Elective-2	2	Elective-8	2
Elective-3	2	Elective-9	2
Elective-4	2	Elective-10	2
Elective-5	2	MIP- 1st March - 25th May - (12 weeks)	
Summer Internship /Capstone Project			

MBA Tech (Computer Engineering) Course Structure 2021-2026

First Year			
Semester – I	Credits	Semester – II	Credits
Calculus	4	Linear Algebra and Differential Equations	4
Physics	4	Quantum and Statistical Physics	3
English Communication	3	Elements of Biology	3
Programming for Problem Solving	3	Engineering Graphics and Design	3
Basic Electrical and Electronics Engineering	3	Data Structures and Algorithms	3
Design Thinking	0	Professional Ethics	1
Workshop Practice	2	Constitution of India	0
		Critical Thinking	0
Second Year			
Semester – III	Credits	Semester – IV	Credits
Probability and Statistics	3	Complex Variables and Transforms	4
Discrete Mathematics	3	Computer Organization and Architecture	3
Environmental Science	2	Design and Analysis of Algorithms	3
Management Accounting for Engineers	2	Principles of Economics and Management	3
Digital Logic Design	3	Microprocessor and Microcontroller	4
Database Management Systems	3	Theoretical Computer Science	3
Computer Networks	3	Web Programming	3
Data Cleaning and Loading	2		
Community Service	0		
Third Year			
Semester – V	Credits	Semester – VI	Credits
Software Engineering	3	System Security	3
Artificial Intelligence	3	Object oriented Software Engineering	3
Image and Video Processing	4	Data Mining	3
Operating Systems	3	Department Elective II	3
Department Elective I	3	Department Elective III	3
Open Elective I	3	Open Elective III	3
Open Elective II	3	Open Elective IV	3
Technical Internship			
Fourth Year			
Semester VII	Credits	Semester VIII	Credits
Cloud Computing	3	Department Elective VI	3
Department Elective IV	3	Major Project	8
Department Elective V	3	Business Analytics	2
Open Elective V	3	Financial Management	2
Minor Project	6	B 2 B Marketing	2
Operations Management	2	Organizational Behaviour	2
Financial Analysis and Working Capital Management	2	Business Research Method	2

Marketing Management	2	Project Management	2
Information System Management	2	Corporate Communication	2
Quantitative Techniques	2	Innovation – II	1
Innovation –I	1		
Fifth Year			
Semester IX	Credits	Semester X	Credits
Legal Aspects of Business	2	Technology & Innovation Management	2
Human Resource Management	2	Foreign Language (Any One - Chinese / Spanish / German)	2
Strategic Management	2	Choose any four	
Choose any four		Elective-6	2
Elective-1	2	Elective-7	2
Elective-2	2	Elective-8	2
Elective-3	2	Elective-9	2
Elective-4	2	Elective-10	2
Elective-5	2	MIP- 1st March - 25th May - (12 weeks)	
Summer Internship /Capstone Project			

MBA Tech Data Science Course Structure 2021-25

First Year			
Semester – I	Credits	Semester – II	Credits
Calculus	4	Linear Algebra and Differential Equations	4
Physics	4	Quantum and Statistical Physics	3
English Communication	3	Elements of Biology	3
Programming for Problem Solving	3	Engineering Graphics and Design	3
Basic Electrical and Electronics Engineering	3	Data Structures and Algorithms	3
Design Thinking	0	Professional Ethics	1
Workshop Practice	2	Constitution of India	0
		Critical Thinking	0
Second Year			
Semester – III	Credits	Semester – IV	Credits
Optimization Methods	4	Stochastic processes and applications	3
Environmental Science	2	Principles of Economics and Management	3
Management Accounting for Engineers	2	Statistical Structures in Data and Inference	4
Managing Uncertainty	4	Data Base Management System	3
Data Gathering and Cleaning- ETL process	3	Data handling and visualization	2
Information Security and Privacy	2	Introduction to Data, Signal, and Image Analysis	4
Community Services	0	Android Application Development	3
Third Year			
Semester V	Credits	Semester VI	Credits
Introduction to Modern Application Development	4	Computer Vision	4
Artificial Intelligence	3	Application of ML	3
Foundations of Machine Learning	4	DEPT. Elective – III	4
DEPT. Elective - I	3	DEPT. Elective – IV	4
DEPT. Elective – II	3	Open Elective- III	3
Open Elective – I	3	Open Elective – IV	3
Open Elective – II	3		
Technical Internship			
Fourth year			
Semester VII	Credits	Semester VIII	Credits
Deep Learning	4	Major Project	12
NLP	4	Machine Learning Engineering	
Big Data	4	Capstone Project	

D Elective – V	4	Business Analytics	2
Minor Project	2	Financial Management	2
Open Elective – V	3	B 2 B Marketing	2
Open Elective-VI		Organizational Behaviour	2
Operations Management	2	Business Research Method	2
Financial Analysis and Working Capital Management	2	Innovation – II	1
Marketing Management	2	Project Management	2
Information System Management	2	Corporate Communication	2
Quantitative Techniques	2	Technical PROJECT – 2	
Innovation – I	1	Technical open elective – 2	
Technical PROJECT – 1			
Technical open elective – 1	3		
Fifth Year			
Semester IX	Credits	Semester X	Credits
Legal Aspects of Business	2	Technology & Innovation Management	2
Human Resource Management	2	Foreign Language (Any One - Chinese / Spanish / German)	2
Strategic Management	2	Choose any four	
Choose any four		Elective-6	2
Elective-1	2	Elective-7	2
Elective-2	2	Elective-8	2
Elective-3	2	Elective-9	2
Elective-4	2	Elective-10	2
Elective-5	2	MIP- 1st March - 25th May - (12 weeks)	
Summer Internship /Capstone Project	4		

MBA (Tech) Mechanical Course Structure 2021-2026

First Year			
Semester- I	Credits	Semester – II	Credits
Calculus	4	Linear Algebra and Differential Equations	4
Physics	4	Chemistry	3
English Communication	3	Elements of Biology	3
Basic Electrical and Electronics Engineering	3	Programming for Problem Solving	3
Professional Ethics	1	Engineering Graphics and Design	3
Design Thinking	0	Environmental Science	2
Workshop Practice	2	Critical Thinking	0
		Constitution of India	0
Summer : Community Service			
Second Year			
Semester – III	Credits	Semester – IV	Credits
Complex Variables and Transforms	4	Probability and Statistics	3
Engineering Mechanics	4	Strength of Materials	4
Engineering Thermodynamics	3	Materials Engineering	4
Manufacturing Processes-I	2	Kinematics and Dynamics of Machines	4
Machine Drawing	3	Principles of Economics & Management	3
Fluid Mechanics	4	Classical Physics	3
Machine Shop-I	1		
Third Year			
Semester – V	Credits	Semester – VI	Credits
Applied Thermodynamics	4	Design of Machine Elements –I	4
Manufacturing Processes – II	2	Heat Transfer	4
Department Elective – I	3	Machine Shop - II	1
Department Elective – II	3	Department Elective – III	3
Management Accounting for Engineers	2	Department Elective – IV	3

Open Elective - I	3	Open Elective - III	3
Open Elective - II	3	Open Elective - IV	3
Technical Internship			
Fourth Year			
Semester – VII	Credits	Semester – VIII	Credits
CAD/CAM/CIM	4	Mechanical Measurements and Metrology	4
Department Elective – V	3	Major Project	8
Department Elective – VI	3	Business Analytics	2
Open Elective - V	3	Financial Management	2
Minor Project	6	B 2 B Marketing	2
Operations Management	2	Organizational Behaviour	2
Financial Analysis and Working Capital Management	2	Business Research Method	2
Marketing Management	2	Innovation – II	1
Information System Management	2	Project Management	2
Quantitative Techniques	2	Corporate Communication	2
Innovation – I	1	Finite Element Analysis	3
Fifth Year			
Semester IX	Credits	Semester X	Credits
Legal Aspects of Business	2	Technology & Innovation Management	2
Human Resource Management	2	Foreign Language (Any One - Chinese / Spanish / German)	2
Strategic Management	2	Choose any four	
Choose any four		Elective-6	2
Elective-1	2	Elective-7	2
Elective-2	2	Elective-8	2
Elective-3	2	Elective-9	2
Elective-4	2	Elective-10	2
Elective-5	2	MIP- 1st March - 25th May - (12 weeks)	
Summer Internship /Capstone Project	4		

MBA Tech Artificial Intelligence Course Structure 2021-26

First Year			
Semester – I	Credits	Semester – II	Credits
Calculus	4	Linear Algebra and Differential Equations	4
Physics	4	Probability and Random variables	3
English Communication	3	Elements of Biology	3
Programming for Problem Solving	3	Professional Ethics	1
Basic Electrical and Electronics Engineering	3	Engineering Graphics and Design	3
Workshop Practice	2	Data Structures and Algorithms	3
Design Thinking	0	Critical Thinking	0
		Constitution of India	0
Second Year			
Semester – III	Credits	Semester – IV	Credits
Discrete Mathematics	3	Environmental Science	2
Random processes and Estimation Techniques	4	Statistical Methods	3
Management accounting for Engineers	2	Machine Learning	3
Digital Electronics and Microprocessor	3	Signal and Image Processing	3
Principles of Operating Systems	3	Optimization Techniques	3
Computer Organization and Architecture	3	Principles of Economics and Management	3
Introduction to Artificial Intelligence	3	Integral Transforms	3
Community Service	0		
Third Year			
Semester V	Credit	Semester VI	Credits
Computer Vision	3	Artificial Intelligence	3
Deep Learning	3	Robotics	3
Basic Control Theory	3	Computer Networks	3
Department Elective - I	3	Department Elective - V	3
Department Elective - II	3	Department Elective - VI	2
Department Elective - III	3	Department Elective - VII	1
Department Elective - IV	1	Open Elective - II	3
Open Elective I	3	Open Elective - III	3
Technical Internship			
Fourth year			
Semester VII	Credits	Semester VIII	Credits
Distributed Computing	3	Human Computer Interaction	3
Open Elective - IV	3	Natural Language Processing	3

Department Elective - VIII	3	Open Elective - V	3
Minor Project	6	Major Project	8
Operations Management	2	Business Analytics	2
Financial Analysis and Working Capital Management	2	Financial Management	2
Marketing Management	2	B 2 B Marketing	2
Information System Management	2	Organizational Behavior	2
Quantitative Techniques	2	Business Research Method	2
Innovation –I	1	Project Management	2
		Corporate Communication	2
		Innovation –II	1
Fifth year			
Semester IX	Credits	Semester X	Credits
Legal Aspects of Business	2	Technology & Innovation Management	2
Human Resource Management	2	Foreign Language (Any One - Chinese / Spanish / German)	2
Strategic Management	2	Choose any four	
Choose any four		Elective-6	2
Elective-1	2	Elective-7	2
Elective-2	2	Elective-8	2
Elective-3	2	Elective-9	2
Elective-4	2	Elective-10	2
Elective-5	2	MIP- 1st March - 25th May - (12 weeks)	
Summer Internship /Capstone Project	4		

B Tech (Information Technology) Course Structure 2021-2025

First Year			
Semester – I	Credits	Semester – I	Credits
Calculus	4	Linear Algebra and Differential Equations	4
Physics	4	Quantum and Statistical Physics	3
Elements of Biology	3	English Communication	3
Programming for Problem Solving	3	Basic Electrical and Electronics Engineering	3
Engineering Graphics and Design	3	Data Structures and Algorithms	3
Professional Ethics	1	Design Thinking	0
Constitution of India	0	Workshop Practice	2
Critical Thinking	0		
Second Year			
Semester – III	Credits	Semester – IV	Credits
Discrete Mathematics	3	Probability and Statistics	3
Environmental Science	2	Signal and Systems	4
Principles of Economics and Management	3	Operating Systems	3
Digital Logic & System Design	3	Computer Networks	3
Database Management Systems	3	Web Programming	3
Computer Architecture	3	Principles of Artificial Intelligence	3
Object Oriented Programming	3	Data Warehousing and Mining	4
Community Service	0		
Third Year			
Semester – V	Credits	Semester – VI	Credits
Human Computer Interaction	3	Management Accounting for Engineers	2
Embedded Systems	3	Mobile Application Development	2
Software Engineering	3	Machine Learning	3
Elective - I (Any One)	3	Software Project Management	2
Elective - II (Any One)	3	System Administration	2
Open Elective - I (Mixed Pool)	3	Elective - III (Any One)	3
Open Elective - II (Humanities)	3	Elective - IV (Any One)	3
		Open Elective - III (Basic Science)	3
		Open Elective - IV (Technical Pool)	3
Technical Internship			
Fourth Year			
Semester VII	Credits	Semester VIII	Credits
Elective - V (Any One)	3	Major Project	12
Elective - VI (Any One)	3		
Information Systems Security	3		
Cloud Computing	3		
Open Elective - V (Technical Pool)	-		
Minor Project	2		

B Tech (Computer Engineering) Course Structure 2021-2025

First Year			
Semester – I	Credits	Semester – II	Credits
Calculus	4	Linear Algebra and Differential Equations	4
Physics	4	Quantum and Statistical Physics	3
Elements of Biology	3	English Communication	3
Programming for Problem Solving	3	Basic Electrical and Electronics Engineering	3
Engineering Graphics and Design	3	Data Structures and Algorithms	3
Professional Ethics	1	Design Thinking	0
Constitution of India	0	Workshop Practice	2
Critical Thinking	0		
Second Year			
Semester – III	Credits	Semester – IV	Credits
Probability and Statistics	3	Complex Variables and Transforms	4
Discrete Mathematics	3	Computer Organization and Architecture	3
Environmental Science	2	Design and Analysis of Algorithms	3
Management Accounting for Engineers	2	Principles of Economics and Management	3
Digital Logic Design	3	Microprocessor and Microcontroller	4
Database Management Systems	3	Theoretical Computer Science	3
Computer Networks	3	Web Programming	3
Data Cleaning and Loading	2		
Community service	0		
Third Year			
Semester – V	Credits	Semester – VI	Credits
Software Engineering	3	System Security	3
Artificial Intelligence	3	Object Oriented Software Engineering	3
Image and Video Processing	4	Data Mining	3
Operating Systems	3	Department Elective II	3
Department Elective I	3	Department Elective III	3
Open Elective I	3	Open Elective III	3
Open Elective II	3	Open Elective IV	3
Technical Internship			
Fourth Year			
Semester VII	Credits	Semester VIII	Credits
Cloud Computing	3	Major Project	12
Department Elective IV	3		
Department Elective V	3		
Department Elective VI	3		
Open Elective V	3		
Minor Project	2		

