

STUDENT RESOURCE BOOK
(2023-24)
Part-I

NMIMS (Deemed-to-be)
UNIVERSITY



Message from Vice-Chancellor

Welcome, and Congratulations on joining NMIMS!

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

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

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

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

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

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

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

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

Dr. Ramesh Bhat
Vice Chancellor

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Student Guidelines (With effect from June 2023)

1 About these Guidelines:

- 1.1 These guidelines provide norms for the daily functioning of the NMIMS and ensure appropriate usage of infrastructure and effective academic delivery for students.
- 1.2 This compilation of guidelines comes into effect from June 2023 onwards and supersedes all other guidelines in respect of matters therein.
- 1.3 These guidelines are applicable for all schools & campuses under NMIMS Deemed-to-be University located across the country.
- 1.4 This document of NMIMS is student guidelines, rules and regulations. While efforts are made to ensure uniformity & consistency between these guidelines and the Rules & Regulations of NMIMS. In the event of any dispute, the Students Resource Book will prevail.
- 1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
- 1.6 NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.
- 1.7 All disputes are subject to Mumbai jurisdiction only.

2 General Guidelines:

Code of Conduct:

- 2.1 The cleanliness of the premises must be maintained by everyone in the NMIMS at all points in time.
- 2.2 The use of cell phones on campus is **not** permitted. Any student found using a cell phone on campus would be penalized as per the regulations in force from time to time.
- 2.3 There is an acute shortage of parking space and the students are requested to park their vehicles outside the premises.
- 2.4 Any problem with regard to administrative facility, faculty, classrooms, etc., must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach the Assistant Registrar /Deputy Registrar/ Dean/Directors of the school/ Registrar, NMIMS.
- 2.5 The mode of Communication with students is via Student Portal / email /Notice Board. Students are advised to check the Student Portal / email /Notice Board at least once a day, and not rely on rumour or hearsay in any matter.
- 2.6 All students are provided with an Identity Card, which they are required, to wear **mandatorily**. Entry is strictly through Identity Card and will be monitored by the NMIMS authorities. A penalty will be levied / action will be taken for non-compliance. If the student misplaces the original ID-Card, a duplicate ID card be issued from the school by paying the prescribed fee. ID card is used for access control to NMIMS campus.
- 2.7 Students should make use of flap barriers (wherever deployed and operational) to enter/exit school premises. Biometric Print plus ID card is a mandatory requirement at NMIMS.
- 2.8 Students must not use the ID card of any other student.
- 2.9 In case a student forgets to carry an ID card, they should approach security and complete the process to get the requested access. Any grievances related to ID Card should be raised to biometricregistration@svkm.ac.in
- 2.10 Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas to ensure the safety and welfare of everyone at NMIMS. Tampering with fire extinguishers or any part of the fire alarm system is a serious offense.
- 2.11 Any person resorting to physical fights will amount to ragging and appropriate action will be viewed accordingly.
- 2.12 If any student during the tenure of studentship has a police case in his/ her name, he/she is liable for appropriate action.
- 2.13 Any comments posted in social media, or print attempting to bring disrepute to University will be viewed very seriously and will attract severe disciplinary action.
- 2.14 NMIMS has a 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.
- 2.15 University will reserve the right to take action appropriately.
- 2.16 In case of Lecture Cancellation, the course coordinator will inform said changes to class representatives/ respective students through the Student Portal /email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty on their own.
- 2.17 Classrooms are fitted with LCD projectors / Smart Boards for the utility of the faculty and the student. In case a student requires an LCD / Smart Board for his/her presentation, he/she must make a prior booking through the course coordinator. Portable LCDs if required are allotted on a first come first serve basis.

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 differently from the prescribed use or by someone other than the person for whom it was prescribed.</p>	<p>a. Suspension from attending college pending an 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 an 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 the unauthorized following, which demonstrates 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 an 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> <p>1 Conduct that restricts or prevents faculty, staff or student employees from performing their duties, including interruption of meetings, classes or events;</p> <p>2 Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others.</p>	<p>Abstain from attendance for the effective lecture / event.</p>
<p><u>False Representation</u></p> <p>Provide false information or make a misrepresentation to any school office, forgery, alteration, or unauthorized possession or use of school documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail).</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>

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

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 the Chairperson / Head of the Department, one faculty member and one staff member. The committee will hear each case and recommend action to the Dean and then to the University. On approval by the Vice Chancellor, appropriate action will be initiated by the school. **For names of committee members at the school level, refer to part II of SRB.**
- 2.18.2 The woman Grievance Redressal committee constituted in each school comprises the Chairperson / Head of the department, one lady member (from faculty or staff), and two more members of the school. The committee will address all related issues and recommend action to the Dean and the University. On approval by the Vice Chancellor, appropriate action will be initiated by the school. **For names of committee members at the school level, refer to part II of SRB.**
- 2.18.3 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 offense. Students not meeting attendance requirements will be punished depending on the gravity of the 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 confirmation, 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 the gravity of the 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. Students are required to be dressed decently (Half pants, shorts, short skirts, and bathroom slippers are not allowed). For all functions of the School/ University, including Guest lectures, seminars and conferences students are required to dress in formals, Institute blazer, Tie/ Cravat, and Lapel Pin.

2.20 Punctuality

- 2.20.1 Classes will begin on time. Late coming is not permitted. Faculty have the authority to restrict latecomers to enter 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. A record of attendance will be kept. The school/NMIMS reserves the right to declare compulsory attendance for any event on or off campus. Absenteeism in events for which attendance is compulsory will be taken seriously and will be communicated / displayed on the Student Portal / Notice Board/ email from time to time and / or remark on the transcript or any other decision by the management.
- 2.20.3 Students are required to be in the city on all days of the trimester/semester. If they are leaving the city for personal or institutional work, they are required to obtain prior permission from the HOD/Director/Dean. This applies even to those students who are representing the NMIMS for social, cultural and co-curricular events.
- 2.20.4 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 Attendance Guidelines

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

3.2 Attendance rules for all schools

- 3.2.1 100% attendance in classes for each subject/course is required. However, for medical reasons/ personal reasons/ extra-curricular and co-curricular activities/ placement/ institutional work/ other activities etc. relaxation with respect to absence up to 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 a case to case basis by the Dean/Director of the respective school by giving them an individual hearing. After giving a hearing the, Dean/Directors of the respective schools may give them exemptions up to 10% on case to case basis to enable them to reach up to 80%. Such students will be eligible to appear for the regular term end examination, subject to the approval of exemption from attendance from the Dean of the respective School / Director of the respective campus.
- 3.2.4 After giving a 10% exemption by the respective Dean / Director if student attendance is below 80% in any subject, he/she has to take re-admission in the same year of the study / program of the 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
70% to 80%	Dean/Director of the respective Schools may give exemptions up to 10% on case to case basis by giving them an individual hearing. Such students will be eligible to appear for the regular term end examination, subject to the approval of exemption from attendance from the Dean / Director of the respective School / Campus.
Below 70%	Have to take re-admission in the 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 a committee constituted at the University level. The committee will make its recommendations to Vice Chancellor whose decision will be final. The concerned students will be informed about the final decision of the University by the respective Dean/Director of the respective campus.

4. Academic Guidelines

4.1 Credit Structure

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

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

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

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

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

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

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

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

4.2.1 Mid-Term Test / Lab Work / Term Work

4.2.2 Class participation/ Viva / presentation / Project work

4.2.3 Quiz / Assignments / Case Study / Group Discussion

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

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

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

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

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

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

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

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

7. Examination Guidelines:

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

7.1 Discipline in the Examination Hall

- 7.1.1** Students must know their Roll Number and Student No.
- 7.1.2** Students who are eligible to write the term end examination/re-examination should be present in the Examination Hall at least 30 minutes before the scheduled time of the commencement of the examination. All the students, who arrive in the examination hall after the scheduled time of the commencement, will not be permitted to appear for that examination. In exceptional circumstances, the student will be required to seek written approval from the Dean/Director of the respective school / Campus or person nominated by the Dean/Director to allow to appear at the examination. Students who report late to the examination would be permitted to appear at the examination in exceptional circumstances only after they produce a written approval from the said authorities on application to be made by the student. Such a student who has reported late will not be eligible for benefit of extra time due to late arrival as well as the loss of time in getting approval from the Dean of the school in such a case.
- 7.1.3** Students are not permitted to enter the examination hall after half an hour of the commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session.
- 7.1.4** Students, who are not in their seats by the time notified, will not, be permitted to appear for the examination.
- 7.1.5** Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Supervisor's table or outside the examination hall, at their own risk. NMIMS will not be responsible for the safety and security of the same.
- 7.1.6** A student, who fails to attend an examination at the time and place published in the timetable, will be have an 'Absent' remark in the grade sheet. Opportunity for re-examination will be given according to the rules and regulations.
- 7.1.7** Students should occupy their respective seats as per the seating plan displayed on notice board/door plan.
- 7.1.8** Students are required to have and keep ready their Identity Cards issued by SVKM's NMIMS and they must produce these 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, smart watch, earbuds, calculators, laptop, Bluetooth devices or any other similar devices/things unless specifically permitted. Any such material found in possession of the student will be confiscated **University reserves the right to keep such material in its custody till the time investigation into alleged violation of rule/malpractice is completed.** (ii) smoke in the examination hall, (iii) bring eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, and (v) take with them any answer-book, written or blank, while leaving the examination hall. All Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them. The supervisors/ authorized persons are authorized to frisk the students.
- 7.1.14** Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the University.
- 7.1.15** The answer books of the term-end examinations are Bar coded / QR coded and therefore, students should not write his/her name, Roll No., Student No. etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.
- 7.1.16** While underlining of answers for focusing attention is permitted, use of varied inks, except for illustrations and figures must be avoided. **DO NOT** use any symbol like encircling the question or using colour arrows for 'P.T.O'. These will all be considered as attempts to readily identify the specific answer-book.
- 7.1.17** Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets to the same. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer book out of the examination hall will be treated as against rules and

appropriate action will be taken against such candidate/s.

- 7.1.18** Students should not write anything on the question-paper.
- 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/Viva/Practical examination, but does not include performance at internal continuous assessment/ term work, project work with its term work.)

- 7.5.3** Students should note that material found with him / her during the examination would be confiscated and would be returned back after completion of inquiry.
- 7.5.4** **If on previous occasion, a disciplinary action was taken against a Student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.**

Practical/Dissertation/Project Report Examination:

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

7.6 Examination Grievance Redressal Mechanism

(Providing Photo copies to the candidates and Revaluation)

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

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

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

- 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 reevaluation 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 reevaluation 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 reevaluation, marks of a candidate are decreased below the passing marks or if a candidate obtains 'F' grade after the first reevaluation 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 reevaluation 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 Reevaluation process shall be final and binding on student.

