Mukesh Patel School of Technology Management and Engineering

Student Resource Book

SRB applicable for below programs / batches:

Sr. No.	Program	Batch
1.	B Tech – All Programs	2025-29
2.	MBA Tech – All Programs	2025-30

SVKM'S
NMIMS
Deemed-to-be UNIVERSITY

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

STUDENT RESOURCE BOOK

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 has been 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 School 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 2025)

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 2025 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. Any such changes will be communicated to 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 If any changes in guidelines of SRB by the university, it will be communicated to the students.

1.8 Any dispute and/or litigation arising between student/s and the University/college/school shall be subject to the jurisdiction of the Mumbai Court 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.

2.2 Only drinking water is allowed inside the classroom. Eatables are strictly prohibited inside the classroom.

2.3 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.

2.4 The students are requested to park their vehicles outside the premises at the places notified by the MCGM. NMIMS shall not bear any responsibility for the students vehicles parked outside the premises.

2.5 Any problem about 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 in writing to the Assistant Registrar /Dy.Registrar/ Dean/Directors of the school/ Registrar, NMIMS.

2.6 The mode of Communication with students is via the 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.

2.7 The student should ensure the receipt of the NMIMS email ID for official communication.

2.8 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, or lecture cancellations directly with the faculty on their own.

2.9 The students should not communicate directly with faculty members for selection of any elective course. They must route their option through Course Co-ordinators or Program Chairs.

2.10 Classrooms are fitted with LCD projectors / Smart Boards for the utility of the faculty and the students. 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-served basis.

2.11 All students are provided with an Identity Card, which they are required, to wear **mandatorily**. Entry is strictly through an Identity Card and will be monitored by the NMIMS authorities. A penalty will be levied / action will be taken for this non-compliance. If the student misplaces the original ID card, a duplicate ID card will be issued by the school by paying a prescribed fee. An ID card is used for access control to the NMIMS campus.

2.12 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.

2.13 Students must not use the ID card of any other student; in case it is noticed, both students shall be penalised.

2.14 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 the ID Card should be raised to biometricregistration@svkm.ac.in.

2.15 Fire drills are demonstrated to all the students, and hence 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 and shall attract punishment.

2.16 Any person resorting to physical fights will amount to ragging and appropriate legal action will be viewed accordingly by the disciplinary committee.

2.17 If any student during the tenure of studentship has a police case in his/ her name, he/she is liable for appropriate action by the management/disciplinary committee as per the rules and regulations in force from time to time.

2.18 Any comments posted in social media or print attempting to bring disrepute and defame the University shall be treated very seriously and shall attract severe and strict disciplinary action.

2.19 NMIMS has a zero-tolerance policy towards misbehaviour, discrimination of gender sensitivity, racial discrimination, indulgence in unethical practices, including possession and consumption of drugs, alcoholic drinks, harassment, violence, non-obedience, non-compliance and any action that will bring disrepute/defame to the University, etc. by any student. The university shall take strict legal action against the defaulters in accordance with the rules & regulations in force from time to time.

2.20 The University will reserve the right to take action appropriately against all the defaulters including outsiders, who shall be part of the above illegal act/s.

2.21 Photography, filming, videotaping and audio-taping in the Campus premises/ University are strictly prohibited. A student found guilty of the said act will be dealt with appropriately as per the rules and regulations of the University

CODE OF CONDUCT	LINE OF ACTION
Alcohol and Other Drugs 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 & selling or using differently from the prescribed use or by someone other than the person for whom it was prescribed.	a. With immediate effect, suspension from college if the student is not able to justify/prove the reasonable ground for carrying or possessing the said drugs. b. Suspension from college pending an enquiry. c. If found guilty, concerned student shall be punished in accordance with the rules and regulations, which may include rustication from the school / campus / hostel. d. In case the student is involved and found guilty of selling the drugs, appropriate legal action under the Narcotic Drugs Act 1985 will be taken.
Assault, Endangerment or Infliction of Physical Harm Physical restraint, assault or any other act of violence or use of physical force against any member/staff/security of the campus or any act that threatens the use of physical force.	Upon written complaint, with immediate effect - Suspension from attending college pending an enquiry.
Banners, Chalking and Posters Defacing of Campus property using Banners, Chalking, Posters, etc..	Severe disciplinary action will be taken.
Bullying, Intimidation, and Stalking **Bullying.** Bullying includes any electronic, written, verbal or physical act/body, gesture or a series of acts of physical, social or emotional domination that is intended to cause physical or substantial mental and emotional harm to another person or group. **Intimidation**. Intimidation is any body, gesture, 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. **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 mental and emotional distress.	a. Upon written complaint with immediate effect - Suspension from attending college pending enquiry. b. Any person resorting to such an act will amount to ragging and strict appropriate legal action will be taken.
Discrimination, Including Harassment, Based On a Protected Class 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.	a. Upon written complaint with immediate effect Suspension from attending college pending enquiry. b. If found guilty , shall be punished in accordance with the rules and regulations, which may include rustication from the school / campus / hostel.

CODE OF CONDUCT	LINE OF ACTION
Disorderly Conduct Excessive noise, which interferes with classes, school offices or other activities; Unauthorized entry into an area or a closed meeting. **1** Conduct that restricts or prevents faculty, staff or student employees from performing their duties, including interruption of meetings, classes or events; **2** Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others.	a. Warning for first default. b. If default continues/repeated defaulters students shall be abstained from attending the effective lecture/event.
False Representation 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).	a. Upon knowledge of false representation the student shall be suspended with immediate effect from attending college pending enquiry. b. If found guilty in the enquiry, shall be punished in accordance with the rules and regulations which may include rustication from the school/ campus / hostel.
Fire Safety Tampering, interference, misuse, causing damage and/or destruction of fire safety and fire prevention equipment	Severe disciplinary action will be taken.
Theft, Vandalism, or Property Damage Theft, negligent, intentional, or accidental damage to personal or University / SVKM property/ies	a. Suspension from attending college pending enquiry. b. Rustication from the school / campus / hostel.
Unauthorized Entry or Access / Unauthorized Use of School Facilities or Services Unauthorized entry into or presence within enclosed NMIMS / SVKM buildings or areas, construction sites, and student rooms or offices, even when unlocked, is prohibited.	a. Upon knowledge of the same concern student/s shall be suspended with immediate effect from attending college pending enquiry. b. If found guilty in the enquiry, concern student shall be punished in accordance with the rules and regulations which may include rustication from the school / campus / hostel
Weapons and Fireworks Possession or use of firearms including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment, knives etc. Possession or use of fireworks, dangerous devices, chemicals, or explosives within the premises of NMIMS / SVKM.	a. Upon knowledge of the same, concern student/s will be suspended with immediate effect from attending college pending enquiry. b. If found guilty in the enquiry, concern student shall be punished in accordance with the rules and regulations which may include rustication from the school / campus / hostel.

2.22 **Discipline Norms and Penalty:**

2.22.1 A disciplinary committee constituted in each school, to 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 Vice Chancellor of the University. On approval by the Vice Chancellor, action will be initiated by the school. **For names of committee members at the school level, refer to part II of SRB.**

2.22.2 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.**

2.22.3 NMIMS campus including premises of all schools/colleges and hostels are earmarked as a non-smoking zone. Possession and Consumption of alcoholic beverages / toxic materials/and cigarettes students present on the campus under the influence of alcohol/ toxic materials/ addictive materials is a serious offense. Any student found consuming any objectionable material (alcohol, illicit drugs, controlled substances including stimulants, depressants, narcotics, or hallucinogenic drugs) will be rusticated from the hostel, school and the campus with immediate effect

2.22.4 Impersonation will also lead to suspension pending the enquiry and upon found guilty to be rusticated with immediate effect and subsequent deletion of the student's name from the roll of the University after enquiry.

2.22.5 Students indulging in Sexual Harassment will also be liable to strict disciplinary action as per University norms. Shall be suspended with immediate effect pending the enquiry. Upon found guilty the student shall be rusticated.

2.22.6 In all matters of indiscipline and indecent behaviour, the Chancellor of the University will be the appellate authority. The ombudsman is appointed by the University, who would look into such cases referred by the 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 and outcome of the enquiry, the student can be rusticated from the school. NMIMS will not be held responsible for any actions that will be initiated by the regulatory authority like police, corporation etc.

2.23 **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 Tank tops, Midriff tops, Belly-tops, Sweatshirts, Spaghetti-strap dresses, Half pants, Shorts, Short skirts, Sweatpants, Exercise pants, Ripped or torn jeans, and bathroom slippers, Flip-flops are not allowed).

For all functions of the School/ University, including Guest lectures, seminars and conferences, attendance is mandatory and students are required to dress in formals, Institute blazer, Tie/ Cravat, and Lapel Pin.

2.24 **Punctuality**

2.24.1 Classes will begin on time. Late coming is not permitted. Faculty have the authority to restrict latecomers to enter the classroom.

2.24.2 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.

2.24.3 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.

2.24.4 Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the school/University or the faculty concerned. Students cannot approach faculty members or 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 informing of his/her presence and, if required, to justify his/her stand.

3.1.2 Attendance reports of all the students would be displayed on the notice board / Student Portal monthly. 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 parents' email ID with the school academic office.

3.1.5 Parents of the students shall be informed of 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 in any contact information of their 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 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 the Student Portal / Notice board after the end of the session. If the student has any issues regarding attendance will notify the Dean/Director of the campus in writing. The Dean/Director will ensure that data is factual and will act accordingly.

3.2 Attendance rules for all schools

To ensure satisfactory attendance and engagement, 100% attendance in all subjects/courses is expected. However, exceptions can be made for valid medical reasons, personal reasons, and participation in extra-curricular and co-curricular activities, placement activities, institutional work, and other approved activities. A relaxation of up to 20% absence may be granted in such cases.

3.2.1 Eligibility for Examinations:

Students who have maintained 80% or higher attendance in individual courses during a trimester/semester are eligible to appear for the respective trimester/semester-end examinations.

Attendance is considered from the date of commencement of each semester/trimester.

In case of any delay in the admission process of any particular student/ lateral admission case, attendance will be considered from the date of such admission.

The decision taken by the University will be final and binding upon everyone.

Attendance requirements are summarised hereunder:

100% Attendance in each subject is expected.

Attendance% (In Individual Courses)	**Remarks**
80% and above In individual courses	Eligible to appear for Trimester/Semester End Examinations.
Below 80% in the individual courses.	Students will be required to take re-admission. Students can opt i) Re-admission in the same Semester/Trimester OR ii) re-admission in the full year of the program in the subsequent academic year

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

4.3 Duration of examination

4.3.1 Minimum duration of Mid -Term Examinations: 1 hr.

4.3.2 Minimum duration of Term End Examinations: 2 hrs.

4.3.3 Examination duration can also be more than the above specified time as defined by respective schools.

4.4 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.

4.5 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.

4.6 The minimum 15 number of students or 40% of the total number of students to offer an elective course/s on the basis of the total number of students registered in that particular elective courses.

4.7 Project Guidelines:

4.7.1 From time to time Faculty may assign projects to students in their courses.

4.7.2 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.

4.7.3 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.

Note: For any academic grievance, student may write on grievance.academic@nmims.edu.

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 (UFM) in the examinations.

7.1 **Discipline in the Examination Hall**

7.1.1 Students must know their Roll Number and Student No. and carry their respective University ID card during exams. Admission to the examination hall may be denied if University identity card is not produced.

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. Such students will be required to seek written approval from the Dean/Director of the respective school / Campus or faculty member 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 and attendance recording 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 on the date, time and place published in the timetable, will have an 'Absent' remark in attendance and grade sheet. Opportunity for re-examination will be given according to the rules and regulations. No special re examination will be conducted for such students.

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 University Identity Cards issued by SVKM's NMIMS and they must produce these same 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 subject to approval from the Dean/Director of the School / campus.

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 / she 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, health band with data storage communication facility, in ear Bluetooth speaker, micro scanner, micro phone, micro camera, micro speaker, memory based modules, Wi-Fi enabled modules, earbuds, storable/programmable calculators, laptop, Bluetooth devices or any other similar electronic gadgets/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 (gestures or otherwise) 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, needless to mention that the girl student shall be frisked by the lady supervisor.

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 will be 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 sheet/s 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 the rules and appropriate action will be taken against such candidate/s.

7.1.18 Students should not write anything on the question-paper, unless there is any typographical error/ change to be carried on the question paper on room supervisor's instructions. Else, it will be treated as an act of use of unfair means.

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. The student 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 Persons with Disabilities (PwD) (Divyangjan) (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, well in time.

7.2.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (Annexure 6) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance. The application should be approved by respective school Dean/Director before forwarding to examination section.

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, compensatory time of 20 minutes per hour will be allowed to such students. E.g. for the examination of two hours, 40 minutes compensatory time will be allowed.

7.3.5 The Examination in Charge of the School/Campus 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 additional time of 20 minutes per hour. E.g. for the examination of two hours, 40 minutes extra time will be allowed.

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 competent 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 University's rules and regulations and 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	A student is found in possession / making use of any electronic device (including mobile phone, smart watch, health band (with data storage/communication facility), In ear Bluetooth speaker, micro-scanner, micro- phone, micro-camera, micro-speaker, memory-based modules, Wi-Fi enable modules, any other electronic gadgets etc.) or any other item of such type or communication gadget in the Examination Hall.	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. 3,4,5,6,7 **
2	A student is found in possession / making use of any unauthorized material like written/printed/photocopied note/written on the dress, clothes or body parts, written on the chair, table, desk or any other furniture items or room walls, floors etc. on university properties, calculator, scale, eraser, handkerchief, instrument box, any other material relevant to the examination irrespective of whether it was used or not used.	Annulment of the performance of the student at the University Examination in full. *
3	Possession of another student's answer book or supplementary sheet.	Exclusion of both the students from concerned University Examinations for one additional examination. **
4	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. **
5	Mutual/ Mass copying.	Exclusion of all the students from concerned University Examination for two additional examinations. **
6	Smuggling in or smuggling out of answer books as copying material.	Exclusion of the student from concerned University Examination for three additional examinations. **
7	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. **
8	Smuggling in written answer book as copying material and forging the signature of supervisor.	Permanent Expulsion from the University.
9	Attempt to forge the signature of the supervisor on the answer book or supplementary sheet.	Permanent Expulsion from the University.

