SVKM'S
NMIMS
Deemed-to-be UNIVERSITY

School of Pharmacy & Technology Management
Shirpur

STUDENT RESOURCE BOOK 2015

(w.e.f. July, 2015)

SRB 2015

Mission and Vision of the Institution

VISION

To develop a model Pharmacy School at International level inculcating research trends in Pharmaceutical Science and Technology Management.

MISSION

To produce self-motivated and self reliant young pharmacists catering to the needs of Industry, Academia and Research.

To create a centre of excellence for R&D in the field of pharmaceutical sciences with inter disciplinary approach in emerging area of Science and Technology with focus on Industry-Academia interaction and cooperation at National and International level.

To interlink Pharmaceutical Sciences with Biological / life Sciences and Management Education.

To provide Life Long Learning opportunities in Pharm. Sciences

DIRECTOR SIR, MASSAGE

Heartiest Congratulations on joining one of the glorious names in the field of higher education – Shri Vile Parle Kelvani Mandal (SVKM)'s Narsee Monjee Institute of Management Studies (NMIMS) University.

Our university envisions defining the 21st Century Technological, Management and Organizational Research, and educating with a view to impact global developments and cadre of employable individuals.

The university has adopted mission to provide to the nation, good quality trained human resources who are socially sensitive, have inquisitive minds and the persistence to change their own and organization's lives, and contribute to making India a knowledge super power and the world a better place to live.

The university seeks to achieve this through educational excellence, innovative and relevant research, promoting social equality and an outreach program to ensure global access of our learning resources to all students and faculty.

I am sure all of you agree that the college years play foundation role in one's lives. I have firm faith that you will make the best use of these years and infrastructure at the university to build the foundation and be on the path of success. I also assure you that each of us at the university will strive to catalyze your success.

While your individual school authorities will be approachable to you in any situation; please know that you can reach out to me personally or over email or phone in case of any suggestions or difficulties.

This student resource book has rules and regulations of University and will help you to navigate your journey here at NMIMS. The Book has three parts. Part I comprises University information & rules and regulations that you would need to know, Part II has school / location specific details and Part III has annexures. Also listed are facilities provided in the institution. Please do spend some time and go through this information carefully so that you do not miss out any opportunity NMIMS may have to offer you. There is a Student Undertaking on the last page for your signature and to be handed over to your course coordinator by the last date.

Pradeep Waychal. Ph D.

SRB 2015

Contents

Sr. No.	Details	Page No.
	PART 1	
	Mission and Vision of the Institution	2
	NMIMS Anthem	5
1	Academic Calendar Academic year 2014-2015	6
2	Course Structure Batch 2014-2015	9
3	General Guidelines	20
4	Code of Conduct	21
5	Attendance Guidelines	22
6	Examination Guidelines	24
7	Academic Guidelines	31
8	Library Rules and Regulations	38
9	Placement Guidelines	40
10	Guidelines for Use of Computing Facilities	43
11	Feedback Mechanism	46
12	Mentoring Programme / Psychologist and a Counselor	47
13	Project Guidelines	48
14	Black Board	51
15	Guidelines for scholarship	52
16	Convocation Guidelines	53
17	Rules and Responsibilities of Class Representative & Student Council	54
18	Interface with Accounts Department	55
19	Safety Guide for Students during Floods, Fire and Earthquakes	57
20	People you should know	61
21	SVKM'S NMIMS Info line	63
22	Anti Ragging Guidelines and Committee	64
	PART II	
23	Hostel Manual Part II & Part III	68
24	List of Holidays 2013	113
	PART III	
25	**Annexure**	
	1. Application for appointment of Scribe	115
	2. Application for Redressal of Grievance (For Examination)	116
	3. Application of Leave	118
	4. Application of Leave (for additional 10% exemption)	119
	5. Application for Transfer certificate	120
	6. Application for Migration certificate	121
	7. Undertaking by students	121
	8. Guidelines regarding Award of Prizes to the students	123
26	Pharmacists' Oath	124

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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

1. ACADEMIC CALENDAR

1.1 B.PHARM / B.PHARM + M.PHARM
B Pharm / B Pharm + M Pharm, B Pharm + MBA (Pharma Tech)
(SEM I, III, V, VII)

School of Pharmacy & Technology Management
Academic Calendar 2015-16, B Pharm / B Pharm + M Pharm, B Pharm + MBA (Pharma Tech)
(SEM I, III, V, VII)

Particulars	Program	Start Date	End Date
Commencement of Industrial Training (Technical Training)	B Pharm / B Pharm + M Pharm IV year (2012-16 Batch)	27th Apr 2015 (Mon)	04th Jul 2015 (Sat)
Industrial Training (Technical Training)	B Pharm + MBA (Pharma Tech) IV year (2012-17 Batch)	11th May 2015 (Mon)	10th Jun 2015 (Wed)
Foundation Course	B Pharm + MBA (Pharma Tech) I Year	02nd Jul 2015 (Thu)	15th Jul 2015 (Wed)
Conduct of Classes	B Pharm + MBA (Pharma Tech) I, II, III & IV year; B Pharm I,II III & IV year	01th Jul 2015 (Wed)	05th Nov 2015 (Thu)
(Orientation of first year on first day of the session)			
Technical Training Viva	B Pharm + MBA (Pharma Tech) IV year (2012-17 Batch)	08th Jul 2015 (Wed)	11th Jul 2015 (Sat)
Technical Training Viva	B Pharm / B Pharm + M Pharm IV year (2012-16 Batch)	13th Jul 2015 (Mon)	16th Jul 2015 (Thu)
Conduct of Classes	B Pharm / B Pharm + M Pharm I year	16th Jul 2015 (Thu)	05th Nov 2015 (Thu)
Fresher's Day	For All Staff and Students	8th Aug (Sat)	One Day Event
Independence Day (with MPSTME)	For All Staff and Students	15th Aug 2015 (Sat)	One Day Event
Sessional Exam I	B Pharm + MBA (Pharma Tech) I, II, III & IV year; B Pharm I,II III & IV year	17th Aug 2015 (Mon)	25th Aug 2015 (Tue)
Blood Donation Camp on the Birthday occasion of Hon. Shri. Bhupesh Bhai Patel (with MPSTME)	For All Staff and Students	25th Aug 2015 (Tue)	One Day Event
Teacher's Day (with MPSTME)	For All Staff and Students	5th Sep 2015 (Sat)	One Day Event
Gopal Kala (with MPSTME)	For All Staff and Students	6th Sep 2015 (Sun)	Holiday
Blood Donation Camp on the Birthday occasion of Hon. Shri. Amrish Bhai Patel, Chancellor, NMIMS (with MPSTME)	For All Staff and Students	14th Sep 2015 (Mon)	One Day Event
Mid-Term Exam for Management Subjects	B Pharm + MBA (Pharma Tech) I, II & III year	14th Sep 2015 (Mon)	22 Sep 2015 (Tue)
Ganesh Chaturthi (with MPSTME)	For All Staff and Students	17th Sep 2015 (Thu)	Holiday
AIESEC Youth Speak Forum (with MPSTME)	For All Students	19th Sep 2015 (Sat)	20th Sep 2015 (Sun)
Anant Chaturdashi (with MPSTME)	For All Staff and Students	25th Sep 2015 (Sun)	Holiday
Gandhi Jayanti (with MPSTME)	For All Staff and Students	2nd Oct 2015 (Fri)	Holiday
NMMUN (with MPSTME)	For All Students	2nd Oct 2015 (Fri)	4th October 2015 (Sun)
Sessional Exam II	B Pharm + MBA (Pharma Tech) I, II, III & IV year; B Pharm I,II III & IV year	5th Oct 2015 (Mon)	13th October 2015 (Tue)
Satyanarayan Pujan + Ayudh Pujan (with MPSTME)	For All Students	21th Oct 2015 (Wed)	One Day Event
Dussehra	For All Staff and Students	22nd Oct 2015 (Thu)	Holiday
Improvement Sessional Exam	For All Students	26th Oct 2015 (Mon)	31th Oct 2015 (Sat)
Diwali Vacation	For All Staff and Students	09th Nov 2015 (Mon)	14th Nov 2015 (Sat)
Study leave	B Pharm + MBA (Pharma Tech) I, II, III & IV year; B Pharm I,II III & IV year	06th Nov 2015 (Fri)	14th Nov 2015 (Sat)
Term End Exam	B Pharm + MBA (Pharma Tech) I, II, III & IV year; B Pharm I,II III & IV year	16th Nov 2015 (Mon)	05th Dec 2015 (Sat)

* Navratrotsav Will be organized tentatively from 23rd Oct to 7th Nov 2015

Course Coordinator
SPTM Shirpur

Dr. A.S. Deshpande
Chairperson PG
SPTM, Shirpur

Dr. Sateesh B.
Chairperson UG
SPTM, Shirpur

Dr. R.S. Gaud
Dean, SPPSPTM,
SVKM's NMIMS

Shri. Rajgopal Bhandari
Membar Managing Committee
SVKM

1.2 B PHARM / B PHARM + M PHARM, B PHARM + MBA (PHARMA TECH) (SEM-II, IV, VI)

B PHARM / B PHARM + M PHARM, B PHARM + MBA (PHARMA TECH) (SEM-II, IV, VI)

Particulars	Program	Start Date	End Date
Conduct of classes	B Pharm + MBA (Pharma Tech) I, II, III & IV year ; B Pharm I, II, III, & IV year	08th Dec 2015 (Tue)	09th Apr 2016 (Sat)
National Pharmacy Week Celebration	For All Staff and Students with Invited Students and Delegates	08th Dec 2015 (Tue)	12th Dec 2015 (Sat)
Sports Day	B Pharm + MBA (Pharma Tech) I, II, III & IV year ; B Pharm I, II, III, & IV year	Dec-2015	
State / National Level Competition	For Students	3rd Week of Dec	
Christmas Vacation	B Pharm + MBA (Pharma Tech) I, II, III & IV year ; B Pharm I, II, III, & IV year	25th Dec 2015 (Fri)	01st Jan 2016 (Fri)
University Day	B Pharm + MBA (Pharma Tech) I, II, III & IV year ; B Pharm I, II, III, & IV year	13th Jan 2016 (Wed)	One Day Event
Sessional Exam I	B Pharm + MBA (Pharma Tech) I, II, III & IV year ; B Pharm I, II, III, & IV year	18th Jan 2016 (Mon)	27th Jan 2016 (Wed)
Republic Day	For All Staff and Students	26th Jan (Tue)	Holiday
Protsahan 2016 (With MPSTME)	For All Staff and Students	14th (Sun) / 15th (Mon) Feb 2016	One Day Event
Chatrapati Shivaji Maharaj Jayanti	For All Staff and Students	19th Feb (Fri)	Holiday
Mid-Term Exam for Management Subjects	B Pharm + MBA (Pharma Tech) I, II & III year	22th Feb (Mon)	27th Feb (Sat)
Sessional Exam II	B Pharm + MBA (Pharma Tech) I, II, III & IV year ; B Pharm I, II, III, & IV year	14th March (Mon)	22nd March (Tue)
Holi Festival	For All Staff and Students	24th March (Thurs)	Holiday
Good Friday	For All Staff and Students	25th march (Fri)	Holiday
Improvement Sessional exam	B Pharm + MBA (Pharma Tech) I, II & III year ; B Pharm I & II year	30th March 2016 (Fri)	02nd April 2016 (Sat)
Gudi Padwa	For All Staff and Students	8th April 2016 (Fri)	Holiday
Study leave	B Pharm + MBA (Pharma Tech) I, II, III & IV year ; B Pharm I, II, III, & IV year	11th Apr 2016 (Mon)	16th Apr 2016 (Sat)
Term End Exam	B Pharm + MBA (Pharma Tech) I, II, III & IV year ; B Pharm I, II, III, & IV year	18th Apr 2016 (Mon)	07th May 2016 (Sat)
Maharashtra Day	For All Staff and Students	1st May 2016 (Sun)	Holiday
Re – Examination	B Pharm + MBA (Pharma Tech) I, II, III & IV year ; B Pharm I, II, III, & IV year	06th Jun 2016 (Mon)	30th Jun 2016 (Thu)
Re-opening	B Pharm + MBA (Pharma Tech) I, II, III & IV year ; B Pharm I, II, III, & IV year	01st Jul 2016 (Fri)	
Re-opening	B Pharm. / B Pharm. + M Pharm. I year (2016-2020)	16th Jul 2016 (Sat)	
Convocation		06th Aug 2016 (Sat)	

* Holiday may change as per University Holiday Calendar for 2016

Course Coordinator
SPTM Shirpur

Dr. A.S. Deshpande
Chairperson PG
SPTM, Shirpur

Dr. Sateesh B.
Chairperson UG
SPTM, Shirpur

Dr. R.S. Gaud
Dean, SPPSPTM,
SVKM's NMIMS

Shri. Rajgopal Bhandari
Membar Managing Committee
SVKM

** The program will be organized as per the convenient dates.

2. COURSE STRUCTURE

2.1 B. PHARM. BATCH 2015-2019
FIRST YEAR
SEMESTER I

AREA	SAP CODE	Subject Code	SUBJECT
Mathematics	7201R001	445 MAT	Remedial Mathematics
Life Sciences	7201R002	444 LSC	Remedial Biology
Life Sciences	7201L001		Lab: Remedial Biology
Pharmaceutics	7201G001	512 PCE	General Pharmacy
Pharmaceutics	7201L002		Lab: General Pharmacy
Pharmaceutical Chemistry	7201B001	510 PCH	Basics in Pharmaceutical Chemistry
Pharmaceutical Chemistry	7201L003		Lab: Basics in Pharmaceutical Chemistry
Computer Science	7201C001	852 CSC	Computer Science
Computer Science	7201L004		Lab: Computer Science
Pharma Management	7201M001	1053 MC	Managerial Communication
Pharma Management	7201M002	1061 MC	Management Today

SEMESTER II

AREA	SAP CODE	Subject Code	SUBJECT
Mathematics	7201A001	515 MAT	Applied Mathematics and Pharmaceutical Statistics
Pharm. Chem.	7201P001	516 PCH	Pharmaceutical Organic Chemistry I
Pharm. Chem.	7201L005		Lab: Pharmaceutical Organic Chemistry I
Pharmaceutics	7201P002	513 PCE	Physical Pharmacy I
Pharmaceutics	7201L006		Lab: Physical Pharmacy I
Pharmacology	7201H001	451 PCO	Human Anatomy and Physiology I
Pharmacology	7201L007		Lab: Human Anatomy and Physiology I
Special Subject (Pharma Management)	7201D001	853 SPL	Disaster Management
Life Sciences	7201P003	448 LSC	Pharmaceutical Microbiology
Life Sciences	7201L008		Lab: Pharmaceutical Microbiology
Pharma Management	7201P004	854 SPL	Principles of Economics

SECOND YEAR

SEMESTER III

AREA	SAP CODE	Subject Code	SUBJECT
Pharmaceutics	7201P005	514 PCE	Physical Pharmacy II
Pharmaceutics	7201L009		Lab: Physical Pharmacy II
Pharm. Analysis	7201P006	533 PHA	Pharmaceutical Analytical Approaches I
Pharm. Analysis	7201L010		Lab: Pharmaceutical Analytical Approaches I
Pharm.Chem	7201P007	520 PCH	Pharmaceutical Organic Chemistry II
Pharm.Chem	7201L011		Lab: Pharmaceutical Organic Chemistry II
Pharmacology	7201H002	455 PCO	Human Anatomy and Physiology II
Pharmacology	7201L012		Lab: Human Anatomy and Physiology II
Pharmacognosy	7201P008	462 PCG	Pharmacognosy I
Pharmacognosy	7201L013		Lab: Pharmacognosy I

SEMESTER IV

AREA	SAP CODE	Subject Code	SUBJECT
Pharmaceutics	7201U001	517 PCE	Unit Operations I
Pharmaceutics	7201L014		Lab: Unit Operations I
Pharm. Analysis	7201P009	535 PHA	Pharmaceutical Analytical Approaches II
Pharm. Analysis	7201L015		Lab: Pharmaceutical Analytical Approaches II
Life Sciences	7201P010	467 LSC	Pathophysiology I
Life Sciences	7201B002	518 LSC	Biochemistry
Life Sciences	7201L016		Lab: Biochemistry
Pharmacognosy	7201P011	469 PCG	Pharmacognosy II
Pharmacognosy	7201L017		Lab: Pharmacognosy II
Special Subject	7201C002	1062 SPL	Community Pharmacy
Quality Assurance	7201P012	855 QUA	Pharmacopoeial Testing

THIRD YEAR

SEMESTER V

AREA	SAP CODE	Subject Code	SUBJECT
Life Sciences	72101P008	810 LSC	Pathophysiology II
Pharmaceutics	72101U002	519 PCE	Unit Operations II
Pharmaceutics	72101L015		Lab: Unit Operations II
Pharmaceutics	72101P012	423 PCE	Pharmaceutical Technology I
Pharmaceutics	72101L018		Lab: Pharmaceutical Technology I
Pharm Analysis	72101P014	536 PHA	Pharmaceutical Analytical Approaches III
Pharm Analysis	72101L021		Lab: Pharmaceutical Analytical Approaches III
Pharmacognosy	72101H004		Herbal Drug Technology
Pharmacognosy	72101L033		Lab: Herbal Drug Technology
Pharmacology	72101P016	458 PCO	Pharmacology I
Pharmacology	72101L038		Lab: Pharmacology I

SEMESTER VI

INDUSTRY TRAINING FOR B.PHARM. = 10 WEEKS
SUBJECTS = 8 WEEKS

AREA	SAP CODE	Subject Code	SUBJECT
Pharmaceutics	72101P020	435 PCE	Pharmaceutical Technology II
Pharmaceutics	72101L027		Lab: Pharmaceutical Technology II
Pharm Chem	72101M001	522 PCH	Medicinal Chemistry I
Pharm Chem	72101L016		Lab: Medicinal Chemistry I
Life Sciences	72101C003	424 LSC	Cell and Molecular Biology
Life Sciences	72101L020		Lab: Cell and Molecular Biology

FOURTH YEAR

SEMESTER VII

AREA	SAP CODE	Subject Code	SUBJECT
Industrial Training	72101I001		Industrial/Hospital training
Pharmacology	72101P021	461 PCO	Pharmacology II
Pharmacology	72101L028		Lab: Pharmacology II
Pharm.Chem	72101M002	429 PCH	Medicinal Chemistry II
Pharm.Chem	72101L026		Lab: Medicinal Chemistry II
Pharmacology	72101H003	426 HOP	Hospital Pharmacy
Pharmacology	72101L024		Lab: Hospital Pharmacy
Pharmaceutics	72101P024	441 PCE	Pharmaceutical Technology III
Life Sciences	72101L030		Lab: Pharmaceutical Technology III
Life Sciences	72101P017	472 LSC	Pharmaceutical Biotechnology
Life Sciences	72101L025		Lab: Pharmaceutical Biotechnology
Electives I			
	72101P019	431 SPL	1. Pharmaceutical Packaging
	72101P022	439 SPL	2. Pharmaceutical Marketing
	72101P037	1063 SPL	3. Pharmaco Epidemiology
	72101P035	1064 SPL	4. Pharmacovigilance
	72101P036	1065 SPL	5. Patient Counseling
	72101T001	1066 SPL	6. Tablet Tooling

