

# **STUDENT RESOURCE BOOK (2020-21) Part-I**

**School of Pharmacy & Technology Management  
(Shirpur)**

**Dean**

**Deputy Registrar (Academics)**

**Controller of Examinations**

**Registrar**

**Pro Vice Chancellor**

**Vice Chancellor**



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

### Message from Officiating Vice-Chancellor

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

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

The three pillars of NMIMS are quality, employability, and excellence. All this has been achieved through a culture of dialogue, collaboration, and mutual trust. The innovativeness of the University is borne by many programs visualized in a value-driven manner compared to the conventional program designs. We have always believed in remaining relevant and, at the same time, engaging in knowledge generation and dissemination. NMIMS faculty today is an eclectic mix of young and not so young, having academic and industry experience, and those with national and/or foreign qualifications. It is this mix of faculty that you will have the opportunity to learn from. NMIMS ethos is to develop professionals who are socially sensitive and live in harmony with the environment.

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

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

Please do spend some time and go through this information carefully so that you do not miss out on any opportunity that NMIMS may have to offer you. There is a Student Undertaking on the last page for your signature and to be handed over to your course coordinator by the mentioned date.

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

Dr. Ramesh Bhat



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## Student Guidelines

(With effect from June 2020)

### 1.0 About these guidelines:

- 1.1 These guidelines provide norms for daily functioning of the NMIMS and enable appropriate usage of infrastructure and effective academic deliveries for students.
- 1.2 This compilation of guidelines comes into effect from June 2020 onwards and supersedes all other guidelines in respect of matters therein.
- 1.3 These guidelines are applicable for all campuses schools under NMIMS deemed –to-be University located across the country.
- 1.4 This document of NMIMS is the last word on interpretation of any student guideline, rule or regulation. While efforts are made to ensure uniformity between these guidelines and the Rules & Regulations of NMIMS, in the event of any dispute, the Students Resource Book will prevail.
- 1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
- 1.6 NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.
- 1.7 All disputes are subject to Mumbai jurisdiction only.

### 2.0 General guidelines:

#### Code of Conduct

- 2.1 Cleanliness of the premises must be maintained by everyone in the NMIMS at all points of time.
- 2.2 There is an acute shortage of parking space and the students are requested to park their vehicles outside the premises.
- 2.3 Any problem with regard to administrative facility, faculty, and classrooms etc., must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach the Assistant Registrar /Deputy Registrar/ Dean/Directors of the school/ Registrar, NMIMS.
- 2.4 In case of Lecture Cancellation, the course coordinator will inform said changes to class representative/ respective students through the Student Portal / email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty.
- 2.5 Use of cell phones on campus is **not** permitted. Any student found using the cell phone on campus will be penalized as per the regulations in force from time to time.
- 2.6 Classrooms are fitted with an LCD projectors / Smart Boards for the utility of the faculty and the student. In case a student requires an LCD / Smart Boards for his/her presentations, he/she must make a prior booking through course coordinator. Portable LCD's if required are allotted on first come first serve basis.
- 2.7 Mode of Communication to students is via Student Portal / email /Notice Board. Students are advised to check the Student Portal / email /Notice Board at least once a day, and not rely on rumour or hearsay in any matter.
- 2.8 All students are provided with an Identity Card, which they are required, to wear **mandatorily**. Entry is strictly through Identity Card and will be monitored by the NMIMS authorities. Penalty will be levied / action will be taken for non-compliance. If the student misplaces the original ID-Card, duplicate ID-card be issued from school by paying the prescribed fee. ID card is used for access control to NMIMS campus.
- 2.9 Student should make use of flap barriers (wherever deployed and operational) to enter/exit school premises. Finger Print plus ID cards is mandatory requirement. However, under the COVID-19 scenario and as per UGC guidelines to go touchless, students can enter/exit the premise by just showing their ID cards on biometric device. (Biometric is disabled to avoid touch for now)
- 2.10 Student must not use ID card for of any other student.
- 2.11 In case student forgot to carry ID card, they should approach security and complete the process to get the requested access. Any grievances related to ID Card should be raised to [biometricregistration@svkm.ac.in](mailto:biometricregistration@svkm.ac.in)
- 2.12 Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas in order to ensure the safety and welfare of everyone at NMIMS. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.
- 2.13 Any person resorting to physical fights will amount to ragging and appropriate action will be taken accordingly.
- 2.14 If any student during the tenure of studentship has police case on his/ her name, he/she is liable for appropriate action.
- 2.15 Any comments posted in social media, print attempting to bring disrepute to University will be viewed very seriously and will attract severe disciplinary action.
- 2.16 NMIMS has zero tolerance policy towards misbehaviour, discrimination of gender sensitivity, indulgence into unethical practices including possession and consumption of drugs, alcoholic drinks, harassment, violence, non-obedience, non-compliance and any action that will bring disrepute to the University etc. by any student.
- 2.17 University will reserve the rights to take action appropriately.

CODE OF CONDUCT	LINE OF ACTION
<b><u>Alcohol and Other Drugs</u></b>  The unlawful possession, use, purchase, or distribution of alcohol , illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia—or the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed.	a. Suspension from attending college till pending enquiry.  b. Rustication from the school / campus / hostel
<b><u>Assault, Endangerment, or Infliction of Physical Harm</u></b>  Physical restraint, assault, or any other act of violence or use of physical force against any member of the campus, or any act that threatens the use of physical force.	Suspension from attending college till pending enquiry.
<b><u>Banners, Chalkings, and Posters</u></b>  Defacing of Campus property by means of Banners, Chalking, and Posters.	Severe disciplinary action will be taken.
<b><u>Bullying, Intimidation, and Stalking</u></b>  <b>Bullying.</b> Bullying includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended to cause physical or substantial emotional harm to another person or group.  <b>Intimidation.</b> Intimidation is any verbal, written, or electronic threats of violence or other threatening behaviour directed toward another person or group that reasonably leads the person(s) in the group to fear for their physical well-being.  <b>Stalking.</b> Stalking is engaging in a course of conduct, repeated acts or communication toward another person, including unauthorized following, which demonstrate either an intent to put another person in fear of bodily injury or cause the person substantial emotional distress.	a. Suspension from attending college till pending enquiry.  b. Any person resorting to such act will amount to ragging and appropriate action will be taken accordingly.
<b><u>Discrimination, Including Harassment, Based On a Protected Class</u></b>  Discrimination, including harassment, based on an individual's sex, race, colour, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability, or any other legally protected classification.	a. Suspension from attending college till pending enquiry.  b. Rustication from the school / campus / hostel
<b><u>Disorderly Conduct</u></b>  Excessive noise, which interferes with classes, College offices or other activities; Unauthorized entry into area or closed meeting. Conduct that restricts or prevents faculty, staff, or student employees from performing their duties, including interruption of meetings, classes, or events; Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others.	a. Abstain from attendance for the affective lecture / event.

<p><b><u>False Representation</u></b></p> <p>Provide false information or make misrepresentation to any College office, forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail).</p>	<p>a. Suspension from attending college till pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>
<p><b><u>Fire Safety</u></b></p> <p>Tampering, interference, misuse, causing damage, and/or destruction of fire safety and fire prevention equipment</p>	<p>Severe disciplinary action will be taken.</p>
<p><b><u>Theft, Vandalism, or Property Damage</u></b></p> <p>Theft, negligent, intentional, or accidental damage to personal or College property</p>	<p>a. Suspension from attending college till pending enquiry.</p> <p>b. Rustication from the school / campus / hostel.</p>
<p><b><u>Unauthorized Entry or Access / Unauthorized Use of College Facilities or Services</u></b></p> <p>Unauthorized entry into or presence within enclosed College buildings or areas, construction sites, and student rooms or offices, even when unlocked, is prohibited.</p>	<p>a. Suspension from attending college till pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>
<p><b><u>Weapons and Fireworks</u></b></p> <p>possession or use of firearms including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment, knives etc.</p> <p>Possession or use fireworks, dangerous devices, chemicals, or explosives</p>	<p>a. Suspension from attending college till pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>

## 2.18 Discipline Norms and Penalty

- 2.18.1 A disciplinary committee constituted in each school, will look into all cases of indiscipline related to students. The committee comprises Chairperson / Head of the Department, one faculty member and one staff member. The committee will hear each case and recommend action to the Dean and to the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, refer part II of SRB.**
- 2.18.2 Woman Grievance Redressal committee constituted in each school comprises Chairperson / Head of the department, one lady member (from faculty or staff), and two more members of the school. The committee will address all related issues and recommend action to the Dean and the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, refer part II of SRB.**
- 2.18.3 NMIMS campus including premises of all schools/colleges and hostels are earmarked as non-smoking zones. Possession and Consumption of alcoholic beverages / toxic materials and your presence on the campus under the influence of alcohol/ toxic material/ addictive material is a serious offence. Defaulters will be punished depending on the gravity of act. Any student found consuming or in possession of any objectionable material will be rusticated from the hostel, school and the campus. Further, after enquiry, the student's name will be struck off from the roll of the university. The maximum punishment can be rustication from school.
- 2.18.4 Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the University after enquiry.
- 2.18.5 Students indulging in Sexual Harassment will also be liable to disciplinary action as per University norms.
- 2.18.6 In all matters of indiscipline and indecent behaviour, Chancellor of the University will be the appellate authority. Ombudsman is appointed by the University who would look into such cases referred by Chancellor and their decision is final and binding. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. Depending on gravity of Act, the student can be rusticated from the school. NMIMS will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.





### 2.19 **Dress Code:**

NMIMS is a place which is visited by corporate leaders and international visitors. For this purpose, it becomes essential to adhere to broad guidelines for dress and appearance.

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

### 2.20 **Punctuality**

- 2.20.1 Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority to restrict latecomers to enter in the classroom.
- 2.20.2 Students are required to be present for all events of school/ NMIMS University, including the Convocation, Sports Day, Republic Day, Independence Day, Guest lectures, Compulsory workshops, CEO Series, and other events as intimated on the Student Portal / Notice board/ email. Record of attendance will be kept for action. The school/NMIMS reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated / displayed on the Student Portal / Notice Board/ email from time to time and / or remark on the transcript or any other decision by the management.
- 2.20.3 Students are required to be in city on all days of the trimester/semester. If they are leaving the city for personal or institutional work, they are required to obtain prior permission from the HOD/Director/Dean. This applies even to those students who are representing the NMIMS for social, cultural, and co-curricular events.
- 2.20.4 Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the school or the faculty concerned. Do not approach faculty members and others to change or extend deadlines.

## 3.0 **Attendance and leave of absence guidelines for all students:**

### 3.1 **General Guidelines**

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

### 3.2 **Attendance rules for all schools (except SBM)**

- 3.2.1 100% attendance in classes for each subject is desirable. However for medical reasons/ personal reasons/ extra-curricular and co-curricular activities/ placement/ institutional work/ other activities etc. absence relaxation upto 20% may be allowed.
- 3.2.2 Students, who are having attendance, equal to or more than 80% in each subject, in a trimester/Semester, are eligible to appear for respective Trimester/Semester end examinations.
- 3.2.3 Exceptional cases for students having less attendance in any subject(s), will be dealt with on case to case basis by Dean/Director of the respective school by giving them an individual hearing. After giving hearing the,

Dean/Directors of the respective schools may give them exemption upto 10% on case to case basis to enable them to reach upto 80%. After giving 10% exemption student attendance should reach 80% to be eligible to appear for Trimester/Semester End Examinations. Such students will be eligible to appear for the regular trimester/semester end term examination, subject to approval of exemption from attendance if has been granted from the Dean of respective School / Director of the respective campus.

3.2.4 After giving 10% exemption by respective Dean / Director if student attendance is below 80% in any subject, he/she has to take re-admission in same Trimester / Semester, in same year of the study / program of subsequent academic year by paying requisite fees as per prevailing rules of NMIMS and complete all requirements of the program.

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

3.2.6 Attendance requirement is briefly summarized hereunder;

100 % attendance in each subject is desirable

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

3.2.7 **Attendance Rules for School of Business Management (Not applicable for other schools)**

3.2.7.1 100% attendance in classes is compulsory. However for medical reasons/ personal reasons/ extra-curricular and co-curricular activities / placement/ institutional work/ other activities a relaxation upto 20% may be allowed. Following are rules relating to attendance:

3.2.7.2 **For Full Time/ PTMBA/ EMBA Pharma / PGDM Programmes:**

(a) Students of Full Time Programmes who are having less than 60% of attendance (Overall) in any trimester will not be eligible to appear in that Trimester end examinations. They have to take re-admission in the same trimester in the same year of study of subsequent academic year and complete all the requirements of the program and pay requisite fees as per the prevailing rules of NMIMS.

(b) **Lowering of grades in individual Course/s:**

Students who are having attendance equal to or more than 60% but below 80%, will be declared as defaulters and respective grades in course/s as obtained on the basis of his/ her academic performance will be lowered as per the details mentioned in the table below.

Programme	Attendance % (In each Course/s)	Grades
All Programmes	Less than 60%	D Grade
	60% to 69.9%	2 Grades Less
	70% to 79.9%	1 Grade Less

(c) Exceptional cases for absence up to maximum four weeks (Death in family/ self-marriage/ long illness/ maternity/ out of station or out of country posting etc.) will be dealt with on case to case basis by Dean/Director of SBM. 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 20%.

(d) If any student has obtained 'D' grade due to non-fulfilment of the above attendance criteria, then he/she will not be allowed to appear for written final re-examination and/ or improvement in the internal assessment.

3.2.7.3 **For EXECUTIVE MBA Programme (EMBA):**

(a) Students of EXECUTIVE MBA Programme who are having less than 60% of attendance in any Module/ Course will not be eligible to appear in end term examination for said Module/ Course. They have to re-register for Module/ Course when it is subsequently offered. The student will be considered to have not attended the module for the purpose of fulfilment of Pre-requisite. The student will be



required to pay de-registration fine of Rs.500/-.

(b) **Lowering of grades in individual Course/s:**

Students who are having attendance equal to or more than 60 % and below 80%, will be declared as defaulters and respective grades in course/s as obtained on the basis of his/ her academic performance will be lowered as per the details mentioned in the table below.

Programme	Attendance % (In each Module/ Course/s)	Grades
<b>EXECUTIVE MBA Programme</b>	60% to 69.9%	2 Grades Less
	70% to 79.9%	1 Grade Less

- (c) Students who have attended less than 60% class will be marked absent and will have to repeat the entire Course/ Module with all evaluation components. All earlier evaluation components (if any) will be considered as null and void.

3.2.8 If any student has obtained 'D' grade due to non-fulfilment of the above attendance criteria, then he/she will not be allowed to appear for written final re-examination and/ or improvement in the internal assessment.

#### 4.0 Academic Guidelines

##### 4.1 Credit Structure

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

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

Details	Credit	Equivalence in hrs in a 10 weeks of Trimester
Class room teaching	1 credit	10 hrs
Lab/Tutorial/group/presentation work	1 credit	20 hrs
Seminar (subject to schedule throughout trimester)	1 credit	20 hrs
Project work	1 credit	20 hrs
Internship	1 credit	40 hrs (per week)
Research paper/ dissertation	1 credit	20 hrs

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

Details	Credit	Equivalence in hrs per week	Total Hours in a 15 weeks of Semester
Class room teaching	1 credit	1 hour	15 hrs
Lab/Tutorial/group/presentation work	1 credit	2 hours	30 hrs
Lab / Tutorial (applicable for Technical Schools)	1 credit	1 hour	15 hrs
Seminar (subject to schedule throughout semester)	1 credit	2 hours	30 hrs
Project work& Dissertation	1 credit	2 hours	30 hrs
Internship	1 credits	40 hours	

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

- 4.2.1 Class-participation/ Individual presentation in class
- 4.2.2 Quizzes/ Class test/ Surprise test/ Assignments (announced/unannounced)
- 4.2.3 Individual assignment/ Group assignments/ Presentations/ Decision sheets
- 4.2.4 Term papers/Decision sheets/ Project reports
- 4.2.5 Research Paper Presentations /Viva
- 4.2.6 Tutorials

- 4.2.7 Sessional / Mid-term examination
- 4.2.8 End-term examination
- 4.2.9 Any other school specific component
- 4.3 It is advisable for every course to have at least 3-4 evaluation components. **Kindly refer Part II for school specific criteria.**
- 4.4 Term End examination is a compulsory component. The mode of the Term End Examination will depend on course learning objective.
- 4.5 Duration of examination
  - 4.5.1 Minimum duration of Mid –Term Examinations : 1 hr
  - 4.5.2 Minimum duration of End-Term Examinations : 2 hrs
  - 4.5.3 Examination duration can also be more than the above specified time as defined by respective schools. (refer Part II of SRB)
- 4.6 The internal evaluation marks once shared with the students and finalized cannot be changed subsequently.
- 4.7 For all the programs, the weightage for each component will be specified by the Faculty and will form an integral part of the course outline (as per specific requirement of school/programme). The Faculty has flexibility to formulate and implement evaluation system with weightage specified in course outline. While approving the courses, the HOD/Area-in-charge and the Dean/Director/ Associate Dean will ensure that the evaluation components and weightage points assigned to each component are fair.
- 4.8 For grading purpose, the weightage mentioned by the faculty in the course outline will be applied for each component of evaluation irrespective of the marks assigned to the said component for the examination.
- 4.9 The minimum number of students to offer a course/s will be decided by Dean/Director of respective schools on the basis of total number of students registered in that particular course/s.
- 4.10 Project Guidelines:
  - 4.10.1 From time to time Faculty may assign projects to students in their course.
  - 4.10.2 After submission, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS.

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

## 5.0 Guidelines for Interdisciplinary Offerings: –

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

**Home School** – The students admitted to the school

**Host School** – Students enrolled for interdisciplinary course. [eg. Student of MPSTME (home school) enrolled for interdisciplinary course at SBM (Host school)].

- 5.1 The interdisciplinary offering of courses is applicable for Master's level programme or final year of 4/5 years' programmes.
- 5.2 The Master list **interdisciplinary courses** will be built from courses offered by SBM (Management), BSSA (Architecture), MPSTME (Engineering), SDSOS (Science), SPPSPTM (Pharmacy) & SOL (Law).
- 5.3 The students from all schools are allowed to choose maximum 2 courses (as applicable school wise) from master list as a credit courses in lieu of electives. The concerned school's Dean may allow students to choose interdisciplinary courses as an additional subject also.
- 5.4 The interdisciplinary courses will be offered in two sessions as follows:  
Fall Session (July to November / December) and Winter Session (December/ January to March/ April).
- 5.5 The Term end examination of all offered courses, as per Master list, will be conducted after completion of the term.

The date of final examination will also be mentioned in the time table. The timings of term end examination will be from 4.30 PM - 7.30 PM.

- 5.6 The duration of each course will be of 45 hours which will be equivalent to 3 credits. The first 15 hours will cover the basic knowledge of that course and remaining 30 hours will cover the specialized knowledge.
- 5.7 The intake for each interdisciplinary course will be specified in master list. The enrolment of students to interdisciplinary courses will be opened via notice circulated by Home school.
- 5.8 The students have to register through Students portal only. The registration for enrolment of courses for **both** fall and winter sessions opens from **first week of April - first week of May** in **current** academic year for courses to be offered in **next** academic year.
- 5.9 The course outlines will be available on Students portal. Students may view them on **Community tab → Academic year \_\_\_\_\_ - Interdisciplinary Registration [Fall & Winter Session]**
- 5.10 The students cannot opt out of the course once the list is finalized and shared with host school. Only on an emergent situation and with prior approval from Dean, he/she will be permitted to de-register. **A student will not be allowed to opt out of the course where the registration is only 10.**
- 5.11 The course will be offered on the basis of number of students enrolled. If number of students enrolled are more than number of available seats, the selection of students will be on the basis of their CGPA of previous academic year.
- 5.12 The minimum number of enrolment of students in each courses should be 10.
- 5.13 For every course 10% of the seats are reserved for students of host school. The remaining seats will be filled with students from all schools on the basis of CGPA. The maximum number of students from each school for any course is 50 % of the total seats.
- 5.14 The classes will be conducted separately for interdisciplinary courses and will not be merged with existing classes scheduled at the host school.
- 5.15 Student can choose 1 course from fall session and 1 course from winter session. The students of following programme/ trimester/ Semester are eligible to choose course in lieu of elective course / additional course:

School	Programme	Fall Session	Winter Session
SBM	MBA - II year	Trim V	Trim VI
MPSTME	PG Programmes II/III Year	Sem III/V	Sem IV
	B. Tech. & MBA (Tech.) IV year	Sem VII	Sem VIII
BSSA	B. Arch. IV / V year	Sem VII/IX	-
SDSOS	PG Programmes II Year	Sem III	Sem IV
SPPSPTM *	PG Programmes II Year	Sem III	Sem IV
	B. Pharm. & MBA.(Pharma Tech.) – IV year	Sem VII	Sem VIII
KPMSOL	B.A. LLB. , BBA LLB.	Sem VII	Sem VIII

\* For SPPSPTM : The Interdisciplinary course is an additional credit course and hence this course may be exempted from PCI rules. The students may be given one chance to appear for the re-exam of the said course in the month of June.

- 5.16 The Attendance and Examination rules will be applicable as per your respective home school guidelines.
- 5.17 The time table will be shared 2 weeks prior to the commencement of classes.
- 5.18 The Master list of courses to be offered in an academic year will be intimated to the students well in advance.

## 6.0 Guidelines for CHOICE BASED CREDIT SYSTEM (CBCS) :-

6.1 The CBCS offering is a concept which is in line with international academic system. The selection of CBCS courses across different streams will enable students to get the knowledge of other domains.

Home School – The students admitted to a school for a program.

Host School – Students enrolled for CBCS course.

(e.g. Student of MPSTME (home school) studying in SBM (Host school))

- 6.1.1 The CBCS offerings of courses will be opted from a UG Program to UG program and PG Program to PG Program across all schools.
- 6.1.2 UG & PG students should be offered courses where the grading system is same, i.e. Students studying in courses having absolute grading should be only offered courses where there is absolute grading & students studying in courses having relative grading should be only offered courses where there is relative grading.
  - a. The UG students of 2<sup>nd</sup> to 4<sup>th</sup> year of the program should be offered CBCS courses from that respective year



which has similar passing standards and grading.

- b. The UG students of 4th & 5th year can take CBCS courses of 3rd, 4th and 5th year program but no courses offered in PG program.
- c. The students of Pharmacy who follows PCI guidelines will be offered only add-on course.
- d. Students opting for a course from SPPSPTM can only take that course as an add-on course.

- 6.1.3 The UG students of 1st year and PG students of Term I of 1st year are not eligible to opt CBCS courses
- 6.1.4 If a Student from Semester/Trimester system takes a CBCS course from Trimester/Semester, the credits will be calculated according to Home School.
- 6.1.5 CBCS is Optional. Students may opt for the course from the bouquet of courses offered in CBCS in lieu of a course/s dropped (as defined in their school's course structure) or take the courses offered by their own Schools.
- 6.1.6 Students studying in the school where teaching/exam scheme is governed by statutory body, can take only extra credit courses as their grading pattern and passing standards are very different.
- 6.1.7 Students from each school will be allowed to choose course / s from the bouquet of CBCS courses in lieu of course / s that can be dropped as mentioned in their course structure.
- 6.1.8 The students are also allowed to choose CBCS courses as an additional subject for extra credits as a credit course or audit course.
- 6.1.9 However, no more than 1 course can be chosen per semester for extra credits.
- 6.1.10 **Credit Mapping:** Credits taken should be equal to or more than the credits dropped. E.g.
  - a) One course of 4 credits can be taken in lieu of 4 credit course.
  - b) One course of 4 credits can be taken in lieu of one course of 3 credits.
  - c) Two courses of 2 credits can be taken in lieu of one course of 4 credits OR Two courses of 2 credit + 3 credit can be taken in lieu of one course of 4 credits.(In the selection process, if student is selected only for one course of 2 credits, then student cannot drop the subject of 4 credits).
  - d) Where 2 or more than 2 courses are taken in lieu of single course dropped the credit of each individual course should be less than the credit of dropped course.
- 6.1.11 CBCS courses that the student opts for will follow the academic calendar of Host school.
- 6.1.12 Student should take CBCS course in the very semester / trimester, he/ she drops the course.
- 6.1.13 Bouquet of courses for both the terms will be displayed for students in student portal. The registration / cancellation will be open for CBCS Courses for the first Term from first week of June to fourth week of June, similarly for second term registration / Cancellation will be open from second week of November to fourth week of November.
- 6.1.14 If number of students enrolled are more than number of available seats, the selection of students will be on the basis of their CGPA of previous Academic year and availability of preference given by the student.
- 6.1.15 The eligible students list finalized by each school should not have students with live ATKT as on last day of registration.
- 6.1.16 Student will be given one-week window after commencement of the course to finalize their registration. The students cannot opt out of the course once the list is finalized and shared with host school. If cancellation is done after publishing final report of enrolled students, the transcript will show ABSENT for this subject.
- 6.1.17 Allocation of seats to each school will be decided automatically through the students portal by a formula arrived at which is on the basis of the number of seats offered by each school for CBCS.
- 6.1.18 The classes for such courses will be merged with existing classes conducted / scheduled at the host school.
- 6.1.19 The CBCS courses can be offered in a lecture mode/ workshop mode or any other pre- defined mode as mentioned in the course outline of the host School.
- 6.1.20 The timing of the classes to be conducted for CBCS course will be either in the morning between 7:00 AM to 9:00 AM or in the evening between 4:30 PM to 6:30 PM. The classes will be scheduled / conducted in host school as per date and timings mentioned in Time Table shared by host school.
- 6.1.21 The student's attendance in class, timetable, conduct of classes etc. will be completely managed by each host school academic office.
- 6.1.22 Any rescheduled lecture may have extra hours' class in a week (2 separate days), once approved by Dean and subject to availability of all the students.
- 6.1.23 The examination passing criteria will be as per Host School.
- 6.1.24 Grading system will be applicable as per host school.
- 6.1.25 Re-examination rules will be applicable as per home school.

- 6.1.26 The Term end examination of all offered courses, as per bouquet of courses, will be conducted by Host school after completion of all the lectures.
  - 6.1.27 Progression rules will be of home school.
  - 6.1.28 No Grace marks will be awarded for CBCS course. However, if CBCS is taken in lieu of a course dropped then CBCS course has to be included for alternate gracing and for count of failed subjects for deriving alternate grace rules.
  - 6.1.29 For CBCS courses, ICA improvement in the next academic year is not permissible.
  - 6.1.30 Re-exam rules will be applicable as per Home school but conduct will be done by Host school. i.e. if MPSTME/SPTM student opt for SOC module and fails, he will be allowed to appear in re-exam in next year according to his / her school rules but SOC student studying same CBCS subject together will not be allowed as ATKT rule is not applicable in SOC.
  - 6.1.31 If student has opted CBCS course as an additional course and failed to pass this subject after re-examination, student can progress to the next year of the program but transcript will show 'F' grade for that course.
  - 6.1.32 Re-examination will be conducted by Host School.
- 6.2 Passing and Grading criteria of CBCS courses:
- CBCS course taken in lieu of a School course dropped:
- 6.2.1 The CBCS course taken in lieu of a course dropped from the student's School will be treated at par with the regular courses taken by the student. The passing standards and grading will be of host school. The grade received by a student in the CBCS course will be reflected and added to the student's CGPA.
  - 6.2.2 If a student does not give the exam and remains absent an 'Absent' mark is indicated against the CBCS course taken in lieu of a dropped course. The overall grade for the student will be fail. The student will have to take a re-exam as per the School norms. Till such time 'Fail' will be indicated against his overall result.
  - 6.2.3 If student fails even after taking the re-exam for a course taken in lieu of a course that the student may have dropped from his/her School, then 'F' is reflected on grade sheet against the CBCS course and the overall grade will be Fail for the term concerned and it will affect the student's progression.
  - 6.2.4 In case the student has to repeat a year if the student fails to clear the re-examination then the student will have an option of taking the course of the home School or taking a CBCS course offered in the year of his readmission.
  - 6.2.5 If a student has the option of repeating only the course he has failed in (as per the new passing standards for all batches from 2018-19 onwards) then he has the option of taking the same CBCS course he had failed in or the course of the home School, he had dropped.
  - 6.2.6 If a student passes in CBCS course taken in lieu of a dropped course, then the grade and passing standards will be of host School and the CBCS course will be reflected in the student's CGPA.
  - 6.2.7 A foot note will be displayed on the grade sheet as: '\*Choice Based Credit System- course is opted in lieu of the dropped course', for those students who have opted for CBCS.
- CBCS course taken as add on course:**
- 6.2.8 The CBCS course taken as an add on course by the student over and above the regular courses of the student's School will be treated as extra credit courses. The passing standards and grading will be of host school. The grade received by a student in the CBCS add on course will not be added to the student's CGPA and not affect his/her progression. However, it will be displayed in the Student's transcript.
  - 6.2.9 If a student does not give the exam and remains absent an 'Absent' mark is indicated against the CBCS course. However, this will not impact the student's progression and overall grade will be what students get in their School courses without taking into account the CBCS course.
  - 6.2.10 If student fails, then 'F' is reflected on grade sheet against the CBCS course however this F will not impact the student's progression and overall grade will be what students get in their School course without taking into account the CBCS course. Even after re-exam of CBCS add on course if a student fails in the add on course the student will still progress as it will not be counted in his/her CGPA.
  - 6.2.11 If a student passes in CBCS add on course the grade will be reflected against the CBCS course without being included in his/her CGPA.
  - 6.2.12 A foot note will be displayed on the grade sheet as: '\*Choice Based Credit System- additional course', for those students who have opted for CBCS.

## 7.0 Examination Guidelines:

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

## 7.1 Discipline in the Examination Hall

- 7.1.1 Students must know their Roll Number and Student No.