B Tech (Computer Science and Business Systems) Course Structure 2021-2025

First Year			
Semester – I	Credits	Semester – II	Credits
Discrete Mathematics	4	Linear Algebra	4
Statistics, Probability & Calculus	4	Statistical Methods	5
Fundamentals of Computer Science	4	Data Structures & Algorithms	4
Principles of Electrical Engineering	4	Principles of Electronics Engineering	4
Physics for Computing Science	4	Fundamentals of Economics	2
Business Communication & Value Science – I	4	Business Communication & Value Science – II	4
		Environmental Sciences	0
Second Year			
Semester – III	Credits	Semester – IV	Credits
Formal Language and Automata Theory	5	Operating Systems	4
Computer Organization & Architecture	4	Database Management Systems	4
Object Oriented Programming	4	Software Design with UML	4
Computational Statistics	4	Introduction to Innovation, IP Management & Entrepreneurship	3
Software Engineering	5	Business Communication & Value Science – III	5
Indian Constitution	0	Operations Research	3
		Essence of Indian Traditional Knowledge	0
Third Year			
Semester – V	Credits	Semester – VI	Credits
Design And Analysis of Algorithms	4	Computer Networks	4
Compiler Design	4	Information Security	4
Fundamentals of Management	3	Artificial Intelligence	4
Business Strategy	3	Financial & Cost Accounting	4
Design Thinking	3	Business Communication & Value Science–IV	3
Mini Project	1	Elective- II (Choose any one) √ Data Mining and Analytics √ Modern Day Robotics and Its Industrial Applications √ Modern Web Applications	4
Elective- I (Choose any one) √ Cloud, Microservices and Application √ Machine Learning	4		
Fourth Year			
Semester – VII	Credits	Semester – VIII	Credits
Usability Design of Software Applications	3	Services Science & Service Operational Management	4
IT Workshop Skylab / Matlab	3	IT Project Management	4
Financial Management	3	Marketing Research & Marketing Management	3
Human Resource Management	3	Elective V	4
Elective III	4	Elective VI	4
Elective IV	4	Project Evaluation II	2
Project Evaluation I	1		

B Tech (Computer Science) Course Structure 2021-2025

First Year			
Semester – I	Credits	Semester – II	Credits
Calculus	4	Linear Algebra and Differential Equations	4
Physics	4	Quantum and Statistical Physics	3
Elements of Biology	3	English Communication	3
Programming for Problem Solving	3	Basic Electrical and Electronics Engineering	3
Engineering Graphics and Design	3	Data Structures and Algorithms	3
Professional Ethics	1	Workshop Practice	2
Constitution of India	0	Design Thinking	0
Critical Thinking	0		
Second Year			
Semester – III	Credits	Semester – IV	Credits
Probability and Statistics	3	Complex Variables and Transforms	4
Discrete Mathematics	3	Principles of Economics and Management	3
Environmental Sciences	2	Design and Applications of IoT	4
Management Accounting for Engineers	2	Design and Analysis of Algorithms	3
Digital Design and Computer Architecture	3	Theoretical Computer Science	3
Database Management Systems & Information Retrieval	3	Operating Systems	3
Computer Networks	3	Programming Workshop	2
Essentials of Computer Science	2		
Object Oriented Programming	2		
Community service	0		
Third Year			
Semester – V	Credits	Semester – VI	Credits
Software Engineering	3	Introduction to Natural Language Processing	3
Compiler Design	3	Internet and Network Security	3
Image Processing	3	Data Mining	3
Web Programming	3	Department Elective II	3
Department Elective I	3	Department Elective III	3
Open Elective I	3	Open Elective III	3
Open Elective II	3	Open Elective IV	3
Technical Internship			
Fourth Year			
Semester VII	Credits	Semester VIII	Credits
Data Center & Cloud Computing	3	Major Project	12
Department Elective IV	3		
Department Elective V	3		
Department Elective VI	3		
Open Elective V	3		
Minor Project	2		

B Tech Data Science (Business Analytics) Course Structure 2021-25

First Year			
Semester – I	Credits	Semester – II	Credits
Calculus	4	Linear Algebra and Differential Equations	4
Physics	4	Quantum and Statistical Physics	3
Elements of Biology	3	English Communication	3
Programming for Problem Solving	3	Basic Electrical and Electronics Engineering	3
Engineering Graphics and Design	3	Data Structures and Algorithms	3
Professional Ethics	1	Design Thinking	0
Constitution of India	0	Workshop Practice	2
Critical Thinking	0		
Second Year			
Semester – III	Credits	Semester – IV	Credits
Optimization Methods	4	Management Accounting for Engineers	2
Principles of Economics & Management	3	Stochastic processes and applications	3
Environmental Science	2	Statistical Structures in Data and Inference	4
Managing Uncertainty	4	Data Base Management System	3
Data Gathering and Cleaning- ETL process	3	Data handling and visualization	2
Information Security and Privacy	2	Introduction to Data, Signal, and Image Analysis	4
Community Service	0	Android Application Development	3
Third Year			
Semester V	Credits	Semester VI	Credits
Introduction to Modern Application Development	4	Computer Vision	4
Artificial Intelligence	3	Application of ML	3
Foundations of Machine Learning	4	DEPT. Elective – III	4
DEPT. Elective - I	3	DEPT. Elective – IV	4
DEPT. Elective – II	3	Open Elective- III	3
Open Elective – I	3	Open Elective – IV	3
Open Elective – II	3		
Technical Internship			
Fourth year			
Semester VII	Credits	Semester VIII	Credits
Deep Learning	4	Major Project	12
NLP	4		
Big Data	4		
DEPT. Elective – V	4		
Minor Project	2		
Open Elective – V	3		

B Tech (Electronics and Telecommunication Engineering) Course Structure 2021-25

First Year			
Semester – I	Credits	Semester – II	Credits
Calculus	4	Linear Algebra and Differential Equations	4
Physics	4	Quantum and Statistical Physics	3
Elements of Biology	3	Basic Electrical and Electronics Engineering	3
Programming for Problem Solving	3	Data Structures and Algorithms	3
Engineering Graphics and Design	3	Workshop Practice	2
Professional Ethics	1	English Communication	3
Constitution of India	0	Design Thinking	0
Critical Thinking	0		
Second Year			
Semester – III	Credits	Semester – IV	Credits
Complex Variables and Transforms	4	Probability and Statistics	3
Electronic Devices and Circuits	3	Electromagnetic Wave Theory	3
Digital Logic Design	3	Control System Engineering	4
Circuit and Network Theory	4	Communication Theory and Systems	4
Signals and Systems	4	Analog Circuits Analysis and Design	3
Principles of Economics and Management	3	Microprocessor and Microcontroller	4
		Management Accounting for Engineers	2
Third Year			
Semester V	Credits	Semester VI	Credits
Discrete Time Signal Processing	3	Stochastic Processes	3
Discrete Mathematics	3	Research Methodology	1
Environmental Sciences	2	Computer Networks	3
Department Elective 1	3	Microwave and Antenna Theory	3
Department Elective 2	3	Department Elective 3	3
Open Elective (Mixed Pool)	3	Department Elective 4	3
Open Elective (Technical Pool)	3	Open Elective (Technical Pool)	3
		Open Elective (HSSM)	3
Technical Internship			
Fourth Year			
Semester VII	Credits	Semester VIII	Credits
Fiber Optic Communication and Networks	3	Major Project	12
Wireless Communication Technology	2		
Digital Voice and Broadband Communication	3		
Department Elective 5	3		
Department Elective 6	3		
Open Elective (Mixed Pool)	3		
Minor Project	2		

B Tech (Civil Engineering) Course Structure: 2021-25

First Year			
Semester – I	Credits	Semester – II	Credits
Calculus	4	Linear Algebra and Differential Equations	4
Physics	4	Engineering Mechanics	3
Basic Electrical and Electronics Engineering	3	Chemistry	3
Engineering Graphics and Design	3	Programming for Problem Solving	3
Professional Ethics	1	English Communication	3
Design Thinking	0	Construction Technology	2
Engineering Workshop	2	Constitution of India	0
		Critical Thinking	0
Second Year			
Semester – III	Credits	Semester – IV	Credits
Elements of Biology	3	Environmental Science	2
Complex Variables and Transforms	4	Principles of Economics and Management	3
Geology	3	Concrete Technology	3
Strength of Materials	4	Fluid Mechanics and Hydraulics	4
Management Accounting for Engineers	2	Soil Mechanics	4
Building Design and Drawing	2	Theory of Structures	4
Surveying	3	Probability and Statistics	3
Community Service	0	Workshop on Building Planning and Design	0
Third Year			
Semester V	Credits	Semester VI	Credits
Water and Wastewater Engineering	4	Quantity Surveying and Estimation	4
Transportation Engineering	3	Design of Concrete Structures	3
Hydraulics and Fluid Machinery	3	Modern Construction Equipment and Techniques	3
Foundation Engineering	3	Department Elective – II	3
Department Elective – I	3	Department Elective – III	3
Open Elective Course – I	3	Open Elective Course – III	3
Open Elective Course – II	3	Open Elective Course – IV	3
		Computer applications in Civil Engineering 1	0
Technical Internship			
Fourth year			
Semester VII	Credits	Semester VIII	Credits
Construction Project and Finance Management	3	Major Project	12
Department Elective – IV	3		
Department Elective – V	3		
Department Elective – VI	3		
Open Elective Course – V	3		
Minor Project	2		
Computer applications in Civil Engineering 2	0		

B Tech (Mechanical Engineering) Course Structure 2021-2025

First Year			
Semester – I	Credits	Semester - II	Credits
Calculus	4	Linear Algebra and Differential Equations	4
Physics	4	Chemistry	3
Elements of Biology	3	Programming for Problem Solving	3
English Communication	3	Engineering Graphics and Design	3
Basic Electrical and Electronics Engineering	3	Environmental Science	2
Constitution of India	0	Professional Ethics	1
Critical Thinking	0	Design Thinking	0
Workshop Practice	2		
Summer: Community Service			
Second Year			
Semester – III	Credits	Semester - IV	Credits
Complex Variables and Transforms	4	Probability and Statistics	3
Engineering Mechanics	4	Strength of Materials	4
Engineering Thermodynamics	3	Kinematics and Dynamics of Machines	4
Manufacturing Processes-I	2	Applied Thermodynamics	4
Machine Drawing	3	Machine Shop-I	1
Materials Engineering	4	Principles of Economics & Management	3
Management Accounting for Engineers	2	Classical Physics	3
Third Year			
Semester – V	Credits	Semester - VI	Credits
Design of Machine Elements -I	4	Heat Transfer	4
Manufacturing Processes – II	2	CAD/CAM/CIM	4
Fluid Mechanics	4	Machine Shop - II	1
Department Elective – I	3	Department Elective – III	3
Department Elective – II	3	Department Elective – IV	3
Open Elective - I	3	Open Elective - III	3
Open Elective - II	3	Open Elective - IV	3
Technical Internship			
Fourth Year			
Semester – VII	Credits	Semester - VIII	Credits
Finite Element Analysis	3	Major Project	12
Mechanical Measurements and Metrology	4		
Department Elective – V	3		
Department Elective – VI	3		
Open Elective - V	3		
Minor Project	2		

B Tech (Mechanical and Automation Engineering) Course Structure 2021-2025

First Year			
Semester – I	Credits	Semester – II	Credits
Calculus	4	Linear Algebra and Differential Equations	4
Physics	4	Chemistry	3
Elements of Biology	3	Programming for Problem Solving	3
English Communication	3	Engineering Graphics and Design	3
Basic Electrical and Electronics Engineering	3	Environmental Sciences	2
Constitution of India	0	Professional Ethics	1
Critical Thinking	0	Design Thinking	0
Workshop Practice	2		
Summer: Community Service			
Second Year			
Semester – III	Credits	Semester - IV	Credits
Complex Variables and Transforms	4	Probability and Statistics	3
Engineering Mechanics	4	Strength of Materials	4
Engineering Thermodynamics	3	Kinematics and Dynamics of Machines	4
Manufacturing Processes-I	2	Fluid Mechanics and Machinery	4
Machine Drawing	3	Machine Shop	1
Materials Engineering	4	Principles of Economics & Management	3
Management Accounting for Engineers	2	Classical Physics	3
Third Year			
Semester – V	Credits	Semester - VI	Credits
Design of Machine Elements	4	Instrumentation and Control	4
Manufacturing Processes – II	2	CAD/CAM/CIM	4
Hydraulic and Pneumatic Systems	4	Numerical Methods :Programming	1
Department Elective – I	3	Department Elective – III	3
Department Elective – II	3	Department Elective – IV	3
Open Elective - I	3	Open Elective - III	3
Open Elective - II	3	Open Elective - IV	3
Technical Internship			
Fourth Year			
Semester – VII	Credits	Semester – VIII	Credits
Finite Element Analysis	3	Major Project	12
Mechatronics System Design	4		
Department Elective – V	3		
Department Elective – VI	3		
Open Elective - V	3		
Minor Project	2		

B Tech (Mechatronics Engineering) Course Structure: 2021-25

First Year			
Semester – I	Credits	Semester – II	Credits
Calculus	4	Linear Algebra and Differential Equations	4
Physics	4	Quantum and Statistical Physics	3
Elements of Biology	3	English Communication	3
Programming for Problem Solving	3	Basic Electrical and Electronics Engineering	3
Engineering Graphics and Design	3	Data Structures and Algorithms	3
Professional Ethics	1	Design Thinking	0
Constitution of India	0	Workshop Practice	2
Critical Thinking	0		
Second Year			
Semester – III	Credits	Semester – IV	Credits
Complex Variables and Transforms	4	Environmental Sciences	2
Applied Statics and Dynamics	3	Probability and Statistics	3
Principles of Economics and Management	3	Management Accounting for Engineers	2
Introduction to Digital Systems	3	Fundamentals of Control Systems	3
Manufacturing Processes	3	Microprocessor Systems and Interfacing	3
Electronic Systems	3	Mechanics of Materials	4
Fluid Mechanics & Machinery	3	Thermodynamics & Heat Transfer	3
Community Service	0	Chemistry	3
Third Year			
Semester V	Credits	Semester VI	Credits
Industrial Electronics & Drives	3	Research Methodology	1
Dynamics of Machines	3	Industrial Control Systems	3
Signal, systems and Inference	3	Mechanical Measurements & Instrumentation	2
Department Elective – I	3	Industrial Robotics	3
Department Elective – II	3	Department Elective – III	3
Open Elective -I	3	Department Elective – IV	3
Open Elective –II	3	Open Elective –III	3
		Open Elective -IV	3
Technical Internship			
Fourth year			
Semester VII	Credits	Semester VIII	Credits
Mechatronics System Design	3	Major Project	12
Product Design and Development	3		
Minor Project	2		
Department Elective – V	3		
Department Elective – VI	3		
Open Elective –V	3		