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

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

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

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

8.10 Dean's/ Director's List:

- 8.10.1 10% of the batch (top 10% students) on the basis of highest CGPA will be considered to be eligible to be in Dean's/ Director's List and will get a certificate at the end of the programme. (SBM Mumbai / Campus gives yearly).
- 8.10.2 The Dean's/ Director's list would be for each programme/ stream at each campus.

9. Guidelines for Scholarships:

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

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

10.1 Admission Cancellation procedure:

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

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

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: Candidate should refer the offer letter and the submitted admission form for the dates. Cancellation / Refund process will not be applicable if candidate do not fill online form and upload necessary documents.

10.2 Payment of fees:

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

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

10.3 Academic break:

Following rules are applicable for all the schools of NMIMS.

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

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

10.3.1 Eligibility for Academic Break:

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

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

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

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

- a. If a student wants to take academic break after the commencement of the academic year, but he / she has not attended the classes and if the fee is not paid, then while seeking re-admission he/she has to pay the total fee (100%) plus 25% of the total fee as re-admission fee to continue his studentship.
- b. If the student has paid the total fee for the entire year and then sought the academic break after commencement of that academic year in the middle of semester / trimester, then he/she has to pay 25% of the total fee prevalent at that time, towards re-admission in subsequent year.

- c. If a student has approval for an academic break on health grounds and has less than 20% attendance, the 25% fee for re-admission could be waived off as the student has not availed any facility of the institute and has not attended classes due to health reasons. The school may forward such cases to the VC office for approval.

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

10.4 Re-admission rules:

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

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

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

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

10.5 Submission of certificates / mark sheets:

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

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

10.6 Admission Deferment:

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

10.6.1 Eligibility for admission Deferment:

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

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

10.6.2 Who can apply:

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



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

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

10.6.3 Process for Admission deferment:

- 10.6.3.1 Deferred admission may only be granted to first year students who have paid the required non-refundable enrolment deposit.
- 10.6.3.2 The admission department will scrutinize all the applications and forward them with comments to the concerned authorities for approval. The request to defer the offer of admission will be reviewed on case to case basis and will be granted depending on the reason stated along with the supporting documents. NMIMS decision with respect to this will be final and will not be challenged.
- 10.6.3.3 Offer of admission deferment, if not, taken in the subsequent year will lapse and the fee paid will not be refunded. Further, the applicant, if still wants to apply to NMIMS, has to undergo the admission process again as a fresh applicant.
- 10.6.3.4 The letter of deferment of admission will be issued by admission department to the applicant.
- 10.6.3.5 Students who are found to have applied to other colleges and institutes during their time away from NMIMS will have their admission revoked and fees will not be refunded.
- 10.6.3.6 Financial aid offers cannot be deferred. Students must reapply for financial aid.
- 10.6.3.7 Admitted 'Transfer' students are not eligible for deferred admission.
- 10.6.3.8 Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.
- 10.6.3.9 Once the program has commenced, then even though the applicant may have not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

11 Library Rules and Regulations:

- 11.1 Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate NMIMS disciplinary procedures.
- 11.2 Access to the NMIMS Library is restricted to staff and students of the NMIMS who have a currently valid identification card issued by NMIMS, and to such other persons as may be authorized by the Librarian.
- 11.3 Students 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 by an authorized person. This card must be used only by the member to whom it is issued.
- 11.4 Bags, etc., are not allowed in the Library. Bags and other personal possessions should not be left unattended for security reasons. The Library has no responsibility in case of damage to or theft of private property.
- 11.5 Silence is to be maintained in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off or set to silent mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to a student's penalty and /or suspension for three weeks.
- 11.6 The consumption of food and beverages (except for bottled water) and personal audio equipment are not permitted in the Library.
- 11.7 Photography, filming, videotaping and audio-taping in the Library are not allowed.
- 11.8 Personal equipment should not be used without the prior permission of the Librarian.
- 11.9 Users are required to comply with copyright regulations as displayed by the photocopiers.
- 11.10 Data retrieved from the Library's electronic resources *may not be used* for purposes other than teaching, research, personal educational development, administration and management of NMIMS and development work associated with any of those mentioned above. Use of the data is not permitted for consultancy / services leading to commercial exploitation of the information for work of significant benefit to the employer of students on an industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.
- 11.11 Removing any material from the Library must be appropriately authorized and recorded. Damage to or unauthorized material removal of material constitutes a severe offense and may lead to a fine or disciplinary action.
- 11.12 Borrowing entitlement: Two books for ten days. One-time renewal is possible if the book is not in demand. As Library is RFID enabled, the issue of the books will be done at self-check-in kiosk only.
- 11.13 A fine of Rs.3.00 per day per book is levied on overdue books. Students can check their account details online in OPAC (Online Public Access catalogue) and be notified of due by email. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.
- 11.14 Users are responsible for material borrowed on their cards. They will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while the payment is outstanding.
- 11.15 Students must wear smart casuals (Bermuda, half pants, Short skirts, and Bathroom slippers are not allowed).
- 11.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.
- 11.17 The award of NMIMS qualification will be deferred until all books, and other library materials have been returned and outstanding fines/charges paid.
- 11.18 For a list of electronic resources / Databases refer annexure.
- 11.19 All library users should take care of pandemic precautionary measures.

12 Guidelines for the Use of Computing Facilities:

- 12.1 NMIMS invests significant resources in the provision of computing resources for the students. In order to ensure maximum availability, computing resources must be used in a responsible way. Students are responsible for ensuring that these resources are used in an appropriate manner. All inappropriate websites are blocked for student access. The list of blocked websites is dynamically updated based on their defined global category. If any specific website requires to be accessed which is blocked with inappropriate, request to send an email to ITHelpdesk@nmims.edu. We will check the content of the website and found appropriate for access, necessary access will be granted.
- 12.2 You are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in the withdrawal of your rights to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of this document will be available with the Computer Centre.
- 12.3 Internet access to students will be as per the NMIMS policy. Any change request has to be routed through the Registrar in writing.
- 12.4 Food and/or beverages are allowed only in the cafeteria. Food and/or beverages (except drinking water) will not be permitted in the Computer Centre. Smoking is not permitted on the Campus premises.
- 12.5 It is important to note that all the SVKM/NMIMS premises are deployed with CCTV surveillance equipment and all the areas of the premises are recorded 24x7.
- 12.6 It is important to note that all SVKM/NMIMS is monitoring the network 24x7. All actions and logs are stored and recorded. SVKM/NMIMS has all the rights to record all actions by students on the network and use them appropriately.
- 12.7 The students of NMIMS are provided with computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aims, or that otherwise, acts against the interests of the NMIMS is prohibited. In the event of non-approved usage of the computing facilities, NMIMS reserves the right to withdraw access to computing facilities at any time.
- 12.8 The use of NMIMS computing facilities for students' commercial gain is prohibited.
- 12.9 Not to use/install third-party software to bypass campus Network security policies. It is prohibited and may lead to further disciplinary action.
- 12.10 Students residing in college hostels not to touch or tamper with WiFi routers and other network infrastructure installed at hostels. If any such incidents are found, may lead to disciplinary action.
- 12.11 Computer Centre facility will be provided on priority to the students of the concerned programs, where using a Laptop is not compulsory.
- 12.12 Students are not allowed to connect personal pen drives/ Laptops to the systems/smartboard installed in the classrooms.
- 12.13 **All students will be given NMIMS email id on Microsoft Office 365** and internet authentication id. They are permitted to access the internet in the computer centre or on their own laptop through this id and password only. Action will be taken against any misuse of the internet and email Id is seen.
- 12.14 Students will get a Microsoft email id for official email correspondence and to use MS Teams for online lectures and regular updates from University/School/College.
- 12.15 Do not provide sensitive personal information (like passwords) over email.
- 12.16 Students will get 1 TB of space in OneDrive to store documents for education purposes.
- 12.17 The use of computing facilities is governed by various applicable IT Acts, laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the NMIMS.
- 12.18 It is the student's responsibility to ensure that the student's activities do not contravene these or any other laws.
- 12.19 Students using personal Laptop or any other devices for accessing campus infrastructure should have updated with the latest operating system (Windows / Mac) and antivirus patches.
- 12.20 Students must comply with all requests+ or instructions issued by any Information Systems staff with respect to the use of NMIMS computing facilities.
- 12.21 Improper behaviour towards staff will result in disciplinary action.
- 12.22 NMIMS endeavours continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, students should lodge a written complaint in a Complaints Register available in Computer Lab. No action will be taken on any verbal complaint.
- 12.23 The Information Systems Group will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through notice boards/ email placed in the Computer Lab as well as Student Notice Boards/ emails/Students Portal. It is your duty to regularly check the notice boards/ email and plan your use of the facilities accordingly.
- 12.24 The failure of any element of the computing service will not be accepted as a valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.
- 12.25 **Disciplinary Proceedings:** In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.
- 12.26 If any student comes across any security incidents, please contact reportsecurityincidents@svkm.ac.in
- 12.27 These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of

Computing Facilities at NMIMS.

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

Failure to cooperate gives that person the right to switch off the workstation that you are using.

- 12.58 **Important:** In the event, the guidelines are not followed and there is a consequent damage to any computing facility, NMIMS reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.
- 12.59 Student requests related to additional internet Bandwidth requirements & any IT related special access to any events, a request should reach IT helpdesk a minimum of 72 hours in advance with approval of HOD OR Registrar inform of Email and IT request form.
- 12.60 Students are not allowed to change the default settings of Desktops/smartboards installed in the classrooms, Conference Rooms & Board rooms (except prior approval intimation).

13 Students Portal (Learning Management System):

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

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

14 Feedback Mechanism:

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

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

15 Mentoring Programme / 'Psychologist and a Counsellor':

15.1 Mentoring Programme:

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

15.2 Psychologist and a Counsellor:

A 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 a realistic, structured, and research-based therapy. Managing emotions is vital to ensure all-rounded progress in life. We need to break the old walls of myths and misconceptions to learn something new. Visiting a counsellor helps us to relearn more helpful, progressive, reality-based thinking.

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

As normal human beings at any given time in life, we could go through 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 help me?"

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

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

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

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

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

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

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

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

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

17 Guidelines for Convocation

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

18 Roles and Responsibility of Class Representative and Student Council

18.1 Class Representative:

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

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

18.2 Student Council:

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

The major roles and responsibilities of the Students Council include:

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

From each school/campus two student council representatives will constitute the NMIMS University Student Council (NUSC). The names of representatives are finalized by the Dean/Director/Head of the respective school. The NUSC comprises 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 every academic year is selected through a formal selection procedure (consisting of voting and personal interviews etc.) involving the Faculty Advisor/ faculty members & existing Council members.