10	Interfering with or counterfeiting of University seal or answer books or office stationery used in the examination with the intention of misleading the authorities.	Permanent Expulsion from the University.
11	Answer book or supplementary sheet written outside the examination hall or any other insertion in the answer book.	Permanent Expulsion from the University.
12	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination.	Permanent Expulsion from the University.
13	Using obscene language/ violent threats inside the examination hall by a student at the University examination to room supervisor/ any other authority.	Permanent Expulsion from the University.
14	Impersonation for a student or impersonation by a student in University or other examinations.	Permanent Expulsion from the University.
15	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.
16	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.
17	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication.	Annulment of the performance of the student at the University Examination for the subject during the examination of which student made an appeal.
18	A student is found to be snatching the answer book of other examinee/s.	Annulment of the performance of the student at the University Examination in full. *
19	A student is found to be tearing or tampering his/her answer book inside or outside the examination hall.	Annulment of the performance of the student at the University Examination in the subject concerned.
20	A student is found to be disrupting the smooth conduct of Examination in any way because of which other students were unable to write the examinations for substantial amount of time.	Annulment of the performance of the student at the University Examination in full. *
21	A student is found communicating or attempting to communicate directly or through a relative, guardian, friend or any other person with an examiner with an object of influencing him/her in the award of marks.	Violation of code of conduct - strict warning.
22	A student has used abusive or obscene language in the answer book.	Annulment of the performance of the student at the University Examination in the subject concerned.
23	A student is found to be talking/chatting to a person/another student outside the examination-hall while going to the Bio- break, for drinking water etc. during the examination period. Providing help to other student outside the examination hall during the examination period (Even though the said student has not appeared at the said examination/s).	Annulment of the performance of the student at the University Examination in full. *
24	Dictating answers from outside to the student who is sitting inside the examination hall. Receiving answers from student outside the examination hall.	Annulment of the performance of the student at the University Examination in full. *

25	A student leaves the examination hall without handing over his/her answer book to the invigilator concerned and takes it away with him/her.	Annulment of the performance of the student at the University Examination in the subject concerned.
26	A student is found to have sought/ received help from other students or giving help to other students through passing some written material/electronic device/answer book/supplement /question paper/examination stationery pertaining to the questions set in the paper concerned.	Annulment of the performance of the student at the University Examination in full. *
27	A student is found to be guilty of swallowing or destroying any note or paper or any other material found with him/her and thereby destroying the evidence.	Annulment of the performance of the student at the University Examination in full. *
28	A student is guilty of assault or inflicting any injury on invigilator on duty or the other staff working at the examination.	Permanent Expulsion from the University.
29	The offence which has been detected after the Examination/declaration of the result/award of the degree.	Annulment of the performance of the student at the University Examination in full. * And the Grade sheet & Degree Certificate to be treated as null & void and to be recalled.
30	A student involved in malpractices at Practical / Dissertation / Project report / Online Examination / Procter examinations	Shall be dealt with as per the punishment provided for the theory examination.
31	All other malpractices not covered in the aforesaid categories.	Shall be decided by Unfair Means Inquiry committee on individual merits of case.
32	Second/subsequent case(s) of UFM reported against a student in the same academic year.	Annulment of the performance of the student at the University Examination in full.* Expulsion from the University for a period of one year from the decision taken by University.
33	Student involved in uses of Unfair Means more than two occasions in different examination sessions (Semester/Trimester).	Permanent Expulsion from the University.

Note 1	* The Term "Annulment of Performance in full" includes performance of the student at the Theory /Computer based exam/ Viva/ Jury /Practical examination of semester/trimester concerned, but does not include performance at internal continuous assessment / Term work, project work with its term work & project submission.
Note 2	Student found in possession means a student , reported in writing, as having been found in possession of unfair means material by the invigilator or member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Invigilator / Sr. Supervisor or any other authorized person to the Controller of Examinations or Dean or any officer authorized in this behalf.
Note 3	Material related to the subject of examination means and includes, if the material is produced as evidence (excluding electronic gadgets), any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clauses, above, the presumption shall be that the material did relate to the subject of the examination.
Note 4	Refusing to give written statement, refusing to receive show cause notice, absenting from enquiries - final decision of UFM Committee will be binding on student.
Note 5	Students should note that material found with him / her during the examination would be confiscated and would be returned back after completion of inquiry on the basis on application.

Practical/Dissertation/Project Report Examination:

7.5.3 **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.**

7.5.4 **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 (as regards evaluation of answer books/answer scripts)**

(Providing Soft/ Photo copies of answer books/answer scripts to the candidates and Revaluation)
The Grievance Redressal Mechanism as regards evaluation of answer books/answer scripts 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 / Labs / oral examinations/ viva/ jury/ 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 (Result Portal – SAP)**. 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:

a) **Verification of Answer books/Answer Scripts**: 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

b) **Re-evaluation of the Answer book/Answer Script:** Under this process, a student will have to first apply for the soft copies/ photocopy/ies of the answer book/s and subsequently apply for re-evaluation of the said answer book/s after **going through the answer book/answer script and synoptic answers**. While making application for revaluation, such student will have to **compulsorily** write specific question/s that needs to be re-evaluated with specific reason/s as to why he/she is seeking revaluation of answer/s. **It will be mandatory for such student to write clear and specific reason/s for the request of re-evaluation of the desired questions in the light of the synoptic answers.** Answer books/Answer Scripts will not be revaluated in case student does not provide clear and specific reasons or if the required column/space is left blank in the revaluation application. In such cases, fees paid will not be refunded.

c) **Students will not be eligible to apply for revaluation if they do not apply for a Photocopy(ies) of their answer script/s.**

d) During the revaluation process, only the answers to the questions for which the student has raised a grievance accompanied by valid reasons stated in the revaluation application submitted through the student portal will be re-evaluated. If a student has challenged specific question/s, only those particular answer/s will be reviewed in light of the reasons provided. The original marks awarded to all other answers (which have not been challenged) will remain unchanged.

e) No other mode of communication regarding revaluation will be accepted. Students are advised **not** to send separate emails or applications about revaluation to any other authorities within the School, Campus, or University.

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

Activity under Grievance Redressal Mechanism	**Time Limit**	**Date of Declaration of Result Example: 17th October**
Application for Verification of Answer book/Answer Script	Within 3 days from the date of result declaration	Example: 20th October
Application for Photocopy of the Answer book/Answer Script	Within 2 days from the date of result declaration including holidays	Example: 19th October

Receipt of the E-copy of Answer book/Answer Script	Latest on the 2nd day from the date of result declaration including holidays i)Answer Script/s will be available on student portal immediately on successful submission of application. ii) Link of E-copy of answer scripts will also be available on the payment receipt sent on students registered email ID.	Example: 19th October
Application for Re-valuation of the answer scripts	**Within 3 days from the date of result declaration** including **holidays**	Example: 20th October till 16.00 hrs.

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 Copies of the answer scripts provided by the University are only for Grievance Redressal mechanism and do not have any evidentiary value.

7.6.9 The Photocopy (ies) so obtained by the examinee/candidate shall be for his/her exclusive and relevant use only. Any other person can not use the said answer script/s to dispute or challenge the quality of assessment or quantum of marks assigned to the answer there-in.

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 a student for re-evaluation shall be forwarded to the designated Examiner or Subject Expert. The Examiner/Expert will review the relevant portions of the answer book specifically in light of the reasons provided by the student in the re-evaluation application. Re-evaluation shall be carried out only for the particular question(s) that the student has identified and substantiated with valid reasoning. The marks awarded to all other answers, which were not challenged by the student, shall remain unchanged.

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

a) Wherever the difference in marks is less than or equal to 20 percent (20 included) (irrespective of whether marks increase or decrease during revaluation process), marks awarded after revaluation will be considered as final and communicated to the student concerned.

In such cases the marks originally obtained by the candidate in the subject/s shall be treated as null and void.

b) Wherever the difference in marks is more than 20 percent (i.e. 20.01 and above) (irrespective of whether marks increase or decrease during revaluation process).

Second revaluation of the said answer book shall be done by the examiners/subject experts from approved panel and best marks between first revaluation and second revaluation shall be considered as final marks obtained in the subject/s (fractional marks if any shall be rounded off to the next integer).

In such cases the marks originally obtained by the candidate in the subject/s shall be treated as null and void.

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

ii. The examiner/s for re-evaluation will be appointed by the Controller of Examinations from the panel of examiners/experts.

iii. The above difference in marks (between original evaluation and first/second re-evaluation) in percentage term shall be with reference to the maximum marks of the term end examination of the respective subject.

iv. The marks awarded by examiner/s in re-evaluation (as mentioned above) and amendment in result, if any shall be final and binding on the student and shall not be challenged. Once the re-evaluation result is declared, request to retain the original marks will not be entertained under any circumstances.

v. 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.

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

7.7 **Grace Marks Rule**

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

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

7.7.3 Grace marks will be awarded only for term-end examination component of regular and re-examination. Grace marks will never to be awarded on ICA (Internal Continuous Assessment) component.

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).

Note: If any change in examination system by the university, it will be communicated to the candidates.

7.8 **Internal Continuous Assessment (ICA)**

7.8.1 All components of ICA should be defined while designing the course syllabus by a faculty member. Those components and their weightage should be shared with the students at the start of the trimester/semester.

7.8.2 **Broad Categories** of ICA components should be consolidated into the following categories:
Please ensure a minimum 3 and a maximum 5 ICA components are selected

a. Test 1 (Mandatory Component)	g. Term Work
b. Test 2	h. Case Study
c. Assignment	i. Viva / Presentation
d. Lab Work	j. Quiz
e. Class Participation	k. Group Discussion
f. Project Work	l. Others

7.8.3 **Distribution of Marks:** Distribution of Marks for ICA components must be justifiable as per the weightage of the course contents. The single ICA component should not be more than 20% of the total ICA marks.

7.8.4 **Conduct of ICA components:** A timetable for the conduct of ICA Components should be included in the academic calendar, OR a timetable should be shared with the students within two weeks of the commencement of the classes.

7.8.5 **ICA components Evaluation:** A faculty must use Rubrics to evaluate the ICA component. All the students shall be informed of the component-wise marks obtained by them within seven days of the conduct of ICA components by the respective faculty member or via the students' portal. Students are responsible for checking their marks on the portal.

7.8.6 **ICA Marks submission to exam Dept.:** The final marks obtained by students for each ICA component, irrespective of whether the course has TEE or only ICA should be submitted on the student portal **before the start of the Term End Examinations.**

7.8.7 **Passing Criteria for ONLY ICA course:** For a course that has only internal continuous assessment components and has no Term End Examination must be considered as an ONLY ICA course. The passing criteria for such ONLY ICA courses will be at 40% minimum of total of ICA marks.

If a student does not satisfy the passing criteria of 40%, there will be no re-examination for Only ICA Courses. If a student does not pass only ICA course, he/she must take re-admission in the same trimester/semester of the subsequent academic year of the program, or may opt for re-admission for the entire year of the program, provided they fulfill the eligibility criteria for re-admission mentioned in SRB. The student who fails in any only ICA Course may not be allowed to appear in the Term End Examinations of other courses.

7.8.8 **Grace Marks:** Grace Marks will never be awarded on the ICA (Internal Continuous Assessment) Component, irrespective of whether the course has TEE or only ICA components.

7.8.9 **ICA unfair practice penalties:**
The adoption of unfair means by the candidaters during the ICA component examinations is treated seriously, and appropriate penalties are imposed after following the University's rules and regulations and principles of natural justice.

a. The ICA component for which the unfair practice is reported that component will get cancelled and will not be considered for evaluation.

b. In case of a project/assignment, if the student is allowed to resubmit, the student will be awarded 50% of the total marks or actual marks, whichever is lower. For group project/assignment, this applies to all students in the group.

c. Depending on the severity of the adoption of nature of unfair means, the University is liable to punish the student as deemed fit.

d. Such student shall not be considered for Dean's list and scholastic awards, student leadership positions on campus, final placement, and internship opportunities, amongst other possible actions by the School.

Note: All disputes and representations related to ICA unfair practice will be handled by the respective school-level Disciplinary Committee headed by the Dean/Director and Program Head.

General Guidelines:

a. In order to receive the degree, diploma, or certificate, the student will have to pass all the courses (Credit/Non-Credit) of all the years.

b. **Grievance Redressal:** In case a student is not satisfied with the marks or has any discrepancy with the marks received by him/her in any ICA component of a Course, he/ she may be directed to the concerned faculty member via Program Head / Dean / Director. The final marks obtained in ICA components should be submitted on the student portal before the start of the Term End Examinations.

c. In case of any disputes / differences, the decision of the University shall be final and binding on the students.

d. **Modification in Criteria/rules:** On the recommendation of the Board of Studies of the School 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.

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 (having account holders name either parent or student personal account) 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.

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.
iii. In the executive programmes is upto two years. This will be allowed subject to Deans approval.

<u>10.3.1 Eligibility for Academic Break</u>:

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/Director of respective school will approve the academic break and forward the application of the student to concerned departments 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.

Students will be required to take re-admission in case of Academic Break, a student can opt

Re-admission in the same Semester/Trimester
OR
Re-admission in the full year of the program in the subsequent academic year

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 Dean / Director of 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
• Informed before the commencement of the academic year.	100% total fee prevalent.
• Informed after commencement, not attended classes and fees not paid.	100% total fee + 25% readmission (prevalent).
• Informed during the semester / trimester fees not paid for the current year.	100% total fee + 25% readmission (prevalent).
• Informed during the academic year and fees paid for that year.	25% of total fees as readmission 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 / term of the program only once. He/she can take re-admission in different years/term as long as the total period of the program does not exceed the validity period of that 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 to the next academic year, 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 in the same year of the program. 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 programs 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 faculty /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 must carry their NMIMS student ID card, and faculty / staff must 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 and other personal possessions should not be left unattended for security reasons. The Library is not responsible for 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. Violating the rules will lead to a student's penalty and /or three week suspension.

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 strictly prohibited.

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/tools like plagiarism check software *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 the 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 will be 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 appropriate dress (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.

11.20 **List of E-resources subscribed by NMIMS across all campuses**

Sr. No.	Database Category	Name of Database
1.	**LIBRARY DATABASE/OPAC**	Koha (AMC)
2.	**GRAMMAR Check Software**	Grammarly
3.	**e-JOURNAL DATABASES**	EBSCO
4.		Economic and Political Weekly
5.		JSTOR
6.		Current Science
7.		Ergonomics in Design
8.		Communication Art
9.		Design Journal
10.	**Engineering DATABASES**	DELNET
11.		IEEE
12.		IET Journals
13.		NPTEL
14.	**e-Books DATABASES**	Pearson E-Books
15.		e-KUMBH
16.		UGC e-BOOKS
17.		NDLI e-Books
18.	**RESEARCH DATABASES**	CMIE:Prowess IQ
19.		EventStudyTools
20.		EViews 8
21.		ISI Emerging Markets
22.		SPSS: AMOS
23.		STATA
24.	**COMPANY DATABASE**	Capitaline AWS
25.	**STATISTICAL DATABASE**	IndiaStat
26.		EPWRF India Time Series
27.	**LAW DATABASES**	Hein Online
28.		Live Law
29.		Manupatra
30.	**CASE STUDY DATABASE**	Harvard Business School Publishing
31.	**FINANCE LAB**	Bloomberg
32.	**SWAYAM / NDLI**	SWAYAM
33.		National Digital Library

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 that is blocked with inappropriate content, 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 from the Computer Centre.

12.3 Internet access for 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 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 are not to touch or tamper with the WiFi routers and other network infrastructure installed at hostels. If any such incidents are found, they 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 15 GB of space in OneDrive to store documents for education purposes.

12.17The 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 laptops 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 in the computer lab and/or while using computing facilities will result in disciplinary action.