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



- 7.1.19 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited and will attract penalty.
  - 7.1.20 If students want anything, they should approach the Room Supervisor without disturbing other students. However, they should not leave the examination hall on any account, without surrendering his/her answer book.
  - 7.1.21 Students will not be allowed to leave the examination hall during the examination and especially during the last ten minutes. They should not leave their seats until answer-books from all students are collected by the Room Supervisor.
  - 7.1.22 A student who disobeys any instructions issued by the Invigilator's / Room Supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the University.
  - 7.1.23 **Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination only after giving an undertaking in writing that the decision of the University in respect of the reported act of unfair means will be binding on them.**
- 7.2 Guidelines for Appointment and Availing facility of Scribe for the physically challenged (permanent or temporary disability) students during examinations conducted by NMIMS
- 7.2.1 A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations.
  - 7.2.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (Annexure 7) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.
- 7.3 In the following cases of students, the medical certificate of only Government Authorized Agencies would be accepted for Mumbai Campus namely:
- a) Hearing Impaired Students: Ali Yavar Jung National Institute for the Hearing Handicapped.
  - b) Physically Challenged Students: All India Institute of Rehabilitation of Physically Handicapped
- 7.3.1 As regards the student from other campuses, the Government Authorized Agencies from those cities would be accepted.
  - 7.3.2 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office of the University. The university will make arrangement alternatively if possible.
  - 7.3.3 The scribe should be one grade junior in academic qualification than the student if from the same stream.
  - 7.3.4 Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. E.g. for the examination of two hours, 20 minutes extra time will be allowed.
  - 7.3.5 The Examination in Charge of the center will have powers to resolve issues, if any, in this regard. She/he will be authorized to make/ accept any last minute changes of scribe under exigencies.
  - 7.3.6 The said student will sit in a separate room under supervision.
- 7.4 **Facilities relating to examinations for the students having Learning Disability (Dyslexia, Dysgraphia and Dyscalculia) for the purpose of examinations:**
- 7.4.1 At the time of all written examinations, all L.D. students would be given permission to use a writer. In such a case, the student concerned should submit application in writing along with all the necessary documents well before the commencement of the first examination. Also such students would get 25% additional time for writing the examination.
  - 7.4.2 These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams
  - 7.4.3 Concession will be given for mistakes in spelling or mathematical calculations/graphs.
  - 7.4.4 L.D students who have failed to pass a subject/s will be eligible for grace marks up to 3 per cent of the aggregate marks of the subjects in which he/she has appeared. These grace marks would be for one or more subjects.
  - 7.4.5 In case of L.D students the medical certificate of only Government Authorized Agencies would be accepted. For Mumbai campus medical certificate from Sion Hospital / Nair Hospital only would be accepted also.
  - 7.4.6 The said medical certificate must be produced at the beginning of the academic year to the admission dept. Retrospective benefit will not be given to any student in case certificate is submitted after declaration of results.
- 7.5 **Rules as regards cases of adoption of Unfair means by the candidates during the University examination are as under:**
- 7.5.1 If during the course of an examination, any candidate is found resorting to any of the following acts, he/she shall be deemed to have adopted unfair means at the examination. The adoption of unfair means by the candidates

during the examinations is treated seriously and appropriate penalties are imposed after following the principles of natural justice.

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

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1.	Possession of any copying Material (offence committed for first time)	Annulment of the performance of the student at the University Examination for the subject during the examination of which student was found with copying material in his/ her possession.
2.	Actual copying from the material in possession	Annulment of the performance of the student at the University Examination in full * This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 4, 5, 6, 7, 8 and 14 in addition to the one prescribed thereat.
3.	Possession of any copying Material (offence committed second time)	Annulment of the performance of the student at the University Examination in full
4.	Possession of another student's answer book or supplementary sheet	Exclusion of both the students from concerned University Examinations for one additional examination *
5.	Possession of another student's answer book or supplementary sheet and Actual evidence copying from that	Exclusion of both the students from concerned University Examination for three additional examinations *
6.	Mutual/ Mass copying	Exclusion of all the students from concerned University Examination for two additional examinations *
7.	Smuggling in or smuggling out of answer books as copying material	Exclusion of the student from concerned University Examination for three additional examinations *
8.	Smuggling in of answer books based on the question paper set at the examination	Exclusion of the student from concerned University Examination for four additional examinations *
9.	Smuggling in written answer book as copying material and forging the signature of supervisor	Student concerned to be rusticated from University
10.	Attempt to forge the signature of the supervisor on the answer book or supplementary sheet	Student concerned to be rusticated from University
11.	Interfering with or counterfeiting of University seal or answer books or office stationery used in the examination with the intention of misleading the authorities	Student concerned to be rusticated from University
12.	Answer book or supplementary sheet written outside the examination hall or any other insertion in the answer book	Student concerned to be rusticated from University
13.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination	Student concerned to be rusticated from University
14.	Using obscene language/ violent threats inside the examination hall by a student at the University examination to room supervisor/ any other authority	Student concerned to be rusticated from University
15.	Impersonation for a student or impersonation by a student in University or other examinations	Student concerned to be rusticated from University
16.	Revealing the identity in any form (Name, Roll No, G.R. No., religious invocation etc. in the main answer book and/ or supplementary sheet)	Annulment of the performance of the student at the University Examination in the subject concerned during the examination of which the identity was revealed.
17.	Found something written on the body or on the clothes while in the examination	Annulment of the performance of the student at the University Examination in full.
18.	Making an appeal to the examiner/ any person	Annulment of the performance of the student at the

	connected with the conduct of examination by using any mode of communication (offence committed for the first time)	University Examination for the subject during the examination of which student made an appeal
19	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed second time)	Annulment of the performance of the student at the University Examination in full.

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

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

**Practical/Dissertation/Project Report Examination:**

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

**7.5 Examination Grievance Redressal Mechanism**

**(Providing Photo copies to the candidates and Revaluation)**

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

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

Activity under Grievance Redressal Mechanism	Time Limit	Date of Declaration of Result <b>Example: 12<sup>th</sup> October -2020</b>
Application for Verification of Answer book/s	Within 3 days from the date of result declaration	Example: 15th October 2020
Application for Photocopy of the answer book/s	Within 2 days from the date of result declaration including holidays	Example: 14th October 2020

Receipt of the E-copy of Answer book/s	Latest on the 2nd day from the date of result declaration including holidays (answer books will be sent by e mail link)	Example: 14 <sup>th</sup> October 2020 (This will be immediate on application)
Application for Re-valuation of the answer book/s	<b>Within 3 days from the date of result declaration including holidays</b>	Example: 15 <sup>th</sup> October -2020

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

7.6.8 Soft copy/ies of answer books will be available for download on the result declaration page after payment of the fees. Else soft copy of the answer book will be sent by email to the student concerned.

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

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

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

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

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

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

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

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

7.6.13.4 An answer book shall be sent for second revaluation to another senior examiner appointed by the Controller of Examinations in consultation with the Dean of the School or Chairperson of the Board of Studies of the University, if in the first revaluation, marks of a candidate are decreased below the passing marks or if a candidate obtains 'F' grade after the first revaluation or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.

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

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

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

**(To download the examination related formats go to the website [nmims.edu](http://nmims.edu) → School → Campus → Academics → Examination).**

## **8 Library Rules and Regulations:**

- 8.1 Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and with any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate NMIMS disciplinary procedures.
- 8.2 Access to the NMIMS Library is restricted to staff and students of the NMIMS who are in possession of a current valid identification card issued by NMIMS, and to such other persons as may be authorized by the Librarian.
- 8.3 Students are required to carry their NMIMS student ID-card and staff to carry their NMIMS staff identity card to get entry and to use the Library, and must produce this when required doing so by an authorized person. This card must be used only by the member to whom it is issued.
- 8.4 Bags, etc., are not allowed in the Library. For reasons of security, bags and other personal possessions should not be left unattended. The Library has no responsibility in case of damage to or theft of personal property.
- 8.5 Silence is required in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off, or set to silent mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to fine and /or suspension of student for 3 weeks.
- 8.6 The consumption of food and beverages (with the exception of bottled water) and the use of personal audio equipment are not permitted in the Library.
- 8.7 Photography, filming, video-taping and audio-taping in the Library is not allowed.
- 8.8 Humanly operated personal equipment should not be used without the prior permission of the Librarian.
- 8.9 Users are required to comply with copyright regulations as displayed by the photocopiers.
- 8.10 Data retrieved from the Library's electronic resources *may not be used* for purposes other than teaching, research, personal educational development, administration and management of NMIMS and development work associated with any of the aforementioned. *Use of the data is not permitted* for consultancy / services leading to commercial exploitation of the data / for work of significant benefit to the employer of students on industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.
- 8.11 The removal of any material from the Library must be properly authorized and recorded. Damage to or unauthorized removal of material constitutes a serious offence and may lead to a fine or to disciplinary action.
- 8.12 Borrowing entitlement: Two books for ten days. One-time renewal is possible if the book is not in demand. As Library is RFID enabled, Issue of the books will be done at self-check in kiosk only.
- 8.13 Fine of Rs.3.00 per day per book is levied on overdue books. Students can check their account details online in OPAC



(Online Public Access catalogue) and also be notified overdue by email. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until such time as those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.

- 8.14 Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while payment is outstanding.
- 8.15 Students are required to wear smart casuals (Bermuda, half pants, Short skirts, Bathroom slippers are not allowed).
- 8.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.
- 8.17 The award of a NMIMS qualification will be deferred until all books and other library materials have been returned and outstanding fines/charges paid.
- 8.18 For list of electronic resources / Databases refer annexure.

## 9 Placement Guidelines:

NMIMS is a premier University of the country, the B-School is in existence for over three decades and over the years it has earned recognition from industry & professional associations, corporates, peer group institutions and accreditation agencies. All these laurels and recognitions would have been incomplete without the support of the corporate world. Our alumni occupy senior positions in leading companies across sectors.

NMIMS is also a great place to recruit potential young managers and business leaders. Leading companies across sectors consider our students for recruitments/ internships. As we have cordial relations with the corporate world, many companies have supported us even during tough times. We would like to continue this mutually symbiotic relationship. Hence, it is expected that students understand this sentiment and behave responsibly at all times. Any untoward incident will jeopardize this association and have serious repercussions for placements and for the future.

Being a Deemed to be University of higher learning, the corporate world expects students to display high standards of knowledge, capability and excellence. Recruiters also look for serious candidates who are clear about their long-term plans, the sector they want to be and profile they want to undertake.

Placement assistance is offered to students of various programs across Schools & Campuses. It is the prerogative of the Schools & Campuses to decide, which of the programs this service should be offered.

The Placement Office facilitates the process of placements – internship & recruitment by creating an interface between recruiters and students. Efforts are made to market the programs with their merits with an endeavour to get companies to offer internships/recruit students. The selection process specified by the company is followed. The PlaceCom - Placement Committee of students are actively involved in the placement activities – contacting/visiting companies located in metros & major cities for placement presentations and also coordinate various activities during the placement processes.

The Placement Office devises placement guidelines that are in the larger interest of the School and students, in consultation with students and faculty.

Students are expected to maintain decorum and abide by the guidelines during placement processes. In the event of non-conformance to the placement guidelines, the School reserves the right to initiate corrective action.

### The New Approach to Placements

The COVID 19 pandemic, has had far reaching consequences leading to an altogether new world of working for all of us. The need to maintain social distancing for the well-being of all concerned, necessitated to have Virtual/WFH internships. Our placement partners, swiftly switched the mode to remote, offered challenging projects, remote processes, that entailed e-on-boarding of interns, virtual meetings, mentoring, reporting, networking, assessments, feedback and so on. The agility with which the entire task is being successfully carried out by the HR officials of companies is commendable.

This is a precursor to functioning of placements in the near future. However, the situation being unprecedented, dynamic & the uncertainties looming around, none can fathom-out the scenario that could pan out. So, in the right earnest, we all should embrace the agile way of working, have resilience, be innovative, network, co-partner, find mutually beneficial solutions to navigate through these uncertainties. This could also mean to compromise on the physical presence of



stakeholders that could be offset to a certain extent by availing of tech solutions at work. All this is a completely different experience for all of us. However, as we manoeuvre our way through this uncharted territory, the safety and well-being of all stake holders should be paramount under any circumstances.

So, as of now, it seems that the approach to placements would remain the same, but much would depend on the economic condition, the new measures at work adopted by companies, campus placements demand, the job scenario etc. Crucial for us would be to network and support our industry partners to facilitate in identifying talent, devise systems and procedures that would encompass stakeholders, network & learn from the industry of the knowledge and skill sets desired in the new setup, come closer to the beneficiaries & stakeholders, offer solutions and insights that would be of benefit, tweak our systems, procedures and offerings accordingly. The thoughts could be numerous. But the key, is to be agile and adopt innovative measures to tide over the situation and work together like never before for mutually beneficial synergies.

The Placement process typically involves –

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

### 9.1 Batch Preparation:

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

- a. Interactive sessions with alumni/industry experts in various profiles that help students to gain clarity on role/fit, understanding expectations of the company, future prospects - career evolution, right approach for cracking interviews, listen to first-hand experience & get a feel of life in a particular profile etc.
- b. Interaction with seniors who have undergone internships in companies.
- c. Assigning seniors or alumni as mentors to guide students.
- d. Mock interviews with alumni/corporates to get a direct feedback from people in relevant industries.
- e. Guest talks and workshops on various topics from corporates.
- f. Resume building as per guidelines
- g. Soft skills training etc.

9.1.1 Prior to the commencement of the selection process it is expected that students should be having a fair idea about their interest, sector, and specialization or at least have some long term vision of where they want to be and should direct their efforts accordingly. A bit of clarity will help students land a good internship/job.

9.1.2 Hence students should do a thorough research about the company, the business, the sector, other players in the sector, the financials, etc. and be prepared with a background and fact file prior to the process. Also some additional information – the number of interns/recruits in the past, whether the company has a PPO policy, the roles offered, the experience of seniors who interned with the company etc. will be of help.

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

9.1.4 Based on the guidelines, students will have to prepare their resume that would encapsulate info about academics, work experience, internship, co-curricular activities, extracurricular activities, projects, awards, achievements, hobbies etc.

### 9.2 Pre Placement Talk – PPT

PPT's are a medium wherein the company officials disseminate information regarding the company, the profile, the compensation etc. and clarify the queries of students. The company officials invest time and effort to disseminate info and the interactive session will make them feel visiting our campus was worth it. Hence students are requested to participate and ask relevant questions.

### 9.3 Internships/Projects

9.3.1 The Placement Office makes all efforts to reach out for internships across varied sectors, companies and profiles. Based on ones' interests and capabilities one should seek internships. Choosing the correct company for internships and performing up to the mark is of utmost importance.

9.3.2 The Internships are not only a window to the corporate world but also a relationship building tool for NMIMS. It allows the companies to have a look at the talent at NMIMS, thereby strengthening Final Placements.

- 9.3.3 Internships are an integral part of the curriculum for securing the degree. It is a great learning platform for our students and goes a long way in shaping the learning obtained in the class room. This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.
- 9.3.4 The project is expected to build on the theoretical learning with practical experience and help students to identify the gaps in their learning which they can attempt to fill in. They could also discover areas of interest and future career options.
- 9.3.5 Interactions during the internships both with other interns as well as employees help students to understand the expectations/needs of the organisation, the sector in general, to identify the gaps in their learning and in orienting oneself towards the sector and developing the required skill sets to emerge as the most suitable candidate.
- 9.3.6 Internships also hold a special significance as it is an apt mechanism for companies to spot bright talent early. Many companies have structured internship process which is used as a 'testing ground' to gain a direct understanding of the skill and ability of students leading to declaration of PPO's/PPI's. NMIMS too encourages candidates to work towards such offers that are based on internship performance.
- 9.3.7 Pre Placement Offer (PPO) is an Offer by the company to the intern acknowledging the excellent work done during the internship. Pre Placement Interview (PPI) is an opportunity by the company for the intern to be directly selected for the interview for final placements. Thus, the students should be careful in applying to the companies of their choice and should put in all efforts to convert the internship into an Offer. Thus, the seriousness of this cannot be overstated.
- 9.3.8 While feedback from the company is sought, the internship is also evaluated by School that could involve faculty guide monitoring the performance; periodic report submissions, evaluations, Viva Voce etc.

#### 9.4 Final Placements

- 9.4.1 Leading companies across sectors aspire to recruit students of NMIMS. Each company has its own set of characteristics or qualities that they look for in a candidate. Hence, the company devises the eligibility criteria and selection process accordingly.
- 9.4.2 The process of selection starts with inviting applications based on the eligibility, profile, project, stipend/compensation details shared by the company. The applications of applicants are then sent to companies. Students are required to check their emails/Placement Portal/Student Portal, etc. regularly for information updates.
- 9.4.3 Every effort will be made to facilitate the placement process. However, it is the effort of the student that gets him/her selected for the job. Not getting selected for internships or during final placements in the first few companies should not lead to panic. Students are advised not to switch profiles in anxiety or haste.
- 9.4.4 Companies could have one or multiple rounds for selection – case analysis, group discussion, group exercises, interviews etc. Reasons like location, family issues etc. should not be constraints to students. They are expected to be mobile and have the capability to adjust and adapt and respond to emergent situations successfully.
- 9.4.5 Students who wish to drop out of the placement process are expected to formally notify the Placement Office vide the 'Opted Out Form' mentioning the reason, which could be higher studies, entrepreneurship, family business, seeking placements on their own giving with the names of such companies and details. The reason being, to iron out any hitches that may crop up later as the Placement Office approaches many companies and would like to continue the cordial relationship with them.

Each of the Schools will be sharing to the batch, guidelines related to Resume, PPT, Internships, PPO's/PPI's, Final Placements, etc. and it is expected that students follow the same. The School reserves the right to change, modify the guidelines in the best interest of the batch. Students are free to approach the Placement Office for any queries or guidance.

#### 10 Guidelines for the Use of Computing Facilities:

- 10.1 NMIMS invests significant resources in the provision of computing resources for the students. In order to ensure maximum availability, computing resources must be used in a responsible way. Students are responsible for ensuring that these resources are used in an appropriate manner. All inappropriate websites are blocked for student access. The list of blocked websites dynamically updated based on their defined global category. If any specific website requires to be accessed which is blocked with inappropriate, requesting to send email to [networksupport@svkm.ac.in](mailto:networksupport@svkm.ac.in). We will check the content of the website and found appropriate for access, necessary access will be granted.
- 10.2 You are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in withdrawal of your rights to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of this document will be available with the Computer Centre.



- 10.3 The internet access to students will be as per the NMIMS policy. Any change request has to be routed through the Registrar in writing.
- 10.4 Food and/or beverages are allowed only in cafeteria. Food and/or beverages (except drinking water) will not be permitted in the Computer Centre. Smoking is not permitted in the Campus premises.
- 10.5 It is important to note that all the SVKM/NMIMS premises are deployed with CCTV surveillance equipment and all the areas of the premises recorded 24x7.
- 10.6 It is important to note that all SVKM/NMIMS is monitoring network 24x7. All actions and logs are stored and recorded. SVKM/NMIMS has all the rights to record all actions by student on the network and use appropriately.
- 10.7 The students of NMIMS are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aim, or that otherwise, acts against the interests of the NMIMS is prohibited. In the event of non-approved usage of the computing facilities, NMIMS reserves the right to withdraw access to computing facilities at any time.
- 10.8 Use of NMIMS computing facilities for students' commercial gain is prohibited.
- 10.9 Not to use/install third party software to bypass campus Network security policies. It is prohibited and may lead to further disciplinary action.
- 10.10 Students residing in college hostels not to touch or tamper WiFi routers and other network infrastructure installed at hostels. If any such incidents found, may lead to disciplinary action.
- 10.11 Computer Centre facility will be provided on priority to the students of the concerned programmes, where using Laptop is not compulsory.
- 10.12 Students are not allowed to connect personal pen drives/ Laptops to the systems/smartboard installed in the classrooms.
- 10.13 **All students will be given NMIMS email id on Microsoft office 365** and internet authentication id. They are permitted to access internet in computer centre or on their own laptop through this id and password only. A action will be taken against if any misuse of internet and email Id is seen.
- 10.14 Students will get Microsoft email id for official email correspondence and to use MS Teams for online lectures and regular updates from University/School/College.
- 10.15 Students will get 1 TB of space of OneDrive to store documents for education purpose.
- 10.16 Use of computing facilities is governed by various applicable IT Acts, laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the NMIMS.
- 10.17 It is student's responsibility to ensure that student's activities do not contravene these or any other laws.
- 10.18 Student using personal Laptop or any other devices for access campus infrastructure should have updated with latest operating system (Windows / Mac) and antivirus patches.
- 10.19 Students must comply with all requests or instructions issued by any Information Systems staff with respect to the use of NMIMS computing facilities.
- 10.20 Improper behaviour towards staff will result in disciplinary action.
- 10.21 NMIMS endeavours continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, students should lodge a written complaint in a Complaints Register available in Computer Lab. No action will be taken on any verbal complaint.
- 10.22 The Information Systems Group will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through notice boards/ email placed in the Computer Lab as well as Student Notice Boards/ emails/Students Portal. It is your duty to regularly check the notice boards/ email and plan your use of the facilities accordingly.
- 10.23 The failure of any element of the computing service will not be accepted as a valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.
- 10.24 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.
- 10.25 If any student comes across any security incidents, please contact [reportsecurityincidents@svkm.ac.in](mailto:reportsecurityincidents@svkm.ac.in)
- 10.26 These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of Computing Facilities at NMIMS.
- 10.27 Use only own login id and password and don't allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for the purpose of assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to the NMIMS authorities if any breach of university regulations is suspected in connection with that use.
- 10.28 It is recommended a strong password must be at least 8 characters long. It should not contain any of your personal



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



facility, NMIMS reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.

## 11 Feedback Mechanism:

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

## 12 Mentoring Programme / 'Psychologist and a Counsellor':

### 12.1 Mentoring Programme:

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

### 12.2 Psychologist and a Counsellor:

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

Managing emotions is important to ensure all rounded progress in life. To learn something new, we need to break the old walls of myths and misconceptions. Visiting a counsellor helps us to relearn some more helpful, progressive, reality based thinking. Personal counselling is very important at every step in life even at the corporate level. What we think about situations affects our subconscious mind deeply which interferes with our present life and hinders our ability to lead a healthy life.

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

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

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

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

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

We may be unaware of the implications of our behaviour on others but it eventually could affect our relations in daily



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

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

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

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

Location: Mr. Joel Gibbs, 8th floor faculty area, Cabin:-West-854 at NMIMS building, Call on 022-42332218 or email [joel.gibbs@nmims.edu](mailto:joel.gibbs@nmims.edu) to book appointments.

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Ms. Diksha Tyagi, for students studying at MPSTME Building, call on 02224350512 or email [diksha.tyagi@nmims.edu](mailto:diksha.tyagi@nmims.edu) for appointments

World health organisation and the U.S. National Library of medicine articles:  
National library of Medicine: Psychosomatic disorders in developing countries: current...  
[www.ncbi.nlm.nih.gov/pubmed/16612204](http://www.ncbi.nlm.nih.gov/pubmed/16612204)  
WHO | Prevention of bullying-related morbidity and mortality: a ...  
[www.ncbi.nlm.nih.gov/pubmed/16612204](http://www.ncbi.nlm.nih.gov/pubmed/16612204)

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

#### 13.1 Admission Cancellation procedure:

For cancellation of admission, the student needs to submit the application for cancellation of his / her seat along with original fee receipt to the admission department (if cancellation is before commencement of the programme). If the cancellation is after commencement of the programme, the said application to be submitted to the respective Dean for further process.

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

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

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

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

The above refund rules are as per University Grants Commission (UGC) notification on Refund of Fees and Non-Retention



of Original Certificates of October, 2018 and are subject to revision as per UGC notification (as applicable). Please note the closure of admission/last date of admission as mentioned in the important dates of the respective programme.

### 13.2 Payment of fees:

- 13.2.1 The promoted students for the subsequent years are required to pay the fees as per the email received from Accounts department. Late fee will be levied if fee is not paid within the due date.
- 13.2.2 Non-payment of fees within the stipulated time including the late fee period will attract cancellation of the studentship from that program.
- 13.2.3 **Payment of Fees for the academic break:** If the student has informed the Dean regarding academic break before the commencement of the relevant year and not paid the total fee for that year, then once the academic break is granted, student can pay the total fee (100%) prevalent at that time when he / she seeks re-admission.
- 13.2.4 If a student wants to take academic break after the commencement of the academic year, but he / she has not attended the classes and if the fee is not paid, then while seeking re-admission he/she has to pay the total fee (100%) plus 25% of the total fee as re-admission fee to continue his studentship.
- 13.2.5 If the student has paid the total fee for the entire year and then sought the academic break after commencement of that academic year in the middle of semester / trimester, then he/she has to pay 25% of the total fee prevalent at that time, towards re-admission in subsequent year.

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

### 13.3 Re-admission rules:

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

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

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

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

### 13.4 Academic break:

Following rules are applicable for all the schools of NMIMS.

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



- 13.4.1 The academic break can be granted to any student by respective Dean/Director of School/campus.
- 13.4.2 The maximum period for an academic break is one year only. (in executive programmes as of now it is upto two years). This will be based on Dean getting convinced of the reason for academic break.

### 13.5 **Eligibility for Academic Break:**

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

- 13.5.1 Serious personal medical reasons involving hospitalization, if required and supported by documents.
- 13.5.2 Serious 'family' related issues.
- 13.5.3 Financial constraints.
- 13.5.4 In executive education, 'temporary transfer to other country / city'
- 13.5.5 Financial crisis/Maternity/ shift of duties/additional assignments at the work place applicable for executive programme participants only.
- 13.5.6 The Dean of respective school will approve the academic break and forward the application of the student to admission department for necessary process.
- 13.5.7 The academic break can be granted to any student at best twice during the programme as long as the total period of academic break is not exceeding one year and not exceeding the validity period of that programme.
- 13.5.8 Payment of Fees for academic break: For details please refer point 13.2.

### 13.6 **Submission of certificates / mark sheets:**

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

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

### 13.7 **Admission Deferment:**

Following rules are applicable to all the Schools of NMIMS.

#### 13.7.1 **Eligibility for admission Deferment:**

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

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

#### 13.7.2 **Who can apply:**

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

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

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

#### 13.7.3 **Process for Admission deferment:**

- 13.7.3.1 Deferred admission may only be granted to admitted in first year students who have paid the required non-refundable enrolment deposit.
- 13.7.3.2 The admission department will scrutinize all the applications and forward it with comments to concerned authorities for approval. The request to defer the offer of admission will be reviewed on case to case basis and will be granted depending on the reason stated along with the supporting documents. NMIMS decision with respect to this will be final and will not be challenged.
- 13.7.3.3 Offer of admission deferment, if not, taken in the subsequent year will lapse and the fee paid will not be refunded. Further, the applicant, if still wants to apply to NMIMS, has to undergo the admission process again as a fresh applicant.

- 13.7.3.4 The letter of deferment of admission will be issued by admission department to the applicant.
- 13.7.3.5 Students who are found to have applied to other colleges and institutes during their time away from NMIMS will have their admission revoked and fees will not be refunded.
- 13.7.3.6 Financial aid offers cannot be deferred. Students must reapply for financial aid.
- 13.7.3.7 Admitted 'Transfer' students are not eligible for deferred admission.
- 13.7.3.8 Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.
- 13.7.3.9 Deferment of admission is not applicable for the first year of the programme.
- 13.7.3.10 Once the programme has commenced, then even though the applicant may have not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

#### 14 Dean's list / Meritorious students:

##### 14.1 Dean's List (Applicable only for School of Business Management)

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

##### 14.2 Meritorious students list (applicable for all schools except School of Business Management)

- 14.2.1 10 % of the batch on the basis of highest CGPA during the entire period of programme will be under meritorious students list and will get a certificate at the time of Convocation.
- 14.2.2 Students who are participating in Student Exchange Program are also eligible for the meritorious students list. Such students will be shortlisted on the basis of the CGPA of all semesters/trimester completed at NMIMS.
- 14.2.3 Students obtaining F grades/ATKT/ appearing in the re- exams/ appearing in unfair means or any misconduct will be ineligible to be listed in the meritorious students list.

#### 15 Students Portal (Learning Management System):

- 15.1 Student Portal is a Web-based learning management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.
- 15.2 URL: Access Portal through <https://portal.svkm.ac.in/usermgmt/login>
- 15.3 Login Policy: Default User ID is Student's SAP number and Password will be mailed by the Admin / Course Coordinator
- 15.4 Change Password: Students are recommended to change password after first login for safe surfing.
- 15.5 Email Update: Users need to change/update their email id & contact number for getting regular notification.
- 15.6 Course links: Your login will contain only current trimester/semester course list.
- 15.7 Announcements: Announcements related to course and other activities are published in Announcements section.
- 15.8 Library: It will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.
- 15.9 Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally.
- 15.10 Assignments / Assessments: Assignments can be uploaded and will be graded by faculty. Online score will be stored. All type of assessments can be conducted online.
- 15.11 Academic Content: Syllabus, SRB, Teaching Scheme, Class Time-table etc. can be uploaded.
- 15.12 Course Content: All course related reading materials (ppts/notes/videos/links) can be published.
- 15.13 Examination related content: Results and exam time table can be made available. Online examination is conducted on the portal. SAP education exam conducted online.
- 15.14 Admission Related content: Admission Notices can be published.
- 15.15 Assessment (Internal/External): Tests can be conducted on the Portal. Internal/External marks for respective courses will be published on Students Portal.
- 15.16 Faculty Feedback: Faculty Feedback is accepted online for respective trimester/semester.
- 15.17 Online Plagiarism: Student / Faculty can check Plagiarism through this feature.



- 15.18 Groups: can be created by faculty for assessments, File Exchange, Discussion Board etc. for their Courses.
- 15.19 Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss on topics related to their respective courses.
- 15.20 Hostel Application: Students can book Hostel through the portal (where online admissions are done)
- 15.21 Mobile Application: available for student attendance, assignment, survey, Display ICA marks, notification can be viewed.
- 15.22 Student service: Students are benefitted on students' portal for Name validations as required for mark sheet, photo upload, railway concession, bonafide certificate whenever required.
- 15.23 System Requirement: Works Best with Chrome. (version 64 and above)
- 15.24 Help – Assistance: mail to [portal\\_app\\_team@svkm.ac.in](mailto:portal_app_team@svkm.ac.in) or phone no: 022 - 42199993

#### 16 Rules for participating in National/International Level Contests:

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

#### 17. Guidelines for Awards and Scholarships

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

#### 18. Guidelines for Convocation

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



effective conduct of the event.