18.3 Student Council (School Level)

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

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

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

19. Interface with Accounts:

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

19.2 Re-examination Fees:

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

19.3 Re-Admission fees:

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

19.4 Re-Registration Fees:

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

19.5 Hostel Deposit Refund:

Location: NMIMS Accounts Department

Procedure:

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

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

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

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

19.6 Library Deposit and Security Deposit Refund:

Location: Course Coordinator

Procedure:

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

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

19.7 Duplicate Receipt:

Location: NMIMS Accounts Department

Procedure:

19.7.1 Please fill the Application for Duplicate Fee Receipt and submit Rupees 100 per receipt to the Accounts Department

19.7.2 Please allow a period of a week for issue of receipt

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

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

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

Committee members will be modified if there is any change.

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

Anti-Ragging Committees:

University Level				
	Name	Designation	E-mail ID	Contact no.
1.	Dr. Ashish Daptardar	Chairperson	Ashish.Daptardar1@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.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
6.	Mr.Dilip Varhadi	Member (Police)	juhupolicestation@gmail.com;	9870458518
7.	Dr. Christine D'Lima	Member (LR-Student Council Team)	Christine.Dlima@nmims.edu	022 42355555
8.	NGO representatives will also be part of this committee.			
At Hostels, Mumbai				
1.	Shri Bhupesh Patel	Chairperson	bhupesh.patel@svkm.ac.in	022 42199999
2.	Shri Harshad H. Shah	Member	harshad.shah@svkm.ac.in	022 42199999
3.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
4.	Dr. Ashish Daptardar	Member	Ashish.Daptardar1@nmims.edu	022 42355555
5.	Mr. Venugopal K	Member	Venugopal.k@nmims.edu	022 42355555

20.2 Women Grievance Redressal Cell:

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

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

Internal Complaints Committee:

	Name	Designation	E-mail ID	Contact no.
1.	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.	Mr. Paramanand Rajwar, Deputy Registrar, Administration	Member	Paramanand.Rajwar@nmims.edu	022 42355555
6.	Dr. Ashish Daptardar, In- charge Registrar	Member Secretary	Ashish.Daptardar1@nmims.edu	022 42355555
7.	NGO Representatives will also be part of this committee			
8.	Ms. Rachna Shetty, Student representative			
9.	Ms. Madhavi Thanvi, Student representative			
10.	Mayurika Dassani, Student representative			

20.4 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. Durgambini Patel, Associate Dean, KPMSOL	Member	durgambini.patel@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 Department)	Member		
8.	Dr. Ashish Daptardar	Member	Ashish.Daptardar1@nmims.edu	022 42355555

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

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

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

For more details, kindly refer AICTE regulations on Ombudsman.

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

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

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

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

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

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

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

Before Earthquake	During Earthquake	After Earthquake
	<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>special medicines (for persons with heart complaints, diabetes, etc.).</p> <ul style="list-style-type: none"> • Help people who are injured. Provide them with first aid. Do not move seriously injured people unless they are in danger. <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 the latest information on earthquakes through radio or T. V.

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

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

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

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

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

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

23. NMIMS INFOLINE (for Mumbai Campus)

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

24. People you should know

University Administration

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

ANNEXURES



APPLICATION OF LEAVE OF ABSENCE

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

NAME: _____ Date: _____

Email ID: _____ Mobile No. _____

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

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

Reason: -

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

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

To be filled by Students
(For Office use)

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

Checked by Course Coordinator (Signature)

Verified by AR / DR (signature)

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



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

Name of School: _____

Name of the Student: _____

Name of the Program: _____

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

Roll No. _____ Contact No. _____ Email ID _____

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

Parents Name & Address:

Father's Name _____ Mother's Name _____

Address _____

Phone No. (R) _____ Mobile No. _____

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

1. _____

2. _____

3. _____

4. _____

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

Name of the Foreign Language you are acquainted with _____

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

Signature of the Student _____ Date _____

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

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



Photo

APPLICATION FORM

(Applicable for incoming students under the Student Exchange program)

1. Personal Information

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

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

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

Local Address _____
 Address _____
 PhoneNo. _____ Email1. _____ Email2. _____

Home University Details:

Name _____
 Address _____

Phone no. _____ Website _____
 University ContactPerson _____ EmailID _____

Person to be contacted in case of emergency:

Name _____ Relation _____
 Address _____

Phone No. _____ Email ID _____

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

Name _____ Relation _____
 Address _____

Phone No. _____ Email ID _____

Medical Insurance details:

Insurer _____ PolicyNo. _____ Contact person _____
 Blood group _____ Vaccination Details _____

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

2. Educational Qualification (Completed)

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

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

Name of the Test _____ Score _____ Percentile Score _____

4. Program for which enrolled at a home institution

Level: Bachelor Master Diploma Any other (Specify name)

Name of the Program _____ Duration _____



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

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

5. NMIMS Course Choice (Final)

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

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

6. Declaration

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

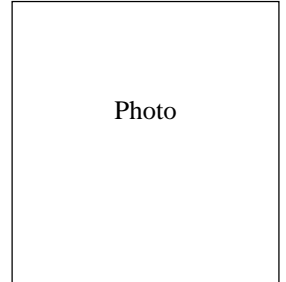
I undertake to keep the School informed about details of my all travel outside Mumbai and will abide by the prescribed code of conduct by the NMIMS Deemed-to-be-University.

Signature of the Student: _____ Date _____

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

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

Name of School: _____



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

I declare that all information filled by me in this form is correct and will complete all the requirements, with full engagement in academic matters, like all other students on 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 a Foreign exchange program

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

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

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

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

Name & Signature of the student

Date

Name & Signature of the Parent

Date

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



Student Exchange Programme (for Visa Office)

(School Letter Head)

Dated _____.

To:

The Visa Section

The Indian High Commission

_____ (City)

_____ (Country)

Dear Sir/Madam,

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

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

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

Thanking you,

Yours sincerely,

Dean

(School Name & Address)

(Phone no & email)



Student Exchange Programme (for Visa Application)

(School Letter Head)

Dated _____

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

Dear Sir/Madam,

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

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

Thanking you,

Yours faithfully,

DEAN

(School Name & Address)

(Phone no & email)

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

For Office use:

Approved by (Exam. Dept)

Date: _____

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

Dear Sir,

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

Name of the Student: _____ Mobile No.: _____

Name of the School: _____

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

Academic Year: _____ Trimester. /Semester: _____

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

Permanent /Temporary Physical Disability / Learning Disability

Details of Scribe being arranged by the undersigned

Name of the scribe: _____

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

Address and Contact No.: _____

Yours faithfully,

Signature of the Student

Date

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



Application for Duplicate Fee Receipt

Sir/Madam,

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

Please find the particulars as under:

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

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

Course: _____ Academic Year: _____

Student Number _____ Roll No. _____

Thanking You,

Yours Faithfully,

(Student's Signature)

DUPLICATE FEE RECEIPTS WILL BE ISSUED AFTER 7 DAYS ON:

Office Remarks:

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

(Receiver's Signature)



REFUND FORM

Annexure 8

Date: _____

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

Particulars of my bank for RTGS of the refundable amount are

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

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

(Signature of Student)

Attachments Required

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

SVKM'S NARSEE MONJEE INSTITUTE OF MANAGEMENT STUDIES

APPLICATION FOR MIGRATION CERTIFICATE

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

3. Permanent address: _____

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

Examinations	Year of passing	Roll no	Results

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

DECLARATION BY THE STUDENT

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

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

Date: _____

Mumbai 400056

(Signature of the student)

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

P.T.O.

FOR OFFICE USE

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

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

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

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

(Signature of Head of the Dept) _____

Place : _____

Date : _____

DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No: _____

Date: _____

(Signature of the Person of In – Charge)

INSTRUCTION TO THE STUDENT

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

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

Clearance Certificate

Date: _____

Name: _____ Contact No. _____

Student SAP No. _____ Roll No. _____

Programme: _____ Semester / Trimester _____

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

Course Coordinator

Deputy Registrar / Assistant Registrar

Dean / Director



Undertaking by Students (HBS Cases/ Articles)

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

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

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

ACKNOWLEDGEMENT

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

Signature: _____

Name:

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

Program:.....

Roll Number: _____ Email ID: _____

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

OFFICE COPY

Student Undertaking with Respect to the Student Guidelines

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

I, _____ have read the Student Guidelines of SVKM'S NMIMS, School of ----- enclosed carefully and have understood its contents and their ramifications. I will always uphold the values and honour of the school of -----, NMIMS. I promise to fulfill my responsibilities as a student and a human being and treat my colleagues, Staff and Faculty with dignity and respect. I hereby declare that I will follow the Student Guidelines and in case of a violation, consent to action, in accordance with the Management's decision.

I hereby agree to abide by the rules and regulations of SVKM'S NMIMS in my role as a participant in this program. I agree that NMIMS has the right to make any changes as it may deem fit in terms of the program content, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines, etc. I also agree that in case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.

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

Student's Signature: _____ Parent's Signature: _____

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

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

Roll Number: _____ Programme: _____

Email ID: _____ Contact Nos. _____ / _____

Address for Correspondence:

Name of the parent _____ Contact Nos: _____ / _____

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

Parent's email ID _____

For Office Use :

Date of Receipt: _____ Signature of Course Coordinator _____

NMIMS Anthem

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

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

We are the future

We are a part of this institute so fine

NMIMS NMIMS

NMIMS NMIMS

Respect the past

Create the future

Transcend horizons however far

We have what it takes

We make a great team

At NMIMS each one is a star

NMIMS NMIMS

NMIMS NMIMS

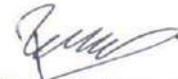
Part II

Mukesh Patel School of Technology

cc
Bee



Dr. Venkatadri Marriboyina
Associate Dean
MPSTME, Shirpur



Mr. Bhupesh Jaware
Deputy Registrar
SVKM's NMIMS Shirpur

On Leave
Dr. Ram Gaud
I/C Director
NMIMS, Shirpur



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

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1. General Guidelines

- All students are expected to be professionally dressed and groomed to maintain decency and decorum of the “profession”. For girl students, off shoulder tops/spaghetti tops/crop tops/transparent dress/shorts are strictly not allowed.
- The use of cell phones in class rooms/laboratories is strictly prohibited. Strict action will be taken against students using cell phones in the class room/laboratories.
- Misconduct of any sort from any student will be dealt with strictly. Any student resorting to any indecent, unruly behaviour or found causing disturbance, annoyance or raising voice for any reason which results in irritating or disturbing any other person, shall be considered as ‘misconduct’ and will be dealt with accordingly.