12.22 NMIMS endeavours continually to provide a high level of service with regard the computing facilities. In case there is some problem with any of the services, students should lodge a written complaint in the Complaints Register available in the 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. You must 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 submitted by respective Disciplinary Committee. 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 that a strong password 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's user name and password to access the IT infrastructure, including smartboards is prohibited and may lead to disciplinary action.

12.31 You should not copy or share others' data resulting in data theft of any kind under the IT Act. Any act of such nature, if found then the concerned student shall give an explanation as to the said act amounts to theft. If the authority does not find the explanation given as satisfactory, then the said student shall be penalised as per the rules and regulations framed by the University from time to time.

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 the 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 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 that is not regular.

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 the 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 the computer Centre or on any other computer or IT system inside the NMIMS campus or storing child pornography, Playing Games, hacking into networks and other computers, spamming and sending junk mail, and causing damage to the 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 Students' requests related to additional Internet Bandwidth requirements for special access to events, a request should reach the 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 playing 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 via Email and an 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 Forgot Password: If students are not able to login with current password or forgot password then can reset their password by click on Forgot Password option.

13.6 Email Update: Users need to change/update their email id & contact number for getting regular notifications.

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

13.8 Announcements: Announcements related to the course, exam timetable and other activities are published in the Announcements section.

13.9 ICA: Display ICA (Internal Continuous Assessment) marks on LMS Portal

13.10 Library: It will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.

13.11 Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally.

13.12 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.

13.13 Academic Content: Syllabus, SRB, Teaching Scheme, Class Time-table, etc. can be uploaded.

13.14 Course Content: All course related reading materials (ppts/notes/videos/links) can be published.

13.15 Assessment (Internal): ICA based tests can be conducted on the Portal. Internal 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 Groups: Groups can be created by faculty for assessments, File Exchange, Message, etc. for their Courses.

13.18 Forum: This feature can be used by students and faculty to interact and discuss topics related to their respective courses.

13.19 Hostel Application: Students can book Hostel through the portal (where online admissions are done and full payment is completed)

13.20 Mobile Application: available for student attendance, assignment, survey, Display ICA marks, and notification can be viewed.

13.21 Student Service: Students are benefitted from students' portal for Name validations as required for mark sheets, photo upload, and Letters of recommendation (LOR), whenever required. Registration and allocation process for CBCS and Interdisciplinary courses.

13.22 Selection of Electives: options are available for MPSTME (Mumbai / Shirpur) students to choose Open Electives.

13.23 The student grievance processes have been incorporated into the Learning Management System (LMS)

13.24 Online survey feature has been implemented in the student portal.

Help – Assistance: mail to portal_app_team@svkm.ac.in or phone no: 022 - 46152650

14 Feedback Mechanism:

NMIMS has a well-established online feedback mechanism through the 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 on 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 Psychologist is a non-judgmental, qualified professional who understands, ensures privacy and confidentiality and guides you by giving choices so that you make the right decision. This process is facilitated using realistic, structured, and research-based therapy.

Managing emotions is vital to ensure all-rounded progress in life. We need to break down the old walls of myths and misconceptions to learn something new. Visiting a counsellor (Psychologist) enables 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 human beings, at any given time in life, we could go through challenges and have no one to share with 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 judgmental instead of understanding and supporting) "I feel people invalidate my feelings."
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 psychologist sometimes when we are unable to clear our emotional challenges on our own. The counsellor needs to check how deep your wound is, and usually, you are helped through therapeutic counseling.

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, skin conditions, and ulcers. Understanding the mind-body connection is essential.

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

NMIMS wants to ensure the holistic development of the students. We understand that to perform at your highest potential in your academic journey, your emotions and mental health need to be well-regulated and balanced. Therefore, have appointed a team of psychologists who you can connect with via call or email and set up a session to discuss any concerns that may be affecting you.
(022-42332225 or email Nazneen.raimalwala@nmims.edu /
022-42334090 or email ketaki.gokhale@nmims.edu) – for MPSTME students.

World Health Organization 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, and 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% reimbursement 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% reimbursement for travel (Non A/C Sleeper class/ 3 tier) to and fro from the 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 for 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 the 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 the effective conduct of the event.

18 Roles and Responsibilities 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 the Faculty
vi. Any additional responsibility assigned by school heads.

18.2 Student Council:

NMIMS University Students' Council (NUSC)

The NMIMS University Students' 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 executive committee positions, i.e., President, Vice President, General Secretary, and Treasurer, along with Head of Departments and other council members representing schools and campuses across NMIMS University. The executive 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 before 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 the 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 the Accounts Department along with the Application for Refund as per Annexure 9.
19.5.3 Please attach a copy of cancelled cheque for your account or your parents' account. Same particulars of the bank account to which the refund is to be sent are to be mentioned on the Application for Refund form.
19.5.4 Please allow 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 the program (course), the course coordinator would co-ordinate with all students for Student Bank account details (for NEFT Transfer). The same is required for a refund of the Library and Security Deposit
19.6.2 Please allow 3 weeks for the issue of the Refund through NEFT

20. University level: Anti-Ragging squad and Committee / Women Grievance Redressal Cell / Internal Complaints Committee / University Student Grievance Redressal Cell / Caste Based Discrimination by SC/ST/OBC students / Equal Opportunity Cell Committee / 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 squad committee (applicable only for Mumbai Campus)

University Level				
	Name	**Designation**	**E-mail ID**	**Contact no.**
1.	Dr. Meena Galliara	Chairperson	Meena.Galliara@sbm.nmims.edu	022 42355807
2.	Prof. Sooraj Namboodiri	Member	sooraj.namboodiri@nmims.edu	022 42352244
3.	Dr. Rimi Moitra	Member	rimi.moitra@nmims.edu	022 42355736
4.	Dr. Niladri Bagchi	Member	Niladri.bagchi@nmims.edu	022 42355723
5.	Dr. Ginpreet Kaur	Member	Ginpreet.Kaur@nmims.edu	022 42352035
6.	Dr. Rajesh Maurya	Member	rajesh.maurya@nmims.edu	022 42359747
7.	Prof. Rishabh Dwivedi	Member	rishabh.dwivedi@nmims.edu	022 42350383
8.	Mr. Sushil Jain	Member	sushil.jain@nmims.edu	022 42355849
9.	Dr. Manoj Nikam	Member	Manoj.Nikam@nmims.edu	022 42352230
10.	Dr. Manas Vishwaroop	Member	manas.vishwaroop@nmims.edu	022 42355555
11.	Prof. Dhanashri Sawant	Member	dhanashri.sawant@nmims.edu	022 42355555
12.	Dr. Deepti Puranik	Member	deepti.puranik@nmims.edu	022 42352708
13.	Dr. Harinder Singh	Member	Harinder.Singh@nmims.edu	022 42355938

Anti-Ragging Committees:

University Level				
	Name	**Designation**	**E-mail ID**	**Contact no.**
14.	Dr. Tanmoy Chakraborty	Registrar	registrar@nmims.edu	022 42359927
15.	Mr. Paramanand Rajwar	Member	Paramanand.rajwar@nmims.edu	022 42355558
16.	Mr. Venugopal K	Member	venugopalk@nmims.edu	022 42355557
17.	Shri. Harshad Shah	Member	Harshad.shah@svkm.ac.in	022 42355555
18.	Prof.Seema Mahajan	Member	Seema.mahajan@nmims.edu	022 42355853
19.	Mr. Dilip Varhadi	Member (Police)	juhupolicestation@gmail.com	022 26183856
20.	Dr. Christine D'Lima	Member (LR-Student CouncilTeam)	Christine.dlima@nmims.edu	022-42355805
21.	Majilis Legal Cente	NGO Representative		
At Hostels, Mumbai				
1.	Dr. Tanmoy Chakraborty	Chairperson	registrar@nmims.edu	022 42355555
2.	Shri Harshad H. Shah	Member	harshad.shah@svkm.ac.in	022 42199999
3.	Dr Meena Chintamaneni	Member	Meena.Chintamaneni@nmims.edu	022-42355555
4.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
5.	Mr. Venugopal K	Member	venugopalk@nmims.edu	022 42355555

20.2 Women Grievance Redressal Cell:

Name		Designation	E-mail ID	Contact no.
1.	Prof. Amita Vaidya, Director, SAMSOE, NMIMS	Chairperson	Amita.Vaidya@nmims.edu	022 42355555
2.	Dr. Minu Mehta, Dean, ASMSOC	Member	minu.mehta@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. Tanmoy Chakraborty, Registrar	Member Secretary	registrar@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.	Dr. Meena Galliara, Professor, Centre for Sustainability Management & Social Ent.	Chairperson	Meena.Galliara@sbm.nmims.edu	022 42355555
2.	Dr. Ketan Shah, Director, Accreditation & Compliance	Member Secretary	ketanshah@nmims.edu	022 42355555
3.	Dr. Yogesh Kulkarni, Associate Professor, SPPSPTM	Member	Yogesh.Kulkarni@nmims.edu	022 42355555
4.	Ms. Karuna Bhaya, Finance Officer	Member	KarunaB@nmims.edu	022 42355555
5.	Ms. Vandana Kushte, Dy. Registrar	Member	Vandana.Kushte@nmims.edu	022 42355555
6.	Dr. Vinod Malap, Dy. Registrar, HR	Member	Vinod.Malap@nmims.edu	022 42355555
7.	Majlis Legal Centre	NGO Representative		
8.	Mr. Aman Sohail	Student Resresentative		
9.	Ms. Harini Sampat	Student Resresentative		
10.	Mr. Zaid Warsi	Student Resresentative		
11.	Ms. Nikita	Student Resresentative		

20.4 University Student Grievance Redressal Committee:

Name		Designation	E-mail ID	Contact no.
1.	Dr. Hari Kumar Iyer	Chairperson	Harikumar.Iyer@sbm.nmims.edu	022 42355555
2.	Dr. Ketan Shah, Director, Accreditation & Compliance	Member Secretary	KetanShah@nmims.edu	022 42355555
3.	Ms. Karuna Bhaya, Finance Officer	Member	KarunaB@nmims.edu	022 42355555
4.	Dr. Meena Galliara, Professor, 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. Tanmoy Chakraborty	Member Secretary	registrar@nmims.edu	022 42355555
7.	Mr. Aman Sohail	Student Representative		
8.	Ms. Harini Sampat	Student Representative		
9.	Mr. Zaid Warsi	Student Representative		
10.	Ms. Nikita	Student Representative		

20.5 Caste Based Discrimination by SC/ST/OBC Students/Equal Opportunity Cell Committee:

	Name	Designation	E-mail ID	Contact no.
1.	Dr. Tanmoy Chakraborty, Registrar	Member	registrar@nmims.edu	022 42355555
2.	Dr. Vinod Malap, Deputy Registrar, HR	Member	Vinod.Malap@nmims.edu	022 42355555
3.	Dr. Paramanand Rajwar, Deputy Registrar, Administration	Member	Paramanand.Rajwar@nmims.edu	022 42355555
4.	Mr. Masseh Khatib, Deputry Registrar, Accreditation & Compliance	Member	Masseh.Khatib@nmims.edu	022 42355555
5.	Ms. Vandana Shegokar, Assistant Registrar, Academic Admin	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 (Tel.: 91-22-42355945/51).

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
• 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 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	• 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 on foot if you can avoid it • Never wander around a flooded area • Drink clean water	• Stay away from downed power lines, and report them to the 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
• In a 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 are 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.	**If you are at home or inside a building** • Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys, and furniture. • Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table, or even under a bed. **If you are on the street** • Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets. • Keep away from buildings, especially old, tall, or detached buildings, electricity wires, slopes, and walls, which are liable to collapse.	**If you are at home or inside a building** • Expect aftershocks. Be prepared. Stay where you are and do not come out immediately. • Keep calm 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
	If you are driving • Stop the vehicle away from buildings, walls, slopes, electricity wires, and cables, and stay in the vehicle.	special medicines (for persons with heart complaints, diabetes, etc.). • Help people who are injured. Provide them with first aid. Do not move seriously injured people unless they are in danger. **If you are outside** • If you know that people have been buried, tell the rescue teams. Do not rush and do not worsen the situation of injured persons or your 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 TV.

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

Before Fire	During Fire	After Fire
• 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.	• 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. ***If trapped or stranded:*** • 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 the 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.	• Don't re-enter or permit anyone to enter the building, unless the fire officials have permitted entry.

21.4 In case of any injury caused or loss of life to the negligence of the student and/or due to natural calamities the institution shall not be held liable in any form of compensation and/or responsibility whatsoever.

22. **The list of website categories that are blocked for use at NMIMS and the 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. Ushma Mashru, 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 7th floor faculty area, Cabin:-732, NMIMS Mumbai (Old bldg.)	022-42332225 or email Nazneen.raimalwala@nmims.edu
Ms. Ketaki Gokhle (For MPSTME Students) New MPSTME Building, Ground floor Admin area	022-42334090 or email Ketaki.gokhale@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. Abhishek Ranjan	Pro Vice-Chancellor
Dr. Tanmoy Chakraborty	Registrar
Dr. Sandeep Tomar	Additional Registrar
Ms. Shobha Pai	Director (Placements)
Mr. Burzeen Bhathena	Director (Marketing)
Ms. Shweta Patil	Manger (International Linkages)
Dr. Vinod Malap	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
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
Mr. Salil Thigale	Jt. Controller of Examinations
Ms. Shilpa Patil	Deputy Controller of Examinations
Ms. Janhavi Shivgan	Deputy Controller of Examinations
Mr. Naresh Methwani	Deputy Registrar

ANNEXURES

INTIMATION FOR ABSENTEEISM

School of……..

NAME: _____ Date: _____

Email ID: _____Mobile No. _____

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

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

Reason: -

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)

Annexure 1

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.

Annexure 2

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, that 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

Annexure 3

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

Photo

Name of School: _____

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

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

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

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

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

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

Medical Insurance details :
Insurer _____Policy No. _____Contact person_____

Blood group _____ Vaccination Details _____

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

Any medication you have been prescribed to take: _____

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

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

3. Declaration

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

from batch of year _____ and Roll No. _____ is going for 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

Annexure 4

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 the 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/guardians 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)

Annexure 5

Student Exchange Programme (for Visa Office)

(School Letter Head)

Dated _____.

To:
The Visa Section
The Indian High Commission
_____ (City)
_____ (Country)

Dear Sir/Madam,

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

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

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

Thanking you,

Yours sincerely,

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

Student Exchange Programme (for Visa Application)

(School Letter Head)

Dated_____

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

Dear Sir/Madam,

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

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

Thanking you,

Yours faithfully,

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

UNDERTAKING For Foreign National Studying at NMIMS University

(Applicable for Student Exchange)

To

SVKM's NMIMS Deemed-to-be-University

School of _____

Mumbai

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

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

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

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

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

Mobile Phone Number: _____ (Self) _____

Note :

Annexure 6

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.

Annexure 7

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: _____

• 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 the 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.

Annexure 9

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

Program name	Year of passing/Year of Leaving	Student Number	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)

INSTRUCTIONS TO THE STUDENT

* The prescribed fee of Rs. 250/- for the Migration Certificate to be paid through RTGS/NEFT.
* To get a Migration Certificate, a scanned copy of the application and the payment receipt must be shared.

