

**STUDENT RESOURCE BOOK**  
**(2022-23)**  
**Part-I**

**NMIMS (Deemed-to-be)**  
**UNIVERSITY**



## Message from Vice-Chancellor

### *Welcome, and Congratulations on joining NMIMS!*

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

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

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

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

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

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

Please 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. The SRB contains a Student Undertaking page at the end of the document, which you are required to sign and submit to your course coordinator by the suggested date.

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

Dr. Ramesh Bhat  
Vice Chancellor

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## Student Guidelines

(With effect from June 2022)

### 1 About these Guidelines:

- 1.1 These guidelines provide norms for daily functioning of the NMIMS and ensure appropriate usage of infrastructure and effective academic delivery for students.
- 1.2 This compilation of guidelines comes into effect from June 2022 onwards and supersedes all other guidelines in respect of matters therein.
- 1.3 These guidelines are applicable for all schools & campuses under NMIMS Deemed-to-be University located across the country.
- 1.4 This document of NMIMS is student guidelines, rules and regulations. While efforts are made to ensure uniformity & consistency between these guidelines and the Rules & Regulations of NMIMS. In the event of any dispute, the Students Resource Book will prevail.
- 1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
- 1.6 NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.
- 1.7 All disputes are subject to Mumbai jurisdiction only.

### 2 General Guidelines:

#### Code of Conduct:

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

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 different manner from the prescribed use or by someone other than the person for whom it was prescribed.	a. Suspension from attending college 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 pending enquiry.
<b><u>Banners, Chalking 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 towards 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 towards another person, including unauthorized following, which demonstrate either an intent to put another person in fear of bodily injury or cause the person substantial emotional distress.	a. Suspension from attending college pending enquiry. b. Any person resorting to such act will amount to ragging and appropriate action will be taken.
<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 pending enquiry. b. Rustication from the school / campus / hostel
<b><u>Disorderly Conduct</u></b>  Excessive noise, which interferes with classes, school offices or other activities; Unauthorized entry into an area or a closed meeting.  <b>1</b> Conduct that restricts or prevents faculty, staff or student employees from performing their duties, including interruption of meetings, classes or events; <b>2</b> Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others.	Abstain from attendance for the affective lecture / event.
<b><u>False Representation</u></b>  Provide false information or make misrepresentation to any school office, forgery, alteration, or unauthorized possession or use of school documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail).	a. Suspension from attending college pending enquiry. b. Rustication from the school / campus / hostel

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

## 2.18 Discipline Norms and Penalty:

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

## 2.19 Dress Code:

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

Students are required to be dressed decently (Half pants, shorts, short skirts, bathroom slippers are not allowed).

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

## 2.20 Punctuality

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

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

### 3.1 Attendance 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 finds any discrepancy in his/her attendance, he/she should inform the office in writing regarding the same within 3 days of the publication of 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 preferably on email within 24 hours of the absence. Any absence without written intimation will be treated as unapproved and will be reflected in the records as such.
- 3.1.4 It is sole responsibility of the student to confirm his / her email Id and parents email Id with school academic office.
- 3.1.5 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.
- 3.1.6 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.
- 3.1.7 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.
- 3.1.8 Final attendance of Trimester/Semester will be published on Student Portal / Notice board after end of session. If the student has any issues regarding attendance will notify the Dean/Director campus in writing. Dean/Director will ensure data is factual and act accordingly.



### 3.2 Attendance rules for all schools

- 3.2.1 100% attendance in classes for each subject/course is required. However, for medical reasons/ personal reasons/ extra-curricular and co-curricular activities/ placement/ institutional work/ other activities etc. relaxation with respect to absence upto 20% may be allowed.
- 3.2.2 Students, who are having attendance, equal to or more than 80% in each subject, in a trimester/Semester, are eligible to appear for respective Trimester/Semester end examinations.
- 3.2.3 Exceptional cases for students having less attendance in any subject(s), will be dealt with on case to case basis by Dean/Director of the respective school by giving them an individual hearing. After giving hearing the, Dean/Directors of the respective schools may give them exemption upto 10% on case to case basis to enable them to reach upto 80%. Such students will be eligible to appear for the regular term end examination, subject to approval of exemption from attendance 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 year of the study / program of subsequent academic year by paying requisite fees as per prevailing rules of NMIMS and complete all requirements of the program.
- 3.2.5 Attendance requirements are summarised hereunder:  
100% Attendance in each subject is required.

Attendance % (In each Subject/s)	Remarks
80% and above	Eligible to appear for Trimester/Semester End Examinations
70% to 80%	Dean/Director of the respective Schools may give exemption upto 10% on case to case basis by giving them an individual hearing. Such students will be eligible to appear for the regular term end examination, subject to approval of exemption from attendance from the Dean / Director of respective School / Campus.
Below 70%	Have to take re-admission in the same year of study in the subsequent academic year

- 3.2.6 Any genuine and exceptional case which needs special approval over and above the prescribed limits (including Dean's approval power) can be forwarded with Dean's /Director's comments to committee constituted at University level. The committee will make its recommendations to Vice Chancellor whose decision will be final. The concerned students will be informed about final decision of University by respective Dean/Director of the respective campus.
- 3.2.7 From the academic year 2021-22, attendance and grading will be delinked wherever it was applicable earlier. Faculty members may give due weightage to attendance in the Internal Continuous Assessment through the component of Class participation or other related activity, which may be referred in Part-II of SRB.



## 4. Academic Guidelines

### 4.1 Credit Structure

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

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

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

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

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

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

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

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

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

**Kindly refer Part II for school specific criteria.**

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

4.6 Duration of examination

- 4.6.1 Minimum duration of Mid -Term Examinations: 1 hr.
- 4.6.2 Minimum duration of End-Term Examinations: 2 hrs.
- 4.6.3 Examination duration can also be more than the above specified time as defined by respective schools.