## **19. Roles and Responsibility of Class Representative and Student Council**

### **a. Class Representative**

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

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

## **20. Student Council**

### **NMIMS University Student Council (NUSC)**

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

The major roles and responsibilities of Students Council includes:

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

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

### **20.1 Student Council (School Level)**

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

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



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

## **21. Interface with Accounts:**

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

### **21.2 Re-examination Fees:**

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

### **21.3 Re-Admission fees:**

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

### **21.4 Re-Registration Fees:**

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

### **21.5 Concession in fees:**

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

### **21.6 Hostel Deposit Refund:**

Location: NMIMS Accounts Department

Procedure:

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

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

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

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

### **21.7 Library Deposit and Security Deposit Refund:**

Location: Course Coordinator

Procedure:

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

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

### **21.8 Duplicate Receipt:**

Location: NMIMS Accounts Department

Procedure:

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

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

## **22. International Student Exchange Program Policy**

### **22.1 Introduction**

NMIMS Deemed-to-be-University has developed an extensive International Students Exchange Program in order to provide a cross cultural exposure and a global perspective to the students apart from classroom teaching. This is





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

## **22.2 PREAMBLE**

In a world that is increasingly interdependent, it is imperative for the NMIMS Deemed-to-be-University to have an internationalization agenda. This involves creation of a multi ethnic environment in our programs on our campus. This can happen only when students from different countries and communities join NMIMS programs.

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

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

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

### **1. The University Level:**

- University of New South Wales, Australia
- Charles Darwin University, Australia
- Clark University, USA
- University of California, Berkeley, USA – Summer Sessions
- University of Texas at Dallas, USA
- Illinois Institute of Technology, USA
- The University of Missouri - Kansas City, USA
- Florida International University, USA
- Stony Brook University – USA
- Columbia University School of Professional Studies – USA
- St. Martin's University, Washington, USA
- Kings College London, UK
- Bristol University, UK
- University of Leeds – UK
- University of Jyväskylä, Finland
- University of Westminster, United Kingdom
- Abdullah Gul University, Kayseri, Turkey
- Virginia Tech. University, US

### **2. School of Business Management (SBM):**

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



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

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

4. **School of Architecture (BSSA):**

- University of Nebrija, Spain

5. **School of Commerce (ASMSOC)**

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

6. **School of Economics (SAMSOE)**

- University of California Riverside, USA
- Clark University, USA
- University of Wollongong - Australia
- Dalhousie University – Canada
- University of Bristol - UK

**22.3 Eligibility**

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

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

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

**22.4 Selection Criteria and Conditions**

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

**22.5 Cost and Expenses**

Costs and expenses for participating in the exchange program are governed by the MOU signed by NMIMS and the host School.

In addition of the above, all students are required to pay for their:

- 22.5.1 Accommodation and daily living expenses including study materials
- 22.5.2 Travel Expenses
- 22.5.3 Passport and visa costs
- 22.5.4 Insurance cover
- 22.5.5 Any other incidental costs

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

- 22.6.1 Students have to apply in specified application form as defined by respective Deans/ Directors of schools. Candidates with completed and accurate application will be interviewed by the International Linkages office. Successful candidates will then be nominated to the respective partner universities following which they have to complete the online application as instructions received from partner university via email.
- 22.6.2 The list of courses that a student intends to take up in the partner institute should be clearly mentioned. For those who wish to apply in more than one institute, the lists of the courses in each of these institutes should be mentioned.
- 22.6.3 Upon joining the partner institute, the courses the students intends to take up should be finalized and communicated for approval to the NMIMS School authorities
- 22.6.4 Students need to ensure that they do not get any fail grade in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.
- 22.6.5 Other criteria as defined by Deans/Directors of the Schools.

## 22.7 Code of Conduct

While abroad, the students are subjected to the rules and regulations of the host institution, the laws of the host country and the student code of conduct from NMIMS Deemed-to-be-University. Each student is an ambassador of NMIMS Deemed-to-be-University and should conduct in an appropriate manner at all times that is reflective of the code of conduct required by NMIMS and that of the overseas host institution.

## 22.8 Enclosures:

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

### Note:

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

## 23. Safety Guide for Students on Floods, Fire and Earthquakes

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

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

### 23.1 Floods:

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

Before Floods	During Floods	After Floods
<ul style="list-style-type: none"> <li>Identify and visit elevated areas in and around the Institute as places of refuge during a flood</li> <li>Be aware of drainage channels, and other low-lying areas known to flood suddenly. Consult and involve local authorities in the institutes</li> <li>Check out for the monsoon alerts for the heavy rains declared by the Municipal Corporation of Greater Mumbai</li> <li>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</li> <li>Keep locally available equipment such as ropes, battery, radio, plastic bottles and cans handy during rainy season. This can help</li> </ul>	<ul style="list-style-type: none"> <li>Evacuate to previously identified elevated areas</li> <li>Don't try to save valuables. Your life is most precious</li> <li>Disconnect electrical appliances.</li> <li>Turn off utilities at the main switches of valves if instructed to do so</li> <li>Don't touch electrical equipment if you are wet or standing in water</li> <li>Do not walk through moving water. Six inches of moving water can make you fall</li> <li>If you have to walk in water, walk where the water is not moving</li> <li>Use a stick to check the firmness of the ground in front of you</li> <li>Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage</li> <li>Water may also be electrically charged from underground or downed power lines</li> <li>Listen to the radio for advance information and advice. Don't spread rumors</li> <li>Move vehicles to the highest ground nearby</li> <li>Do not enter floodwaters by foot if you can</li> </ul>	<ul style="list-style-type: none"> <li>Stay away from downed power lines, and report them to Security Officer</li> <li>Leave the Institute / home only when authorities indicate it is safe</li> <li>Stay out of any building if it is surrounded by floodwaters</li> <li>Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations</li> <li>Floors in the building will be slippery due to water and mud. Walk carefully on the slippery floor.</li> <li>Wear appropriate footwear. Do not use slippers during rainy season</li> <li>Watch out for loose flooring, holes and dislodged nails</li> <li>Clean and disinfect everything that got wet</li> <li>Discard any food items which may have got wet</li> <li>Inform about the damaged drainage and sewage systems in and around the building to the authorities as</li> </ul>

Before Floods	During Floods	After Floods
<p>you to plan your rescue</p> <ul style="list-style-type: none"> <li>• Prepare a food kit including emergency food items such as biscuits, snacks, drinking water and so on</li> </ul>	<p>avoid it</p> <ul style="list-style-type: none"> <li>• Never wander around a flooded area</li> <li>• Drink clean water</li> </ul>	<p>soon as possible. These can be a major health hazard</p> <ul style="list-style-type: none"> <li>• First protect yourself and then help others.</li> </ul>

### 23.2 Earthquake

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

Before Earthquake	During Earthquake	After Earthquake
<ul style="list-style-type: none"> <li>• In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake.</li> <li>• 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.</li> <li>• Keep a torch and a mobile handy.</li> <li>• Keep the corridors in the hostel/house clear of furniture and other things, making movement easier.</li> </ul>	<p><b>If you are at home or inside a building</b></p> <ul style="list-style-type: none"> <li>• Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture.</li> <li>• 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.</li> </ul> <p><b>If you are in the street</b></p> <ul style="list-style-type: none"> <li>• Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets.</li> <li>• Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse.</li> </ul> <p><b>If you are driving</b></p> <ul style="list-style-type: none"> <li>• Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle.</li> </ul>	<p><b>If you are at home or inside a building</b></p> <ul style="list-style-type: none"> <li>• Expect aftershocks. Be prepared. Stay where you are and do not come out immediately.</li> <li>• Keep calm, switch on the radio/TV and obey any instructions you hear on it after you come out</li> <li>• Turn off the water, gas and electricity</li> <li>• 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.</li> <li>• If there is a fire, try to put it out. If you cannot, call the fire brigade.</li> <li>• If possible then contact fire brigade immediately.</li> <li>• Immediately clean up any inflammable products that may have spilled (alcohol, paint, etc).</li> <li>• Avoid places where there are loose electric wires and do not touch any metal object in contact with them.</li> <li>• Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth.</li> <li>• Eat something. You will feel better and more capable of helping others.</li> <li>• 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.).</li> <li>• Help people who are injured. Provide them first aid. Do not move seriously injured people unless they are in danger.</li> </ul> <p><b>If you are outside</b></p> <ul style="list-style-type: none"> <li>• If you know that people have been buried, tell the rescue teams. Do not rush and do not worsen the situation of injured persons or your own situation.</li> <li>• Do not re-enter badly damaged buildings and do not go near damaged structures.</li> <li>• Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass.</li> <li>• Keep away from beaches and low banks of rivers. Huge waves may sweep in.</li> <li>• Keep updating yourself with latest information on earthquake through radio or T. V.</li> </ul>

### 23.3 Fire

Greater Mumbai is greatly diversified and practically has every type of fire risk. Precautions to be taken in case of fire are given in the Table 3 below:

Before Fire	During Fire	After Fire
<ul style="list-style-type: none"> <li>Identify the fire hazards and where fires might start, e.g. laboratories, store room, kitchen and other such places.</li> <li>Identify all the exit routes of the Institute.</li> <li>Check the adequacy of firefighting apparatus and its maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>Do not panic. Shout loudly for help.</li> <li>Do not run.</li> <li>Do not waste time in collecting valuables.</li> <li>Inform the fire brigade about the fire and alert neighbors.</li> <li>If possible, use fire extinguisher.</li> <li>Do not take shelter in toilet.</li> <li>Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere.</li> <li>Do not use the lift to escape.</li> <li>Use nearest means of escape and the staircase available.</li> <li>Make exit to ground level instead of the terrace.</li> <li>Report about your safe escape and any other information to the University authorities, fire brigade or police present at the site.</li> </ul> <p><b>If trapped or stranded:</b></p> <ul style="list-style-type: none"> <li>Stay close to the floor level.</li> <li>Cover the gaps of the door by any piece of cloth available.</li> <li>Do not jump out of the building.</li> <li>Signal or shout for help.</li> <li>Stop, drop and roll on the ground and cover with blanket; pour water on the body</li> <li>Dial 101 or 22620 5301 for fire brigade</li> <li>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.</li> <li>Wait for the Fire Brigade to arrive and co-operate with the firefighters.</li> </ul>	<ul style="list-style-type: none"> <li>Don't re-enter or permit anyone to enter the building, unless the fire officials have given permission to enter.</li> </ul>

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

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

#### Anti-Ragging Committees:

University		Designation	E-mail ID	Contact no.
Name				
1.	Dr. Meena Chintamaneni	Chairperson	meena.chintamaneni@nmims.edu	022 42355555
2.	Mr. Paramanand Rajwar	Member	Paramanand.Rajwar@nmims.edu	022 42355558
3.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
4.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
5.	Mr. Samraj Dhasian	Member	Samraj.dhasian@nmims.edu	022



				42355555
6.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
7.	Shri Rajendra K. Shah	Member	shahrk60@yahoo.com	022 42199999
<b>School of Business Management/Pravin Dalal School of Entrepreneurship and Family Business Management</b>				
1.	Dr. Bala Krishnamoorthy	Chairperson	Balak@nmims.edu	022 4235 5806
2.	Dr. Preeti Khanna	Member	Preeti.khanna@nmims.edu	022 4235 5864
3.	Dr. Madhavi Gokhale	Member	Madhavi.Gokhale@nmims.edu	022 4235 5852
4.	Dr. Hari Kumar Iyer	Member	Harikumar.Iyer@nmims.edu	022 4235 5891
5.	Tejash D Somaiya	Member	Tejash.Somaiya@sbm.nmims.edu	022 4235 5566
<b>Mukesh Patel School of Technology Management &amp; Engineering</b>				
1.	Dr. Alka Mahajan	Chairperson	alka.mahajan@nmims.edu	982018900 8
2.	Dr. Seema Shah	Member	Seema.shah@nmims.edu	983381884 6
3.	Dr. Vaishali Kulkarni	Member	Vaishali.kulkarni@nmims.edu	992066818 7
4.	Dr. Ajay Phirke	Member	Ajay.Phirke@nmims.edu	996744865 2
5.	Dr. Avinash More	Member	Avinash.More@nmims.edu	989238501 0
<b>Anti-Ragging Squad:</b>				
<b>Mukesh Patel School of Technology Management &amp; Engineering</b>				
1.	Dr. Manoj Sankhe	Member	Manoj.sankhe@nmims.edu	922457499 3
2.	Prof. S. Nagalakshmi	Member	S.Nagalakshmi@nmims.edu	996903378 4
3.	Prof. Kamal Mistry	Member	Kamal.Mistry@nmims.edu	976866621 5
4.	Prof. Dattatray Sawant	Member	Dattatray.Sawant.nmims.edu	976944644 7
5.	Prof. Samadhan Deshmukh	Member	Samadhan.Deshmukh@nmims.edu	900439264 6
6.	Dr. Vinita Khatri	Member	Vinita.Khatri@nmims.edu	975730504 7
7.	Prof. Deoyani Joshi	Member	Deoyani.Joshi@nmims.edu	982029208 1
8.	Prof. Sunita Nainan	Member	Sumita.Nainan@nmims.edu	986775321 0
9.	Prof. Gaurav Londhe	Member	Gaurav.Londhe@nmims.edu	992074541 4
10.	Ms. Anjali Barmukh	Member	Anjali.Barmukh@nmims.edu	982003135 9
<b>Shobhaben Pratapbhai Patel School of Pharmacy &amp; Technology Management</b>				
1.	Dr. Bala Prabhakar	Chairperson	Bala.Prabhakar@nmims.edu	981978125 2
2.	Dr. Mayur Yergeri	Member	mayur.yergeri@nmims.edu	992003671 7
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<b>Balwant Sheth School of Architecture</b>				
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2.	Prof. Shriya Bhatia	Member	Shriya.bhatia@nmims.edu	9892138011
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<b>Sunandan Divetia School of Science</b>				
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2.	Dr. Purvi Bhatt	Member	purvi.bhatt@nmims.edu	9821379090
3.	Dr. Gurudas Mane	Member	gurudas.mane@nmims.edu	9975644807
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<b>Anil Surendra Modi School of Commerce</b>				
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4.	Dr. Arshia Kaul	Member	Arshia.Kaul@nmims.edu	9819431944
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<b>Sarla Anil Modi School of Economics</b>				
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<b>NMIMS Global Access – School for Continuing Education</b>				
1.	Mr. Rajiv Shah	Chairperson	Rajiv.Shah@nmims.edu	9820010282
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4.	Ms. Sneha Utekar	Member	Sneha.Utekar@nmims.edu	9821388172
<b>Kirit P Mehta School of Law</b>				
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<b>Jyoti Dalal School of Liberal Arts</b>				
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2.	Dr. Uthara Suvrathan	Member	Uthara.Suvrathan@nmims.edu	
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<b>School of Design</b>				
1.	Prof. Manisha Phadke	Chairperson	Manisha.Phadke@nmims.edu	9820288707
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<b>School of Performing Arts</b>				
1.	Dr. Divya Shrivastava	Chairperson	Divya.Shrivastava@nmims.edu	956030057

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2.	Mr. Gino Banks	Member	Gino.Banks@nmims.edu	9821062761
3.	Mr. Clement Rooney	Member	Clement.Rooney@nmims.edu	8657454299
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<b>School of Mathematical Sciences</b>				
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3.	Prof. Shikha Gaur	Member	Shikha.gaur@nmims.edu	9967773408
4.	Ms. Vaishali Rain	Member	vaishali.rain@nmims.edu	9821458550
<b>Centre of Excellence in Analytics &amp; Data Sciences</b>				
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2.	Prof. Brinda Sampat	Member	brinda.sampat@nmims.edu	9930959742
3.	Dr. Rohit Malhotra	Member	Rohit.malhotra@nmims.edu	8469073572
4.	Ms. Vaishali Rain	Member	Vaishali.Rain@nmims.edu	9821458550
<b>School of Branding &amp; Advertising</b>				
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2.	Dr. Mukesh Sharma	Member	Mukesh.sharma@nmims.edu	9869265859
3.	Mr. Vitesh Shah	Member	vitesh@pksbe.com	9137988959
4.	Ms. Sayali Godambe	Member	Sayali.godambe@nmims.edu	9702424368
<b>Hostels at Mumbai</b>				
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3.	Shri Rajubhai Shah	Member	rajendra.shah@svkm.ac.in	9819036555
4.	Prof. Seema Mahajan	Member	seemam@nmims.edu	9820341341
5.	Dr. Meena Chintamaneni	Member	meena.chintamaneni@nmims.edu	4235 5550
6.	Mr. Venugopal K	Member	Venugopal.k@nmims.edu	022 42355557
<b>Shirpur Campus</b>				
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2.	Dr. Nikhlesh Kumar Sharma	Member	nikhleshkumar.sharma@nmims.edu	(02563) 286545/46
3.	Dr. Narayan Chandak	Member	narayan.chandak@nmims.edu	(02563) 286545/46
4.	Dr. B K Mohanty	Member	Basantkumar.mohanty@nmims.edu	(02563) 286545/46
5.	Dr. Chandrakant Bonde	Member	chandrakant.bonde@nmims.edu	(02563) 286545/46
6.	Dr. Rakesh Chaudhari	Member	rakesh.chaudhari@nmims.edu	(02563) 286545/46
7.	Dr. Radhakrishna Rambola	Member	radhakrishna.rambola@nmims.edu	(02563)

				286545/46
8.	Prof. Vijay Shivankar	Member	Vijay.shivankar@nmims.edu	(02563)286545/46
9.	Mr. Pravin Wararkar	Member	Pravin.wararkar@nmims.edu	(02563)286545/46
10.	Mr. Rahul Dande	Member	rahul.dande@nmims.edu	(02563)286545/46
11.	Mr. Monimoy Saha	Member	monimoy.saha@nmims.edu	(02563)286545/46
12.	Mr. Rajeev Dalal	Member	rajeev.dalal@nmims.edu	(02563)286545/46
<b>Hyderabad Campus</b>				
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3.	Dr. Silla Ramsundar	Member	Silla.Ramsundar@nmims.edu	8473805758
4.	Dr. Anil Pethe	Member	Anil.Pethe@nmims.edu	8879212188
5.	Dr. Deepti Pathak	Member	Deepti.Pathak@nmims.edu	8447817186
6.	Ms. Vani Bobba	Member	Vani.Booba@nmims.edu	7660000766
7.	Mr. Sourav Chatterjee	Member	Sourav.chatterjee@nmims.edu	9760239658
<b>Bangalore Campus</b>				
1.	Dr. Deepak Sharma	Chairperson	Deepak.s@nmims.edu	080-25126113
2.	Dr. Narayani Ramachandran	Member	Narayani.r@nmims.edu	080-25126067
3.	Mr. Pradip Pyne	Member	Pradip.Pyne@nmims.edu	080-25126073
4.	Mr. Vishnu Bhat	Member	Vishnu.bhat@nmims.edu	080-25126021
<b>Navi Mumbai Campus</b>				
1.	Dr. P N Mukherjee	Chairperson	Parthasarathi.mukherjee@nmims.edu	9820338530
2.	Dr. Ruchita Verma	Member	Ruchita.Verma@nmims.edu	9820671202
3.	Prof. Prashant Barsing	Member	prashant.barsing@nmims.edu	9794258005
4.	Dr. Aarti Sharma	Member	Aarti.sharma@nmims.edu	9930132997
5.	Prof. Mukund Tripathi	Member	mukund.m.tripathi@gmail.com	9594939617
6.	Prof Manisha Band	Member	Manisha.band@nmims.edu	9370372743
7.	Prof Aditya Kasar	Member	Aditya.kasar@nmims.edu	9833982732
8.	Dr Ketan Chande	Member	Ketan.Chande@nmims.edu	9867503203
9.	Ms. Anupriya Sharma	Member	anupriya.sharma@nmims.edu	9619723584
<b>Indore Campus</b>				
1.	Dr. Prachi Gharpure	Chairperson	Prachi.gharpure@nmims.edu	9820122546
2.	Dr. Aaquil Bunglowala	Member	aaquil.bunglowala@nmims.edu	9425479258
3.	Dr. Sameer Pingle	Member	Sameer.pingle@nmims.edu	9909011393
4.	Dr. Ashutosh Hajela	Member	Ashutosh.hajela@nmims.edu	986836832

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5.	Dr. Niranjana Shastri	Member	Niranjana.shastri@nmims.edu	9424577709
6.	Mr. Gaurav .P. Moghe	Member	gaurav.moghe@nmims.edu	9516611151
<b>Dhule Campus</b>				
1.	Dr. K.B.Patil	Chairperson	K.B.Patil@nmims.edu	9422210800
2.	CA Kunal Pasari	Member	Kunal.Pasari@nmims.edu	9850008807
3.	Dr. Pankaj Dhaundiyal	Member	Pankaj.Dhaundiyal@nmims.edu	6388864059
4.	CA Pooja Sadane	Member	Pooja.Sadane@nmims.edu	9405111334
5.	Mr. Dinesh Deshmukh	Member	Dinesh.Deshmukh@nmims.edu	9423433315

#### 24.2 Women Grievance Redressal Cell:

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

7. Majlis Legal Centre -- NGO representative

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

#### Internal Complaints Committee:

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

7. Majlis Legal Centre - NGO representative

#### 24.4 University Student Grievance Redressal Committee :

1. Dr. Vaishali Kulkarni, Associate Dean, MPSTME -- Chairperson
2. Dr. Alok Misra, Dean KPMSOL - Member
3. Dr. Paritosh Basu, Sr. Professor (Finance), SBM - Member
4. Prof. Amita Vaidya, Associate Dean, SAMSOE -- Member
5. Prof. Dharendra Mishra, Assistant Professor (Mechanical), MPSTME - Member
6. Ms. Pallavi Rallan, Assistant Professor, ASMSOC -- Member
7. Dy. Registrars concerned
8. Dr. Meena Chintamaneni, Registrar - Member Secretary

**24.5 Ombudsman:** The Ombudsman shall exercise power to hear grievances of those who are not satisfied with decision of NMIMS Grievance Redressal Committee. The Ombudsman would be required to dispose cases within one month of the receipt for speedy redress of grievances. On conclusion of the proceeding, the Ombudsman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the effected party. *Justice Rajendra M. Savant* has been appointed as Ombudsman at NMIMS University. For more details, kindly refer AICTE regulations on Ombudsman.

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

Sr. No.	Category
1	Potentially Liable

Sr. No.	Category
2	Drug Abuse

Sr. No.	Category
3	Occult



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

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

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

## 26. List of E resources

Sr. No.	Database	Sr. No.	Database	Sr. No.	Database
	<b>LIBRARY DATABASE/ OPAC</b>		<b>E-BOOKS DATABASES</b>		<b>COMPANY DATABASE</b>
1	Koha OPAC	15	E-brary		<b>LAW DATABASES</b>
	<b>ELECTRONIC JOURNAL DATABASES</b>	16	McGraw-Hill Engineering Access	30	Lexis Nexis
2	ProQuest Central	17	Pearson E-Books	31	Hein Online
3	EBSCO	18	PDF Drive	32	West Law
4	JSTOR	19	South Asia Archive	33	SCC Online
5	Science Direct	20	World eBook Library (WEL)	34	Manupatra
6	Economic and Political Weekly		<b>RESEARCH DATABASES</b>		<b>MARKETING DATABASES</b>
	<b>ENGINEERING DATABASES</b>	21	ISI Emerging Markets	35	TVADINDX
7	Springer	22	Frost & Sullivan	36	WARC
8	Science Direct	23	EViews 8		<b>ARCHITECTURE DATABASE</b>
9	ASME	24	CMIE: Economic Outlook	37	Buildofy
10	ASCE	25	SPSS: AMOS		<b>CASE STUDY DATABASE</b>
11	NPTEL	26	Euromonitor International: Passport	38	Harvard
12	IEL Online /IEEE	27	EPWRF India Time Series	39	Emerald emerging Market Cases
13	Gate Practice Software	28	Capital Market		<b>FINANCE LAB</b>
14	DELNET		<b>STATISTICAL DATABASE</b>	40	Bloomberg
		29	IndiaStat		<b>SWAYAM / NDL</b>
				41	SWAYAM
				42	National Digital Library
				43	Consortium for Educational Communication(CEC)



## 27. LIST OF HOLIDAYS FOR THE YEAR 2020

SVKM's NMIMS (Deemed to be University)

List of Holidays 2020 declared by the University

NMIMS (Mumbai, Novi Mumbai, Shirpur & Dhule)			NMIMS (Bangalore)			NMIMS (Hyderabad)			NMIMS (Indore)			NMIMS (Chandigarh)			Calendar
List of Holidays for the year 2020												2020			
OCCASION	DATE		OCCASION	DATE		OCCASION	DATE		OCCASION	DATE		OCCASION	DATE	DAY	
1	New Year	01-Jan-20	1	New Year	01-Jan-20	1	New Year	01-Jan-20	1	New Year	01-Jan-20	1	New Year	01-Jan-20	Wednesday
												2	Lohri	14-Jan-20	Tuesday
			2	Sankranti/Pongal	15-Jan-20	2	Sankranti/Pongal	15-Jan-20	2	Sankranti/Pongal	15-Jan-20				Wednesday
2	Mahashivratri	21-Feb-20	3	Mahashivratri	21-Feb-20	3	Mahashivratri	21-Feb-20	3	Mahashivratri	21-Feb-20	3	Mahashivratri	21-Feb-20	Friday
3	Holi	10-Mar-20	4	Holi	10-Mar-20	4	Holi	10-Mar-20	4	Holi	10-Mar-20	4	Holi	10-Mar-20	Tuesday
									5	Rang Panchami	13-Mar-20				Friday
4	Good Friday	25-Mar-20	5	Good Friday	25-Mar-20	5	Good Friday	25-Mar-20							Wednesday
									6	Ram Navami	02-Apr-20				Thursday
									7	Mahavir Jayanti	08-Apr-20				Monday
5	Good Friday	10-Apr-20	6	Good Friday	10-Apr-20	6	Good Friday	10-Apr-20							Friday
												5	Baisakhi	14-Apr-20	Tuesday
6	Maharashtra Day	01-May-20	7	Labour Day	01-May-20	7	Labour Day	01-May-20							Friday
7	Ramzan-Id	25-May-20	8	Ramzan-Id	25-May-20	8	Ramzan-Id	25-May-20	8	Ramzan-Id	25-May-20	6	Ramzan-Id	25-May-20	Monday
						9	Telangana Day	02-Jun-20							Tuesday
									9	Rakshabandhan	03-Aug-20	7	Rakshabandhan	03-Aug-20	Monday
8	Gosakala	12-Aug-20	9	Janmashtami	11-Aug-20							8	Janmashtami	12-Aug-20	Wednesday
9	Independence Day	15-Aug-20	10	Independence Day	15-Aug-20	10	Independence Day	15-Aug-20	10	Independence Day	15-Aug-20	9	Independence Day	15-Aug-20	Saturday
10	Ganesh Chaturthi	22-Aug-20	11	Ganesh Chaturthi	22-Aug-20	11	Ganesh Chaturthi	22-Aug-20	11	Ganesh Chaturthi	22-Aug-20	10	Ganesh Chaturthi	22-Aug-20	Saturday
11	Anant Chaturdasi	01-Sep-20													Tuesday
12	Gandhi Jayanti	02-Oct-20	12	Gandhi Jayanti	02-Oct-20	12	Gandhi Jayanti	02-Oct-20	12	Gandhi Jayanti	02-Oct-20	11	Gandhi Jayanti	02-Oct-20	Friday
			13	Dussehra	26-Oct-20										Monday
13	Diwali (Dhanteras)	13-Nov-20				13	Diwali (Dhanteras)	13-Nov-20	12	Diwali (Dhanteras)	13-Nov-20	12	Diwali (Dhanteras)	13-Nov-20	Friday
14	Narak Chaturdashi/ Diwali	14-Nov-20	14	Narak Chaturdashi/ Diwali	14-Nov-20	14	Narak Chaturdashi/ Diwali	14-Nov-20	14	Narak Chaturdashi/ Diwali	14-Nov-20	13	Narak Chaturdashi/ Diwali	14-Nov-20	Saturday
15	Diwali (Bhaubeej)	16-Nov-20	15	Diwali (Bhaubeej)	16-Nov-20	15	Diwali (Bhaubeej)	16-Nov-20	15	Diwali (Bhaubeej)	16-Nov-20	14	Diwali (Bhaubeej)	16-Nov-20	Monday
												15	Gurunanak Jayanti	30-Nov-20	Monday
16	Christmas	25-Dec-20	16	Christmas	25-Dec-20	16	Christmas	25-Dec-20	16	Christmas	25-Dec-20	16	Christmas	25-Dec-20	Friday

### Notes:

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

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

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

**List of Holidays 2020 at NGASCE Centres other than the campus centres mentioned above.**

NGASCE (Ahmedabad)			NGASCE (Kolkata)			NGASCE (Delhi)			NGASCE (Pune)			Calendar
List of Holidays for the year 2020												2020
OCCASION			DATE			OCCASION			DATE			DAY
			1	New Year	01-Jan-20	1	New Year	01-Jan-20	1	New Year	01-Jan-20	Wednesday
1	Sankranti/Pongal	14-Jan-20										Tuesday
2	Sankranti/Pongal	15-Jan-20										Wednesday
3	Mahashivratri	21-Feb-20				2	Mahashivratri	21-Feb-20	2	Mahashivratri	21-Feb-20	Friday
			2	Shilshra	9-Mar-20							Monday
4	Holi	10-Mar-20	3	Holi	10-Mar-20	3	Holi	10-Mar-20	3	Holi	10-Mar-20	Tuesday
5	Ram Navmi	02-Apr-20										Thursday
									4	Eidi Padya	25-Mar-20	Wednesday
						4	Good Friday	10-Apr-20				Friday
			4	Bengali New Year	14-Apr-20							Tuesday
						5	May Day	01-May-20	5	Maharashtra Day	01-May-20	Friday
6	Ramzan-Id	25-May-20	5	Ramzan-Id	25-May-20	6	Ramzan-Id	25-May-20	6	Ramzan-Id	25-May-20	Monday
									7	Palkhi Procession	13-Jun-20	Saturday
7	Rakshabandhan	03-Aug-20	6	Rakshabandhan	03-Aug-20	7	Rakshabandhan	03-Aug-20				Monday
8	Jansastami	12-Aug-20							8	GopalKala	12-Aug-20	Wednesday
9	Independence Day	15-Aug-20	7	Independence Day	15-Aug-20	8	Independence Day	15-Aug-20	9	Independence Day	15-Aug-20	Saturday
10	Ganesh Chaturthi	22-Aug-20				9	Ganesh Chaturthi	22-Aug-20	10	Ganesh Chaturthi	22-Aug-20	Saturday
									11	Anant Chaturdasi	01-Sep-20	Tuesday
11	Gandhi Jayanti	02-Oct-20	8	Gandhi Jayanti	02-Oct-20	10	Gandhi Jayanti	02-Oct-20	12	Gandhi Jayanti	02-Oct-20	Friday
			9	Durga Puja	22-Oct-20							Thursday
			10	Durga Puja	23-Oct-20							Friday
			11	Durga Puja	24-Oct-20							Saturday
12	Dusshera	26-Oct-20	12	Dusshera	26-Oct-20							Monday
			13	Lakshmi Puja	30-Oct-20							Friday
13	Diwali (Dhanteras)	13-Nov-20				11	Diwali (Dhanteras)	13-Nov-20	13	Diwali (Dhanteras)	13-Nov-20	Friday
14	Narak Chaturdasi/Diwali	14-Nov-20	14	Narak Chaturdasi/Diwali	14-Nov-20	12	Narak Chaturdasi/Diwali	14-Nov-20	14	Narak Chaturdasi/Diwali	14-Nov-20	Saturday
15	Diwali (Balaratnada/Shubhe)	16-Nov-20	15	Diwali (Balaratnada/Shubhe)	16-Nov-20	13	Diwali (Balaratnada/Shubhe)	16-Nov-20	15	Diwali (Bharubesi)	16-Nov-20	Monday
						14	Dirot Puja	20-Nov-20				Friday
						15	Gurusavak Jayanti	20-Nov-20				Monday
16	Christmas	25-Dec-20	16	Christmas	25-Dec-20	16	Christmas	25-Dec-20	16	Christmas	25-Dec-20	Friday

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

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

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

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



**28. NMIMS INFOLINE (for Mumbai Campus) (can be updated for Respective campuses)**

<b>Agency</b>	<b>Number</b>
Disaster Management Cell of Municipal Corporation of Greater Mumbai	108
<b>Police</b>	
Police Help Line	100
Juhu Police Station	26184432 / 26183856
Vile Parle Police Station	26117307 / 26117317
Vile Parle-East, Police Station	26112813
D. N. Nagar, Andheri (W) Police Station	26303893 / 26304002 / 26303038
Andheri (E) Police Station	26831562 / 26842677
Santacruz Police Station	26492972 / 26487856
<b>Fire Brigade</b>	
Fire Brigade Help Line	101
Andheri Fire Station	26205301
Bandra Fire Station	26435206
<b>Ambulance</b>	102 / 1298/1252
<b>Hospitals</b>	
Dr. Balabhai Nanavati Hospital	26182255 / 2626 7500
Dr. Cooper Hospital	26207254
<b>Travel Agency</b>	
V-explore	42705205/ 42705255
<b>Chemist</b>	
Dilip Drug House	26182255 / 2618 7038
Empire Chemists	26718970 / 2625 1238
Welcome	26111796
<b>General Physician</b>	
“Shri Vile Parle Kelavani Mandal” runs a dispensary which operates from 9:00 am to 6:00 pm. It is manned by two fully qualified Medical Officers in two shifts. Services of dispensary are available for attending to all emergency first aid and for OPD. This facility is available to all students, staff and faculty members of SVKM Institutions	Location: N.M. College Area, 2 <sup>nd</sup> floor. Dr. Geeta Shah – 9820547571/ Dr.Goel-9869002653 /
<b>Hostel (Contact – Mr. Venugopal)</b>	
MKM Sanghvi Girls Hostel	022-26256382/ 83
Bansi Villa Girls Res.Flats	022-4235 5555 / 5557
Kalika Girls Res.Flats	022-4235 5555 / 5557
Sur Sagar Girls Res.Flats	022-4235 5555 / 5557
G. R. Jani Hostel Boys	022-42334056
Anand Hotel Premises Boys Res Flats	022-4235 5555 / 5557
Megha Villa Boys Hostel	022-4235 5555 / 5557



# Part II

**School of Pharmacy & Technology  
Management  
(Shirpur)**





### ***A Few Words from Director (Shirpur Campus)***



Dear Students,

Please accept my greetings on the beginning of a new academic year 2020-21.