2.2 B.PHARM. + MBA – MBA (PHARMA TECH.)
BATCH 2015 – 2020
FIRST YEAR
SEMESTER I

AREA	SAP Code	Subject code	SUBJECT
Mathematics	7202R001	445 MAT	Remedial Mathematics
Life Sciences	7202R002	444 LSC	Remedial Biology
Life Sciences	7202L004		Lab : Remedial Biology
Pharmaceutics	7202G001	512 PCE	General Pharmacy
Pharmaceutics	7202L005		Lab : General Pharmacy
Pharmaceutical Chemistry	7202B001	510 PCH	Basics in Pharmaceutical Chemistry

Pharmaceutical Chemistry	7202L006		Lab :Basics in Pharmaceutical Chemistry
Computer Science	7202C001	852 CSC	Computer Science
Computer Science	7202L007		Lab : Computer Science
Management	7202M002	1061 MT	Management Today
Management	7202M001	1053 MC	Managerial Communication
Management	7202E001	867 ENV	Environment Management
Management	7202C002	862 COI	Constitution of India

SEMESTER II

AREA	SAP Code	Subject code	SUBJECT
Mathematics	7202A001	515 MAT	Applied Mathematics and Pharmaceutical Statistics
Pharm. Chem.	7202P001	516 PCH	Pharmaceutical Organic Chemistry I
Pharm. Chem.	7202L008		Lab :Pharmaceutical Organic Chemistry I
Pharmaceutics	7202P002	513 PCE	Physical Pharmacy I
Pharmaceutics	7202L009		Lab :Physical Pharmacy I
Pharmacology	7202H001	451 PCO	Human Anatomy and Physiology I
Pharmacology	7202L010		Lab : Human Anatomy and Physiology I
Special Subject (Pharma Management)	7202D001	853 SPL	Disaster Management
Life Sciences	7202P003	448 LSC	Pharmaceutical Microbiology
Life Sciences	7202L011		Lab :Pharmaceutical Microbiology
Management	7202P004	854 SPL	Principles of Economics
Management	7202B002	1022 BMS	Basic Marketing and Selling

SECOND YEAR
SEMESTER III

AREA	**SAP Code**	**Subject code**	**SUBJECT**
Pharmaceutics	7202P005	514 PCE	Physical Pharmacy II
Pharmaceutics	7202L012		Lab : Physical Pharmacy II
Pharm. Analysis	7202P006	533 PHA	Pharmaceutical Analytical Approaches I
Pharm. Analysis	7202L013		Lab : Pharmaceutical Analytical Approaches I
Pharm.Chem	7202P007	520 PCH	Pharmaceutical Organic Chemistry II
Pharm.Chem	7202L014		Lab : Pharmaceutical Organic Chemistry II
Pharmacology	7202H002	455 PCO	Human Anatomy and Physiology II

Pharmacology	7202L015		Lab : Human Anatomy and Physiology II
Pharmacognosy	7202P008	462 PCG	Pharmacognosy I
Pharmacognosy	7202L016		Lab :Pharmacognosy I
Management	7202S001	868 SMMD	Statistical Methods of Management
Management	7202M003	1021 MCA	Macroeconomics Concepts & Applications

SEMESTER IV

AREA	SAP Code	Subject code	SUBJECT
Pharmaceutics	7202U001	517 PCE	Unit Operations I
Pharmaceutics	7202L017		Lab : Unit Operations I
Pharm. Analysis	7202P009	535 PHA	Pharmaceutical Analytical Approaches II
Pharm. Analysis	7202L018		Lab :Pharmaceutical Analytical Approaches II
Life Sciences	7202P010	467 LSC	Pathophysiology I
Life Sciences	7202B003	518 LSC	Biochemistry
Life Sciences	7202L019		Lab : Biochemistry
Pharmacognosy	7202P011	469 PCG	Pharmacognosy II
Pharmacognosy	7202L020		Lab : Pharmacognosy II
Special Subject	7202C003	1062 SPL	Community Pharmacy
Quality Assurance	7202P012	855 QUA	Pharmacopoeial Testing
Management	7202O001	870 OR	Operations Research
Management	7202F001	877 FAA	Financial Analysis and Accounting
Management	7202L001	1046 LAB	Legal Aspects of Pharma Business I

THIRD YEAR

SEMESTER V

AREA	SAP Code	Subject code	SUBJECT
Life Sciences	72102P003	810 LSC	Pathophysiology II
Pharmaceutics	72102U002	519 PCE	Unit Operations II
Pharmaceutics	72102L060		Lab : Unit Operations II
Pharmaceutics	72102P015	423 PCE	Pharmaceutical Technology I
Pharmaceutics	72102L024		Lab : Pharmaceutical Technology I
Pharm Analysis	72102P012	536 PHA	Pharmaceutical Analytical Approaches III

Pharm Analysis	72102L021		Lab : Pharmaceutical Analytical Approaches III
Pharmacognosy	72102H010	434 PCG	Herbal Drug Technology
Pharmacognosy	72102L008		Lab: Herbal Drug Technology
Pharmacology	72102P025	458 PCO	Pharmacology I
Pharmacology	72102L063		Lab :Pharmacology I
Management	72102S017	890 SM	Sales Management
Management	72102P035	871 PM	Project Management

SEMESTER VI

AREA	SAP Code	Subject code	SUBJECT
Pharmaceutics	72102P016	435 PCE	Pharmaceutical Technology II
	72102L025		Lab :Pharmaceutical Technology II
Pharm Chem	72102M015	522 PCH	Medicinal Chemistry I
	72102L014		Lab : Medicinal Chemistry I
Life Sciences	72102C001	424 LSC	Cell and Molecular Biology
	72102L003		Lab : Cell and Molecular Biology
Management	72102M024	1023 MRM	Marketing Research Methodology including Advanced Statistical Tools
Management	72102C025	1024 CMA	Cost & Management Accounting
Management	72102E009	895 EPS	Enterprise Resource Planning
Management	72102O006	876 OB	Organizational Behaviour
Management	72102O002	881 OPM	Operations Management
Management	72102R012		Research Project - Part I
Management			Regional Language (Any one regional language other than 3 language formula)

FOURTH YEAR

SEMESTER VII

AREA	SAP Code	Subject code	SUBJECT
Pharmacology	72102P026	461 PCO	Pharmacology II
Pharmacology	72102L029		Lab : Pharmacology II
Pharm.Chem	72102M013	429 PCH	Medicinal Chemistry II
Pharm.Chem	72102L012		Lab : Medicinal Chemistry II
Pharmacology	72102H003	426 HOP	Hospital Pharmacy
Pharmacology	72102L009		Lab : Hospital Pharmacy
Pharmaceutics	72102P009	441 PCE	Pharmaceutical Technology III

Pharmaceutics	72102L018		Lab :Pharmaceutical Technology III
Life Sciences	72102P005	472 LSC	Pharmaceutical Biotechnology
Life Sciences	72102L016		Lab : Pharmaceutical Biotechnology
	72102T003		Technical Training
Management	72102H006	882 HRM	Human Resource Management
Management	72102F004	1060 FM	Financial Management
Management	72102M010	883 MM	Marketing Management
Management	72102R013		Research Project - Part II
			Elective-I
	72102P008	431 SPL	1. Pharmaceutical Packaging
	72102P063	439 SPL	2. Pharmaceutical Marketing
	72102P064	1063 SPL	3. Pharmaco Epidemiology
	72102R007	1064 SPL	4. Pharmacovigilance
	72102P066	1065 SPL	5. Patient Counseling
	72102T005	1066 SPL	6. Tablet Tooling

SEMESTER VIII

AREA	SAP Code	Subject code	SUBJECT
Pharmaceutics	72102N002	433 PCE	Novel Drug Delivery System
Pharmaceutics	72102L015		Lab :Novel Drug Delivery System
Pharm Chem	72102M014	440 PCH	Medicinal Chemistry III
Pharm Chem	72102L013		Lab :Medicinal Chemistry III
Pharmacology	72102P027	473 PCO	Pharmacology III
Pharmacology	72102L030		Lab :Pharmacology III
Pharmaceutics	72102D006	443 PCE	Drug Regulatory Affairs
Hospital Pharmacy	72102C002	437 SPL	Clinical Pharmacy and Drug Interaction
Pharmaceutics	72102B002	427 PCE	Biopharmaceutics and Pharmacokinetics
Pharmaceutics	72102L002		Lab :Biopharmaceutics and Pharmacokinetics
Management	72102Q001	885 QMSP	Quality Management Systems and Practices
Management	72102T006	1039 TD	Training & Development
Management	72102B014	NEW	Brand and Product Management
Management	72102P017	880 PSL	Pharma Industry Supply Chain & Logistics Management
			Elective-II
	72102P067	1071 SPL	1. Pharmaceutical Polymer Science
	72102G002	430 SPL	2. Good Manufacturing Practices, Quality Assurance
	72102M025	1067 SPL	3. Modern Approaches in Pharmaceutical Engineering

	72102P068	1068 SPL	4. Pharmacy Chain Management
	72102I018	1069 SPL	5. Intellectual Property Rights
	72102S022	1070 SPL	6. Stem Cell Technology

FIFTH YEAR
SEMESTER IX

AREA	SAP Code	Subject code	SUBJECT
Management	72102M002		Management Internship Programme (17 Weeks)
Management	72102M026	1041MPPIT	Marketing of Pharmaceutical Products & Industry Trends
Management	72102Q002	NEW	Quantitative Techniques for Forecasting and Decision Making
Management	72102B003	940 BM	Brand Management
			Electives - Mgt - 4 , Pharma Tech - 2
Marketing Management	72102I006	915 IM	International Marketing
	72102M012	939 MTS	Marketing Strategy
	72102C013	917 CRM	Customer Relationship Management
Operations Management	72102S008	903 SOP	Services Operations Management
	72102O007	925 OPC	Operations Strategy
Finance	72102I005	943 INF	International Finance
Human Resource Development	72102S023	948 SHRM	Strategic Human Resource Management
Pharmaceutical Technology	72102M019	910 MD	Medical Devices
	72102B012	911 BPM	Business Process Management

SEMESTER X

AREA	SAP Code	Subject code	SUBJECT
Management	72102E004	930 EPM	Entrepreneurship Management
Management	72102D008	914 DMG	Distribution Management
Management	72102L065	1047 LAB	Legal Aspects of Pharma Business II
Management	72102O010	1048 OS	Organisational Structures
Management	72102C010	873 CSR	Corporate Social Responsibility
Management	72102S011	909 SM	Strategic Management
Management	72102M016	964 MTI	Management of Technology and Innovation
			Electives - Mgt - 4 , Pharma Tech - 2

Marketing Management	72102S021	941 SP	Strategies for OTC Products
	72102C006	898 CBH	Consumer Behaviour
	72102P069	1042 PS	Pricing Strategy with DPCO
Operations Management	72102P071	NEW	Pharmaceutical and Biomedical Project Management
	72102K001	946 KM	Knowledge Management
Finance	72102M028	1056 MA	Mergers and Acquisitions
Human Resource Development	72102E008	1054 ER	Employee Relations in Pharma Industry
Pharmaceutical Technology	72102H009	935 HIS	Health Insurance and Health Financing System
	72102M008	936 MTAT	Management of (Pharma) Technology Acquisition & Transfer
	72102H002	938 HM	Hospital Management

SRB 2015

2.9 PRE – PH. D. COURSE WORK OF PH. D. (PHARM. SCIENCES) PROGRAMME (BATCH 2014-2015)

TRIMESTER I

Paper	SAP Code	Subject
Paper 1		Learning module – I
Paper 2		Learning module – II
Paper 3 – Electives		
		Pharmaceutics
		Pharmacology
		Pharmaceutical Biotechnology

TRIMESTER II

Paper	SAP Code	Subject
Paper 4		Case Studies
Presentation		Seminar
Instrumentation		Practical's based on research methods

TRIMESTER III

SAP Code	Subject
	Literature Review

Students will have to do extensive literature review during the Trimester. The review should be pertaining to the area in which they propose to undertake research. The literature review should culminate in the publication of at least one research review article.

SRB 2015

3. GENERAL GUIDELINES

(With effect from July 2013)

About these guidelines:

3.1 These guidelines provide boundaries to the daily functioning of the SPTM, SVKM'S NMIMS and enable effective delivery of infrastructure and academic services to the students.

3.2 This compilation of guidelines comes into effect from July 2013 onwards and supersedes all other guidelines in respect of matters therein. These guidelines will be applicable to students admitted from the academic year 2013-14 onwards.

3.3 Amendments to these guidelines may take the form of additions, deletions, and modifications and will be communicated to the students through the notice board/ email under signature of appropriate authorities.

3.4 This document of the SPTM, SVKM'S NMIMS is the last word on interpretation of any student guideline, rule or regulation. While efforts are made to ensure uniformity between these guidelines and the Rules and Regulations of SVKM'S NMIMS, in the event of any dispute, the Students Resource Book will prevail.

3.5 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.

3.6 SVKM'S NMIMS has the right to make any change as it may deem fit in terms of the program content, name of the Degree, 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.

3.7 All disputes are subject to Mumbai jurisdiction only.

SRB 2015

4 CODE OF CONDUCT

4.1 Cleanliness of the premises must be maintained by everyone in SPTM, SVKM'S NMIMS at all points of time.

4.2 Ours is a non-smoking campus. Smoking or consumption of alcoholic beverages / toxic materials and your presence on the campus under the influence of alcohol/ toxic material is a serious offence.

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

4.4 Any problem with regard to administrative facility, faculty, and classrooms etc, must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach the Chairperson UG & PG/Associate Dean /Director, SVKM'SNMIMS Shirpur / Dean, SPTM / Registrar, SVKM'S NMIMS University.

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

4.6 Use of cell phones on campus is not permitted. Any student found using the cell phone on campus will be penalized as per the regulations in force from time to time.

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

4.8 All students are provided with an Identity Card, which they are required, to wear mandatorily. Entry is strictly through Identity Card and will be monitored by the SPTM, SVKM'S NMIMS authorities. Penalty will be levied / action will be taken for non compliance.

4.9 Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas in order to ensure the safety and welfare of everyone in our SPTM, SVKM'S NMIMS. Tampering with fire extinguishers is a serious offence.

4.10 Any person resorting to physical fights will amount to ragging and appropriate action will be taken accordingly. (Please refer page no.76)

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

4.12 **Dress Code:** SVKM'S NMIMS is a place where, we have interactions with many corporate and international visitors. For this purpose, it becomes essential to adhere to some broad guidelines for dress and appearance.

1. Students are required to wear uniform provided by the SPTM, SVKM'S NMIMS.
2. For all functions of the School, including seminars and conferences students are required to dress in Institute blazer, Tie/ Cravat, Lapel Pin.

4.13 SPTM, SVKM'S NMIMS shall not be held responsible for any act of indiscipline, misbehavior, indulgence into unethical practices including use of drugs, alcoholic drinks, harassment if any, violence, non obedience, non compliance etc.

4.14 Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. SPTM, SVKM'S NMIMS will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

5 ATTENDANCE GUIDELINES

Attendance, Punctuality and Leave Guidelines For All Students:

5.1 100% attendance in classes for each subject is compulsory. However for medical reasons/ personal reasons/ contest/ placement/ institutional work/ other activities absence up to 20% may be allowed.

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

5.3 Students, who are having attendance in individual subject/s, from 70% to 79.9% in a Trimester/Semester will be declared as defaulters and will not be eligible to appear for any subjects for the respective Trimester/Semester end examinations. However, they will be permitted to appear for re-examinations of all subjects during the re- examination conducted at the end of the academic year. Such students will get the normal grades obtained by them on the basis of their performance in the Examination. In case a student fails to pass in any subject(s) after the said re-examination, he/she has to take re-admission afresh in the same class in the subsequent academic year and complete all the requirements of the program and pay requisite fees as per the prevailing rules of SVKM'S NMIMS.

5.4 Students who are having attendance less than 70% in individual subject/s in a Trimester/Semester have to take re-admission in the same class of subsequent academic year and complete all the requirements of the program and pay requisite fees as per the prevailing rules of SVKM'S NMIMS.

5.5 Exceptional cases for absence up to maximum of three weeks (Death in family/ self-marriage/ long illness etc.) will be dealt with on case to case basis by Dean/Directors of the respective schools. Such students will be required to submit all the relevant documents. However for such cases also first their 20% (out of 100% attendance) exemption will be taken into account and if needed additional exemption in attendance can be permitted subject to a maximum of 10%.

5.6 The above mentioned guidelines will be applicable to students admitted from the academic year 2013-14 onwards.

5.7 The format for leave application form is also enclosed along with these guidelines. Refer Annexure 3

5.8 The summarization is also mentioned below in the tabular form :

5.9 100 % attendance in each subject is compulsory

Attendance % (In each Subject/s)	Remarks
80% and above	Eligible to appear for Trimester/Semester End Examinations
70% to 79.9%	Not eligible to appear for Trimester/Semester End Examinations and eligible to appear for Re-Examinations at the end of academic year
Below 70 %	Have to take re-admission in the same class in the subsequent academic year

5.10 The attendance entry to be captured in SAP on the daily basis. Students should submit approved leave applications or applications for grant of attendance for active participation in various committees, events of the school / on behalf of the school, with

supporting documents, as applicable, to the course coordinator well in advance. In emergency cases the approved leave application should be submitted within two days of the event.

5.11 Attendance once entered in the system cannot be changed, Dean's/Director's permission to be taken to re-do the attendance.

5.12 The attendance reports will be shared on weekly/monthly basis with students and discrepancy (if any) to be informed by the student to the course coordinator concerned within 3 working days from the date when report has been shared. No changes will be permitted once attendance reports are finalized.

5.13 For ALL absence, prior intimation is to be given to the Course Coordinator concerned. In emergent situations, intimation must be given to Course Coordinator on phone/ fax/ email within 24 hours of the absence. Any leave without written intimation will be treated as unauthorised leave and will be reflected in the records as such. Application for leave on medical grounds should be sent to the course coordinators immediately along with proper medical certificates (under treatment) from registered MBBS / MD doctor. In such cases medical fitness certificate should be provided to course coordinator in the same day the student resumes attending lectures after such medical leave.