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

- 4.8 For all the programs, the weightage for each component will be specified by the Faculty and will form an integral part of the course outline (as per specific requirement of school/programme). The Faculty has flexibility to formulate and implement evaluation system with weightage specified in course outline. While approving the courses, the HOD/Area-in-charge and the Dean/Director/ Associate Dean will ensure that the evaluation components and weightage points assigned to each component are fair. Such evaluation components should be announced to students before commencement of course delivery.
- 4.9 For grading purpose, the weightage mentioned by the faculty in the course outline will be applied for each component of evaluation irrespective of the marks assigned to the said component for the examination.
- 4.10 The minimum number of students to offer a course/s will be decided by Dean/Director of respective schools on the basis of total number of students registered in that particular elective courses.
- 4.11 **Project Guidelines:**
- 4.11.1 From time to time Faculty may assign projects to students in their courses.
- 4.11.2 After submission, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Similarity index / plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS.
- 4.11.3 All policies in regard to confidentiality and discipline needs to be adhere by the student.
- For more details on Academic / Project guidelines, refer Part II for school specific inputs.**

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

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

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

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

## 7. Examination Guidelines:

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

### 7.1 Discipline in the Examination Hall

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

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

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



19	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed second time)	Annulment of the performance of the student at the University Examination in full.
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\*(Note: The Term “Annulment of Performance in full” includes performance of the student at the theory 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 Students should note that material found with him / her during the examination would be confiscated and would be returned back after completion of inquiry.

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

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

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

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

### **7.6 Examination Grievance Redressal Mechanism**

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

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

7.6.1 The Grievance Redressal Mechanism will apply only to the ‘term-end Examinations’ of the University.

7.6.2 The above mechanism will **not apply to** practicals / oral examinations/ viva/ projects/ MCQ’s in online exams/assignments/ dissertation/ presentation/ field work etc.

7.6.3 The application for Redressal of Grievance can be made online only through the Student Portal. Applications made through offline mode would not be considered under any circumstances.

7.6.4 All the students will be informed the course/module-wise marks obtained by them in the ‘Internal Continuous Assessment’ and ‘Term-end Examination’ by the Examination Office, on the date of declaration of result of the examinations of the respective class/es. The date of declaration of result shall be the date on which examination result is made live on ‘Student Portal’ of the University.

7.6.5 Under the Grievance Redressal Mechanism, a student can apply for:

a) **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**

b) **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:**

<b>Activity under Grievance Redressal Mechanism</b>	<b>Time Limit</b>	<b>Date of Declaration of Result Example: 17<sup>th</sup> October 2022</b>
Application for Verification of Answer book/s	Within 3 days from the date of result declaration	Example: 20 <sup>th</sup> October 2022
Application for Photocopy of the answer book/s	Within 2 days from the date of result declaration including holidays	Example: 19 <sup>th</sup> October 2022
Receipt of the E-copy of Answer book/s	Latest on the 2nd day from the date of result declaration including holidays (answer books will be sent by e mail link)	Example: 19 <sup>th</sup> October 2022 (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: 20 <sup>th</sup> October 2022

- 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/son the student portal. Students may note that after carrying out reevaluation, the marks obtained may increase or decrease or may not change.

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

7.6.17 The outcome of Revaluation process shall be final and binding on student.

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

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



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

- 8.1 One prize will be awarded where number of students in the batch/stream is between 01 and 20, two prizes will be awarded where number of students in the batch/stream is between 21 and 59, and three prizes will be awarded where number of students in the batch / stream is > 60.
- 8.2 The criteria for award of prizes will be highest CGPA obtained by the students in the examinations of all the years of the program on programme completion.
- 8.3 For the above purpose, count of students at the final year of the programme will be considered.
- 8.4 In case of exactly the same CGPA obtained by two or more students for a particular rank, same medal may be given to the students and second and third (Silver & Bronze) medal may be given to the next ranking students.
- 8.5 Rankings would always be decided at University level.
- 8.6 Students should have passed all examinations in single attempt.
- 8.7 Lateral admission cases may be considered for ranking purpose
- 8.8 Students obtaining F grades/ATKT/ involved in unfair means or any misconduct will be ineligible to be listed in the Rank Holder List and Dean's/ Director's list.
- 8.9 The students who opt for Student Exchange program in any trimester/semester would be considered if he/she is eligible as per above criteria. However, performance at the partner University shall not be considered for award.
- 8.10 **Dean's/ Director's List:**
  - 8.10.1 10% of the batch (top 10% students) on the basis of highest CGPA will be considered to be eligible to be in Dean's/ Director's List and will get a certificate at the end of the programme. (SBM Mumbai / Campus gives yearly).
  - 8.10.2 The Dean's/ Director's list would be for each programme/ stream at each campus.

## 9. Guidelines for Scholarships:

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

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

### 10.1 Admission Cancellation procedure:

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

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

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

Sr. No.	Percentage of Refund of Fees*	Point of time when notice of withdrawal of admission is received in the Higher Educational Institutions (HEI)
(1)	100%	15 days or more <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: Candidate should refer the offer letter and the submitted admission form for the dates. Cancellation / Refund process will not be applicable if candidate do not fill online form and upload necessary documents.

#### 10.2 Payment of fees:

- 10.2.1 The promoted students for the subsequent years are required to pay the fees as per the email received from Accounts department. Late fee will be levied if fee is not paid within the due date.
- 10.2.2 Non-payment of fees within the stipulated time including the late fee period will attract cancellation of the studentship from that program.
- 10.2.3 **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.
- 10.2.4 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.
- 10.2.5 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.

#### 10.3 Academic break:

Following rules are applicable for all the schools of NMIMS.

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

- 10.3.1 The academic break can be granted to any student by respective Dean/Director of School/campus.
- 10.3.2 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.

#### 10.4 **Eligibility for Academic Break:**

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

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

- 10.4.3 Financial constraints.
- 10.4.4 In executive education, 'temporary transfer to other country / city'
- 10.4.5 Financial crisis/Maternity/ shift of duties/additional assignments at the work place applicable for executive programme participants only.
- 10.4.6 The Dean of respective school will approve the academic break and forward the application of the student to admission department for necessary process.
- 10.4.7 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.
- 10.4.8 Payment of Fees for academic break: For details please refer point 13.2.

#### 10.5 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**.

#### 10.6 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.**

#### 10.7 Admission Deferment:

Following rules are applicable to all the Schools of NMIMS.

##### 10.7.1 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.

##### 10.7.2 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.

##### 10.7.3 Process for Admission deferment:

10.7.3.1 Deferred admission may only be granted to first year students who have paid the required non-refundable enrolment deposit.

10.7.3.2 The admission department will scrutinize all the applications and forward it with comments to concerned

authorities for approval. The request to defer the offer of admission will be reviewed on case to case basis and will be granted depending on the reason stated alongwith the supporting documents. NMIMS decision with respect to this will be final and will not be challenged.