Annexure 10

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 ***Applicable only for Hostellers***	Dy. Registrar (Admn) / Person In-charge	
IT / Computer Centre	Director (IT) / Person In Charge	
Admissions	Deputy Registrar (Admission) / or Person In-charge	
Examinations	COE / Jt. COE / Deputy COE / Person In-charge	
Accounts	Finance Controller / Additional Finance Controller / Person In-charge	

Course Coordinator Deputy Registrar / Assistant Registrar Dean / Director

Annexure 11
(If applicable)

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 the start 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 the terms of the above undertaking carefully and understand that the following are for my own benefit and improvement. I also understand that if I fail to comply with these terms, I 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:
_____

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

Annexure 12

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 the program, then my admission will be cancelled and all fees paid will be forfeited.

I understand that if any comments are posted in social media or print, attempting to bring disrepute and defame the University, shall be treated very seriously and shall attract severe and strict appropriate disciplinary action to the extent of rustication, depending on the severity, by NMIMS University.

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

Mukesh Patel School of Technology Management and Engineering

Student Resource Book

Part II

Message from Dean

Dear Student,

Welcome to the Mukesh Patel School of Technology, Management and Engineering, SVKM's Deemed to be NMIMS University!

As you embark on your journey as student engineers, I extend my warmest welcome to each of you. This is an exciting time filled with new possibilities, challenges, and opportunities for growth.

At NMIMS, we are committed to providing you with an exceptional educational experience that prepares you for the real world. Our curriculum is designed to equip you with the essential skills and knowledge to become successful engineers who can make a positive impact on the world.

Our approach to engineering education is rooted in the belief that engineers are not just problem solvers, but also creators and innovators. You will be challenged to think critically, analyze complex systems, and design creative solutions that address real-world challenges. You will also have the opportunity to put your ideas into practice through hands-on projects, internships, and research experiences.

Remember, being a student engineer is not just about acquiring technical knowledge. It's also about developing essential professional skills such as communication, teamwork, ethical awareness, and a commitment to lifelong learning. These skills are crucial for success in any engineering career.

As you navigate your academic journey, I encourage you to take full advantage of the resources and support systems available to you. Our dedicated faculty and staff are committed to your success and will provide guidance and mentorship throughout your time here.

I also encourage you to embrace the vibrant campus life and engage in extracurricular activities that will broaden your horizons and help you develop your personal and professional skills.

This is a time for you to dream big, set ambitious goals, and work diligently to achieve them. Remember, your journey as a student engineer is just beginning. With hard work, dedication, and a commitment to excellence, you can achieve anything you set your mind to.

Welcome to the NMIMS family! We are excited to have you on board and look forward to witnessing your success.

Best wishes,

Dean, Mukesh Patel School of Technology, Management and Engineering

SVKM's Deemed to be NMIMS University

Content

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1. Academic/general inputs, Rules Policies at school level

1.1 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.

1.2 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 14

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 Diploma programs are as per the approved Teaching scheme.

1.3 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

1.4 Discipline Norms and Penalty

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

1.4.1 Anti-Ragging Committee

1.	Dr. Sunita Patil	Chairperson	Director, SVKM's NMIMS MPTP	02563-295545/46
2.	Dr. Venkatadri Marriboyina	Member	Associate Dean, MPSTME	02563-295545/46
3.	Dr. Indarchand Singh Chavan	Member	Dean, SAST	05263-295545/46
4.	Dr. Shyam Pancholi	Member	Associate Dean, SPTM	02563-295545/46
5.	Dr. Vijay Shivankar	Member	I/C Associate Dean, CTF	02563-295545/46
6.	Mr. Bhupesh Jaware	Nodal Officer	Deputy Registrar	02563-295545/46
7.	Mr. Shivaji Gaikwad	Member	Administrator Officer	02563-295545/46
8.	Ms. Prashant Patil	Member	Hostel Warden	02563-29131704
9.	Ms. Prerna Soni	Member	Rector Girls Hostel	7448243446
10.	Dr. Nitin Choubey	Member	Parents' Representative	02563-295545/46
11.	Mr. Shantanu Devaliya	Member	Students' Representative	02563-295545/46
12	Ms. Manshireet Kaur	Member	Students' Representative	02563-295545/46

Anti-Ragging Squad			
Dr. Vishal Fegade	Member	Associate Professor	02563-295545/46
Dr. Suresh Kurumbanshi	Member	Assistant Professor	02563-295545/46
Dr. Rakesh Chaudhari	Member	Associate Professor	02563-295545/46
Dr. RadhaKrishna Rambola	Member	Associate Professor	02563-295545/46
Dr. Pratiksha Meshram	Member	Assistant Professor	02563-295545/46

1.4.2 Disciplinary Committee

1.	Dr. Ashok Panigrahi	Chairperson	Associate Professor	02563-295545/46
2.	Dr. Girdhari. Lal Gupta	Co-Chairperson	Professor	02563-295545/46
3.	Dr. Sanjay Shrivastava	Member	Associate Professor	02563-295545/46
4.	Dr. Dhrubojyoti Mukherjee	Member	Associate Professor	02563-295545/46

1.4.3 Woman Grievance Redressal Committee

1.	Dr. Preeti Sangave	Chairperson	Associate Professor	02563-295545/46
2.	Ms. Pratiksha Meshram	Co-Chairperson	Associate Professor	02563-295545/46
3.	Dr. Varsha Nemade	Member	Assistant Professor	02563-295545/46
4.	Dr. Deepti Barhate	Member	Assistant Professor	02563-295545/46
5.	Ms. Kiran Akasapu	Member	Assistant Professor	02563-295545/46

1.4.4 Internal Complaints Committee

1.	Dr. Vishal Fegade	Member	Associate Professor	02563-295545/46
2.	Dr. Sugam Shivhare	Member	Assistant Professor	02563-295545/46
3.	Prof. Sonia Relan	Member	Assistant Professor	02563-295545/46
4.	Mr. Prasanna Ojha	Member	Placement Executive	02563-295545/46

1.4.5 Caste Discrimination Committee/ Equal Opportunity Cell

1.	Dr. Shashikant Bagade	Member	Associate Professor	02563-295545/46
2.	Mr. Atul Patil	Member	Associate Professor	02563-295545/46
3.	Dr. Rajnish Katarne	Member	Assistant Professor	02563-295545/46
4.	Dr. Govind Rajput	Member	Assistant Professor	02563-295545/46
5.	Ms. Pratiksha Meshram	Member	Assistant Professor	02563-295545/46

1.4.6 Collegiate / Institutional Student Grievance Redressal Committee

1.	Dr. Venkatadri Marriboyina	Member	Professor	02563-295545/46
2.	Dr. Nitin Choubey	Member	Professor	02563-295545/46
3.	Dr. Suresh Kurumbanshi	Member	Associate Professor	02563-295545/46
4.	Dr. Govind Rajput	Member	Assistant Professor	02563-295545/46
5.	Dr. Praveen Kumar	Member	Assistant Professor	02563-295545/46
6	Dr. Srikanth P	Member	Assistant Professor	02563-295545/46

1.4.7 Departmental Student Grievance Redressal Committee

	B Tech			
1.	Dr. Suresh Kurumbanshi	Member	Assistant Professor	02563-295545/46
2.	Mr. Upendra Verma	Member	Assistant Professor	02563-295545/46
3.	Mr. Piyush Kumar Soni	Member	Assistant Professor	02563-295545/46
4.	Mr. Bhushan Inje	Member	Assistant Professor	02563-295545/46
5.	Mr. Abhishek Chib	Student Member	Student Member	02563-295545/46
	MBA Tech			02563-295545/46
1.	Dr. Durgesh Sharma	Member	Assistant Professor	02563-295545/46
2.	Mr. Prashant Udawant	Member	Assistant Professor	02563-295545/46

2. Placement Guidelines

The MPSTME was established to create an innovative space for technology education and management practices aligned with industry and societal needs. The goal is to offer a comprehensive platform for engineers to integrate their knowledge into creating technology that addresses the changing needs of today's world.

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. Alumni and industry expert sessions provide valuable insights for students, helping them understand their roles in the industry, company expectations, future career prospects, interview techniques, and firsthand experiences in various roles.
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 The placement team advises students to take part in placement prep training modules in order to boost their likelihood of being chosen for campus selection

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

2.1.4 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.

2.1 Pre-Placement Talk – PPT

PPTs are used by company officials to share information and answer students' questions. This helps them assess the student pool confidently. Students are encouraged to participate and ask relevant questions.

2.2 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 in 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, and MCA – entire semester (during last semester of the year). MBA Tech Program has 2 internships, Technical Internship post 6 Semester -8 weeks and Management Internship post 8th Semester – 16 weeks. Internship Placement Guidelines will be shared by the Placement Cell prior to the Placement season. Students should go through the Guidelines thoroughly and adhere to the same. 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.

The Placement Department will share guidelines for resumes, presentations, internships, job offers, and final placements with the batch. The School reserves the right to modify the guidelines. Students must follow the internship and placement guidelines provided by the 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 Twining 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 Polytechnic Institute and State University, USA
- Stevens Institute of Technology, USA
- The University of New South Wales, Australia
- Binghamton University, New York, USA
- Santa Clara University, California, USA
- Monash University, Australia
- The University at Buffalo, USA
- Karlsruhe University of Applied Sciences (HKA), Germany
- Cranfield University, UK
- HTWG Konstanz University of Applied Sciences, Germany
- University of Exeter,UK
- Oakland University, USA
- TUM Asia
- Fordham Gabelli School of Business, New York City, United States
- Loyola Marymount University, Los Angeles
- Worcester Polytechnic Institute, Massachusetts
- University of Toledo, Ohio, USA

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 Virgina Tech, USA
Email ID - dhirendra.Mishra@nmims.edu

4. **Examination Guidelines (Internal Continuous Assessment (ICA) / Term / Trimester / Semester End Examination (TEE/ SEE), Passing Criteria, Grading system, method of calculation of CGPA, Re-Examination, exceptional cases – medical etc.)**

Examination weightages and credits:

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 teacher/ faculty and approved by the Dean /Director of the school/campus concerned.

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

Component	Marks
ICA Components: Mid Term / Unit Test / Project/ Assignment / Presentation/ Weekly Tests / Case Study/ Quizzes / any other (by School)	50
SEE – Term /Trimester / semester-end examination (by University)	100 (scaled down to 50 marks)
Total	**100**

4.1 PASSING STANDARDS FOR EACH COURSE (SUBJECT):

Semester-end-exam Passing Criteria for each Course:

To pass in a particular course, in any of the Term /Trimester / Semester End examination or re- examination, a student must fulfil all of the following criteria:

- Secure a minimum of 40% marks in the Term /Trimester / Semester end examination of that course and
- Secure a minimum of 40% aggregate marks out of the total marks (that is, internal continuous assessment plus assessment of the Term /Trimester / Semester end examination) allotted to the course.
- For a course which has only internal continuous assessment component, passing will be at 40%.

Students who fail to fulfil above passing criteria would be awarded 'F' grade.

4.2 Non – fulfillment of Passing Criteria:

A student, who has failed to fulfil the passing criteria as given above in 4.1, will be required to appear for term / trimester / semester-end re-examination, which will be conducted immediately after declaration of results of the said regular term / trimester / semester-end examination. **The internal continuous assessment marks for such courses will be carried forward for the term / trimester / semester-end re-examination**.

To be eligible to appear for term / trimester / semester-end re-examination, a student has to submit online re-examination application available on student's SAP portal as per notification. **A student who does not fill in online re-examination form will be denied permission to appear at the re-examination.**

It is the responsibility of such students to keep him/ her informed about such examination dates (time table) published on student's portal. If, in any case, student feels that he/she wants to improve their ICA, he/ she will have to take re admission for the complete academic year. In case of re-admission, the earlier results will stand null & void and student cannot claim the credits of the course/s passed earlier. Student will have to appear as a fresh candidate for both Internal Continuous Assessment & Term End Examinations.

Only one re-examination will be conducted for each course immediately after declaration of results of final examination and there will not be any further re-examination for whatsoever reason (in an admission Academic Year).

Remedial classes would be organized by the School for all the students who fail to fulfil the passing criteria, before the conduct of the re-examination. However these remedial classes will be on demand from students and if a student registers for remedial classes, he / she is expected to maintain 100% attendance. If any student feels that he / she can manage without remedial classes, students can study on their own and appear

for the re-examination, later on, such students cannot complain that their doubts were not cleared by faculty.

Note: Remedial classes will be conducted by the faculty on demand, if number of students are more than 10. Otherwise, students can get their doubts cleared from the faculty on one to one basis.

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

5.1 A student will be declared as pass in each year of the programme when he/ she has no F grade in an academic year after permissible re-examination/s.

5.2 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.
A student who has passed in all the subjects of Semester VII and VIII examinations of the fourth years 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 the examinations of all the courses/subjects of first year. Student should not have any F grade in the first year of the programme.
- For admission to the fourth year, students must have passed the examinations of all the courses/subjects of second year. Student should not have any F grade in the second year of the programme.
- Similarly, for admission to the fifth year, students must have passed the examinations of all the courses/subjects of third year (wherever applicable). Student should not have any F grade in the third year of the programme.

5.3 A student who has failed to fulfill the passing criteria of odd semesters courses after re-examination, will be allowed to attend the classes and appear at the examination/ re-examination of even semesters. For example, a student who fails in Semester I examination will be permitted to attend lectures and appear at Term-End examinations of Semester II. This criterion will apply to the subsequent years also. Such students will be allowed to appear at term-end re-examination of the courses/subjects where the student has obtained 'F' grade. The internal assessment marks obtained by the students will be carried forward. Students are advised to keep track of the examination / re- examination timetables. The examination/ re examination time table are displayed on University website and also students portal.
However, student progression to the subsequent year will be determined with reference to the following rule.

5.4 A student who has obtained upto **two 'F' grades in B Tech / MBA Tech/ Diploma** program in an academic year after the said re-examinations will also be allowed to enter in the next year of the program. Such students will be required to appear for re-examinations of courses where the student concerned has obtained **F grade** during the related Semester-end examinations / re-examinations along-with the regular students of next year.

5.5 Student, who has obtained more than **two "F" grades** in an academic year (including both the semesters) after respective permissible re-examinations, would not be promoted to the next year of the programme.

A) Such students can either take readmission in the subsequent year for the entire academic year and re-do all the courses, that is both the ICA and TEE components.

OR

B) Student who has got more than **two "F" grades** in an academic year (including both the semesters) who are not eligible for promotion as per progression rule and do not want to take readmission are allowed to take "year back" and appear for the term end re-examination for failed courses after paying necessary examination fees. Such students who 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).

5.6 **Examination conducted by the School -if any –** The re-examination of such courses will be held with the re-examination of the courses 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.

5.7 Courses with only ICA evaluation

There is no provision of re-examination under this category. The student will have to 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 in the year after re-examinations.