5.14 Students must refrain from approaching the visiting and full time faculty members for attendance related issues and exemptions. They must submit an application to the coordinator concerned for necessary approvals. Individual faculty members are not allowed to give exemptions.

5.15 Students are required to be present for all events of the University, including the Convocation, Sports Day, Republic Day, Independence Day, guest lectures, compulsory workshops and other events as intimated on the notice board. Record of attendance will be kept for action. The University reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated / displayed on the notice board from time to time and / or remarks on the transcript or any other decision by the management.

5.16 Students are required to be in Campus on all days of the trimester. If they are leaving the campus on personal or institutional work, they are required to obtain prior permission from the chairpersons/Associate Dean/Director/Dean's office . This applies even to those students who are representing the University for social, cultural, and co-curricular events.

5.17 Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the University or the faculty concerned. Please do not pester, embarrass, and coerce faculty members and others in the University to change or extend deadlines.

6. EXAMINATION GUIDELINES

Any breach of the following requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as "misconduct", and dealt with under Disciplinary procedure of School of Pharmacy & Technology Management, SVKM'S NMIMS (Declared as deemed-to-be University).

6.1 Conduct of Examination:

1. Students must know their Roll Number, Student No. before entering the examination hall.
2. Students are not permitted to enter the examination hall half an hour after the commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session.
3. Students are required to have Identity cards issued by SVKM's NMIMS (Declared as deemed-to-be University) and these must be made available to an invigilator upon request. A student not having the said identity card with him/ her during the examination may be denied permission to write the examination.
4. **The answer books of the term-end examinations are bar coded and students should not disclose their identity (Name/ Roll No. etc.) anywhere on the answer book. Such answer-book will be treated as invalid. The case may be treated as usage of unfair means and will be dealt with as per rules.**
5. Students should specifically go through the instructions given on the top of the question paper and on the front page of the answer book. They are of utmost importance.
6. Food and/or beverages (except drinking water), smoking will not be permitted in the examination hall.
7. Students should read instructions printed on the cover page of the answer-book.
8. All writing, including the entry of all the required information on answer books must be completed during the examination time.
9. Announcement will be made/ warning bell will be given ten minutes before the close of the examination. Students will not be allowed to leave the examination hall during this period of the examination. At the final bell/ closure of the examination, they must stop writing, tie their supplementary sheets if any to the answer-book and be ready to hand over their answer-books to the Hall Invigilator. They should not leave their seats until answer-books from all students are collected by the Hall Invigilator.
10. A student who disobeys any instructions issued by the Senior / Hall Invigilator or who is guilty of rude or disobedient behavior is liable for disciplinary action to be taken against him / her as per University rules.

6.2 Discipline in the Examination Hall:

1. Mobile phones / Smart phones are not permitted in the exam hall/ venue for any reason. If a mobile phone is found in student's possession in the examination hall after the Examination starts, it will be deemed as a breach of examination rules. Action will be taken as per Examination Rules on such students.
2. Tablet PC, I – Pod, PDA's and similar electronic media wherein data can be stored are not permitted in the Examination hall.
3. Examination answer booklets must be submitted intact to the examination hall invigilator. No part of an examination answer booklet may be defaced, removed or destroyed. This will amount to adoption of unfair means.
4. Students must not communicate in any way with any person other than the examination hall invigilator during an examination. Any such communication will be deemed as a breach of Examination Rules.
5. Students should not leave Exam hall during two hours examination. In case of three hour examination, students will be allowed to go out only after the expiry of two hours to go to wash room. Exception can be made to this only after bringing the requests to the notice of competent authority.
6. A student, who fails to attend an examination at the time and place published in the final timetable, will be deemed to have failed in that course. Opportunity for re-examination will be given according to the rules and regulations.
7. The students should write on the front page of the answer book only the required data asked for.
8. Students should not write anything on the question-paper.
9. Exchange of writing materials, stencils, mathematical instruments, etc. is strictly prohibited.
10. Students are forbidden to (i) bring any book, notes, scribbling papers, pagers, mobile telephones, laptop or any other similar devices until otherwise allowed by the concerned faculty (ii) smoke in the examination hall, (iii) bring eatables/ beverages in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, and (iii) take with them any answer-book written or blank while leaving the examination hall. Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them. The invigilators/ authorized persons are authorized to check the students.
11. Any attempt to bribe the examiner/s by attaching currency notes or letters or making appeal in the answer book is strictly prohibited and will result in serious action being taken as per the University Rules.
12. Serious punishment will be awarded to the students who violate the rules. The student, who violates the rules, runs the risk of debarment from examinations as per the University Rules.
13. Students should go through the question paper carefully and confirm that the question paper relates to the course in which they are appearing and in case of any discrepancy, they should bring it to the notice of invigilator.
14. Students should ensure that all their bags and other personal belongings are deposited in

SRB 2015

the designated area.

15. All the students should occupy seats as per the Seating Plan decided by the Examination Office and displayed in the Examination Hall.

16. Query Regarding Questions in the Examination Question Paper:

If a student feels that there is a mistake/ anomaly in the question paper, he / she should bring the same to the notice of the examination hall invigilator without disturbing others in the examination hall.

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

18. Students should ensure that all answer-books including supplementary sheets supplied to them bear the signature of the Hall Invigilator and Date of Examination without which the answer-book will not be examined.

19. Every student present for the examination must sign against his / her Roll number on the attendance sheet provided by the Hall Invigilator.

20. Students should write their answers legibly and only with blue ink pen. Answers written in illegible handwriting or with pencil may not be evaluated.

21. Write on both sides of a page. Rough work, when necessary, should be done only inside the answer-book and not on the question paper.

22. 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 be considered as attempts to readily identify the specific answer-books.

23. Students should neither tear any sheet from the answer-books provided nor shall attach additional papers to them.

24. The answer-books will be scrutinised before they are sent to examiners. If the examination department authorities are convinced that any student has attempted to reveal his / her identity by any means, the answer-books may NOT be sent to the examiner for evaluation and the student's case will be dealt with as per the Examination Unfair Means Rules.

25. All answer-books whether written or blank should be returned to the hall invigilator without fail.

6.3 Cases of adoption of unfair means by the candidates during the examination

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 cases are adoptions of unfair means by the candidates during the examinations are treated seriously and appropriate penalties are imposed after following the principles of natural justice.

The broad categories of unfair means resorted to by students of the University Examinations and the quantum of punishment for each category thereof –

SRB 2015

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1.	Possession of copying Material/Actual copying from the material in possession	Annulment of the performance of the student at the University Examination in full. * This quantum will apply also to the following categories of unfair means at Sr. No. 2 to Sr. No. 14 in addition to the one prescribed thereat
2.	Possession of another student's answer book or supplementary sheet	Exclusion of the both the students from University Examinations concerned for one additional examination
3.	Possession of another student's answer book or supplementary sheet and Actual evidence copying from that	Exclusion of both the students from University Examination concerned for two additional examinations
4.	Mutual/ Mass copying	Exclusion of all the students from University Examination concerned for one additional examination
5.	Smuggling in or smuggling out of answer books as copying material	Exclusion of the student from University Examination concerned for two additional examinations
6.	Smuggling in of answer books based on the question paper set at the examination	Exclusion of the student from University Examination concerned for three additional examinations
7.	Smuggling in written answer book as copying material and forging the signature of supervisor	Exclusion of the student from University Examination concerned for four additional examinations
8.	Attempt to forge the signature of the supervisor on the answer book or supplementary sheet	Exclusion of the student from University Examination concerned for four additional examinations
9.	Interfering with or counterfeiting of University seal or answer books or office stationery used in the examination with the intention misleading the authorities	Exclusion of the student from University Examination concerned for four additional examinations
10.	Answer book or supplementary sheet written outside the examination hall or any other insertion in the answer book	Exclusion of the student from University Examination concerned for four additional examinations
11.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination	Exclusion of the student from University Examination concerned and four additional examinations
12.	Using obscene language/ violent threats at the examination by a student at the University examination to room supervisor/ any other authority	Exclusion of the student from University Examination concerned for four additional examinations

SRB 2015

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
13.	Impersonation for a student or impersonation by a student in University or other examinations	Exclusion of the student from University Examination concerned for five additional examinations
14.	Revealing the identity (Name, roll No, G.R. No. in the main answer book or supplementary sheet)	Annnulment of the performance of the student at the University Examination in full. *
15.	Found something written on the body or on the clothes while in the examination	Annnulment of the performance of the student at the University Examination in full. *

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

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

Practical/ Dissertation/ Project Report Examination

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

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

6.4 Examination Grievance Redressal Mechanism (Providing Photo copies to the candidates)

1. The Grievance Redressal Mechanism will apply only to the theory papers of the 'Term-end Examinations' of the University.
2. The above mechanism will not apply to practicals/ oral examinations/viva/ projects/ assignments/ dissertation/ presentation/ field work/ internal continuous assessments, etc.
3. The prescribed application form for redressal of grievance regarding valuation can be obtained from the Examination Office.
4. All the students will be informed the course-wise marks obtained by them in the 'Internal Continuous Assessment' and 'Term-end Examination' by the Examination Office, **after declaration of result of the examinations of the respective class/es.**
5. In case a student is not satisfied with the marks awarded to him/her in the theory paper in any course of the 'Term-end Examinations', he/she may approach the 'Examination Office', along with a signed application in prescribed format either for verification of marks or for obtaining the photocopies of the answer-book/s, for each course separately, within three working days of receipt by him/her of information of allotment of marks. In

no case, a student is permitted to apply for both verification of marks or photocopies of the answer-book. For verification of marks, student has to submit his application as mentioned above along with Rs.250/- per answer-book. The photocopy will be supplied to the student on payment of Rs.500/- per answer-book. No application, received after three working days of communication of marks to the student, shall be entertained for any reason whatsoever.

6. Within a period of five working days after receipt of the application for photo copies of answer-book/s, Examination Office will arrange to provide only to the student concerned in person, a photo copy of the answer-book of the related course for which application has been made. The student concerned will have to appear in person and prove his/ her identity at the time of obtaining the photo copies from 'Examination Office' by showing his/ her Identity card. Under no circumstances, photo copies will be handed over to any other person, even if duly authorised by the student. The Photo-copies would be authenticated by the 'Examination Office' by way of a rubber stamp and initials of competent authority. Also, photo copies shall not be sent by post or by courier.

7. The University will provide photo copies of the answer-books only for redressal mechanism and not for any other purpose. The student should not part with these photo copies received by him. He should ensure that such copies are not transferred to any other person for any reason whatsoever.

8. Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the University. The decision of the Board of Examinations shall be final in this regard. The penalty for such an unfair act could be ranging from (i) cancellation of his/ her appeal before the redressal committee or revoking unconditionally even if the appeal would be favourably considered (ii) Not allowing the student to appear at examination/s for a stipulated period of maximum up to two consecutive examinations (iii) Cancellation of his/ her result of the examination for which the student has applied for resolution of his/ her grievance.

9. In case, after going through the copies of answer-book, if the student is still not satisfied with the marks awarded to him/ her by the original examiner, he/ she shall apply for redressal of grievance to the Examination Office of the University seeking clarification of the valuation done within five working days from the date of receipt of photo copies from the Examination Office. Also, incomplete application forms in any respect shall be rejected unconditionally.

10. The student should not, however, challenge the manner of evaluation or evaluation pattern relating to the answers that have been evaluated by the concerned examiner.

11. **The applicant student will have to clearly mention in the application form, which has to be signed by him, the reason/ s of his/ her grievance and specify clearly - question wise - his/ her points of objection to the valuation done with his/ her reason/s.**

12. The applicant student will have to submit his/ her completed application within a period of five working days from the date of receipt of photo copies from Examination Office along-with a fee of Rs. 1,000/- per paper to the Examination Office of the University. Incomplete application will be rejected forthwith and fees paid will not be refunded in any case.

13. Application for redressal of grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever.

14. The application received from the student for redressal of grievance shall be placed before a Redressal Committee.

15. A meeting of the Redressal Committee will be called immediately after receipt of all the 'Grievance Applications' from students by the end of the time period allowed and place before the committee the entire lot of answer-book/ s along-with 'Grievance Applications' received from the students requesting the redressal, course-wise for its perusal and decision.

16. The said Redressal Committee shall verify the original answer-book/s and evaluate the marks allotted to the answer/s in the light of the reasons of grievance of the student and the points seeking clarification regarding evaluation, put down by the applicant student. The Committee shall make specific recommendations in writing, whether the contentions of the applicant have any merit which justifies re-assessment or on the other hand, the contentions are baseless and deserve to be rejected giving valid reasons. The decision of the Committee shall be final and binding on all concerned.

17. The marks awarded by such external examiner/s in revaluation (if recommended) shall be final and binding on the student applicant and the original examiner.

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

19. The whole process of redressal of grievances shall be completed within a period of 21 working days from the date of receipt of application for redressal of grievances.

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

6.5 Facilities relating to examinations for the candidates having Learning Disabilities (LD):

1. At the time of written examinations, all L.D. students should have permission to use a writer. Also these students should get 30 minutes more than the fixed time for each exam.

2. These students should be given concession for not attempting the question of drawing figures, maps, draft, etc. where necessary in the written exams. These questions/sub question marks should be converted in the facility provided.

3. L.D. students who have failed, gets grace marks as per University rules to pass the exam. These marks will be given for one subject or more subjects.

4. Concession will be given for spelling mistake or maths number.

5. In the final exam for one hour paper, 25% more i.e. 15 minutes and for two hours or more, maximum of 30 minutes additional time will be given.

SRB 2015

7. ACADEMIC GUIDELINES

7.1 Maximum Duration Permissible For Successfully Completing the Program

Name of the Program	Duration of the Program	Maximum duration permissible for the program
B.PHARM	Four years	Six years
B.PHARM. + M.PHARM.	Four + Two years	Eight years
MBA (Pharma. Tech.)	Five years	Seven years
M.PHARM	Two years	Four years
M.PHARM + MBA	Three years	Five years

7.2 Value Added Compulsory Workshops/ Activities

1. Soft Skill

- Need

  Studies on Pharma graduates worldwide have shown that they are very strong in concepts and technical knowledge but are very low in soft skills. Industry consistently pointed and based on the Industry feedback the soft skill module has been developed.

- Methodology

  Soft skills training will be conducted in the form of lectures for all the first year students (UG & PG). The lectures will be a mix of role plays, activities, games, interactions, video recording, replaying the video for feedback, out bound programs, and micro growth labs. This will be handled by experienced faculty of Soft Skills.

2. Industry Visits

Students visit various Pharma companies to get a perspective/ glimpse of the actual work situation, to understand how theory is put into practice, observe how operations are done thus gaining firsthand knowledge the operative systems thereby becoming bridging the gap between theory and practice which will be a value add to them.

3. Guest Lectures

Speakers from Multinational Pharma industry / faculty of National repute / our Alumni are invited to deliver guest lecture to the students. It is mandatory for each student to attend these lectures.

Value Added Compulsory Workshops/ Activities are integral part of curriculum. It is mandatory for all the students to attend all Value Added Compulsory Workshops/ Activities. This will be in addition to the student performance in credit courses.

7.3 General Academic Guidelines

1. The Structures of various courses are given separately in the Academic Curriculum section of this document. Students are required to go through this section in detail.
2. Any changes in the course structure, course outlines and so on, will be communicated on the notice board.
3. The students will be taught each of these subjects according to the prescribed course outlines. The faculty, however, may circulate individualized session-wise detailed teaching plans to the students.

SRB 2015

4. Open Book examinations are permitted if the faculty desires. However, during such examinations, no exchange of notes is permissible. Prior approval of Dean is essential to conduct the same.

5. In B.PHARM + M.PHARM Program, B.PHARM & M.PHARM shall be treated as separate degrees. B.Pharm. students passing in first attempt with CGPA >3 can only continue for M.Pharm.

7.4 Evaluation system:

7.4.1 The students undergo **Internal Continuous Assessment (ICA)** throughout the program which is conducted by the School.
At SVKM'S NMIMS, the evaluations are conducted in a continuous manner, uniformly throughout the semester. For objective and comprehensive evaluation, SVKM'S NMIMS believes in multi-criteria, multi-judge evaluation and multiple evaluation instruments. The course faculty conducts the Continual Evaluations and the details of evaluation instruments, their weightages and schedule are announced from time to time by the course faculty at the respective School/SVKM'S NMIMS Campus.

7.4.2 At the end of the term (Trimester / Semester) the student has to appear **for Term End Examination (TEE)**, written / practical / viva-voce / presentation as case may be, which is conducted by the University.
The Common Term-end Examinations are conducted across Schools/Campuses to evaluate students in terms of their understanding of concepts, knowledge of tools and techniques and their application to the business situations.

The knowledge of current events is tested through continual evaluation and terminal evaluation in the form of analysis of current developments.

1. The school follows the following 'letter grades' and corresponding 'grade points' system:

Grade	Grade Point
A+	4.00
A	3.75
A-	3.50
B+	3.25
B	3.00
B-	2.75
C+	2.50
C	2.25
C-	2.00
F	0.00

2. Method of calculation of letter grades and GPA/ CGPA

For the **calculation of grades**, the following guidelines are observed

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

ii. Difference between the maximum marks and 50 marks would be calculated.

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

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

v. 'F' grade will be assigned to students

a) who have obtained marks less than 50% of aggregate.

b) who have obtained less than one third marks out of the maximum marks allocated to the respective subject for the term end examination

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

vi. In case of elective courses, the number of students for respective course / subject would be considered for the purpose of assigning grades for that course.

3. Calculation of GPA:

Grade Point Average will be computed by taking the average of grade points obtained by a student for all the subjects of the relevant term after considering the credit values assigned for the related subjects.

4. Calculation of CGPA:

Cumulative Grade Point Average is computed by dividing the sum of grade point averages up to the related term by number of terms completed by the student till date.

7.5 Rules Regarding ATKT (Allowed To Keep Terms) and passing standards

7.5.1 B. Pharm./ MBA (Pharma. Tech.)

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

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

3. Such failed students will be allowed to appear at **Term-end re-examination in all the 'failed subjects'** which will be conducted after declaration of the results of Semester II of that academic year. **This re-examination will be conducted only once for an academic year and before the commencement of the next academic year.** The re-examination will normally commence in the second week of June after the declaration of final exam

result of Semester II of that year. However, this schedule is subject to change at the sole discretion of the University.

4. The student is required to pay the prescribed fees/charges for re-examination before the commencement of this examination.