B Tech (Computer Science and Engineering - Data Science) Course Structure

First Year			
Semester – I	Credits	Semester – II	Credits
Introduction to Business Analytics and Business Intelligence	3	Principles of Accounting -I	3
Business Calculus	4	Principles of Economics -I	3
Introductory Psychology	3	Introduction to Business Statistics, Analytics & Modeling-I	3
Communication Skills-I	3	Communication Skills-II	3
Foundations of Business	3	Critical Thinking in Humanities	3
Engineering Graphics and Design	1	Physics	3
Programming for Problem Solving	3	Object Oriented Programming and Design	3
Basics of Electrical and Electronics Engineering	3	Computer Organization and Architecture	3
Second Year			
Semester – III	Credits	Semester – IV	Credits
Principles of Accounting- II	3	Operations and Supply Chain Management	3
Principles of Economics- II	3	Introduction to Business Analytics Modeling	3
Introduction to Business Statistics, Analytics and Modeling-II	3	Systems Analysis and Design	3
Introduction to Programming in Python	3	Introduction to International Business	3
Foundations of Entrepreneurship	3	Introduction to Chemistry	3
Operating Systems	3	Careers in Business Information Technology	1
Data Structures and Algorithms	3	Design and Analysis of Algorithms	3
Business Visualization	2		
Third Year			
Semester – V	Credits	Semester – VI	Credits
Advanced Modeling for Business Analytics	3	Networks and Telecommunications	3
Advanced Business Computing and Applications	3	Information Security	3
Marketing Management	3	Database Management System	3
Principles of Management	3	Project Management	3
Design an Art for Consumers	3	Formal Language and Automata Theory	3
Data Gathering and Cleaning - ETL process	3	Artificial Intelligence	3
Machine Learning	3	Digital Image Video Processing	2
Semester – VII	Credits	Semester – VIII	Credits
Data Governance, Privacy & Ethics	3	Field Study	3
Legal and Ethical Environment of Business	3	Cybersecurity Analytics for Business	3
Introduction to Finance	3	Crime and Conflicts in Cyberspace	3
Cyber Law and Policy	3	Cybersecurity Program Design	3

B Tech (Computer Science and Engineering - Cybersecurity) Course Structure 2021-25

First Year			
Semester – I	Credits	Semester – II	Credits
Calculus	4	Linear Algebra and Differential Equations	4
Physics	4	Quantum and Statistical Physics	3
Elements of Biology	3	English Communication	3
Programming for Problem Solving	3	Basic Electrical and Electronics Engineering	3
Engineering Graphics and Design	3	Data Structures and Algorithms	3
Professional Ethics	1	Design Thinking	0
Constitution of India	0	Workshop Practice	2
Critical Thinking	0		
Second Year			
Semester – III	Credits	Semester – IV	Credits
Discrete Mathematics	3	Probability and Statistics	4
Environmental Science	2	Image and Video Processing	4
Principles of Economics and Management	3	Operating Systems	3
Digital Logic & System Design	3	Computer Networks	3
Database Management Systems	3	Web Programming	3
Computer Architecture	3	Introduction to Cryptography	3
Object Oriented Programming	3	Open Elective – I (Mixed Pool)	3
Community Service	0		
Third Year			
Semester – V	Credits	Semester - VI	Credits
Cybersecurity Fundamentals	3	Management Accounting for Engineers	2
Network Security	3	Vulnerability Assessment and Penetration Testing	2
Software Engineering	3	Machine Learning	3
Elective - I (Any One)	3	Cybersecurity Risk management	2
Elective - II (Any One)	3	System Administration	2
Open Elective - II (Mixed Pool)	3	Elective - III (Any One)	3
Open Elective - III (Humanities)	3	Elective - IV (Any One)	3
		Open Elective - IV (Basic Science)	3
		Open Elective - V (Technical Pool)	3
Technical Internship			
Semester – VII	Credits	Semester - VIII	Credits
Elective - V (Any One)	3	Major Project	12
Elective - VI (Any One)	3		
Human and Legal Aspects of Cybersecurity	3		
Digital Forensics and Incident Response	3		
Open Elective - VI (Technical Pool)	3		
Minor Project	2		

B Tech Artificial Intelligence Course Structure 2021-25

First Year			
Semester – I	Credits	Semester – II	Credits
Calculus	4	Linear Algebra and Differential Equations	4
Physics	4	Probability and Random variables	3
English Communication	3	Elements of Biology	3
Programming for Problem Solving	3	Professional Ethics	1
Engineering Graphics and Design	3	Basic Electrical and Electronics Engineering	3
Constitution of India	0	Workshop Practice	2
Critical Thinking	0	Data Structure and Algorithms	3
		Design Thinking	0
Second Year			
Semester – III	Credits	Semester – IV	Credits
Discrete Mathematics	3	Environmental Sciences	2
Random processes and Estimation Techniques	4	Statistical Methods	3
Principles of Economics and Management	3	Machine Learning	3
Digital Electronics and Microprocessor	3	Signal and Image Processing	3
Principles of Operating Systems	3	Optimization Techniques	3
Computer Organization and Architecture	3	Management accounting for Engineers	2
Introduction to Artificial Intelligence	3	Integral Transforms	3
Third Year			
Semester V	Credits	Semester VI	Credits
Computer Vision	3	Artificial Intelligence	3
Deep Learning	3	Robotics	3
Basic Control Theory	3	Computer Networks	3
Department Elective - I	3	Department Elective - V	3
Department Elective - II	3	Department Elective - VI	2
Department Elective - III	3	Department Elective - VII	1
Department Elective - IV	1	Open Elective - II	3
Open Elective I	3	Open Elective - III	3
Technical Internship			
Fourth year			
Semester VII	Credits	Semester VIII	Credits
Human Computer Interaction	3	Major Project	12
Natural Language Processing	3		
Distributed Computing	3		
Open Elective - IV	3		
Open Elective - V	3		
Department Elective - VIII	3		
Minor Project	2		

B Tech (Artificial Intelligence and Machine Learning) Course Structure 2021-25

First Year			
Semester – I	Credits	Semester - II	Credits
Calculus	4	Linear Algebra and Differential Equations	4
Physics	4	Elements of Biology	3
English Communication	3	Probability and Random Variables	3
Programming for Problem Solving	3	Engineering Graphics and Design	3
Basic Electrical and Electronics Engineering	3	Data Structures and Algorithms	3
Constitution of India	0	Professional Ethics	1
Critical Thinking	0	Design Thinking	0
		Workshop Practice	2
Second Year			
Semester – III	Credits	Semester - IV	Credits
Discrete Mathematics	3	Environmental Science	2
Random processes and Estimation Techniques	4	Statistical Methods	3
Principles of Economics and Management	3	Machine Learning	3
Digital Electronics and Microprocessor	3	Signal and Image Processing	3
Principles of Operating Systems	3	Optimization Techniques	3
Computer Organization and Architecture	3	Management accounting for Engineers	2
Introduction to Artificial Intelligence	3	Integral Transforms	3
Community Service	0		
Third Year			
Semester V	Credits	Semester VI	Credits
Artificial Intelligence	3	Deep Learning	3
Data Mining	3	Robotics	3
Computer Vision	3	Computer Networks	3
Department Elective - I	3	Department Elective - V	3
Department Elective - II	3	Department Elective - VI	2
Department Elective - III	3	Department Elective - VII	1
Department Elective - IV	1	Open Elective - II	3
Open Elective I	3	Open Elective - III	3
Technical Internship			
Fourth year			
Semester VII	Credits	Semester VIII	Credits
Programming Data Analytics Using SAS	3	Major Project	12
Natural Language Processing	3		
Distributed Computing	3		
Open Elective - IV	3		
Open Elective - V	3		
Department Elective - VIII	3		
Minor Project	2		

B Tech (Artificial Intelligence and Data Science) Course Structure 2021-25

First Year			
Semester – I	Credits	Semester – II	Credits
Calculus	4	Linear Algebra and Differential Equations	4
Physics	4	Elements of Biology	3
English Communication	3	Probability and Random Variables	3
Programming for Problem Solving	3	Engineering Graphics and Design	3
Basic Electrical and Electronics Engineering	3	Data Structures and Algorithms	3
Constitution of India	0	Professional Ethics	1
Critical Thinking	0	Design Thinking	0
		Workshop Practice	2
Second Year			
Semester – III	Credits	Semester – IV	Credits
Data Gathering and Cleaning- ETL process	3	Environmental Science	2
Random processes and Estimation Techniques	4	Statistical Methods	3
Principles of Economics and Management	3	Introduction to Data, Signal, and Image Analysis	4
Digital Electronics and Microprocessor	3	Optimization Techniques	3
Principles of Operating Systems	3	Management accounting for Engineers	2
Information Security and Privacy	2	Data Base Management System	3
Introduction to Artificial Intelligence	3	Integral Transforms	3
Community Service	0		
Third Year			
Semester V	Credits	Semester VI	Credits
Introduction to Modern Application Development	3	Computer Networks	3
Foundations of Machine Learning	4	Deep Learning	4
Department Elective - I	3	Robotics	3
Department Elective - II	3	Department Elective – V	2
Department Elective - III	3	Department Elective – VI	4
Open Elective-I	3	Department Elective – VII	4
Department Elective- IV	1	Open Elective - II	3
Fourth year			
Semester VII	Credits	Semester VIII	Credits
Human Computer Interaction	3	Major Project	12
Big Data	3		
Natural Language Processing	3		
Open Elective - III	3		
Open Elective - IV	3		
Department Elective - VIII	3		
Minor Project	2		

B Tech (Integrated) Computer - Course Structure 2021-2027

First Year			
Semester – I	Credits	Semester – II	Credits
Mathematics-I	4	Mathematics-II	4
Physics-I	4	Physics-II	4
Chemistry-I	4	Introduction to Electrical and Electronics Engineering	3
Engineering Drawing	3	Fundamentals of Mechanics-Statics	4
Mechanical Workshop	1	Introduction to IT Systems	2
Preparatory Course in English	2	Electrical and Computer Workshop	1
Second Year			
Semester – III	Credits	Semester – IV	Credits
Mathematics-III	4	Mathematics-IV	4
Physics-III	4	Chemistry-II	4
C Programming	4	Physics-IV	4
Basic Electronics	4	Python Programming	2
Computer Hardware and Maintenance	1	Multimedia and Animation	4
Constitution of India	0		
Third Year			
Semester V	Credits	Semester VI	Credits
Calculus	4	Linear Algebra and ordinary differential equations	4
Intelligence of Biological Systems	3	Computer Graphics	4
Programming for Problem Solving	3	Fundamentals of Ecommerce	4
Basic Data Structures	4	Java Programming	4
Fundamentals of Website Designing	2	Design Thinking	0
Critical Thinking	0	English Communication	3
Professional Ethics	1		
Fourth year			
Semester VII	Credits	Semester VIII	Credits
Probability and Statistics	4	Discrete Mathematics	3
Environmental Sciences	2	Principles of Economics and Management	3
Management Accounting for Engineers	2	Microprocessor and Microcontroller	4
Digital Logic Design	3	Design and Analysis of Algorithms	3
Database Management Systems	3	Theoretical Computer Science	3
Computer Networks	3	Operating Systems	3
Computer Organization and Architecture	3	Open Elective I	3
Advanced Data Structures	2		
Community service	0		
Fifth year			
Semester IX	Credits	Semester X	Credits
Software Engineering	3	System Security	3
Artificial Intelligence	3	Object oriented Software Engineering	3
Image and Video Processing	4	Data Mining	3
Web Programming	3	Department Elective II	3

Department Elective I	3	Department Elective III	3
Open Elective II	3	Open Elective IV	3
Open Elective III	3	Open Elective V	3
Sixth Year			
Semester XI	Credits	Semester XII	Credits
Cloud Computing	3	Major Project (Industry/Institute)	12
Department Elective IV	3		
Department Elective V	3		
Department Elective VI	3		
Open Elective VI	3		
Minor Project	2		
Technical Internship Program	0		

B Tech (Integrated) Mechanical Course Structure 2021-2027

First Year			
Semester-I	Credits	Semester-II	Credits
Mathematics-I	4	Mathematics-II	4
Physics-I	4	Physics-II	4
Chemistry-I	4	Introduction to Electrical and Electronics Engineering	3
Engineering Drawing	3	Fundamentals of Mechanics-Statics	4
Mechanical Workshop	1	Introduction to IT Systems	2
Preparatory Course in English	2	Electrical and Computer Workshop	1
Second Year			
Semester-III	Credits	Semester-IV	Credits
Mathematics-III	4	Mathematics-IV	4
Physics-III	4	Physics-IV	4
Chemistry-II	4	Basic Thermodynamics	4
Elements of Mechanical Engineering	3	Solid Mechanics	4
Engineering Graphics & Design	3	Mechanical Measurement and Control	3
Basics of Manufacturing Engineering	3	Manufacturing Workshop	1
		Constitution of India	0
Third Year			
Semester-V	Credits	Semester-VI	Credits
Calculus	4	Linear Algebra and ordinary differential equations	4
Theory of Machines and Mechanism	4	Introduction to 3D Modeling	3
Basics of Machine Drawing	3	Industrial Engineering	4
Materials Science	3	Python for Mechanical Engineers	4
Programming for Problem Solving	4	Fundamentals of Engineering Design	3
Design Thinking	0	Critical Thinking	0
English Communication	2	Professional Ethics	1
Fourth Year			
Semester-VII	Credits	Semester-VIII	Credits
Partial Differential Equations and Laplace transforms	3	Probability Theory and Statistical Methods	3

Engineering Mechanics	4	Strength of Materials	4
Engineering Thermodynamics	3	Kinematics and Dynamics of Machines	4
Manufacturing Processes-I	2	Applied Thermodynamics	4
Machine Drawing	3	Machine Shop-I	1
Materials Engineering	4	Principles of Economics & Management	3
Management Accounting for Engineers	2	Open Elective - I (Basic Sci)	3
Fifth Year			
Semester-IX	Credits	Semester-X	Credits
Design of Machine Elements	4	Heat Transfer	4
Manufacturing Processes – II	2	CAD/CAM/CIM	4
Fluid Mechanics	4	Machine Shop – II	1
Department Elective – I	3	Department Elective - III	3
Department Elective – II	3	Department Elective - IV	3
Open Elective - II (Humanities & Social Sciences)	3	Open Elective - IV (Technical Pool)	3
Open Elective - III (Management Pool)	3	Open Elective - V (Technical Pool)	3
Summer Internship			
Sixth Year			
Semester-XI	Credits	Semester-XII	Credits
Finite Element Analysis	3	Major Project	12
Mechanical Measurements and Metrology	4		
Department Elective - V	3		
Department Elective - VI	3		
Open Elective - VI (Mixed Pool)	3		
Minor Project	2		