- 10.7.3.3 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.
- 10.7.3.4 The letter of deferment of admission will be issued by admission department to the applicant.
- 10.7.3.5 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.
- 10.7.3.6 Financial aid offers cannot be deferred. Students must reapply for financial aid.
- 10.7.3.7 Admitted 'Transfer' students are not eligible for deferred admission.
- 10.7.3.8 Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.
- 10.7.3.9 Once the programme has commenced, then even though the applicant may have not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

## 11. Library Rules and Regulations:

- 11.1 Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate NMIMS disciplinary procedures.
- 11.2 Access to the NMIMS Library is restricted to staff and students of the NMIMS who have a currently valid identification card issued by NMIMS, and to such other persons as may be authorized by the Librarian.
- 11.3 Students are required to carry their NMIMS student ID-card, and staff to carry their NMIMS staff identity card to get entry and to use the Library and must produce this when required by an authorized person. This card must be used only by the member to whom it is issued.
- 11.4 Bags, etc., are not allowed in the Library. Bags and other personal possessions should not be left unattended for security reasons. The Library has no responsibility in case of damage to or theft of private property.
- 11.5 Silence is to be maintained in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off or set to silent mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to a student's penalty and /or suspension for three weeks.
- 11.6 The consumption of food and beverages (except for bottled water) and personal audio equipment are not permitted in the Library.
- 11.7 Photography, filming, videotaping and audio-taping in the Library is not allowed.
- 11.8 Personal equipment should not be used without the prior permission of the Librarian.
- 11.9 Users are required to comply with copyright regulations as displayed by the photocopiers.
- 11.10 Data retrieved from the Library's electronic resources *may not be used* for purposes other than teaching, research, personal educational development, administration and management of NMIMS and development work associated with any of those mentioned above. Use of the data is not permitted for consultancy / services leading to commercial exploitation of the information for work of significant benefit to the employer of students on an industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.
- 11.11 Removing any material from the Library must be appropriately authorized and recorded. Damage to or unauthorized material removal of material, constitutes a severe offence and may lead to a fine or to disciplinary action.
- 11.12 Borrowing entitlement: Two books for ten days. One-time renewal is possible if the book is not in demand. As Library is RFID enabled, the issue of the books will be done at self-check in kiosk only.
- 11.13 Fine of Rs.3.00 per day per book is levied on overdue books. Students can check their account details online in OPAC (Online Public Access catalogue) and be notified of due by email. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.
- 11.14 Users are responsible for material borrowed on their cards. They will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while payment is outstanding.
- 11.15 Students must wear smart casuals (Bermuda, half pants, Short skirts, Bathroom slippers are not allowed).
- 11.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.
- 11.17 The award of a NMIMS qualification will be deferred until all books, and other library materials have been returned and outstanding fines/charges paid.
- 11.18 For list of electronic resources / Databases refer annexure.
- 11.19 All library users should take care of Covid 19 precautionary measures.

## 12. Guidelines for the Use of Computing Facilities:

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



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



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

### 13. Students Portal (Learning Management System):

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

Help – Assistance: mail to [portal\\_app\\_team@svkm.ac.in](mailto:portal_app_team@svkm.ac.in) or phone no: 022 - 42199993

### 14. Feedback Mechanism:

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

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

## 15. Mentoring Programme / 'Psychologist and a Counsellor':

### 15.1 Mentoring Programme:

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

### 15.2 Psychologist and a Counsellor:

A counsellor is a non-judgmental friend who understands, ensures privacy and confidentiality and counsels you by giving choices so that you make the right decision. Counselling is a realistic, structured, and research-based therapy. Managing emotions is vital to ensure all-rounded progress in life. We need to break the old walls of myths and misconceptions to learn something new. Visiting a counsellor helps us to relearn more helpful, progressive, reality-based thinking.

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

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

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

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

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

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

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

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

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

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

National library of Medicine: Psychosomatic disorders in developing countries:

[www.ncbi.nlm.nih.gov/pubmed/16612204](http://www.ncbi.nlm.nih.gov/pubmed/16612204)

WHO | Prevention of bullying-related morbidity and mortality:

[www.ncbi.nlm.nih.gov/pubmed/16612204](http://www.ncbi.nlm.nih.gov/pubmed/16612204)

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

- 16.1 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
- 16.2 All student contests are classified as follows.  
 GRADE A: National and International level contests of very high repute.  
 GRADE B: National level contests of high repute.  
 GRADE C: Local and National level contests  
 The respective school heads will make the classification of contest in Grade A/B/C.
- 16.3 The classification of the contest will determine the selection, reimbursement and appraisal of the students.
- 16.4 **Reimbursements** (Applicable only for National Contest)
  - 16.4.1 Students going for GRADE A will be provided with 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from the contest destination.
  - 16.4.2 Students going for GRADE B and C contests will be provided 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from contest destination, provided that they have won the contest (1<sup>st</sup> or 2<sup>nd</sup> place only).
  - 16.4.3 All reimbursements are subject to the approval of the head of the school and are hence subject to change.
  - 16.4.4 All reimbursements will be made only after the student has returned from the contest. All bills, tickets of the travel and copy of certificates will have to be retained and submitted.
  - 16.4.5 All students claiming the reimbursement will have to submit all details to the AR / DR of the school for processing through the accounts department.

**16.5 Contest Winners:**

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

**17. Guidelines for Convocation**

- 17.1 The Annual Convocation will be held for all Full Time and Part Time programs of NMIMS.
- 17.2 Only those students who have fulfilled the requirements of the program will be eligible to receive their degrees/diplomas at the Convocation. These requirements include migration certificate, attendance requirements, submission of all assignments and projects, clearance of all dues from various departments like accounts, hostel, library etc., and passing of all examinations and any other deliverables to the school/ NMIMS.
- 17.3 In case any student is found 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.
- 17.4 Students will be given a set of guidelines by school authorities and they are required to follow these guidelines for effective conduct of the event.

## 18. Roles and Responsibility of Class Representative and Student Council

### 18.1 Class Representative:

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

- i. Serving as 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.

### 18.2 Student Council:

#### NMIMS University Student Council (NUSC)

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

The major roles and responsibilities of Students Council includes:

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

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

### 18.3 Student Council (School Level)

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

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

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

## **19. Interface with Accounts:**

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

### **19.2 Re-examination Fees:**

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

### **19.3 Re-Admission fees:**

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

### **19.4 Re-Registration Fees:**

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

### **19.5 Hostel Deposit Refund:**

Location: NMIMS Accounts Department

Procedure:

- 19.5.1 Please procure signature of Hostel in-charge on the receipt.
- 19.5.2 Submit signed Hostel Deposit Receipt to Accounts Department along with Application for Refund as per Annexure 9.
- 19.5.3 Please attach copy of cancelled cheque 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.
- 19.5.4 Please allow a period of 3 weeks for issue of the Refund.