5. A student who has failed to pass in not more than two subjects for B. Pharm. and two subjects for MBA (Pharma. Tech.) in an academic year i.e. two semesters taken together after the said re-examination will also be allowed to enter upon the programme for the next year. Such students will be required to appear in the failed subjects during the related term-end examinations along with the regular students of next year and pass thereat within the limit of one year. The internal assessment marks obtained by such students will be carried forward. These two subjects would be inclusive of Pharma / Management subjects, wherever applicable.

6. A student who has failed to pass in any subject even after the permissible re-examination attempts as mentioned above will then have to take re- admission in the same year of the program immediately in the next academic year by paying the prescribed fees.

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

8. As regards admission to the third year, students must have passed in all the subjects of first year. For admission to the fourth year, students must have passed in all the subjects of second year. Similarly for admission to the fifth year, students must have passed in all the subjects of third year (wherever applicable).

9. Passing Criteria

a) Passing Criteria for all the subjects of Pharmacy and Management:

To pass in each subject, in any of the term-end examination or term-end re-examination, a student must -

i) secure a minimum one-third of the marks allotted to the internal continuous assessment examination in that subject,

ii) secure a minimum of one-third marks in the term-end examination of that subject **and**

iii) secure a minimum of 50% of aggregate marks out of the total marks (that is, internal assessment plus term end examination) allotted to the subject/ s

b) Evaluation Weightage: The evaluation for the structured courses would broadly fall into the following evaluation scheme: -

SRB 2015

- **for all the subjects of Pharmacy:**

Evaluation	Weightage	Evaluation Method	Conducted by	Schedule
Continual Evaluation	30 %	Written (Sessional) Examinations / Tutorial, Day to day activity (including module submission)	School	Throughout the term
Term End Evaluation	70%	Written Examinations	Examinations Dept., SVKM's NMIMS	After the completion of term sessions (10 weeks)

- **for all the subjects of Management:**

Evaluation	Weightage	Evaluation Method	Conducted by	Schedule
Continual Evaluation	50%	Case studies/ Project/ Assignments/ Seminar term Paper/ Viva/ Quiz / Written (Mid-Term) Examinations, etc.	School	Throughout the term
Term End Evaluation	50%	Written Examinations	Examinations Dept.	After the completion of term sessions (10 weeks)

c) Non-fulfilment of Passing Criteria for all the subjects of Pharmacy and Management:

1. In case a student gets less than one third marks in the term end examination, then he will have to appear at the re-examination held at the end of the academic year and pass in that subject. The internal assessment marks obtained by such students will be carried forward.
2. If a student gets less than one third marks in Internal Continuous Assessment (ICA) (Theory / Practical / both) component **and** if the aggregate (i.e. total of ICA component and TEE) is equal to or more than 50%, then the student will have to improve / redo the internal assessments along with the regular students of the next academic year. This would be permitted only if the number of subjects in which student has failed are within permissible number (two subjects) to be promoted to the next academic year.
3. If a student fails to pass in the ICA component (Theory / Practical / both) in such improvement attempt with the regular students of next academic year, then the student will have to take re-admission in the same year of the program in next academic year by paying prescribed fees.
4. If a student gets less than the prescribed one third marks allotted to the practical final examination in a particular subject, such a student will have to improve his/her performance and secure the necessary prescribed minimum marks in the practical examination which will be conducted ***after the conclusion of the term-end***

examination of that academic year but before the commencement of the next academic year. If he fails to do so, he/She shall be declared failed in that subject.

5. Those students, who pass in the first or second re-examination chances will be awarded normal grade obtained for the subject(s) in the re-examination. Those students who fail in such second re-examination attempt will have to take re-admission in the same year of the program immediately in the next academic year by paying prescribed fees.
6. In case a student fails to pass after the re-examination in more than two subjects, he / she will not be permitted to enter upon the course for the next year of the program and he / she will have to appear at examination of the failed courses, along with the regular students of the next batch by paying the prescribed re-examination fee. Thus, a student will get maximum only two chances of re-examination i.e. at the end of the year and with regular students of next batch. In case he fails in one or more subject/s even after that attempt, he / she will have to take re-admission as a regular student in the next academic year by paying the prescribed fee.
7. A student will not be allowed to take re-admission twice in the same year of the program.

7.5.2 M. Pharm. / M.Pharm. + MBA (Trimester pattern)

1. The students will have two sessional examinations for technical subjects and one mid-term examination for management subjects. Students who fail to score less than one-third in internal examinations will be given an additional chance to improve internals before the term end examinations. If the students still fails to score one-third in the internals he / she will not be permitted to appear at the term end examinations and such student will have to take re-admission in the same year of the program immediately in the next academic year by paying the prescribed fees.
2. Students will be allowed to keep terms of all the three trimesters during the academic year irrespective of any number of failures in the previous term/s.
3. Failed students will be allowed one re-examination at the end of that academic year and before next academic year begins by paying the prescribed re-examination fee.
4. Those students, who pass in the re-examination, will be awarded normal grade obtained for the subject(s) in the re-examination.
5. Students failing in any subject after the said re-examination will have to take re-admission in the same year of the program immediately in the next academic year by paying the prescribed fees.

a) Evaluation and Grades

i. Evaluation by interview/viva voce is not permitted in lieu of written examination.
ii. Open Book examinations are permitted if the faculty desires. However, during such examinations, no exchange of books/ notes is permissible. Computer and Notebook based examinations are not permitted.

b) Non-completion of assignments/ Term Work, Unsatisfactory Attendance

A student shall not be permitted to appear at the theory examination of a subject at the examination held at the term-end unless, he / she has completed the related term-work / assignments etc. within the stipulated period of time.

7.6 General rules

1. The fees for re-examination and re-admission will be decided by the University from time to time.
2. 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 courts at Mumbai in whose jurisdiction the application is submitted by the student and not in any other court.
3. **Modification in criteria/rules:** On the recommendation of Board of Studies of School of Pharmacy & Technology Management and the Board of Examinations, the Academic Council shall have the sole discretionary right to modify all or any of the aforementioned rules/criteria, without prior notice.

7.7 Guidelines for Appointment and Availing facility of Scribe for the Physically disabled (permanent or temporary disability) students during examinations conducted by SVKM'S NMIMS.

1. A student who may have a permanent or temporary physical disability may apply to the Examination Office of SVKM'S NMIMS for appointing a scribe for the examinations.

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

3. The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination. The University will make arrangement alternatively if possible.

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

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

SRB 2015

8. LIBRARY RULES AND REGULATIONS

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

8.2 Access to the SVKM'S NMIMS Library is restricted to staff and students of the SVKM'S NMIMS who are in possession of a current valid identification card issued by SVKM'S NMIMS, and to such other persons as may be authorized by the Librarian.

8.3 Details of each user's name, address, department and such particulars as may be deemed necessary for the secure and effective operation of the Library's service are used in the Library's computer systems, on the understanding that this information will be held securely, divulged only as permitted and used only for purposes registered and approved.

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

8.5 Bags, etc; are not allowed in the Library. For reasons of security, bags and other personal possessions should not be left unattended. The Library has no responsibility in case of damage to or theft of personal property.

8.6 Silence is required in study areas. The use of mobile phones in the Library is prohibited. Phones should be either switched off, or set to silent ring mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to serious punishment.

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

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

8.9 Man operated personal equipment should not be used without the prior permission of the Librarian.

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

8.11 Data retrieved from the Library's electronic resources may not be used for purposes other than teaching, research, personal educational development, administration and management of SVKM'S NMIMS, and development work associated with any of the aforementioned. Use of the data is not permitted for consultancy or services leading to commercial exploitation of the data, or for work of significant benefit to the employer of students on industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.

8.12 The removal of any material from the Library must be properly authorized and recorded.

Damage to, or unauthorized removal of, material constitutes a serious offence and may lead to a fine or to disciplinary action.

8.13 Loan allowances and periods are defined in guides to Library services. A reserved item is subject to recall once it has been on loan for Ten days.

8.14 Fine may be charged as per the library rules regarding submission or renewal of the books after the due date. Students will normally be notified of overdue items by e-mail to their e-mail account. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until such time as those fines are paid. Reference books, journals/ magazines and Audio/Video material are strictly to be used / viewed in the library only.

8.15 Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while payment is outstanding.

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

SRB 2015

9. PLACEMENT GUIDELINES

Placement Guidelines for Students of courses where placement is offered:

The Placement Cell of the School is headed by The Dean and his office.

This cell is responsible for all activities relating to final placement of all students of the School. In order to facilitate the smooth functioning of the cell the following guidelines have been set.

The Placement Cell of SPPSTM, SVKM'S NMIMS, Mumbai facilitates the process of final placements by creating an interface between the recruiters and the students of various programs.

Student must honor the commitment made by SPPSPTM on their behalf. In the event of non-conformance to the placement rules and procedures, Placement Cell reserves the right to initiate disciplinary action.

Efforts to market all programs with their merits are made by the Placement office with the endeavor to get companies to recruit from multiple programs. However the final call rests with the company regarding programs and this decision is honored by SPTM. The selection process specified by the company will be followed.

9.1 General Guidelines (Placements)

1. SVKM'S NMIMS follows a '1 student 1 offer' policy. Each student is entitled to only one offer.
2. Applications are invited based on the eligibility criteria regarding programs, academic qualifications, work experience etc. indicated by the company.
3. Companies generally share details of the job offering beforehand. However in some cases the company may give a general idea about the opportunity. Students should be aware of the same before applying.
4. Companies would be encouraged to give spot offers. Once a student is offered a job he/she would be out of the placement process and will not be eligible to take up any subsequent job offers.
5. Offers made by the companies during the placement process cannot be rejected. Thus, students are expected to make informed decisions about applying to companies.
6. Students placed would be withdrawn from subsequent processes.
7. In rare cases, if a student gets multiple job offers 'simultaneously', he or she will have to choose one offer and reject others on the spot.
8. Students should participate in all selection process for which they have been shortlisted. In stray cases if a student fails to attend any selection process, he must submit an application regarding the same. Only if the reason is found valid and approved by the competent authority, the student will be given further chance to appear for other processes.

SRB 2015

9. The selection process will generally be held in the campus, however in some cases the student may have to go to the company's office for the same. Students will not be able to back out on this account.

10. There may be situations where on the spot decisions will have to be taken. The same shall be taken by the competent authority.

11. Students are expected to be mobile, and have the capability to adjust and respond to emergent situations successfully.

12. **In case the student deliberately creates problems at a later stage, he will be liable for disciplinary action.**

13. SVKM'S NMIMS reserves its right to take any disciplinary action, if students do not honor their commitments or resort to unethical behavior. The management has the right to communicate with the employer/s if students do not adhere to the code of conduct.

14. Placement information is confidential and any breach of confidentiality will lead to strict action.

15. The Institute reserves the right to withhold the final offer letter to the student, if it finds that the student has misbehaved, not kept up with course work or any other act of indiscipline.

16. Relationships with companies are very important and significant to the School. Therefore students must cooperate to maintain cordial relationship with all companies at all times.

17. The above guidelines are applicable to all fulltime students of the School. Any student found violating these guidelines would be expelled from the Placement process

9.2 Opting out from Placements

1. In case a student wishes to opt out from the final placement process he must submit a letter to the placement office and must officially sign out of the placement process.

2. A candidate can withdraw from the final placement process if he is keen to seek an opportunity on his own. The student needs to seek the approval of the Placement Office i.e. submit e-mail with the names of such companies and other details where he is trying or has already got an offer. The reason being to iron out any hitches that may crop up later. The Placement Office approaches many companies and would like to continue the cordial relationship with them.

3. Thus if one wants to opt out, he should do so before the entire process begins. However, if one has already applied to companies and awaiting further course of action, then the student will have to participate in the selection process (if shortlisted) and then opt out of the process of further companies. In case the student gets selected in such a process, he will have to take up the offer from campus.

4. After opting out, the student will not be allowed to reenter the placement process at a later stage.

9.3 Pre Placement Offers (PPOs)

1. As a policy SVKM'S NMIMS encourages candidates to work towards PPO's / PPI's in order to strengthen the executive placements.

2. Pre Placement Offers made by the companies are routed through the Placement office. Students getting PPO/PPI offer directly from the companies are required to convey the same to the Placement office vide either a formal letter or a mail to Placement Committee

members. Student found to be deliberately withholding such PPO/PPI offer, will be subject to disciplinary action.

3. The student has to decide on acceptance within the time frame stipulated by the Placement Office or by the company. A formal letter of acceptance should be given to the Placement Office.

4. If the candidate accepts the offer made he/she has to sign out of the placement process and will not be eligible to apply during final placements.

5. The acceptance of the offer has to be communicated in writing to the Placement office. In case a student fails to inform the Placement office before the stipulated date he would be considered to have accepted the PPO.

6. If the company makes an offer during the placement season and the student is not yet placed, he/she will have to decide whether to accept or reject the PPO within the time frame stipulated by the Placement Office.

7. In case of acceptance of the PPO, the student will opt out of placements and will not be eligible to participate in the Placement Process.

8. For a Pre Placement Interview (PPI), the student must appear for the same. Student rejecting a PPI will not be allowed to appear for any further placement process. In case of a conversion to a PPO, the PPO policy would be applicable.

9. PPO's / PPI's which are officially communicated to the Placement Committee by the company will be considered for the records. Only those students would be eligible to mention the same on their resumes. No other student can mention PPO/PPI of his or her own choice.

10. There are certain companies that follow the PPO/PPI route for recruitment i.e. have a structured internship process in place. Companies will also be encouraged to share this information. Students who get selected for internships in such companies will have to accept the PPO if given. The details which have offered PPO/PPI shall be shared with the batch.

11. Placement Team will try to ensure that all companies desiring to make a PPO offer do so at the earliest. However any PPO offer after the student is already placed in the placements will lead to automatic rejection of the PPO.

12. It is the Student's choice whether he wishes to accept or reject the PPO offer. However, in case the student wants to reject the PPO he should convey so within the time frame stipulated by the Placement Office or by the company. A formal letter justifying the reason should be submitted to the Placement Office for approval by the competent authority.

13. In case of rejection of the PPO the student will be allowed to participate in final placements but at no point of time will be allowed to go back to the PPO.

14. He will not be allowed to apply/participate in selection processes of the company whose PPO he has rejected.

15. In case the reason for the rejection of the PPO is profile offered by the company, the candidate shall not be allowed to apply for the same profile to any other company on campus.

16. Student rejecting a PPO cannot appear for a company offering CTC that is less than the PPO CTC during Placements.

17. The final decision regarding PPO/PPI shall rest with the Placement Office.

10. GUIDELINES FOR THE USE OF COMPUTING FACILITIES

10.1 Computing Facilities:

SVKM'S NMIMS invests significant resources in the provision of computing resources for students. In order to ensure maximum access, computing resources must be used in a responsible way. The students are responsible for ensuring that these resources are used in an appropriate manner.

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

Provision of Computing Resources:

1. The students of SVKM'S NMIMS are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aims, or that otherwise, acts against the interests of SVKM'S NMIMS is prohibited. In the event of non-approved usage of the computing facilities, SVKM'S NMIMS reserves the right to withdraw access to computing facilities at any time.
2. Use of SVKM'S NMIMS computing facilities for students' commercial gain is prohibited. Students are not allowed to connect personal pen drives/ Laptops to the systems installed in the classrooms.
3. **Law:** Your use of the computing facilities is governed by various applicable laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the SVKM'S NMIMS.

- It is students' responsibility to ensure that the students' activity do not contravene these or any other law.

4. Authority of Information Systems Staff: Students must comply with all requests or instructions issued by any Information Systems staff with respect to the use of SVKM'S NMIMS computing facilities.
5. Improper behavior towards staff will result in formal disciplinary action.
6. The Information Systems Group will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through the notice boards placed in the Computer Lab as well as the Student Notice Boards. It is your duty to regularly scan the notice boards and plan your use of the facilities accordingly.
7. The failure of any element of the computing service will not be accepted as a valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.
8. Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn pending the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.

These guidelines describe the reasonable and appropriate behavior required by the Regulations for the Use of Computing Facilities at SVKM'S NMIMS University.

9. Do not use another user's login id and password, nor allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for the purpose of assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to the university authorities if any breach of university regulations is suspected in connection with that use.

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

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

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

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

14. Do not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.

15. Do not in any way cause any form of damage to the University's IT facilities, nor to any of the accommodation or services associated with them.

16. Do not hack, access, copy, delete or amend or attempt to use information or resources of another user or of a system administrator without that person's permission.

17. Do not initiate or perpetuate any chain email message. Do report immediately to 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.

18. Do not deliberately create, display, produce, store, circulate or transmit defamatory or libelous material.

19. Do not transmit unsolicited commercial or advertising material.

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

21. Do not monitor network traffic unless authorized to do so.

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

23. Do not waste staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.

24. You must adhere to the terms and conditions of all licence agreements relating to IT facilities which you use including software, equipment, services, documentation and other goods.

25. 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.

26. Students are prohibited from viewing Pornographic material in computer Centre or on any other computer, playing games, hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure e.g. Projector

cables. Disciplinary action will be taken by SVKM'S NMIMS if the Student is found guilty.

27. 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.

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

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

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

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

32. Do not smoke, eat or drink, and do ensure that consumable products including food and drink are stowed away at all times, in any computer room or near any public access IT facilities.

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

34. 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.

35. Important: In the event that the guidelines are not followed and there is a consequent damage to any computing facility, SVKM'S NMIMS reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.

10.2 Other School facilities:

1. Pilot plant, medicinal garden and animal house are available with latest facilities.
2. Fire fighting system is installed in the institution building.
3. Adequate fire extinguishers, in working condition, are installed in corridors, laboratories and stores and are regularly maintained through annual maintenance contract.
4. Sand buckets are available at Chemistry laboratories and store.
5. Electrical board having auto tripping system at the time of electrical short circuiting are installed in the institution.
6. Every classroom and laboratory is having double door system with proper exit indication.
7. Laboratories are provided with fuming hood wherever required.

10.3 Medical Facilities:

1. Well equipped first aid boxes are made available in office as well as each lab of the School.
2. In case of major accidents emergency contacts to Fire brigade, ambulance and hospital are made available.
3. Full time doctor is available in institution premises during working hours.

11. FEEDBACK MECHANISM:

11.1 SPTM, SVKM'S NMIMS has a well-established online feedback mechanism (through Black Board) for communication of your perceptions. The components of this feedback mechanism are:

1. Oral Feedback at the end of the third week of every term. Dean / Associate Dean SPTM / Programme Chairpersons / Head of department will meet students personally.
2. Online Feedback is taken using a questionnaire in the last session of every course in each term. This feedback is compiled and statistics are placed before each faculty member by the end of the term.

11.2 All students should get involved in this mechanism seriously as it truly helps the SPTM, SVKM'S NMIMS improve the quality of services and teaching provided.