B Tech Integrated (Data Science) Course Structure 2021-27

First Year			
Semester – I	Credits	Semester – II	Credits
Mathematics-I	4	Mathematics-II	4
Physics-I	4	Physics-II	4
Chemistry-I	4	Introduction to Electrical and Electronics Engineering	3
Engineering Drawing	3	Fundamentals of Mechanics-Statics	4
Mechanical Workshop	1	Introduction to IT Systems	2
Preparatory Course in English	2	Electrical and Computer Workshop	1
Second Year			
Semester – III	Credits	Semester – IV	Credits
Mathematics-III	4	Mathematics-IV	4
Physics-III	4	Physics-IV	4
Chemistry-II	4	Python Programming	2
C Programming	4	Multimedia and Animation	4
Basic Electronics	4	Constitution of India	0
Computer Hardware and Maintenance	1		
Third Year			
Semester V	Credits	Semester VI	Credits
Calculus	4	Linear Algebra and Differential Equations	4
Elements of Biology	3	Computer Graphics	4
Programming for Problem Solving	3	Fundamentals of Ecommerce	4
Basic Data Structures	4	Java Programming	4
Fundamentals of Website Designing	2	Critical Thinking	0
Design Thinking	0	Professional Ethics	1
English Communication	3		
Fourth Year			
Semester VII	Credits	Semester VIII	Credits
Optimization Methods	4	Management Accounting for Engineers	2
Principles of Economics & Management	3	Stochastic processes and applications	3

Environmental Science	2	Statistical Structures in Data and Inference	4
Managing Uncertainty	4	Data Base Management System	3
Data Gathering and Cleaning- ETL process	3	Environmental Science	2
Information Security and Privacy	2	Introduction to Data, Signal, and Image Analysis	4
Community Service	0	Android Application Development	3
		Professional Ethics	1
Fifth Year			
Semester IX	Credits	Semester X	Credits
Introduction to Modern Application Development	4	Computer Vision	4
Artificial Intelligence	3	Application of ML	3
Foundations of Machine Learning	4	DEPT. Elective - III	4
DEPT. Elective - I	3	DEPT. Elective - IV	4
DEPT. Elective - II	3	Open Elective- III	3
Open Elective - I	3	Open Elective - IV	3
Open Elective – II	3		
Sixth Year			
Semester XI	Credits	Semester XII	Credits
Deep Learning	4	Major Project	12
NLP	4		
Big Data	4		
DEPT. Elective – V	4		
Minor Project	2		
Open Elective – V	3		
Technical Internship	0		

B Tech (Integrated) Information Technology Course Structure 2021-2027

First Year			
Semester – I	Credits	Semester – II	Credits
Mathematics-I	4	Mathematics-II	4
Physics-I	4	Physics-II	4
Chemistry-I	4	Introduction to Electrical and Electronics Engineering	3
Engineering Drawing	3	Fundamentals of Mechanics-Statics	4
Mechanical Workshop	1	Introduction to IT Systems	2
Preparatory Course in English	2	Electrical and Computer Workshop	1
Second Year			
Semester – III	Credits	Semester – IV	Credits
Mathematics-III	4	Mathematics-IV	4
Physics-III	4	Physics-IV	3
Chemistry-II	4	Data Structures	3
Programming for Problem Solving	3	Python Programming	3
Multimedia and Animation	3	Life Skills	2
		Constitution of India	0
Third Year			
Semester V	Credits	Semester VI	Credits
Calculus	4	Linear Algebra and Differential Equations	4
Elements of Biology	3	Unix Shell Programming	4
Introduction to Data Communication and Networks	4	Introduction to Web Development	3
Design and Analysis of Algorithms	4	Innovation and Entrepreneurship	2
Introduction to IT Infrastructure Landscape	3	Implementation of Technology	3
Design Thinking	0	Critical Thinking	0
English Communication	2	Professional Ethics	1
Fourth Year			
Semester VII	Credits	Semester VIII	Credits
Discrete Mathematics	3	Probability and Statistics	4

Environmental Science	2	Signals and Systems	4
Principles of Economics and Management	3	Operating Systems	3
Digital Logic & System Design	3	Computer Networks	3
Database Management Systems	3	Web Programming	3
Computer Architecture	3	Principles of Artificial Intelligence	3
Object Oriented Programming	3	Data Warehousing & Mining	4
Community Service	0		
Fifth Year			
Semester IX	Credits	Semester X	Credits
Human Computer Interaction	3	Management Accounting for Engineers	2
Embedded Systems	3	Mobile Application Development	2
Software Engineering	3	Machine Learning	3
Elective - I (Any One)	3	Software Project Management	2
Elective - II (Any One)	3	System Administration	2
Open Elective - I (Mixed Pool)	3	Elective - III (Any One)	3
Open Elective - II (Humanities)	3	Elective - IV (Any One)	3
		Open Elective - III (Basic Science)	3
		Open Elective - IV (Technical Pool)	3
Technical Internship			
Sixth Year			
Semester XI	Credits	Semester XII	Credits
Elective - V (Any One)	3	Major Project	12
Elective - VI (Any One)	3		
Information Systems Security	3		
Cloud Computing	3		
Open Elective - V (Technical Pool)	3		
Minor Project	2		

M. Tech Data Science (Business Analytics) Course Structure 2021-23

First Year			
Semester – I	Credits	Semester – II	Credits
R/R Studio and Tableau Programming	4	Big Data Technology	4
Financial Institutions & Markets	3	Advanced Statistical Learning	4
Basics of Operations and Supply Chain Management	3	Business Visualization	2
Data Gathering and Cleaning - ETL process	3	Python Programming	2
Probability and Statistics	4	Operations Research	3
Programming for Analytics	4	Research Project	2
Basic Marketing	3	Machine Learning and Data Mining	4
		Elective (Any one) ✓ Marketing Analytics ✓ Supply Chain Analytics ✓ Finance Analytics	4
Second Year			
Semester – III	Credits	Semester – IV	Credits
Data Science – III	4	Internship / Project	15
Deep Learning	4		
Artificial Intelligence	4		
Sentiment, Web and Text Analytics	3		
Capstone Project (Any One) ✓ Advanced Financial Analytics ✓ Advanced Marketing Analytics ✓ Advanced Supply Chain Analytics	4		

M. Tech Artificial Intelligence Course Structure 2021-23

First Year			
Semester – I	Credits	Semester – II	Credits
An introduction to Artificial Intelligence and AI framework	2	Computer Vision	3
Statistical Learning	4	Robotics and Automation	3
Financial Institutions & Markets	3	Advanced Statistical Learning	3
Business Visualization	2	Deep Learning	3
Machine Learning	4	Quantitative Insights into Supply Chain and Operations	3
Research Project - I	2	Convex Optimization	3
Mathematics for AI **	1	Computational Analytics for Marketing	3
Python Programming for Analytics **	1	Research Project - II	2
Data Management**	1		
Second Year			
Semester – III	Credits	Semester – IV	Credits
Natural Language Processing	3	Internship / Project	15
Big Data Technology	4		
Speech Recognition	3		
Elective (Any two)			
Financial Analytics using time series and LSTM	3		
Advanced Computer Vision	3		
Stochastic Image Processing	3		
Markov Chains for Business Applications	3		
Cloud Computing	3		
Reinforcement Learning	3		
Capstone Project (Any One)			
Advanced Marketing Analytics	4		
Advanced Supply Chain Analytics	4		
Advanced Finance Analytics	4		

MCA Course Structure 2021-2023

First Year			
Semester – I	Credits	Semester – II	Credits
Operating Systems	4	Probability and Statistics	4
Database Management Systems	4	Data Structures and Algorithms	4
Computer Networks	4	Software Engineering	4
Computer Organization and Architecture	3	Artificial Intelligence	4
Object Oriented Programming	4	Python Programming	2
Communication Skills	3	Mobile Application Development	2
		Elective – I (Choose Any One) ✓ Advanced Database Management System ✓ Operation Research ✓ Human Computer Interaction ✓ Advanced Computer Networks ✓ Information Storage and Management ✓ Java Programming ✓ Image Processing	4
Second Year			
Semester – III	Credits	Semester – IV	Credits
Microservices Software Architecture	4	Major Project	15
Machine Learning	4		
Introduction to Cyber Security	4		
Web Technologies	4		
Minor Project	1		
Elective -II (Choose Any One) ✓ Electronic Commerce ✓ Augmented and Virtual Reality ✓ Internet of Things ✓ Object Oriented Software Engineering	3		
Elective -III (Choose Any One) ✓ High Performance Computing ✓ Distributed Computing ✓ Project Management ✓ Data Warehousing and Mining ✓ Introduction to Cloud Computing ✓ Robotics and Automation	4		

5. People you should know

University Administration

Name	Designation
Dr. Ramesh Bhat	Vice Chancellor
Dr. Sharad Mhaikar	Pro Vice Chancellor
Dr. Meena Chintamaneni	Pro Vice Chancellor
Ms. Shobha Pai	Director (Placements)
Ms. Khyati Bhatt	Jt. Registrar (HR & Personnel)
Ms. Jayanti Ramesh	Jt. Registrar (Admission)
Ms. Vandana Kushte	Deputy Registrar (Academics)
Mr. Paramanand Rajwar	Deputy Registrar, Administration
Mr. Shivanand Sadlapur	Librarian
Mr. Samir Singh	Software Development Team – Students Portal
Mr. Joel Gibbs & Ms. Nazneen Raimalwala	Sr. Psychologist (Clinical), Counselling Psychologist & Clinical Psychologist
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. Shilpa Patil	Deputy Controller of Examinations
International Linkage	
Ms. Meena Saxena	Director, International Linkage

School Administration

Name	Designation
Dr. Alka Mahajan	Dean
Dr. Anuja Agarwal	Associate Dean (Technology Management)
Dr. Archana Bhise	Associate Dean (Research and Development)
Dr. Vaishali Kulkarni	Associate Dean (Academic and Faculty Development)
Prof. Sarada Samantaray	Associate Dean (Incharge-Industrial Collaboration)
Dr. Ketan Shah	Associate Dean (Accreditation)
Dr. Seema Shah	Director B. Tech Integrated
Ms. Anjali. Barmukh	Joint Registrar
Ms. Gauri Pedgulkar	Assistant Registrar (Academics)

Head of Departments	
Dr. Ajay Phirke	HOD, BSH
Dr. Ketan Shah	HOD, IT
Dr. Seema Shah	HOD, Computer Engineering
Prof Geetha Iyer	HOD, Technology Management
Dr. Venkatesh Deshmukh	HOD, Mechatronics
Prof. Nishita Parekh	HOD, Chemical
Dr. Asha Ingle,	HOD, Mechanical
Dr. Avinash More	HOD, EXTC
Dr. Meenal Mategaonkar	HOD, Civil
Dr. Siba Panda	HOD, B. Tech Data Science
Prof. Sarada Samantaray	In-charge, PG programs
Dr. Dharendra Mishra	Program Chairperson, B Tech (Computer Science and Engineering - Data Science)

Library	
Dr. Ravikumar Bellary	Dy. Librarian
Counsellor	
Ms. Diksha Tyagi	Counsellor
Finance & Accounts	
Mr. Shrinivas Narkulla	Dy. Finance Officer
Examinations	
Ms. Anitha Baburaj	Assistant Registrar (Examinations)
Placement	
Dr. Nikhil Gala	Chairperson Corporate Relations
Ms. Aparna Mahesh	Dy. Director (Placement)
Purchase & Store	
Mr. Vikrant Parshetye	Executive (Purchase & Store)
IT, Computer & Web Management	
Mr. Sameer Borekar	IT Engineer
Maintenance	
Mr. Sachin Mhatre	Maintenance and Administration Officer - MPSTME Building
Mr. Srinath Pillai	Admin Coordinator – SBMP building

Part III

ANNEXURES

APPLICATION OF LEAVE OF ABSENCE
School of Business Management

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). I understand that 20 % absence is permitted which includes sessions missed for all reasons (Personal, Medical etc.)

I also confirm that I have not missed any sessions for any other reasons. (If missed more than below mentioned sessions, student should specify the reason _____ and if application with relevant documents have been submitted to Academic office (YES/NO)

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)

Verified by AR / DR (signature)

Approved by: _____
Program Chairperson

Dean -SBM



APPLICATION OF LEAVE OF ABSENCE
(All Schools except SBM)

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

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

Checked by Course Coordinator (Signature)

Verified by AR / DR (signature)

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

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

Name of School: _____

Name of the Student: _____

Name of the Program: _____

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

Roll No. _____ Contact No. _____ Email ID _____

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

Parents Name & Address:

Father's Name _____ Mother's Name _____

Address _____

Phone No. (R) _____ Mobile No. _____

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

1. _____

2. _____

3. _____

4. _____

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

Name of the Foreign Language you are acquainted with _____

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

Signature of the Student _____ Date _____

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

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

Photo

APPLICATION FORM

(Applicable for incoming students under Student Exchange program)

1. Personal Information

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

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

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

Local Address _____

Address _____

PhoneNo. _____ Email1. _____ Email2. _____

Home University Details:

Name _____

Address _____

Phone no. _____ Website _____

University ContactPerson _____ EmailID _____

Person to be contacted in case of emergency:

Name _____ Relation _____

Address _____

Phone No. _____ Email ID _____

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

Name _____ Relation _____

Address _____

Phone No. _____ Email ID _____

Medical Insurance details:

Insurer _____ PolicyNo. _____ Contact person _____

Blood group _____ Vaccination Details _____

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

2. Educational Qualification (Completed)

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

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

Name of the Test _____ Score _____ Percentile Score _____

4. Program for which enrolled at home institution

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

Name of the Program _____ Duration _____

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

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

5. NMIMS Course Choice (Final)

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

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

6. Declaration

I _____ declare that all information filled by me in this form is correct and I will complete (First name Middle name Last name)

all the requirements, with full engagements in the academic matters, like all other student in the NMIMS Deemed-to-be-University.

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

Signature of the Student: _____ Date _____

(Signature of Dean/Director/HOD)

CC. Director – International Linkages

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

Name of School: _____

Photo

1. Personal Information

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

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

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

Local Address :

Name _____

Address _____

Phone No _____ Email _____

Permanent Address:

Name _____

Address _____

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

Person to be contacted in case of emergency:

Name _____ Relation _____

Address _____

Phone No. _____ Email ID _____

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

Name _____ Relation _____

Address _____

Phone No. _____ Email ID _____

Medical Insurance details :

Insurer _____ Policy No. _____ Contact person _____

Blood group _____ Vaccination Details _____

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

Any medication you have been prescribed to take: _____

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

Semester/ Trimester _____

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

3. Declaration

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

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

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

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

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

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

Name & Signature of the student

Date

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

(Signature of Dean/Director/HOD)

CC. Director – International Linkages with Enclosures

Enclosures:

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

UNDERTAKING
(Applicable for Student Exchange)

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 all rules and regulations of the host university. My parents/guardian are informed about details of the program, the schedule and the code of conduct expected during the stay at 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

Name & Signature of the Parent

Date

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

Student Exchange Programme (for Visa Office)

(School Letter Head)

Dated_____.