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

Location: Course Coordinator

Procedure:

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

### **19.7 Duplicate Receipt:**

Location: NMIMS Accounts Department

Procedure:

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

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

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

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

Committee members will be modified if there is any change.

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

**Anti-Ragging Committees:**

University Level				
	Name	Designation	E-mail ID	Contact no.
1.	Dr. H Ravishankar Kamath	Chairperson	hravishankar.kamath@nmims.edu	022 42355555
2.	Mr. Paramanand Rajwar	Member	Paramanand.Rajwar@nmims.edu	022 42355558
3.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
4.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
5.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
6.	Mr.Dilip Varhadi	Member (Police)	juhupolicestation@gmail.com;	9870458518
7.	Dr. Christine D'Lima	Member (LR-Student Council Team)	Christine.Dlima@nmims.edu	022 42355555
8.	NGO representative will also be part of this committee.			
At Hostels, Mumbai				
1.	Shri Bhupesh Patel	Chairperson	bhupesh.patel@svkm.ac.in	022 42199999
2.	Shri Harshad H. Shah	Member	harshad.shah@svkm.ac.in	022 42199999
3.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
4.	Dr. H Ravishankar Kamath	Member	hravishankar.kamath@nmims.edu	022 42355555
5.	Mr. Venugopal K	Member	Venugopal.k@nmims.edu	022 42355555

**20.2 Women Grievance Redressal Cell:**

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

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

**Internal Complaints Committee:**

	Name	Designation	E-mail ID	Contact no.
1.	Prof. Sangita Kher, I/c Dean, ASMSOC, NMIMS	Chairperson	sangita.kher@nmims.edu	022 42355555
2.	Dr. Meena Chintamaneni, PVC, NMIMS	Member	meena.chintamaneni@nmims.edu	022 42355555
3.	Dr. Ketan Shah, Associate Professor & HOD, MPSTME	Member	ketanshah@nmims.edu	022 42355555
4.	Ms. Karuna Bhaya, Finance Officer, NMIMS	Member	KarunaB@nmims.edu	022 42355555



5.	Dr. Meena Galliara, Director, Centre for Sustainability Management & Social Ent	Member	Meena.Galliara@sbm.nmims.edu>	022 42355555
6.	Dr. H Ravishankar Kamath	Member Secretary	hravishankar.kamath@nmims.edu	022 42355555
7.	NGO Representative will also be part of this committee			

#### 20.4 University Student Grievance Redressal Committee:

	Name	Designation	E-mail ID	Contact no.
1.	Dr. Alka Mahajan, Dean, MPSTME	Chairperson	alka.mahajan@nmims.edu	022 42355555
2.	Dr. Durgambini Patel, Associate Dean, KPMSOL	Member	durgambini.patel@nmims.edu	022 42355555
3.	Dr. Sachin Mathur, Associate Professor (Finance), SBM	Member	Sachin.Mathur@sbm.nmims.edu	022 42355555
4.	Prof. Amita Vaidya, Director, SAMSOE	Member	Amita.Vaidya@nmims.edu	022 42355555
5.	Prof. Dhirendra Mishra, Assistant Professor (Mechanical), MPSTME	Member	Dhirendra.Mishra2@nmims.edu	022 42355555
6.	Ms. Pallavi Rallan, Assistant Professor, ASMSOC	Member	Pallavi.Rallan@nmims.edu	022 42355555
7.	Dy. Registrars (Concerned Department)	Member		
8.	Dr. H Ravishankar Kamath	Member Secretary	hravishankar.kamath@nmims.edu	022 42355555

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

For more details, kindly refer AICTE regulations on Ombudsman.



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

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

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

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

Before Floods	During Floods	After Floods
<ul style="list-style-type: none"> <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</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 you to plan your rescue</li> <li>Prepare a food kit including emergency food items such as biscuits, snacks, drinking water and so on</li> </ul>	<ul style="list-style-type: none"> <li>Evacuate to previously identified elevated areas</li> <li>Your life is most precious Avoid to save valuables at that moment.</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 avoid it</li> <li>Never wander around a flooded area</li> <li>Drink clean water</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 soon as possible. These can be a major health hazard</li> <li>First protect yourself and then help others.</li> </ul>

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

Before Earthquake	During Earthquake	After Earthquake
<ul style="list-style-type: none"> <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 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 obey any instructions you hear 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>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</li> </ul>

Before Earthquake	During Earthquake	After Earthquake
	<b>If you are driving</b> <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>	<ul style="list-style-type: none"> <li>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> <b>If you are outside</b> <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>

**21.3 Fire:** 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, storeroom, 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>

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

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

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

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

### 23. NMIMS INFOLINE (for Mumbai Campus)

Agency	Contact Number
<b>Disaster Management Cell of Municipal Corporation of Greater Mumbai</b>	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
<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>Hostel (Contact – Mr. Venugopal)</b>	
MKM Sanghvi Girls Hostel	022-26256382/ 83
Bansi Villa Girls Res. Flats	022-4235 5555 / 5557
G. R. Jani Hostel Boys	022-42334056
Anand Hotel Premises Boys Res Flats	022-4235 5555 / 5557
<b>Psychologists and Counsellors</b>	
For Mumbai Campus: Psychologists and Counsellors, Mr. Joel Gibbs, Ms. Nazneen Raimalwala and Ms. Diksha Tyagi.	
Mr. Joel Gibbs, 8 <sup>th</sup> floor faculty area, Cabin:-West-854, NMIMS Mumbai Campus,	022-42332218 or email <a href="mailto:joel.gibbs@nmims.edu">joel.gibbs@nmims.edu</a>
Ms. Nazneen Raimalwala 7 <sup>th</sup> floor faculty area, Cabin:-732, NMIMS Mumbai (Old bldg.)	022-42332225 or email <a href="mailto:Nazneen.raimalwala@nmims.edu">Nazneen.raimalwala@nmims.edu</a>
Ms. Diksha Tyagi, For students studying at MPSTME	on 02224350512 or email <a href="mailto:diksha.tyagi@nmims.edu">diksha.tyagi@nmims.edu</a>