1.1 Academic Guidelines

The school uses Learning Management System (LMS) for smooth conduction of academic and administrative activities.

Student Portal is available to get updates on the following:

- (i) Notices
- (ii) Daily Attendance
- (iii) Internal Continuous Assessment
- (iv) Examination
- (v) Teaching Scheme and Syllabus
- (vi) Any announcements related to student activities

Students are advised to check the student portal regularly for updates.

URL: <https://portal.svkm.ac.in/usermgmt/login>

For more details, refer to Part I, item 13

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 as per the approved Teaching scheme.

1.2 Program Validity

In continuation to the re-admission rules explained in Part I of this SRB, the maximum duration permissible for completion of each of the programmes is mentioned in the table below:

S. 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

1.3 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:

1.3.1 Anti-Ragging Committee

S. No.	Position	Designation	Name of Staff	Contact No.
1.	Chairperson	I/C Director, SVKM's NMIMS-MPTP	Dr. Ram Gaud	02563-295545/46
2.	Member	Associate Dean, MPSTME	Dr. Venkatadri Marriboyina	02563-295545/46
3.	Member	Dean, SAST	Dr. Suseelendra Desai	02563-295545/46
4.	Member	I/C Associate Dean, SPTM	Dr. Sateesh Belemkar	02563-295545/46
5.	Member	Associate Dean, CTF	Dr. Arup Rakshit	02563-295545/46
6.	Member	Chief Accountant & Administrator	Mr. Rahul Dande	02563-295545/46
7.	Nodal Officer	Deputy Registrar	Mr. Bhupesh Jaware	02563-295545/46
8.	Member	Security		02563-295545/46
9.	Member	Rector, Boy's Hostel	Mr. Sarweswaran Venugopal	8806759888
10.	Member	Rector, Girl's Hostel	Ms. Prerna Soni	7448243446
11.	Member	Parent Representative	Mr. Nitin Choubey	9284299654
12.	Member	Student Council	Jayvardhan Bhardwaj, MPSTME	02563-295545/46
13.	Member	Student Council	Suhani Gupta, MPSTME	02563-295545/46

1.3.2 Disciplinary Committee

S. No.	Name of Staff	Designation	Position	Contact No.
1	Dr. Rakesh Chaudhari	Associate Professor	Chairperson	02563-295545/46
2	Dr. Radha Krishna Rambola	Associate Professor	Co-Chairperson	02563-295545/46
3	Dr. Ashok Panigrahi	Associate Professor	Member	02563-295545/46
4	Dr. Ranajit Shinde	Associate Professor	Member	02563-295545/46

1.3.3 Woman Grievance Redressal Committee

Sr. No.	Name	Designation	Position	Contact No.
Internal Complaints Committee (ICC)				
1.	Ms. Pratiksha Meshram	Assistant Professor	Chairperson	02563-295545/46
2.	Ms. Varsha Nemade	Assistant Professor	Co-Chairperson	02563-295545/46
3.	Ms. Deepti Barhate	Assistant Professor	Member	02563-295545/46
4.	Ms. Kiran Akasapu	Counsellor	Member	02563-295545/46

1.3.4 Departmental Student Grievance Redressal Committee

Sr. No.	Name	Designation	Position	Contact No.
1.	Dr. Suresh Kurumbanshi	Assistant Professor	Member	02563-295545/46
2.	Mr. Upendra Verma	Assistant Professor	Member	02563-295545/46
3.	Mr. Piyush Kumar Soni	Assistant Professor	Member	02563-295545/46
4.	Mr. Aditya R. Joshi	Student Member	Student Representative	02563-295545/46
5.	Mr. Bhushan Inje	Assistant Professor	Member	02563-295545/46
6.	Mr. Prashant Udawant	Assistant Professor	Member	02563-295545/46
7.	Kaushal Kuwar Meet Desai	Student Member	Student Representative	02563-295545/46

1.3.5 Collegiate / Institutional Student Grievance Redressal Committee

Sr. No.	Name	Designation	Position	Contact No.
1	Dr. Venkatadri Marriboyina	Professor	Member	02563-295545/46
2	Dr. Radha Krishna Rambola	Professor	Member	02563-295545/46
3	Dr. Govind Rajput	Assistant Professor	Member	02563-295545/46
4	Dr. Ritesh Dhanare	Assistant Professor	Member	02563-295545/46
5	Jayvardhan Bhardwaj	Student Member	Student Member	02563-295545/46

1.4 Internal Complaints Committee

Sr. No.	Name	Designation	Position	Contact No.
1.	Dr. Vishal Fegade	Associate Professor	Member	02563-295545/46
2.	Dr. Sugam Shivhare	Assistant Professor	Member	02563-295545/46
3.	Dr. Radha Krishna Rambola	Associate Professor	Member	02563-295545/46
4.	Mr. Prasanna Ojha	Placement Executive	Member	02563-295545/46

2. Placement Guidelines

Mukesh Patel School of Technology Management and Engineering was established in the year 2006 under the aegis of Narsee Monjee Institute of Management Studies as one of its constituent Schools. It plays a distinct role in providing excellence in engineering and management education thereby creating human resources of value to industry and society both at national and international level.

The MPSTME was essentially established to serve the need of creating an innovative and integrated space for technology education interspersed with sound management practices that converged with changing industry as well as societal needs. The vision was to match the emerging demands in the field by creating holistically trained engineers possessing sound technical expertise as well as a vision to integrate their knowledge into creating technology that serves the changing needs of present world.

Mukesh Patel School of Technology Management and Engineering has a stellar record of student placements. MPSTME alumni hold senior positions across industries in various geographies. The MPSTME placements team guides students for landing a role aligned with their aspirations and taking their first steps in the corporate world.

Placement assistance is offered to students of various programs across all campuses. The Placement Office facilitates the process of placements – internship and 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 and major cities for placement presentations and also coordinate various activities during the placement processes.

The Placement Office devises placement guidelines that are in the larger interest of the School and students, in consultation with students and faculty. Students are expected to maintain decorum and abide by the guidelines during placement processes. In the event of non-conformance to the placement guidelines, the School reserves the right to initiate corrective action.

The Placement process typically involves –

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

2.1 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 their role in industry, understanding expectations of the company, future prospects - career evolution, right approach for cracking interviews, listen to first-hand experience and get a feel of life in a particular profile etc.
 - b. Assigning faculty mentors to guide students.
 - c. Interaction with seniors who have undergone internships and are working full time to gain insights of the corporate world.
 - 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 and vetting by faculty mentors.
 - g. Training modules covering Aptitude, Technical and Employability Skills.
- 2.1.1 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.
 - 2.1.2 Hence students should do a thorough research about the company, the business, the sector, other players in the sector, the technologies, the services or products, 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 / worked with the company etc. will be of help.
 - 2.1.3 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.

2.1.14 Based on the guidelines, students will have to prepare their resume that would encapsulate information about academics, projects, certifications, technical skills, internship, co-curricular activities, extracurricular activities, awards, achievements, hobbies etc.

2.2 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 confident about the batch available for selection. Hence students are requested to participate and ask relevant questions.

2.3 Internships/Projects

- 2.3.1 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.
- 2.3.2 The Internships are not only a window to the corporate world but also a relationship-building tool. It allows the companies to have a look at the talent, thereby strengthening Final Placements.
- 2.3.3 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.
- 2.3.4 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.
- 2.3.5 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 orienting oneself towards the sector and developing the required skill sets to emerge as the most suitable candidate.
- 2.3.6 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. We encourage candidates to work towards such offers that are based on internship performance.
- 2.3.7 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.
- 2.3.8 Internship duration for B Tech, B Tech Integrated and MCA – entire semester (during last semester of the year). MBA Tech Program has 2 internships, Technical Internship post 6 Semester -2 months and Management Internship post 8th Semester -4.5 months. Internship Guidelines will be shared by the Placement Cell prior to the Placement season. While feedback from the company is sought, the internship is also evaluated by the School that could involve faculty guide monitoring the performance; periodic report submissions, evaluations, Viva Voce etc.

2.4 Final Placements

- 2.4.1 Leading companies across sectors aspire to recruit students of MPSTME. 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.
- 2.4.2 The process of selection starts with inviting applications based on the eligibility, profile, job description, compensation details shared by the company. The student applications are then sent to companies for further shortlisting. Students are required to check their emails/Placement Portal/Student Portal, etc. regularly for information updates.
- 2.4.3 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.
- 2.4.4 Companies could have one or multiple rounds for selection – case analysis, group discussion, group exercises, aptitude test, technical test, coding test, psychometric assessment, 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.
- 2.4.5 Students who do not wish to participate in 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, preparation for public services exam, 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.

Placement Department 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 and the program. Students are free to approach the Placement Office for any queries or guidance. Students have to follow internship and placement guidelines shared by the placement department before the process begins.

3. MPSTME International linkages

The NMIMS Department of International Linkages (DIL) fosters partnerships with premier institutions around the world to enhance NMIMS standing as a world-class institution. DIL has actively engaged with leading institutions around the world to foster student and faculty exchange, research collaboration and cross-cultural learning in line with the University's Vision to be a globally admired University by 2030. Under the Twinning Agreements/ Dual Degree programs students study a part of their program at MPSTME, NMIMS and then go and complete the rest of the program at a partner University abroad. Students may apply and attend summer schools in universities abroad. Further details are available at <https://engineering.nmims.edu/mpstme-international-linkages/>. Students can fill in the enquiry form on that website if they have any further queries.

The Universities abroad with which MPSTME has MoUs are given below:

MPSTME International Linkages

- Virginia Tech, USA
- Stevens Institute of Technology, USA
- University of New South Wales, Australia
- University of Buffalo (UB), USA
- Hochschule Karlsruhe University of Applied Sciences
- Binghamton University, USA
- Cranfield University, UK

Contact Details:

Name – Dr. Dhirendra Mishra

Designation – Professor, Computer Engineering, Professor-in charge of International Relations, Chairperson, 3+1+1 Coordinated Program in collaboration with Virginia Tech, USA

Email ID - dhirendra.Mishra@nmims.edu

4. 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 the 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

4.1 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’ system as mentioned in point no. 7.
- 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.

4.2 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.
- 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.
- Student who applies for re-examination to improve “D” grade of any subject and remains absent because of any genuine reason (medical emergency etc.) on the day of re-examination, such student shall be marked as ‘AB’ in the result (which will be treated as equivalent to “F” grade – and this will be considered for deciding eligibility of the student for progression). Student will have to make an application to withdraw re-examination application form to Dean, MPSTME and COE for approval within 7 days from the date of examination, in case he/ she desires. Such student will also have to make a request for retention of the original ‘D’ grade.