To:

The Visa Section

The Indian High Commission

_____(City)

_____(Country)

Dear Sir/Madam,

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

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

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

Thanking you,

Yours sincerely,

Dean

(School Name & Address)

(Phone no & email)



Student Exchange Programme (for Visa Application)

(School Letter Head)

Dated _____

To:

The Consul General of _____

_____ Consulate/ Embassy

Mumbai, India

Dear Sir/Madam,

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

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

Thanking you,

Yours faithfully,

DEAN

(School Name & Address)

(Phone no & email)



UNDERTAKING For Foreign National Studying at NMIMS University

(Applicable for Student Exchange)

To

SVKM'S NMIMS Deemed-to-be-University

School of _____

Mumbai

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

I, _____ student of-----Partner University studying Full Time
_____(Course Name) from batch of year_____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) _____

Note :

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

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

For Office use:

Approved by (Exam. Dept)

Date: _____

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

Dear Sir,

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

Name of the Student: _____ Mobile No.: _____

Name of the School: _____

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

Academic Year: _____ Trimester. /Semester: _____

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

Permanent /Temporary Physical Disability / Learning Disability

Details of Scribe being arranged by the undersigned

Name of the scribe: _____

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

Address and Contact No.: _____

Yours faithfully,

Signature of the Student

Date

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

Application for Duplicate Fee Receipt

Sir/Madam,

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

Please find the particulars as under:

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

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

Course: _____ Academic Year: _____

Student Number _____ Roll No. _____

Thanking You,

Yours Faithfully,

(Student's Signature)

DUPLICATE FEE RECEIPTS WILL BE ISSUED AFTER 7 DAYS ON:

Office Remarks:

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

(Receiver's Signature)

APPLICATION FOR REFUND

Date: _____

<ul style="list-style-type: none"> • Excess Fees • Hostel Deposit (Please indicate as applicable)	
• Student Number	
• Student Name	
• Student Address	
• Student Mobile contact number	
• School Name and Course (Program)	
<ul style="list-style-type: none"> • Student Bank account details <ul style="list-style-type: none"> ○ Type of account(Savings/Current) ○ Bank account number ○ IFSC code (Please attach a cancelled cheque)	
• Email ID of the student	

(Signature of Student)

Attachments Required

- Excess Fees Refund
 - Excess Fees, Receipt of Excess Fees along with photocopy of Fees Receipt/Deposit Receipt
- Hostel Deposit Refund
 - Original Hostel Deposit Receipt signed by Hostel-in-charge & DR Administration.

Acknowledgement

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

Signature of Counter Staff, Stamp and Date

SVKM'S NARSEE MONJEE INSTITUTE OF MANAGEMENT STUDIES

APPLICATION FOR MIGRATION CERTIFICATE

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

3. Permanent address: _____

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

Examinations	Year of passing	Roll no	Results

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

DECLARATION BY THE STUDENT

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

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

Date: _____

Mumbai 400056

(Signature of the student)

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

P.T.O.

FOR OFFICE USE

1. Whether the Migration Certificate was _____
Issued to him / her before?
If so, State the purpose for which it was obtained.
2. If the Migration Certificate was not utilized _____
State the 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. 300/- 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 weekdays except on Sundays, Bank Holidays.

Clearance Certificate

Date: _____

Name: _____ Contact No. _____

Student SAP No. _____ Roll No. _____

Programme: _____ Semester / Trimester _____

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

Course Coordinator

Deputy Registrar / Assistant Registrar

Dean / Director

Undertaking by Students (HBS Cases/ Articles)

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

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

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

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 of SVKM'S NMIMS, School of----- enclosed carefully and have understood its contents and their ramifications. I will always uphold the values and honour of the school of-----, NMIMS. I promise to 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) _____ Student SAP No. _____

Roll Number: _____ Programme: _____

Email ID: _____ Contact Nos. _____ / _____

Address for Correspondence:

Name of the parent _____ Contact Nos: _____ / _____

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

Parent's email ID _____

For Office Use :

Date of Receipt: _____ Signature of Course Coordinator _____

NMIMS Anthem

We do what's right and not what's easy

We give our best shot each and every time We set the standard

We are the future

We are a part of this institute so fine

NMIMS NMIMS

NMIMS NMIMS

Respect the past

Create the future

Transcend horizons however far

We have what it takes

We make a great team

At NMIMS each one is a star

NMIMS NMIMS

NMIMS NMIMS



HOSTEL MANUAL

SVKM'S

NMIMS SHIRPUR CAMPUS

(2021-22)

CONTENT

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1.0 OBJECTIVES OF THE HOSTEL LIFE

- (a) To ensure that the students are able to devote adequate time to their studies and research;
- (b) To ensure that students coming from different parts of the country learn to live together and strengthen their relations with mutual cooperation and goodwill; and
- (c) To develop a climate congenial for co-curricular and extra-curricular activities of students.

1.1 INTRODUCTION

Residential campus with world class amenities & infrastructure, situated on the bank of Tapi River. Out station students getting admission at NMIMS Shirpur Campus must seek an admission to Hostel. Utmost care is taken to accommodate all students. The hostel has its own discipline and rules applicable on all resident students. Campus is non-smoking/non-drinking (non-liquor) and purely vegetarian (even outside food is not allowed).

2.0 HOSTEL MANAGEMENT TEAM

Following members comprises the Hostel management team;

- 2.1 A Member of Management
- 2.2 Hostel in charge (Director, Hostel Administration)
- 2.3 Rector
- 2.4 Wardens
- 2.5 Assistant wardens
- 2.6 Counselor

This team is available to assist / help the students round the clock. Students may share their problems if any, best possible solution will be provided with available resources.

3.0 FACILITIES

This is one of the best residential campuses with world class infrastructure; the amenities provided are at par with other global private universities.

3.1 ACCOMMODATION

374 sqft size room with appropriate size window for day light and cross ventilation to create study environment, accommodates four students with individual bed, mattress, study table, wardrobe, book shelves and dressing mirrors. A ceiling fan is fitted above each bed for better air circulation. Electrical sockets are given for laptops, mobile chargers.

Students are not permitted to install any other electrical appliances, such as personal TV, AC, immersion heaters/electric heaters/iron/coolers/induction/refrigerators etc. in the rooms. Cooking of any food item or even preparation of tea/coffee in the hostel room is strictly prohibited. Strict action will be taken against such misconducts as per discipline policy of the campus.

3.2 **WI-FI CONNECTIVITY**

Campus having internet lines facility with total bandwidth of 600mbps. Student can avail Wi-Fi internet facility for online educational activities. Students can have access to all educational and information site round the clock however they can access social networking sites and YouTube from 16:00 hrs. to 08:00 hrs. only. Students are warned against misuse of this facility.

3.3 **RECREATION**

Exclusive air-conditioned recreation room is provided on each floor with best branded televisions, best quality chairs for the comfort of TV viewers and premium channel package subscription. Room is opened and closed as per scheduled timing – 18:00hrs to 22:00 hrs and every student is bound to follow the timing.

3.4 **SPORTS & OTHER FACILITIES**

Special facilities like fully well-equipped Gyms, Swimming pool, Indoor games like Table Tennis & Chess, & outdoor games like Lawn Tennis court, Badminton court, Cricket ground, Football ground, And other facilities like Music room, Magazines, Newspapers, Study room, Cafeteria and Amphitheatre are available.

3.5 **ELEVATORS/STAIRCASE**

Two elevators with an attendant are provided in each hostel building for regular use. In case of any emergency lifts shall not be used and only staircase shall be used. Hostel building is demarcated into four wings namely “A” “B” “C” & “D” (only three wings “A” “B” “C” in girl’s hostel) with an individual staircase for each wing for regular usage.

3.6 **WASHROOMS**

Adequate number of washrooms to cater for all residents are fitted with export quality bathroom fittings. Toilets are fitted with western style WCs. Bathing rooms are fitted with shower with hot and normal water tap provision. Hot water facility is also given to hostel residents as an exclusive facility and privilege; residents need to adhere to the hot water timing i.e., 06:00 hrs to 08:30 hrs. However normal water supply is available 24hrs for anytime use.

3.7 **ELECTRONIC SURVEILLIANCE**

Hostel is equipped with electronic surveillance system, in addition to physical security for 24*7 hours. CCTV cameras are fitted on each floor throughout the common passage to monitor and track any suspicious movement and for the safety of man and material.

3.8 **PARENTS MEETING ROOM**

An exclusive facility is provided in Boys hostel (common for Boys and girls) for meeting with student’s parent. It is laced with latest television for entertainment, super cooling air conditioners, best quality sofa sets for ease and comfort. With prior approval and confirmation from hostel authorities, student can meet his/her parent in this room only. The visiting hours of parents to meet their wards is 06:00 hrs. to 21:00 hrs. Parents are not permitted to go into hostel rooms. Any guest of student or parent are not allowed to stay in the hostel or campus premises.

3.9 DINING

Each hostel building is provided with exceptional dining facility. At par sitting arrangement is provided to facilitate the students. Televisions are also installed for entertainment during dining. Students need to follow the dining timing, circulated by Hostel authorities. (Break Fast: 07:00 to 09:30/Lunch: 12:00 to 014:00/Dinner 20:00 to 22:00 hrs)

Additional facility for fruit juice, sandwich, fruits etc., is provided on pay and use basis. Snacks are also made available in the evening time on pay and use basis. (16:00 to 18:00hrs)

It is an exclusive vegetarian dining and is compulsory for all residing students. However, additional separate counter is available with egg items on pay and use basis. Dining charges for a complete academic year are paid at the time of admission.

3.10 DRINKING WATER

Separate drinking water line (connected with water cooler) is routed through each floor and wing. RO purified water is supplied round the clock, giving utmost priority to the health of students. We are also carrying out periodical (fortnightly) sampling of water through outside agency to ensure pure and safe drinking water.

3.11 SICK BAY

Management has the first thought about the health of students. Therefore 24 hours manned Sick bay is made available at Boy's and Girl's hostels. A male nurse is available round the clock to handle any medical emergency. In critical situations basic first aid is given at sick bay and the patient is shifted to IGM Hospital, Shirpur for further treatment with a special ambulance service, available for 24 hours. Resident Medical Officer is available 16:00hrs to 21:00 hrs daily. Specialists also visit campus on fixed days as per schedule. 05 beds in each hostel (Boys and Girls) are available for regular and emergency usage. Special diet is given to the sick students as suggested by doctors.

3.12 PARLOUR

Modern air-conditioned saloon separate for girls and boys equipped with sophisticated facilities is available throughout the week on first come first serve basis. Saloon also provides massage services by well trained staff. The hygiene and cleanliness is maintained at highest order. Razors, scissors, etc., are sterilized in a professional manner before use. These services can be availed by paying minimal charges.

3.13 LAUNDRY

Laundry is done for hostel bed sheets, towels/napkins without charge at scheduled interval. For personal clothing service is available on pay and use basis. A representative from laundry service visits each room at predefined time, collects clothes, once washing and ironing are done delivered back to respective rooms (Laundry rates and rules are revised annually)

3.14 PHARMACY STORE

Pharmacy store in the boy's hostel which provides generic medicines and other medicines. The timings of the store is 13:00 hrs to 21:00 hrs.

4.0 GENERAL INSTRUCTIONS

- 4.1 No hostel resident is permitted to engage any person for any kind of service for personal or otherwise.
- 4.2 Students are advised not to involve in any financial dealings of personal nature i.e. money lending with any employee or student of an Institute.
- 4.3 Students are not permitted to install any electrical appliances, such as personal TV, AC, immersion heaters/rods, electric heaters/presses/coolers, induction, refrigerators, etc. in the rooms. Cooking of any food item or even preparation of tea/coffee in the hostel rooms is strictly prohibited.
- 4.4 No pets (animals, birds, etc.) are allowed in the hostel.
- 4.5 No personal vehicles of resident students are permitted to park inside the campus.
- 4.6 Academic building, hostel building and entire campus are 'No Smoking zone'. Hence, students are advised to refrain from smoking in the corridors, common rooms, toilets and other public zones of the hostel and campus premises. Strict disciplinary action will be taken against the students found smoking.
- 4.7 Students are informed that consumption, trafficking or possession of narcotic drugs and/or alcohol within the Campus, including Hostel premises is strictly prohibited. It must be noted that possession of narcotics and/or drugs is severely punishable by law. Appropriate action such as hand over to civil police authorities, will be taken against students found indulged in these acts. Violation of this code will attract a stiff penalty, such as debarment from campus placement, expulsion / rustication from the Institute etc.
- 4.8 Keeping of any firearms, licensed or unlicensed; any ammunition; explosives; any sharp-edged weapon, retention of which is illegal and unlawful and the same is not permitted in the Hostel and campus.
- 4.9 Frequent Partying get together in hostel premises is not permitted however students may get prior approval on any important occasions such as 26th Jan, 15th Aug, Holi etc. Special permission may be obtained from hostel authorities for birthday celebrations in specified area and it shall be concluded by 2200hrs strictly, no sound play is permitted. Every participant should ensure that other students are not inconvenienced and disturbed by his/her activities in any manner. Students are expected to respect the right to peace and privacy of others. In case of any complaint, students may be liable for appropriate disciplinary action.
- 4.10 **Fire Hazards and Safety:**
Candles, incense sticks, combustible materials such as gasoline, paint thinner, oil lamps, mosquito coils, match boxes/lighters are fire hazards and are not permitted in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are strictly banned in and around the Hostel premises. Residents must switch off all lights, fans and electrical appliances including mosquito repelling machines if any, before leaving their rooms. This is necessary to avoid an inadvertent fire.
- 4.11 **In case of Fire:**
Residents must raise an alarm and call on duty warden. They should also alert the on duty security staff. Fire extinguishers are available on each floor which may be used by hostel occupants to extinguish the fire at initial stage.