We, at SVKM's NMIMS, MPTP, Shirpur Campus, are continuously striving to improve means and methods to help each of you inch closer to excellence. Students are our primary stakeholders of this institute and all our efforts are meant for making your journey towards a glorious tomorrow.

The pedagogy includes co-curricular and extracurricular activities round the year. Sports and a Gym full of the latest fitness equipment are also having its own place in the campus life of students with well-maintained courts, facilities and professional coaches. Soft skills & communication skills are the integral parts of the curriculum. We believe in the holistic development of our students.

In addition to the above, the teaching learning parity is of paramount significance here, exploiting the new technological tools to improve student-to-teacher interaction and to better assess student progress, linking practices, methods and tools with the institutional global quality teaching policy.

Students may note that they can reach out to me personally/over e-mail/ or phone in case of any suggestion or difficulty. Additionally, we provide Students Resource Book to help you to navigate and understand the rules and regulations of this University.

We are reviewing and sometimes rewriting the regulations in an attempt to accommodate aspirations of students and the faculty. This Student Resource Book (SRB) contains all information/ regulations applicable to us and it supplements circulars and notices released by the institute from time to time. Each of you is advised to religiously adhere to University rules and regulations stipulated here.

Above all, we put in all best efforts to groom and develop you in such a way that helps you successfully achieve your desired goals, with equipping efficiency in you to create new peaks of your career growth.

All the very best for your present academic endeavor!

**R. S. Gaud,**  
**Director,**  
**MPTP, Shirpur Campus**



## Message from Dean

It gives me great pleasure to extend my warmest ***Congratulations and a hearty welcome*** to you on your successful admittance into this prestigious University. Pharmaceutical sciences is a platform which combines inventiveness and dedication to design affordable healthcare options. The ever changing business dynamics of pharmaceutical industry makes it challenging and enthralling to those who are willing to succeed. The growing health care industry demands candidates with multiple competencies who can drive this growth further.

We, the Pharmacy & Technology Management division of SVKM'S NMIMS recognize and cater to these needs of the industry and healthcare system, by training knowledgeable and multifaceted professionals. Since inception in 2006, the school has been a pioneer embracing progressive educational policies for the benefits of students. The University with its vision to educate, research and create employable graduates to impact the global healthcare system, has enabled the School to introduce courses with integrated programs (i.e., B.Pharm + MBA and M.Pharm + MBA). With the support of highly qualified and enthused faculty, world-class infrastructure and virtual learning system; the school has made an indelible mark in the area of Pharmaceutical education. Under the aegis of SVKM'S NMIMS, the organization has established world-class infrastructure to educate our students about the complexities of pharmaceutical industry. In our continuous pursuit to be a CENTRE OF EXCELLENCE, we continually innovate to provide quality education and research experience to nurture the overall growth and promotion of ethical Research Scientists and/or Pharmaceutical Management leaders. These efforts have been acclaimed by securing 13<sup>th</sup> NIRF ranking and recognition from Bureau of Indian Standards, Govt. of India. Extending this recognition, is the endorsement of quality by nationally recognized bodies including Pharmacy Council of India (PCI), National Board of Accreditation (NBA) and AICTE. The University is a recipient of coveted A+ grade with CGPA of 3.59 out of 4.0 by National Assessment and Accreditation Council (NAAC) along with Graded Autonomy. MHRD has also declared NMIMS as a Tier-I University.

Our school strongly believes that a high-achiever is an individual who surpasses at conceptual knowledge, practical learning and ability to innovate. To achieve this ideology our dedicated faculty with their scholastic background and rich experience make a sincere effort to disseminate knowledge to our students in most innovative and simplified manner. The distinguishing facet of our school is the innovative pedagogy used by our dynamic faculty to engage the students and to motivate them to be creative thinkers and future entrepreneurs while maintaining an atmosphere of integrity, civility and respect.

The School Resource Book (SRB) provides information on the rules and regulations a candidate is expected to abide to, to maintain the University decorum and for creating disciplined professionals. At school, we strongly endorse the influential role of parents and recognize their pivotal roles as stakeholders also in contributing to your overall personality development.

We believe a small step goes a long way in building a nation. Through our concerted efforts and support from enthusiastic alumni, we are confident of creating future front-runners. Our diverse outlook and desire to excel in education and research makes us believe that we will succeed in making this a memorable journey for our students. Together, we will begin the next phase of life and will reach our desired goals successfully. On this positive note, we look forward for your whole-hearted commitment to experience the mission of building excellence in Pharma Profession as we build outstanding professionals in India for the World. Wishing you all a knowledgeable experience.

**Best Wishes!!**

**Dean  
SPPSPTM**



## **School of Pharmacy & Technology Management Shirpur**

### **VISION**

To develop a model Pharmacy School at International level inculcating pharmacy education and research and nurture self-reliant pharmacists to compete at global level by 2030.

### **MISSION**

To Offer a well-balanced curriculum, instruction and practical experience along with motivation and inspiration for lifelong learning that endows our graduates with the skills and abilities necessary to handle healthcare and modern pharmaceutical industry challenges.

### **PROGRAMME EDUCATIONAL OBJECTIVES (PEO)**

1. To pursue and establish the carrier in Pharmacy.
2. To demonstrate personal growth by pursuing higher studies, professional development course and/or pharmacy and healthcare certifications.
3. To inculcate entrepreneurship skills and nurture the ethics in the domain.

## 1. Academic Calendars 2020-21

SVKM'S NMIMS  
School of Pharmacy & Technology Management (Mumbai, Shirdi & Hyderabad)  
Academic Calendar for the Academic Year: 2020-21  
PROGRAM: B.Pharm. & B.Pharm + MBA (Pharma Tech.) Second to Fifth Year

Details	Program- Semester	Start Date	End Date	No. of working days
Semester III, V, VII & IX				
Management Internship Program (MIP)	B.Pharm + MBA - Sem IX (Batch 2016 - 21)	11 May 2020	05 Sep 2020	102 days
Academic Instruction Duration	B.Pharm&B.Pharm + MBA – Sem III, V, VII	20 Jul 2020	19 Nov 2020	100 days*
	B.Pharm + MBA - Sem IX	07 Sep 2020	28 Nov 2020	66 days
Management Internship Program-Report submission	B.Pharm + MBA - Sem IX	19 Sep 2020	19 Sep 2020	1 day
Management Internship Program-Viva	B.Pharm + MBA - Sem IX	1 Oct 2020	6 Oct 2020	5 days
Diwali Vacation	All Programs	11 Nov 2020	17 Nov 2020	7 days
Study Leave	B.Pharm + MBA - Sem IX	30 Nov 2020	05 Dec 2020	6 days
Term End Exam	B.Pharm&B.Pharm + MBA - Sem III, V, VII	20 Nov 2020	08 Dec 2020	16 days
	B.Pharm + MBA - Sem IX	07 Dec 2020	24 Dec 2020	16 days
CAP Round (For Faculty)	B.Pharm&B.Pharm + MBA - Sem III, V, VII	21 Nov 2020	14 Dec 2020	20 days
	B. Pharm + MBA - Sem IX	10 Dec 2020	03 Jan 2021	21 days
Re – Examination	B.Pharm&B.Pharm + MBA (All Eligible Batches)	Dec 2020		24 days
All internal assessments including improvement examinations will be conducted depending on situation/syllabus completion. * Five Sundays within July and August will be considered as working days				
Semester II, IV, VI, VIII & X				
Academic Instruction Duration	B.Pharm&B.Pharm + MBA – Sem IV, VI, VIII	07 Dec 2020	19 Apr 2021	108 days
	B.Pharm + MBA - Sem X	02 Jan 2021	24 Apr 2021	97 days
Winter Vacation	All Programs	26 Dec 2020	01 Jan 2021	7 days
Sports Day	All Programs	Jan-2021	–	1 day
Isthmus / Urjja	All Programs	Feb-2021	–	2 days
Improvement Sessional/ Re-aid Term (PCI Batch)	B.Pharm&B.Pharm + MBA – Sem III, V & VII	18 Jan 2021	27 Jan 2021	8 days
Sessional I	B. Pharm & B.Pharm + MBA - Sem IV, VI, VIII	08 Feb 2021	20 Feb 2021	12 days

Details	Program- Semester	Start Date	End Date	No. of working days
Mid Term	B.Pharm + MBA - Sem VI, VIII	01 Mar 2021	06 Mar 2021	6 days
	B.Pharm + MBA - Sem X	22 Feb 2021	12 Mar 2021	17 days
Sessional II	B.Pharm&B.Pharm + MBA - Sem IV, VI & VIII	29 Mar 2021	10 Apr 2021	12 days
Re-Mid Term	B. Pharm & B.Pharm + MBA - Sem VI, VIII, X	14 Apr 2021	17 Apr 2021	4 days
Study leave	B.Pharm&B.Pharm+MBA-Sem IV, VI, VIII	20 Apr 2021	24 Apr 2021	5 days
	B.Pharm + MBA - Sem X	26 Apr 2021	30 Apr 2021	5 days
Term End Exam	B.Pharm&B.Pharm + MBA - Sem IV & VI	26 Apr 2021	15 May 2021	17 days
	B.Pharm&B.Pharm + MBA - Sem VIII	26 Apr 2021	15 May 2021	17 days
	B.Pharm + MBA - Sem X	03 May 2021	25 May 2021	20 days
CAP Round (For faculty)	B.Pharm&B.Pharm + MBA - Sem IV & VI	27 Apr 2021	20 May 2021	20 days
	B.Pharm&B.Pharm + MBA - Sem VIII	27 Apr 2021	20 May 2021	20 days
	B.Pharm + MBA - Sem X	04 May 2021	28 May 2021	22 days
Re - Examination	B.Pharm&B.Pharm + MBA (All Eligible Batches)	18 May 2021	30 Jun 2021	38 days
<b>Summer Vacation</b>				
For Faculty (Dates are tentative)	Slot I	03 May 2021	13 Jun 2021	42 days
	Slot II	17 May 2021	27 Jun 2021	
For Student (Internships and Re-exams will be conducted during Summer Vacation)	B.Pharm&B.Pharm + MBA - Sem IV & VI	17 May 2021	03 Jul 2021	48 days
	B.Pharm&B.Pharm + MBA - Sem VIII	11 May 2020	04 Jul 2020	55 days
Convocation		06 Aug 2021		
Commencement of Next Academic Year	B.Pharm&B.Pharm + MBA - Sem V & VII	12 Jul 2021		
	B.Pharm + MBA - Sem IX (2017 - 22 Batch)	18 Oct 2021		

Dates are Tentative





SVKM's NMIMS

School of Pharmacy & Technology Management (Mumbai, Shirpur & Hyderabad)

Academic Calendar for the Academic Year: 2020-21

**PROGRAM: B.Pharm. & B.Pharm + MBA (Pharma Tech.) Second to Fifth Year**

Commencement of Technical Training	B.Pharm.- Sem VII -Batch 2018 - 22 B.Pharm- Sem VIII -Batch 2017-21	17 May 2021	12 Jun 2021	24 days
	B.Pharm + MBA -Sem VII- Batch 2018 - 23 B.Pharm + MBA - Sem VIII-Batch 2017-22	17 May 2021	12 Jun 2021	24 days
Commencement of Management Internship Program	B.Pharm + MBA - Sem VII (Batch 2018 - 23) - Hospital	14 Jun 2021	10 Jul 2021	24 days
	B.Pharm + MBA - Sem IX (Batch 2017 - 22) – Corporate	21 Jun 2021	16 Oct 2021	102 days

*Dates are Tentative.*

AR/DR  
of the school

Director/Dean  
of the school

DR-Academics  
NMIMS

COE  
NMIMS

Approved by Academic & Exam Department via email dated 20.07.2020.



SVKM's NMIMS

School of Pharmacy & Technology Management (Mumbai, Shirpur & Hyderabad)

Academic Calendar for the Academic Year: 2020-21

PROGRAM: B.Pharm. & B.Pharm + MBA (Pharma Tech.) -First Year

Details	Program- Semester	Start Date	End Date	No. of working days (excluding Sundays & Holidays)
Semester I				
Academic Instruction Duration (regular classes) (*Induction Programme is included in academic duration)	B.Pharm+MBA - Sem I*	24 Aug 2020	24 Dec 2020	100 days**
	B.Pharm*	01 Sep 2020	24 Dec 2020	100 days***
Diwali Vacation	All Programs	11 Nov 2020	17 Nov 2020	7 days
Term End Exam (NUE)	B.Pharm&B.Pharm + MBA - Sem I	18 Dec 2020	24 Dec 2020	6 days
Term End Exam	B.Pharm&B.Pharm + MBA - Sem I	02 Jan 2021	16 Jan 2021	13 days
CAP Round including NUE (for Faculty)	B.Pharm&B.Pharm + MBA - Sem I	03 Jan 2021	20 Jan 2021	16 days
Re – Examination	B.Pharm&B.Pharm + MBA (All Previous Eligible Batches)	Dec 2020		
All internal assessments including improvement examinations will be conducted depending on situation/syllabus completion. ** Three Sundays in this term will be considered as working days ***Ten Sundays in this term will be considered as working days				
Semester II				
Academic Instruction Duration (regular classes)	B.Pharm& B. Pharm+MBA- Sem II	18 Jan 2021	13 May 2021	100 days
Winter Vacation	All Programs	26 Dec 2020	01 Jan 2021	7 days
Sports Day	All Programs	Jan-2021	–	1 day
Isthmus / Urjja	All Programs	Feb-2021	–	2 days
Improvement Sessional	B.Pharm&B.Pharm + MBA – Sem I	01 Feb 2021	09 Feb 2021	8 days
Sessional I	B.Pharm&B.Pharm + MBA - Sem II	01 Mar 2021	13 Mar 2021	12 days
Sessional II	B.Pharm&B.Pharm + MBA - Sem II	19 Apr 2021	03 May 2021	12 days
Term End Exam (NUE)	B.Pharm&B.Pharm + MBA - Sem II	14 May 2021	21 May 2021	7 days
Term End Exam	B.Pharm&B.Pharm + MBA - Sem II	22 May 2021	03 Jun 2021	11 days

Details	Program- Semester	Start Date	End Date	No. of working days (excluding Sundays & Holidays)
CAP Round including NUE (For Faculty)	B.Pharm&B.Pharm + MBA - Sem II	17 May 2021	11 Jun 2021	23 days
Re - Examination	B.Pharm&B.Pharm + MBA (All Eligible Batches)	18 May 2021	30 Jun 2021	38 days
<b>Summer Vacation</b>				
For Faculty (Dates are tentative)	Slot I	03 May 2021	13 Jun 2021	42 days
	Slot II	17 May 2021	27 Jun 2021	
For Student (Internships and Re-exams will be conducted during Summer Vacation)	B.Pharm&B.Pharm + MBA - Sem II	04 Jun 2021	03 Jul 2021	31 days
Convocation		06 Aug 2021		
Commencement of Next Academic Year	B.Pharm -Sem I	12 Jul 2021		
	B.Pharm + MBA - Sem I	06 Jul 2021		
	B.Pharm&B.Pharm + MBA - Sem III	05 Jul 2021		

Dates are Tentative

AR  
of the school

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**SVKM's NMIMS**

**School of Pharmacy & Technology Management (Mumbai & Shirpur)**

Academic Calendar for the Academic Year: 2020-21

**PROGRAM: M.Pharm. & M.Pharm + MBA (Pharma Tech and Healthcare Management) Second & Third Year**

Details	Program	Start Date	End Date	No. of Working days
SemesterIII&V				
Management Internship Program (MIP)	M.Pharm + MBA - Sem V (Batch 2018-2021)	25 May 2020	18 Jul 2020	48 days
Management Internship Program (MIP I-Hospitals & MIP II- Retailers)	M.Pharm + MBA - Sem III (Batch 2019-2022)	18 May 2020	11 Jul 2020	48 days
Academic Instruction Duration (regular classes)	M.Pharm & M.Pharm + MBA –Sem III	20 Jul 2020	21 Nov 2020	100 days*
	M.Pharm + MBA - Sem V	20 Jul 2020	28 Nov 2020	114 days
MIP Submission	M.Pharm + MBA - Sem V (2018-2021 Batch)	17 Aug 2020	17 Aug 2020	1 day
MIP final Viva	M.Pharm + MBA - Sem V (2018-2021 Batch)	Oct 2020 to Nov 2020 (Tentative Dates)		
Diwali Vacation	All Programs	11 Nov 2020	17 Nov 2020	6 days
Study leave	M.Pharm&M.Pharm + MBA –Sem III	23 Nov 2020	28 Nov 2020	6 days
	M.Pharm + MBA - Sem V	30 Nov 2020	05 Dec 2020	6 days
Term End Exam (NUE)	M.Pharm,&M. Pharm+MBA- Sem III	30 Nov 2020	01 Dec 2020	2 days
Term End Exam	M.Pharm&M. Pharm+MBA- Sem III	02 Dec 2020	10 Dec 2020	8 days
Term End Presentations	M.Pharm&M. Pharm+MBA– Sem III	09 Dec 2020	15 Dec 2020	6 days
Term End Exam	M.Pharm + MBA - Sem V	07 Dec 2020	24 Dec 2020	16 days
CAP Round (For Faculty)	M. Pharm & M. Pharm+MBA–Sem III	03 Dec 2020	14 Dec 2020	10 days
	M.Pharm + MBA - Sem V	10 Dec 2020	03 Jan 2021	21 days
Re – Examination	M.Pharm + MBA &M.Pharm. (All Eligible Batches)	Dec 2020		20 days
All internal assessments including improvement examinations will be conducted depending on situation /syllabus completion.				
*Three Sundays within July and August will be considered as working days				



Details	Program	Start Date	End Date	No. of Working days
Academic Instruction Duration (regular classes)	M. Pharm & M. Pharm+MBA –Sem IV	16 Dec 2020	28 Apr 2021	108 days
	M. Pharm+MBA- Sem VI	02 Jan 2021	24 Apr 2021	97 days
<b>Winter Vacation</b>	<b>All Programs</b>	<b>26 Dec 2019</b>	<b>01 Jan 2021</b>	<b>7 days</b>
<b>Sports Day</b>	<b>All Programs</b>	<b>Jan-2021</b>		<b>1 day</b>
<b>Isthmus / Urjja</b>	<b>All Programs</b>	<b>Jan-2021</b>		<b>2 days</b>
Improvement Sessional	M. Pharm & M.Pharm+MBA – Sem III	18 Jan 2021	27 Jan 2021	8 days
Mid Term	M. Pharm+MBA- Sem IV	22 Feb 2021	6 Mar 2021	12 days
	M. Pharm+MBA- Sem VI	22 Feb 2021	20 Mar 2021	24 days
Re-Mid Term	M. Pharm+ MBA - Sem IV	12 Apr 2021	17 Apr 2021	6 days
	M. Pharm+MBA- Sem VI	29 Mar 2021	10 Apr 2021	12 days
Submission of Thesis	M.Pharm&M.Pharm + MBA - Sem IV	24 Apr 2021		1 day
Study leave	M.Pharm&M. Pharm+MBA –Sem IV	29 Apr 2021	05 May 2021	5 days
	M. Pharm+MBA- Sem VI	26 Apr 2021	30 Apr 2021	5 days
Term End Examination	M.Pharm&M.Pharm + MBA - Sem IV	06 May 2021	22 May 2021	15 days
	M.Pharm + MBA - Sem VI	03 May 2021	25 May 2021	20 days
CAP Round (for Faculty)	M.Pharm- Sem IV & M.Pharm + MBA - Sem IV, VI	07 May 2020	28 May 2020	19 days
Re – Examination	M.Pharm&M.Pharm + MBA (All Eligible Batches)	20 May 2021	30 Jun 2021	36 days
<b>Summer Vacation</b>				
<b>For Faculty (Dates are tentative)</b>	Slot I	03 May 2021	13 Jun 2021	42 days
	Slot II	17 May 2021	27 Jun 2021	
<b>For Student (Internships and Re-exams will be conducted during Summer Vacation)</b>	M.Pharm&M.Pharm + MBA – Sem IV	24 May 2021	30 Jun 2021	38 days
<b>Convocation</b>		<b>6 Aug 2021</b>		



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**School of Pharmacy & Technology Management (Mumbai & Shirpur)**

**Academic Calendar for the Academic Year: 2020-21**

**PROGRAM: M.Pharm. & M.Pharm + MBA (Pharma Tech and Healthcare Management) Second & Third Year**

Details	Program	Start Date	End Date	No. of Working days
Commencement of Next Academic Year	M.Pharm + MBA - Sem V (2019 - 22 Batch)	14 Sep 2021		After MIP-I, II & III

*Dates are Tentative.*

**Note :**

Management Internship Program (MIP I-Hospitals & MIP II- Retailers)	M.Pharm + MBA - Sem V (2019-22 Batch)	24 May 2021	17 Jul 2021	48 days
Management Internship MIP III -Corporate	M.Pharm + MBA - Sem V (2019-22 Batch)	19 Jul 2021	12 Sep 2021	48 days

*\*Dates are Tentative.*

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**SVKM's NMIMS**

**School of Pharmacy & Technology Management (Mumbai & Shirpur)**

Academic Calendar for the Academic Year: 2020-21

**PROGRAM: M.Pharm. & M.Pharm + MBA (Pharma Tech and Healthcare Management) First Year**

Details	Program	Start Date	End Date	No. of Working days (Excluding Sundays & Holidays)
<b>Semester I</b>				
Orientation	M. Pharm & M. Pharm+MBA-Sem I	10-Aug-2020		1 day
Academic Instruction Duration (regular classes) (*Induction Programme (a week) is included in academic duration)	M. Pharm & M. Pharm+MBA-Sem I*	10 Aug 2020	30 Nov 2020	100 days**
<b>Diwali Vacation</b>	<b>All Programs</b>	11 Nov 2020	17 Nov 2020	7 days
Term End Exam	M. Pharm & M. Pharm+MBA- Sem I	01 Dec 2020	15 Dec 2020	13 days
CAP Round (For Faculty)	M. Pharm & M. Pharm+MBA-Sem I	02 Dec 2020	24 Dec 2020	20 days
Re – Examination	M.Pharm + MBA & M.Pharm. (All Eligible Batches)	Dec 2020		20 days
All internal assessments including improvement examinations will be conducted depending on situation / syllabus completion. **Seven Sundays in this term will be considered as working days				
<b>Semester II</b>				
Details	Program	Start Date	End Date	Days
Academic Instruction Duration (regular classes)	M. Pharm & M. Pharm+MBA –Sem II	16 Dec 2020	21 Apr 2021	101 days
<b>Winter Vacation</b>	<b>All Programs</b>	26 Dec 2019	01 Jan 2021	7 days
<b>Sports Day</b>	<b>All Programs</b>	Jan-2021		1 day
<b>Isthmus / Urjja</b>	<b>All Programs</b>	Jan-2021		2 days
Improvement Sessional	M. Pharm & M.Pharm+MBA – Sem I	18 Jan 2021	27 Jan 2021	8 days
Sessional I	M. Pharm & M. Pharm+MBA –Sem II	01 Feb 2021	13 Feb 2021	12 days
Mid Term	M. Pharm+MBA- Sem II	22 Feb 2021	6 Mar 2021	12 days
Sessional II	M. Pharm & M Pharm+MBA - Sem II	22 Mar 2021	03 Apr 2021	12 days
Re-Mid Term	M. Pharm+ MBA - Sem II	12 Apr 2021	17 Apr 2021	6 days
Study leave	M. Pharm & M.Pharm+MBA- Sem II	22 Apr 2021	27 Apr 2021	5 days



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**School of Pharmacy & Technology Management (Mumbai & Shirpur)**

**Academic Calendar for the Academic Year: 2020-21**

**PROGRAM: M.Pharm. & M.Pharm + MBA (Pharma Tech and Healthcare Management) First Year**

Details	Program	Start Date	End Date	No. of Working days (Excluding Sundays & Holidays)
Term End Examination	M. Pharm & M.Pharm+MBA- Sem II	28 Apr 2021	15 May 2021	16 days
CAP Round (for Faculty)	M.Pharm&M.Pharm + MBA -Sem II	28 Apr 2021	23 May 2021	22 days
Re – Examination	M.Pharm&M.Pharm + MBA (All Eligible Batches)	20 May 2021	30 Jun 2021	36 days
<b>Summer Vacation</b>				
<b>For Faculty (Dates are tentative)</b>	Slot I Slot II	03 May 2021 17 May 2021	13 Jun 2021 27 Jun 2021	42 days
<b>For Student (Internships and Re-exams will be conducted during Summer Vacation)</b>	M.Pharm& M.Pharm + MBA – Sem II	17 May 2021	30 Jun 2021	39 days
Convocation		6 Aug 2021		
Commencement of Next Academic Year	M.Pharm&M.Pharm + MBA - Sem I (2021 - 24 Batch)	01 Jul 2021		
	M.Pharm&M.Pharm + MBA - Sem III (2020 - 23 Batch)	12 Jul 2021		After MIP I and II

*Dates are Tentative.*

**Note :**

Management Internship Program (MIP I-Hospitals & MIP II- Retailers)	M.Pharm + MBA - Sem III (2020-23 Batch)	18 May 2021	10 July 2021	47 days
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*\*Dates are Tentative.*

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**School of Pharmacy & Technology Management (Mumbai & Shirpur)**

**Academic Calendar for the Academic Year: 2020-21**

**PROGRAM: Diploma in Pharmacy (D.Pharm) Part II**

Details	Program	Start Date	End Date	No. of Working Days
Academic Instruction Duration (regular classes)	Part II	20 Jul 2020	27 Mar 2021	200 days
All internal assessments including improvement examinations will be conducted depending on situation/syllabus completion.				
Diwali Vacation	Part II	11 Nov 2020	17 Nov 2020	7 days
Winter Vacation	Part II	26 Dec 2020	01 Jan 2021	7 days
Sports Day	Part II	Jan-2021		1 day
Isthmus / Urjja	Part II	Feb-2021		2 days
Annual Exam	Part II	29 Mar 2021	17 Apr 2021	18 days
Training	Part II	19 Apr 2021	17 Jul 2021	78 days
Supplementary Exam	Part II	01 Jun 2021	30 Jun 2021	26 days
<b>Summer Vacation</b>				
For Faculty (Dates are tentative)	Slot I Slot II	03 May 2021 17 May 2021	13 Jun 2021 27 Jun 2021	42 days
For Student (Re-exams will be conducted during Summer Vacation)	Part II	19 Apr 2021	10 Jul 2021	83 days

*\*Induction Programme (of a week) is included in academic duration  
Dates are Tentative.*

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## **Any other Academic/general inputs, Rules Policies at school level**

### **3.1 General Guidelines:**

- 3.1.1 The use of cell phones in class rooms is strictly prohibited. Strict action will be taken against students using cell phones in the class room.
- 3.1.2 The LCD projector in the classroom can be handled by students, only in the presence of a faculty or any such authority.
- 3.1.3 Students should visit the Student Portal regularly.
- 3.1.4 Misconduct of any sort from any student will be dealt with strictly. Any student resorting to any indecent, unruly behavior or causing disturbance, annoyance or raising voice for any reason which results in irritating or disturbing any other person, shall be considered as 'misconduct' and will be dealt with accordingly.
- 3.1.5 All students are expected to dress up in the most decent and professional manner to maintain decency and decorum of the "profession". Sleeveless revealing dresses and torn jeans are prohibited. Even unintentional violation in this regard would be considered as violation of SPPSPTM Dress Code and will be dealt with accordingly, after one oral warning.
- 3.1.6 The deadline for the submission of projects, presentations and/or date declared for viva shall be final under all circumstances.
- 3.1.7 All doubts regarding attendance should be cleared with concerned faculties at appropriate time (at the end of each class/ during break or at the end of class hours of the day). If a student is marked 'Absent' even when present, s/he should immediately inform the concerned faculty. 'Attendance Report' of all the students in a class would be displayed on the Student Portal / Blackboard at the end of every month. Students are therefore informed to carefully read and follow guidelines under SRB point no. Part 1, failing to do so, no changes in the Attendance Register would be entertained and the contents in the Attendance Register would be considered as correct and final for all purposes.
- 3.1.8 If students require any of the classrooms after the regular lectures, a written permission has to be taken by the concerned student to occupy the classroom. If case of any damage in the classroom during that period the concerned student has to bear the consequences.
- 3.1.9 It is mandatory for students to get their Practical modules certified from Faculty Incharge, HOD & Dean before the last instructional day, failing which student will not be allowed to appear for Term End Exam.