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

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12. MENTORING PROGRAMME / PSYCHOLOGIST AND A COUNSELOR

12.1 Students of undergraduate program have been assigned faculty mentors whose role is to help assimilate the SVKM'S NMIMS culture, facilitate intelligent choice making regarding Electives, help in identification of resources needed by all students. Do meet your faculty mentor regularly as per their convenience and availability.

12.2 Personal Counseling is highly recommended and is a very important at every step in life especially when we cannot cope with personally disturbing situations, which create more negative thoughts, sleepless nights and further tensions and anxiety in us; which again interrupts our studies and work. This will lead to more psychosomatic disorders in our body from frequent headaches and migraines to highly irreversible disease like high blood pressure to coronary heart diseases. It is like a vicious circle. Our mind and body are interconnected; therefore, if it is dealt in the initial stage, it will equip us to deal with such situations even in future.

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13. PROJECT GUIDELINES

- From time to time Faculty may assign projects to students in their course.
- Final Projects and Class Projects apply to all course/s programs and faculty concerned can assign project work to be undertaken.
- Students are required to submit their final project report as per the deadlines announced. Dean's approval will be required to submit the project report after deadlines as announced.

13.1 Guidelines for M.Pharm. / M.Pharm. + MBA Projects

a) School provides for dissertation/project work for M.Pharm students in their second year (Final year), one major project for duration of 6-8 months and one minor project in a discipline other than their specialization for duration of 4 months.

b) For M.Pharm. + MBA students both projects (Major & Minor) shall be in house only. It is always advantageous to carry out major research project in school only, for its IPR & publication value. M.Pharm. (2 years) students can opt for industry.

c) However, the following guidelines are to be implemented for the smooth conduct of the major project.

1. The students will not be given any choice for the city/industry or centre.
2. The students should not carry out project in a family / relative business.
3. The students are not allowed to carry out international project through their own sources.
4. All the students will have to submit both the major and minor projects as per the time stipulated by the School/Examination Department of the University.
5. Those who fail to submit either major or minor without any valid reason and prior written permission from the School/ Examination department of the University will not be permitted to appear for the viva voce and subsequently convocation.
6. 80% attendance is mandatory for both major and minor projects. Those who work in industry will have to provide attendance records duly certified by the internal coordinator and HR department of the industry to the School at the time of submission. Student who fails to provide attendance record will not be permitted to appear for the viva voce and subsequently convocation.
7. No student can proceed for training unless he successfully completes all the subjects of I year M.Pharm.
8. The student has to be in constant touch with the guide via e-mail or telephone and submit a weekly report to the guide.
9. Reports from the guide and the student will have to reach the Office periodically as specified in the prescribed format, failing which the student will not be permitted to appear for the viva voce and subsequently convocation.
10. Guides will have to provide reports after continuous monitoring of the project work done in the industry. Guides are also required to interact with the industry coordinator and submit reports of their findings regarding the quality of work etc to the office in the prescribed format.
11. Guides will have to ensure that the topic that has been given to the student is relevant to his specialization, and will help the student in developing skill sets and current practices of the industry.

12. It is the student's responsibility to ensure that the project on which he is working in the industry is related to his specialization only. In case of any controversy/discrepancy, he may approach the guide/school for guidance
13. In no case, documentation type of projects is to be allowed. Lab component with hands on training is essential in all the projects.
14. The name of the topic with clearly stated objectives and plan of work may be submitted in the form of a summary duly signed by the industry coordinator, guide, and HOD to Associate Dean and then to the Dean, Pharmacy & Technology Management.
15. All the students and guides should ensure that there are at least one to two publications from the work carried out /review articles before the submission of thesis.
16. In case there is any change in title, the same has to be intimated to the Dean/associate Dean for approval of the same. This is a mandatory requirement.
17. Continuous monitoring is to be carried out during the project work with regular information to HOD and Dean/Associate Dean.
18. Any discrepancies observed in matter may be reported in time for rectification of the same.
19. All the students working in industry will have to adhere to the behavioral and dress codes of industry. Strict discipline should be maintained by all the students in the industry. Absenteeism will be viewed very strictly and disciplinary action can be initiated wherever necessary.
20. Weekly attendance is to be forwarded to the guide which will be crosschecked by the guide with the HR and internal coordinator of the company. Any leave due to sickness or any other reason is to be duly endorsed by the guide and industrial coordinator. The student should remain in touch with the guides by phone and keep all concerned informed in such event. Written documentation with supporting medical data like treatment report, etc need to be submitted as evidence.
21. Under no circumstances should student remain absent (abscond) without intimation to all concerned. In such a case, the registration of the student is likely to be cancelled by the University.
22. The attendance record will be maintained by way of signature in the muster at the respective School for the duration of the minor project.
23. Guides will also be held responsible, for the conduct, attendance, project and general behavior of the student.
24. The students will have to be prepared for the open defense of their projects, with thorough understanding of the subject they are working on. All the students and faculty should encourage the students making the presentations. There should not be any harassment of the student under any circumstances.
25. The candidates should come with thorough preparation for the Viva voce examination as they have to face external examiners from all over the country and abroad. They should not make elaborate presentations with frivolous details. They should concentrate more on the work done, results obtained, discussion and conclusions.
26. In all cases, time management is of prime importance. The faculty and students should make it a regular practice, to reach the venues well in time, strictly adhere to the time schedules, without which the whole programme gets disturbed and derailed drastically. In such cases, the candidate may be eliminated from the process, to manage the time schedule.
27. The guides for major and minor may be allotted from the same campus where the student is enrolled to allow constant monitoring.
28. The viva-voce examination will be conducted on different dates at Mumbai and Shirpur.

29. Examination pattern

Mumbai: Major + Minor; Shirpur: Major + Minor

External + HoD-(Mumbai & Shirpur) at both the places at the time of presentation will evaluate the projects.

Associate Dean at their own place, will monitor the examination and shall submit the report to the School.

All the guides will have to submit their internal marks to the HoD for onward transmission. Associate Dean of the respective campus along with the external examiners and HoDs of the respective department (both Mumbai and Shirpur campuses) will be present for the viva voce examination at both the campuses.

13.2 Guidelines for B.Pharm. + MBA / B.Pharm. Technical training

a) The technical training for B.Pharm. + MBA will be conducted after third year between May – June

b) The various areas in which students can undergo training are:

1. Modern hospital pharmacy
2. Pharma Industry – production/packaging/analysis/QC-QA (By rotation or in individual department)
3. Government institutes like FDA labs, NCL, Haffkine, CDRI, Institute of Immunology, Serum Institute – Pune and Central Research Institute – Kasauli.
4. Research/testing labs in private sector
5. Patent cells/IPR sections/dossier making department
6. Medical chains – modernized prescription filling centers
7. Clinical Research Organizations
8. Bulk drug industries – documentation/unit operations/analysis departments
9. Patient counseling centers
10. Pharma Engg/ instrument manufacturing activities/biomedical/machine manufacturers

i. At the end of the training, students will have to prepare a report and submit it to the University as per the instructed schedule. They will also have to make a presentation on the work that they have done. The total marks awarded for the training will be 100. These marks will be included in the GPA and CGPA.

ii. Attendance is compulsory during the training period which has to be certified by the respective company.

iii. The students should observe the day to day activities at the place where they are placed. They should be writing down date wise activities, what they have learned after leaving the company and send a weekly report to their respective guides/mentors.

iv. The student should send the detailed report to their mentors and office everyday by email. If are placed in Mumbai must visit the school on every Saturday for interaction with their mentor.

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14. BLACK BOARD

Blackboard 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.

1. **System Requirement:** Latest browser with Java installed on your PC. Check browser compatibility:http://www.edugarage.com/pages/viewpage.action?pageId=38830689Test/install Java: http://java.com/en/download/help/testvm.xml
2. **URL :** Access Blackboard through http://blackboard.svkm.ac.in
3. **Login Policy:** User ID and Default Password is Students GR number (in capital).
4. **Change Password:** Students are advised to change password after first login for safe surfing.
5. **Course links:** Your login will contain only current semester/trimester course list.
6. **Faculty Announcements:** Announcement related to course and other activities will be published in Announcement section.
7. **Online Library:** Online Library database is available through Blackboard; it will be a single gateway for all data access.
8. **Assignment / Assessment:** Assignments can be uploaded in Blackboard which will be graded by faculties and online score will be stored. Assessment will be conducted via Test (selective), survey, etc online.
9. **Academic Resources:** All Academic Information and News will be published on blackboard.
10. **Examination Report:** All Examination Grade & Report will also be published on Blackboard
11. **Faculty Feedback:** Faculty Feedback will be accepted online through Blackboard term-wise.
12. **Course Content:** Soft copy of reading material and teaching plan are uploaded by faculties for review and references.
13. **Safe Assign:** Online Plagiarism check will be performed via this section.
14. **Course Co-ordinator Announcement:** Single link to display, notice related to program like course calendar, SRB, schedule, etc.
15. **Groups:** Students can create group for online -Blogs, File Exchange, Collaboration, Discussion Board scope for their courses.
16. **Student Discussion Board / Chat:** This tool will act as a bridge between students & faculties to interact among themselves regarding the courses.
17. **Help – Assistance:** Online assistance is available on http://lms.nmims.edu/demo/StudentGuide.asp.

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15. GUIDELINES FOR AWARDS AND SCHOLARSHIPS

As per the guidelines approved by the Board of Examination and Academic council on the Award of Prizes to the students of various schools of the University on the basis of academic performance, following has been approved and has come into effect from the first convocation of 2012:

1. The following guidelines have come into effect from the Academic Year 2011-2012.
2. Prizes on the basis of academic performance would be awarded only for such programmes / specializations/streams where the number of students enrolled is minimum 20.
3. One prize will be awarded where number of students in the batch / stream is between 20 and 30, two prizes will be awarded where number of students in the batch/ stream is between 31 and 59, and three prizes will be awarded where number of students in the batch / stream is > 60.
4. The criteria for award of prizes will be CGPA obtained by the students in the examinations of all the years of the programme.
5. In case of exactly the same CGPA obtained by two or more students for a particular rank, prize of same amount as per criteria will be awarded to all such students. In such a case, the prize of the next applicable rank will also be awarded.
6. The amount of prize on the basis of academic performance for first rank, will be Rs.50,000/-, for second rank it will be Rs.30,000/- and for the third rank, it will be Rs.20,000/-.
7. Each student eligible for prizes as above will be given a certificate of Honour in recognition of his / her consistent Academic Performance, which will be signed by the Dean of the respective School.
8. These awards / prizes would be across University i.e. considering the performance of all the students (for the related programme) across all campuses. There will not be separate awards/ prizes for each campus for the same programme.
9. These award / prizes would be in addition to the awards / prizes sponsored by Corporates /Individuals.
10. Students who have passed any subject in re-examination or who are involved in adoption of unfair means during examinations or who have not paid their fees or who have not submitted the mandatory documents as required by University will not be eligible for award of Prizes.

The above guidelines have been incorporated with effect from academic year 2011-2012, irrespective of year of enrolment.

SRB 2015

16. CONVOCATION GUIDELINES

16.1 The Annual Convocation will be held for all Schools. The detailed agenda for the ceremony shall be available 15 days in advance.

16.2 Only those students who have fulfilled the requirements of the programme will be eligible to receive their degrees at the Convocation. These requirements include migration certificate, attendance requirements, submission of all assignments and projects, clearance of all dues, passing of all examinations and any other deliverables to the University.

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

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

16.5 **Dean's list:**

10 % of the batch on the basis of highest yearly CGPA will be under Dean's List and will get a certificate at the end of each year.

Students obtaining D grades/ F grades/ appearing in the re- exams in the current academic year will be ineligible to be listed in the Dean's List of the current academic year as well as in the Dean's list of the next year(s).

16.6 Guidelines regarding Award of Prizes to the students : Annexure 8

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17. RULES AND RESPONSIBILITY OF CLASS REPRESENTATIVE AND STUDENT COUNCIL

17.1 Class Representative

The Class Representative serves as a link between his/her division, the faculty & administration. The major roles & responsibilities include:

1. Serving as sole point of contact between faculty & students
2. Co-ordinating the scheduling of lectures, assignments & formation of groups
3. Resolving student grievances
4. Relationship building & co-ordinating with CRs from other divisions
5. CR's cannot cancel / Reschedule lectures directly with Faculty

Note: In case of any issues the CR has to report to Course Co-ordinator / Assistant Registrar / Deputy Registrar / Deputy Registrar / Chairperson / Dean.

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18. INTERFACE WITH ACCOUNTS DEPARTMENT

Students have to visit Account Department, Central Office, "A" wing Ground Floor for following incidences:

18.1 All the students who are acting/ working/ taking part in capacity of co-ordinator or representative, participant of placement, contests, co-curricular, extra-curricular and any other activities for and on behalf of the SPTM / NMIMS that seek funding / accounting from the SPTM / NMIMS, are required to prepare budgets for all their expenses well in advance and obtain appropriate approval through appropriate authority. Once the expenses are incurred, they must be settled within one week time along with the report of activities.

18.2 Payment of Fees: Academic Fees, Non – Academic Fees, Re – Exam Fees, Re – Admission Fees and any other matters with respect to financial implications at Fees Collection Counters of Accounts Department, Central Office, "A" wing Ground Floor during office hours ie. 10.00 AM to 05.30 PM on all the working days.

Direct Deposit of Fees: Students can pay the fees via NEFT, RTGS, TT by direct deposit to our HDFC Bank. Students are have to collect the relevant bank information before such transaction and inform the Accounts Department and Central Office of such particulars of direct deposit with "UTR No./ Original Bank Challan/ Remittance Voucher" in prescribed manner.

18.3 Refund of Fees: Refund on Account of Excess Fees, Cancellation of Admission etc. Students have to submit an application along with Original Fees Receipts to Accounts Department, Central Office, "A" wing Ground Floor. Amounts will be refunded in the form of DD/ Transfer/ Credit to Bank Account.

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

18.5 Re-Admission Fees: A student who is not allowed to progress to the next year due to rules regarding failures/ backlog in multiple courses/ subjects shall be required and willing to attend all the classes of that academic year will have to take re-admission. A re-admission fee is applicable for such students, which will include tuition fees and other fees as prescribed from time to time.

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

18.7 Payment of Laundry Service Charges: All the resident students of SPTM, Shirpur Campus willing to avail the laundry service facility have to pay Rs.2,000/- as initial deposit amount. Laundry service contractor provides "Service Entry Card along with Laundry Service Tariff/ Rate Card" to all such students; which will enable to ascertain the actual amount of services used by the individual student. Balance amount if any lying

credit to the student is refunded in cash; subject to submission of "Original Service Entry Card" and Original receipt.

18.8 Refund of Deposit Amounts: Deposit amounts ie. Library, Laboratory, Security and Hostel Deposit are refunded to all the eligible students in the form of DD/ Transfer/ Credit to their Bank Account. Students have to submit an application along with original fees receipt/ receipts of deposit amount supported with "NO DUES CERTIFICATE". All the relevant information is made available via e-mail to all individual students.

Student willing to get his/ her amount of refund in to the bank account of any other name instead of his/ her own name, he/ she is supposed to provide: i) Authority letter signed by him/ herself clearly stating name of the person along with relevant bank particulars ii) Student Identity Card

18.9 Please allow a period of 3 weeks for issue of the any type Refund.

18.10 Duplicate Receipt: Location: Accounts Department, Central Office, "A" wing Ground Floor.

Accounts Department Procedure:

18.10.1 Please submit the application to the Accounts Department.

18.10.2 Submit Rupees 100 per receipt to Accounts Department.

18.10.3 Please allow a period of a week for issue of receipt.

SRB 2015

19. SAFETY GUIDE FOR STUDENTS ON FLOODS, FIRE AND EARTHQUAKES INTRODUCTION

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

19.1 Floods:

Floods are attributable to occurrence of rainfall . If the rainfall is in excess of 200 mm in a day (24 hrs), floods can occur anytime.

Precautions to be taken in case of floods:

A) Before Floods

1. Identify and visit elevated areas in and around the Institute as places of refuge during a flood
2. Be aware of drainage channels, and other low-lying areas known to flood suddenly. Consult and involve local authorities in the institutes
3. Check out for the monsoon alerts for the heavy rains declared by the Municipal Corporation .
4. 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
5. Keep locally available equipments such as ropes, battery, radio, plastic bottles and cans handy during rainy season. This can help you to plan your rescue
6. Prepare a food kit including emergency food items such as biscuits, snacks, drinking water and so on

B) During Floods

1. Evacuate to previously identify elevated areas
2. Don't try to save valuables. Your life is most precious
3. Disconnect electrical appliances.
4. Turn off utilities at the main switches of valves if instructed to do so
5. Don't touch electrical equipment if you are wet or standing in water
6. Do not walk through moving water. Six inches of moving water can make you fall
7. If you have to walk in water, walk where the water is not moving
8. Use a stick to check the firmness of the ground in front of you
9. Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage
10. Water may also be electrically charged from underground or downed power lines
11. Listen to the radio for advance information and advice. Don't spread rumors
12. Move vehicles to the highest ground nearby
13. Do not enter floodwaters by foot if you can avoid it
14. Never wander around a flooded area •Drink clean water

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C) After Floods

1. Stay away from downed power lines, and report them to Security Officer
2. Leave the Institute only when authorities indicate it is safe
3. Stay out of any building if it is surrounded by floodwaters
4. Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations
5. Floors in the building will be slippery due to water and mud. Walk carefully on the slippery floor.
6. Wear appropriate footwear. Do not use slippers during rainy season
7. Watch out for loose flooring, holes and dislodged nails
8. Clean and disinfect everything that got wet
9. Discard any food items which may have got wet
10. Inform about the damaged drainage and sewage systems in and around the building to the authorities as soon as possible. These can be a major health hazard
11. First protect yourself and then help others.

19.2 Earthquake:

A) Before Earthquake

1. In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake.
2. Make sure your water heater and gas cylinder is secured and intact. This will ensure that it will not fall during an earthquake and hurt someone or start a fire.
3. Keep a torch and a portable transistor radio handy.
4. Keep the corridors in the hostel/house clear of furniture and other things, making movement easier.

B) During Earthquake

i. If you are at home or inside a building

1. Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture.
2. 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.

ii. If you are in the street

1. Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets.
2. Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse.

iii. If you are driving

1. Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle.