- 4.12 **Silence Hours:**
Anything which interferes with student's studies must be avoided at all times. 'Silence Hours' will be observed from 11.00 p.m. to 7.00 a.m. on all days. No noise of any sort will be permitted during the 'Silence Hours'. Serious action will be taken against defaulters. Residents must not go to others room and disturb the inmates. Complaints from other residents will be investigated and action will be taken accordingly.
- 4.13 Director, Hostel Administration/Rector/Warden or such other authorities may enter any room for spot checking / verification at any time of the day or night.
- 4.14 Management reserves the right to break / open the locks of room and enter in case of violation of hostel rules, suspected unlawful activities and security risks or where the student is absent from his room for a longer period without prior information or any such other valid reason. This will, however be carried out by the security personnel in presence of hostel Rector/Warden or Administrative authorities, and any other person at the discretion of Head Campus Security. On such occasions, the items in the room will be listed by these officials and kept in the store room. A verbal report, followed by a written report will be sent to the higher authorities.
- 4.15 Proxy or dummy room-mates are forbidden. Strict action will be taken if accommodation is held as proxy, they are liable to be removed from the hostel. Residents are not permitted to allow their rooms to be used by others. All visitors and non-residents including students from other hostels must leave the rooms during night. All residents are advised to extend their fullest co-operation to see that no unauthorized person enter or stay in the hostel premises. If they happen to find any such person, should demand the permit / Identity Card for authentication and if it is not forthcoming, the matter should be brought to the notice of Duty Warden for further action.
- 4.16 **"RAGGING IN ANY FORM IS BANNED INSIDE AND OUTSIDE THE CAMPUS. STRICT ACTION WILL BE TAKEN AGAINST THE DEFAULTERS. NO LENIENCY WILL BE SHOWN TO THE OFFENDERS. SUSPENSION AND OR WITHDRAWAL FROM THE HOSTEL / COLLEGE IS ONE OF THE ACTIONS TAKEN PROMPTLY. SUPREME COURT HAS ALSO DEFINED RAGGING AS A CRIMINAL OFFENCE AND WILL BE PUNISHED AS PER INDIAN LAWS."**

ANTI RAGGING COMMITTEE AND CONTACT DETAILS:

S.N.	NAME	DESIGNATION	Email ID	MOBILE
1	Dr. Akshay Malhotra	Chairperson	akshay.malhotra@nmims.edu	02563-295545/46/47/48/49
2	Mr. Rahul Dande	Member	rahul.dande@nmims.edu	02563-295545/46/47/48/49
3	Mr. Rajeev Dalal	Member Sec.	rajeev.dalal@nmims.edu	02563-295545/46/47/48/49
4	Dr. Kamal Mehta	Member	kamal.mehta@nmims.edu	02563-295545/46/47/48/49
5	Dr. Vipin Parihar	Member	vipin.parihar@nmims.edu	02563-295545/46/47/48/49
6	Dr. K. K. Gupta	Member	krishnakumar.gupta@nmims.edu	02563-295545/46/47/48/49
7	Dr. Chandrakant Bonde	Member	chandrakant.bonde@nmims.edu	02563-295545/46/47/48/49
8	Dr. N. S. Choubey	Member	nitin.choubey@nmims.edu	02563-295545/46/47/48/49
9	Dr. Rakesh Chaudhari	Member	rakesh.chaudhari@nmims.edu	02563-295545/46/47/48/49
10	Dr. Radha Krishna Rambola	Member	radhakrishna.rambola@nmims.edu	02563-295545/46/47/48/49
11	Dr. Ramesh Kolluru	Member	ramesh.kolluru@nmims.edu	02563-295545/46/47/48/49
12	Dr. Monimoy Saha	Member	monimoy.saha@nmims.edu	02563-295545/46/47/48/49
13	Dr. Malvika Sharma	Member	malvika.sharma@nmims.edu	02563-295545/46/47/48/49

14	Ms. Prerna Soni	Member	prerna.soni@nmims.edu	02563-295545/46/47/48/49
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- 4.17 The students are forbidden to keep any heavy cash/ valuables in the room. Student is responsible for the safety of his/her items inside the room. Giving room keys to any person in good faith is at their own risk. The management will not take any responsibility for any loss of laptops/costly articles/money etc. Before moving out of room, residents must lock the room and their lockers.
- 4.18 **DAMAGE TO HOSTEL PROPERTY**
Any damage to hostel property will be borne by the students who are responsible for damage. If no one shoulders the responsibility of damage, all students will be punished/fined. This includes driving in of nails, defacing of walls, damage to fixtures and furniture or damaging any other facilities etc.
- 4.19 **MAINTENANCE ACTIVITY**
All maintenance complaints/requirements (civil, plumbing, electrical, carpentry) will be attended by qualified Hostel maintenance staff. Complaint(s) must be entered in the register(s) available with duty warden's office. The complaints will be attended expeditiously and are monitored by the Rector/Wardens.
- 4.20 Water is an essential but scarce commodity. All students and staff are requested to use the water judiciously and preserve it. Leakage etc. in the bathrooms shall be immediately reported to Duty warden office.
- 4.21 **ATTENDANCE AT WARDEN'S OFFICE**
All students residing at hostel must register their attendance in Duty Warden Office daily by 9 pm. anyone not registered his presence, shall be marked absent and disciplinary action will be taken against such students.
- 4.22 **CHANGE OF ROOM**
Students are allotted rooms as per their courses and admissions to hostel. Rector / Hostel authorities can change the room of any students on administrative grounds without any prior information to the students. Rector /hostel authorities have the authority to consider/reject the change of room request, submitted by the student.
- 4.23 **PLASTIC FREE ZONE:** NMIMS Shirpur Campus is a '**Plastic Free Zone**'. Students and staff should ensure that plastic bags are not used for any purpose inside the campus.

5.0 DO'S AND DONT'S

⚙ Do's	➔ Don'ts
⚙ Lock your room before moving out.	➔ Indulge in RAGGING.
⚙ Keep your valuables and cash under lock.	➔ Violate hostel rules.
⚙ Read the notice board (both at college and hostel) regularly.	➔ Smoke, consume alcohol or indulge in substance abuse.
⚙ Follow the code of conduct for students.	➔ Permit proxy/dummy room-mates in your room.
⚙ Read the hostel rule book and follow the rules.	➔ Damage hostel/college property or assets.
⚙ Always carry your ID card whenever moving inside/out of the campus	➔ Permit nonresidents to stay in or use your room
⚙ Show your ID card to security or authorities as and when demanded.	➔ Light lamps / candles, carry crackers or burn / burst crackers in and around the hostel premises
⚙ Obtain visitor's pass/permission well in advance for your visiting parents/relatives.	➔ Conduct or attend parties (in your room or anywhere in the campus

⚙ Inform Duty warden/Rector if you are sick	➔ Waste/misuse water and electricity. Use electrical appliances viz water heaters, immersion rods, presses, kettles etc.
⚙ Observe silence hours (11 pm to 7 am) every day.	➔ Play loud music anywhere (in your room or campus).
⚙ Contact warden/Rector/Director (Hostel Administration) in case of any problem.	➔ Act in a manner that offends the local cultural and social values and local sensibilities and rule of the land.
⚙ Maintain discipline.	➔ Cook in rooms.
⚙ Enter your complete details in the in-out registers when leaving the hostel for more than one day.	➔ Keep or play televisions in your rooms.
⚙ Dine in mess of the campus.	➔ Keep or feed pets in your room or campus

6.0 STUDENT'S MOVEMENT

- 6.1 Students are allowed to avail short leave four times in a month, on Shirpur - Pass/Out Pass. Students shall approach duty warden's office for Shirpur Pass. Once pass is received, student shall follow the rules of Out-Pass and adhere to the timing. Out- pass is valid only to visit Shirpur. NO Girls and boys are allowed to go on Out-pass together, separate days and timing, as circulated by management shall be followed. Out-Pass is not valid, if anyone is going beyond Shirpur. He/she must obtain Leave application, approved by Rector/HOD/Mentor (as per current leave policy) Students shall make appropriate entries at exit/exit gate at main gate before going out/coming in. Students are advised strictly to follow security rules, disciplinary action shall be taken against defaulters.

6.2 IN CASE OF MISCONDUCT

DISCIPLINE POLICY	
E - Class	
Misconduct	Consequence
1. Being out of the hostel after permitted time	(1) Three Days Academic Suspension with pre-marked Absence in SAP (i.e., Student will attend classes but will lose attendance) and (2) Fifteen days compulsory Yoga classes and
2. Use of Electrical appliances other than Laptop and Cell phone and for medical reasons with prior approval	
3. Celebrating birthdays in the room	
4. Indiscipline in Gym/Dining Hall	
5. Taking mess utensils outside dining area and food to the rooms	
6. Unauthorized entry into Hostel Kitchen	

7. Assigning Housekeepers for personal use other than mentioned in Hostel Rules	(3) Ban on short leave, Shirpur Out- Pass for the period of one month
8. Non-resident student found in hostel room.(Action against both hostler and non-resident)	
D – Class	
Misconduct	Consequence
1. Late reporting after vacation	
2. Shouting slogans and raising voice in a group.	(1) Intimation to Parents. and (2) Five Days Academic Suspension with pre-marked Absence in SAP (i.e., Student will attend classes but will lose attendance) and (3) Thirty days compulsory Yoga Classes and (4) Ban on short leave, Shirpur Out-Pass for a period of one month.
3. Using bad words/gestures with fellow students/staff/faculty/security.	
4. Not availing granted period of leave and reporting back before leave accomplishment.	
5. Any complaint of minor misconduct received from outside the campus.	
6. Possession of Outside food/Pressuring security or other staff to let food parcel inside campus	
7. Found in indecent position / objectionable pose with a fellow student	
C - Class	
Misconduct	Consequence
1. Damage to campus property	1. Intimation to Parents and 2. Seven Days Academic Suspension with pre-marked Absence in SAP (i.e., Student will attend classes but will lose attendance) and 3. Ban on short leave, Shirpur Out-Pass for a period of one month. (In case of property damage the cost of property would be recovered).
2. Possession of banned items such as - Fire crackers, electrical appliances, weapons, sharp objects, pornographic literature as well as CDs/any other storage(Hard & Soft copies)	
3. Any misbehavior during placement tour	
4. Availing Unauthorized leave	
5. Making a group with a view to take law into their own hands, arrogant behavior and arguments with any authority and staff	
6. Possession/Consumption/Transportation of Smoking / (Alcohol – Refer Appendix 1)	
7. Minor physical fight among students or with any staff	

8. Forgery of signatures of authority / producing false documents / giving false information pertaining to hostel and academic rules	(In case of any misbehavior during placement tour disqualification for further placement assistance.)
9. Stealing cash or any other item	
B - Class	
Misconduct	Consequence
1. Any complaint of major misconduct received from outside the campus.	Expulsion from Campus for 07 Days (Parents will be called to take their ward within three days-till then student will be on academic suspension). If parents don't come the student would be sent to his parents along with an escort. The cost of the escorts' time and travel will be borne by the student. And Ban on short leave, Shirpur Out-Pass for a period of one month.
2. Serious physical fight among students or with any staff	
3. Stealing cash or any other item	
All cases mentioned here under Class – A will be referred through Discipline Committee to the Office of the Registrar – SVKM's NMIMS, Mumbai.	
A - Class	
Misconduct	Consequence
1. Possession/Consumption/Transportation of Objectionable Material (Includes Making / Threatening fellow students to bring the material inside campus) – Refer Appendix 1 below	Expulsion and Rustication from the University (Parents will be called to take their ward immediately. If parents don't come in a day the student would be sent to his parents along with an escort. The cost of the escort's time and travel will be borne by the student).
2. Having dangerous habit which may adversely affect other students' behavior and safety	
3. Any act by the student which management deems fit for Rustication/Expulsion	
4. Ragging	

Notes

1. Repetition of any act of indiscipline will lead to next higher class of above Policy.
2. Please note that we will be implementing the policy without any compromises and

request you not to venture into any act of indiscipline. Please bear in mind that these are for your safety and comfort and to develop you into a great professional.

3. If the law of the land demands some actions on part of the university authorities such as handing over students involved in the objectionable material, law will be ruthlessly followed.
4. The academic suspension may be commuted to the next semester. In case of students from the third year second semester MBA Tech/MBA-Pharma Tech students, the commuting shall be implemented at Mumbai campus.
5. The B.Tech / B.Pharma / D. Pharma or any final year student involved in indiscipline on the margin of completion of course will be fined as under :
E-Class INR 2500/-, D – Class INR 3750/-, C – Class INR 5000/-, B – Class INR 7500/- and A – Class INR 10000/-
6. In case of final year students or the students on the margin of completion of course of Shirpur Campus having found guilty of misconduct and adjudged under the subject provision of consequences will be permanently expelled from availing the “Hostel Stay Allied Facilities at Shirpur Campus” and also not permitted in future in this regards.

APPENDIX - 1

(Pertaining to Discipline Policy mentioned above)

This has reference to stringent action against defaulting students involved in the Incidences of Indiscipline cases like Alcohol and Objectionable Material; The University has decided to introduce the following rules with immediate effect to deal with deliberate, willful defaulter students by stringent actions like - **EXPULSION FROM CAMPUS and SUSPENSION FROM UNIVERSITY.**

ALCOHOL

- 1st Time: He or She found guilty for break of the subject rule for the 1st time shall be liable to **ACADEMIC AND HOSTEL SUSPENSION FOR 7 DAYS.**
- 2nd Time: He or She found guilty for break of the subject rule consecutively for the 2nd time shall be liable to **SUSPENSION FROM HOSTEL FOR ONE SEMESTER.** In the above case, relaxation from Hostel Suspension for a next forthcoming semester may be granted to the student, subject to written recommendation remark by H.O.D., Associate Dean and Administrative Heads considering if there is any notable on the ground improvement in students' behavior with an appropriate undertaking from the subject student and his parents. The said recommendation will be reviewed and approved by the Director of the MPTP, Shirpur Campus.
- 3rd Time: He or She found guilty for break of the subject rule consecutively for the 3rd time **shall be liable to PERMANENT SUSPENSION FROM UNIVERSITY.**

In all above incidents, if the student is found positive for alcohol, he / she would be retained at the gate for at least 4 hours and an undertaking would be taken from him/her.

OBJECTIONABLE MATERIAL

- 1st Time: He or She found guilty for break of the subject rule shall be liable to **SUSPENSION FROM HOSTEL for one Semester.** In the above case, relaxation from Hostel Suspension for a next forthcoming semester may

be granted to the student, subject to written recommendation remark by H.O.D., Associate Dean and Administrative Heads considering if there is any notable on the ground improvement in students' behavior with an appropriate undertaking from the subject student and his parents. This will be reviewed and approved by the Director of the MPTP, Shirpur Campus.

2nd Time: He or She found guilty for break of the subject rule consecutively for the 2rd time shall be liable to **PERMANENT SUSPENSION FROM UNIVERSITY.**

7.0 DUTIES AND RESPONSIBILITIES OF HOSTEL STAFF

Duties and responsibilities of hostel staff shall be known and understood by each and every one working in hostel. It will be the ready reckoner for new joiner as well as refresher for present staff.

7.1 RECTOR

- 7.1.1 Coordinate with hostel in-charge with regard to various hostel activities.
- 7.1.2 Responsible for overall functioning of hostel Administration.
- 7.1.3 Taking surprise rounds of hostel rooms to check the unlawful activities, anytime during day and night (24hrs).
- 7.1.4 Penalize or issue warning letters or punish the students those found guilty of any offence or misconduct; in coordination with Head/Dy. Campus Security.
- 7.1.5 In case of narcotic drugs or substance abuse, initiate strict disciplinary action, coordinate for emergency meeting, recommend severe punishment such as expulsion from hostel / academics, if the offence is serious of its kind.
- 7.1.6 Ensure that students do not smoke in the hostel premises, rooms, common corridors, and toilets as it is a NON SMOKING RESIDENTIAL CAMPUS.
- 7.1.7 Ensure timely allotment of rooms to newly admitted students.
- 7.1.8 Collection of fees/fine amount from students and submission to Accounts department, ensure no fees/cash collected from students is kept in hostel.
- 7.1.9 Ensure that hostel in/out timing is strictly followed by students during their movement inside/outside the campus.
- 7.1.10 In case of security breach, coordinate with Head/Dy. Campus Security for necessary actions.
- 7.1.11 Counseling the students, to boost up their moral and confidence, in case of home sickness, getting addicted. Try to bring him / her under normal conditions, or else guide the student to Counselor; if not coordinate with Hostel management for necessary actions.
- 7.1.12 Arrange a counseling with student's Counselor.
- 7.1.13 Always send a copy of letter to parents, issued to their ward for any reasons, if required inform parents telephonically and update.
- 7.1.14 Ensure all complaints regarding maintenance are attended and problems are fixed in time.
- 7.1.15 Maintain the duty roster of hostel wardens; ensure their in time reporting.
- 7.1.16 Ensure notice boards are maintained and all necessary notices/information is displayed on the boards.
- 7.1.17 Review of hostel facilities viz Mess, Saloon, Gym, Sickbay, laundry services and ensure that contracted staff is reporting in time.