Non – fulfillment of Passing Criteria M. Tech. / MCA

A student, who has failed to fulfil the passing criteria as given above in 4.1, will be required to appear for term / trimester / semester-end re-examination which will be conducted immediately after declaration of results of the said regular term / trimester / semester-end examination. The internal continuous assessment marks will be carried forward for the term / trimester / semester-end re-examination.

To be eligible to appear for term / trimester / semester-end re-examination, a student has to submit an online re-examination application available on student's SAP portal as per notification. A student who does not fill in online re-examination form will be denied permission to appear at the re-examination.

It is the responsibility of such students to keep him/ her informed about such examination dates (time table) published on student's portal. If, in any case, students feels that he/she wants to improve their ICA, they are eligible to take re admission for the complete academic year. In case of re-admission, the earlier results will stand null & void and student cannot claim the credits of the course/s passed earlier. Students have to appear as fresh candidates for both Internal Continuous Assessment & Term End Examinations.

Only one re-examination will be conducted for each course immediately after declaration of results of final examination and there will not be any further re-examination for whatsoever reason.

6.1 **Examination conducted by the School -if any –** 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) 4.1 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.

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. Promotion/progression Rules : M. Tech. / MCA

A student who has failed to fulfill the passing criteria of odd semesters courses after re-examination, will be allowed to attend the classes and appear at the examination/ re-examination of even semesters.

However, a student who fails to fulfill the passing criteria at the end of the academic year (Both semesters included) will not be permitted to progress to the next year of the program.

A student will be promoted to the subsequent year of the programme only when he/ she has no F grade at the end of the year after eligible re-examination/s.

In case, the student fails even in the re-examination/s of either odd or even semesters, which are so held, he/ she will not be promoted to the next year of the programme. Such student/s will have the following options:

To seek readmission in the subsequent year for the entire academic year.

Or

Appear for the Term end reexamination of the course/s in which the student has got "F" grade, in the subsequent year. In such a case, the ICA marks of the course/s will be carried forward of the previous year in which the student had got "F" grade. The student will be required to pay only the re-examination fees. In case of obtaining F grades even in this attempt, student will be given another re-examination chance to clear the same. In total, year-back students will have only two re-exam attempts during the academic year.

8. Grading System:

The University follows a letter grading system leading to the award of a Ten-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:

Percentage of Marks		Grade	Points	Performance
90	100	O	10	Outstanding
80	89.99	A+	9	Excellent
70	79.99	A	8	Very Good
60	69.99	B+	7	Good
55	59.99	B	6	Above Average
50	54.99	C	5	Average
40	49.99	P	4	Pass
0	39.99	F	0	Fail
0	0	AB	0	Absent

8.1 Calculation of GPA (Grade Point Average):

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.

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

8.2 Calculation of CGPA (Cumulative Grade Point Average):

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.

$$\text{CGPA} = \frac{\sum CG}{\sum C}$$

Here:
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.
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.

9. General Examination Rules

9.1.1 A student who remains absent from trimester / semester examination/s due to any reason in any Course shall be marked as 'AB' in the result/ grade sheet/ transcript for the Course/s in which he/ she has remained absent. All such students will be allowed to appear at re-examination in the said Course. A student who remains absent in the re-examination would not be able to avail any further re-examination chance in the same academic year.

9.1.2 In order to receive the degree, diploma, certificate, the student will have to pass all the examinations (Credit/Non-Credit) of all the years. Student should ensure that he/she has cleared his/her all dues from the respective departments like Admission, Accounts, Library, Hostel, etc. Also, mandatory admission documents are submitted.

9.1.3 Grievance Redressal (Revaluation/Verification of answer books): In case a student is not satisfied with the result/ grade received by him/her in a particular Course, he/ she may follow the 'Grievance Redressal Procedure' as given in part I of student resource book in case he/ she desires.

9.1.4 The fees for re-examinations and re-admission will be decided by the University from time to time.

9.1.5 In case of any disputes/differences, decision of the University shall be final and binding on the students. If a student desires to institute any legal proceedings against the University, such legal proceedings shall be instituted only in court at Mumbai in whose jurisdiction the application is submitted by the student and not in any other court.

9.1.6 Modification in criteria/rules: On the recommendation of the Board of Studies of the School and the Board of Examinations, the Academic Council shall have the sole discretionary right to modify all or any of the above criteria at any time without prior notice.

These rules would be applicable to all the students who took admission/ re admission in and after the academic year 2025-26.

10. 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 16 weeks (May to 1st week of September) after Fourth Year for MBA Tech

10.1 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).

10.2 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**

10.3 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

10.4 **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).

11. 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.

12. 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.

13. 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**.

14. List of E resources subscribed by NMIMS

Sr. No.	Database	Sr. No.	Database
	LIBRARY SOFTWARE		**RESEARCH DATABASES**
1.	Koha	17.	ISI Emerging Markets
	GRAMMAR/PLAGIARISM CHECK SFT.	18.	CMIE: Prowess IQ
2.	Grammarly	19.	EViews 8
3.	Copyleaks	20.	SPSS: AMOS
	ELECTRONIC JOURNAL DATABASES		**COMPANY DATABASE**
4.	Current Science	21.	Capitaline AWS
5.	EBSCO		**STATISTICAL DATABASES**
6.	Economic and Political Weekly	22.	EPWRF – India Time Series
7.	Ergonomics in Design	23.	IndiaStat
8.	JSTOR	24.	India Data Portal
9.	The Design Journal		**LAW DATABASES**
10.	Communication Art	25.	Live Law
	ENGINEERING DATABASES	26.	Hein Online
11.	IEEE – IEL Online		**CASE STUDY DATABASE**
12.	IET Journals	27.	Harvard Business School Publishing
13.	DELNET		**SWAYAM / NDL**
14.	NPTEL	28.	Consortium for Educational Communication (CEC)
	E-BOOKS DATABASES		National Digital Library
15.	Pearson E-Books	29.	SWAYAM
	FINANCE LAB		
16.	Bloomberg		

15. Course Structures and Guidelines – of all programmes

MUKESH PATEL SCHOOL OF TECHNOLOGY MANAGEMENT AND ENGINEERING

Vision

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

Mission

1. Formulate relevant curriculum through strong industry linkages and interaction.
2. Ensure quality of education through pedagogical innovations
3. Undertake and promote relevant research
4. Ensure multifaceted development of students, faculty and staff through continuous introspection and inputs.
5. Set up the international linkages with Institutes /industry of repute

Information Technology Department

Vision

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

Mission

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

Programme Educational Objectives (PEO)

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

Student Outcomes (SOs)

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

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

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

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

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

Program Structure for B Tech Information Technology (Batch 2025-29)					
Year of the Programme: First Year (Academic Year 2025-26)					
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 Physics	3
3	Basic Electrical and Electronics Engineering	3	3	Principles of Economics and Management	3
4	Computational Thinking for Problem Solving	4	4	Elements of Biology	3
5	Engineering Graphics and Design	2	5	Digital Logic Design	3
6	Essential Electronics Practices	1	6	Programming with Python	2
7	English Communication	1	7	Product Realization	2
8	Engineering Ethics	1	8	Indian Knowledge System	0
9	Environmental Studies	0			
10	Constitution of India	0			
	Total	**20**		**Total**	**20**
Year of the Programme: Second Year (Academic Year 2026-27)					
Semester - III			**Semester - IV**		
S. No.	**Course**	**Credits**	**S. No.**	**Course**	**Credits**
1	Management Accounting for Engineers	2	1	Probability and Statistics	3
2	Discrete Mathematics	3	2	Database Management Systems	3
3	Data Structures and Algorithms	3	3	Database Management Systems Lab	1
4	Data Structures and Algorithms Lab	1	4	Operating Systems	4
5	Computer Networks	4	5	Foundations of Artificial Intelligence	3
6	Object Oriented Programming	2	6	Web Technologies	2
7	Object Oriented Programming Lab	1	7	Introduction to Cybersecurity	3
8	Computer Organization and Architecture	3	8	Data Engineering and Visualization	1
9	Technical Communication	1	9	Design Experience I	1
10	Transforming Ideas to Innovation	1			
11	Community Service	0			
	Total	**21**		**Total**	**21**
Year of the Programme: Third Year (Academic Year 2027-28)					
Semester - V			**Semester - VI**		
S. No.	**Course**	**Credits**	**S. No.**	**Course**	**Credits**
1	System Administration	2	1	Interpersonal Skills	1
2	Design and Analysis of Algorithms	4	2	Software Engineering	4
3	Machine Learning Techniques	3	3	Human Computer Interaction	3
4	Program Elective-I	3	4	Mobile Application Development	1
5	Program Elective-II	4	5	Program Elective-III	3
6	Open Elective-I	3	6	Program Elective-IV	3
7	Open Elective-II	3	7	Open Elective-III	3
8	Design Experience II	2	8	Open Elective-IV	3
			9	Design Experience III	2
	Total	**24**		**Total**	**23**
Year of the Programme: Fourth Year (Academic Year 2028-29)					
Semester - VII			**Semester - VIII**		
S. No.	**Course**	**Credits**	**S. No.**	**Course**	**Credits**
1	Cloud Computing	3	1	Project	10
2	Embedded Systems and IoT	3			
3	Program Elective-V	3			
4	Program Elective-VI	4			
5	Open Elective V	3			
6	Capstone Project	5			
	Total	**21**		**Total**	**10**

Total no. of credits **160**
Total no of courses **62**

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.

Program Educational Objectives (PEO)- BTech Computer Engineering/BTech CSBS/BTech CSE-DS

A. **PEO 1-** Be successful in their professional career exhibiting ethical attitude and good communication skills with exposure to agile technologies.
B. **PEO 2-** Analyze, design and solve problems in their domain using computer engineering knowledge
C. **PEO 3-** Pursue Higher Education.

Program Student Outcomes (PSO's) - BTech Computer Engineering

A. **PSO 1- Application of Engineering Knowledge to Solve Complex Problems**: Graduates will be able to apply principles of computer engineering, including software and hardware design, data structures and algorithms to develop solutions for complex engineering problems.
B. **PSO 2- Software Development & Design**: Graduates will be able to design, develop, and deploy software systems that meet specific requirements using contemporary and advanced programming languages, frameworks, and tools mapping with software development lifecycle..

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.

Program Structure for B Tech Computer Engineering (Batch 2025-29)					
Year of the Programme: First Year (Academic Year 2025-26)					
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 Physics	3
3	Elements of Biology	3	3	Object Oriented Programming	2
4	Computational Thinking for Problem Solving	4	4	Object Oriented Programming Lab	1
5	Engineering Graphics and Design	2	5	Basic Electrical and Electronics Engineering	3
6	Essential Electronics Practices	1	6	Product Realization	2
7	Engineering Ethics	1	7	English Communication	1
8	Indian Knowledge System	0	8	Web Development	3
9	Environmental Studies	0	9	Constitution of India	0
	Total	**19**		**Total**	**19**
Year of the Programme: Second Year (Academic Year 2026-27)					
Semester – III			**Semester – IV**		
S. No.	**Course**	**Credits**	**S. No.**	**Course**	**Credits**
1	Signals and Systems	3	1	Operating Systems	4
2	Computer Organization and Architecture	3	2	Database Management Systems	3
3	Data Structures and Algorithms	3	3	Complex Variables and Transforms	4
4	Data Structures and Algorithms Lab	1	4	Design and Analysis of Algorithms	4
5	Principles of Economics and Management	3	5	Database Management Systems Lab	1
6	Probability and Statistics	3	6	Design Experience I	1
7	Discrete Mathematics	3	7	Computer Networks	4
8	Technical Communication	1	8	Machine Learning	3
9	Community Service	0			
10	Programming with Python	2			
	Total	**22**		**Total**	**24**
Year of the Programme: Third Year (Academic Year 2027-28)					
Semester – V			**Semester – VI**		
S. No.	**Course**	**Credits**	**S. No.**	**Course**	**Credits**
1	Software Engineering	4	1	Transforming Ideas to Innovation	1
2	Program Elective-I	4	2	Compiler Design	3
3	Advanced Linear Algebra	2	3	Artificial Intelligence	3
4	Program Elective-II	3	4	Open Elective-III	3
5	Open Elective-I	3	5	Open Elective-IV	3
6	Open Elective-II	3	6	Design Experience III	2
7	Design Experience II	2	7	Program Elective-III	3
8	Career Guidance	0	8	Program Elective-IV	3
9	Theoretical Computer Science	3	9	Interpersonal Skills	1
	Total	**24**		**Total**	**22**
Year of the Programme: Fourth Year (Academic Year 2028-29)					
Semester – VII			**Semester – VIII**		
S. No.	**Course**	**Credits**	**S. No.**	**Course**	**Credits**
1	Capstone Project	5	1	Project	10
2	Distributed Computing	3			
3	Program Elective-V	4			
4	Management Accounting for Engineers	2			
5	Open Elective-V	3			
6	Program Elective-VI	3			
	Total	**20**		**Total**	**10**

Total no of courses	**61**
Total no of credits	**160**

Programme Educational Objectives (PEO) - MBA Tech Computer Engineering

A. **PEO 1-** Be successful in their professional career exhibiting ethical attitude and good communication skills with exposure to agile technologies.

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

C. **PEO 3-** Pursue Higher Education.

Program Student Outcomes (PSO's) – MBA Tech Computer Engineering

A. **PSO 1- Application of Engineering Knowledge to Solve Complex Problems**: Graduates will be able to apply principles of computer engineering, including software and hardware design, data structures and algorithms to develop solutions for complex engineering problems**.**

B. **PSO 2- Techno-Managerial Skills**: Graduates will be able to demonstrate techno-managerial decision making skills to design and develop technology driven business solutions.