The result of such cases would be reprocessed and declared.

In case of failure on the part of the student to do so (i.e. withdraw the re-examination application), he/she will be marked as “AB” which may adversely affect his/her progression – due to non fulfilment of progression criteria (as per progression rule).

However, in above case, wherever student has appeared and failed in the recent re-examination attempt, in such a case the result declared with “F” grade shall be final and binding on the student and will be considered for deciding eligibility for progression to the next year.

- 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.

4.3 Progression to the subsequent year of the programme

- A student will be declared as pass in each years of the programme when he/ she has no F grade and/ or not more than 2 D grades in the year (in an academic year) after permissible re-examination/s.
- A student will be promoted to the subsequent year of the programme as per permissible F / D grade (refer 5.2)

5. Promotion Rules and ATKT (Allowed to Keep Terms): B. Tech. / B. Tech (Integrated) / MBA (Tech.)

General

5.1 Student who has passed in all the courses/subjects (as per the criteria laid down hereinunder) of Semester I and II examinations of the first academic year will be promoted to the second year of the concerned programme. A student who has passed in all the subjects of Semester III and IV examinations of the second year will be promoted to the third year of the concerned programme. A student who has passed in all the subjects of Semester V and VI examinations of the third year will be promoted to the fourth year of the concerned 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). Further;

- As regards to the admission to the third year, students must have passed in all the courses/subjects of first year. Student should not have any F grade and not more than 2 D grades in the first year of the programme.
- For admission to the fourth year, students must have passed in all the courses/subjects of second year. Student should not have any F grade and not more than 2 D grades in the second year of the programme.
- Similarly, for admission to the fifth year, students must have passed in all the courses/subjects of third year (wherever applicable). Student should not have any F grade and not more than 2 D grades in the third year of the programme

5.2 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 given below. 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. Such students will be allowed to appear at term-end re-examination in the F and 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.

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

Progression allowed	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	

However in the above scenarios, students will be required to clear additional 'D' grades and ensure that he/ she does not have more than 2 'D' grades in an academic year.

- 5.3 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 / MBA Tech** 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 and D grade subjects** during the related Semester-end examinations / re-examinations along-with the regular students of next year.
- 5.4 **NUE (Non University Examination 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 criteria) and after application of progression rule, if student is not eligible for promotion, he /she will have to take re-admission for the entire year or appear for the re-examination by opting non attending option.
- 5.5 Courses with only ICA evaluation
There is no provision of re-examination under this category. The student has to loose a year and take re-admission in the same semester in the subsequent academic year of the programme.

6. 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.

Non – fulfillment of Passing Criteria

A student who has failed to fulfil the passing criteria as given above, will be required to appear for semester-end reexamination which will be conducted immediately after declaration of results of the said regular semester-end examination. The internal marks will be carried forward for the re-examination. A student has to submit an online re-examination form available on students' portal. Such 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 re-examination, will be allowed to attend the classes and appear at the examination/ re-examination of SemesterII (and so on).

In case, the student fails even in the re-examination, which is so held, he/ she can appear at the term end re-examination in the subsequent year of the program or seek readmission for the entire year. Students who have got "F" grades in 1 or 2 courses and do not want to take readmission are allowed to stay at home and appear for the term end re-examination after paying necessary examination fees. Such students who directly appear for the term end re-examination, their internal component assessment (ICA) marks will be carried forward to the next academic year and they will be appearing only for the term end re-examination (TEE) for 100/50 marks. Students also have an option for taking readmission for the entire year in the next academic year and re-do all the courses, that is both the ICA and TEE components.

- 6.1 **NUE (Non University Examination 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 criteria) and If a student gets 'D' / 'F' grade, more than the permissible limit, after re-examination, as per progression rule he/she can take re- admission in the next academic year or in case student does not wish to take readmission, he/she is allowed to stay at home and appear for the term end re-examination after paying necessary examination fees. Such students who directly appear for the term end re-examination, their internal component assessment (ICA) marks will be carried forward to the next academic year and they will be appearing only for the term end re-examination (TEE) for 100/50 marks.
- 6.2 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 same semester in the subsequent academic year.**

7. 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

7.1 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.

7.2 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.

8. 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 (**grade equivalent 'F'**). 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 the same academic year.
- **In order to receive the degree, the student will have to pass in all the examinations of all the years with zero F grades and not more than 2 D grades in any academic year.**
- 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 the 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.

The above rules would be applicable to all the students who have taken admission / re-admission / year back students who are progressed in the next year of the program w.e.f. the academic year 2023- 2024.

- 8.1 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.
- 8.2 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.
- 8.3 Credits are based on number of hours per week e.g. 3 credits = 3 contact hrs. / per weeks.
- 8.4 Deviation, if any, from above mentioned evaluation schemes will be communicated separately.
- 8.5 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.
- 8.6 If the Term End examination is conducted by school, the re-examination will also be conducted by school.

9. Internship / project Guidelines

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

- i. 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

9.1 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.

B Tech Technical Internship Program

The students may undergo an optional training (self-organized, 4-6 weeks) during the summer vacation (May and June) after the completion of 3rd year (after semester VI examinations).

9.2 MBA Tech Management Internship Program (Training)

The training shall be of 19 weeks duration commencing at the end of 8th semester. The objective shall be

to get an all-round exposure for students and 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 and Management content. **(i.e. It shall be of a techno-managerial nature). Projects could be multidisciplinary in nature. Total Marks: 200**

9.3 Project – B Tech (Semester VIII) / BTI (Semester XII)

The principle objective of this course is to provide a culminating design experience to the final-year students' learning with essentially required hands-on experience to ensure that they graduate with the required practical and soft skills. It aims to expose the students to the entire product development life cycle starting from literature review, feasibility study, analysis, design, development and validation so as to enhance the technical skill sets in the chosen field. The course also provides an opportunity to the students for the development of their academic skills and logical thinking, oral communication skills, teamwork and planning.

The continuous assessment of the project work will be carried out based on the weekly performance, discussions and reporting to faculty and industry mentor. The final evaluation will be carried out by industry/academic experts at the end of the semester

9.4 B Tech / MBA Tech Summer Training

The students can undergo an optional training (self-organized, 4-6 weeks) during the summer vacation (May and June) after the completion of 2nd year (after semester IV examinations).

10. Course policy / Tutorial policy

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

11. Teaching 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.

12. Community Service

In this course students are provided with an opportunity to volunteer services to Government, Non-government agencies, Hospitals, Schools and the Community. The services will be provided for any consecutive three weeks during the summer vacation between Semester-II and Semester-III (for first year students) and during the summer vacation between Semester-IV and Semester-V (for lateral entry students). Emphasis is placed on development and enhancement of organizational, leadership skills and character of students. Students will understand critical issues facing society and explore all aspects of giving back to the society. It is mandatory noncredit course. **A student must undergo and pass the course.**

13. List of E resources subscribed by NMIMS

Sr. No.	Database	Sr. No.	Database	Sr. No.	Database
	LIBRARY SOFTWARE		RESEARCH DATABASES		FINANCE LAB
1.	Koha	17.	CMIE: Economic Outlook	32.	Bloomberg
	GRAMMAR/PLAGIARISM CHECK SFT.	18.	CMIE: Prowess IQ		SWAYAM / NDL
2.	Grammarly	19.	EViews 8	33.	National Digital Library
3.	Turnitin	20.	ISI Emerging Markets	34.	SWAYAM
	ELECTRONIC JOURNAL DATABASES	21.	SPSS: AMOS	35.	Consortium for Educational Communication (CEC)
4.	EBSCO	22.	STATA		
5.	JSTOR		COMPANY DATABASE		
6.	Co-Design	23.	Capitaline AWS		
7.	Current Science		STATISTICAL DATABASE		
8.	Ergonomics in Design	24.	IndiaStat		
9.	Design and Culture	25.	EPWRF India Time Series		
10.	Design for Health		LAW DATABASES		
11.	The Design Journal	26.	<u>American Journal of International Law</u>		
12.	Design Issue	27.	<u>International Legal Materials</u>		
	ENGINEERING DATABASES	28.	Law & Literature		
13.	DELNET	29.	Live Law		
14.	NPTEL		MARKETING DATABASES		
	E-BOOKS DATABASES	30.	WARC		
15.	E-brary		CASE STUDY DATABASE		
16.	Pearson E-Books	31.	Harvard Business School Publishing		

14. Course Structures and Guidelines – of all programmes

Mukesh Patel School of Technology Management & Engineering

Vision:

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

Mission:

Formulate relevant curriculum through strong industry linkages and interaction

Ensure quality of education through pedagogical innovations

Undertake and promote relevant research

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

Computer Science Department

Vision:

To excel in computer science education and research, by preparing the students with practical knowledge and ethical values. We strive to empower students, enabling them to innovate using cutting-edge computing technologies to address societal challenges.

Mission:

Empower students with a strong foundation in computer science fundamentals and technical skills through innovative teaching pedagogies, fostering practical knowledge.

Cultivate ethical values, creativity, and an entrepreneurial mind-set among students to inspire innovation.

Encourage students to prioritize sustainable solutions that enhance societal well-being.

Foster a culture of research excellence in computer science by promoting collaborative partnerships between academia and industry.

Programme Educational Objectives (PEO)

PEO 1: Graduates emerging from B.Tech Computer Science program will be successful in the field of Computer Science or related areas, utilizing their education.

PEO 2: Graduates emerging from B.Tech Computer Science program will be contributing to the development of software systems that address real-world problems.

PEO3: Graduates emerging from B.Tech Computer Science program will be well-prepared to pursue higher education, furthering their expertise in computer science and related fields.

Student Outcomes (SOs)

Graduates of the B Tech. in Computer Science 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.