## 24. People you should know

### University Administration

Name	Designation
Dr. Ramesh Bhat	Vice Chancellor
Dr. Sharad Mhaikar	Pro Vice Chancellor
Dr. Meena Chintamaneni	Pro Vice Chancellor
Dr. H Ravishankar Kamath	Registrar
Ms. Shobha Pai	Director (Placements)
Mr. Burzeen Bhathena	Director (Marketing)
Dr. Vinod Malap	Deputy Registrar (HR)
Ms. Jayanti Ramesh	Jt. Registrar (Admission)
Ms. Vandana Kushte	Deputy Registrar (Academics)
Mr. Paramanand Rajwar	Deputy Registrar, Administration
Mr. Shivanand Sadlapur	Librarian
Mr. Samir Singh	Deputy Director (Technology Solutions)
Mr. Joel Gibbs & Ms. Nazneen Raimalwala	Sr. Psychologist (Clinical), Counselling Psychologist & Clinical Psychologist
Ms. Diksha Tyagi	Counsellor
<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
Ms. Janhavi Shivgan	Deputy Controller of Examinations
Mr. Naresh Methwani	Deputy Registrar
<b>International Linkage</b>	
Ms. Meena Saxena	Director, International Linkage

# ANNEXURES



## APPLICATION OF LEAVE OF ABSENCE

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

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

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

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

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

Reason: -

--

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

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

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

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

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

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

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





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

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

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

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

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

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

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

Parents Name & Address:

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

Address \_\_\_\_\_

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

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

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

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

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

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

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

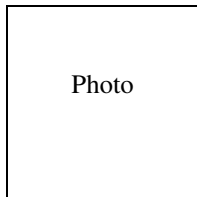
Name of the Foreign Language you are acquainted with \_\_\_\_\_

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

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

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

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



Photo

**APPLICATION FORM**

(Applicable for incoming students under Student Exchange program)

**1. Personal Information**

Name of the Student: \_\_\_\_\_  
First name Middle name Last name

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

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

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

Address \_\_\_\_\_

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

**Home University Details:**

Name \_\_\_\_\_

Address \_\_\_\_\_

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

University ContactPerson \_\_\_\_\_ EmailID \_\_\_\_\_

Person to be contacted in case of emergency:

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

Address \_\_\_\_\_

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

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

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

Address \_\_\_\_\_

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

**Medical Insurance details:**

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

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

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

**2. Educational Qualification (Completed)**

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

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

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

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

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

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



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

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

### 5. NMIMS Course Choice (Final)

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

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

### 6. Declaration

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

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

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

(Signature of Dean/Director/HOD)

CC. Director – International Linkages

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

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

Photo

**1. Personal Information**

Name of the Student \_\_\_\_\_ Roll No. \_\_\_\_\_  
First name Middle name Last name

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

Local Address :

Name \_\_\_\_\_  
Address \_\_\_\_\_

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

Permanent Address:

Name \_\_\_\_\_  
Address \_\_\_\_\_

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

Person to be contacted in case of emergency:

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

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

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

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

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

Medical Insurance details :

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

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

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

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

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

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

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



### 3. Declaration

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

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

### CC. Director – International Linkages with Enclosures

Enclosures:

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

**UNDERTAKING**  
(Applicable for Student Exchange)

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

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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





**Student Exchange Programme (for Visa Office)**

(School Letter Head)

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

To:

The Visa Section

The Indian High Commission

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

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

Dear Sir/Madam,

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

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

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

Thanking you,

Yours sincerely,

Dean

(School Name & Address)

(Phone no & email)



## Student Exchange Programme (for Visa Application)

(School Letter Head)

Dated \_\_\_\_\_

To:

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

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

Mumbai, India

Dear Sir/Madam,

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

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

Thanking you,

Yours faithfully,

DEAN

(School Name & Address)

(Phone no & email)



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

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

**For Office use:**

Approved by (Exam. Dept)

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

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

Dear Sir,

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

Name of the Student: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

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

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

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

Type of Permanent /Temporary Physical Disability / Learning Disability: \_\_\_\_\_

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

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

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

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

Address and Contact No.: \_\_\_\_\_

Yours faithfully,

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

\_\_\_\_\_  
**Date**

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



**Application for Duplicate Fee Receipt**

Sir/Madam,

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

Please find the particulars as under:

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

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

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

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

Thanking You,

Yours Faithfully,

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

-----

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

Office Remarks:

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

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

# REFUND FORM

Annexure 8

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

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

Particulars of my bank for RTGS of the refundable amount are

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

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

(Signature of Student)

Attachments Required

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



**SVKM'S NARSEE MONJEE INSTITUTE OF MANAGEMENT STUDIES**

**APPLICATION FOR MIGRATION CERTIFICATE**

1. Name: \_\_\_\_\_
2. Address for Correspondence: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Permanent address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Contact No. :( M) \_\_\_\_\_ (R) \_\_\_\_\_ Email Id: \_\_\_\_\_
5. Birth Date: \_\_\_\_\_
6. Date of leaving: \_\_\_\_\_
7. Details of the Examination passed from this university

Examinations	Year of passing	Roll no	Results

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

**DECLARATION BY THE STUDENT**

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

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

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

Mumbai 400056

(Signature of the student)

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

P.T.O.

FOR OFFICE USE

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

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

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

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

(Signature of Head of the Dept) \_\_\_\_\_

Place : \_\_\_\_\_

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

---

DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No: \_\_\_\_\_

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

\_\_\_\_\_  
(Signature of the Person of In – Charge)

INSTRUCTION TO THE STUDENT

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

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

**Clearance Certificate**

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

Name: \_\_\_\_\_ Contact No. \_\_\_\_\_

Student SAP No. \_\_\_\_\_ Roll No. \_\_\_\_\_

Programme: \_\_\_\_\_ Semester / Trimester \_\_\_\_\_

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

Course Coordinator

Deputy Registrar / Assistant Registrar

Dean / Director

### Undertaking by Students (HBS Cases/ Articles)

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

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

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

### ACKNOWLEDGEMENT

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

Signature: \_\_\_\_\_

Name:

\_\_\_\_\_  
(First Name)

\_\_\_\_\_  
(Middle Name)

\_\_\_\_\_  
(Last Name)

Programme:.....