Program Structure for MBA Tech Computer Engineering (Batch 2025-30)					
Year of the Programme: First Year (Academic Year 2025-26)					
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 Physics	3
3	Elements of Biology	3	3	Object Oriented Programming	2
4	Computational Thinking for Problem Solving	4	4	Object Oriented Programming Lab	1
5	Engineering Graphics and Design	2	5	Basic Electrical and Electronics Engineering	3
6	Essential Electronics Practices	1	6	Product Realization	2
7	Engineering Ethics	1	7	Business Communication	1
8	Indian Knowledge System	0	8	Constitution of India	0
9	Environmental Studies	0	9	Microeconomics	2
10	Principles of Management	1	10	Web Development	3
	Total	**20**		**Total**	**21**
Year of the Programme: Second Year (Academic Year 2026-27)					
Semester – III			**Semester – IV**		
S. No.	**Course**	**Credits**	**S. No.**	**Course**	**Credits**
1	Signals and Systems	3	1	Operating Systems	4
2	Computer Organization and Architecture	3	2	Database Management Systems	3
3	Data Structures and Algorithms	3	3	Design and Analysis of Algorithms	4
4	Data Structures and Algorithms Lab	1	4	Database Management Systems Lab	1
5	Discrete Mathematics	3	5	Design Experience I	1
6	Technical Communication	1	6	Computer Networks	4
7	Community Service	0	7	Machine Learning	3
8	Programming with Python	2	8	Business Statistics	3
9	Management Accounting for Engineers	2	9	Complex Variables and Transforms	4
	Total	**18**		**Total**	**27**
Year of the Programme: Third Year (Academic Year 2027-28)					
Semester – V			**Semester – VI**		
S. No.	**Course**	**Credits**	**S. No.**	**Course**	**Credits**
1	Software Engineering	4	1	Transforming Ideas to Innovation	1
2	Program Elective-I	4	2	Compiler Design	3
3	Advanced Linear Algebra	2	3	Artificial Intelligence	3
4	Program Elective-II	3	4	Open Elective-III	3
5	Open Elective-I	3	5	Open Elective-IV	3
6	Open Elective-II	3	6	Design Experience III	2
7	Design Experience II	2	7	Program Elective-III	3
8	Macroeconomics	2	8	Program Elective-IV	3
9	Theoretical Computer Science	3	9	Interpersonal Skills	1
			10	Decision Analysis and Modelling	3
	Total	**26**		**Total**	**25**

Year of the Programme: Fourth Year (Academic Year 2028-29)					
Semester – VII			Semester – VIII		
S. No.	Course	Credits	S. No.	Course	Credits
1	Technical Internship	5	1	Business Analytics	3
2	Distributed Computing	3	2	Logistics and Supplychain Management	2
3	Program Elective-V	3	3	Financial Management	3
4	Program Elective-VI	4	4	B2B Marketing	3
5	Open Elective-V	3	5	Organizational Behaviour	3
6	Operations Management	3	6	Business Research Methods	2
7	Financial Accounting and Analysis	3	7	Entrepreneurship	2
8	Marketing Management	3			
9	Data Visualisation for Business Decisions	3			
	Total	**30**		**Total**	**18**

Year of the Programme: Fifth Year (Academic Year 2029-30)					
Semester - IX			Semester – X		
S. No.	Course	Credits	S. No.	Course	Credits
1	Management of Technology and Innovation	2	1	Strategic Management	3
2	Human Resource Management	2	2	Sustainable Business Management Practices	2
3	Elective- 1	2	3	Contract, Competition and Consumer Laws	2
4	Elective- 2	2	4	Elective- 5	2
5	Elective- 3	2	5	Elective- 6	2
5	Elective- 4	2	6	Elective- 7	2
6	Management Internship Program	12	7	Elective- 8	2
			8	Capstone Project	5
	Total	**24**		**Total**	**20**

Total no of courses **86**
Total no of credits **229**

Program Structure for B Tech Computer Science and Engineering (Data Science) (Batch 2025-29)					
Year of the Programme: First Year (Academic Year 2025-26)					
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 Physics	3
3	Basic Electrical and Electronics Engineering	3	3	Elements of Biology	3
4	Computational Thinking for Problem Solving	4	4	Product Realization	2
5	Engineering Graphics and Design	2	5	English Communication	1
6	Essential Electronics Practices	1	6	Transforming Ideas to Innovation	1
7	Engineering Ethics	1	7	Environmental Studies	0
8	Indian Knowledge System	0	8	Management Accounting for Engineers	2
9	Constitution of India	0	9	Object Oriented Programming	2
			10	Object Oriented Programming Lab	1
	Total	**19**		**Total**	**19**
Year of the Programme: Second Year (Academic Year 2026-27)					
Semester - III			**Semester - IV**		
S. No.	**Course**	**Credits**	**S. No.**	**Course**	**Credits**
1	Technical Communication	1	1	Database Management Systems	3
2	Probability and Statistics	3	2	Database Management Systems Lab	1
3	Programming with Python	2	3	Design and Analysis of Algorithms	4
4	Data Structures and Algorithms	3	4	Artificial Intelligence Algorithms	4
5	Data Structures and Algorithms Lab	1	5	Applied Machine learning	4
6	Computer Networks	4	6	Interpersonal Skills	1
7	Discrete Mathematics	3	7	Website Designing and Development	3
8	Digital Circuits and Computer Architecture	4	8	Design Experience I	1
9	Community Service	0	9	Program Elective-II	2
10	Program Elective-I	2			
	Total	**23**		**Total**	**23**
Year of the Programme: Third Year (Academic Year 2027-28)					
Semester - V			**Semester - VI**		
S. No.	**Course**	**Credits**	**S. No.**	**Course**	**Credits**
1	Software Engineering	4	1	Principles of Economics and Management	3
2	Operating Systems	4	2	Data Wrangling Fundamentals	3
3	Principles of Data, Signal, and Image Analysis	3	3	Data Visualization	2
4	Program Elective-III	4	4	Program Elective-IV	4
5	Open Elective-I	3	5	Program Elective-V	4
6	Open Elective-II	3	6	Open Elective-III	3
7	Design Experience II	2	7	Open Elective-IV	3
8	Career Guidance	0	8	Design Experience III	2
	Total	**23**		**Total**	**24**
Year of the Programme: Fourth Year (Academic Year 2028-29)					
Semester - VII			**Semester - VIII**		
S. No.	**Course**	**Credits**	**S. No.**	**Course**	**Credits**
1	Deep Learning: Fundamentals and Applications	4	1	Project	10
2	Big Data Analytics for Engineers	3			
3	Program Elective-VI	4			
4	Open Elective-V	3			
5	Capstone Project	5			
	Total	**19**		**Total**	**10**

Total no of courses **60**
Total no of credits **160**

Program Student Outcomes (PSO's) – B Tech Computer Science

A. **PSO 1- Technical Proficiency:** Graduates will be able to apply core concepts of computer science, including data structures, algorithms, and software engineering, to solve complex problems in various domains.

B. **PSO 2- Business Acumen** : Integrate principles of business management, economics, and organizational behavior with computing technologies to design IT solutions that support business operations and decision making.

Program Structure for B Tech Computer Science (Batch 2025-29)					
Year of the Program: First Year (Academic Year 2025-26)					
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 Physics	3
3	Basic Electrical and Electronics Engineering	3	3	Object Oriented Programming	2
4	Computational Thinking for Problem Solving	4	4	Object Oriented Programming Lab	1
5	Engineering Graphics and Design	2	5	Elements of Biology	3
6	Essential Electronics Practices	1	6	Product Realization	2
7	Engineering Ethics	1	7	English Communication	1
8	Indian Knowledge System	0	8	Transforming Ideas to Innovation	1
9	Constitution of India	0	9	Environmental Studies	0
			10	Programming with Python	2
	Total	**19**		**Total**	**19**
Year of the Program: Second Year (Academic Year 2026-27)					
Semester - III			**Semester – IV**		
S. No.	**Course**	**Credits**	**S. No.**	**Course**	**Credits**
1	Digital Circuits and Computer Architecture	4	1	Operating Systems	4
2	Data Structures and Algorithms	3	2	Database Management Systems	3
3	Data Structures and Algorithms Lab	1	3	Artificial Intelligence and Machine Learning	4
4	Principles of Economics and Management	3	4	Complex Variables and Transforms	4
5	Computer Networks	4	5	Database Management Systems Lab	1
6	Discrete Mathematics	3	6	Design Experience I	1
7	Technical Communication	1	7	Theoretical Computer Science	3
8	Probability and Statistics	3	8	Design and Analysis of Algorithms	4
9	Data Extraction and Processing	2			
10	Community Service	0			
	Total	**24**		**Total**	**24**
Year of the Program: Third Year (Academic Year 2027-28)					
Semester - V			**Semester – VI**		
S. No.	**Course**	**Credits**	**S. No.**	**Course**	**Credits**
1	Software Engineering	4	1	Compiler Design	3
2	Program Elective-I	4	2	Design and Application of Internet of Things	4
3	Web Development	3	3	Open Elective-III	3
4	Program Elective-II	3	4	Open Elective-IV	3
5	Open Elective-I	3	5	Design Experience III	2
6	Open Elective-II	3	6	Program Elective-III	3
7	Design Experience II	2	7	Program Elective-IV	3
8	Career Guidance	0	8	Interpersonal Skills	1
	Total	**22**		**Total**	**22**
Year of the Program: Fourth Year (Academic Year 2028-29)					
Semester - VII			**Semester – VIII**		
S. No.	**Course**	**Credits**	**S. No.**	**Course**	**Credits**
1	Capstone Project	5	1	Project	10
2	Distributed Computing	3			
3	Program Elective-V	4			
4	Management Accounting for Engineers	2			
5	Open Elective-V	3			
6	Program Elective-VI	3			
	Total	**20**		**Total**	**10**

Total no of courses **60**
Total no of credits **160**

Artificial Intelligence Department

Vision

Play a significant role in nurturing young engineering graduates with sound technical and ethical skills to cater to the needs of fast growing multidisciplinary application areas of artificial intelligence to address industrial and societal needs both at national and international level.

Mission

1. To focus on efforts to create comprehensive curriculum to ensure multifaceted development of students to address challenges in application areas of Artificial Intelligence such as healthcare, education, agriculture, smart cities, infrastructure, including mobility and transportation.
2. To build a strong teaching and research environment fostering strong analytical and problem-solving skills to prepare students to excel in higher education, research or technical/managerial profession.
3. To promote project based learning by providing opportunity to work on real life challenging problems through collaborative projects with industry and academia.

Programme Educational Objectives (PEO)

A. **Technical Growth** - Graduates will be successful in modern engineering practice and entrepreneurship, integrate into the local and global workforce, and contribute to the economy of India.

B. **Professional Skills**-Graduates will continue to acquire and demonstrate the professional skills necessary to be competent employees, assume leadership roles, and enjoy career success and satisfaction.

C. **Professional Attitude and Citizenship**-Graduates will become productive citizens demonstrating high ethical and professional standards, make sound engineering or managerial decisions, and have enthusiasm for the profession and professional growth.

Student Outcomes (SOs)

Graduates of the B Tech in Artificial Intelligence 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.

Program Structure for B Tech Artificial Intelligence and Machine Learning (Batch 2025-29) onwards					
Year of the Program: First Year (Academic Year 2025-26)					
Semester - I			**Semester - II**		
S. No.	**Name of the Course**	**Credits**	**S. No.**	**Name of the Course**	**Credits**
1	Calculus	4	1	Linear Algebra and Differential Equations	4
2	Physics	4	2	Intelligent Systems	3
3	Basic Electrical and Electronics Engineering	3	3	Elements of Biology	3
4	Computational Thinking for Problem Solving	4	4	Principles of Economics and Management	3
5	Engineering Graphics and Design	2	5	Programming with Python	2
6	Essential Electronics Practices	1	6	Product Realization	2
7	Engineering Ethics	1	7	English Communication	1
8	Indian Knowledge System	0	8	Environmental Studies	0
			9	Constitution of India	0
			10	Transforming Ideas to Innovation	1
Total	**8**	**19**	**Total**	**9**	**19**
Year of the Program: Second Year (Academic Year 2026-27)					
Semester - III			**Semester - IV**		
S. No.	**Name of the Course**	**Credits**	**S. No.**	**Name of the Course**	**Credits**
1	Discrete Mathematics	3	1	Image and Video Processing	3
2	Probability and Statistics	3	2	Machine Learning	4
3	Operating Systems	4	3	Database Management Systems	3
4	Data Wrangling	3	4	Design and Analysis of Algorithms	4
5	Data Visualization and Interpretation	2	5	Object Oriented Programming	2
6	Data Structures and Algorithms	3	6	Program Elective - II	3
7	Program Elective - I	3	7	Open Elective - I	3
8	Data Structures and Algorithms Lab	1	8	Database Management Systems Lab	1
9	Technical Communication	1	9	Object Oriented Programming Lab	1
10	Community Service	0	10	Design Experience I	1
Total	**10**	**23**	**Total**	**10**	**25**
Year of the Program: Third Year (Academic Year 2027-28)					
Semester - V			**Semester - VI**		
S. No.	**Name of the Course**	**Credits**	**S. No.**	**Name of the Course**	**Credits**
1	Deep Learning	3	1	Natural Language Processing	3
2	Computer Networks	4	2	Agile Product Development with DevOps	2
3	Program Elective - III	3	3	Big Data Analytics	3
4	Quantum Machine Learning	3	4	Program Elective - IV	3
5	Management Accounting for Engineers	2	5	Program Elective - V	3
6	Open Elective - II	3	6	Open Elective - III	3
7	Design Experience II	2	7	Open Elective - IV	3
8	Responsible and Ethical AI	1	8	Design Experience III	2
			9	Interpersonal Skills	1
Total	**8**	**21**	**Total**	**9**	**23**
Year of the Program: Fourth Year (Academic Year 2028-29)					
Semester - VII			**Semester - VIII**		
S. No.	**Name of the Course**	**Credits**	**S. No.**	**Name of the Course**	**Credits**
1	Applied Time Series Analysis	3	1	Project	10
2	Advanced Topics in Machine Learning	4			
3	Program Elective - VI	3			
4	Program Elective - VII	2			
5	Open Elective - V	3			
6	Capstone Project	5			
Total	**6**	**20**	**Total**	**1**	**10**
	Total Credits for the Programme	**160**			
	Total no. of courses	**61**			

Technology Management Department

Vision

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

Mission

1. To nurture students into multi-skilled professionals capable of solving real-world problems holistically through a balanced integration of Technology and Management education, innovative thinking, and value-based business practices.
2. To provide substantial exposure to industry and corporate work culture through twin internships in Technical and Management domains, guided by a blend of academic and industry-experienced faculty.

Program Objectives of MBA Tech

1. The programme aims to develop professionals with technical skills and expertise in applying technology to the business world.
2. Students will learn to recognize technology as a key factor for enterprise success and manage its implementation across the organization's value chain.
3. They will gain the ability to utilize emerging technologies in sectors like finance, marketing, and operations.
4. Graduates are prepared for middle management and executive roles, using technology to enhance organizational effectiveness and competitiveness.
5. The programme boosts career development, offering opportunities for senior management roles or entrepreneurship in technology and innovation.
6. Students can also work as consultants, advising traditional business managers on technology management.

Programme Educational Objectives

PEO-1 Serves as a leader and role model for ethical, professional, and social behavior.

PEO-2 Understands the societal impact of managerial and technical decisions.

PEO-3 Analyzes issues from various perspectives, asks insightful questions, and assimilates information effectively.

PEO-4 Works well in multi-functional teams and communicates effectively in group discussions, presentations, and written communication.

PEO-5 Integrates multiple technologies to generate creative solutions and develop effective strategies for continuous improvement.

PEO-6 Inspires a vision, sets clear direction, and aligns customer needs with corporate goals.

PROGRAM LEARNING GOALS

The students should have

PLO 1: An understanding of global practices impacting organizations.