Course Structure for B Tech Computer Science Program (Batch 2023-27)					
Year of the Programme: First Year (Academic Year 2023-24)					
Semester I			Semester II		
Sr. No	Course Name	Credit/s	Sr. No	Course Name	Credit/s
1	Calculus	4	1	Linear Algebra and Differential Equations	4
2	Physics	4	2	Quantum and Statistical Physics	3
3	Elements of Biology	3	3	English Communication	1
4	Programming for Problem Solving	4	4	Basic Electrical and Electronics Engineering	3
5	Engineering Graphics and Design	3	5	Management Accounting for Engineers	2
6	Professional Ethics	1	6	Environmental Science	2
7	Constitution of India	0	7	Digital Manufacturing Laboratory	1
8	Critical Thinking	0	8	Electrical and Electronics Workshop	1
			9	Design Thinking	0
			10	Python Programming	1
	Total	19		Total	18
Year of the Programme: Second Year (Academic Year 2024-25)					
Semester III			Semester IV		
Sr. No	Course Name	Credit/s	Sr. No	Course Name	Credit/s
1	Probability and Statistics	3	1	Complex Variables and Transforms	4
2	Essentials of Computer Science	2	2	Discrete Mathematics	3
3	Technical Communication	1	3	Design and Analysis of Algorithms	3
4	Principles of Economics and Management	3	4	Database Management Systems	3
5	Digital Circuits and Computer Architecture	4	5	Design and Applications of Internet of Things	4
6	Database Structures and Algorithms	4	6	Theoretical Computer Science	3
7	Computer Networks	3	7	Web Programming	3
8	Data Extraction and Processing	2	8	Object Oriented Programming through JAVA	1
9	Community Service	0			
	Total	22		Total	24
Year of the Programme: Third Year (Academic Year 2025-26)					
Semester V			Semester VI		
Sr. No	Course Name	Credit/s	Sr. No	Course Name	Credit/s
1	Software Engineering	3	1	Introduction to Natural Language Processing	3
2	Compiler Design	3	2	Cyber Security	3
3	Image and Video Processing	3	3	Machine Learning	3
4	Operating Systems	3	4	Department Elective II	3
5	Department Elective I	3	5	Department Elective III	3
6	Open Elective I	3	6	Open Elective III	3
7	Open Elective II	3	7	Open Elective IV	3
			8	Interpersonal Skills	1
	Total	21		Total	22
Year of the Programme: Fourth Year (Academic Year 2026-27)					
Semester VII			Semester VIII		
Sr. No	Course Name	Credit/s	Sr. No	Course Name	Credit/s
1	Cloud Computing	3	1	Project	10
2	Department Elective IV	3			
3	Department Elective V	3			
4	Department Elective VI	3			
5	Open Elective V	3			
6	Capstone Project	4			
	Total	19		Total	10

Total Credits for the Programme 155

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

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

Provide a sound technical and managerial foundation and 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)

PEO 1: Be successful in their professional career with exposure to relevant technologies in software industries.

PEO 2: Graduate will be able to contribute in development of systems to solve real world problems.

PEO 3: Graduate will be able to pursue higher education

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.

Course Structure for B Tech Computer Engineering Programme (Batch 2023-27)					
First Year					
Semester – I			Semester - II		
S. No.	Course	Credits	S. No.	Course	Credits
1	Calculus	4	1	Linear Algebra and Differential Equations	4
2	Physics	4	2	Quantum and Statistical Physics	3
3	Elements of Biology	3	3	English Communication	1
4	Programming for Problem Solving	4	4	Basic Electrical and Electronics Engineering	3
5	Engineering Graphics and Design	3	5	Management Accounting for Engineers	2
6	Professional Ethics	1	6	Environmental Science	2
7	Constitution of India	0	7	Digital Manufacturing Laboratory	1
8	Critical Thinking	0	8	Electrical and Electronics Workshop	1
			9	Design Thinking	0
			10	Python Programming	1
	Total	19		Total	18
Second Year					
Semester – III			Semester - IV		
S. No.	Course	Credits	S. No.	Course	Credits
1	Probability and Statistics	3	1	Complex Variables and Transforms	4
2	Discrete Mathematics	3	2	Computer Organization and Architecture	3
3	Technical Communication	1	3	Design and Analysis of Algorithms	3
4	Principles of Economics and Management	3	4	Database Management Systems	3
5	Digital Logic Design	3	5	Microprocessor and Microcontroller	4
6	Data Structures and Algorithms	4	6	Theoretical Computer Science	3
7	Computer Networks	3	7	Web Programming	3
8	Data Extraction and Processing	2	8	Object Oriented Programming through JAVA	1
9	Community Service	0			
	Total	22		Total	24
Third Year					
Semester – V			Semester - VI		
S. No.	Course	Credits	S. No.	Course	Credits
1	Software Engineering	3	1	Cyber Security	3
2	Artificial Intelligence	3	2	Distributed Computing	3
3	Image and Video Processing	3	3	Machine Learning	3
4	Operating Systems	3	4	Department Elective II	3
5	Department Elective I	3	5	Department Elective III	3
6	Open Elective I	3	6	Open Elective III	3
7	Open Elective II	3	7	Open Elective IV	3
			8	Interpersonal Skills	1
	Total	21		Total	22
Fourth Year					
Semester – VII			Semester - VIII		
S. No.	Course	Credits	S. No.	Course	Credits
1	Cloud Computing	3	1	Project	10
2	Department Elective IV	3			
3	Department Elective V	3			
4	Department Elective VI	3			
5	Open Elective V	3			
6	Capstone Project	4			
	Total	19		Total	10

Total Credits for the Programme

155

Artificial Intelligence and Machine Learning Department

Vision

Play a significant role in creating Artificial Intelligence & Machine Learning Graduates with sound technical and managerial skills of value to industry and society both at national and international level.

Mission

The Artificial Intelligence & Machine Learning Department endeavors for excellence in creating, applying and imparting knowledge in artificial intelligence and machine learning through comprehensive curriculum and innovative teaching-learning process.

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)

PEO 1: Be successful in their professional career with exposure to relevant technologies in software industries.

PEO 2: Graduate will be able to contribute in development of systems to solve real world problems.

PEO 3: Graduate will be able to pursue higher education

Student Outcomes (SOs)

Graduates of the B Tech in Artificial Intelligence and Machine Learning program will have an ability to:

8. Identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics.
9. 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.
10. Communicate effectively with a range of audiences.
11. 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.
12. Function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.
13. Develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions.
14. Acquire and apply new knowledge as needed, using appropriate learning strategies.

Course Structure for B Tech Artificial Intelligence and Machine Learning Programme (Batch 2023-27)					
First Year					
Semester - I			Semester - II		
S. No.	Course	Credits	S. No.	Course	Credits
1	Calculus	4	1	Linear Algebra and Differential Equations	4
2	Physics	4	2	Probability and Random variables	3
3	English Communication	1	3	Elements of Biology	3
4	Programming for Problem Solving	4	4	Engineering Graphics and Design	3
5	Basic Electrical and Electronics Engineering	3	5	Principles of Economics and Management	3
6	Environmental Science	2	6	Python Programming	1
7	Critical Thinking	0	7	Digital Manufacturing Laboratory	1
8	Constitution of India	0	8	Electrical and Electronics Workshop	1
			9	Professional Ethics	1
			10	Design Thinking	0
	Total	18		Total	20
Second Year					
Semester - III			Semester - IV		
S. No.	Course	Credits	S. No.	Course	Credits
1	Discrete Mathematics	3	1	Database Management Systems	3
2	Random Processes and Estimation Techniques	4	2	Statistical Methods	3
3	Computer Organization and Architecture	3	3	Machine Learning	4
4	Operating Systems	3	4	Signal and Image Processing	4
5	Intelligent Systems - I	3	5	Optimization Techniques	3
6	Data Structures and Algorithms	4	6	Management Accounting for Engineers	2
7	Technical Communication	1	7	Integral Transforms	3
8	Community Service	0			
	Total	21		Total	22
Third Year					
Semester - V			Semester - VI		
S. No.	Course	Credits	S. No.	Course	Credits
1	Computer Networks	3	1	Intelligent Systems - II	3
2	Deep Learning	3	2	Programing for Data Analysis	3
3	Natural Language Processing	3	3	Software Engineering	3
4	Department Elective - I	3	4	Department Elective - III	3
5	Department Elective - II	3	5	Department Elective - IV	3
6	Open Elective I	3	6	Open Elective - III	3
7	Open Elective - II	3	7	Open Elective - IV	3
			8	Interpersonal Skills	1
	Total	21		Total	22
Fourth Year					
Semester - VII			Semester - VIII		
S. No.	Course	Credits	S. No.	Course	Credits
1	Human Computer Interaction	3	1	Project	10
2	Computer Vision	3			
3	Distributed Computing	3			
4	Business Visualization	2			
5	Department Elective - V	3			
6	Open Elective - V	3			
7	Capstone Project	4			
	Total	21		Total	10

Total Credits for the Programme

155

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 the quality of human life.

Mission

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

Programme Educational Objectives (PEO)

The Information Technology graduates will,

Be Successful in their professional career exhibiting ethical attitude and good communication skills with exposure to agile technologies. Trimester pattern to ensure effective and useful resource utilization.

Analyze, design and solve problems in their domain using the computer engineering knowledge.
Pursue higher education.

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.

Course Structure for B Tech Information Technology (Batch 2023-27)					
Year of the Programme: First Year (Academic Year 2023-24)					
Semester – I			Semester - II		
S. No.	Course	Credits	S. No.	Course	Credits
1	Calculus	4	1	Linear Algebra and Differential Equations	4
2	Physics	4	2	Quantum and Statistical Physics	3
3	Elements of Biology	3	3	English Communication	1
4	Programming for Problem Solving	4	4	Environmental Science	2
5	Engineering Graphics and Design	3	5	Basic Electrical and Electronics Engineering	3
6	Professional Ethics	1	6	Principles of Economics and Management	3
7	Constitution of India	0	7	Python Programming	1
8	Critical Thinking	0	8	Design Thinking	0
			9	Digital Manufacturing Laboratory	1
			10	Electrical and Electronics Workshop	1
	Total	19		Total	19
Year of the Programme: Second Year (Academic Year 2024-25)					
Semester – III			Semester - IV		
S. No.	Course	Credits	S. No.	Course	Credits
1	Discrete Mathematics	3	1	Probability and Statistics	3
2	Signal and Systems	3	2	Management Accounting for Engineers	2
3	Data Structures and Algorithms	4	3	Operating Systems	3
4	Technical Communication	1	4	Computer Organization and Architecture	3
5	Digital Logic Design	3	5	Object Oriented Programming	3
6	Database Management Systems	3	6	Principles of Artificial Intelligence	3
7	Computer Networks	3	7	Programming for Analytics	2
8	Web Programming	3	8	Data Warehousing and Mining	4
9	Community Service	0			
	Total	23		Total	23
Year of the Programme: Third Year (Academic Year 2025-26)					
Semester – V			Semester - VI		
S. No.	Course	Credits	S. No.	Course	Credits
1	Human Computer Interaction	3	1	Interpersonal Skills	1
2	Embedded Systems	3	2	Mobile Application Development	3
3	Software Engineering	3	3	Machine Learning Algorithms	3
4	Department Elective I	3	4	Software Project Management	2
5	Visual Analytics	1	5	System Administration	2
6	Open Elective I	3	6	Department Elective II	3
7	Open Elective II	3	7	Department Elective III	3
			8	Open Elective III	3
			9	Open Elective IV	3
	Total	19		Total	23
Year of the Programme: Fourth Year (Academic Year 2026-27)					
Semester – VII			Semester - VIII		
S. No.	Course	Credits	S. No.	Course	Credits
1	Department Elective IV	3	1	Project	10
2	Department Elective V	3			
3	Information Systems Security	3			
4	Cloud Computing	3			
5	Open Elective V	3			
6	Capstone Project	4			
	Total	19		Total	10
	Total Credits for the Programme	155			