7.1.18 Coordinate with nominated Doctors for their scheduled visits.

7.2 SENIOR WARDEN

- 7.2.1 Prepare the duty roster of wardens and forward it to HR in coordination with HOD.
- 7.2.2 Ensure on time reporting and relieving of duty staff; includes duty wardens, security, HK and other supporting staff.
- 7.2.3 Maintenance and upkeep of hostel facility in coordination with Hostel Coordinator, Hostel Assistant and maintenance teams.
- 7.2.4 Timely distribution of hostel kits to newly admitted students in coordination with duty wardens, Hostel Coordinator, Hostel Assistant and Rector.
- 7.2.5 Listening to the problems/grievances of hostel occupants and provide them solutions.
- 7.2.6 Counseling the students, if required guide them to Counselor.
- 7.2.7 Taking the surprise rounds of hostel premises, occupant rooms.
- 7.2.8 Ensure timely opening and closing of dining counters.
- 7.2.9 Timely update Rector / HOD about hostel activities on daily basis.

7.3 WARDEN / ASST WARDEN

- 7.3.1 To ensure all resident student maintain discipline at all times in hostel premises
- 7.3.2 To ensure safety and security of students.
- 7.3.3 Take a roll call and report the absenteeism of students without permission, to Rector or hostel incharge.
- 7.3.4 Keep a check on present students and ensure that no outsider/expelled students are entering the hostel premises.
- 7.3.5 Accept and forward the leave applications of resident students to rector / hostel incharge for approval.
- 7.3.6 Take frequent rounds of hostel premises and ensure no unauthorized activities are taking place in hostel.
- 7.3.7 Carryout surprise checks of suspected rooms for seizure of contraband, smoking material, liquor etc.
- 7.3.8 Report to Rector / Hostel Incharge about the important and sensational incidents for necessary actions.
- 7.3.9 Arrange the ambulance vehicle and send the patient to IGM Shirpur in coordination with duty nurse.
- 7.3.10 Deal with urgent situations in absence of Rector; or coordinate with hostel incharge for smooth handling.
- 7.3.11 Will assist hostel incharge, security head for effective implementation of Anti Ragging action plan.
- 7.3.12 Strictly ensure that the Girl and boy students are inside the hostel premises as per scheduled time coordinate with security staff.
- 7.3.13 Ensure sick/injured student is given medical aid on priority, if the patient is serious, coordinate with Rector / Hostel incharge or send the patient to IGM hospital Shirpur for further treatment.
- 7.3.14 Maintain the record of hostel keys. Except duty warden, no other staff shall handle the hostel keys. Maintain the key issue registers for easy tracking of keys.
- 7.3.15 Maintain and upkeep of various log books.
- 7.3.16 Assist Rector during surprise checks of hostel rooms.
- 7.3.17 Issue of ATMPass& leave application forms.
- 7.3.18 Issue of hostel kit (keys of various lockers, mattress, bed cover, pillow, chair etc) to students and taking their initials in Hostel Kit Issue Register.
- 7.3.19 Help the Hostel Coordinator at the time of issue of NO Dues certificate to students proceeding on vacation or moving out on completion of course.

- 7.3.20 Ensure the cleanliness of hostel premises, bathrooms/washrooms and rooms is done by HK staff.
- 7.3.21 Supervision of maintenance work in hostel rooms (electrical, carpentry, plumbing and civil).
- 7.3.22 Intimate Rector, if gathering of students, without proper reason is observed, for necessary actions.
- 7.3.23 Coordinate with security for student's details from main gate for updating the student record in hostel logbook.
- 7.3.24 Carry out additional duties as and when assigned by Rector / Hostel Incharge.

7.4 HOSTEL ASSISTANT – GIRL'S HOSTEL

- 7.4.1 Take round of entire hostel, analyze the housekeeping work and report to senior warden / rector / hostel incharge.
- 7.4.2 Initiate the maintenance work related to electrical, carpentry, and plumbing and get it done in coordination with respective staff/department. If the work is not completed, inform to Rector/hostel incharge for necessary actions. Can assign this work to duty warden.
- 7.4.3 Ensure that sufficient stock of hostel kit is in place; coordinate with Hostel Coordinator for replenishment.
- 7.4.4 a track of AMC services viz pest control, HK services, coordinate with central office for renewal and keep rector/hostel incharge informed.
- 7.4.5 Review of hostel facilities viz Mess, Saloon, Gym, Sickbay, laundry services and ensure that contracted staff is reporting intime.
- 7.4.6 Ensure and check that duty wardens are maintaining the Key register properly.
- 7.4.7 Inform the hostel incharge regularly about cleanliness and maintenance of hostel facilities.
- 7.4.8 Ensure gym, parlour and swimming pool are maintained and functioning.
- 7.4.9 Ensure the concerns regarding facility are attended on priority.

7.5 HOSTEL COORDINATOR

- 7.5.1 Coordinate with internal departments for smooth functioning of hostel facilities.
- 7.5.2 Maintaining sufficient stock of hostel kits and issue it to fresh admitted students in coordination with duty wardens.
- 7.5.3 Issue of "No Dues Certificate" to students at the end of course completion or every academic year.
- 7.5.4 Maintenance of hostel facilities viz bathrooms & fittings, recreation room, drinking water etc.
- 7.5.5 Updating the hostel admission from and sending to head office for uploading in the system.
- 7.5.6 Keeping a check on the store material and keeping an updated record in coordination with store supervisor.
- 7.5.7 Ensure the bed covers and pillow covers are changed as per schedule (after washing).
- 7.5.8 Coordinate with Central Office for procurement of material as per hostel requirement or urgency.
- 7.5.9 Ensure Sick bay is equipped with necessary medical aids and facility.
- 7.5.10 Ensure necessary medicines are always in stock for emergency use.
- 7.5.11 Maintain the details of visiting doctors & ensure they visit the campus as per scheduled date and time, display the doctor's visit details on notice boards for student's information.
- 7.5.12 Ensure separate vehicle is available at hostel for ambulance service, to be used to shift the patient to IGM hospital Shirpur.

- 7.5.13 Coordinate with duty wardens and store supervisor for regular maintenance of hostel rooms by duty electrician, plumber and carpenter.
- 7.5.14 Organise the meeting of hostel committee to clear the pending issues related to hostel maintenance or to address student's concerns.
- 7.5.15 Maintain cordinal relations with hostel incharge, Rector, Wardens and other supporting staff.

7.6 COUNSELOR

- 7.6.1 Counseling on de-addiction to the students involved into smoking, drinking, intake of drugs, narcotic drugs etc and bring them to normal life.
- 7.6.2 Psychological counseling and medical advice to the concerned students.
- 7.6.3 Educational / vocational counseling to improve the academics.
- 7.6.4 Personality assessment and advice about personality improvement.
- 7.6.5 IQ assessment of interested students (assessment of Intelligent Quotient).
- 7.6.6 EQ (emotional quotient) assessment of interested students and advice on assertive behaviour.
- 7.6.7 Counseling on psychologically deviant behaviour such as depression, obsessive compulsive behaviour.
- 7.6.8 Coordinate with other hostel staff for referring the students for counseling services.
- 7.6.9 Counseling on physical health related issues to interested students.
- 7.6.10 Counseling on reproductive system and sexual health related issues.

7.7 DUTY NURSE (Sick Bay)

- 7.7.1 Shall remain present at sick bay during his duty hours.
- 7.7.2 In case of emergency, administer the first aid to the patients and shift to IGM Shirpur immediately.
- 7.7.3 Coordinate with visiting doctors for their timely campus visit.
- 7.7.4 Maintain the details of patients, visiting the sick bay.
- 7.7.5 Coordinate with Rector/duty staff for ambulance service, if required.
- 7.7.6 Maintain sufficient medicines stock under the guidance of authorized Medical Officer.
- 7.7.7 Coordinate with Hostel Coordinator for purchasing of medicines to maintain / replenish the emergency medicine stock.
- 7.7.8 Ensure that all medical equipment's are operational at all times.

8.0 MENTORS AND THEIR ROLE

We have introduced a strong mentor program wherein a faculty member trained for mentoring and counseling will have around 20 students. The details of the program shall be released separately.

9.0 FORMATS

Following formats are used in hostel for various reasons.

9.1 HOSTEL ADMISSION FORM

This form is filled by students seeking admission to hostel.

APPLICATION FOR HOSTEL ACCOMODATION

(To be filled in by the applicant in his / her own handwriting clearly and carefully)

For First Year Students

ADMISSION (FINAL) MERIT NUMBER:

SAP- ID. NO: _____ **Room No. :** _____

The Director
SVKM's NMIMS
Shirpur Campus -425405

Sir,

I wish to apply for admission to the SVKM's NMIMS, Shirpur Campus Hostel, for the academic year _____ I furnish the following particulars:

PERSONAL DATA:

First Name

Father's Name

[illegible]

1. Full Name:

2. Residential Address:

Tel. No.: _____ Mob: Resi: _____

E-mail address:

3. Date of Birth: _____ 4) Nationality: _____

UNDERTAKING

1. I hereby declare, that the information given by me in Application Form for Hostel Accommodation is true to the best of my knowledge and if any information is found incorrect then my admission is liable to be cancelled.
2. I have noted the information and instructions given in the Institute Prospectus and undertake to abide by the same and the instructions issued from time to time by the Director/Dean/Hostel Rector & Hostel Authority, in the interest / welfare and discipline of the hostel/college. I know that any breach of discipline of the college and hostel rules may render me liable to such punishment and disciplinary action as the authorities may impose upon me. I shall regularly clear my entire hostel, mess, and other dues as per rules of the hostel/college. I shall not damage any college/hostel property.
3. I understand that the mess membership is compulsory and I shall pay the deposit and mess charges fully in advance.
4. I hereby declare that the Room and Furniture provided to me by the hostel authorities is acceptable.
5. I shall not leave the hostel or enter the hostel late without prior permission in writing from the Director/Hostel Rector & Hostel Authority. I shall undergo security check including frisking at main gate, hostel and/or anywhere in the campus premises.
6. I shall vacate the hostel and hand over possession of my room within three days from the last date of my examination of each academic year.

7. I understand that Smoking & use of alcohol, liquor, prohibited substances and drugs is strictly prohibited in the college / hostel and is a punishable offence even leading to my expulsion from the college/hostel/University.

Date: _____

Signature of the Applicant: _____

PARENT / GUARDIAN DETAILS:

1. Name of the Parent/Guardian: _____

2. Relationship: _____ 3. Occupation: _____ 4. Designation: _____

5. Office Address: _____

Tel. No. Mob: _____ Office no: _____

Email address: _____

Annual Income from all sources: _____

NEAREST LOCAL GUARDIAN (Name and address of contact person who should be contacted in case of emergency)

1. Name: _____

Address: _____

Tel. No.: (Mob /Resi) _____

2. Name: _____

Address: _____

Tel. No.: (Mob /Resi) _____

DECLARATION BY FATHER / MOTHER / GUARDIAN

1. I hereby declare, that I authorize and allow these persons to meet or take my ward with him / her.

a) _____

b) _____

2. I request you to admit my child/ward Mr. / Miss, _____ to the SVKM's NMIMS Hostel, Shirpur Campus.

I hereby declare, that the information given by me in the Application Form for Hostel Accommodation is true to the best of my knowledge.

I hereby fully endorse the undertaking made by my child / ward.

Yours faithfully,

Date: _____

Signature of the Parent / Local Guardian _____

**** Received the copy of hostel rules and regulation. Read and understood all points.**

Date: _____ Signature of student: _____ Signature of the Parent / Local Guardian: _____

FOR EXISTING STUDENTS

Name: _____

Course: _____ Year: _____

Room No.: _____ Bed No.: _____

Date: _____ Signature of the Student: _____

True copies of the following documents should be submitted along with the Hostel Application form.

1. Proof of residence. (Parent & nearest local guardian)
2. Medical certificate of fitness from a Registered Medical practitioner.
3. Medical insurance of INR ONE lakh for a year.
4. Three photographs in a small envelope. (Write your name, course & final merit no.)

HOSTEL RULES AND REGULATIONS

(Attached with Hostel Admission Form)

These rules are applicable to both Boys and Girls Hostels.

I. PREAMBLE

Every student before allotment of his seat in the hostel shall give an undertaking with respect to the acceptance of rules and regulations.

For the convenience of its students, hostel accommodation, on a shared basis, has been arranged by the Institute on the campus separately for boys and girls. All the hostel rooms are fully furnished with beds, study tables, chairs, cupboards and are equipped with ceiling fans and lights. A common dining hall, common TV rooms, common study rooms, common bathrooms on each floor and two pantry's with gas stove and LPG cooking gas (only in Girls Hostel) are provided to all.

II. RULES FOR ADMISSION IN HOSTEL

1. All students seeking admission to any of the institute at Shirpur Campus will apply for admission to the hostel. Admission is open to full time students of SVKM's NMIMS. Preference will be given to out-station students.
2. Hostel is meant only for the use of bonafide students of that particular hostel.
3. Admission will be valid for one academic year only i.e. July to April, every year.
4. During their stay in the hostel they will be under the control of the Director, Hostel Administration/Rector/Hostel Coordinator & Warden staff.
5. Students will be required to vacate the rooms within 3 days on completion of the scheduled examination each year. (Normal date for vacating the hostel is 7th May each year, subject to adjustments for examination dates fixed by the appropriate Authority of NMIMS)
6. Students are allowed to stay in the hostel in winter/summer vacations only during the period of attending ATKT exams & that too by paying proportionate extra fees.
7. NMIMS, Shirpur reserves the right to cancel admission of undeserving students without giving any reasons.
8. Students residing in the hostel managed by SVKM's NMIMS shall strictly observe all the rules and Regulations in force from time to time. Breach of rules/regulations may invite rustication/fine.
9. Allotment of room, furniture etc. will be entirely at the discretion of the Director (Admin) and no complaint in this regard will be entertained.
10. NMIMS, Shirpur Campus will not be responsible for any mishap.

III. GENERAL PROCEDURES

1. Students seeking accommodation to the hostel shall apply in the prescribed form, which can be downloaded from www.nmims.edu and the application form completed in all respects should be submitted to the Office of the Director, Hostel Administrator on any working day during office hours.
2. Applicants who are offered admission in the hostel will be informed by letter/email or their names will be put up on our website (3days prior to start of the course). They will have to take up the accommodation by the stipulated date, failing which his/her admission will be cancelled and the seat will be offered to the other student.
3. Admission to the hostel will be cancelled if incomplete or false information is furnished.
4. Fresh application will have to be filled up for next year accommodation.
5. Students are required to give their consent about continuing the hostel facilities in the next year, when asked by the authorities.