### **3.2 Academic Guidelines:**

- 3.2.1 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.
- 3.2.2 Any changes in the course structure, course outlines and so on, will be communicated on the Student Portal / Blackboard.
- 3.2.3 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.
- 3.2.4 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.
- 3.2.5 All the programmes have elective courses in either of the semester. The minimum number of students required to commence the elective course will be 15.

### **3.3 Re-Admission rules:**

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

#### **Re-admission after Break of Study :**

Candidate who seeks re-admission to the program after break of study has to get the approval from the university by paying a condonation fee. No condonation is allowed for the candidate who has more than years of break up period and he/she has to rejoin the program by paying the required fees.





Sr no.	Name of the programme	Duration of the programme (in years)	Maximum duration permissible for completion the programme (in years)
1	B.Pharm	4	8
2	B.Pharm+ MBA	5	10
3	M.Pharm	2	4
4	M.Pharm+ MBA	3	6
5	Ph. D	3-5	3-5
6	D.Pharm	2	4

### 3.4 Discipline Norms and Penalty:

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

#### 3.4.1 Disciplinary Committee

- Dr. Smita C Bonde
- Dr. Abhishek Kanugo

#### 3.4.2 Woman Grievance Redressal Committee

- Dr. Smita C Bonde
- Dr. Preeti C Sangave
- Dr. Payal R Dande

### 3.5 Value Added Compulsory Workshops/ Activities

#### 3.5.1 Soft Skills

**Need :** Studies on Pharma Graduates worldwide have shown that they are very strong in concepts and technical knowledge but are very weak in soft skills. Industry consistently pointed out the same and based on industry feedback 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.

#### 3.5.2 Industry / Hospital 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 of the operative systems thereby bridging the gap between theory and practice which will be a value add to them.

#### 3.5.3 Guest Lectures

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

#### 3.5.4 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.

**Note:** Students have to compulsorily attend all the value added activities (co-curricular/ extracurricular) conducted by school. The attendance for these activities will be considered like any other credit course. Attendance rule will be applicable to these activities as well (Refer point no. 3.2).

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

#### 3.1 B.Pharm / B.Pharm + MBA (Pharma Tech)

The scheme for internal assessment and end semester examinations is given in Table – I.

##### 3.1.1 End semester examinations



The End Semester Examinations for each theory and practical course through semesters I to VIII shall be conducted by the university except for the subjects with asterix symbol (\*) in table I and II for which examinations shall be conducted by the subject experts at school level and the marks/grades shall be submitted to the university.





**Tables – I: Schemes for internal assessments and end semester examinations semester wise Tables – I**

**B.Pharm & B.Pharm + MBA : Semester I**

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks	Remark
		Continuous Mode	Sessional Exams / Mid term Exams			Marks	Duration		
			Marks	Duration	Total				
BP101T	Human Anatomy and Physiology I – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP102T	Pharmaceutical Analysis – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP103T	Pharmaceutics I – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP104T	Pharmaceutical Inorganic Chemistry – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP105T	Communication skills – Theory	5	10	1 Hr	15	35	1.5 Hrs	50	*
BP106T	Remedial Biology/ Remedial Mathematics – Theory	5	10	1 Hr	15	35	1.5 Hrs	50	* #
BP107P	Human Anatomy and Physiology – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP108P	Pharmaceutical Analysis – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP109P	Pharmaceutics I – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP110P	Pharmaceutical Inorganic Chemistry – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP111P	Communication skills – Practical	5	5	2 Hrs	10	15	2 Hrs	25	*
BP112P	Remedial Biology – Practical	5	5	2 Hrs	10	15	2 Hrs	25	*
Total		75/80#	125/130 #	24/26# Hrs	200/210#	525/540#	33/35# Hrs	725/750#	

# Applicable ONLY for the students studied Mathematics / Physics / Chemistry at HSC and appearing for Remedial Biology (RB)course.

\* Non University Examination (NUE)



**B.Pharm & B.Pharm + MBA : Semester II**

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks	Remarks
		Continuous Mode	Internal Assessment / Mid term Exams			Marks	Duration		
			Marks	Duration	Total				
BP201T	Human Anatomy and Physiology II – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP202T	Pharmaceutical Organic Chemistry I – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP203T	Biochemistry – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP204T	Pathophysiology – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP205T	Computer Applications in Pharmacy – Theory	10	15	1 Hr	25	50	2 Hrs	75	*
BP206T	Environmental sciences – Theory	10	15	1 Hr	25	50	2 Hrs	75	*
BP207P	Human Anatomy and Physiology II –Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP208P	Pharmaceutical Organic Chemistry I – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP209P	Biochemistry – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP210P	Computer Applications in Pharmacy – Practical	5	5	2 Hrs	10	15	2 Hrs	25	*
Total		80	125	20	205	520	30	725	

\* The subject experts at school level shall conduct examinations.



**B.Pharm & B.Pharm + MBA : Semester III**

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks	Remarks
		Continuous Mode	Internal Assessment / Mid term Exams			Marks	Duration		
			Marks	Duration	Total				
BP301T	Pharmaceutical Organic Chemistry II – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP302T	Physical Pharmaceutics I – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP303T	Pharmaceutical Microbiology – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP304T	Pharmaceutical Engineering – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP305P	Pharmaceutical Organic Chemistry II – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP306P	Physical Pharmaceutics I – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP307P	Pharmaceutical Microbiology – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP308P	Pharmaceutical Engineering – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
Total		60	100	20	160	440	28	600	



**B.Pharm & B.Pharm + MBA : Semester IV**

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks	Remarks
		Continuous Mode	Internal Assessment / Mid term Exams			Marks	Duration		
			Marks	Duration	Total				
BP401T	Pharmaceutical Organic Chemistry III – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP402T	Medicinal Chemistry I – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP403T	Physical Pharmaceutics II – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP404T	Pharmacology I – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP405T	Pharmacognosy and Phytochemistry I – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP406P	Medicinal Chemistry I – Practical	5	10	4 Hr	15	35	4 Hrs	50	
BP407P	Physical Pharmaceutics II – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP408P	Pharmacology I – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP409P	Pharmacognosy and Phytochemistry I – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
Total		70	115	21	185	515	31	700	



**B.Pharm & B.Pharm + MBA : Semester V**

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks	Remarks
		Continuous Mode	Internal Assessment / Mid term Exams			Marks	Duration		
			Marks	Duration	Total				
BP501T	Medicinal Chemistry II – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP502T	Industrial Pharmacy I – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP503T	Pharmacology II – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP504T	Pharmacognosy and Phytochemistry II – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP505T	Pharmaceutical Jurisprudence – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP506P	Industrial Pharmacy I – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP507P	Pharmacology II – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP508P	Pharmacognosy and Phytochemistry II – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
	Pharma Environment	30	20	1 Hr	50	50	2 Hrs	100	%
	Statistics for Management	30	20	1 Hr	50	50	2 Hrs	100	%
Total		65 / 125\$	105 / 145\$	17/19\$ Hrs	170 / 270\$	480 / 580\$	27 / 31\$ Hrs	650 / 850\$	

% Subject only for B.Pharm+MBA programme

\$ Applicable for Pharm+MBA programme



**B.Pharm & B.Pharm + MBA : Semester VI**

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks	Remarks
		Continuous Mode	Internal Assessment / Mid term Exams			Marks	Duration		
			Marks	Duration	Total				
BP601T	Medicinal Chemistry III – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP602T	Pharmacology III – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP603T	Herbal Drug Technology – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP604T	Biopharmaceutics and Pharmacokinetics – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP605T	Pharmaceutical Biotechnology – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP606T	Pharmaceutical Quality Assurance-Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP606P	Medicinal Chemistry III – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP607P	Pharmacology III – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP608P	Herbal Drug Technology – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
	Pharma Selling Process, PSS & KAM	30	20	1 Hr	50	50	2 Hrs	100	%
	Operations Research	30	20	1 Hr	50	50	2 Hrs	100	%
Total		75 / 135\$	120 / 160\$	18 / 20\$ Hrs	195 / 295\$	555 / 655\$	30 / 34\$ Hrs	750 / 950\$	

% Subject only for B.Pharm+MBA programme

\$ Applicable for Pharm+MBA programme





**B.Pharm & B.Pharm + MBA : Semester VII**

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks	Remarks
		Continuous Mode	Internal Assessment / Mid term Exams			Marks	Duration		
			Marks	Duration	Total				
	Industrial Training	50	-	-	50	50	-	100	
	Management Internship Programme I (Hospital - 4 weeks)	25	00	NA	25	0	1 Hrs	25	%
	Management Internship Programme II (Retailers - 4 weeks)	25	00	NA	25	0	1 Hrs	25	%
BP701T	Instrumental Methods of Analysis – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP702T	Industrial Pharmacy II– Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP703T	Pharmacy Practice – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP704T	Novel Drug Delivery Systems – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP705 P	Instrumental Methods of Analysis – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP706 PS	Practice School	25	-	-	25	125	5 Hrs	150	*
	Marketing Management	30	20	1 Hr	50	50	2 Hrs	100	%
	Business Economics	30	20	1 Hr	50	50	2 Hrs	100	%
	Financial Management I	30	20	1 Hr	50	50	2 Hrs	100	%
	Health Insurance & Hospital Management	30	20	1 Hr	50	50	2 Hrs	100	%
Total		170 / 290\$	70 / 150\$	8 / 12\$ Hrs	240 / 440\$	510/ 710\$	23 / 31\$ Hrs	750 / 1150\$	

\* The subject experts at School level shall conduct examinations.

% Subject only for B.Pharm+MBA programme

\$ Applicable for Pharm+MBA programme



**B.Pharm & B.Pharm + MBA : Semester VIII**

Course code	Name of the course	Internal Assessment / Mid term Exams				End Exams	Semester	Total Marks	Remarks
		Continuou s Mode	Sessional Exams			Mark s	Duratio n		
			Mark s	Duratio n	Tota l				
BP801T	Biostatistics and Research Methodology – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP802T	Social and Preventive Pharmacy – Theory	10	15	1 Hr	25	75	3 Hrs	100	
Electives: Any Two									
	Elective I	10	15	1 Hr	25	75	3 Hrs	100	
	Elective II	10	15	1 Hr	25	75	3 Hrs	100	
BP803ET	Pharmaceutical Marketing Management - Theory								Electives (Any Two)
BP804ET	Pharmaceutical Regulatory Science - Theory								
BP805ET	Pharmacovigilance - Theory								
BP806ET	Quality Control and Standardization of Herbals - Theory								
BP807ET	Computer Aided Drug Design - Theory								
BP808ET	Cell and Molecular Biology - Theory								
BP809ET	Cosmetic Science - Theory								
BP810ET	Pharmacological Screening Methods - Theory								
BP811ET	Advanced Instrumentation Techniques - Theory								
BP812ET	Dietary Supplements and Nutraceuticals - Theory								
	Pharmaceutical Product Development- Theory								
BP812PW	Project Work	-	-	-	-	150	4 Hrs	150	
	Operations Management & Strategy	30	20	1 Hr	50	50	2 Hrs	100	%
	Organizational Behavior	30	20	1 Hr	50	50	2 Hrs	100	%
	Marketing Research Methodology including	30	20	1 Hr	50	50	2 Hrs	100	%



	Advanced Statistical Tools								
	Project Management	30	20	1 Hr	50	50	2 Hrs	100	%
	Brand Plan for Pharma Products	30	20	1 Hr	50	50	2 Hrs	100	%
<b>Total</b>		<b>40 / 190\$</b>	<b>60 / 160\$</b>	<b>4 / 9\$ Hrs</b>	<b>100 / 350\$</b>	<b>450 / 700\$</b>	<b>16 / 26\$ Hrs</b>	<b>550 / 1050\$</b>	

% Subject only for B.Pharm+MBA programme

\$ Applicable for Pharm+MBA programme



**Semester IX (Only for B.Pharm+MBA Programme)**

Name of the course	Internal Assessment / Mid term Exams				End Semester Exams		Total Marks
	Continuous Mode	Sessional Exams			Marks	Duration	
		Marks	Duration	Total			
Management Internship Programme III (Corporates) ( 8 weeks)	25	00	NA	25	25	2 Hrs	50
Human Resource Management	30	20	1 Hr	50	50	2 Hrs	100
Brand and Product Management	30	20	1 Hr	50	50	2 Hrs	100
Sales Management	30	20	1 Hr	50	50	2 Hrs	100
Financial Management II (incl. Digital Applications)	30	20	1 Hr	50	50	2 Hrs	100
Sales Team Management-Tech Enabled	15	10	0.5 Hr	25	25	1 Hr	50
Doctor Communications – Tech Enabled	15	10	0.5 Hr	25	25	1 Hr	50
Business Analytics (Base+Visual)	30	20	1 Hr	50	50	2 Hrs	100
Customer Relationship Management	30	20	1 Hr	50	50	2 Hrs	100
Consumer Behaviour	15	10	0.5 Hr	25	25	1 Hr	50
Health Technology Assessment	15	10	0.5 Hr	25	25	1 Hr	50
Leading Digital –Turning Technology into Business Transformation (incl. AI in Healthcare)	15	10	0.5 Hr	25	25	1 Hr	50
Digital Strategy in Pharma Industry	15	10	0.5 Hr	25	25	1 Hr	50
Indian Ethos and Business Ethics in Pharma	15	10	0.5 Hr	25	25	1 Hr	50
Business Strategy Management	30	20	1 Hr	50	50	2 Hrs	100
<b>Total</b>	340	210	10.5	550	550	23	1100



**Semester X (Only for B.Pharm+MBA Programme)**

Name of the course	Internal Assessment / Mid term Exams				End Semester Exams		Total Marks
	Continuous Mode	Sessional Exams			Marks	Duration	
		Marks	Duration	Total			
Financial Analysis Planning & Control	30	20	1 Hr	50	50	2 Hrs	100
Predictive & Prescriptive Analytics	30	20	1 Hr	50	50	2 Hrs	100
Logistics & Supply Chain Management incl. Analytics & E-pharmacies	30	20	1 Hr	50	50	2 Hrs	100
Introduction to Management Consulting Practice	30	20	1 Hr	50	50	2 Hrs	100
Entrepreneurship & New Ventures in Healthcare	30	20	1 Hr	50	50	2 Hrs	100
Corporate Social Responsibility	15	10	0.5 Hr	25	25	1 Hr	50
Elective I	30	20	1 Hr	50	50	2 Hrs	100
Elective II	30	20	1 Hr	50	50	2 Hrs	100
Elective III	30	20	1 Hr	50	50	2 Hrs	100
Elective IV	30	20	1 Hr	50	50	2 Hrs	100
Elective V	30	20	1 Hr	50	50	2 Hrs	100
List of Electives ( Choose any 5)							
International Marketing							
Marketing of Biosimilars & Specialty Products							
Marketing of Medical Devices							
Marketing of Diagnostics							
Quantitative Techniques for Forecasting & Decision Making							
Marketing of Active Pharmaceutical Ingredients							
Total	315	210	10.5	525	525	21	1050



#### 2.4.3. Internal assessment: Continuous mode

The marks allocated for Continuous mode of Internal Assessment shall be awarded as per the scheme given below.

**Table – II: Scheme for awarding internal assessment: Continuous mode (For Pharma subjects)**

Theory	
Criteria	Maximum Marks
Attendance (Refer Table – XII)	4
Academic activities (Average of any 3 activities e.g. quiz, assignment, open book test, field work, group discussion and seminar)	3
Student – Teacher interaction	3
<b>Total</b>	<b>10</b>
Practical	
Attendance (Refer Table – XII)	2
Based on Practical Records, Regular viva voce, etc.	3
<b>Total</b>	<b>5</b>

**Table – III: Guidelines for the allotment of marks for attendance (For Pharma subjects)**

Percentage of Attendance	Theory	Practical
95 – 100	4	2
90 – 94	3	1.5
85 – 89	2	1
80 – 84	1	0.5
Less than 80	0	0

#### 2.4.4. Sessional Exams

Two Sessional exams shall be conducted for each theory / practical course as per the schedule fixed by the school. The average marks of two Sessional exams shall be computed for internal assessment as per the requirements given in tables – X.

Sessional exam shall be conducted for 30 marks for theory and shall be computed for 15 marks. Similarly Sessional exam for practical shall be conducted for 40 marks and shall be computed for 10 marks.

#### 2.4.5. Promotion and award of grades

A student shall be declared PASS and eligible for getting grade in a course of B.Pharm. programme if he/she secures at least 50% marks in that particular course including internal assessment. For example, to be declared as PASS and to get grade, the student has to secure a minimum of 50 marks for the total of 100 including continuous mode of assessment and end semester theory examination and has to secure a minimum of 25 marks for the total 50 including internal assessment and end semester practical examination.

#### 2.4.6. Carry forward of marks

In case a student fails to secure the minimum 50% in any Theory or Practical course as specified, then he/she shall reappear for the end semester examination of that course. However his/her marks of the Internal Assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

#### 2.4.7. Improvement of internal assessment

A student shall have the opportunity to improve his/her performance only once in the Sessional exam component of the internal assessment. The re-conduct of the Sessional exam shall be completed before the commencement of next end semester theory examinations.

#### 2.4.8. Re-examination of end semester examinations

Reexamination of end semester examination shall be conducted as per the schedule given in table IV. The exact dates of examinations shall be notified from time to time.





**Table – IV: Tentative schedule of end semester examinations**

Semester	For Regular Candidates	For Failed Candidates
I, III, V and VII	November / December	May / June
		November / December
II, IV, VI and VIII	May / June	November / December
		May / June

**2.4.9. Academic Progression:**

- 2.4.9.1. No student shall be admitted to any examination unless he/she fulfills the norms given in Point No.3.2 of Part-I. Academic progression rules are applicable as follows:
- 2.4.9.2. A student shall be eligible to carry forward all the courses of I, II and III semesters till the IV semester examinations. However, he/she shall not be eligible to attend the courses of V semester until all the courses of I and II semesters are successfully completed.
- 2.4.9.3. A student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of I, II, III and IV semesters are successfully completed.
- 2.4.9.4. A student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of I, II, III, IV, V and VI semesters are successfully completed.
- 2.4.9.5. For B.Pharm+MBA, a student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to attend the courses of IX semester until all the courses of I, II, III, IV, V and VI semesters are successfully completed.
- 2.4.9.6. For B.Pharm+MBA, a student shall be eligible to carry forward all the courses of VII, VIII and IX semesters till the X semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of I, II, III, IV, V, VI, VII and VIII semesters are successfully completed.
- 2.4.9.7. A student shall be eligible to get his/her CGPA upon successful completion of the courses of I to VIII / X semesters within the stipulated time period as per the norms specified in Point No. 3.1.20 of Part –II .
- 2.4.9.8. A lateral entry student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of III and IV semesters are successfully completed.
- 2.4.9.9. A lateral entry student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of III, IV, V and VI semesters are successfully completed.
- 2.4.9.10. A lateral entry student shall be eligible to get his/her CGPA upon successful completion of the courses of III to VIII semesters within the stipulated time period as per the norms specified in 25.
- 2.4.9.11. Any student who has given more than 4 chances for successful completion of I / III semester courses and more than 3 chances for successful completion of II / IV semester courses shall be permitted to attend V / VII semester classes ONLY during the subsequent academic year as the case may be. In simpler terms there shall NOT be any ODD BATCH for any semester.

Note: Grade AB should be considered as failed and treated as one head for deciding academic progression. Such rules are also applicable for those students who fail to register for examination(s) of any course in any semester.

**2.4.10. Evaluation:**

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

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

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



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

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

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

- 'Factor Score' for each faculty, using Individual faculty average and grand average obtained above would be calculated.

Factor Score= Grand average divided by Individual faculty average.

- Factorization will be done by multiplying the factor score of the respective faculty with the aggregate marks assigned by the said faculty to the individual student whose answer books were evaluated by him/her for each course.
- If the marks obtained by the student after factorization are in decimal, the marks will be rounded to the next higher integer.
- Grading will be applied as per present scheme on the factorized marks computed as above.

## 2.4.11. Grading of performances

### 2.4.11.1. Letter grades and grade points allocations:

Based on the performances, each student shall be awarded a final letter grade at the end of the semester for each course. The letter grades and their corresponding grade points are given in Table – V.

**Table – V: Letter grades and grade points equivalent to Percentage of marks and performances**

Percentage of Marks Obtained	Letter Grade	Grade Point	Performance
90.00 – 100	O	10	Outstanding
80.00 – 89.99	A	9	Excellent
70.00 – 79.99	B	8	Good
60.00 – 69.99	C	7	Fair
50.00 – 59.99	D	6	Average
Less than 50	F	0	Fail
Absent	AB	0	Fail

A learner who remains absent for any end semester examination shall be assigned a letter grade of AB and a corresponding grade point of zero. He/she should reappear for the said evaluation/examination in due course.

### 2.4.12. The Semester grade point average (SGPA)

The performance of a student in a semester is indicated by a number called 'Semester Grade Point Average' (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses by the student during the semester. For example, if a student takes five courses (Theory/Practical) in a semester with credits C1, C2, C3, C4 and C5 and the student's grade points in these courses are G1, G2, G3, G4 and G5, respectively, and then students' SGPA is equal to:

$$\text{SGPA} = \frac{C1G1 + C2G2 + C3G3 + C4G4 + C5G5}{C1 + C2 + C3 + C4 + C5}$$

The SGPA is calculated to two decimal points. It should be noted that, the SGPA for any semester shall take into consideration the F and ABS grade awarded in that semester. For example if a learner has a F or ABS grade in course 4, the SGPA shall then be computed as:

$$\text{SGPA} = \frac{C1G1 + C2G2 + C3G3 + C4* \text{ZERO} + C5G5}{C1 + C2 + C3 + C4 + C5}$$



#### 2.4.13. Cumulative Grade Point Average (CGPA)

The CGPA is calculated with the SGPA of all the VIII semesters to two decimal points and is indicated in final grade report card/final transcript showing the grades of all VIII semesters and their courses. The CGPA shall reflect the failed status in case of F grade(s), till the course(s) is/are passed. When the course(s) is/are passed by obtaining a pass grade on subsequent examination(s) the CGPA shall only reflect the new grade and not the fail grades earned earlier. The CGPA is calculated as:

$$\text{CGPA} = \frac{\text{C1S1} + \text{C2S2} + \text{C3S3} + \text{C4S4} + \text{C5S5} + \text{C6S6} + \text{C7S7} + \text{C8S8}}{\text{C1} + \text{C2} + \text{C3} + \text{C4} + \text{C5} + \text{C6} + \text{C7} + \text{C8}}$$

where C1, C2, C3,... is the total number of credits for semester I,II,III,... and S1,S2, S3,...is the SGPA of semester I,II,III,....

#### 2.4.14. Declaration of class

The class shall be awarded on the basis of CGPA as follows:

First Class with Distinction	= CGPA of. 7.50 and above
First Class	= CGPA of 6.00 to 7.49
Second Class	= CGPA of 5.00 to 5.99

#### 2.4.15. Project work

All the students shall undertake a project under the supervision of a teacher and submit a report. The area of the project shall directly relate any one of the elective subject opted by the student in semester VIII. The project shall be carried out in group not exceeding 5 in number. The project report shall be submitted in triplicate (typed & bound copy not less than 25 pages).

The internal and external examiner appointed by the University shall evaluate the project at the time of the Practical examinations of other semester(s). Students shall be evaluated in groups for four hours (i.e., about half an hour for a group of five students). The projects shall be evaluated as per the criteria given below

##### ***Evaluation of Dissertation Book:***

Objective(s) of the work done	15 Marks
Methodology adopted	20 Marks
Results and Discussions	20 Marks
Conclusions and Outcomes	20 Marks

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<b>Total</b>	<b>75 Marks</b>
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##### ***Evaluation of Presentation:***

Presentation of work	25 Marks
Communication skills	20 Marks
Question and answer skills	30 Marks

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<b>Total</b>	<b>75 Marks</b>
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*Explanation:* The 75 marks assigned to the dissertation book shall be same for all the students in a group. However, the 75 marks assigned for presentation shall be awarded based on the performance of individual students in the given criteria.



#### **2.4.16. Industrial training**

Every candidate shall be required to work for at least 150 hours spread over four weeks in a Pharmaceutical Industry/Hospital. It includes Production unit, Quality Control department, Quality Assurance department, Analytical laboratory, Chemical manufacturing unit, Pharmaceutical R&D, Hospital (Clinical Pharmacy), Clinical Research Organization, Community Pharmacy, etc. After the Semester – VI and before the commencement of Semester – VII, and shall submit satisfactory report of such work and certificate duly signed by the authority of training organization to the head of the institute.

#### **2.4.17. Practice School**

In the VII semester, every candidate shall undergo practice school for a period of 150 hours evenly distributed throughout the semester. The student shall opt any one of the domains for practice school declared by the program committee from time to time.

At the end of the practice school, every student shall submit a printed report (in triplicate) on the practice school he/she attended (not more than 25 pages). Along with the exams of semester VII, the report submitted by the student, knowledge and skills acquired by the student through practice school shall be evaluated by the subject experts at college level and grade point shall be awarded.

#### **2.4.18. Management Internship Programme for B.Pharm+MBA**

The students will have to undergo Management Internship Programme (MIP) for a period of 16 weeks after completion of 3<sup>rd</sup> Year (MIP I & II) and 4<sup>th</sup> Year (MIP-III) and submit the project report. The report submitted by student will be evaluated by the subject experts and grade point will be awarded.

#### **2.4.19. Award of Ranks**

Ranks and Medals shall be awarded on the basis of final CGPA. However, candidates who fail in one or more courses during the B.Pharm program shall not be eligible for award of ranks. Moreover, the candidates should have completed the B. Pharm program in minimum prescribed number of years, (four years) for the award of Ranks.

#### **2.4.20. Award of degree**

Candidates who fulfill the requirements mentioned above shall be eligible for award of degree during the ensuing convocation.

#### **2.4.21. Duration for completion of the program of study**

The duration for the completion of the program shall be fixed as double the actual duration of the program and the students have to pass within the said period, otherwise they have to get fresh Registration.

2.4.22. There is no provision for revaluation of the answer papers in any examination. However, the candidates can apply for re-totalling by paying prescribed fee.

#### **2.4.23. Re-admission after break of study**

2.4.23.1. Candidate who seeks re-admission to the program after break of study has to get the approval from the university by paying a condonation fee.

2.4.23.2. No condonation is allowed for the candidate who has more than 2 years of break up period and he/she has to rejoin the program by paying the required fees.

### **For Management Subjects:**

#### **Presentation in class**

Presentations form an integral part of the internal marks (major presentation and minor presentation) submitted at the end of the semester. The presentations can be conducted in a group or individually.

#### **Mid- term examination**

One midterm exam would be conducted in a semester.

Exceptional cases, wherein a student who fails to attend either one or both the sessional exams / mid- term exam due to medical reason or other emergencies will be dealt on one to one basis at the school level. If deemed fit, the student will be given a chance to appear for the improvement sessional /re-midterm as the case may be.

**In case of students who fail to attend the sessional exams/mid- term exam, communication with required documents should be handed over to the school within two days of conduct of the scheduled examination**  
**Evaluation Weightage**



Evaluation	Weightage	Evaluation Method	Conducted by	Schedule
Internal Continuous 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	Examination Dept., SVKM's NMIMS	After the completion of term sessions

## 2.5. M.Pharm/ M.Pharm + MBA (PT & HCM)

The scheme for Internal Assessment and End Semester Examinations is given in Table-VI to IX.

### 2.5.3. End semester examinations

The End Semester Examinations for each theory and practical course through semesters I to IV shall be conducted by the respective university except for the subject with asterix symbol (\*) in table VI to IX and X for which examinations shall be conducted by the subject experts at college level and the marks/grades shall be submitted to the university.