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C) After Earthquake

i. If you are at home or inside a building

1. Expect aftershocks. Be prepared. Stay were you are and do not come out immediately.
2. Keep calm, switch on the radio/TV and obey any instructions you hear on it after you come out
3. Turn off the water, gas and electricity
4. 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.
5. If there is a fire, try to put it out. If you cannot, call the fire brigade.
6. If possible then contact fire brigade immediately.
7. Immediately clean up any inflammable products that may have spilled (alcohol, paint, etc).
8. Avoid places where there are loose electric wires and do not touch any metal object in contact with them.
9. Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth.
10. Eat something. You will feel better and more capable of helping others.
11. If the building is badly damaged, you will have to leave it. Collect water containers, food, and ordinary and special medicines (for persons with heart complaints, diabetes, etc.).
12. Help people who are injured. Provide them first aid. Do not move seriously injured people unless they are in danger.

ii. If you are outside

1. If you know that people have been buried, tell the rescue teams.
2. Do not rush and do not worsen the situation of injured persons or your own situation.
3. Do not re-enter badly damaged buildings and do not go near damaged structures.
4. Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass.
5. Keep away from beaches and low banks of rivers. Huge waves may sweep in.
6. Keep updating yourself with latest information on earthquake through radio or T. V.

19.3 Fire

A) Before Fire

1. Identify the fire hazards and where fires might start, e.g. laboratories, store room, kitchen and other such places)
2. Identify all the exit routes of the Institute.
3. Check the adequacy of fire fighting apparatus and its maintenance.

B) During Fire

1. Do not panic. Shout loudly for help
2. Do not run.
3. Do not waste time in collecting valuables.
4. Do not panic.
5. Inform the fire brigade about the fire and alert neighbours.

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6. If possible, use fire extinguisher.
7. Do not take shelter in toilet.
8. Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere.
9. Do not use the lift to escape.
10. Use nearest means of escape and the staircase available.
11. Make exit to ground level instead of the terrace.
12. Report about your safe escape and any other information to the University authorities, fire brigade or police present at the site.

C) If trapped or stranded:

1. Stay close to the floor level.
2. Cover the gaps of the door by any piece of cloth available.
3. Do not jump out of the building.
4. Signal or shout for help.
5. Stop, drop and roll on the ground and cover with blanket; pour water on the body
6. Give the fire officer detailed address, nature of the incident and the telephone number from which you are calling. Preferably, use landline. Keep down the receiver and wait at the same spot. Control Room will call back to verify the call.
7. Wait for the Fire Brigade to arrive and co-operate with the firefighters.

D) After Fire

1. Doesn't re- enter or permit anyone to enter the building, unless the fire officials have given permission to enter.

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20. PEOPLE YOU SHOULD KNOW

The Academia of Pharmacy & Technology Management

Name of the faculty	Designation	Qualification
Dr. R.S. Gaud	Dean, Pharmacy & Technology Management	M.Pharm., Ph.D., FIPA
Dr. Shirish S. Deshpande	Professor & Chairperson & HOD (Pharmaceutical chemistry)	M Pharm, Ph.D.
Dr. Ashwini S. Deshpande	Professor & Chairperson (UG)	M. Pharm. Ph. D.
Dr. Sateesh Belemkar	Associate Professor & Chairperson (Diploma)	M Pharm, Ph.D.
Dr. Chandrakant G. Bonde	Associate Professor	M Pharm, Ph.D.
Dr. Shashikant B. Bagade	Assistant Professor	M Pharm, Ph.D.
Dr. Smita C. Bonde	Assistant Professor	M.Pharm., Ph.D.
Dr. Ravi N. Tiwari	Assistant Professor & HOD (Quality Assurance)	M Pharm, PG Dip, Ph.D.
Mr. Amit B. Page	Assistant Professor & HOD (Pharacology)	M Pharm
Mrs. Payal R.Dande	Assistant Professor & HOD (Pharmacogosy)	M Pharm, PG Dip
Allied &Management Faculty		
Dr. Ashok Kumar Panigrahi	Associate Professor	M.COM, MBA, AICWA, Ph.D.
Mr. Ajay H. Wagh	Assistant Professor	B.Sc., PGDCS, MCA, M.Tech.(CS) (Pur.)

University Administration

Name	Designation
Dr. Rajan Saxena	Vice Chancellor
Dr. M. N. Welling	Pro Vice Chancellor
Dr. Meena Chintamani	Registrar (Administration) Asso. Dean
Mr. Ashish Apte	Controller of Examinations
Ms. Alka Shukla	Deputy Controller of Examinations
Ms. Anjali Barmukh	Deputy Registrar (Admissions)
Ms. Varuna Saksena	Deputy Registrar (Academics)
Ms. Khyati Bhatt	Deputy Registrar (HR & Personnel)
Ms. Meeta Shah	Psychologist & Counselor
Mr. Pralhad Poojary	Estate Officer
Finance	
Ms. Karuna Bhaya	Finance Officer
Ms. Varsha Oak	Additional Finance Officer
Ms. Ermegilda Goes	Chief Accountant
Marketing & Public Relations	
Mr. Satyajit Singh	Director (Marketing)

SRB 2015

Name	Designation
Mr. Ashish Tambe	Public Relations Officer
Computer & Information Technology	
Mr. Anil Kumar K.V.	Executive (Systems In charge)
Mr. Anwar Chougle	Website Development and Maintenance Officer
Mr. Shripad Chandratre	Web Administrator

School Administration

Name	Designation
Dr. Ram Gaud	Dean
Dr. Shirish Deshpande	Chairperson UG
Dr. Chandrakant Bonde	Chairperson PG
Mr. Kunal Maheshwari	Assistant Registrar
Mr. Mayur Vaidya	Assistant Registrar (Examination)
Mr. Rahul Sonawane	Office cum Account Assistant
Mr. Farooq Shaikh	Junior Clerk
Ms. Harsha Baviskar	Assistant
Placement Cell	
Mr. Sunil Chaturvedi	Director (Pharma Network)
Ms. Rachna Kacker	Placement Executive
Ms. Aurelia D'souza	Placement Assistant
Library	
Mrs. Manisha Tiwari	Assistant Librarian.
Central Instrument Laboratory	
Mr. Mahesh Patil.	Instrumentation Lab Technician
Animal House	
Mr. Hansraj Ahire	Supervisor – Animal House
Stores	
Mr. Chandrakant Bagul	Laboratory Assistant
Laboratory Staff	
Mr. Hiralal Chaudhary	Laboratory Assistant
Mr. Hansraj Ahire	Laboratory Assistant
Mr. Kiran Pawar	Laboratory Assistant
Mr. Prafullkumar Rajput	Laboratory Assistant
Mr. Pradip Jadhav	Laboratory Assistant
Mr. Mukesh Sonawane	Laboratory Assistant
Ms. Dipika Borse	Laboratory Assistant
Peon	
Mr. Anil Mahajan	Peon

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21. SVKM'S NMIMS INFOLINE

Agency	Number
Shirpur Nagar Palika	02563 - 255742
Police	
Police Help Line	**100**
Fire Brigade	
Fire Brigade Help Line	**101**
Ambulance	**102**
Travel Agency	
Navkar Travels	02563 - 256499
Swami Travels	02563 - 255393
Shivam Travels	02563 - 257951
Shirpur Bus Stand	02563 - 255017
SVKM'S NMIMS Counselor	022-43555553
SVKM'S NMIMS Shirpur Campus Counselor	9011899866
Hospitals	
Indira Gandhi Memorial Hospital	02563-255283
General Physician Dr. Digore	9420602331
Hostel	
Hostel Coordinator	8806759888
Hostel Boys - Warden	Extn-602
Girls Hostel - Warden	Extn-702

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22. ANTI RAGGING GUIDELINE

Ragging is a crime

Ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished under penal code and under Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education, Regulations 2009.

If any student is found indulging in ragging, it should be brought to the notice of Member/ Coordinator / Chairperson of the ANTI RAGGING COMMITTEE / ANTI RAGGING SQUAD of the College or ANTI RAGGING MONITORING CELL of the University immediately.

SRB 2015

ANTI RAGGING COMMITTEE

University				
Name		**Designation**	**E-mail ID**	**Contact no.**
1.	Ms. Varuna Saksena	Chairperson	varuna.saksena@nmims.edu	022 42355555
2.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
3.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
4.	Mr. Sunil Monteiro	Member	Sunil.Monteiro @nmims.edu	022 42355555
5.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
6.	Shri Rajendra K. Shah	Member	shahrk60@yahoo.com	022 42199999
SCHOOL OF BUSINESS MANAGEMENT				
1.	Dr. Bala Krishnamoorthy	Chairperson	Balak@nmims.edu	022 4235 5806
2.	Prof. Preeti Khanna	Member	Preeti.khanna@nmims.edu	022 42355864
3.	Dr. Seema Khanvilkar	Member	Seemak@nmims.edu	022 4235 5809
4.	Prof. Hari Kumar Iyer	Member	Harikumar.Iyer@nmims.edu	022 4235 5891
MUKESH PATEL SCHOOL OF TECHNOLOGY MANAGEMENT & ENGINEERING				
1.	Dr. S. Y. Mhaiskar	Chairperson	Sharad.mhaiskar@nmims.edu	9820422602
2.	Dr. Vijay Raisinghani	Member	Vijay.raisinghani@nmims.edu	9892182969
3.	Prof. Vaishali Kulkarni	Member	Vaishali.kulkarni@nmims.edu	9920668187
4.	Prof. Dhirendra Mishra	Member	Dhirendra.mishra@nmims.edu	9867676425
5.	Prof. Prasad Gharat	Member	Prasad.gharat@nmims.edu	9820675266
6.	Prof. Sawankumar Naik	Member	Sawankumar.naik@nmims.edu	9892133307
ANTI-RAGGING SQUAD				
1.	Prof. Abhay Kumar	Chairperson	Abhay.kumar@nmims.edu	9371533461
2.	Prof. Manoj Sankhe	Member	Manoj.sankhe@nmims.edu	9224574993
3.	Prof. Vinod Jain	Member	Vinod.jain@nmims.edu	9821488869
4.	Prof. Avinash More	Member	Avinash.more@nmims.edu	9892385010
5.	Prof. Abhay Kolhe	Member	Abhay.kolhe@nmims.edu	9220842278
6.	Prof. Mahesh Mourya	Member	Mahesh.mourya@nmims.edu	9773314010
7.	Prof. Lakshmi Gorty	Member	VR.Lakshmigorty@nmims.edu	9757075048
8.	Prof. Krishna Palod	Member	Krishna.palod@nmims.edu	9922409325
9.	Mr. Sailesh Mohanty	Member	Sailesh.Mohanty@nmims.edu	7873930555
SHOBHABEN PRATAPBHAI PATEL SCHOOL OF PHARMACY & TECHNOLOGY MANAGEMENT				
1.	Dr. Bala Prabhakar	Chairperson	bala.prabhakar@nmims.edu	9819781252
2.	Dr. Addepalli	Member	v.addepalli@nmims.edu	9823770298
3.	Dr. Kalyani Barve	Member	kalyani.barve@nmims.edu	9920467646
4.	Dr. Meena C.	Member	meena.chintamaneni@nmims.edu	9920150060

SRB 2015

BALWANT SHETH SCHOOL OF ARCHITECTURE				
1.	Ms. Aparna Parate	Chairperson	aparnaparate@rediffmail.com	9623019771
2.	Miss. Tanvi Kundlival	Member	tanvi1993@gmail.com	9821340553
3.	Mr. Karan Chhibber	Member	Karanchhibber28@gmail.com	9820057584
4.	Mr. Vishesh Khetawat	Member	Vishesh.khetawat@gmail.com	9820289893
SCHOOL OF SCIENCE				
1.	Dr. Aparna Khanna	Chairperson	aparna.khanna@nmims.edu	9324292883
2.	Mr. Sunil Shirvaiker	Member	sunil.shirvaiker@nmims.edu	9820004410
3.	Dr. Purvi Bhatt	Member	purvi.bhatt@nmims.edu	9821379090
4.	Ms. Neena Jamsandekar	Coordinator	neena.jamsandekar@nmims.edu	9820660383
ANIL SURENDRA MODI SCHOOL OF COMMERCE				
1.	Prof. Sangita Kher	Chairperson	sangita.kher@nmims.edu	9892169636
2.	Prof. Sandeep Hegde	Member	sandeep.hegde@nmims.edu	9870194712
SARLA ANIL MODI SCHOOL OF ECONOMICS				
1.	Prof. Amita Vaidya	Chairperson	amita.vaidya@nmims.edu	9920326482
2.	Ms. Karishma Tiwari	Member	kari1701@gmail.com	9819833989
3.	Ms. Adrita Bagchi	Member	adrita.bagchi@yahoo.com	9930127502
4.	Mr. Harshal Patel	Member	harshalp93@gmail.com	9892516541
5.	Mr. Ankit Bhartiya	Member	ankitbhartiya@yahoo.com	9920057965
NMIMS GLOBAL ACCESS – SCHOOL FOR CONTINUING EDUCATION				
1.	Mr. Rajiv Shah	Chairperson	Rajiv.Shah@nmims.edu	9820010282
2.	Dr. Vidya Naik	Member	Vidya@nmims.edu	9619417676
3.	Prof. Deepak Gupta	Member	deepak.gupta@nmims.edu	9930342220
4.	Dr. Nisha Jain	Member	nisha.jain@nmims.edu	9004646790
5.	Ms. Sneha Utekar	Member	Sneha.Utekar@nmims.edu	9821388172
SCHOOL OF LAW				
1.	Dr. Ravindranath Gorane	Chairperson	ravindranath.gorane@nmims.edu	42355555
2.	Ms. Nazima Munshi	Member	nazima.munshi@nmims.edu	42355555
3.	Ms. Ashwini Kulkarni	Member	ashwini.kulkarni@nmims.edu	42355555
INSTITUTE OF INTELLECTUAL PROPERTY STUDIES				
1.	Ms. Nazima Munshi	Chairperson	nazima.munshi@nmim.edu	9819124121

HOSTELS				
1	Shri Bhupesh Patel	Chairperson	bhupesh.patel@svkm.ac.in	98200 20700
2	Shri Harshad H. Shah	Member	harshad.shah@svkm.ac.in	98202 93814
3	Shri Rajubhai Shah	Member	rajendra.shah@svkm.ac.in	98190 36555
4.	Prof. Seema Mahajan	Member	seemam@nmims.edu	9820341341
5.	Ms. Varuna Saksena	Member	varuna.saksena@nmims.edu	42355550
6.	Mr. Sunil Monteiro	Member	Sunil.Monteiro@nmims.edu	42355558
SHIRPUR CAMPUS				
1.	Dr. Sharad Mhaiskar	Chairperson	sharad.mhaiskar@nmims.edu	9820422602
2.	Mr. Rahul Dande	Member	rahul.dande@nmims.edu	(02563) 286545/46
3.	Col. S. S. Sahrawat	Member	Satyapal.singh@svkm.ac.in	(02563) 286545/46
4.	Dr. Shirish Deshpande	Member	Shirish.deshpande@nmims.edu	(02563) 286545/46
5.	Dr. M. V. Deshpande	Member	manojkumar.deshpande@nmims.edu	(02563) 286545/46
HYDERABAD CAMPUS				
1.	Mr. A. Srikanth Pai	Chairperson	sreekantha.pai@nmims.edu	(040) 27004842
2.	Dr. R. J. R. Swamy	Member	Ramalinga.Swamy@nmims.edu	(040) 27004842
3.	Prof. S. P. Vittal	Member	S.Vittal@nmims.edu	(040) 27004842
4.	Prof Sasmita Misra	Member	Sasmita.Misra@nmims.edu	(040) 27004842
5.	Prof Kavita Kulkarni	Member	Kavita.Kulkarni@nmims.edu	(040) 27004842
BANGALORE CAMPUS				
1.	Dr .Sashi Sivramkrishna	Chairperson	Sashi.Sivramkrishna@nmims.edu	40855523 /40855555
2.	Mr. Ashish Dixit	Member	ashish.dixit@nmims.edu	40855505/40855555
3.	Prof . G. Kanti Kumar	Member	gkanti.kumar@nmims.edu	40855543/40855555
4.	Abira Banerjee	Member	abira.banerjee@nmims.edu	40855509/40855555

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HOSTEL MANUAL

SVKM'S

NMIMS SHIRPUR CAMPUS

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 Elevators
   3.5 Washrooms
   3.6 Electronic Surveillance
   3.7 Parent's Meeting Room
   3.8 Dining
   3.9 Drinking Water
   3.10 SickBay
   3.11 Parlor
   3.12 Iron and Laundry
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. Duties and Responsibilities of Hostel Staff
   7.1 Rector
   7.2 Senior Warden
   7.3 Warden/Asst. Warden
   7.4 Hostel Asst.-Girls Hostel

SRB 2015

7.5 Hostel Coordinator
7.6 Counselor
7.7 Duty Nurse
8. Mentors and their role
9. Formats

9.1 Hostel Admission Form

9.2 Leave Application Form

9.3 ATM Pass

9.4 Student's Night Attendance Register

9.5 Student's Daily Report Register

9.6 Hostel Occurrence Register

9.7 Hostel Kit Issue Register

9.8 Student's Movement (In/Out) Register - Main Gate Security

9.9 Electrical/Carpentry/Civil Maintenance Register

9.10 Guest / Visitor Register

9.11 Handing – Taking over Register – Hostel

9.12 Student Leave Policy – Annexure III

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).

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2.0 HOSTEL MANAGEMENT TEAM

Following members comprises the Hostel management team;

2.1 A Member of Management
2.2 Hostel in charge (Head / Deputy Head Campus Security)
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

Students have Wi-Fi internet facility with an excellent speed of 100mbps. One can use this facility for online study and study material. Students can have access to all educational and information site round the clock however they can access social networking sites and you-tube from 18:00 hrs to 09:00 hrs only.Students are warned against misuse of this facility.

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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 ELEVATORS/STAIRCASE

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

3.5 WASHROOMS

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

3.6 ELECTRONIC SURVEILLIANCE

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

3.7 PARENTS MEETING ROOM

An exclusive facility is provided in Boys hostel (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.

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3.8 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: 06:45 to 08:45/Lunch:12:00 to 014:00/Dinner 20:00 to 22:00 hrs)

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

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

3.9 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.

3.10 SICK BAY

Management has the first thought about the health of students. Therefore 24 hours manned Sick bay is made available at Boy's and Girl's hostels. A male nurse is available round the clock to handle any medical emergency. In critical situations basic first aid is given at sick bay and the patient is shifted to IGM Hospital, Shirpur for further treatment with a special ambulance service, available for 24 hours. Resident Medical Officer is available 16:00hrs to 22:00 hrs daily. Specialists also visit campus on fixed days as per schedule.

05 beds in each hostel (Boys and Girls) are available for regular and emergency usage. Special diet is given to the sick students as suggested by doctors.

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3.11 PARLOUR

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

3.12 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)

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.

SRB 2015

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 Rector/Warden/Head/Deputy Head Campus Security or such other authorities may enter any room for spot checking / verification at any time of the day or night.