15. Approved Academic Calendar of all programs

SVKM's NMIMS
Academic Calendar for the Academic Year: 2023-2024

School Name: Mukesh Patel School of Technology Management & Engineering, Campus: Mumbai, Shirpur

School Name: School of Technology Management & Engineering, Campus: Navi Mumbai, Indore, Chandigarh, Hyderabad

Program Names: MBA Tech, B Tech, B Tech (Int), MCA and M Tech

	All Programs (Year 1 - 6)		MBA Tech (year 5 only)	
	Start Date	End Date	Start Date	End Date
Odd Semester / Term I				
Commencement of Term	July 17, 2023	November 9 2023	September, 18, 2023	December 7, 2023
Mid Term Test I	August 21, 2023	August 26, 2023	October 9, 2023	October 14, 2023
Mid Term Test II	October 3, 2023	October 10, 2023	November 20, 2023	November 25, 2023
NUE Exam	November 3, 2023	November 9, 2023	November 30, 2023	December 7, 2023
Term End Exam	November 21, 2023	December 5, 2023	December 11, 2023	December 21, 2023
Re-exam	January 12, 2024	January 25, 2024	January 18, 2024	January 27, 2024
Diwali Vacation	10th Nov, 2023	16th Nov, 2023	10th Nov, 2023	16th Nov, 2023
Even Semester / Term II				
Commencement of Term	December 11, 2023	April 13, 2024	January 2, 2024	April 20, 2024
Mid Term Test I	January 29, 2024	February 3, 2024	February 5, 2024	February 10, 2024
Mid Term Test II	March 11, 2024	March 16, 2024	March 18, 2024	March 23, 2024
NUE Exam	April 8, 2024	April 13, 2024	April 15, 2024	April 20, 2024
Term End Exam – MBA Tech year 4	April 17, 2024	April 30, 2024	April 24, 2024	May 4, 2024
Term End Exam	April 17, 2024	May 3, 2024		
Re-exam	June 25, 2024	July 5, 2024	June 25, 2024	July 5, 2024
Winter Vacation	26th Dec, 2023	01st Jan, 2024	26th Dec, 2023	01st Jan, 2024
Commencement of next Academic year (AY 2024-25)	July 15, 2024			



Dean MPSTME

*Dates are subject to change if required.

16. LIST OF HOLIDAYS FOR THE YEAR 2023

SVKM's NMIMS Deemed to be University

	NMIMS (Mumbai, NaviMumbai, Shirpur & Dhule)		NMIMS (Bangalore)		NMIMS (Hyderabad)		NMIMS (Indore)		NMIMS (Bhubaneswar)		NMIMS (Chandigarh)	Calendar 2023	
List of Holidays for the year 2023													
	OCCASION		OCCASION		OCCASION		OCCASION		OCCASION		OCCASION	DATE	DAY
										1	Guru Gobind Singh Parkash Purb	05-Jan-23	Thursday
				1	Sankranti/Pongal							13-Jan-23	Friday
				2	Sankranti/Pongal					2	Makar Sankranti	14-Jan-23	Saturday
1	Republic Day	1	Republic Day	3	Republic Day	1	Republic Day	1	Republic Day	3	Republic Day	26-Jan-23	Thursday
						2	Mahashivratri	2	Mahashivratri			18-Feb-23	Saturday
2	Holi	2	Holi	4	Holi							07-Mar-23	Tuesday
						3	Holi	3	Holi	4	Holi	08-Mar-23	Wednesday
3	Gudi Padwa	3	Ugadi	5	Ugadi							22-Mar-23	Wednesday
						4	Ram Navmi	4	Ram Navmi			30-Mar-23	Thursday
								5	Odisha Day			01-Apr-23	Saturday
						5	Mahavir Jayanti					04-Apr-23	Tuesday
4	Good Friday	4	Good Friday	6	Good Friday					5	Good Friday	07-Apr-23	Friday
										6	Baisakhi	14-Apr-23	Friday
5	Ramzan-Id	5	Ramzan-Id	7	Ramzan-Id	6	Ramzan-Id	6	Ramzan-Id	7	Ramzan-Id	22-Apr-23	Saturday
6	Maharashtra Day	6	Labor Day									01-May-23	Monday
								7	Raja Sankranti			15-Jun-23	Thursday
								8	Rath Yatra			20-Jun-23	Tuesday
7	Independence Day	7	Independence Day	8	Independence Day	7	Independence Day	9	Independence Day	8	Independence Day	15-Aug-23	Tuesday
							8	Rakshabandhan				31-Aug-23	Thursday
8	Gopal Kala					9	Janmashthami	10	Janmashthami	9	Gopal Kala	07-Sep-23	Thursday
		8	Ganesh Chaturthi									18-Sep-23	Monday
9	Ganesh Chaturthi			9	Ganesh Chaturthi	10	Ganesh Chaturthi	11	Ganesh Puja	10	Ganesh Chaturthi	19-Sep-23	Tuesday
10	Anant Chaturdasi											28-Sep-23	Thursday
11	Gandhi Jayanti	9	Gandhi Jayanti	10	Gandhi Jayanti	11	Gandhi Jayanti	12	Gandhi Jayanti	11	Gandhi Jayanti	02-Oct-23	Monday
								13	Maha Saptami			21-Oct-23	Saturday
		10	Mahanavami, Ayudha Pooja	11	Dushera (Navami)			14	Maha Navmi			23-Oct-23	Monday
12	Dushera	11	Dushera	12	Dushera	12	Dushera	15	Vijaya Dashmi	12	Dushera	24-Oct-23	Tuesday
		12	Kannada Rajyotsava									01-Nov-23	Wednesday
13	Diwali	13	Diwali	13	Diwali	13	Diwali			13	Diwali	13-Nov-23	Monday

14	Diwali (Balipratipada)	14	Diwali (Balipratipada)	14	Diwali (Balipratipada)	14	Diwali (Balipratipada)			14	Diwali (Balipratipada)	14-Nov-23	Tuesday
15	Diwali (Bhaubeej)	15	Diwali (Bhaiduj)	15	Diwali (Bhaiduj)	15	Diwali (Bhaiduj)					15-Nov-23	Wednesday
										15	Gurunanak Jayanti	27-Nov-23	Monday
16	Christmas	16	Christmas	16	Christmas	16	Christmas	16	Christmas	16	Christmas	25-Dec-23	Monday
Holidays falling on Sunday													
1	New Year	1	New Year	1	New Year	1	New Year	1	New Year	1	New Year	01-Jan-23	Sunday
		1	Sankranti/Pongal	2	Sankranti/Pongal							15-Jan-23	Sunday
								2	Maha Ashtami			22-Oct-23	Sunday
						2	Rang Panchami					12-Mar-23	Sunday

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

17. School INFOLINE

Agency	Phone / Mobile Number	Email ID
Disaster Management Cell of Municipal Corporation of Shirpur	1077; 02652236584	dydish.dhu-mh@gov.in
Municipal Chairman/person		
Collector (Dhule district)	02562288702; 02562288701	collector.dhule@maharashtra.gov.in
Municipal Manager	02563255042	shirpurnagarparishad@gmail.com
Police		
Superintendent of Police	02562-288200	sp.dhule@mahapolice.gov.in
Sub-Divisional Police Officer - SDPO Shirpur (Anil Waman Mane)	02563257907; 9821258363	
Police inspector	02563255022; 9960787077	
Police station	100	
Fire Brigade	101	
Ambulance	108	
Hospitals		
Sub District Hospital, Shirpur	02563255009; 02536-259574	
Indira Memorial Hospital in Shirpur	02563255283;	
Vighnaharta Hospital & ICU	7741908279	
Travel Agency		
MSRTC bus stand	02563255017	
Navkar Travels	02563256499; 02563258499; 02563259499	
Shivam travels	9850835392	prince.holidays10@gmail.com
Vijay Travels	02563259951; 7774999951; 7774999951	
Courier Services		
Post office, Shirpur	02563255032; 1800 266 6868	webinformationmanager@indiapost.gov.in
The Express Courier	+918830051019; 9657777025	
The Professional Couriers	02563256620; 8275590171; 9370515729	
Chemists		
Ramesh Medical & General Store	940423325	
R C Patel Generic Medical Center	7768080088; 7020070842	
Ram Medical & General Store	9152623375	
Ravi Medical	9923491755; 9923117999	
Hospitals		
Dr. Manoj Nikam	09850256365	
Sushrut Hospital (Eye Specialist)	+912563255604	
Satguru Hospital (Ortho)	7448190009; +912563218009	
Radha Hospital (Heart specialist)	+912563258106	
Shree Yogiraj Ayurved & Panchakarma Chikitsalay	9420858853	
Nomani Homeopathic Clinic	9420441886; 9767951166	
Rathi Hospital (Gynecologist)	+912563258625; 822337625	
Hostels		
Hostel Director (Dr. Pradeep Kumar)	8383002155	pradeep.kumar@nmims.edu
NMIMS Shirpur campus	08806759888	shirpur.hostel@nmims.edu
Mess Supervisor		
Mr. Sachin Shetty	8554842111	

18. People you should know

School Administration

Name	Designation
Dr. Venkatadri Marriboyina	Associate Dean- MPSTME Shirpur
Mr. Bhupesh Jaware	Dy. Registrar – NMIMS Shirpur
Head of Departments	
Dr. Govind Rajput	HOD
Dr. Radhakrishna Rambola	HOD
Dr. Ritesh Dhanare	HOD,
Library	
Dr. Ravindra Mendhe	Dy. Librarian
Counsellor	
Ms. Kiran Akasapu	Member
Finance and Accounts	
Mr. Rahul Dande	Chief Accountant & Administrator
Examinations	
Mr. Dinesh Deshmukh	Assistant Registrar (Examination)
Placement	
Mr. Prasanna Ojha	Placement Executive
Purchase and Store	
Mr. Mahendra Joshi	Executive (Purchase and Store)
IT, Computer and Web Management	
Mr. Abhay Kumar	IT Network Incharge

Course Coordinators		
Staff Name	Email-Id	Names of Programmes/ Activities allocated
Ujwala Dorik (Jr. Coordinator)	ujwala.dorik@nmims.edu	B. Tech First Year, Second Year, Third Year, Fourth Year
Rupesh Gujarathi (Assistant)	rupesh.gujrathi@nmims.edu	B. Tech First Year, Second Year, Third Year, Fourth Year
Anupama Rajput (Assistant)	anupama.rajput@nmims.edu	B. Tech First Year, Second Year, Third Year, Fourth Year



HOSTEL MANUAL

SVKM'S

NMIMS SHIRPUR CAMPUS

(2023-24)

CONTENT

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 - 7.2 Senior Warden
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 - 9.12 Student Leave Policy – Annexure III

1.0 INTRODUCTION

Choosing an Institute/University is also about choosing a new home. We ensure that students dwell in a healthy environment that helps them to grow and learn without any obstacle. NMIMS-Shirpur offers comprehensive and independent hostel facilities for boys and girls within the campus with all modern amenities situated on the bank of Tapi River. Elegantly designed and surrounded by lawns and flower beds, it provides a comfortable, congenial and homely environment to the residents. 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).