**Tables VI. Schemes for internal assessments and end semester examination**

#### **M Pharm (Pharmaceutics) & M Pharm (Pharmaceutics) + MBA Semester I**

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks	Remarks
		Continuous Mode	Sessional Exams		Total	Marks	Duration		
			Marks	Duration					
MPA101T	Modern Pharmaceutical Analytical Techniques	10	15	1 Hr	25	75	3 Hrs	100	
MPH101T	Drug Delivery Systems	10	15	1 Hr	25	75	3 Hrs	100	
MPH102T	Modern Pharmaceutics	10	15	1 Hr	25	75	3 Hrs	100	
MPH103T	Regulatory Affairs	10	15	1 Hr	25	75	3 Hrs	100	
MPH104P	Pharmaceutics Practicals - I	20	30	6 Hrs	50	100	6 Hrs	150	
	Seminar/Assignment	100	-	-	100	-	-	100	
	Professional Communication	50	-	-	50	50	-	50	*
	Pharma Selling Process, PSS & KAM	30	20	1 Hr	50	50	2 Hrs	100	%
	Pharma Environment	30	20	1 Hr	50	50	2 Hrs	100	%
	Business Economics	30	20	1 Hr	50	50	2 Hrs	100	%
	Statistics for Management incl. Advanced Excel	30	20	1 Hr	50	50	2 Hrs	100	%



	<b>Total of M.Pharm</b>	<b>210</b>	<b>90</b>	<b>10</b>	<b>300</b>	<b>450</b>	<b>18</b>	<b>700</b>	
	<b>Total of M.Pharm+MBA</b>	<b>330</b>	<b>170</b>	<b>14</b>	<b>500</b>	<b>650</b>	<b>26</b>	<b>1100</b>	

% Subject only for MPharm+ MBA

\*The subject expert at school level shall conduct examination





**M Pharm (Pharmaceutics) & M Pharm (Pharmaceutics) + MBA**

**Semester II**

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks	Remarks
		Continuous Mode	Sessional Exams		Total	Marks	Duration		
			Marks	Duration					
MPH201T	Molecular Pharmaceutics(Nano Technology & Targeted DDS)	10	15	1 Hr	25	75	3 Hrs	100	
MPH202T	Advanced Biopharmaceutics & Pharmacokinetics	10	15	1 Hr	25	75	3 Hrs	100	
MPH203T	Computer Aided Drug Development	10	15	1 Hr	25	75	3 Hrs	100	
MPH204T	Cosmetic and Cosmeceuticals	10	15	1 Hr	25	75	3 Hrs	100	
MPH205P	Pharmaceutics Practicals - II	20	30	6 Hrs	50	100	6 Hrs	150	
	Health Insurance & Hospital Management	30	20	1 Hr	50	50	2 Hrs	100	%
	Logistics & Supply Chain Management incl. Analytics & E-pharmacies	30	20	1 Hr	50	50	2 Hrs	100	%
	Marketing Management	30	20	1 Hr	50	50	2 Hrs	100	%
	Professional Communication	30	20	1 Hr	50	50	2 Hrs	100	%
	Total of M.Pharm	60	90	10	150	400	18	550	
	Total of M.Pharm+MBA	180	170	14	350	600	26	950	

% Subject only for MPharm+ MBA

Note : 2<sup>nd</sup> Year & 3<sup>rd</sup> Year is same for M. Pharm + MBA for all specializations.



**Tables VIII. Schemes for internal assessments and end semester examination**

**M Pharm (Pharmaceutical Quality Assurance) & M Pharm (Pharmaceutical Quality Assurance) +  
MBA  
Semester I**

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks	Remarks
		Continuous Mode	Sessional Exams		Total	Marks	Duration		
			Marks	Duration					
MPA101T	Modern Pharmaceutical Analytical Techniques	10	15	1 Hr	25	75	3 Hrs	100	
MQA101T	Quality Management Systems	10	15	1 Hr	25	75	3 Hrs	100	
MQA102T	Quality Control and Quality Assurance	10	15	1 Hr	25	75	3 Hrs	100	
MQA103T	Product Development and Technology Transfer	10	15	1 Hr	25	75	3 Hrs	100	
MQA104P	Pharmaceutical Quality Assurance Practical - I	20	30	6 Hrs	50	100	6 Hrs	150	
	Seminar/Assignment	100	-	-	100	-	-	100	
	Professional Communication	50	-	-	50	50	-	50	*
	Pharma Selling Process, PSS & KAM	30	20	1 Hr	50	50	2 Hrs	100	%
	Pharma Environment	30	20	1 Hr	50	50	2 Hrs	100	%
	Business Economics	30	20	1 Hr	50	50	2 Hrs	100	%
	Statistics for Management incl. Advanced Excel	30	20	1 Hr	50	50	2 Hrs	100	%
	Total of M.Pharm	210	90	10	300	450	18	700	
	Total of M.Pharm+MBA	330	170	14	500	650	26	1100	

% Subject only for MPharm+ MBA

\*The subject expert at school level shall conduct examination



**M Pharm (Pharmaceutical Quality Assurance) & M Pharm (Pharmaceutical Quality Assurance) +**

**MBA  
Semester II**

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks	Remarks
		Continuous Mode	Sessional Exams		Total	Marks	Duration		
			Marks	Duration					
MQA201T	Hazards and Safety Management	10	15	1 Hr	25	75	3 Hrs	100	
MQA202T	Pharmaceutical Validation	10	15	1 Hr	25	75	3 Hrs	100	
MQA203T	Audits and Regulatory Compliance	10	15	1 Hr	25	75	3 Hrs	100	
MQA204T	Pharmaceutical Manufacturing Technology	10	15	1 Hr	25	75	3 Hrs	100	
MQA205P	Pharmaceutical Quality Assurance Practical - II	20	30	6 Hrs	50	100	6 Hrs	150	
	Health Insurance & Hospital Management	30	20	1 Hr	50	50	2 Hrs	100	%
	Logistics & Supply Chain Management incl. Analytics & E-pharmacies	30	20	1 Hr	50	50	2 Hrs	100	%
	Marketing Management	30	20	1 Hr	50	50	2 Hrs	100	%
	Professional Communication	30	20	1 Hr	50	50	2 Hrs	100	%
	Total of M.Pharm	60	90	10	150	400	18	550	
	Total of M.Pharm+MBA	180	170	14	350	600	26	950	

% Subject only for MPharm+ MBA

Note : 2<sup>nd</sup> Year & 3<sup>rd</sup> Year is same for M. Pharm + MBA for all specialisations.



**M.Pharm & M Pharm+MBA**  
( Common for all specialisations)

**Semester III**

Semester III								
Name of the course	Internal Assessment				End Exams	Semester	Total Marks	Remarks
	Continuous Mode	Sessional Exams		Total	Marks	Duration		
		Marks	Duration					
Management Internship Programme I (Hospitals)	25	00	NA	25	0	1 Hrs	25	%
Management Internship Programme II (Retailers)	25	00	NA	25	0	1 Hrs	25	%
Research Methodology & Biostatistics	10	15	1 Hr	25	75	3 Hrs	100	*
Journal Club	-	-	-	25	-	-	25	
Discussion / Presentation (Proposal Presentation)	-	-	-	50	-	-	50	
Research Work	-	-	-	-	350	1Hr	350	
Operations Research	30	20	1 Hr	50	50	2 Hrs	100	%
Financial Management I	30	20	1 Hr	50	50	2 Hrs	100	%
Indian Ethos and Business Ethics in Pharma	30	20	1 Hr	50	50	2 Hrs	100	%
Total of M.Pharm	60	15	1	150	425	6	575	
Total of M.Pharm+MBA	150	75	4	300	575	12	875	

% Subject only for MPharm + MBA

\*The subject expert at school level shall conduct examination



**M.Pharm & M Pharm+MBA**  
**( Common for all specialisations)**  
**Semester IV**

Name of the course	Internal Assessment				End Semester Exams		Total Marks	Remarks
	Continuous Mode	Sessional Exams		Total	Marks	Duration		
		Marks	Duration					
Journal Club	-	-	-	25	-	-	25	
Discussion / Final Presentation	-	-	-	75	-	-	75	
Research Work and Colloquium	-	-	-	-	400	-	400	
Journal Club	-	-	-	25	-	-	25	
Organizational Behavior (incl. Tech)	30	20	1 Hr	50	50	2 Hrs	100	%
Marketing Research Methodology including Advanced Statistical Tools	30	20	1 Hr	50	50	2 Hrs	100	%
Project Management	30	20	1 Hr	50	50	2 Hrs	100	%
Brand Plan for Pharma Products	30	20	1 Hr	50	50	2 Hrs	100	%
Total of M.Pharm	0	0	0	125	400	0	525	
Total of M.Pharm+MBA	120	80	4	325	600	8	925	

% Subject only for MPharm + MBA



**M Pharm+MBA**

**( Common for all specialisations)**

**Semester V**

Name of the course	Internal Assessment				End Semester Exams		Total Marks
	Continuous Mode	Sessional Exams		Total	Marks	Duration	
		Marks	Duration				
Management Internship Programme (Corporates)	25	-	-	25	25	2 Hrs	50
Human Resource Management	30	20	1 Hr	50	50	2 Hrs	100
Brand and Product Management	30	20	1 Hr	50	50	2 Hrs	100
Sales Management incl. Data Analytics	30	20	1 Hr	50	50	2 Hrs	100
Business Strategy Management	30	20	1 Hr	50	50	2 Hrs	100
Entrepreneurship & New Ventures in Healthcare	30	20	1 Hr	50	50	2 Hrs	100
Patient Engagement – Digital	20	15	1 Hr	25	25	2 Hrs	50
Operations Management & Strategy	30	20	1 Hr	50	50	2 Hrs	100
Financial Management II with Digital Applications	30	20	1 Hr	50	50	2 Hrs	100
Introduction to Management Consulting Practice	30	20	1 Hr	50	50	2 Hrs	100
Pricing Strategy	20	15	1 Hr	25	25	2 Hrs	50
Sales Team Management – Tech Enabled	20	15	1 Hr	25	25	2 Hrs	50
Doctor Communications – Tech Enabled	20	15	1 Hr	25	25	2 Hrs	50
Business Analytics (Base+Visual)	30	20	1 Hr	50	50	2 Hrs	100
Customer Relationship Management	20	15	1 Hr	25	25	2 Hrs	50
Elective I	20	15	1 Hr	25	25	2 Hrs	50
List of Electives ( Choose any 1)							
Consumer Behaviour							
Health Technology Assessment							
Total of M.Pharm+MBA	415	270	15	625	625	32	1250





**M Pharm+MBA**

( Common for all specialisations)

**Semester VI**

Name of the course	Internal Assessment				End Semester Exams		Total Marks
	Continuous Mode	Sessional Exams		Total	Marks	Duration	
		Marks	Duration				
Healthcare Policy & Management	20	15	1 Hr	25	25	2 Hrs	50
Laws Relevant to Pharmaceutical Industry incl. Cyber Laws & Security	30	20	1 Hr	50	50	2 Hrs	100
Predictive & Prescriptive Analytics	30	20	1 Hr	50	50	2 Hrs	100
Financial Analysis Planning & Control	30	20	1 Hr	50	50	2 Hrs	100
Leading Digital -Turning Technology into Business Transformation (incl. AI in Healthcare)	20	15	1 Hr	25	25	2 Hrs	50
Digital Strategy in Pharma Industry	20	15	1 Hr	25	25	2 Hrs	50
Elective I	20	15	1 Hr	25	25	2 Hrs	50
Elective II	20	15	1 Hr	25	25	2 Hrs	50
Elective III	20	15	1 Hr	25	25	2 Hrs	50
Elective IV	20	15	1 Hr	25	25	2 Hrs	50
Elective V	20	15	1 Hr	25	25	2 Hrs	50
List of Electives ( Choose any 5)							
International Marketing							
Quantitative Techniques for Forecasting & Decision Making							
Marketing of OTC / Nutraceuticals							
Corporate Social Responsibility							
Marketing of Biosimilars & Specialty Products							
Marketing of Medical Devices							
Marketing of Diagnostics							
Marketing of Active Pharmaceutical Ingredients							
Total of M.Pharm+MBA							



### Internal assessment: Continuous mode

The marks allocated for Continuous mode of Internal Assessment shall be awarded as per the scheme given below.

**Table X. Scheme for awarding internal assessment: Continuous mode**

Theory	
Criteria	Maximum Marks
Attendance (Refer Table – 13)	8
Student – Teacher interaction	2
<b>Total</b>	<b>10</b>
Practical	
Attendance (Refer Table – 13)	10
Based on Practical Records, Regular viva voce, etc.	10
<b>Total</b>	<b>20</b>

**Table XI. Guidelines for the allotment of marks for attendance**

Percentage of Attendance	Theory	Practical
95 – 100	8	10
90 – 94	6	7.5
85 – 89	4	5
80 – 84	2	2.5
Less than 80	0	0

#### 2.5.4. Seminar

Each student has to deliver 5 Seminars in a semester. Each Seminar will carry 20 marks. The student in consultation with concerned faculty will finalise the topic for Seminar. The total marks obtained in 5 seminars will be the basis for internal assessment marks.

#### 2.5.5. Journal Club

Each student has to give 2 presentations of 25 marks each. The average marks obtained will be the basis for internal assessment marks.

#### 2.5.6. Sessional Exams

Two sessional exams shall be conducted for each theory / practical course as per the schedule fixed by the college(s). The scheme of question paper for theory and practical sessional examinations is given below. The average marks of two sessional exams shall be computed for internal assessment as per the requirements given in tables – X.

#### 2.5.7. Promotion and award of grades

A student shall be declared PASS and eligible for getting grade in a course of M.Pharm. programme if he/she secures at least 50% marks in that particular course including internal assessment.

#### 2.5.8. Carry forward of marks

**2.5.8.1.** In case a student fails to secure the minimum 50% in any Theory or Practical course as specified in 11, then he/she shall reappear for the end semester examination of that course.

**2.5.8.2.** However his/her marks of the Internal Assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

#### 2.5.9. Improvement of internal assessment

**2.5.9.1.** A student shall have the opportunity to improve his/her performance only once in the sessional



exam component of the internal assessment. The re-conduct of the sessional exam shall be completed before the commencement of next end semester theory examinations.

### 2.5.10. Reexamination of end semester examinations

2.5.10.1. Reexamination of end semester examination shall be conducted as per the schedule given in Table XII. The exact dates of examinations shall be notified from time to time.

**Table XII. Tentative schedule of end semester examinations**

Semester	For Regular Candidates	For Failed Candidates
I and III*	November / December	May / June
II and IV	May / June	November / December

\*One chance of Re-examination for Semester III courses will be given immediately after result declaration of regular examination of Semester III.

### 2.5.11. Allowed to keep terms (ATKT):

- 2.5.11.1. No student shall be admitted to any examination unless he/she fulfils the norms given in **ATTENDANCE CRITERIA**. (Refer point no. 3.2))
- 2.5.11.2. A student shall be eligible to carry forward all the courses of I and II semesters till the III semester examinations. However, he/she shall not be eligible to attend the courses of IV semester until all the courses of I, II and III semesters are successfully completed.
- 2.5.11.3. In case of M.Pharm+MBA, a student shall be eligible to carry forward all the courses of III and IV semesters till the V semester examinations. However, he/she shall not be eligible to attend the courses of VI semester until all the courses of III, IV and V semesters are successfully completed.
- 2.5.11.4. A student shall be eligible to get his/her CGPA upon successful completion of the courses of I to IV semesters within the stipulated time period as per the norms.
- 2.5.11.5. For M.Pharm+MBA, student shall be eligible to get his/her CGPA upon successful completion of the courses of I to VI semesters within the stipulated time period as per the norms.

Note: Grade AB should be considered as failed and treated as one head for deciding ATKT. Such rules are also applicable for those students who fail to register for examination(s) of any course in any semester.

### 2.5.12. Evaluation:

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

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

1. The Average marks given by a faculty for a course (internal continuous assessment + semester end examination) for a group of students shall be calculated for each course for a batch.  
Average marks awarded by a faculty to a group of students (one or more division) for a particular course = Sum of total marks awarded to all students assessed by the faculty for a course divided by number of students in the said group / batch.
2. Grand Average Marks given by all faculty members who evaluated answer books (internal continuous assessment + semester end examination) shall be calculated for each course for a batch.  
Grand Average marks = Total marks awarded by all faculty members to all students for a particular subject divided by number of students in the said cohort
3. 'Factor Score' for each faculty, using Individual faculty average and grand average obtained above would be calculated.  
Factor Score = Grand average divided by Individual faculty average.
4. Factorization will be done by multiplying the factor score of the respective faculty with the aggregate marks assigned by the said faculty to the individual student whose answer books were evaluated by him/her for each course.
5. If the marks obtained by the student after factorization are in decimal, the marks will be rounded to the next higher integer.
6. Grading will be applied as per present scheme on the factorized marks computed as above.



### 2.5.13. Grading of performances

#### 2.5.13.1. Letter grades and grade points allocations:

Based on the performances, each student shall be awarded a final letter grade at the end of the semester for each course. The letter grades and their corresponding grade points are given in table XIII.

**Table XIII. Letter grades and grade points equivalent to Percentage of marks and performances**

Percentage of Marks Obtained	Letter Grade	Grade Point	Performance
90.00 – 100	O	10	Outstanding
80.00 – 89.99	A	9	Excellent
70.00 – 79.99	B	8	Good
60.00 – 69.99	C	7	Fair
50.00 – 59.99	D	6	Average
Less than 50	F	0	Fail
Absent	AB	0	Fail

A learner who remains absent for any end semester examination shall be assigned a letter grade of AB and a corresponding grade point of zero. He/she should reappear for the said evaluation/examination in due course.

#### 2.5.14. The Semester grade point average (SGPA)

The performance of a student in a semester is indicated by a number called 'Semester Grade Point Average' (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses by the student during the semester. For example, if a student takes five courses (Theory/Practical) in a semester with credits C1, C2, C3 and C4 and the student's grade points in these courses are G1, G2, G3 and G4, respectively, and then students' SGPA is equal to:

$$\text{SGPA} = \frac{C1G1 + C2G2 + C3G3 + C4G4}{C1 + C2 + C3 + C4}$$

The SGPA is calculated to two decimal points. It should be noted that, the SGPA for any semester shall take into consideration the F and ABS grade awarded in that semester. For example if a learner has a F or ABS grade in course 4, the SGPA shall then be computed as:

$$\text{SGPA} = \frac{C1G1 + C2G2 + C3G3 + C4* \text{ZERO}}{C1 + C2 + C3 + C4}$$

#### 2.5.15. Cumulative Grade Point Average (CGPA)

The CGPA is calculated with the SGPA of all the IV semesters to two decimal points and is indicated in final grade report card/final transcript showing the grades of all IV semesters and their courses. The CGPA shall reflect the failed status in case of F grade(s), till the course(s) is/are passed. When the course(s) is/are passed by obtaining a pass grade on subsequent examination(s) the CGPA shall only reflect the new grade and not the fail grades earned earlier. The CGPA is calculated as:

$$\text{CGPA} = \frac{C1S1 + C2S2 + C3S3 + C4S4}{C1 + C2 + C3 + C4}$$

where C1, C2, C3,.... is the total number of credits for semester I,II,III,.... and S1,S2, S3,.... is the SGPA of semester I,II,III,....



#### 2.5.16. Declaration of class

The class shall be awarded on the basis of CGPA as follows:

First Class with Distinction = CGPA of. 7.50 and above

First Class = CGPA of 6.00 to 7.49

Second Class = CGPA of 5.00 to 5.99

#### 2.5.17. Project work

All the students shall undertake a project under the supervision of a teacher in Semester III to IV and submit a report. 4 copies of the project report shall be submitted (typed & bound copy not less than 75 pages). The internal and external examiner appointed by the University shall evaluate the project at the time of the Practical examinations of other semester(s).

The projects shall be evaluated as per the criteria given below.

<b><i>Evaluation of Dissertation Book:</i></b>	
Objective(s) of the work done	50 Marks
Methodology adopted	150 Marks
Results and Discussions	250 Marks
Conclusions and Outcomes	50 Marks
<b>Total</b>	<b>500 Marks</b>

<b><i>Evaluation of Presentation:</i></b>	
Presentation of work	100 Marks
Communication skills	50 Marks
Question and answer skills	100 Marks
<b>Total</b>	<b>250 Marks</b>

#### 2.5.18. Award of Ranks

Ranks and Medals shall be awarded on the basis of final CGPA. However, candidates who fail in one or more courses during the M.Pharm program shall not be eligible for award of ranks. Moreover, the candidates should have completed the M. Pharm program in minimum prescribed number of years, (two years) for the award of Ranks.

#### 2.5.19. Award of degree

Candidates who fulfill the requirements mentioned above shall be eligible for award of degree during the ensuing convocation.

#### 2.5.20. Duration for completion of the program of study

The duration for the completion of the program shall be fixed as double the actual duration of the program and the students have to pass within the said period, otherwise they have to get fresh Registration.

There is no provision for revaluation of the answer papers in any examination. However, the candidates can apply for re-totaling by paying prescribed fee.

#### 2.5.21. Re-admission after break of study

Candidate who seeks re-admission to the program after break of study has to get the approval from the university by paying a condonation fee.

#### 2.5.22. Minimum Credit Requirements:

The minimum credit points required for the award of M.Pharm. degree is 95. However, based on the



credit points earned by the students under the head of Co-curricular activities, a student shall earn a maximum of 100 credit points. These credits are divided into Theory courses, Practical, Seminars, Assignments, Research Work, Discussions with the supervisor, Journal Club and Co-curricular Activities over the duration of four semesters. The credits are distributed semester-wise as mentioned in Point 4. The guidelines for awarding credit points for Co-curricular Activities are as below:

Name of the Activity	Maximum Credit Points Eligible/ Activity
Participation in National Level Seminar/Conference/Workshop/Symposium/Training Programs (related to specialization of the student)	01
Participation in international Level Seminar/Conference/Workshop/Symposium/Training Programs (related to specialization of the student)	02
Academic Award/Research award from State Level/National Agencies	01
Academic Award/Research award International Agencies	02
Research/Review Publication in National Journals (Indexed in Scopus/ Web of Science)	01
Research/Review Publication in International Journals (Indexed in Scopus/ Web of Science)	02

Note : International Conference : Held outside India

International Journal : the Editorial Board outside India

The credit points assigned for extracurricular or co-curricular activities shall be given by the Dean of the school. The criteria to acquire this credit point will be defined by the school from time to time.

### 2.5.23. For Management Subjects:

#### Presentation in class

Presentations form an integral part of the internal marks (major presentation and minor presentation) submitted at the end of the semester. The presentations can be conducted in a group or individually.

#### Sessional /Mid- term examination

One midterm exam would be conducted in a semester.

#### Evaluation Weightage

Evaluation	Weightage	Evaluation Method	Conducted by	Schedule
Continuous 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	Examination Dept., SVKM's NMIMS	After the completion of term sessions





## 2.6. Examination Rules for D.Pharm Programme

There shall be an examination for Diploma in Pharmacy (Part –I) to examine students of the first year course and an examination for Diploma in Pharmacy (Part-II) to examine students of the second year course.

Each examination may be held twice every year. The first examination in a year shall be the annual examination and the second examination shall be supplementary examination of the Diploma in Pharmacy (Part –I) or Diploma in Pharmacy (Part –II), as the case may be.

The examinations shall be of written and practical (including oral) nature, carrying maximum marks for each part of a subject.

Each subject shall comprise of 80 marks term end exam and 20 marks sessional examination.

### ***Eligibility for appearing at the Diploma in Pharmacy Part –I examination:***

Student who has undergone the Diploma in Pharmacy Part –I course, in proof of his /her having regularly and satisfactorily undergone the course of study by attending not less than 80% of the classes held both in theory and in practical separately in each subject shall be eligible for appearing at the Diploma in Pharmacy (Part –I) examination.

### ***Eligibility for appearing at the Diploma in Pharmacy Part –II examination:***

Student who has undergone the Diploma in Pharmacy Part –II course, in proof of his /her having regularly and satisfactorily undergone the Diploma in Pharmacy Part –II course by attending not less than 80% of the classes held both in theory and in practical separately in each subject shall be eligible for appearing at the Diploma in Pharmacy (Part –II) examination.

### ***Mode of examinations:***

1. Each theory and practical examination in the subjects shall be of three hours duration.
2. A Candidate who fails in theory or practical examination of a subject shall re-appear in such theory or practical paper as the case may be.
3. Practical examination shall also consist of a viva –voce (Oral) examination.

### ***Award of sessional marks:***

1. There shall be three periodic sessional examinations during each academic year. The highest aggregate of any two performances shall form the basis of calculating sessional marks.
2. The sessional marks in practicals shall be allotted on the following basis:-
  - i. Actual performance in the sessional examination 10 marks
  - ii. Day to day assessment in the practical class work 10marks

### ***Minimum marks for passing the examination:***

A student shall not be declared to have passed Diploma in Pharmacy examination unless he /she secures at least 40% marks in each of the subject separately in the theory examinations, including sessional marks and at least 40% marks in each of the practical examinations including sessional marks.

The candidates securing 60% marks or above in aggregate in all subjects in a first attempt at the Diploma in Pharmacy (Part –I) or Diploma in Pharmacy (Part –II) examinations shall be declared to have passed in first class the Diploma in Pharmacy (Part –I) or Diploma in Pharmacy (Part-II) examinations, as the case may be. In exceptional cases, only those students who remain absent during the regular term-end examination on medical ground and is required to appear for any re-examination and score minimum 60% of marks aggregate of all subjects may be awarded with First class.

Candidates securing 75% marks or above in any subject or subjects shall be declared to have passed with distinction in the subject or those subjects provided he/she passes in all the subjects in first attempt. In exceptional cases, only those students who remain absent during the regular term-end examination on medical ground and is required to appear for any re-examination and score minimum 75% of marks in any of subject/s (theory + practical) may be awarded with distinction.



### ***Eligibility for promotion to Diploma in Pharmacy (Part-II)***

All candidates who have appeared for all the subjects and passed the Diploma in Pharmacy Part –I examination are eligible for promotion to the Diploma in Pharmacy Part –II class. However, failure in more than two subject shall debar him/ from promotion to the Diploma in Pharmacy Part –II class.

The debarred student has to clear the subjects in subsequent Diploma in Pharmacy Part - I examination. A student can be allowed to give maximum three supplementary examinations till s/he clears the subjects i.e., s/he will get one chance of term end examination in the admitted year and three chances of supplementary examination.

### ***Improvement of sessional marks***

Candidates who wish to improve sessional marks can do so, by appearing in two additional sessional examinations during the next academic year. The average score of the two examination shall be the basis for improved sessional marks in theory. The sessional of practicals shall be improved by appearing in additional practical examinations. Marks awarded to a candidate for day to day assessment in the practical class cannot be improved unless he /she attends a regular course of study again.

## **DIPLOMA IN PHARMACY (PART III)**

### **PRACTICAL TRAINING**

#### ***Period and other conditions for Practical Training***

1. After having appeared in Part-II examination for the Diploma in Pharmacy, conducted by university, a candidate shall be eligible to undergo practical training in one or more of the following institutions namely:
  - i. Hospitals/Dispensaries run by Central State Governments/Municipal Corporation/Central Government Health Scheme and Employees State Insurance Scheme.
  - ii. A Pharmacy, Chemist and Druggist licensed under the Drugs and Cosmetics Rules, 1945 made under the Drugs and Cosmetics Act, 1940 (23 of 1940)
2. The institutions referred in sub-regulation (1) shall be eligible to impart training subject to the condition that the number of student pharmacists that may be taken in any hospital, pharmacy, chemist and druggist licensed under the Drugs and Cosmetics Rules, 1945 made under the Drugs and Cosmetics Act, 1940 shall not exceed two where there is one registered pharmacist engaged in his work in which the student pharmacist is undergoing practical training. where there is more than one registered pharmacist similarly engaged, the number shall not exceed one for each additional such registered pharmacist.
3. Hospital and Dispensary other -than those - specified in sub-regulation (1) for the purpose of giving practical training shall have to be recognized by Pharmacy Council of India on fulfilling the conditions specified in Appendix-D to education regulations 91.
4. In the course of practical training, the trainee shall have exposure to
  - i. Working knowledge of keeping of records required by various Acts concerning the profession of Pharmacy, and
  - ii. Practical experience in-
    - a) The manipulation of pharmaceutical apparatus in common use
    - b) The reading, translation and copying of prescription including checking of doses
    - c) The dispensing of prescription illustrating the common methods of administering medicaments
    - d) The storage of drugs and medical preparations
5. The practical training shall be not less than five hundred hours spread over a period of not less than three months, provided that not less than two hundred and fifty hours are devoted to actual dispensing of prescriptions.



***Procedure to be followed prior to commencing of the training***

1. The Dean of the school, on application, shall supply in triplicate. Practical Training Contract Form for qualification as a Pharmacist' (hereinafter referred to as the Contract form) to candidate eligible to 'under take the Slid practical training.
2. The Dean of the school shall fill section I of the Contract Form. The trainee shall fill Section II of the said Contract Form and the Head of the institution agreeing to impart the training (hereinafter referred to as the Apprentice master) shall fill Section III of the said Contract Form.
3. It shall be the responsibility of the trainee to ensure that one copy (hereinafter referred to as the first copy of the Contract Form) so filled is submitted the Dean of the school and the other two copies (hereinafter referred to as Second copy and the third copy) shall be filed with the Apprentice Master (if s/he so desires) or with the trainee pending completion of the training.

## **2.7. Pre Ph.D.**

### **2.7.3. Course of study**

- 3.4.1.1.** All candidates admitted to the Ph.D. programmes shall be required to complete the course work during the initial two semesters.
- 3.4.1.2.** A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale) in the course work in order to be eligible to continue the programme and submit the dissertation/thesis.
- 3.4.1.3.** Upon satisfactory completion of course work, and obtaining the marks/grade prescribed, as the case may be, the M.Phil./Ph.D. scholar shall be required to undertake research work.

### **2.7.4. Examinations/Assessments**

- 3.4.1.4.** The schemes for internal assessment and end semester examinations are given in Table XIV.
- 3.4.1.5.** The End Semester Examinations for each theory and practical course through semesters I to II and final viva voce of thesis work shall be conducted by the university.

**Table XIV: Scheme for Internal assessment and end semester examinations or Pre Ph.D.**

Name of the course	Internal Assessment				End Semester Exams		Total Marks
	Continuous Mode	Internal Exams		Total	Marks	Duration	
		Marks	Duration				
Semester I							
Biostatistics	10	15	1 Hr	25	75	3 Hrs	100
Research Methodology	10	15	1 Hr	25	75	3 Hrs	100
Special subject	10	15	1 Hr	25	75	3 Hrs	100
Soft skills#	-	50	-	15	50	-	100
Total							400
Semester II							
Intellectual Property Rights	10	15	1 Hr	25	75	3 Hrs	100
Pharmaceutical Sciences - Practicals	10	15	1 Hr	25	75	3 Hrs	100
Literature review seminar	-	25	-	25	75	1 Hr	100
Special subject	10	15	1 Hr	25	75	3 Hrs	100
Total							400

# Non university examination. Passing is compulsory

### **2.7.5. Internal assessment: Continuous mode**

The marks allocated for Continuous mode of Internal Assessment shall be awarded as per the scheme given below.

#### **Semester I**

Seminars –

- Five seminars, once in three weeks (for research methodology and special subject), per student will be conducted as continuous assessment.
- Each seminar will be of 10 Marks and minimum 15 minutes duration.



- The topic of seminar will be finalised well in advance so that student will get sufficient time for preparation.
- The concerned faculty members should document the details of seminar.
- The internal marks will be calculated out of 10, based on marks obtained in five seminars.

#### **Assignments-**

- Five assignments, once in three weeks, per student will be conducted for biostatistics as continuous assessment.
- Each assignment will be of 10 Marks and minimum 15 minutes duration.
- The concerned faculty members should document the details of assignments.
- The internal marks will be calculated out of 10, based on marks obtained in five assignments.