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

4.15 Proxy or dummy room-mates are forbidden. Strict action will be taken if accommodation is held as proxy, they are liable to be removed from the hostel. Residents are not permitted to allow their rooms to be used by others. All visitors and non-residents including students from other hostels must leave the rooms

during night. All residents are advised to extend their fullest co-operation to see that no unauthorized person enter or stay in the hostel premises. If they happen to find any such person, should demand the permit / Identity Card for authentication and if it is not forthcoming, the matter should be brought to the notice of Duty Warden for further action.

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

ANTI RAGGING SQUAD AND CONTACT DETAILS:

NAME	**DESIGNATION**	**MOBILE**
Dr Pradeep Waychal	Director Campus	9820431482
Dr MV Deshpande	Asso. Dean MPSTME	9892061141
Dr.AshwiniDeshpande	Chairperson PG SPTM	9657762362
Dr. P.P Raichurkar	Asso. Dean CTF	9923946044
Dr. Vishnu Dorugade	I/C Principal CTF	9820240616
Mr. Anil Nigam	Dy. Head Campus Security	8552048928
Mr.SanjayJha	Rector Boys Hostel	9881743805
Mr.DS Parihar	Rector Boys Hostel	9808068551
Ms. Seema Choube	Rector Girls Hostel	9404050777

4.17 The students are forbidden to keep any heavy cash/ valuables in the room. Student is responsible for the safety of his/her items inside the room. Giving room keys to any person in good faith is at their own risk. The management will not take any responsibility for any loss of laptops/costly articles/money etc. Before moving out of room, residents must lock the room and their lockers.

4.18 DAMAGE TO HOSTEL PROPERTY

Any damage to hostel property will be borne by the students who are responsible for damage. If no one shoulders the responsibility of damage, all students will be punished/fined. This includes driving in of nails, defacing of walls, damage to fixtures and furniture or damaging any other facilities etc.

4.19 MAINTENANCE ACTIVITY

All maintenance complaints/requirements (civil, plumbing, electrical, carpentry) will be attended to by qualified Hostel maintenance staff. Complaint(s) must be entered in the register(s) available with duty warden's office. The complaints will be attended expeditiously and are monitored by the Rector/Wardens.

4.20 Water is an essential but scarce commodity. All students and staff are requested to

use the water judiciously and preserve it. Leakage etc. in the bathrooms shall be immediately reported to Duty warden office.

4.21 ATTENDANCE AT WARDEN'S OFFICE

All students residing at hostel must register their attendance in Duty Warden Office daily by 9 pm. anyone not registered his presence, shall be marked absent and disciplinary action will be taken against such students.

4.22 CHANGE OF ROOM

Students are allotted rooms as per their courses and admissions to hostel. Rector / Hostel in-charge can change the room of any students on administrative grounds without any prior information to the students. Rector /hostel authorities have the authority to consider/reject the change of room request, submitted by the student.

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

5.0 DO'S AND DONT'S

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

SRB 2015

Security in case of any problem.	cultural and social values and local sensibilities and rule of the land.
□ Maintain discipline.	□ Cook in rooms.
□ Enter your complete details in the in-out registers when leaving the hostel for more than one day.	□ Keep or play televisions in your rooms.
□ Dine in mess of the campus.	□ Keep or feed pets in your room or campus

6.0 STUDENT'S MOVEMENT

6.1 Students are allowed to avail short leave twice in a month, on ATM Pass/Out Pass. Students shall approach duty warden's office for ATM pass. Once ATM pass is received, student shall follow the rules of ATMPass and adhere to the timing. ATM pass is valid only to visit Shirpur.

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

ATM Pass is not valid, if anyone is going beyond Shirpur. He/she must obtain Leave application, approved by Rector/HOD/Asso. Dean(as per current leave policy attached as annexure III)

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

6.2 IN CASE OF MISCONDUCT

DISCIPLINE POLICY	
E – Class	
Misconduct	**Consequence**
1. Being out of the hostel after permitted time	(1)Fifteen Days Yoga classes. If the student fails to attend yoga classes EVEN for a day, Three Days Academic Suspension* with pre-marked Absence in SAP (i.e., Student will attend classes but will lose attendance) and (Failure to compliance the actions hereunder; 'D' class of actions would be applied)
2.Use of Electrical appliances other than Laptop and Cell phone and for medical reasons with prior approval	
3. Celebrating birthdays in the room	
4. Indiscipline in Gym/Dining Hall	

5. Taking mess utensils outside dining area and food to the rooms	
6. Unauthorized entry into Hostel Kitchen	
7. Assigning Housekeepers for personal use other than mentioned in Hostel Rules	

D – Class

Misconduct	**Consequence**
1. Repetition of any misconduct/offence mentioned under class E offences	
2.Late reporting after vacation	(1) Intimation to Parents. (2) Thirty Days Yoga classes. If the student fails to attend yoga classes EVEN for a day, five Days Academic Suspension* with pre-marked Absence in SAP (i.e., Student will attend classes but will lose attendance (Failure to compliance the actions hereunder; 'C' class of actions would be applied)
3. Shouting slogans and raising voice in a group.	
4. Using bad words/gestures with fellow students/staff/faculty/security.	
5. Not availing granted period of leave and reporting back before leave accomplishment.	
6. Any complaint of minor misconduct received from outside the campus.	
7.Possession of Outside food/Pressuring security or other staff to let food parcel inside campus	
8.Found in indecent position / objectionable pose with a fellow student	

SRB 2015

<table>
<tr><th colspan="2">C - Class</th></tr>
<tr><th>Misconduct</th><th>Consequence</th></tr>
<tr><td>1. Repetition of any misconduct/offence mentioned under class D offences</td><td rowspan="8">1. Intimation to Parents
2. 45 Days Yoga classes
If the student fails to attend yoga classes EVEN for a day, seven Days Academic Suspension* with pre-marked Absence in SAP (i.e., Student will attend classes but will lose attendance)
(Failure to compliance the actions under 'B' class of Actions would be applied)
(In case of property damage the cost of property would be recovered).

(In case of any misbehavior during placement tour disqualification for further placement assistance.)</td></tr>
<tr><td>2. Damage to campus property</td></tr>
<tr><td>3. Possession of banned items such as - Fire crackers, electrical appliances, weapons, sharp objects, pornographic literature as well as CDs/any other storage(Hard & Soft copies)</td></tr>
<tr><td>4. Any misbehavior during placement tour</td></tr>
<tr><td>5. Availing Unauthorized leave</td></tr>
<tr><td>6. Making a group with a view to take law into their own hands, arrogant behavior and arguments with any authority and staff</td></tr>
<tr><td>7. Possession/Consumption/Transportation of Smoking / Alcohol</td></tr>
<tr><td>8. Minor physical fight among students or with any staff</td></tr>
<tr><th colspan="2">B - Class</th></tr>
<tr><th>Misconduct</th><th>Consequence</th></tr>
<tr><td>1. Repetition of class 'C' offence</td><td rowspan="5">Expulsion from Hostel for 07 Days (Parents will be called to take their ward within three days-till then student will be on academic suspension*). If parents don’t come the student would be sent to his parents along with an escort. The cost of the escorts’ time and travel will be borne by the student.

45 Days Yoga classes
If the student fails to attend yoga classes EVEN for a day, seven Days Academic</td></tr>
<tr><td>2. Forgery of signatures of authority / producing false documents /giving false information pertaining to hostel and academic rules</td></tr>
<tr><td>3. Stealing cash or any other item</td></tr>
<tr><td>4. Any complaint of major misconduct received from outside the campus.</td></tr>
<tr><td>5. Serious physical fight among students or with any staff</td></tr>
</table>

SRB 2015

	Suspension* with pre-marked Absence in SAP (i.e., Student will attend classes but will lose attendance)
A - Class	
Misconduct	**Consequence**
1. Repetition of class 'B' offences	Expulsion and Rustication from the university (Parents will be called to take their ward immediately. If parents don't come in a day the student would be sent to his parents along with an escort. The cost of the escort's time and travel will be borne by the student.
2. Possession/Consumption/Transportation of Objectionable Material (Includes Making / Threatening fellow students to bring the material inside campus)	
3. Having dangerous habit which may adversely affect other students' behavior and safety	
4. Any act by the student which management deems fit for Rustication/Expulsion	
5. Ragging	

Notes

1. Please note that we will be implementing the policy without any compromises and request you not to venture into any act of indiscipline. Please bear in mind that these are for your safety and comfort and to develop you into a great professional.
2. If the law of the land demands some actions on part of the university authorities such as handing over students involved in the objectionable material, law will be ruthlessly followed.
3. The academic suspension may be commuted to the next semester. In case of students from the third year second semester MBA Tech students, the commuting shall be implemented at Mumbai campus. Applies to yoga also.
4. In case of final year students, who are about to graduate, the consequences will be decided by management on case by case basis.

7.0 DUTIES AND RESPONSIBILITIES OF HOSTEL STAFF

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

7.1 RECTOR

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

7.2 SENIOR WARDEN

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

7.3 WARDEN / ASST WARDEN

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

7.4 HOSTEL ASSISTANT – GIRL'S HOSTEL

7.4.1 Take round of entire hostel, analyze the housekeeping work and report to senior warden / rector / hostel in charge.
7.4.2 Initiate the maintenance work related to electrical, carpentry, plumbing and get it done in coordination with respective staff/department. If the work is not completed, inform to Rector/hostel in charge for necessary actions. Can assign this work to duty warden.

7.4.3 Ensure that sufficient stock of hostel kit is in place; coordinate with Hostel Coordinator for replenishment.
7.4.4 Keep a track of AMC services viz pest control, HK services, coordinate with central office for renewal and keep rector/hostel in charge informed.
7.4.5 Review of hostel facilities viz Mess, Saloon, Gym, Sickbay, laundry services and ensure that contracted staff is reporting intime.
7.4.6 Ensure and check that duty wardens are maintaining the Key register properly.
7.4.7 Inform the hostel in charge regularly about cleanliness and maintenance of hostel facilities.
7.4.8 Ensure gym, parlor and swimming pool are maintained and functioning.
7.4.9 Ensure the concerns regarding facility are attended on priority.

7.5 HOSTEL COORDINATOR

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

7.6 COUNSELOR

7.6.1 Counseling on de-addiction to the students involved into smoking, drinking, intake of drugs, narcotic drugs etc and bring them to normal life.
7.6.2 Psychological counseling and medical advice to the concerned students.
7.6.3 Educational / vocational counseling to improve the academics.
7.6.4 Personality assessment and advice about personality improvement.
7.6.5 IQ assessment of interested students (assessment of Intelligent Quotient).
7.6.6 EQ (emotional quotient) assessment of interested students and advice on assertive behaviour.

7.6.7 Counseling on psychologically deviant behavior such as depression, obsessive compulsive behavior.
7.6.8 Coordinate with other hostel staff for referring the students for counseling services.
7.6.9 Counseling on physical health related issues to interested students.
7.6.10 Counseling on reproductive system and sexual health related issues.

7.7 **DUTY NURSE** (Sick Bay)

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

8.0 MENTORS AND THEIR ROLE

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

9.0 FORMATS

Following formats are used in hostel for various reasons.

9.1 HOSTEL ADMISSION FORM

This form is filled by students seeking admission to hostel.

APPLICATION FOR HOSTEL ACCOMODATION

(To be filled in by the applicant in his / her own handwriting clea
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:

_____

SRB 2015

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:
_____
__

_____
_____

SRB 2015

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) _____

SRB 2015

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_____

SRB 2015

FOR EXISTING STUDENTS

Name:
_____

Course: _____ Year:
_____

Room No.: _____ Bed No.:
_____

Date: _____ Signature of the Student:
_____

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

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

HOSTEL RULES AND REGULATIONS

(Attached with Hostel Admission Form)

These rules are applicable to both Boys and Girls Hostels.

I. PREAMBLE

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

For the convenience of its students, hostel accommodation, on a shared basis, has been arranged by the Institute on the campus separately for boys and girls. All the hostel rooms are fully furnished with beds, study tables, chairs, cupboards and are equipped with ceiling fans and lights. A common dining hall, common TV rooms, common study rooms, common bathrooms on

SRB 2015

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/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.
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.

SRB 2015

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.
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.

V. ATTENDANCE AND LEAVE

1. Students are allowed to go to Shirpur twice a month on the allotted days by the campus bus. They shall return after one hour. 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 ATM 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, Rector and Warden concerned **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: Snacks: 04:00 pm to 07:00 pm

   Lunch: 12:00 noon to 02:00 pm Dinner: 08:00 pm to 10:00 pm

6. Meals will not be served in the rooms except in cases of illness and that too only with the permission of the warden. The students as well as the mess servants will be penalized for violating the rule.
7. No students shall enter the kitchen or give instructions to the cooks or other servants. Students will not 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.

SRB 2015

14. No notice shall be pasted on walls & notice put up on the notice boards should not be removed by the diners.
15. After eating food, diners shall leave the cup, plate, waste food etc in the designated area.
16. If any diner is medically ill and requires a special diet (e.g. Oil less food) he/she can request the warden to arrange for the same at the mess.
17. Students as a special case can entertain their guests (ladies) in the mess on prior intimation to the warden on buying of guest tokens.
18. No outside food/drinks/snacks are allowed in the campus.

IX. DAMAGES AND RECOVERY

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

X. SAFETY OF VALUABLES AND BELONGINGS

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

XI. CHANGE OF ROOMS

1. Change of room except according to the allotment made by the Director, 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, 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 these the student has to visit the Government website 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.

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Undertaking

(To be given by student and parent)

I (Student Name)……S/o…….

Address…….

……..

District…….PIN…….State……..

Class……Branch…….....

Contactno.(student)……Contact no. (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 Signature of Parent.

Name Name

Place

Date.

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PART III – SEC 4 THE GAZETTE OF INDIA, JULY 4, 2009 (ASADHA 13, 1931)
4047

Annexure 7

Student Undertaking with respect to Student Guidelines

(Submit this form to your Course Coordinator latest by 31st July 2013)

I, _____ have read the Student Guidelines of SVKM'S NMIMS, School of Pharmacy & Technology Management enclosed carefully and have understood its contents and their ramifications. I will always uphold the values and honour of the SPTM, SVKM'S 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 of this program. I agree that SVKM'S NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines, etc. I also agree that in case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.

Name:

Mr./Ms._____

_

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

Programme : ☐ B.Pharm ☐ B.Pharm + M.Pharm

☐ MBA(Pharma Tech.) ☐ M.Pharm :

Stream_____

☐ M.Pharm + MBA (Pharma tech healthcare management): Stream

_____

☐ Ph.D. (Pharm. Sciences): Stream _____

SAP Number : _____ Roll Number :

_____

Address for Correspondence:

_____

_____

_____

_____

Contact Numbers: Office: _____ Residence: _____ Mobile:

_____

SRB 2015

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

_____

Date: _____ Signature of the student:

_____

For Office Use only:

Date of Receipt: _____

Signature of Course Coordinator:

_____

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ANNEXURE I

AFFIDAVIT BY THE STUDENT

I, full name of student with admission/registration/enrolment number)

S/o d/o Mr. /Mrs./Ms. _____ Having been admitted to (name of the institution) _____

have received a copy of the UGC Regulations on Curbing the Menace of Ragging in higher Educational Institutions, 2009 (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that.

a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulation.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____day, of _____month _____year.

Name: _____ Signature of deponent _____

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VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at *(place)* on this the *(day)* of (*month)* *(year)*

Signature of deponent _____

Solemnly affirmed and signed in my presence on this the *(day)* of *(month)* *(year)* after reading the contents of this affidavit.

OATH COMMISSIONER

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ANNEXURE II

AFFIDAVIT BY PARENT / GUARDIAN

1) Mr. /Mrs. /Ms. _____(full name of parent guardian) father mother/ guardian of (full name of student with admission/registration/enrolment number) having been admitted to (name of the institution) have received a copy of the UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have in particular, perused clause 3 of the regulations and am aware as to what constitutes of ragging.

3) I have also in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that.

a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____day of_____ month of _____ year.

Signature of deponent _____

Name:

_____

Address:_____

_

Telephone/ Mobile No: _____

SRB 2015

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at *(place)* on this the *(day)* of (*month)* *(year)*

Signature of deponent

_____

Solemnly affirmed and signed in my presence on this the *(day)* of *(month)* *(year)* after reading the contents of this affidavit.

INDEMNITY BOND

To,

The Director

SVKM's NMIMS

Shirpur Campus.

1. In consideration_____(name of student)of whom I am the legal / natural guardian and on my request to permit the said individual to go on out pass to Shirpur / stay out / to go on industrial tour/to undertake all forms of exercises in the gymnasium including swimming, I undertake and agree that neither I nor my executors or administrators or other legal representatives will make any claim against the Managing Committee or any Official/Employee/Representative of the university/School/College in respect of any loss or injury to property or person including injury resulting in death which the said _____(name of student) may suffer while the above quoted activities is being undertaken or in consequence of the said individual being involved in the above quoted activities.

I undertake and agree that no compensation will be paid by the managing committee or any Official / Employees / Representative of the University/School/College in respect of any loss of injury to property / life including injury resulting in death and I further agree so as to bind myself, my heirs, my executors and administrators to indemnity you / any Official /

Employee or Representative of the University / School / College against any claim which may be made by any person / third person against you or them or any of them arising out of act or default on the part of the said individual during or in connection with the above quoted activities.

2. It is further declared that the stamp duty payable on this undertaking shall be borne by me.

Dated this_____ day of _____20_____

Place: _____ Signature: _____

Date: _____ Name: _____

Address: _____

WITNESS:

Signature: _____

Name: _____

Address: _____

Signature: _____

Name: _____

Address: _____

SRB 2015

9.2 LEAVE APPLICATION FORM

This form is filled by student and approved by HOD/Rector, when student is going beyond Shirpur area or on vacation.

LEAVE APPLICATION(Non-Academic)

Date: / /201

Rector Boys/Girls Hostel
Shirpur Campus

Sub:_____

Name:_____

Course:_____ Year:_____ Room No:_____

I am writing to request you a leave for _____ days from Date: /

(Time_____) to Date: / / (Time:_____)

Contact details during leave:

Address:_____

_____Mob no:_____

Contact number of Father/Mother _____

I am going to above mentioned place on my own responsibility. The information filled above is true and correct to the best of my knowledge.