PLO 2: Critical thinking skills

PLO 3: Understanding Business Domains and Integration with Technology

PLO 4: Effective communication skills

PLO 5: An understanding of ethical business models

16. Approved Academic Calendar of all programs

SVKM's NMIMS
Academic Calendar for the Academic Year: 2025-2026

School Name: Mukesh Patel School of Technology Management & Engineering, Campus: Mumbai, Shirpur School of Technology Management & Engineering, Campus: Navi Mumbai, Indore, Chandigarh, Hyderabad
Program/s Name/s in Full: Diploma, B Tech, MBA Tech

Diploma, B Tech, MBA Tech 1st year		
	Start Date	**End Date**
Odd Semester / Term I		
Orientation/Induction Program – Diploma	July 11, 2025	July 17, 2025
Orientation/Induction Program – B Tech / MBA Tech	July 12, 2025	July 18, 2025
Commencement of Term – Diploma	July 18, 2025	November 15, 2025
Commencement of Term – B Tech / MBA Tech	July 19, 2025	November 15, 2025
Mid Term Test I	August 18, 2025	August 23, 2025
MBA Tech Semester I (Only for Management subjects as per teaching scheme)	September 15, 2025	September 20, 2025
Mid Term Test II	October 6, 2025	October 11, 2025
Term End Exam	November 24, 2025	December 11, 2025
Re-exam	January 31, 2026	February 10, 2026
Diwali Vacation	**19th Oct, 2025**	**25th Oct, 2025**
Even Semester / Term II		
Commencement of Term	January 2, 2026	April 25, 2026
Mid Term Test I	February 13, 2026	February 19, 2026
MBA Tech Semester II (Only for Management subjects as per teaching scheme)	March 9, 2026	March 14, 2026
Mid Term Test II	March 23, 2026	March 28, 2026
Term End Exam	May 2, 2026	May 16, 2026
Re-exam	July 06, 2026	July 16, 2026
Winter Vacation	**December 26, 2025**	**January 1, 2026**
Commencement of next Academic year (AY 2026-27)	July 13, 2026	

Dean MPSTME

*Dates are subject to change if required. Please reconfirm the dates before booking any tickets.

17. LIST OF HOLIDAYS FOR THE YEAR 2025

SVKM's NMIMS Deemed to be University

DATE	DAY	OCCASION
01-Jan-25	Wednesday	New year
26-Feb-25	Wednesday	Mahashivratri
14-Mar-25	Friday	Holi
31-Mar-25	Monday	Ramzan-eid
01-May-25	Thursday	Maharashtra Day
15-Aug-25	Friday	Independence Day
16-Aug-25	Saturday	GopalKala
27-Aug-25	Wednesday	Ganesh Chaturthi
06-Sep-25	Saturday	Anant Chaturdashi
02-Oct-25	Thursday	Gandhi Jayanti /Dushera
20-Oct-25	Monday	Diwali (Narakchaturdashi)
21-Oct-25	Tuesday	Diwali (Laxmipujan)
22-Oct-25	Wednesday	Diwali (Balipratipada)
23-Oct-25	Thursday	Diwali (Bhaubeej)
06-Dec-25	Saturday	Dr. Babasaheb Ambedkar Mahaparinirvan Din
25-Dec-25	Thursday	Christmas

Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January 26, August 15, May 01 & October 02)
Note: For Employees whose weekly off is other than Sunday.

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

18. People you should know

School Administration

Name	Designation	
Dr. Sunita Patil	Director	
Dr. Venkatadri Marriboyina	Associate Dean	
Mr. Bhupesh Jaware	Deputy Registrar	
Mr. Shivaji Gaikwad	Administrator Officer	
Head of Departments		
Dr. Govind Rajput	HOD, BSH	
Dr. Suresh Kurumbanshi	HOD, Computer Engineering	
Dr. Nitin Choubey	HOD, Computer Science	
Dr. Srikanth P	HOD IT	
Dr. Praveen Kumar	HOD AIML	
Library		
Dr. Ravindra Mendhe	Dy. Librarian	Ravindra.Mendhe@nmims.edu
Counsellor		
Ms. Kiran Akasapu	Counsellor	kiran.akasapu@nmims.edu
Examinations		
Mr. Dinesh Deshmukh	Assistant Registrar (Examinations)	dinesh.deshmukh@nmims.edu
Placement		
Ms. Prassana Ozha	Placement Executive	prasanna.ojha@nmims.edu
Purchase and Store		
Ms. Mahendra Joshi	Lab Support Staff	mahendra.joshi@nmims.edu
IT, Computer and Web Management		
Mr. Abhay Kumar	IT Admin	abhay.kumar2@nmims.edu
Maintenance		
Mr. Nitesh Jadhav	Electrical Supervisor	nitesh.jadhav@nmims.edu
Course Coordinators	**Email-Id**	**Names of Programmes/ Activities allocated**
Ujwala Dorik (Jr. Coordinator)	ujwala.dorik@nmims.edu	B. Tech & MBA All streams.
Gaurav Rajput (Jr. Coordinator)	gaurav.rajput@nmims.edu	B. Tech & MBA All streams.
Anupama Rajput (Assistant)	anupama.rajput@nmims.edu	B. Tech & MBA All streams.

School INFOLINE

Agency	Phone / Mobile Number	Email ID
Disaster Management Cell of Municipal	1077; 02652236584	dydish.dhu-mh@gov.in
Corporation of Shirpur		
Municipal Chairman/person	2563255042	shirpurnagarparishad@gmail.com
Collector (Dhule district)	02562288702; 02562288701	collector.dhule@maharashtra.gov.in
Municipal Manager	2563255042	shirpurnagarparishad@gmail.com
Police		
Superintendent of Police	02562- 288200	sp.dhule@mahapolice.gov.in
Sub- Divisional Police Officer -	02563257907; 9930100777	
SDPO Shirpur (Bhagewat Sonawane)		
Police inspector	02563255022; 9960787077	sdpo.shirpur@mahapolice.gov.in
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	2563255017	
Navkar Travels	02563256499; 02563258499;	
	02563259499; 1800 103 4482	
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	9850256365	
Sushrut Hospital (Eye Specialist)	9.12563E+11	
Satguru Hospital (Ortho)	7448190009; +912563218009	
Shree Yogiraj Ayurved & Panchakarma	9420858853	
Chikitsalay		
Nomani Homeopathic Clinic	9420441886; 9767951166	
Rathi Hospital (Gynecologist)	+912563258625; 822337625	
Hostels		
Hostel Incharge	8806759888; 9373985038	exchange.shirpur@nmims.edu
NMIMS Shirpur campus	8806759888	
Mess Supervisor		
Mr. Sachin Shetty	8554842111	

HOSTEL MANUAL

(STUDENTS)

SVKM's NMIMS SHIRPUR CAMPUS

(A. Y.2025-26)

CONTENT

1. Objective of Hostel life
   - 1.1 Introduction
2. Hostel Management Team
3. Facilities
   - 3.1 Accommodation
   - 3.2 Wi-Fi Connectivity
   - 3.3 Recreation
   - 3.4 Sports Facilities
   - 3.5 Elevators
   - 3.6 Washrooms
   - 3.7 Electronic Surveillance
   - 3.8 Parent's Meeting Room
   - 3.9 Dining
   - 3.10 Drinking Water
   - 3.11 Sick-Bay
   - 3.12 Parlor
   - 3.13 Iron and Laundry
   - 3.14 Pharmacy Store
   - 3.15 Luggage Checking
4. General Instructions
   - 4.1-4.23
5. Do's and Don'ts
6. Students Movement
   - 6.1 General Instructions on out-pass
   - 6.2Disciplinary action in case of misconduct.
7. Formats
   - 7.1 Hostel Admission Form
   - 7.2 Declaration
   - 7.3 Hostel Rules & Regulation
   - 7.4 Undertaking

1.0 OBJECTIVES OF THE HOSTEL LIFE

(a) To ensure that the students are able to devote adequate time to their studies and research;

(b) To ensure that students coming from different parts of the country learn to live together and strengthen their relations with mutual cooperation and goodwill; and

(c) To develop a climate congenial for co-curricular and extra-curricular activities of students.

1.1 INTRODUCTION

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

2.0 HOSTEL MANAGEMENT TEAM

Following members comprises the Hostel management team;

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

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

3.0 FACILITIES

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

3.1 ACCOMMODATION

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

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

3.2 WI-FI CONNECTIVITY

Campus having internet lines facility with total bandwidth of **750**mbps. Student can avail Wi-Fi internet facility for online educational activities. Students can have access to all educational and information site round the clock however they can access social networking sites and YouTube from 16:00 hrs. to 08:00 hrs. only. Students are warned against misuse of this facility.

3.3 RECREATION

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

3.4 SPORTS 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.

Sports Facility & Swimming Timing

Morning - 7.00 am to 10.00 am & Evening – 5.00 pm to 9.00 pm

Gym Timing

Morning - 6.00 am to 9.00 am & Evening – 5.00 pm to 9.00 pm

3.5 ELEVATORS/STAIRCASE

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

3.6 WASHROOMS

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

3.7 ELECTRONIC SURVEILLIANCE

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

3.8 PARENTS MEETING ROOM

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

3.9 DINING

Each hostel building is provided with exceptional dining facility. At par sitting arrangement is provided to facilitate the students. Televisions are also installed for entertainment during dining. Students need to follow the dining timing, circulated by Hostel authorities. (Break Fast: 07:00 to 09:30/Lunch: 12:00 to 014:00/Dinner 19:45 to 21:30 hrs)
Additional facility for fruit juice, sandwich, fruits etc., is provided on pay and use basis. Snacks are also made available in the evening time on pay and use basis. (16:00 to 18:30hrs)
It is an exclusive vegetarian dining and is compulsory for all residing students. However, additional separate counter is available with egg items on pay and use basis. Dining charges for a complete academic year are paid at the time of admission. For Sick students, plain khichadi will be provided by the Hostel. Customized or specific diet plans will not be entertained.

3.10 DRINKING WATER

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

3.11 SICK BAY & PHARMACY STORE

Management has the first thought about the health of students. Therefore 24 hours manned Sick Bay is made available at Boy's and Girl's hostels. A male compounder 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. Doctor is available between 16:00hrs to 23:00 hrs. Specialists also visit campus on fixed days as per schedule. 05 beds in each hostel (Boys and Girls) are available for regular and emergency usage. Special diet is given to the sick students as suggested by doctors.
Pharmacy store in the boy's hostel which provides generic medicines and other medicines which is available 24x 7.

3.12 PARLOUR

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

3.13 LAUNDRY

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

3.14 MEDICAL EMERGENCY PROTOCOL

In case of a medical emergency, only the security staff and warden will accompany the student. Friends or classmates will not be allowed to accompany the student.

3.15 LUGGAGE CHECKING & STORAGE POLICY

All returning students will have their luggage checked at two points: first at the main gate by security, and then inside the hostel by the Hostel Warden. Each student is permitted to store a maximum of two (2) boxes / suitcases/ bags in the hostel.

4.0 GENERAL INSTRUCTIONS

4.1 No hostel resident is permitted to engage any person for any kind of service for personal or otherwise.

4.2 Students are advised not to involve in any financial dealings of personal nature i.e. money lending with any employee or student of an Institute.

4.3 Students are not permitted to install any electrical appliances, such as personal TV, AC, immersion heaters/rods, electric heaters/presses/coolers, induction, refrigerators, etc. in the rooms. Cooking of any food item or even preparation of tea/coffee in the hostel rooms is strictly prohibited.

4.4 No pets (animals, birds, etc,) are allowed in the hostel.

4.5 No personal vehicles of resident students are permitted to park inside the campus.

4.6 Academic building, hostel building and entire campus are 'No Smoking zone'. Hence, students are advised to refrain from smoking in the corridors, common rooms, toilets and other public zones of the hostel and campus premises. Strict disciplinary action will be taken against the students found smoking.

4.7 Students are informed that consumption, trafficking or possession of narcotic drugs and/or alcohol within the Campus, including Hostel premises is strictly prohibited. It must be noted that possession of narcotics and/or drugs is severely punishable by law. Appropriate action such as hand over to civil police authorities, will be taken against students found indulged in these acts. Violation of this code will attract a stiff penalty,

such as debarment from campus placement, expulsion / rustication from the Institute etc.

4.8 Keeping of any firearms, licensed or unlicensed; any ammunition; explosives; any sharp-edged weapon, retention of which is illegal and unlawful and the same is not permitted in the Hostel and campus.

4.9 Frequent Partying get together in hostel premises is not permitted however students may get prior approval on any important occasions such as 26th Jan, 15th Aug, Holi etc. Special permission may be obtained from hostel authorities for birthday celebrations in specified area and it shall be concluded by 2200hrs strictly, no sound play is permitted. Every participant should ensure that other students are not inconvenienced and disturbed by his/her activities in any manner. Students are expected to respect the right to peace and privacy of others. In case of any complaint, students may be liable for appropriate disciplinary action.

4.10 Fire Hazards and Safety:

Candles, incense sticks, combustible materials such as gasoline, paint thinner, oil lamps, mosquito coils, match boxes/lighters are fire hazards and are not permitted in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are strictly banned in and around the Hostel premises. Residents must switch off all lights, fans and electrical appliances including mosquito repelling machines if any, before leaving their rooms. This is necessary to avoid an inadvertent fire.

4.11 In case of Fire:

Residents must raise an alarm and call on duty warden. They should also alert the on duty security staff. Fire extinguishers are available on each floor which may be used by hostel occupants to extinguish the fire at initial stage.

4.12 Silence Hours:

Anything which interferes with student's studies must be avoided at all times. 'Silence Hours' will be observed from 11.00 p.m. to 7.00 a.m. on all days. No noise of any sort will be permitted during the 'Silence Hours'. Serious action will be taken against defaulters. Residents must not go to others room and disturb the inmates. Complaints from other residents will be investigated and action will be taken accordingly.

4.13 Director, Hostel Administration/Rector/Warden or such other authorities may enter any room for spot checking / verification at any time of the day or night.

4.14 Management reserves the right to break / open the locks of room and enter in case of violation of hostel rules, suspected unlawful activities and security risks or where the student is absent from his room for a longer period without prior information or any such other valid reason. This will, however be carried out by the security personnel in presence of hostel Rector/Warden or Administrative authorities, and any other person at the discretion of Head Campus Security. On such occasions, the items in the room will be listed by these officials and kept in the store room. A verbal report, followed by a written report will be sent to the higher authorities.

4.15 Proxy or dummy room-mates are forbidden. Strict action will be taken if accommodation is held as proxy, they are liable to be removed from the hostel. Residents are not permitted to allow their rooms to be used by others. All visitors and non-residents including students from other hostels must not leave the rooms during night. All residents are advised to extend their fullest co- operation to see that no unauthorized person enter or stay in the hostel premises. If they happen to find any such person, should demand the permit / Identity Card for authentication and if it is not forthcoming, the matter should be brought to the notice of Duty Warden for further action.

4.16 "**RAGGING IN ANY FORM IS BANNED INSIDE AND OUTSIDE THE CAMPUS. STRICT ACTION WILL BE TAKEN AGAINST THE DEFAULTERS. NO LENIENCY WILL BE SHOWN TO THE OFFENDERS. SUSPENSION AND OR WITHDRAWAL FROM THE HOSTEL / COLLEGE IS ONE OF THE ACTIONS TAKEN PROMPTLY. SUPREME COURT HAS ALSO DEFINED RAGGING AS A CRIMINAL OFFENCE AND WILL BE PUNISHED AS PER INDIAN LAWS**."