#### **Semester II**

##### **Case studies-**

- Five case study presentations per student in Intellectual Property Rights will be considered for continuous assessment.
- Each case study will be of 10 Marks with minimum 15 minutes duration presentation.
- The concerned faculty members should document the details of case study.
- The internal marks will be calculated out of 10, based on marks obtained in five case studies.

##### **Special Subject –**

- Five seminars per student in special subject will be conducted as continuous assessment.
- Each seminar will be of 10 Marks and minimum 15 minutes duration.
- The topic of seminar will be finalised well in advance so that student will get sufficient time for preparation.
- The concerned faculty members should document the details of seminar/case study.
- The internal marks will be calculated out of 10, based on marks obtained in five seminars.

##### **Pharmaceutical Sciences- Practicals**

- Minimum 15 practicals based on various research techniques from different areas like pharmaceuticals, pharmaceutical chemistry, pharmacology, pharmaceutical analysis etc should be conducted. Student should learn handling of different sophisticated instruments which will be helpful for the research work.
- Each practical will be of 10 marks and assessed based on skill, viva voce etc.

#### **2.7.6. Internal Examinations**

- Two internal examinations will be conducted for each theory as well as practical course in each semester. The average marks of two internal exams shall be computed for internal assessment as per the requirements given in table 2.
- Internal examination will be conducted for 30 marks for theory and shall be computed for 15 marks.
- Internal exam for practical will be conducted for 60 marks and shall be computed for 15 marks.
- A seminar on literature review will be conducted by internal faculty three weeks before semester examination. The seminar will be for 25 marks. The marks will be submitted to examination department on the same day of conduction by the concerned faculty.

#### **2.7.7. Criterion for passing**

A student shall be declared PASS in a semester if he/she secures at least 55% marks in that particular course.



**2.7.8. Re-examination/Re-admission**  
As per university norms.



# 1. Course Structures & Guidelines – of all programmes

## Bachelor of Pharmacy– 4 years Programme First Year Semester I

Area	Subject	Total Hrs.	Credit
Pharmacy	Human Anatomy and Physiology I – Theory	60	4
	Pharmaceutical Analysis – Theory	60	4
	Pharmaceutics I – Theory	60	4
	Pharmaceutical Inorganic Chemistry – Theory	60	4
	Communication skills – Theory*	30	2
	Remedial Biology – Theory*	30	2
	Remedial Mathematics – Theory*	30	2
	Human Anatomy and Physiology I - Practical	60	2
	Pharmaceutical Analysis – Practical	60	2
	Pharmaceutics I – Practical	60	2
	Pharmaceutical Inorganic Chemistry – Practical	60	2
	Communication skills – Practical*	30	1
	Remedial Biology – Practical*	30	1

\*Non University Examination

## Semester II

Area	Subject	Total Hrs.	Credit
Pharmacy	Human Anatomy and Physiology II – Theory	60	4
	Pharmaceutical Organic Chemistry I – Theory	60	4
	Biochemistry - Theory	60	4
	Pathophysiology – Theory	60	4
	Computer Applications in Pharmacy – Theory*	45	3
	Environmental sciences – Theory*	45	3
	Human Anatomy and Physiology II – Practical	60	2
	Pharmaceutical Organic Chemistry I – Practical	60	2
	Biochemistry – Practical	60	2
	Computer Applications in Pharmacy – Practical*	30	1

\*Non University Examination

## Second Year Semester III

Area	Subject	Total Hrs.	Credit
Pharmacy	Pharmaceutical Organic Chemistry II – Theory	60	4
	Physical Pharmaceutics I – Theory	60	4
	Pharmaceutical Microbiology – Theory	60	4
	Pharmaceutical Engineering – Theory	60	4
	Pharmaceutical Organic Chemistry II – Practical	60	2
	Physical Pharmaceutics I – Practical	60	2
	Pharmaceutical Microbiology – Practical	60	2
	Pharmaceutical Engineering – Practical	60	2





#### Semester IV

Area	Subject	Total Hrs.	Credit
Pharmacy	Pharmaceutical Organic Chemistry III – Theory	60	4
	Medicinal Chemistry I – Theory	60	4
	Physical Pharmaceutics II – Theory	60	4
	Pharmacology I – Theory	60	4
	Pharmacognosy and Phytochemistry I – Theory	60	4
	Medicinal Chemistry I – Practical	60	2
	Physical Pharmaceutics II – Practical	60	2
	Pharmacology I – Practical	60	2
	Pharmacognosy and Phytochemistry I – Practical	60	2

#### Third Year Semester V

Area	Subject	Total Hrs.	Credit
Pharmacy	Medicinal Chemistry II – Theory	60	4
	Industrial Pharmacy I – Theory	60	4
	Pharmacology II – Theory	60	4
	Pharmacognosy and Phytochemistry II – Theory	60	4
	Pharmaceutical Jurisprudence – Theory	60	4
	Industrial Pharmacy I – Practical	60	2
	Pharmacology II – Practical	60	2
	Pharmacognosy and Phytochemistry II – Practical	60	2
	Technical Writing and Publication I	22.5	1.5

#### Semester VI

Area	Subject	Total Hrs.	Credit
Pharmacy	Medicinal Chemistry III – Theory	60	4
	Pharmacology III – Theory	60	4
	Herbal Drug Technology – Theory	60	4
	Biopharmaceutics and Pharmacokinetics – Theory	60	4
	Pharmaceutical Biotechnology – Theory	60	4
	Pharmaceutical Quality Assurance - Theory	60	4
	Medicinal Chemistry III – Practical	60	2
	Pharmacology III – Practical	60	2
	Herbal Drug Technology – Practical	60	2
	Technical Writing and Publication II	22.5	1.5



**Fourth Year  
Semester VII**

Area	Subject	Total Hrs.	Credit
Pharmacy	Industrial Training	168	4
	Instrumental Methods of Analysis – Theory	60	4
	Industrial Pharmacy II – Theory	60	4
	Pharmacy Practice – Theory	60	4
	Novel Drug Delivery Systems – Theory	60	4
	Instrumental Methods of Analysis – Practical	60	2
	Practice School*	180	6

**\*Non University Examination**

**Semester VIII**

Area	Subject	Total Hrs.	Credit
Pharmacy	Biostatistics and Research Methodology - Theory	60	4
	Social and Preventive Pharmacy - Theory	60	4
	Elective 1	60	4
	Elective 2	60	4
	Project Work	180	6
	<b>Electives</b>		
	• Pharmaceutical Marketing Management - Theory		
	• Pharmaceutical Regulatory Science – Theory		
	• Pharmacovigilance – Theory		
	• Quality Control and Standardization of Herbals – Theory		
	• Computer Aided Drug Design – Theory		
	• Cell and Molecular Biology – Theory		
	• Cosmetic Science – Theory		
	• Pharmacological Screening Methods – Theory		
	• Advanced Instrumentation Techniques – Theory		
	• Dietary Supplements and Nutraceuticals - Theory		
	• Pharmaceutical Product Development – Theory		



## Bachelor of Pharmacy + MBA – 5 years Programme

### First Year

#### Semester I

Area	Subject	Total Hrs.	Credit
Pharmacy	Human Anatomy and Physiology I – Theory	60	4
	Pharmaceutical Analysis – Theory	60	4
	Pharmaceutics I – Theory	60	4
	Pharmaceutical Inorganic Chemistry – Theory	60	4
	Communication skills – Theory*	30	2
	Remedial Biology – Theory*	30	2
	Remedial Mathematics – Theory*	30	2
	Human Anatomy and Physiology I - Practical	60	2
	Pharmaceutical Analysis – Practical	60	2
	Pharmaceutics I – Practical	60	2
	Pharmaceutical Inorganic Chemistry – Practical	60	2
	Communication skills – Practical*	30	1
	Remedial Biology – Practical*	30	1

\*Non University Examination

#### Semester II

Area	Subject	Total Hrs.	Credit
Pharmacy	Human Anatomy and Physiology II – Theory	60	4
	Pharmaceutical Organic Chemistry I – Theory	60	4
	Biochemistry - Theory	60	4
	Pathophysiology – Theory	60	4
	Computer Applications in Pharmacy – Theory*	45	3
	Environmental sciences – Theory*	45	3
	Human Anatomy and Physiology II – Practical	60	2
	Pharmaceutical Organic Chemistry I – Practical	60	2
	Biochemistry – Practical	60	2
	Computer Applications in Pharmacy – Practical*	30	1

\*Non University Examination

### Second Year

#### Semester III

Area	Subject	Total Hrs.	Credit
Pharmacy	Pharmaceutical Organic Chemistry II – Theory	60	4
	Physical Pharmaceutics I – Theory	60	4
	Pharmaceutical Microbiology – Theory	60	4
	Pharmaceutical Engineering – Theory	60	4
	Pharmaceutical Organic Chemistry II – Practical	60	2
	Physical Pharmaceutics I – Practical	60	2
	Pharmaceutical Microbiology – Practical	60	2
	Pharmaceutical Engineering – Practical	60	2



#### Semester IV

Area	Subject	Total Hrs.	Credit
Pharmacy	Pharmaceutical Organic Chemistry III – Theory	60	4
	Medicinal Chemistry I – Theory	60	4
	Physical Pharmaceutics II – Theory	60	4
	Pharmacology I – Theory	60	4
	Pharmacognosy and Phytochemistry I – Theory	60	4
	Medicinal Chemistry I – Practical	60	2
	Physical Pharmaceutics II – Practical	60	2
	Pharmacology I – Practical	60	2
	Pharmacognosy and Phytochemistry I – Practical	60	2

#### Third Year Semester V

Area	Subject	Total Hrs.	Credit
Pharmacy	Medicinal Chemistry II – Theory	60	4
	Industrial Pharmacy I – Theory	60	4
	Pharmacology II – Theory	60	4
	Pharmacognosy and Phytochemistry II – Theory	60	4
	Pharmaceutical Jurisprudence – Theory	60	4
	Industrial Pharmacy I – Practical	60	2
	Pharmacology II – Practical	60	2
	Pharmacognosy and Phytochemistry II – Practical	60	2
	Technical Writing and Publication I	22.5	1.5
Management	Pharma Environment	30	2
	Statistics for Management	30	2

#### Semester VI

Area	Subject	Total Hrs.	Credit
Pharmacy	Medicinal Chemistry III – Theory	60	4
	Pharmacology III – Theory	60	4
	Herbal Drug Technology – Theory	60	4
	Biopharmaceutics and Pharmacokinetics – Theory	60	4
	Pharmaceutical Biotechnology – Theory	60	4
	Pharmaceutical Quality Assurance - Theory	60	4
	Medicinal Chemistry III – Practical	60	2
	Pharmacology III – Practical	60	2
	Herbal Drug Technology – Practical	60	2
	Technical Writing and Publication II	22.5	1.5
Management	Pharma Selling Process, PSS & KAM	30	2
	Operations Research	30	2



**Fourth Year  
Semester VII**

Area	Subject	Total Hrs.	Credit
	Management Internship Programme (MIP-I &II) Hospital & Retailers	336	8
Pharmacy	Instrumental Methods of Analysis – Theory	60	4
	Industrial Pharmacy II – Theory	60	4
	Pharmacy Practice – Theory	60	4
	Novel Drug Delivery Systems – Theory	60	4
	Instrumental Methods of Analysis – Practical	60	2
	Practice School*	180	6
Management	Marketing Management	15	1
	Business Economics	30	2
	Financial Management I	30	2
	Health Insurance & Hospital Management	30	2

\*Non University Examination

**Semester VIII**

Area	Subject	Total Hrs.	Credit
Pharmacy	Biostatistics and Research Methodology - Theory	60	4
	Social and Preventive Pharmacy - Theory	60	4
	Project Work	180	6
Management	Operations Management & Strategy	30	2
	Organizational Behavior	30	2
	Marketing Research Methodology including Advanced Statistical Tools	30	2
	Project Management	30	2
	Life Skills (Soft Skill & Employability)	30	2
	Brand Plan for Pharma Products	30	2
Pharmacy	Elective 1	60	4
	Elective 2	60	4
Pharmacy	<b>Electives</b>		
	• Pharmaceutical Marketing Management - Theory		
	• Pharmaceutical Regulatory Science – Theory		
	• Pharmacovigilance – Theory		
	• Quality Control and Standardization of Herbals – Theory		
	• Computer Aided Drug Design – Theory		
	• Cell and Molecular Biology – Theory		
	• Cosmetic Science – Theory		
	• Pharmacological Screening Methods – Theory		
	• Advanced Instrumentation Techniques – Theory		
	• Dietary Supplements and Nutraceuticals - Theory		
	• Pharmaceutical Product Development – Theory		



**Fifth Year  
Semester IX**

Area	Subject	Total Hrs.	Credit
Management	Management Internship Programme III (Corporates)	336	8
	Human Resource Management	30	2
	Brand and Product Management	30	2
	Sales Management including Data Analytics	30	2
	Financial Management II (incl. Digital Applications)	30	2
	Patient Engagement – Digital	15	1
	Sales Team Management–Tech Enabled	15	1
	Doctor Communications – Tech Enabled	15	1
	Business Analytics (Base+Visual)	30	2
	Customer Relationship Management	30	2
	Consumer Behaviour	15	1
	Health Technology Assessment	15	1
	Leading Digital –Turning Technology into Business Transformation (incl. AI in Healthcare)	15	1
	Digital Strategy in Pharma Industry	15	1
	Indian Ethos and Business Ethics in Pharma	15	1
	Business Strategy Management	30	2

**Semester X**

Area	Subject	Total Hrs.	Credit
Management	Financial Analysis Planning & Control	30	2
	Predictive & Prescriptive Analytics	30	2
	Logistics & Supply Chain Management incl. Analytics & E-pharmacies	30	2
	Introduction to Management Consulting Practice	30	2
	Entrepreneurship & New Ventures in Healthcare	30	2
	Corporate Social Responsibility	15	1
	Elective - 1	30	2
	Elective – 2	30	2
	Elective - 3	30	2
	Elective - 4	30	2
	Elective - 5	30	2
	<b>Electives - Any Five</b>		
	International Marketing		
	Marketing of Biosimilars & Specialty Products		
	Marketing of Medical Devices		
	Marketing of Diagnostics		
	Quantitative Techniques for Forecasting & Decision Making		
	Marketing of Active Pharmaceutical Ingredients		



## M.Pharm. (Pharmaceutics)

### First Year Semester I

Area	Subject	Total Hrs.	Credit
Pharmacy	Modern Pharmaceutical Analytical Techniques	60	4
	Drug Delivery Systems	60	4
	Modern Pharmaceutics	60	4
	Regulatory Affairs	60	4
	Pharmaceutics Practicals - I	180	6
	Seminar / Assignment	105	4
	Professional Communication*	30	0

**\*Non University Examination**

### Semester II

Area	Subject	Total Hrs.	Credit
Pharmacy	Molecular Pharmaceutics (Nano Technology & Targeted DDS)	60	4
	Advanced Biopharmaceutics & Pharmacokinetics	60	4
	Computer Aided Drug Development	60	4
	Cosmetics and Cosmeceuticals	60	4
	Pharmaceutics Practicals - II	180	6
	Seminar / Assignment	105	4

### Second Year Semester III

Area	Subject	Total Hrs.	Credit
Pharmacy	Research Methodology & Biostatistics*	60	4
	Journal Club	15	1
	Discussion / Presentation (Proposal Presentation)	30	2
	Research Work*	420	14

**\*Non University Examination**

### Semester IV

Area	Subject	Total Hrs.	Credit
Pharmacy	Journal Club	15	1
	Discussion / Final Presentation	45	3
	Research Work and Colloquium	465	16





## M.Pharm. (Pharmaceutical Quality Assurance)

### First Year Semester I

Area	Subject	Total Hrs.	Credit
Pharmacy	Modern Pharmaceutical Analytical Techniques	60	4
	Quality Management Systems	60	4
	Quality Control and Quality Assurance	60	4
	Product Development and Technology Transfer	60	4
	Pharmaceutical Quality Assurance Practical - I	180	6
	Seminar/Assignment	105	4
	Professional Communication*	30	0

\*Non University Examination

### Semester II

Area	Subject	Total Hrs.	Credit
Pharmacy	Hazards and Safety Management	60	4
	Pharmaceutical Validation	60	4
	Audits and Regulatory Compliance	60	4
	Pharmaceutical Manufacturing Technology	60	4
	Pharmaceutical Quality Assurance Practical - II	180	6
	Seminar/Assignment	105	4

### Second Year Semester III

Area	Subject	Total Hrs.	Credit
Pharmacy	Research Methodology & Biostatistics*	60	4
	Journal Club	15	1
	Discussion / Presentation (Proposal Presentation)	30	2
	Research Work*	420	14

\*Non University Examination

### Semester IV

Area	Subject	Total Hrs.	Credit
Pharmacy	Journal Club	15	1
	Discussion / Final Presentation	45	3
	Research Work and Colloquium	465	16



**M.Pharm. (Pharmaceutics) + MBA (Pharmaceutical Technology & Healthcare Management)**

**First Year  
Semester I**

Area	Subject	Total Hrs.	Credit
Pharmacy	Modern Pharmaceutical Analytical Techniques	60	4
	Drug Delivery Systems	60	4
	Modern Pharmaceutics	60	4
	Regulatory Affairs	60	4
	Pharmaceutics Practicals - I	180	6
	Seminar / Assignment	105	4
Management	Pharma Selling Process, PSS & KAM	30	2
	Pharma Environment	30	2
	Business Economics	30	2
	Statistics for Management incl. Advanced Excel	30	2

**Semester II**

Area	Subject	Total Hrs.	Credit
Pharmacy	Molecular Pharmaceutics (Nano Technology & Targeted DDS)	60	4
	Advanced Biopharmaceutics & Pharmacokinetics	60	4
	Computer Aided Drug Development	60	4
	Cosmetics and Cosmeceuticals	60	4
	Pharmaceutics Practicals - II	180	6
	Seminar / Assignment	105	4
Management	Health Insurance & Hospital Management	30	2
	Logistics & Supply Chain Management incl. Analytics & E-pharmacies	30	2
	Marketing Management	30	2
	Professional Communication	30	2



**Second Year (common for all M. Pharm +MBA)  
Semester III**

Area	Subject	Total Hrs.	Credit
	Management Internship Programme ( I & II)	336	8
Pharmacy	Research Methodology & Biostatistics*	60	4
	Journal Club	15	1
	Discussion / Presentation (Proposal Presentation)	30	2
	Research Work*	420	14
Management	Operations Research	30	2
	Financial Management I	30	2
	Indian Ethos and Business Ethics in Pharma	30	2

**\* Non University Examination**

**Semester IV**

Area	Subject	Total Hrs.	Credit
Pharmacy	Journal Club	15	1
	Discussion / Final Presentation	45	3
	Research Work and Colloquium	465	16
Management	Organizational Behavior (incl. Tech)	30	2
	Marketing Research Methodology including Advanced Statistical Tools	30	2
	Project Management	30	2
	Brand Plan for Pharma Products	30	2

**Third Year (common for all M. Pharm +MBA)  
Semester V**

Area	Subject	Total Hrs.	Credit
Management	Management Internship Programme (Corporates)	336	8
	Human Resource Management	30	2
	Brand and Product Management	30	2
	Sales Management incl. Data Analytics	30	2
	Business Strategy Management	30	2
	Entrepreneurship & New Ventures in Healthcare	30	2
	Patient Engagement – Digital	15	1
	Operations Management & Strategy	30	2
	Financial Management II with Digital Applications	30	2
	Introduction to Management Consulting Practice	30	2
	Pricing Strategy	15	1



	Sales Team Management – Tech Enabled	15	1
	Doctor Communications – Tech Enabled	15	1
	Business Analytics (Base+Visual)	30	2
	Customer Relationship Management	15	1
	Elective - 1	15	1
	<b>Electives - Any One</b>		
	Consumer Behaviour		
	Health Technology Assessment		

### Semester VI

Area	Subject	Total Hrs.	Credit
Management	Healthcare Policy & Management	15	1
	Laws Relevant to Pharmaceutical Industry incl. Cyber Laws & Security	30	2
	Predictive & Prescriptive Analytics	30	2
	Financial Analysis Planning & Control	30	2
	Leading Digital –Turning Technology into Business Transformation (incl. AI in Healthcare)	15	1
	Digital Strategy in Pharma Industry	15	1
	Elective - 1	15	1
	Elective - 2	15	1
	Elective - 3	15	1
	Elective - 4	15	1
	Elective - 5	15	1
	<b>List of Elective (Any 5)</b>		
	International Marketing		
	Quantitative Techniques for Forecasting & Decision Making		
	Marketing of OTC / Nutraceuticals		
	Corporate Social Responsibility		
	Marketing of Biosimilars & Specialty Products		
	Marketing of Medical Devices		
	Marketing of Diagnostics		
	Marketing of Active Pharmaceutical Ingredients		
	Marketing of Cosmeceuticals		
	International Marketing		
	Quantitative Techniques for Forecasting & Decision Making		
	Marketing of OTC / Nutraceuticals		



**M.Pharm. (Pharmaceutical Quality Assurance) + MBA (Pharmaceutical Technology & Healthcare Management)**

**First Year  
Semester I**

Area	Subject	Total Hrs.	Credit
Pharmacy	Modern Pharmaceutical Analytical Techniques	60	4
	Quality Management Systems	60	4
	Quality Control and Quality Assurance	60	4
	Product Development and Technology Transfer	60	4
	Pharmaceutical Quality Assurance Practical - I	180	6
	Seminar/Assignment	105	4
Management	Pharma Selling Process, PSS & KAM	30	2
	Pharma Environment	30	2
	Business Economics	30	2
	Statistics for Management incl. Advanced Excel	30	2

**Semester II**

Area	Subject	Total Hrs.	Credit
Pharmacy	Hazards and Safety Management	60	4
	Pharmaceutical Validation	60	4
	Audits and Regulatory Compliance	60	4
	Pharmaceutical Manufacturing Technology	60	4
	Pharmaceutical Quality Assurance Practical - II	180	6
	Seminar/Assignment	105	4
Management	Health Insurance & Hospital Management	30	2
	Logistics & Supply Chain Management incl. Analytics & E-pharmacies	30	2
	Marketing Management	30	2
	Professional Communication	30	2

Note : 2<sup>nd</sup> Year & 3<sup>rd</sup> Year is same for M. Pharm + MBA for all specializations.



## **D.Pharm**

### **First Year (Part I)**

<b>Subjects</b>	<b>Theory</b>	<b>Practical</b>
Pharmaceutics –I	75	100
Pharmaceutical Chemistry –I	75	75
Pharmacognosy	75	75
Biochemistry & Clinical Pathology	50	75
Human Anatomy & Physiology	75	50
Health Education & Community Pharmacy	50	0

### **Second Year (Part II)**

<b>Subjects</b>	<b>Theory</b>	<b>Practical</b>
Pharmaceutics –II	75	100
Pharmaceutical Chemistry –II	100	75
Pharmacology & Toxicology	75	50
Pharmaceutical Jurisprudence	50	0
Drug Store and Business Management	75	0
Hospital and Clinical Pharmacy	75	50



## 2. List of Awards (Provisional List) – if applicable

## 3. People you should know

### University Administration

Name	Designation
Dr. Rajan Saxena	Vice Chancellor
Dr. Sharad Mhaikar	Pro Vice Chancellor
Dr. Subhajyoti Ray	Pro Vice Chancellor
Dr. Meena Chintamaneni	Registrar
Ms. Shobha Pai	Director (Placements)
Mr. Manish Dalmia	Director (Marketing)
Ms. Khyati Bhatt	Deputy Registrar (HR & Personnel)
Ms. Anjali Barmukh	Deputy Registrar (Admissions)
Ms. Vandana Kushte	Deputy Registrar (Academics)
Mr. Paramanand Rajwar	Deputy Registrar, Administration
Ms. Meeta Shah , Mr. Joel Gibbs & Ms. Nazneen Raimalwala	Sr. Psychologist (Clinical), Counselling Psychologist & Clinical Psychologist
Mr. Shivanand Sadlapur	Librarian
Mr. Samir Singh	Software Development Team – Students Portal
<b>Finance &amp; Accounts</b>	
Ms. Karuna Bhaya	Finance Controller
Ms. Varsha Oak	Addl. Finance Controller
Ms. Ermegilda Goes	Chief Accountant
<b>Examinations</b>	
Mr. Ashish Apte	Controller of Examinations
Ms. Shilpa Patil	Deputy Controller of Examinations
<b>International Linkage</b>	
Ms. Meena Saxena	Director, International Linkage

### School Administration

#### A) The Academia of Pharmacy & Technology Management

Name	Designation	Qualification
Dr. Chandrakant. G. Bonde	Professor	B Pharm, M Pharm, Ph.D
Dr. Preeti C Sangave	Associate Professor	B.Pharm, M.Pharm, Ph.D
Dr. G. L. Gupta	Associate Professor	B.Pharm, M.Pharm, Ph.D
Dr. Smita Bonde	Associate Professor	D.Pharm, B Pharm, M Pharm, Ph.D.
Dr. Sanjay Sharma	Associate Professor	B.Pharm, M.Pharm, Ph.D
Dr. Shashikant B Bagade	Associate Professor	B Pharm, M Pharm, Ph.D.
Dr. Ranajit N Shinde	Associate Professor	B.Pharm, M.Pharm, Ph.D
Dr. Gauravkant Saraogi	Associate Professor	B.Pharm, M.Pharm, Ph.D
Dr. Sankha Bhattacharya	Associate Professor	B.Pharm, M.Pharm, Ph.D, PostDoc.
Dr. Payal Dande	Assistant Professor	B Pharm, M Pharm, PGDPM, Ph.D.
Dr. Amit B Page	Assistant Professor	B Pharm, M Pharm, Ph.D.
Dr. Ketan V Hatware	Assistant Professor	B Pharm, M Pharm, Ph.D.





Name	Designation	Qualification
Mr. Piyush Ghode	Assistant Professor	B.Pharm, M.Pharm
Dr. Mayank Sharma	Assistant Professor	B Pharm, M Pharm, Ph.D.
Mr. Saurabh Maru	Assistant Professor	B.Pharm, M.Pharm
Dr. Abhishek Kanugo	Assistant Professor	B Pharm, M Pharm, Ph.D.
Dr. Jagdish Sahu	Assistant Professor	B Pharm, M Pharm, Ph.D.
Dr. Prashant Joshi	Assistant Professor	B Pharm, M Pharm, Ph.D.
Mr. Suhas Agey	Assistant Professor	B.Pharm, M.Pharm
Mr. Meghanath B. Shete	Assistant Professor	B.Pharm, M.Pharm
Mr. Madhav Shelke	Assistant Professor	B.Pharm, M.Pharm
Ms. Meenat Tilawat	Assistant Professor	B.Pharm, M.Pharm

**B) Administration:**

Name	Designation
Dr. Ram Gaud	Director
Mr. Rajeev Dalal	Deputy Registrar (Academic)
Dr. Chandrakant Bonde	I/C SPTM
Mr. Rahul Dande	Chief Accountant & Administrator
Mr. Girish Wagh	Assistant Registrar (Examination)
Mr. Mohit Punjabi	Admin Officer
Mr. Bharat Bhoi	Junior Clerk
Mr. Rahul B Sharma	Coordinator (Academic - Admin)
<b>Placement Cell</b>	
Ms. Rachna Kacker	Placement Executive
Ms. Aurelia D'souza	Placement Assistant
<b>Library</b>	
Mr. Ravindra Mendhe	Deputy Librarian
Mrs. Dipali Mahajan	Library Assistant
<b>Central Instrument Laboratory</b>	
Mr. Mahesh Patil.	Instrumentation Lab Technician
<b>Pilot Plant</b>	
Mr. Mukesh Sonawane	Supervisor – Pilot Plant
<b>Animal House</b>	
Mr. Kiran Pawar	Supervisor – Animal House
<b>Stores</b>	
Mr. Chandrakant Bagul	Laboratory Assistant
<b>Medical Stores</b>	
Mr. Mukesh Patil	Supervisor- Medical Store
<b>Laboratory Staff</b>	
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
Mr. Mahesh Patil.	Laboratory Assistant
<b>Peon</b>	
Mr. Anil Mahajan	Peon



## **Part III**

# **ANNEXURES**

**Annexure 1****APPLICATION OF LEAVE OF ABSENCE**  
**School of Business Management**

NAME: \_\_\_\_\_ Date: \_\_\_\_\_

Email \_\_\_\_\_ ID: \_\_\_\_\_ Mobile \_\_\_\_\_ No. \_\_\_\_\_

Programme: \_\_\_\_\_ Trimester/Semester \_\_\_\_\_ Roll No. : \_\_\_\_\_  
Div: \_\_\_\_\_

Leave Period: From: \_\_\_\_\_ to \_\_\_\_\_ No. of Days missed: \_\_\_\_\_

Reason: -

--

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

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

Student's Signature: \_\_\_\_\_ Enclosures: \_\_\_\_\_

To be filled by Students  
(For Office use)

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

\_\_\_\_\_  
Checked by Course Coordinator (Signature)\_\_\_\_\_  
Verified by AR / DR (signature)Approved by: \_\_\_\_\_  
Program Chairperson\_\_\_\_\_  
Dean -SBM



**APPLICATION OF LEAVE OF ABSENCE**  
**(All Schools except SBM)**

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

NAME: \_\_\_\_\_ Date: \_\_\_\_\_

Email ID: \_\_\_\_\_ Mobile No. \_\_\_\_\_

Programme: \_\_\_\_\_ Trimester/Semester \_\_\_\_\_ Roll No. : \_\_\_\_\_  
Div: \_\_\_\_\_

Leave Period: From: \_\_\_\_\_ to \_\_\_\_\_ No. of Days missed: \_\_\_\_\_

Reason: -

--

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

**Student's Signature:** \_\_\_\_\_ **Enclosures:** \_\_\_\_\_

To be filled by Students  
**(For Office use)**

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

\_\_\_\_\_  
Checked by Course Coordinator (Signature)

\_\_\_\_\_  
Verified by AR / DR (signature)

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



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

Name of School: \_\_\_\_\_

Name of the Student: \_\_\_\_\_

Name of the Program: \_\_\_\_\_

CGPA in the last trimester/semester attended at NMIMS \_\_\_\_\_.