_____ _____

Student's signature Rector's signature

_____

Asso Dean's / HOD's signature

GATEPASS

SRB 2015

Name:_____ School_____
Course_____ Year:_____ Room No:_____ Leave from Date:_____(Time_____)

To/Return date: _____ (Time_____)

_____

Warden's sign with stamp

Application Form for Leave of Absence for All Students (Academic)

Name of Student: SAP ID:

Program: B.Tech/ MBA.Tech/ M.Tech Branch: ExTC/ Mech/ CS/IT/ Civil/ Mechtrx/ Textile Year……/ Sem……

Roll No.: Hostel Room No: Email ID (Self):

Home Address:_____
__

_____

Mob. No.(Self): Contact No.(Parents):

Type of Leave: Academic ☐ Non-Academic ☐

Attendance (in %) in all courses

Leave from____/____/201__ to_____/____/201__ Total No. of Days:_____

Reason for Leave:

Name of Course Coordinator

Name of

SRB 2015

	Mentor

I hereby declare that the reasons stated above are genuine to the best of my knowledge. I undertake to maintain at least 80% attendance in each subject for this semester. I and my parents / guardian understand that if I do not meet the 80% attendance requirement, I will not be able to appear for the term end examinations and I will be fully responsible for that action. Further, I will be responsible for all assignment/evaluation, which I missed during this time.

"I understand that if I reports to the campus later than the return date I will be liable for disciplinary action as per the current policy."

Student's Signature

Date: / /201

Rector/Warden's Remark

Rector

SRB 2015

Part-C (Security Gate Copy)GATE PASS

Name of

Student:_____School:_____

— –

Program: B.Tech/MBA.Tech/M.Tech Branch: EXTC/Mech/CS/IT/Civil/Mechtrx/Textile

Year……./ Sem……

Leave from____/____/201__ to_____/____/201__ Total No. of Days:_____

Purpose of Leave

Warden's Signature with Stamp
Rector's Signature

9.3 ATM PASS

This form is filled by student and approved by duty warden/rector.

Pass No.

OUT PASS

School: MPSTME / SPTM

Name:
……..……
Room No: …….
Date: / / Bus Time:
…….

Student's signature:
……

SRB 2015

9.4 STUDENT NIGHT ATTENDANCE REGISTER

It is maintained by Duty Warden

Night Attendance of students - Hostel												
Date	MPSTME				SPTM				Grand Details			
	Total	Present	Absent	%	Total	Present	Absent	%	Total	Present	Absent	%

9.5 STUDENT'S DAILY REPORT REGISTER

Student's Daily Report - Hostel

Date	Total Present	Total Absent	Total ATM OutPass	Time of Return	Sick Report	Hosp. Referred	Admitted	Untoward Event	Warden's Sign	Hostel Incharge's Sign

9.6 HOSTEL OCCURRENCE REGISTER

It is maintained by duty warden, activities/event during his duty are entered and handed over to next shift warden. It is put up every day to Rector.

OCCURRENCE REGISTER		
DATE & TIME	OCCURRENCE	REMARKS

9.7 STUDENT'S MOVEMENT (In/Out) Register Main Gate

This register is maintained at Main Gate. Entries are done by on duty security staff and compiled by Duty Warden on daily basis.

SRB 2015

Hostel Student's Movement (In/Out) Through Main Gate

Date	Gymkhana		Home		Hospital		Shirpur/Local		Others		Late Comers	Warden's sign	Remarks
	Morning	Evening	Out	In	Out	In	Out	In	Out	In			

9.9 HOSTEL KIT ISSUE REGISTER

Duty Warden / Rector issuing the items mentioned in this register to hostel Students. Register maintained by duty warden.

Hostel kit Issue Register Year_____

Sr no	Name of the student	Branch	Year	Main door Key	Cupboard key	Drawer key	Shelf key	Locker key	Chair	Mattress	Pillow	Bed sheet	Pillow cover	Bed cover	Blanket	Towel	Napkin	T-Shirt	Blazer	Tie	Lapel Pin	Scarf	Cap	Student's sign	Warden's sign	Remarks

Individual students are entering the complaint details related to electrical / carpentry / civil maintenance. Warden shall coordinate on priority and fix the problem. Duty warden shall maintain the register

Electrical / Carpentry / Civil Maintenance Register - Hostel

Sr No	Date	Room no	Name of Student	Nature Of complaint	Student's sign	Resolved Date	Attendant's sign

9.10**GUEST / VISITOR** Register – Hostel

Any visitor / guest arriving at hostel; his/her details shall be entered into visitor log book, by duty warden.

Sr no	Guest name	Contact No	Date	To Meet	Room no	Purpose	In Time	Guest Sign	Out Time	Date	Warden Sign	Remarks

9.11 **DUTY HANDING – TAKING OVER** Register – Hostel

Proper handing over and taking over of the charge is to be carried out by outgoing and incoming duty wardens.

Duty Handing over - Taking over Register - Hostel

Date	Sr No	List of Items	Quantity	Handed over by	Sign	Taken Over by	Sign	Remarks

9.12**STUDENT LEAVE POLICY** – Annexure III

SVKM's NMIMS, SHIRPUR CAMPUS – LEAVE POLICY FOR STUDENTS

Students are required having 100% attendance. However, if their attendance is not likely to fall below the mandatory requirement of 80%, they may be granted leave for the following reasons:-

1. Participation in various co-curricular and extra-curricular activities.
2. Any critical family functions such as marriage of immediate relatives.
3. Medical reasons as per doctor's recommendation – endorsed by the university doctor.
4. Emergency situation at home.

Approval Authorities:

Right now we propose using the following authorities. As we go forward, we may reduce the number of people involved in the process.

SRB 2015

Academic leave:

1. Up to 2 days of academic loss – Mentor gets information on attendance from course coordinator and then speaks with the parents, consults with and recommends to the HOD who approves.
2. More than 2 days of academic loss – Mentor speaks with the parents and forwards the request to the respective HOD who recommends to Associate Dean / School In-charge for the approval.

Non Academic Leave:

1. Evening outing to Shirpur (up to 9 PM) – Warden recommends (if required consults rectors) and Head Campus Security/Deputy Head Campus Security approves. Rector and Mentor is informed.
2. To go outside Shirpur on Sundays/holidays – Warden Recommends (if required consults rectors) and Head Campus Security/Deputy Head Campus Security after speaking with the parents by using the number registered with the hostel. Mentor is informed.
3. Term end vacations will be informed by the academic heads to the Head Security / Deputy Head Security who will handle all the vacation departures.

All the approvals can happen over email. This will be on experimental basis and will be continued if works well.

Emergency Leave:

It can be directly approved by Head Campus Security/Deputy Head Campus Security, Associate Deans / School-in charges/Campus Director. This will require in person meeting of the student with one of these authorities. It is recommended that the mentor is involved in the decision. The mentor, HOD and other authorities are informed about the leave by the authority.

Procedure for sanctioning leave:

The students have to email the attached application (soft copy will be emailed / made available on the blackboard) to the course coordinator who directs it to mentor for academic leave and student sends directly to warden for non-academic leave. The applications (barring emergency leaves) must come 2 business days prior to the leave period. Then they will go to the authorities as indicated above.

SRB 2015

23. LIST OF HOLIDAYS

NMIMS (Mumbai & Shirpur)			NMIMS (Bangalore)			NMIMS (Hyderabad)		
List of Holidays for the year 2015			List of Holidays for the year 2015			List of Holidays for the year 2015		
OCCASION	**DATE**	**DAY**	**OCCASION**	**DATE**	**DAY**	**OCCASION**	**DATE**	**DAY**
			Sankrant/Pongal	15-Jan-15	Wednesday	Sankrant/Pongal	15-Jan-15	Thursday
Republic day	26-Jan-15	Monday	Republic day	26-Jan-15	Monday	Republic day	26-Jan-15	Monday
Chhatrapati Shivaji Jayanti	19-Feb-15	Thursday						
						Mahashivratri	17-Feb-15	Tuesday
Holi	6-Mar-15	Friday	Holi	6-Mar-15	Friday	Holi	6-Mar-15	Friday
Gudhi Padwa	21-Mar-15	Saturday	Ugadi	21-Mar-15	Saturday	Ugadi	21-Mar-15	Saturday
Good Friday	3-Apr-15	Friday	Good Friday	3-Apr-15	Friday			
Maharashtra Day	1-May-15	Friday	Labor/May Day	1-May-15	Friday	Labor/May Day	1-May-15	Friday
						State Formation Day	2-Jun-15	Teusday
Ramzan-Id	18-Jul-15	Saturday	Ramzan-Id	18-Jul-15	Saturday	Ramzan-Id	18-Jul-15	Saturday
Independence Day	15-Aug-15	Saturday	Independence Day	15-Aug-15	Saturday	Independence Day	15-Aug-15	Saturday
Ganesh Chaturthi	17-Sep-15	Thursday	Ganesh Chaturthi	17-Sep-15	Thursday	Ganesh Chaturthi	17-Sep-15	Thursday
Gandhi Jayanti	2-Oct-15	Friday	Gandhi Jayanti	2-Oct-15	Friday	Gandhi Jayanti	2-Oct-15	Friday

SRB 2015

			Mahalaya Amavasya	12-Oct-15	Monday			
Dussehra	22-Oct-15	Thursday	Dussehra	22-Oct-15	Thursday	Dussehra	22-Oct-15	Thursday
Diwali (Narak Chaturdashi)	10-Nov-15	Tuesday						
Diwali Amavasya (Laxmi Pujan)	11-Nov-15	Wednesday	Diwali Amavasya (Laxmi Pujan)	11-Nov-15	Wednesday	Diwali Amavasya (Laxmi Pujan)	11-Nov-15	Wednesday
Diwali (Balipratipada)	12-Nov-15	Thursday	Diwali (Balipratipada)	12-Nov-15	Thursday	Diwali (Balipratipada)	12-Nov-15	Thursday
Diwali (Bhaubeej)	13-Nov-15	Friday	Diwali (Bhaubeej)	13-Nov-15	Friday	Diwali (Bhaubeej)	13-Nov-15	Friday
Christmas	25-Dec-15	Friday	Christmas	25-Dec-15	Friday	Christmas	25-Dec-15	Friday

SRB 2015

24. ANNEXURE

Annexure 1

Application for appointment of Scribe

Dear Sir,

Re: Appointment of scribe

I request you to approve the appointment of the following person as scribe as per following details. The required medical certificate is enclosed for your ready reference.

Details of the student:

Name of the student:

Examination/ course:

Subject/s for which scribe is required

Date of the Examination

Details of the Scribe:

Name of the scribe:

Educational Qualification (with proof):

Address and contact No.

Date: Name and Roll No. and course of the Student Place:

SRB 2015

Annexure 2

Application for Redressal of Grievance Regarding evaluation of answer-books
(Note: Use separate form for each subject)
For Office use

For Office use		
Approved(Exam. Dept.)	by	
Accounts entry		
Fees to be paid		Rs.

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

Sir,

I wish to apply for the re-valuation/assessment of the answer-book(s) with grievance mentioned below.

Roll No. _____ Programme_____ Term _____

School Name _____

Exam held in the month of _____ Year _____

Name of the Course/Subject: _____

Date of Examination: _____

_____
Signature of the Student

Name : Shri/Smt./Kum. _____

Address for Correspondence: _____

_____

_____ PIN: _____

Mob. _____ Email address: _____

The application for Redressal of Grievance received for re-valuation at the_____

Date of Examination: _____

Nature of Grievance (In brief): _____

_____

_____

SRB 2015

For Office Use Only

The above mentioned answer–book bearing Roll No. _____ has been scrutinized by me, I have evaluated the marks allotted to the answer/s in the light of the reasons of grievance and the points of challenge to valuation put down by the student.

Question Nos.	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Previous Marks										
Revised Marks										
Total										
Grand Total										

Faculty's Remark _____

_____

_____ _____ _____

(Signature of Faculty/s) **(Signature of COE)** **(Signature of Dean)**
Date: **Date:** **Date:**

SUMMARY

Name of the Question Paper setter: _____

Name of the Moderator : _____

Name of the Assessor : _____

Address : _____

_____

Contact No. : (Off.) _____ Extn._____

(Res.): _____ Mob._____

SRB 2015

Application Form For Leave of Absence for All Students

Name of Student:	**Roll Number:**
Contact Phone number:	Email ID:
Programme: ☐ B. Pharm. ☐ B. Pharm. + M. Pharm. ☐ B.Pharm. + MBA (Pharma. Tech.) ☐ M. Pharm. ☐ M.Pharm. + MBA ☐ M.Sc. (Applied Pharm Science) Ph.D. Specialization :_____ Trimester:	Div:
Parent's Contact number:	Email ID:

Leave Particulars:

Type of Leave: medical reasons/ personal reasons/ contest/ placement/ institutional work/ other activities	Signature from Appropriate Authority
Dates: From_____ to _____ (dd/mm/yy) (dd/mm/yy)	
Reason for leave: (Provide evidence wherever necessary) – Documents Attached YES / NO Details:	

Details of lectures/practicals missed

Name of Subject	No. of sessions missed	Name of Subject	No. Of sessions missed
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

I hereby declare that the reasons stated above are genuine to the best of my knowledge. I undertake to maintain at least 80% attendance in each subject for the trimester. I understand that all Leave must remain within a maximum of 20% for each subject. I understand that I do not meet the course requirements in the event that my absence exceeds 20% and suitable action in accordance with the prevailing attendance rules may be taken by the management in this regard. I will be responsible for all assignments / evaluations, which I missed during this time.

Signature of Student:
Date:

Recommended by:	Approved by:
Signature of Course Coordinator Date:	Signature of Appropriate Authority

SRB 2015

Annexure 4

SVKM's NMIMS SPPSPTM
APPLICATION OF LEAVE (For additional 10% Exemption)

NAME: _____Date: _____

Email ID: _____ Mobile No. _____

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

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

Reason: -

I have missed more than 20 % out of 100 % sessions for the reasons as mentioned above and request you to consider this application for my attendance purposes on a special case basis (As per SRB 2013-14). I understand that 20 % absence out of 100% is permitted which includes sessions missed for all reasons (Personal, Medical etc.)

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

Student's Signature: _____Enclosures: _____

To be filled by Students
(For Office use)

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

Checked by Course Coordinator:

Verified by Head of the Department/Deputy Registrar/Assistant Registrar:

Approved by Dean/ Directors:

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Annexure 5

This is a proforma of application.
Original applications are available in Admissions Department, SVKM's NMIMS

From _____ Date: _____

_____

_____

To _____

_____

_____

Ref: Transfer Certificate

Dear Sir / Madam,

I beg to state that I am seeking admission to the _____ Programme in _____ NMIMS UNIVERSITY _____ and therefore request you to be good enough to send my Transfer Certificate to the Deputy Registrar (Admission), NMIMS University (Mumbai).

I attended _____ class in your college in the _____ subject during the Ist / IInd Term of the Academic year 200 . My Roll No. was _____.

Yours faithfully,

(Candidate Signature)

NMIMS UNIVERSITY

No. F: 25:2007:2008

Date:

Forward with complements to Principal / Head _____

_____

for favour compliance.

Dy. Registrar (Admission)

SRB 2015

Annexure 6

This is a proforma of application.
Original applications are available in Admissions Department, SVKM's NMIMS

SVKM's NMIMS
Deemed-to-be UNIVERSITY

APPLICATION FOR MIGRATION CERTIFICATE

1. Name :_____
(in block letters) Surname Name Middle name

2. Address for Correspondence :_____
(in block letters)

_____

_____ Tel No _____

3. Permanent address : _____

_____

_____

4. Date of leaving :- _____

5 Details of the Examination passed from this University

Examinations (Specify)	Year of passing	Roll No	Results

6 Name of the University where the student proposes to register his name and the name of the course. _____

7 Name of the Institution where the Student proposes to join _____

DECLARATION BY THE STUDENT

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

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

Date :_____ _____
(Signature of the Student)

Mumbai 400 056

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, _____,200 and left in _____200.

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

_____
(Signature of Head of the Dept.)

Place : _____

Date : _____

DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No._____ Date:_____

_____
Signature of the Person of In- Charge

INSTRUCTION TO THE STUDENT

- The Prescribed fee of Rs.250/- for Migration Certificate should invariably be sent along with the application for Migration Certificate by Demand Draft drawn in favour of the SVKM's N.M.I.M.S payable at Mumbai. The fees may be paid by cash in the Accounts Office along with the application.

- Fee for the Migration Certificate is accepted between 10.00 a.m. and 6.30 p.m. on weekdays except on Sundays , Bank Holidays , Second and Fourth Mondays.

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Annexure 8

Guidelines Regarding Award Of Prizes To The Students

As per the guidelines approved by the Board of Examination and Academic council on the Award of Prizes to the students of various schools of the University on the basis of academic performance, following has been approved and has come into effect from the first convocation of 2012:

a) The following guidelines will come into effect from the Academic Year 2011-2012.
b) Prizes on the basis of academic performance would be awarded only for such programmes / specializations/streams where the number of students enrolled is minimum 20.
c) One prize will be awarded where number of students in the batch / stream is between 20 and 30, two prizes will be awarded where number of students in the batch/ stream is between 31 and 59, and three prizes will be awarded where number of students in the batch / stream is > 60.
d) The criteria for award of prizes will be CGPA obtained by the students in the examinations of all the years of the programme.
e) In case of exactly the same CGPA obtained by two or more students for a particular rank, prize of same amount as per criteria will be awarded to all such students. In such a case, the prize of the next applicable rank will also be awarded.
f) The amount of prize on the basis of academic performance for first rank, will be Rs.50,000/-, for second rank it will be Rs. 30,000/- and for the third rank, it will be Rs.20,000/-.
g) Each student eligible for prizes as above will be given a certificate of Honour in recognition of his / her consistent Academic Performance, which will be signed by the Dean of the respective School.
h) These awards / prizes would be across University i.e. considering the performance of all the students (for the related programme) across all campuses. There will not be separate awards/ prizes for each campus for the same programme.
i) These award / prizes would be in addition to the awards / prizes sponsored by Corporates /Individuals.
j) Students who have passed any subject in re-examination or who are involved in adoption of unfair means during examinations or who have not paid their fees of who have not submitted the mandatory documents as required by University will not be eligible for award of Prizes.

The above guidelines will be applicable with effect from academic year 2011-2012, irrespective of year of enrolment.

PHARMACISTS' OATH

I swear by the code of Ethics of Pharmacy
Council of India in relation to the
community and shall act as an integral
part of health care team.
I shall uphold the laws and standards
governing my profession
I shall strive to perfect and enlarge my
knowledge to contribute to the
advancement of pharmacy and public health.
I shall follow system, which I consider
best of pharmaceutical care
and counseling of patients.
I shall endeavor to discover
and manufacture drugs of quality
to alleviate sufferings of humanity.
I shall hold in confidence the knowledge gained
about the patients in connection with my
professional practice and never divulge unless
completed to do so by the law.
I shall associate with organizations having
their objectives for betterment of the
profession of pharmacy and make contribution
to carry out the work of those organizations.
While I continue to keep this oath un-violated,
may it be granted to me to enjoy life and
the practice pharmacy
respected by all, at all times!
Should I trespass and violate this oath,
may the reverse be my lot!