Roll Number: \_\_\_\_\_ Email ID: \_\_\_\_\_

*For Office Use:*

Date of Receipt: \_\_\_\_\_

Signature of Course Coordinator: \_\_\_\_\_

## OFFICE COPY

**Student Undertaking with respect to the Student Guidelines**

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

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

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

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

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

Roll Number: \_\_\_\_\_ Programme: \_\_\_\_\_

Email ID: \_\_\_\_\_ Contact Nos. \_\_\_\_\_ / \_\_\_\_\_

Address for Correspondence:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of the parent \_\_\_\_\_ Contact Nos: \_\_\_\_\_ / \_\_\_\_\_

Office No: \_\_\_\_\_ Residence No.: \_\_\_\_\_ Mobile: \_\_\_\_\_

Parent's email ID \_\_\_\_\_

*For Office Use :*

Date of Receipt: \_\_\_\_\_ Signature of Course Coordinator \_\_\_\_\_

# NMIMS Anthem

We do what's right and not what's easy  
We give our best shot each and every time We set the standard  
We are the future  
We are a part of this institute so fine

NMIMS NMIMS

NMIMS NMIMS

Respect the past  
Create the future  
Transcend horizons however far  
We have what it takes  
We make a great team  
At NMIMS each one is a star

NMIMS NMIMS

NMIMS NMIMS



# Part II

## School of Pharmacy & Technology Management (Shirpur)



Dean




Deputy Registrar  
(Academics)



Controller of examinations



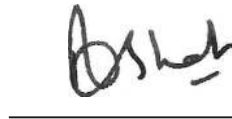
Registrar



Pro Vice Chancellor



Pro Vice Chancellor



Vice Chancellor

### **Message from Dean**

It gives me immense pleasure to convey my sincere congratulations for your successful admittance into this esteemed Teaching and Research University. I extend a warm welcome to each one of you, as you embark on the academic journey in pursuit of educational excellence. The field of Pharmaceutical sciences is undoubtedly a significant part of the healthcare system. The pharmaceutical sector is both challenging and fascinating due to its constantly shifting business dynamics. The expanding healthcare business requires aspirants with varied skills who can propel this expansion forward.

The pharmaceutical industry has embraced digitalization, artificial intelligence and machine learning as essential components of its processes. Along with conventional drug delivery principles, the future pharmacists have the responsibility of mastering these emerging technologies. To come up with innovative solutions, they must think holistically and have a multidisciplinary approach. To keep up with evolving trends while conserving traditional knowledge, skills, and values, we as a University, prepare our students to be future leaders by fostering critical thinking, problem solving, reasoning, design thinking, and innovation. To address the changing needs of the society, we have adopted NEP 2020 and offer multidisciplinary education. We have created a teaching-learning and research ecosystem that is capable of responding to the present and future challenges.

Our schools, the Pharmacy & Technology Management division of SVKM'S NMIMS have always emphasized on technical knowledge and managerial skills, and most importantly, inculcate 'out of the box thinking' attitude in our students. Under the auspices of SVKM'S NMIMS, the Schools have established excellent infrastructure to educate the students about the intricacies of the pharmaceutical industry through the integrated programmes such as B.Pharm+MBA and M.Pharm+MBA. With the support of competent and dedicated faculty, excellent infrastructure and advanced learning systems, the schools at Mumbai campus been ranked 11<sup>th</sup> in the country as per NIRF 2022 by Ministry of Education, Govt. of India. In our continuous pursuit to be a CENTRE OF EXCELLENCE, we place a strong emphasis on multicampus coordination to ensure that all our campuses offer the same high standard of education.

During the last two years, COVID-19 pandemic has impeded students' ability to learn in-person and through hands-on laboratory experiences. While our faculty will work hard to make up for the loss of experiential learning, we also expect that our students will use the institute's resources to learn and explore.

The School Resource Book (SRB) provides information on the guidelines that candidates must follow in order to uphold the University decorum and to cultivate disciplined professionals. At school, we fervently support the important role of parents/ guardians and acknowledge their crucial role in contributing to the student's overall development.

We believe a small step goes a long way in building a nation. Through our combined efforts, we are confident of creating new leaders of the future. Utilize this integrated atmosphere fully while you pursue your education. On this positive note, we invite you to experience the mission of building excellent pharma professionals in India for the World.

Take good care of your health. Wishing you all a memorable learning experience.

**Best Wishes !**

**Dean**

**SPSPPTM**

## Content

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## 1. Any other Academic/general inputs, Rules Policies at school level:

### 1.1 General Guidelines:

- 1.1.1. 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.
- 1.1.2. The Smartboard in the classroom can be handled by students, only in the presence of a faculty or any such authority.
- 1.1.3. Students should visit the Student Portal regularly.
- 1.1.4. 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.
- 1.1.5. 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, chappals, track pants 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.
- 1.1.6. The deadline for the submission of projects, presentations and/or date declared for viva shall be final under all circumstances.
- 1.1.7. All doubts regarding attendance should be cleared with concerned faculty 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 / noticeboard 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.
- 1.1.8. 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.
- 1.1.9. 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.

### 1.2. Academic Guidelines:

- 1.2.1. 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.
- 1.2.2. Any changes in the course structure, course outlines and so on, will be communicated on the Student Portal.
- 1.2.3. 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.
- 1.2.4. 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.
- 1.2.5. 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.

### 1.3. Program Validity:

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

Sr no.	Name of the programme	Duration of the programme (in years)	Maximum duration permissible for completion of 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*	6*
6	D.Pharm	2	4

\*Including Course Work

### 1.4. Discipline Norms and Penalty:

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

**1.4.1 Anti-Ragging Committee – (SPTM Shirpur)**

Sr. No.	Name	Designation
1.	Dr. Akshay Malhotra	Chairperson
2.	Dr. Suseelendra Desai	Member
3.	Dr. Kamal Mehta	Member
4.	Dr. Arup Rakshit	Member
5.	Dr. Chandrakant Bonde	Member
6.	Mr. Rahul Dande	Member
7.	Mr. Bhupesh Jaware	Nodal Officer
8.	Dr. Pradeep Kumar	Member
9.	Mr. Ravi Kumar Lama	Member
10.	Rector Boy's Hostel	Member
11.	Ms. Perna Soni	Member

**1.4.2 Disciplinary Committee - (SPTM Shirpur)**

Sr. No.	Name	Designation
1.	Dr. Rakesh Chaudhari	Chairperson
2.	Dr. Radha Krishna Rambola	Co-Chairperson
3.	Dr. Ashok Panigrahi	Member
4.	Dr. Ranajit Shinde	Member
5.	Dr. Prashant Joshi	Member

**1.4.3 Women Grievance Redressal Committee - (SPTM Shirpur)**

Sr. No.	Name	Designation
<b>Internal Complaints Committee (ICC)</b>		
1.	Ms. Pratiksha Meshram	Chairperson
2.	Ms. Varsha Nemade	Co - Chairperson
3.	Ms. Deepti Barhate	Member
4.	Ms. Shivane Vyas	Member
5.	Ms. Kiran Akasapu	Member
<b>Special Cell</b>		
1.	Dr. Smta Bonde	Chairperson
2.	Dr. Preeti Sangavi	Member