6. Hostel fee for the next academic year is required to be paid in the month of February to April.
7. NMIMS reserves its right to increase the hostel fee, if necessary.
8. Fees once paid will not be refunded on any account whatsoever (after stipulated time frame given to all students).
9. Students should claim refund of deposit after completion of entire course. Proportionate amount from the deposit of the students, who have damaged the hostel property by any means, will be deducted.
10. **HOSTEL FEES:** Students shall pay fees and deposit by way of Demand Draft (only) in favour of “SVKM’s NMIMS” payable at Shirpur.

IV. CODE OF CONDUCT: BEHAVIOUR AND DISCIPLINE

1. All residents are required to maintain high standard of discipline, decency & decorum, etiquette and conduct him / herself in a disciplined & dignified manner expected of students of a prestigious Institution such as ours.
2. They are expected to behave courteously and fairly with everyone both inside and outside the campus. It is the responsibility of the inmates to do their best for maintaining discipline, peace and harmony in the hostel. The senior students are advised to set good examples to their juniors.
3. All residents are required to carry their valid Identity Cards issued to them by the Institute.
4. Smoking, spitting and possession, distribution and consumption of alcoholic beverages, chewable tobacco, prohibited drugs, and / or narcotic drugs in the hostel premises are strictly prohibited.
Students shall not enter the hostel premises in an inebriated state and should not possess such materials. Hostel zone is a smoke-free zone in the Institute, students should not smoke inside the hostel premises/room/ common room/ dining hall / toilets / corridors / terrace etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel and rustication from the Institute.
5. Parties, social gatherings in the hostel complex are not permitted without prior and written consent of the Director/Rector/Hostel Authorities. Students shall not conduct group meetings, circulate books, pamphlets and papers inside the hostel premises. Any activity of the students observed to be prejudicial and detrimental to the smooth and peaceful functioning of the college hostel will be viewed seriously by the management and disciplinary action will be taken against those found guilty.
6. A hostel campus should be a place where students can have the best possible conditions for studying and adequate rest. As such due consideration must be accorded to other students at all times. Music must be kept low to allow other’s the opportunity to study or sleep in comfort. Television provided in the TV room will be switched on at 6:00 pm and switched off after 10:00 pm. These rules are intended to ensure an encouraging environment for all students.
7. Every case of illness and accident must be reported immediately to the Warden and the Resident Medical Officer. Students suffering from any contagious diseases will not be allowed to stay in the hostel. Decision of the Resident Medical Officer in this regard will be final and binding.
8. Students will not enter rooms of other fellow students without the permission of the inmates.
9. Sports of any kind will not be allowed in the hostel room & on corridors.
10. No combustible, fire arms or lethal weapons are allowed to be carried by or kept in the hostel by any student.
11. Complaints regarding differences among students and hostel servants will be dealt with by the Hostel Authorities. No police complaint will be lodged by the students without prior permission from the Director.
12. No vehicle including bicycle is to be kept in the campus.
13. In case of any unacceptable behavior by the room-mate, the other room-mate must report it to the college/hostel authorities. Any student, who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:
 - a) He / she will be expelled from the hostel.
 - b) A record of his / her misconduct will be made in the personal file.
 - c) The cost of damage will be fully recovered from him/ her together with penalty.
 - d) He / she will also be fined commensurate with the offence committed.
14. Any student found in argument/quarrel, arrogance or any sort of misbehavior with any of the staff members will be liable for severe disciplinary action.
15. During stay in the hostel students shall follow dress code, boys should have clean shave and proper haircut. Girls are not allowed to wear short and transparent clothes while roaming in the campus lawn area.

V. ATTENDANCE AND LEAVE

1. Students are allowed to go to Shirpur four times a month on the allotted days by the campus bus. They shall return after two hours. If he/ she wish to stay out after the said timing owing to special reasons, he/she must obtain prior permission from the Rector. Late entry without prior permission will invite cancellation of the out pass for a month or trimester /penalty / rustication. **(all in-discipline cases are banned to go out on Shirpur Out- pass till hostel authorities declare him/her eligible for out pass)**
2. Hostel In time for Boys is by 10:00 pm and girls is by 9:00 pm every day and both are not allowed to leave the hostel before 6:00 am.

3. The students are required to make proper entry in the register placed with the security supervisor at the hostel main gate. They must write the place where they wish to go and the time of going out and in time on return to the Hostel.
4. Students who wish to leave the hostel for out-station visits and local visits must obtain prior written permission of the Dean/HOD/Mentor **at least two days in advance**. Absence from hostel without permission will be viewed seriously.

VI. UPKEEP OF THE HOSTEL

1. Students are responsible for keeping their rooms and the common areas in the hostel such as visitor's area, bathrooms, stair case, and common room etc clean and tidy at all times. Common hostel furniture must not be moved without the permission of the accommodation officer.
2. Hostel inmates should exercise all possible economy in the use of water and electricity. All fans, lights and electrical appliances must be switched off when not in use. Electrical stove, hot plates, emersion rod heaters, heating blowers, music system with speakers etc. are not permissible in the hostel. Such equipment if found in the hostel room will be taken charging heavy fine and will not be returned at all.
3. Cooking, and making tea etc is not allowed in the hostel room.
4. No repairs in the rooms such as driving nails, screws etc. shall be done by the students themselves. They should lodge a complaint in the respective complaint book, repair work will be done by appropriate skilled personnel.
5. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good/compensate the damage, if any. The hostel management reserves the right to make spot checks on the hostel rooms without prior notice to the students and even in the absence of students.
6. He/she is required to hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.
7. Pasting of posters, photographs, pictures, writings, slogans of any kind or defacing the hostel in any form is not allowed.
8. Electricians, contractors or any other service person may enter rooms as and when necessary in the course of their duty under the directive of the warden. However, every effort will be made to respect the privacy and dignity of the students.
9. No students shall use the services of housekeeping staff for personal or menial work even on payment. Servant from outside even on temporary basis will not be permitted.

VII. VISITORS / GUESTS

1. At the time of admission of a student to the hostel his/her father/guardian is required to submit a list of visitors who may be permitted to visit his/her ward in the hostel. Visitor whose name does not appear in the list shall not be allowed.
2. No student is allowed to meet a visitor without permission of the Warden.
3. All visitors/parents must register at the main gate of the campus and at the main gate of the respective hostel and provide all details and documents as requested by Security before entering the hostel complex.
4. The visitors (including ladies) will meet their wards in the visitor's room/parents room only between 9.00 am and 9.00 pm. No visitors or parents are permitted to go to the student's room.
5. Non-Hostel students are prohibited in the hostel without the permission of Rector/Hostel Coordinator/Warden.
6. The student who violates these rules is answerable to the Rector, Hostel Coordinator and Warden.

VIII. MESS TIMINGS AND RULES

1. Hostel mess is compulsory and under no circumstances, private preparation of food in their respective rooms shall be permitted.
2. Pure Vegetarian food is served in the Hostel Mess.
3. Students are required to dine in the Dining Hall.
4. The system of self service will be followed in the mess.
5. Mess timings should be observed strictly as notified from time to time. The meals will not be served before/after the fixed hours.

Breakfast: 07:00 to 9:30 hrs	Snacks: 04:00 pm to 07:00 pm
Lunch: 12:00 noon to 02:00 pm	Dinner: 08:00 pm to 10:00 pm
6. Meals will not be served in the rooms except in cases of illness and that too only with the permission of the warden. The students as well as the mess servants will be penalized for violating the rule.
7. No students shall enter the kitchen or give instructions to the cooks or other servants. Students will not interact with the mess staff. They will give their Complaints regarding food, service etc if any, to the Mess Committee/Warden who will resolve them after discussion with Mess Contractor and Rector.
8. Food must not be wasted, paying mess bill does not entitle a diner to waste food.
9. Students must be decently dressed in the dining area.

10. Students are expected to behave properly & interact with the hostel & mess staff in a courteous manner. Disciplinary action will be taken in cases of misbehavior with the staff by any student.
11. Students on no account whatsoever will be permitted to take food outside the mess, nor can they take mess utensils such as plate, spoon, tumblers etc to their rooms. Students indulging in such practice will be fined and punished.
12. Students are not permitted to cook any food on their own accord in the mess or in their rooms.
13. Assist in maintaining a high standard of hygiene & cleanliness in the mess or in their rooms.
14. No notice shall be pasted on walls & notice put up on the notice boards should not be removed by the diners.
15. After eating food, diners shall leave the cup, plate, waste food etc in the designated area.
16. If any diner is medically ill and requires a special diet (e.g. Oil less food) he/she can request the warden to arrange for the same at the mess.
17. Students as a special case can entertain their guests (ladies) in the mess on prior intimation to the warden on buying of guest tokens.
18. No outside food/drinks/snacks are allowed in the campus.

IX. DAMAGES AND RECOVERY

1. Vandalism is a very serious offence. Any damage to the hostel property must be reported immediately to the Rector/Warden. The students are not allowed to remove any property from the dining room, common room or the visitor's room to their own rooms.
2. Any tampering with electrical fixtures will be treated as willful damage to the Hostel property. Students will be personally and collectively responsible for any loss or damage to the hostel furniture or other fittings in all the common facilities in the hostel. Students found guilty of committing such an offence can be evicted from the hostel.
3. In case of loss of room or cupboard keys the student will have to pay a nominal charge of Rs. 500 or Rs. 150 respectively to the Hostel Assistant and take the duplicate key when it is ready.
4. Deposit of the students, who have damaged the hostel property by any means, will be forfeited.

X. SAFETY OF VALUABLES AND BELONGINGS

1. Though security arrangements are provided, the Institute shall not be responsible for any loss of valuables, jewelry, cash, belongings, mobile phones, laptop, watches etc. or damage to property belonging to the students of the Hostel.
2. The student will use his or her own lock and key for locking the belongings and will be responsible for the safety of the belongings. They should not leave their room key anywhere around. Do not give your room keys to inmates of other rooms.

XI. CHANGE OF ROOMS

1. Change of room except according to the allotment made by the Director, Hostel Administration, Rector and Wardens is not permitted. Unauthorized change of room other than the rooms allotted by the hostel authority will be seriously viewed.
2. Students who have been allotted new rooms will have to shift to the new accommodation immediately whenever asked or informed by hostel authorities and hand over the possession of the old room. Keeping both rooms beyond the stipulated period will be viewed seriously.
3. Denial for room changing will be considered as breach of rule resulting to disciplinary action.

XII. TENANCY

1. The hostel management can end this tenancy at any time if:
 - (a) The student fails to pay any sum, due to the hostel within fifteen days of the due date
 - (b) If the student fails to comply with the terms of this tenancy.
2. Students who discontinue for their studies in the middle of the session are required to hand over their rooms immediately to the Warden.

XIII. SECURITY

1. Students are required to carry their hostel card at all times in the hostel complex and produce it on demand by the hostel authorities.
2. All students will have to undergo security check including frisking at the main gate, hostel and/or anywhere in the campus premises.
3. Students are advised to lock all doors at all times for security reason. Students are not permitted to change rooms or sleep anywhere other than in their own room.
4. Any student, who finds his/her room-mate missing for more than 24 hours, must report to the Warden immediately. This is to enable the hostel authorities to take immediate action if any untoward incident has taken place. Your cooperation is very much appreciated.

XIV. HEALTH CARE

1. For the convenience of the Hostel Residents the Resident Medical officer shall administer First Aid and primary routine treatment to its residents. However, in case of any medical emergency that may require hospitalization, the student will be moved to the nearest hospital and the local guardian/parent shall be informed accordingly. In such a situation, all medical and other expenses of the treatment/well-being of the student shall be payable by the respective parent/student.
2. Physician, General Surgeon, Gynecologist, Dermatologist, Psychiatrist and E.N.T. Surgeon visit the campus on specific days of the week.

XV. OTHER FACILITIES

1. Special facilities like Wi-Fi, fully equipped Gyms, Swimming pool, Indoor games like Table Tennis & Chess, Badminton, Cricket ground, football ground, T.V. room, Magazines, Newspapers, Laundry, Water cooler, Study room, Cafeteria and Amphitheatre are available. These facilities will be discontinued without prior notice if they are misused. Uninterrupted electricity and water supply is available in the hostel.
2. An atmosphere of mutual consideration and friendly co-operation makes the hostel an enjoyable place to live, study and relax. Proper arrangements are made to ensure that the residents are comfortable and utilize their time for studies.

XVI. ANTI RAGGING POLICY

1. As per, "The Maharashtra Prohibition Of Ragging Act, 1999 (Mah. XXXIII of 1999) published in Maharashtra Govt. Gazette on 15th May 1999." **RAGGING** is defined as –
 "Any act causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his/her personal or exposes him to ridicule or forebears from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining or injuring him or by using criminal force to him/her or by holding out to him/her any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force."
 "RAGGING" means display of disorderly conduct, doing of any act which causes or is likely to cause physical, psychological harm or raise apprehension, fear, shame or embarrassment to a student in any educational institution and includes
 - a. Teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or
 - b. Asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do."
 Ragging in any form is totally prohibited in the college premises, hostel, dining room, cafeteria, common rooms and outside campus, severe action will be taken against students who attempt to inflict ragging or abet ragging, actively or passively, or be a part of a conspiracy to promote ragging.
2. The powers relating to the disciplinary action will vest with the Director and his decision in this respect shall be final.
3. Students found guilty of ragging earlier will not be admitted to this college.
4. **It is mandatory for student to submit 'ON LINE' Anti Ragging affidavit. For this, student has to visit the Government website www.amanmovement.org / www.antiragging.in; follow the procedure as instructed in the website and present the affidavit with the hostel admission form.**

XVII. REVISION OF RULES AND REGULATIONS

The hostel management reserves the right to Revise, Amend or Relax the rules and regulations from time to time and will keep the student informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules will not be accepted as an excuse.

XVIII. COMPLAINTS AND SUGGESTIONS

Any complaints, suggestions or enquiries are always welcome. (E-mail: exchange.shirpur@nmims.edu)

Undertaking
(To be given by student and parent)

I (Student Name).....S/o.....
Address.....
.....
District.....PIN.....State.....

Class.....Branch.....

Contact # (student).....Contact # (father/mother).....

Understand that this campus is completely non-smoking/non-alcoholic and any smoking activity including Objectionable Material (Narcotic/drugs) which are punishable under Indian laws are prohibited in this campus. If I being found in activities such as involved in possession, consumption, transportation, pressurizing other to consume/possess Objectionable Material or any other prohibited material, I shall be expelled from University with immediate effect as per discipline policy of the NMIMS Shirpur Campus. I give this undertaking that I will not be involved in activities as mentioned above, if found be expelled from University, for which I (undersigned) and my parents will not claim against the decision taken by the NMIMS Shirpur Campus.

Signature of Student
Name
Place
Date.

Signature of Parent.
Name