Roll No. \_\_\_\_\_ Contact No. \_\_\_\_\_ Email ID \_\_\_\_\_

Passport No. \_\_\_\_\_ Issued at (place) \_\_\_\_\_ Date of Expiry \_\_\_\_\_

Parents Name & Address:

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No. ( R ) \_\_\_\_\_ Mobile No. \_\_\_\_\_

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

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. Any other University as Mentioned in the Mail: \_\_\_\_\_

Name of the Foreign Language you are acquainted with \_\_\_\_\_

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

Signature of the Student \_\_\_\_\_ Date \_\_\_\_\_

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

**Annexure 3**

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

Photo

Website: [www.nmims.edu](http://www.nmims.edu)

**APPLICATION FORM**

(applicable for incoming students under Student Exchange program)

**1. Personal Information**

Name of the Student:

First name Middle name Last name

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

Passport No. \_\_\_\_\_ Issued at (Place ) \_\_\_\_\_ Date of Expiry \_\_\_\_\_

Local Address \_\_\_\_\_

Address \_\_\_\_\_

PhoneNo. \_\_\_\_\_ Email1. \_\_\_\_\_ Email2. \_\_\_\_\_

Home University Details:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone no. \_\_\_\_\_ Website \_\_\_\_\_

University Contact Person \_\_\_\_\_ Email ID \_\_\_\_\_

Person to be contacted in case of emergency:

Name \_\_\_\_\_ Relation \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Email ID \_\_\_\_\_

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

Name \_\_\_\_\_ Relation \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Email ID \_\_\_\_\_

Medical Insurance details:

Insurer \_\_\_\_\_ PolicyNo. \_\_\_\_\_ Contact person \_\_\_\_\_

Blood group \_\_\_\_\_ Vaccination Details \_\_\_\_\_

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

**2. Educational Qualification (Completed)**

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

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

Name of the Test \_\_\_\_\_ Score \_\_\_\_\_ Percentile Score \_\_\_\_\_

**4. Program for which enrolled at home institution**

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

Name of the Program \_\_\_\_\_ Duration \_\_\_\_\_

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

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

**5. NMIMS Course Choice (Final)**

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

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

**6. Hostel Accommodation**

Do you want NMIMS to arrange for your accommodation? Yes ☐ No ☐

Single occupancy accommodation ☐ Double occupancy accommodation ☐

Neighborhood flats are available on rent (approx Rs.30,000- 35000 per month) on sharing basis. Hostel accommodation will be given only if available. Food and Travel costs will be over and above this cost.

**7. Declaration**

I \_\_\_\_\_ declare that all information filled by me in this form is correct and I will complete

(First name Middle name Last name)

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

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

Signature of the Student: \_\_\_\_\_ Date \_\_\_\_\_

(Signature of Dean/Director/HOD)

CC. Director – International Linkages



**Annexure 4****APPLICATION FORM – NMIMS EXCHANGE STUDENTS**  
(applicable for Student Exchange)

Name of School: \_\_\_\_\_

Photo

**1. Personal Information**

Name of the Student \_\_\_\_\_ Roll No. \_\_\_\_\_

First name Middle name Last name

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

Passport No. \_\_\_\_\_ Issued at ( Place ) \_\_\_\_\_ Date of Expiry \_\_\_\_\_

Local Address :

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No \_\_\_\_\_ Email \_\_\_\_\_

Permanent Address:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone no. ( R ) \_\_\_\_\_ Phone no. ( M ) \_\_\_\_\_

Person to be contacted in case of emergency:

Name \_\_\_\_\_ Relation \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Email ID \_\_\_\_\_

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

Name \_\_\_\_\_ Relation \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Email ID \_\_\_\_\_

Medical Insurance details:

Insurer \_\_\_\_\_ Policy No. \_\_\_\_\_ Contact person \_\_\_\_\_

Blood group \_\_\_\_\_ Vaccination Details \_\_\_\_\_

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

Any medication you have been prescribed to take: \_\_\_\_\_

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

Semester/ Trimester \_\_\_\_\_



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

### 3. Declaration

I, \_\_\_\_\_ student of Full Time \_\_\_\_\_ (Program Name)  
from batch of year \_\_\_\_\_ and Roll No. \_\_\_\_\_ is going for International Student Exchange program  
in the Semester/Trimester \_\_\_\_\_.

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

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

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

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

\_\_\_\_\_  
Name & Signature of the student

\_\_\_\_\_  
Date

Mobile Phone Number: \_\_\_\_\_ (Self) \_\_\_\_\_ (Parents/Guardian)

\_\_\_\_\_  
(Signature of Dean/Director/HOD)

### CC. Director – International Linkages with Enclosures

Enclosures:

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



**UNDERTAKING**  
(applicable for Student Exchange)

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

Sub: Travelling to a Foreign University as part of Foreign exchange program

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

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

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

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

\_\_\_\_\_  
Name & Signature of the student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name & Signature of the Parent

\_\_\_\_\_  
Date

Mobile Phone Number: \_\_\_\_\_ (Self) \_\_\_\_\_ (Parents/Guardian)



## Annexure 6

### Student Exchange Programme (for Visa Office)

(School Letter Head)

Dated \_\_\_\_\_.

To:

The Visa Section

The Indian High Commission

\_\_\_\_\_ (City)

\_\_\_\_\_ (Country)

Dear Sir/Madam,

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

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

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

Thanking you,

Yours sincerely,

Dean

(School Name & Address)

(Phone no & email)



## **Student Exchange Programme (for Visa Application)**

(School Letter Head)

Dated \_\_\_\_\_

To:

The Consul General of \_\_\_\_\_

\_\_\_\_\_ Consulate/ Embassy

Mumbai, India

Dear Sir/Madam,

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

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

Thanking you,

Yours faithfully,

DEAN

(School Name & Address)

(Phone no & email)



## UNDERTAKING For Foreign National Studying at NMIMS University

(applicable for Student Exchange)

To

SVKM'S NMIMS Deemed-to-be-University

School of \_\_\_\_\_

Mumbai

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

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

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

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

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

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

\_\_\_\_\_  
Name & Signature of the student

\_\_\_\_\_  
Date

Mobile Phone Number: \_\_\_\_\_ (Self) \_\_\_\_\_

**Note :**



**Annexure 7**

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

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

**For Office use:**

Date: \_\_\_\_\_

To,

The Controller of Examination

SVKM's NMIMS (Deemed-to-be University)

Vile Parle (W), Mumbai 400056

Approved by (Exam. Dept)

Dear Sir,

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

Name of the Student: \_\_\_\_\_ Mobile

No.: \_\_\_\_\_

Name of the School:

Name of Program: \_\_\_\_\_ Roll No. \_\_\_\_\_ Student

No.: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Trimester. /Semester: \_\_\_\_\_

**Permanent /Temporary Physical Disability / Learning Disability**

**Details of Scribe being arranged by the undersigned**

Name of the scribe: \_\_\_\_\_

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

Address \_\_\_\_\_ and \_\_\_\_\_ Contact

No.: \_\_\_\_\_

Yours faithfully,

\_\_\_\_\_  
**Signature of the Student**

**Date**

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





**Annexure 8**

**Application for Duplicate Fee Receipt**

Sir/Madam,

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

Please find the particulars as under:

Fee Receipt: ☐ Year: \_\_\_\_\_ Hostel Fee Receipt: ☐ Year: \_\_\_\_\_

Name: \_\_\_\_\_  
(Surname) (Name) (Middle Name)

Course: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Student Number \_\_\_\_\_ Roll No. \_\_\_\_\_

Thanking You,

Yours Faithfully,

\_\_\_\_\_  
(Student's Signature)

-----  
**DUPLICATE FEE RECEIPTS WILL BE ISSUED AFTER 7 DAYS ON:**

Office Remarks:

Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_ for Rs.100/-

\_\_\_\_\_  
(Receiver's Signature)

**Annexure 9****APPLICATION FOR REFUND****Date:** \_\_\_\_\_

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

**(Signature of Student)****Attachments Required**

- Excess Fees/Excess Deposit Refund
  - Excess Fees/Excess Deposit - Original Receipt of Excess Fees/Excess Deposit along with photocopy of Fees Receipt/Deposit Receipt
- Hostel Deposit Refund
  - Original Hostel Deposit Receipt signed by Hostel-in-charge & DR Administration.
- Library Deposit
  - Please procure "NO DUES STAMP"

-----  
-----

**Acknowledgement**

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

**Signature of Counter Staff, Stamp and Date**



Annexure 10

**SVKM'S NARSEE MONJEE INSTITUTE OF MANAGEMENT STUDIES**

**APPLICATION FOR MIGRATION CERTIFICATE**

1. Name: \_\_\_\_\_
2. Address for Correspondence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Permanent address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Contact No. : ( M ) \_\_\_\_\_ ( R ) \_\_\_\_\_ Email  
Id: \_\_\_\_\_
5. Birth Date: \_\_\_\_\_
6. Date of leaving: \_\_\_\_\_
7. Details of the Examination passed from this university

Examinations	Year of passing	Roll no	Results

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

**DECLARATION BY THE STUDENT**

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

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

Date: \_\_\_\_\_

Mumbai 400056

(Signature of the student)

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

P.T.O.



FOR OFFICE USE

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

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

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

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

\_\_\_\_\_  
(Signature of Head of the Dept)

Place : \_\_\_\_\_

Date : \_\_\_\_\_

---

DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Person of In – Charge)

---

INSTRUCTION TO THE STUDENT

- \* The Prescribed fee of Rs. 300/- for Migration Certificate should invariably be sent along with application for Migration Certificate by Demand Draft drawn in favour of the SVKM's N.M.I.M.S. payable at Mumbai. The fees may be paid by cash in the Accounts Office along with the application.
- \* Fee for the Migration Certificate is accepted between 10.00 am to 5.00 pm on week days except on Sundays, Bank Holidays.

**Annexure 11****Clearance Certificate**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Contact No. \_\_\_\_\_

Student SAP No. \_\_\_\_\_ Roll No. \_\_\_\_\_

Programme: \_\_\_\_\_ Semester / Trimester \_\_\_\_\_

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

Course Coordinator

Assistant Registrar



## Annexure 12

Any Additional forms to be added by School

## Annexure 13 (If applicable)

### Undertaking by Students (HBS Cases/ Articles)

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

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

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

### ACKNOWLEDGEMENT

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

(First Name)

(Middle Name)

(Last Name)

Programme:.....

Roll

Number:

Email

ID:

*For Office Use:*

Date of Receipt: \_\_\_\_\_

Signature of Course Coordinator: \_\_\_\_\_

**Annexure 14****OFFICE COPY****Student Undertaking with respect to the Student Guidelines**

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

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

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

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

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

Roll Number: \_\_\_\_\_ Programme: \_\_\_\_\_

Email ID: \_\_\_\_\_ Contact Nos. \_\_\_\_\_ / \_\_\_\_\_

Address for Correspondence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of the parent \_\_\_\_\_ Contact Nos: \_\_\_\_\_ / \_\_\_\_\_

Office No: \_\_\_\_\_ Residence No.: \_\_\_\_\_ Mobile: \_\_\_\_\_

Parent's email ID \_\_\_\_\_

*For Office Use :*

Date of Receipt: \_\_\_\_\_ Signature of Course Coordinator \_\_\_\_\_





# HOSTEL MANUAL

SVKM'S

## NMIMS SHIRPUR CAMPUS

(2020-2021)

## 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 Sick-Bay
  - 3.11 Parlor
  - 3.12 Iron and Laundry
  - 3.13 Pharmacy Store
4. General Instructions
  - 4.1-4.23
5. Do's and Don'ts
6. Students Movement
  - 6.1 General Instructions on out-pass
  - 6.2 Disciplinary 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
  - 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 Shirpur Out-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).

## 2.0 HOSTEL MANAGEMENT TEAM

Following members comprises the Hostel management team;

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

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

## 3.0 FACILITIES

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

## 3.1 ACCOMMODATION

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

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

### 3.2 **WI-FI CONNECTIVITY**

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.

### 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.

### 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: 07:00 to 09:30/Lunch: 12:00 to 01:40/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 21:00 hrs daily. Specialists also visit campus on fixed days as per schedule.

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

### 3.11 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)

### 3.14 PHARMACY STORE

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

## 4.0 GENERAL INSTRUCTIONS

- 4.1 No hostel resident is permitted to engage any person for any kind of service for personal or otherwise.
- 4.2 Students are advised not to involve in any financial dealings of personal nature i.e. money lending with any employee or student of an Institute.
- 4.3 Students are not permitted to install any electrical appliances, such as personal TV, AC, immersion heaters/rods, electric heaters/presses/coolers, induction, refrigerators, etc. in the rooms. Cooking of any food item or even preparation of tea/coffee in the hostel rooms is strictly prohibited.
- 4.4 No pets (animals, birds, etc.) are allowed in the hostel.
- 4.5 No personal vehicles of resident students are permitted to park inside the campus.
- 4.6 Academic building, hostel building and entire campus are 'No Smoking zone'. Hence, students are advised to refrain from smoking in the corridors, common rooms, toilets and other public zones of the hostel and campus premises. Strict disciplinary action will be taken against the students found smoking.
- 4.7 Students are informed that consumption, trafficking or possession of narcotic drugs and/or alcohol within the Campus, including Hostel premises is strictly prohibited. It must be noted that possession of narcotics and/or drugs is severely punishable by law. Appropriate action such as hand over to civil police authorities, will be taken against students found indulged in these acts. Violation of this code will attract a stiff penalty,

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

- 4.8 Keeping of any firearms, licensed or unlicensed; any ammunition; explosives; any sharp-edged weapon, retention of which is illegal and unlawful and the same is not permitted in the Hostel and campus.
- 4.9 Frequent Partying get together in hostel premises is not permitted however students may get prior approval on any important occasions such as 26<sup>th</sup> Jan, 15<sup>th</sup> Aug, Holi etc. Special permission may be obtained from hostel authorities for birthday celebrations in specified area and it shall be concluded by 2200hrs strictly, no sound play is permitted. Every participant should ensure that other students are not inconvenienced and disturbed by his/her activities in any manner. Students are expected to respect the right to peace and privacy of others. In case of any complaint, students may be liable for appropriate disciplinary action.
- 4.10 **Fire Hazards and Safety:**  
Candles, incense sticks, combustible materials such as gasoline, paint thinner, oil lamps, mosquito coils, match boxes/lighters are fire hazards and are not permitted in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are strictly banned in and around the Hostel premises. Residents must switch off all lights, fans and electrical appliances including mosquito repelling machines if any, before leaving their rooms. This is necessary to avoid an inadvertent fire.
- 4.11 **In case of Fire:**  
Residents must raise an alarm and call on duty warden. They should also alert the on duty security staff. Fire extinguishers are available on each floor which may be used by hostel occupants to extinguish the fire at initial stage.
- 4.12 **Silence Hours:**  
Anything which interferes with student's studies must be avoided at all times. 'Silence Hours' will be observed from 11.00 p.m. to 7.00 a.m. on all days. No noise of any sort will be permitted during the 'Silence Hours'. Serious action will be taken against defaulters. Residents must not go to others room and disturb the inmates. Complaints from other residents will be investigated and action will be taken accordingly.
- 4.13 Director, Hostel Administration/Rector/Warden or such other authorities may enter any room for spot checking / verification at any time of the day or night.
- 4.14 Management reserves the right to break / open the locks of room and enter in case of violation of hostel rules, suspected unlawful activities and security risks or where the student is absent from his room for a longer period without prior information or any such other valid reason. This will, however be carried out by the security personnel in presence of hostel Rector/Warden or Administrative authorities, and any other person at the discretion of Head Campus Security. On such occasions, the items in the room will be listed by these officials and kept in the store room. A verbal report, followed by a written report will be sent to the higher authorities.
- 4.15 Proxy or dummy room-mates are forbidden. Strict action will be taken if accommodation is held as proxy, they are liable to be removed from the hostel. Residents are not permitted to allow their rooms to be used by others.



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

**ANTI RAGGING COMMITTEE AND CONTACT DETAILS:**

NAME	DESIGNATION	MOBILE
Dr. RS Gaud	Director MPTP	02563-261555
Dr. Nikhlesh Sharma	Director MPSTME	02563-261545
Mr. Rahul Dande	Chief Accountant & Administrator	9922763999
Dr. Nitin Choubey	Asso. Dean MPSTME	9890009127
<b>Dr. Chandrakant Bonde</b>	<b>I/C SPTM</b>	<b>9850789904</b>
Dr. P.P Raichurkar	Asso. Dean CTF	9923946044
Mr. Rajeev Dalal	Dy. Registrar	9425318583
Dr. Monimoy Saha	Director, Hostel Admin.	8999072554

- 4.18 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.
- 4.19 **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.
- 4.20 **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.
- 4.21 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.

#### 4.22 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.

#### 4.23 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.

#### 4.24 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

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

## 6.0 STUDENT'S MOVEMENT

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

## 6.2 IN CASE OF MISCONDUCT

DISCIPLINE POLICY	
E - Class	
Misconduct	Consequence
1. Being out of the hostel after permitted time	(1) Three Days Academic Suspension with pre-marked Absence in SAP (i.e., Student will attend classes but will lose attendance) and (2) Fifteen days compulsory Yoga classes and (3) Ban on short leave, Shirpur Out-Pass for the period of one month
2. Use of Electrical appliances other than Laptop and Cell phone and for medical reasons with prior approval	
3. Celebrating birthdays in the room	
4. Indiscipline in Gym/Dining Hall	
5. Taking mess utensils outside dining area and food to the rooms	
6. Unauthorized entry into Hostel Kitchen	
7. Assigning Housekeepers for personal use other than mentioned in Hostel Rules	
8. Non-resident student found in hostel room. (Action against both hostler and non-resident)	
D – Class	
Misconduct	Consequence
1. Late reporting after vacation	

2. Shouting slogans and raising voice in a group.	(1) Intimation to Parents. and (2) Five Days Academic Suspension with pre-marked Absence in SAP (i.e., Student will attend classes but will lose attendance) and (3) Thirty days compulsory Yoga Classes and (4) Ban on short leave, Shirpur Out-Pass for a period of one month.
3. Using bad words/gestures with fellow students/staff/faculty/security.	
4. Not availing granted period of leave and reporting back before leave accomplishment.	
5. Any complaint of minor misconduct received from outside the campus.	
6. Possession of Outside food/Pressuring security or other staff to let food parcel inside campus	
7. Found in indecent position / objectionable pose with a fellow student	
<b>C - Class</b>	
<b>Misconduct</b>	<b>Consequence</b>
1. Damage to campus property	1. Intimation to Parents and 2. Seven Days Academic Suspension with pre-marked Absence in SAP (i.e., Student will attend classes but will lose attendance) and 3. Ban on short leave, Shirpur Out-Pass for a period of one month.  (In case of property damage the cost of property would be recovered).  (In case of any misbehavior during placement tour disqualification for further placement assistance.)
2. Possession of banned items such as - Fire crackers, electrical appliances, weapons, sharp objects, pornographic literature as well as CDs/any other storage(Hard & Soft copies)	
3. Any misbehavior during placement tour	
4. Availing Unauthorized leave	
5. Making a group with a view to take law into their own hands, arrogant behavior and arguments with any authority and staff	
6. Possession/Consumption/Transportation of Smoking / ( <b>Alcohol – Refer Appendix 1</b> )	
7. Minor physical fight among students or with any staff	
8. Forgery of signatures of authority / producing false documents / giving false information pertaining to hostel and academic rules	
9. Stealing cash or any other item	
<b>B - Class</b>	

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

### **Notes**

1. Repetition of any act of indiscipline will lead to next higher class of above Policy.

2. Please note that we will be implementing the policy without any compromises and request you not to venture into any act of indiscipline. Please bear in mind that these are for your safety and comfort and to develop you into a great professional.
3. If the law of the land demands some actions on part of the university authorities such as handing over students involved in the objectionable material, law will be ruthlessly followed.
4. The academic suspension may be commuted to the next semester. In case of students from the third year second semester MBA Tech/MBA-Pharma Tech students, the commuting shall be implemented at Mumbai campus.
5. The B.Tech / B.Pharma / D. Pharma or any final year student involved in indiscipline on the margin of completion of course will be fined as under :  
**E-Class INR 2500/-, D – Class INR 3750/-, C – Class INR 5000/-, B – Class INR 7500/- and A – Class INR 10000/-**
6. In case of final year students or the students on the margin of completion of course of Shirpur Campus having found guilty of misconduct and adjudged under the subject provision of consequences will be permanently expelled from availing the “Hostel Stay Allied Facilities at Shirpur Campus” and also not permitted in future in this regards.

### **APPENDIX - 1**

(Pertaining to Discipline Policy mentioned above)

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

### **ALCOHOL**

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

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

### **OBJECTIONABLE MATERIAL**

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

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## 7.0 DUTIES AND RESPONSIBILITIES OF HOSTEL STAFF

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

### **7.1 RECTOR**

- 7.1.1 Coordinate with hostel in-charge with regard to various hostel activities.
- 7.1.2 Responsible for overall functioning of hostel Administration.
- 7.1.3 Taking surprise rounds of hostel rooms to check the unlawful activities, anytime during day and night (24hrs).
- 7.1.4 Penalize or issue warning letters or punish the students those found guilty of any offence or misconduct; in coordination with Head/Dy. Campus Security.
- 7.1.5 In case of narcotic drugs or substance abuse, initiate strict disciplinary action, coordinate for emergency meeting, recommend severe punishment such as expulsion from hostel / academics, if the offence is serious of its kind.
- 7.1.6 Ensure that students do not smoke in the hostel premises, rooms, common corridors, and toilets as it is a **NON SMOKING RESIDENTIAL CAMPUS**.
- 7.1.7 Ensure timely allotment of rooms to newly admitted students.
- 7.1.8 Collection of fees/fine amount from students and submission to Accounts department, ensure no fees/cash collected from students is kept in hostel.

- 7.1.9 Ensure that hostel in/out timing is strictly followed by students during their movement inside/outside the campus.
- 7.1.10 In case of security breach, coordinate with Head/Dy. Campus Security for necessary actions.
- 7.1.11 Counseling the students, to boost up their moral and confidence, in case of home sickness, getting addicted. Try to bring him / her under normal conditions, or else guide the student to Counselor; if not coordinate with Hostel management for necessary actions.
- 7.1.12 Arrange a counseling with student's Counselor.
- 7.1.13 Always send a copy of letter to parents, issued to their ward for any reasons, if required inform parents telephonically and update.
- 7.1.14 Ensure all complaints regarding maintenance are attended and problems are fixed in time.
- 7.1.15 Maintain the duty roster of hostel wardens; ensure their in time reporting.
- 7.1.16 Ensure notice boards are maintained and all necessary notices/information is displayed on the boards.
- 7.1.17 Review of hostel facilities viz Mess, Saloon, Gym, Sickbay, laundry services and ensure that contracted staff is reporting in time.
- 7.1.18 Coordinate with nominated Doctors for their scheduled visits.

## **7.2 SENIOR WARDEN**

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

## **7.3 WARDEN / ASST WARDEN**

- 7.3.1 To ensure all resident student maintain discipline at all times in hostel premises
- 7.3.2 To ensure safety and security of students.
- 7.3.3 Take a roll call and report the absenteeism of students without permission, to Rector or hostel incharge.
- 7.3.4 Keep a check on present students and ensure that no outsider/expelled students are entering the hostel premises.
- 7.3.5 Accept and forward the leave applications of resident students to rector / hostel incharge for approval.



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

#### **7.4 HOSTEL ASSISTANT – GIRL'S HOSTEL**

- 7.4.1 Take round of entire hostel, analyze the housekeeping work and report to senior warden / rector / hostel incharge.
- 7.4.2 Initiate the maintenance work related to electrical, carpentry, and plumbing and get it done in coordination with respective staff/department. If the work is not completed, inform to Rector/hostel incharge for necessary actions. Can assign this work to duty warden.
- 7.4.3 Ensure that sufficient stock of hostel kit is in place; coordinate with Hostel Coordinator for replenishment.

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

## **7.5 HOSTEL COORDINATOR**

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

## **7.6 COUNSELOR**

- 7.6.1 Counseling on de-addiction to the students involved into smoking, drinking, intake of drugs, narcotic drugs etc and bring them to normal life.
- 7.6.2 Psychological counseling and medical advice to the concerned students.
- 7.6.3 Educational / vocational counseling to improve the academics.

- 7.6.4 Personality assessment and advice about personality improvement.
- 7.6.5 IQ assessment of interested students (assessment of Intelligent Quotient).
- 7.6.6 EQ (emotional quotient) assessment of interested students and advice on assertive behaviour.
- 7.6.7 Counseling on psychologically deviant behaviour such as depression, obsessive compulsive behaviour.
- 7.6.8 Coordinate with other hostel staff for referring the students for counseling services.
- 7.6.9 Counseling on physical health related issues to interested students.
- 7.6.10 Counseling on reproductive system and sexual health related issues.

## **7.7 DUTY NURSE (Sick Bay)**

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

## **8.0 MENTORS AND THEIR ROLE**

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

## 9.0 FORMATS

Following formats are used in hostel for various reasons.

## 9.1 HOSTEL ADMISSION FORM

This form is filled by students seeking admission to hostel.

## APPLICATION FOR HOSTEL ACCOMODATION

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

### For First Year Students

ADMISSION (FINAL) MERIT NUMBER:

SAP- ID. NO: Room No.:

The Director  
SVKM's NMIMS

Shirpur Campus -425405

Sir,

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

**PERSONAL DATA:**

Surname								First Name								Father's Name					

1. Full Name:

2. Residential Address:

Tel. No.: \_\_\_\_\_ Mob: Resi: \_\_\_\_\_

E-mail address: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_ 4) Nationality: \_\_\_\_\_

## UNDERTAKING

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

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

Date: \_\_\_\_\_

Signature of the Applicant: \_\_\_\_\_

**PARENT / GUARDIAN DETAILS:**

1. Name of the Parent/Guardian: \_\_\_\_\_

2. Relationship: \_\_\_\_\_ 3. Occupation: \_\_\_\_\_ 4. Designation: \_\_\_\_\_

5. Office Address: \_\_\_\_\_  
\_\_\_\_\_

Tel. No. Mob: \_\_\_\_\_ Office no: \_\_\_\_\_

Email address: \_\_\_\_\_

Annual Income from all sources: \_\_\_\_\_

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

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: (Mob /Resi) \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: (Mob /Resi) \_\_\_\_\_

**DECLARATION BY FATHER / MOTHER / GUARDIAN**

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

a) \_\_\_\_\_

b) \_\_\_\_\_

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

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

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

Yours faithfully,

Date: \_\_\_\_\_

Signature of the Parent / Local Guardian \_\_\_\_\_

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

Date: \_\_\_\_\_ Signature of student: \_\_\_\_\_ Signature of the Parent / Local Guardian: \_\_\_\_\_

### **FOR EXISTING STUDENTS**

Name: \_\_\_\_\_

Course: \_\_\_\_\_ Year: \_\_\_\_\_

Room No.: \_\_\_\_\_ Bed No.: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of the Student: \_\_\_\_\_

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

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

### **HOSTEL RULES AND REGULATIONS**

**(Attached with Hostel Admission Form)**

These rules are applicable to both Boys and Girls Hostels.

#### **I. PREAMBLE**

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

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

#### **II. RULES FOR ADMISSION IN HOSTEL**

1. All students seeking admission to any of the institute at Shirpur Campus will apply for admission to the hostel. Admission is open to full time students of SVKM's NMIMS. Preference will be given to out-station students.
2. Hostel is meant only for the use of bonafide students of that particular hostel.
3. Admission will be valid for one academic year only i.e. July to April, every year.
4. During their stay in the hostel they will be under the control of the Director, Hostel Administration/Rector/Hostel Coordinator & Warden staff.
5. Students will be required to vacate the rooms within 3 days on completion of the scheduled examination each year. (Normal date for vacating the hostel is 7<sup>th</sup> 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](http://www.nmims.edu) and the application form completed in all respects should be submitted to the Office of the Director, Hostel Administrator on any working day during office hours.
2. Applicants who are offered admission in the hostel will be informed by letter/email or their names will be put up on our website (3days prior to start of the course). They will have to take up the accommodation by the stipulated date, failing which his/her admission will be cancelled and the seat will be offered to the other student.
3. Admission to the hostel will be cancelled if incomplete or false information is furnished.
4. Fresh application will have to be filled up for next year accommodation.
5. Students are required to give their consent about continuing the hostel facilities in the next year, when asked by the authorities.

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

#### **IV. CODE OF CONDUCT: BEHAVIOUR AND DISCIPLINE**

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

#### **V. ATTENDANCE AND LEAVE**

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

- ## VI. UPKEEP OF THE HOSTEL

- ## VII. VISITORS / GUESTS

- ## VIII. MESS TIMINGS AND RULES

1. Hostel mess is compulsory and under no circumstances, private preparation of food in their respective rooms shall be permitted.
2. Pure Vegetarian food is served in the Hostel Mess.
3. Students are required to dine in the Dining Hall.
4. The system of self service will be followed in the mess.
5. Mess timings should be observed strictly as notified from time to time. The meals will not be served before/after the fixed hours.  
Breakfast: 07:00 to 9:30 hrs  

Snacks: 04:00 pm to 07:00 pm

Lunch: 12:00 noon to 02:00 pm  

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



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

#### **IX. DAMAGES AND RECOVERY**

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

#### **X. SAFETY OF VALUABLES AND BELONGINGS**

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

#### **XI. CHANGE OF ROOMS**

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

#### **XII. TENANCY**

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

#### **XIII. SECURITY**

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

#### **XIV. HEALTH CARE**

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

#### **XV. OTHER FACILITIES**

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

#### **XVI. ANTI RAGGING POLICY**

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

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

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

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

Ragging in any form is totally prohibited in the college premises, hostel, dining room, cafeteria, common rooms and outside campus, severe action will be taken against students who attempt to inflict ragging or abet ragging, actively or passively, or be a part of a conspiracy to promote ragging.

2. The powers relating to the disciplinary action will vest with the Director and his decision in this respect shall be final.
3. Students found guilty of ragging earlier will not be admitted to this college.
4. **It is mandatory for student to submit 'ON LINE' Anti Ragging affidavit. For this, student has to visit the Government website [www.amanmovement.org](http://www.amanmovement.org) / [www.antiragging.in](http://www.antiragging.in); follow the procedure as instructed in the website and present the affidavit with the hostel admission form.**

#### **XVII. REVISION OF RULES AND REGULATIONS**

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

#### **XVIII. COMPLAINTS AND SUGGESTIONS**

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

**Undertaking**  
**(To be given by student and parent)**

I (Student Name) .....S/o.....

Address.....

.....

District..... PIN..... State.....

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

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

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

Signature of Student

Signature of Parent.

Name

Name

Place

Date.