**1.4.4 Collegiate Student Grievance Redressal Committee (CSGRC) - (SPTM Shirpur)**

Sr. No.	Name	Designation
1.	Dr. Chandrakant Bonde	Chairperson
2.	Dr. Girdharilal Gupta	Member
3.	Dr. Smita Bonde	Member
4.	Dr. Sankha Bhattacharya	Member
5.	Ms. Nandani Tilokani ( B.Pharm+MBA - 3rd Year)	Special Invitee

**1.4.5 Departmental Student Grievance Redressal Committee (DSGRC)****• Pharm-Sciences Department - (SPTM Shirpur)**

Sr. No.	Name	Designation
1.	Dr. Chandrakant Bonde	Chairperson
2.	Dr. Sankha Bhattacharya	Member
3.	Dr. Smita Bonde	Member
4.	Dr. Shashikant Bagade	Member
5.	Ms. Darshani Sanjay Patil ( M.Pharm+MBA (Pharmaceutics) – 2nd Year)	Special Invitee

• **Pharma-Management Department - (SPTM Shirpur)**

Sr. No.	Name	Designation
1.	Dr. Chandrakant Bonde	Chairperson
2.	Dr. Sankha Bhattacharya	Member
3.	Dr. Smita Bonde	Member
4.	Dr. Shashikant Bagade	Member
5.	Mr. Tejas Bhagwan Patil ( B.Pharm – 4th Year)	Special Invitee

**1.4.6 Institutional Student Grievance Redressal Committee (ISGRC) - (SPTM Shirpur)**

Sr. No.	Name	Designation
1.	Dr. Chandrakant Bonde	Chairperson
2.	Dr. Ranajit Shinde	Member
3.	Dr. Prashant Joshi	Member
4.	Ms. Shivanee Vyas	Member
5.	Mr. Kalpesh Pundalik Mahajan (M.Pharm+MBA – QA 2 <sup>nd</sup> Year)	Special Invitee

**1.5. Value Added Compulsory Workshops/ Activities**

**1.5.1 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.

**1.5.2 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.

**1.5.3 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.

**1.5.4 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. Part I).

**2 Placement Guidelines :**

NMIMS is a premier University of the country and the B-school is in existence for over four decades. 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.

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

Placement assistance is offered to students of various programs across Schools & Campuses. The Placement Office facilitates the process of placements – internship & recruitment by creating an interface between recruiters and students. Efforts are made to market the programs with their merits with an endeavour to get companies to offer internships/recruit students. The selection process specified by the company is followed. The PlaceCom - Placement



Committee of students is actively involved in the placement activities – contacting/visiting companies located in metros & major cities for placement presentations and also coordinate various activities during the placement processes.

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

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

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

The Placement process typically involves –

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

## **2.1 Batch Preparation:**

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

- a. Interactive sessions with alumni/industry experts in various profiles that help students to gain clarity on 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.
- 2.1.1 Prior to the commencement of the selection process it is expected that students should be having a fair idea about their interest, sector and specialization or at least have some long term vision of where they want to be and should direct their efforts accordingly. A bit of clarity will help students land a good internship/job.
  - 2.1.2 Hence students should do a thorough research about the company, the business, the sector, other players in the sector, the 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.
  - 2.1.3 The Placement Office also involves companies in a number of Campus Engagement activities – contests, projects, workshops, seminars, guest talks etc. that would benefit a larger number of students and also help in promoting the excellent quality of the batch.
  - 2.1.4 Based on the guidelines, students will have to prepare their resume that would encapsulate info about academics, work experience, internship, co-curricular activities, extracurricular activities, projects, awards, achievements, hobbies etc.

## **2.2 Pre-Placement Talk – PPT**

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

## **2.3 Internships/Projects**

- 2.3.1 The Placement Office makes all efforts to reach out for internships across varied sectors, companies and profiles. Based on ones' interests and capabilities one should seek internships. Choosing the correct company for internships and performing up to the mark is of utmost importance.
- 2.3.2 The Internships are not only a window to the corporate world but also a relationship-building tool for NMIMS. It allows the companies to have a look at the talent at NMIMS, thereby strengthening Final Placements.
- 2.3.3 Internships are an integral part of the curriculum for securing the degree. It is a great learning platform for our students and goes a long way in shaping the learning obtained in the classroom. This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.

- 2.3.4 The project is expected to build on the theoretical learning with practical experience and help students to identify the gaps in their learning, which they can attempt to fill in. They could also discover areas of interest and future career options.
- 2.3.5 Interactions during the internships both with other interns as well as employees help students to understand the expectations/needs of the organisation, the sector in general, to identify the gaps in their learning and in orienting oneself towards the sector and developing the required skill sets to emerge as the most suitable candidate.
- 2.3.6 Internships also hold a special significance as it is an apt mechanism for companies to spot bright talent early. Many companies have structured internship process which is used as a 'testing ground' to gain a direct understanding of the skill and ability of students leading to declaration of PPO's/PPI's. NMIMS too encourages candidates to work towards such offers that are based on internship performance.
- 2.3.7 Pre Placement Offer (PPO) is an Offer by the company to the intern acknowledging the excellent work done during the internship. Pre Placement Interview (PPI) is an opportunity by the company for the intern to be directly selected for the interview for final placements. Thus, the students should be careful in applying to the companies of their choice and should put in all efforts to convert the internship into an Offer. Thus, the seriousness of this cannot be overstated.
- 2.3.8 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.

## 2.4 Final Placements

- 2.4.1 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.
- 2.4.2 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.
- 2.4.3 Every effort will be made to facilitate the placement process. However, it is the effort of the student that gets him/her selected for the job. 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.
- 2.4.4 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.
- 2.4.5 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.
- 2.4.6 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.

## 3 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:

- 3.1 The Grievance Redressal Mechanism will apply only to the 'term-end Examinations' of the University.
- 3.2 The above mechanism will **not apply to** practicals / oral examinations/ viva/ projects/ MCQ's in online exams/assignments/ dissertation/ presentation/ field work etc.
- 3.3 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.
- 3.4 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.
- 3.5 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.
- 3.6 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:**

<b>Activity under Grievance Redressal Mechanism</b>	<b>Time Limit</b>	<b>Date of Declaration of Result Example: 17<sup>th</sup> October 2022</b>
Application for Verification of Answer book/s	Within 3 days from the date of result declaration	Example: 20 <sup>th</sup> October 2022

- 3.7 No application, received after the prescribed number of days as mentioned in the table above, shall be entertained for any reason whatsoever.
- 3.8 Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the University. The decision of the University shall be final in this regard.
- 3.9 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.
- 3.10 The outcome of Revaluation process shall be final and binding on student.