1.1 OBJECTIVES OF THE HOSTEL

- (a) To provide a feel of home with all amenities required by the students to grow and learn.
- (b) To ensure that the students are able to devote adequate time to their studies and research.
- (c) To ensure that students coming from different parts of the country learn to live together and strengthen their relations with mutual cooperation and goodwill.
- (d) To develop a congenial environment for co-curricular and extra-curricular activities of students.

2.0 HOSTEL MANAGEMENT TEAM

Following members comprise 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

The 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**

Students have Wi-Fi internet facility with an excellent speed of 600mbps. One can use this facility for online study and to download study material. Students can have access to all educational and information site round the clock however they can access social networking sites and you-tube from 16:00 hrs to 08:00 hrs only. Students are warned against misuse of this facility.

3.3 **RECREATION/TV ROOM**

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 **ELEVATORS/STAIRCASE**

Elevators with an attendant are installed 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.

3.5 **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.

3.6 **ELECTRONIC SURVEILLIANCE**

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

3.7 **PARENTS MEETING ROOM**

An exclusive facility is provided in Boys hostel (for both Boys and Girls) for meeting with student’s parents. It is equipped with television, air conditioners, sofa sets etc. With prior approval and confirmation from hostel authorities, student can meet his/her parents 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.

3.8 **DINING/MESS**

Both boys and girls hostel have separate 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 mess 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). Food charges for a complete academic year are to be paid at the time of admission.

Additional facility for fruit juice, sandwich, fruits etc., is provided on payment basis. Snacks are also made available in the evening time on payment 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. Food charges for a complete academic year are to be paid at the time of admission.

3.9 **DRINKING WATER**

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. Separate drinking water line (connected with water cooler) is routed through each floor and wing.

3.10 **SICK BAY**

Management has the first thought about the health of students.

Therefore, 24 hours manned Sickbay 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 the 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 prescribed by doctor.

3.11 **PHARMACY STORE**

Pharmacy store in the boy's hostel which provides generic medicines and other medicines. The store remains open 24x7.

3.12 **SALON/PARLOR**

Modern air-conditioned salon/parlor equipped with modern facilities is available in both boys and girls hostel. Salon 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. Salon/parlor services can be availed throughout the week on payment basis and on first come first serve basis.

3.13 **LAUNDRY**

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

3.14 **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.

4.0 **GENERAL INSTRUCTIONS**

- 4.1 No hostel resident is permitted to engage any person for any kind of service for personal benefit.
- 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/outside the campus.
- 4.6 Academic building, hostel building and entire campus is '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 within the entire campus.
- 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 ended 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:

SVKM’s NMIMS, MPTP Shirpur Campus for the AY 2023-24

S. No.	Position	Designation	Name of Staff	Contact No.
1.	Chairperson	I/C Director, SVKM’s NMIMS- MPTP	Dr. Ram Gaud	02563-295545/46
2.	Member	Associate Dean, MPSTME	Dr. Venkatadri Marriboyina	02563-295545/46
3.	Member	Associate Dean, CTF	Dr. Arup Rakshit	02563-295545/46
4.	Member	I/C Associate Dean, SPTM	Dr. Sateesh Belemkar	02563-295545/46
5.	Member	Chief Accountant & Administrator	Mr. Rahul Dande	02563-295545/46
6.	Nodal Officer	Deputy Registrar	Mr. Bhupesh Jaware	02563-295545/46
7.	Member	Director (Hostel Administration)	Dr. Pradeep Kumar	02563-295545/46
8.	Member	Rector, Boy’s Hostel	Mr. V. Sarweswaran	6283475964
9.	Member	Rector, Girl’s Hostel	Ms. Prerna Soni	7448243446

- 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
<input type="checkbox"/> Lock your room before moving out.	<input type="checkbox"/> Indulge in RAGGING.
<input type="checkbox"/> Keep your valuables and cash under lock.	<input type="checkbox"/> Violate hostel rules.
<input type="checkbox"/> Read the notice board (both at college and hostel) regularly.	<input type="checkbox"/> Smoke, consume alcohol or indulge in substance abuse.
<input type="checkbox"/> Follow the code of conduct for students.	<input type="checkbox"/> Permit proxy/dummy room-mates in your room.
<input type="checkbox"/> Read the hostel rule book and follow the rules.	<input type="checkbox"/> Damage hostel/college property or assets.
<input type="checkbox"/> Always carry your ID card whenever moving inside/out of the campus	<input type="checkbox"/> Permit nonresidents to stay in or use your room
<input type="checkbox"/> Show your ID card to security or authorities as and when demanded.	<input type="checkbox"/> Light lamps / candles, carry crackers or burn / burst crackers in and around the hostel premises
<input type="checkbox"/> Obtain visitor's pass/permission well in advance for your visiting parents/relatives.	<input type="checkbox"/> Conduct or attend parties (in your room or anywhere in the campus
<input type="checkbox"/> Inform Duty warden/Rector if you are sick	<input type="checkbox"/> Waste/misuse water and electricity. Use electrical appliances viz water heaters, immersion rods, presses, kettles etc.
<input type="checkbox"/> Observe silence hours (11 pm to 7 am) every day.	<input type="checkbox"/> Play loud music anywhere (in your room or campus).

<input type="checkbox"/> Contact warden/Rector/Director (Hostel Administration) in case of any problem.	<input type="checkbox"/> Act in a manner that offends the local cultural and social values and local sensibilities and rule of the land.
<input type="checkbox"/> Maintain discipline.	<input type="checkbox"/> Cook in rooms.
<input type="checkbox"/> Enter your complete details in the in-out registers when leaving the hostel for more than one day.	<input type="checkbox"/> Keep or play televisions in your rooms.
<input type="checkbox"/> Dine in mess of the campus.	<input type="checkbox"/> Keep or feed pets in your room or campus

6.0 STUDENT'S VISIT TO SHIRPUR

6.1 Students are allowed to avail short leave at most four times in a month, on Shirpur - Out Pass. Students shall approach duty warden's office for Shirpur out 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.

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 (3) Ban on short leave, Shirpur Out- Pass for the period of one month
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	
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	<p>1. Intimation to Parents and</p> <p>2. Seven Days Academic Suspension with pre-marked Absence in SAP (i.e., Student will attend classes but will lose attendance) and</p> <p>3. Ban on short leave, Shirpur Out-Pass for a period of one month.</p> <p>(In case of property damage the cost of property would be recovered).</p> <p>(In case of any misbehavior during placement tour disqualification for further placement assistance.)</p>
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	
9. Stealing cash or any other item(Minor Case)	
B - Class	
Misconduct	Consequence
1. Any complaint of major misconduct received from outside the campus.	<p>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.</p> <p style="text-align: center;">And</p> <p>Ban on short leave, Shirpur Out-Pass for a period of one month.</p>
2. Serious physical fight among students or with any staff	
3. Stealing cash or any other item (Major Case)	

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-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 2nd time shall be liable to **PERMANENT SUSPENSION FROM UNIVERSITY.**

22nd February 2020

NOTICE

This has reference to the existing "*Discipline Policy of MPTP, Shirpur Campus*" and in continuation of notice dated 1st March 2016, the following will be *revision of consequence* for the students involved in the cases of "**CONSUMPTION, POSSESSION AND TRAFFICKING OF OBJECTIONABLE MATERIAL**":

- 1st Time:** He or She found guilty for break of the subject rule shall be liable to **EXPULSION FROM HOSTEL FOR FOUR MONTHS & 2 MONTHS' YOGA AFTER COMPLETION OF EXPLULSION.**
- 2nd Time:** He or She found guilty for break of the subject rule consecutively for the 2nd time shall be liable to **PERMANENT EXPLULSION FROM HOSTEL.**

The above mentioned penalties should be followed and monitored & the concerned authorities should see that following guidelines are followed strictly.

1. The concerned Faculty Mentor should be informed about the student's involvement in such activities for further monitoring.
2. After student's expulsion from Hostel, the concerned Faculty Mentor should keep record of student's residence in Shirpur (including any deviation) and should inform to Hostel Administration with copy to school head.
3. The concerned Faculty Mentor and School Head should also ensure that after completion of expulsion period, the student is returned to the hostel as per the process. If student fail to return to the hostel after completion of his punishment, the respective school head may impose Academic suspension till he joins back.



Shri Rajgopal Bhandari,
Member, Managing Committee, SVKM

Cc: All Concerned.

SVKM'S
Narsee Monjee Institute of Management Studies

Deemed to be UNIVERSITY

Shirpur Campus: Mukesh Patel Technology Park, Babulde, Bank of Tapi River, Mumbai-Agra Road, Shirpur-425 405, Dist. Dhule, Maharashtra. Tel: (91-2563) 286545 - 286554 | Fax: (91-2563) 286552 | Email: shirpur@nmims.edu

Mumbai Campus: V. L. Mehta Road, Vile Parle (West), Mumbai - 400 056, India. Tel: (91-22) 42355555 / 26134577 | Fax: (91-22) 26114512 | Email: enquiry@nmims.edu | Web: www.nmims.edu

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 Carry out 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 reasons 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 cordial 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-mentee program wherein a faculty member trained for mentoring and counseling the students. The details of the program shall be released separately.

- 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 pantries 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 (3 days 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 others 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 three times in 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 everyday and both are not allowed to leave the hostel before 6:00 am. 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.
3. 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, immersion 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 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 visitor 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
Lunch: 12:00 noon to 02:00 pm
Snacks: 04:00 pm to 07:00 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 themess 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 inthe 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 themess.
 17. Students as a special case can entertain their guests (ladies) in themess 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 furnitureor other fittings in all the common facilities in the hostel. Students found guilty of committing such an offence can be evicted from thehostel.
3. In case of loss of room or cupboard keys the student will have to paya 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 anymeans,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 belongingto 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 giveyour 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 roomsallotted 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 resultingto 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 daysof 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

Signature of Parent.
Name

Place: _____
Date : _____