ANTI RAGGING COMMITTEE AND CONTACT DETAILS:

S.N.	NAME	DESIGNATION	Email ID	MOBILE
1	Chairperson	Director, SVKM's NMIMS-MPTP	Dr. Sunita Patil	02563-295545/46
2	Member	Associate Dean, MPSTME	Dr. Venkatadri Marriboyina	02563-295545/46
3	Member	Dean (SAST)	Dr. Indarchand singh Chavan	02563-295545/46
4	Member	I/C Associate Dean, CTF	Dr. Vijay Shivankar	02563-295545/46
5	Member	Associate Dean, SPTM	Dr. Shyam Pancholi	02563-295545/46
6	Member	Administrator officer	Mr. Shivaji Gaikwad	02563-295545/46
7	Nodal Officer	Deputy Registrar	Mr. Bhupesh Jaware	02563-295545/46
8	Member	Hostel Warden	Mr. Prashant Patil	0256329131704
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 on floor/room area etc. will be punished/fined. This includes driving in of nails, defacing of walls, 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 will be allotted either AC or Non-AC 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. Once the room are allotted; no change request will be accepted. Rector /hostel authorities have the authority to consider/reject the change of room request, depending on the severity of situation only.

4.23 **PLASTIC FREE ZONE:** NMIMS Shirpur Campus is a **'Plastic Free Zone'**. Students and staff should ensure that plastic bags are not used for any purpose inside the campus.

5.0 DO'S AND DONT'S

☼ **Do's**	✈ **Don'ts**
☼ Lock your room before moving out.	✈ Indulge in RAGGING.
☼ Keep your valuables and cash under lock.	✈ Violate hostel rules.
☼ Read the notice board (both at college and hostel) regularly.	✈ Smoke, consume alcohol or indulge in substance abuse.
☼ Follow the code of conduct for students.	✈ Permit proxy/dummy room-mates in your room.
☼ Read the hostel rule book and follow the rules.	✈ Damage hostel/college property or assets.
☼ Always carry your ID card whenever moving inside/out of the campus	✈ Permit nonresidents to stay in or use your room
☼ Show your ID card to security or authorities as and when demanded.	✈ Light lamps / candles, carry crackers or burn / burst crackers in and around the hostel premises
☼ Obtain visitor's pass/permission well in advance for your visiting parents/relatives.	✈ Conduct or attend parties (in your room or anywhere in the campus)
☼ Inform Duty warden/Rector if you are sick	✈ Waste/misuse water and electricity. ✈Use electrical appliances viz water heaters, immersion rods, presses, kettles etc.
☼ Observe silence hours (11 pm to 7 am) every day.	✈ Play loud music anywhere (in your room or campus).
☼ Contact warden/Rector/Director (Hostel Administration) in case of any problem.	✈ Act in a manner that offends the local cultural and social values and local sensibilities and rule of the land.
☼ Maintain discipline.	✈ Cook in rooms.
☼ Enter your complete details in the in-out registers when leaving the hostel for more than one day.	✈ Keep or play televisions in your rooms.
☼ Dine in mess of the campus.	✈ Keep or feed pets in your room or campus

6.1 GENERAL INSTRUCTIONS ON OUTPASS

Students are allowed to avail short leave for reasons not other than medical emergencies.

Pass/Out Pass. Students shall approach duty warden's office for Shirpur Pass. Once pass is received, student shall follow the rules of Out-Pass and adhere to the timing. Out- pass is valid only to visit Shirpur.

NO Girls and boys are allowed to go on Out-pass together, separate days and timing, as circulated by management shall be followed.

Out-Pass is not valid, if anyone is going beyond Shirpur. He/she must obtain Leave application, approved by Rector/HOD/Mentor (as per current leave policy)

Students shall make appropriate entries at exit main gate before going out/coming in. Students are advised strictly to follow security rules, disciplinary action shall be taken against defaulters.

SVKM'S NMIMS Deemed to be UNIVERSITY

SVKM's NMIMS, Mukesh Patel Technology Park – Shirpur

DISCIPLINE POLICY

(w.e.f. 1st October, 2025)

A - Class		
	Misconduct	**Consequence**
A - 1	Possession / Consumption / Transportation/Supply of Objectionable Material (Includes making/threatening fellow students to bring the material inside the Campus)	**1st Time:** (any misconduct in class A) He/ She found guilty of breaking the subject rule for the first time shall be liable to **academic and hostel (Campus)** suspension for **15 days.** Upon rejoining the Campus, He/she must submit the undertaking of parents on a stamp paper of Rs. 100/-. **2nd Time:** (any misconduct in class A) The case will be referred through the Campus Discipline Committee to the Office of the Registrar, SVKM's NMIMS, Mumbai, for further action.
A - 2	Ragging	**All cases mentioned in this Class will be referred through the Campus Discipline Committee to the Office of the Registrar, SVKM's NMIMS, Mumbai, for necessary action as per UGC Rules.**
B - Class		
	Misconduct	**Consequence**
B - 1	Possession / Consumption / Transportation of Alcohol (Includes making/threatening fellow students to bring the alcohol material inside the Campus)	**1st Time:** (any misconduct in class B) He/ She found guilty of breaking the subject rule for the first time shall be liable to **academic suspension for 10 days. He will attend the classes with pre-marked absence in SAP.** (i.e., the student will attend the classes but will lose attendance). On re-joining the Campus, He/She has to submit the undertaking of parents on stamp paper of Rs. 100/- **2nd Time:** (any misconduct in class B) He / She found guilty for breaking the subject rule for the second time shall be liable to **suspension from academic for 20 days. He will attend the classes with a pre-marked absence in SAP.** (i.e., the student will attend the classes but will lose attendance). Upon rejoining the Campus, He/she must submit the undertaking of parents on a stamp paper of Rs. 100/-. **3rd Time:** (any misconduct in class B) He / She was found guilty for breaking the subject rule for the third time, suspension from **academic and hostel (Campus) for 30 days.** **In all cases ONE MONTH yoga Session and 10 Counselling Sessions are compulsory to attend.** **If further violations occur, the matter will be referred to the University.**
B - 2	Serious physical fight among students or with any staff member on Campus or outside person.	

C - Class		
	Misconduct	**Consequence**
C – 1	Possession / Consumption / Transportation of Smoking Material	**1st Time:** (any misconduct in class C) 07 days academic suspension with pre-marked absence in SAP (i.e., student will attend the classes but will lose attendance). Upon rejoining the Campus, He/she must submit the undertaking of parents on a stamp paper of Rs 100/-. **2nd Time:** (any misconduct in class C) **15 days** academic suspension with pre-marked absence in SAP (i.e., student will attend the classes but will lose attendance). Upon rejoining the Campus, He/she must submit the undertaking of parents on a stamp paper of Rs. 100/-. **3rd Time:** (any misconduct in class C) Suspension from academic and hostel (Campus) for **20 days**. On re-joining the Campus, He / She has to submit the undertaking of parents on stamp paper of Rs.100/-. In case of any misbehavior during the placement tour, disqualification from further placement assistance. **In all cases, 20 yoga Sessions and 10 Counselling Sessions are compulsory to attend.** **If further violations occur, the matter will be referred to the University.**
C – 2	Damage to Campus property	
C - 3	Possession of banned items such as Firecrackers, electrical appliances, weapons, sharp objects, pornographic literature, as well as pen drives / CD / any other storage (Hard & Soft copies)	
C – 4	Any misbehaviors, fights, or unlawful activities during the placement tour and inside campus.	
C- 5	Forgery of signatures of authority / producing false documents / giving false information pertaining to hostel and non-academic rules.	
C - 6	Stealing cash or any other item	

D - Class		
	Misconduct	**Consequence**
D - 1	Shouting slogans and raising voice in a group.	**1st Time:** (any misconduct in class D) **05 days'** academic suspension with pre-marked absence in SAP (i.e., student will attend the classes but will lose attendance). **2nd Time:** (any misconduct in class D) **10 days'** academic suspension with pre-marked absence in SAP (i.e., student will attend the classes but will lose attendance). **3rd Time:** (any misconduct in class D) Suspension from academic and hostel (Campus) for **15 days**. On re-joining the Campus, He / She has to submit the undertaking of parents on stamp paper of Rs.100/-.
D - 2	Using bad words / gestures with fellow Students / staff / faculty / security / HK	
D - 3	Any complaint of minor misconduct received from outside the campus.	
D - 4	Found in an indecent position / objectionable pose with a fellow student	

		In case of property damage, the cost of property repair/replacement would be recovered. **In all cases, 10 yoga sessions and 10 Counselling Sessions are compulsory to attend.** **If further violations occur, the matter will be referred to the University.**

E - Class		
	Misconduct	**Consequence**
E - 1	Use of Electrical appliances other than a Laptop and a Cell phone for medical reasons without prior approval.	**1st Time:** (any misconduct in class E) 03 days' academic suspension with pre-marked absence in SAP (i.e., student will attend the classes but will lose attendance). **2nd Time:** (any misconduct in class E) 07 days' academic suspension with pre-marked absence in SAP (i.e., student will attend the classes but will lose attendance). **3rd Time:** (any misconduct in class E) Suspension from academic and hostel (Campus) for **10 days**. On re-joining the Campus, He / She has to submit the undertaking of parents on stamp paper of Rs.100/-. In the case of a non-resident of hostel, the applicable fine will be deducted from the deposit. **In all cases, 5 Yoga Sessions & 5 Counselling Sessions are compulsory to attend.** **If further violations occur, the matter will be referred to the University.**
E - 2	Indiscipline in the Theatre / Auditorium / Dining hall / Grounds / Play Courts / Gym / Sports area / Swimming pool or any other area in the Campus.	
E - 3	Entry of a non-resident student in a hostel room. (Action against both, i.e. hostel resident and non-resident)	

Notes: -

1) In all classes, intimation to parents through the Deputy Registrar and the Academic Office.
2) For the implementation of punishments of A, B and C classes, parents will be called to take their ward within two days; till then, the student will be on academic suspension. If parents don't come, the student will be sent to his parents/home along with an escort. The cost of the escorts' time and travel will be borne by the student. All the undertakings of parents will be required on Rs. 100/- stamp paper.
3) To participate in any extra-curricular activity, students must complete all counselling / yoga sessions of punishment.
4) Please note that we will implement the policy without any compromises and request you not to venture into any act of indiscipline.

5) Please bear in mind that these are for your safety, comfort, and to develop you into a great professional.
6) If the law of the land demands some actions on the part of the University authorities, such as handing over students involved in objectionable material, the law will be ruthlessly followed.
7) The academic suspension may be commuted to the next semester, in case of students from B. Tech 4th Year Seventh Semester, B. Pharm+ MBA 4th Year Eight Semester, MBA Tech 3rd year of sixth semester/M. Pharm + MBA 2nd year of fourth semester, the commuting of penalties shall be implemented at the Mumbai Campus.

For all other classes of indiscipline activities by final year students, the rules will be equally applicable; they apply to others.

7.0 FORMATS

Following formats are used in hostel for various reasons.

7.1 HOSTEL ADMISSION FORM

This form is filled by students seeking admission to hostel.

APPLICATION FOR HOSTEL ACCOMODATION

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

For First Year Students

Recent Passport size Color photo

ADMISSION (FINAL) MERIT NUMBER: _____

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

The Director
SVKM's NMIMS
Shirpur Campus -425405

Sir,

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

PERSONAL DATA:

Surname First Name Father's Name

1. Full Name:

_____

2. Residential Address:

_____

_____

Tel. No.:_____ Mob: Resi: _____

E-mail address: _____

3. Date of Birth:_____4) Nationality: _____

UNDERTAKING

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

Date: _____ Signature of the Applicant: _____

PARENT / GUARDIAN DETAILS:

1. Name of the Parent/Guardian: _____

2. Relationship:_____3. Occupation:_____4. Designation: _____

5. Office Address:

_____

_____

Tel. No. Mob:_____Office no: _____

Email address: _____

Annual Income from all sources: _____

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

1. Name: _____

Address: _____

Tel. No.: (Mob /Resi) _____

2. Name: _____

Address: _____

Tel. No.: (Mob /Resi) _____

7.2 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.)

7.3 HOSTEL RULES AND REGULATIONS

(Attached with Hostel Admission Form)

These rules are applicable to both Boys and Girls Hostels.

I. PREAMBLE

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

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

II. RULES FOR ADMISSION IN HOSTEL

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

III. GENERAL PROCEDURES

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

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

IV. CODE OF CONDUCT: BEHAVIOUR AND DISCIPLINE

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

V. ATTENDANCE AND LEAVE

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

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

VI. UPKEEP OF THE HOSTEL

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

VII. VISITORS / GUESTS

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

VIII. MESS TIMINGS AND RULES

1. Hostel mess is compulsory and under no circumstances, private preparation of food in their respective rooms shall be permitted.
2. Pure Vegetarian food is served in the Hostel Mess.
3. Students are required to dine in the Dining Hall.
4. The system of self service will be followed in the mess.
5. Mess timings should be observed strictly as notified from time to time. The meals will not be served before/after the fixed hours.
   Breakfast: 07:00 to 9:30 hrs Snacks: 04:00 pm to 06:30 pm
   Lunch: 12:00 noon to 02:00 pm Dinner: 07:45 pm to 09:30 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 inter-act with the mess staff. They will give their Complaints regarding food, service etc if any, to the Mess Committee/Warden who will resolve them after discussion with Mess Contractor and Rector.
8. Food must not be wasted, paying mess bill does not entitle a diner to waste food.
9. Students must be decently dressed in the dining area.

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

IX. DAMAGES AND RECOVERY

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

X. SAFETY OF VALUABLES AND BELONGINGS

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

XI. CHANGE OF ROOMS

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

XII. TENANCY

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

XIII. SECURITY

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

XIV. HEALTH CARE

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

XV. OTHER FACILITIES

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

XVI. ANTI RAGGING POLICY

1. As per, "The Maharashtra Prohibition Of Ragging Act, 1999 (Mah. XXXIII of 1999) published in Maharashtra Govt. Gazette on 15th May 1999." **RAGGING** is defined as –

   "Any act causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his/her personal or exposes him to ridicule or forebears from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining or injuring him or by using criminal force to him/her or by holding out to him/her any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force."

   "RAGGING" means display of disorderly conduct, doing of any act which causes or is likely to cause physical, psychological harm or raise apprehension, fear, shame or embarrassment to a student in any educational institution and includes

   a. Teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or
   b. Asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do."

   Ragging in any form is totally prohibited in the college premises, hostel, dining room, cafeteria, common rooms and outside campus, severe action will be taken against students who attempt to inflict ragging or abet ragging, actively or passively, or be a part of a conspiracy to promote ragging.
2. The powers relating to the disciplinary action will vest with the Director and his decision in this respect shall be final.
3. Students found guilty of ragging earlier will not be admitted to this college.
4. **It is mandatory for student to submit 'ON LINE' Anti Ragging affidavit. For this, student has to visit the Government website www.amanmovement.org / www.antiragging.in; follow the procedure as instructed in the website and present the affidavit with the hostel admission form.**

XVII. REVISION OF RULES AND REGULATIONS

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

XVIII. COMPLAINTS AND SUGGESTIONS

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

7.4 Undertaking
(To be given by student and parent)

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

.

Class……Branch…….....

.

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

Signature of Student
Name
Place
Date.

Signature of Parent.
Name