**Kindly refer the rules for Internal Continuous Assessment / Term End Evaluation, grading system, Passing criteria, method of calculation of CGPA, Re-Examination, exceptional cases– medical etc. (To download the examination related formats go to the website nmims.edu → School → Campus → Academics → Examination).**

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

##### **4.1 B.Pharm / B.Pharm + MBA (Pharma Tech)**

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

##### **4.1.1 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  
B.Pharm & B.Pharm + MBA: Semester I**

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Contin uous Mode	Sessional Exams / Mid term Exams			Marks	Duratio n	
			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 who 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
		Continu- ous 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
BP211P	Inventions in Science	25	-	-	25	-	-	25
Total		105	125	20	230	520	30	750

\* 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
		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
BP309P	Introduction to Research –I Theory	25	-	-	25	-	-	25
Total		85	100	20	185	440	28	625

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

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		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 Photochemistry 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 Photochemistry I – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP410P	Introduction to Research –II Theory	25	-	-	25	-	-	25
Total		95	115	21	210	515	31	725



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

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Continu- ous 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
7281BPT001	Technical Writing and Publication I	25	-	-	25	-	-	25
7281P020	Pharma Environment*	30	20	1 Hr	50	50	2 Hrs	100
7281S004	Statistics for Management with MS Excel*	30	20	1 Hr	50	50	2 Hrs	100
Total		90 / 150#	105 / 145#	17/ 19#Hrs	195 / 295#	480 / 580#	27 / 31# Hrs	675 / 875#

\* Subject only for B.Pharm+MBA programme

# Applicable for B.Pharm+MBA programme

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

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		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	Biopharmaceuti cs and Pharmacokineti cs – 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
7281BPT002	Technical Writing and Publication I	25	-	-	25	-	-	25
7281BPP025	Pharma Selling Process, PSS & KAM *	30	20	1 Hr	50	50	2 Hrs	100
7281O002	Operations Research*	30	20	1 Hr	50	50	2 Hrs	100
Total		100/ 160#	120 / 160#	18 / 20#Hrs	220 / 320#	555 / 655#	30 / 34# Hrs	775 / 975#

\* Subject only for B.Pharm+MBA programme

# Applicable for BPharm+MBA programme

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

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Internal Assessment / Mid term Exams			Marks	Duration	
			Marks	Duration	Total			
	Industrial Training	50	-	-	50	50	-	100
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
BP707	Life Skills	25	-	-	25	-	-	25
7281M001	Marketing Management**	30	20	1 Hr	50	50	2 Hrs	100
7281B007	Business Economics**	30	20	1 Hr	50	50	2 Hrs	100
7281F001	Financial Management I**	15	10	1 Hr	25	25	1 Hrs	50
7281H005	Health Insurance & Hospital Management**	30	20	1 Hr	50	50	2 Hrs	100
Total		145 / 200#	70 / 140#	8 / 12# Hrs	215 / 640#	510/ 685#	23 / 31# Hrs	725 / 1025#

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

\*\* Subject only for B.Pharm+MBA programme

# Applicable for B.Pharm+MBA programme

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

Course code	Name of the course	Internal Assessment / Mid term Exams				End Semester Exams		Total Marks
		Continuou s Mode	Sessional Exams			Marks	Durati on	
			Marks	Duration	Total			
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
BP803	Career Initiation Skills**	25	-	-	25	-	-	25
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							
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 Neutraceuticals - Theory							
BP813ET	Pharmaceutical Product Development-Theory							
BP812PW	Project Work	-	-	-	-	150	4 Hrs	150
7281O001	Operations Management & Strategy*	30	20	1 Hr	50	50	2 Hrs	100
7281O003	Organizational Behavior*	30	20	1 Hr	50	50	2 Hrs	100
7281M007	Marketing Research Methodology including Advanced Statistical Tools*	30	20	1 Hr	50	50	2 Hrs	100
7281P016	Project Management*	30	20	1 Hr	50	50	2 Hrs	100
7281B005	Brand Plan for Pharma Products *	30	20	1 Hr	50	50	2 Hrs	100
	Quality Managements Systems and Practices*	30	20	1 Hr	50	50	2 Hrs	100
Total		65 / 2225#	60 / 180#	4 / 10# Hrs	125 / 425#	450 / 750#	16 / 28#Hrs	575/ 1175#

\* Subject only for B.Pharm+MBA programme

\*\* Subject only for B.Pharm

# Applicable for Pharm+MBA programme

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

Course code	Name of the course	Internal Assessment / Mid term Exams				End Exams		Total Marks
		Continuous Mode	Sessional Exams			Marks	Duration	
			Marks	Duration	Total			
7281M010	Management Internship Programme (17 weeks)	50	00	NA	50	50	2 Hrs	100
7281H006	Human Resource Management	30	20	1 Hr	50	50	2 Hrs	100
7281B004	Brand and Product Management	30	20	1 Hr	50	50	2 Hrs	100
7281S002	Sales Management including Data Analytics	30	20	1 Hr	50	50	2 Hrs	100
7281F002	Financial Analysis Planning & Control	30	20	1 Hr	50	50	2 Hrs	100
7281D001	Doctor Communications – Tech Enabled	15	10	0.5 Hr	25	25	1 Hr	50
7281B007	Business Analytics (Visual)	30	20	1 Hr	50	50	2 Hrs	100
7281C008	Customer Relationship Management	30	20	1 Hr	50	50	2 Hrs	100
7281C006	Consumer Behaviour	30	20	1 Hr	50	50	2 Hrs	100
7281H006	Health Technology Assessment	15	10	0.5 Hr	25	25	1 Hr	50
7281B008	Leading Digital – Turning Technology into Business Transformation (incl. AI in Healthcare)	15	10	0.5 Hr	25	25	1 Hr	50
7281D002	Digital Strategy in Pharma Industry	15	10	0.5 Hr	25	25	1 Hr	50
7281I001	Indian Ethos and Business Ethics in Pharma	15	10	0.5 Hr	25	25	1 Hr	50
7281B008	Business Strategy Management	30	20	1 Hr	50	50	2 Hrs	100
BP803	Career Initiation Skills	25	-	-	25	-	-	25
Total		390	200	10 Hrs	600	550		1175

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

Course Code	Name of the course	Internal Assessment / Mid term Exams				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams			Marks	Duration	
			Marks	Duration	Total			
7281F003	Financial Management II	30	20	1 Hr	50	50	2 Hrs	100
7281P021	Predictive Analytics	30	20	1 Hr	50	50	2 Hrs	100
7281L001	Logistics & Supply Chain Management incl. Analytics & E-pharmacies	30	20	1 Hr	50	50	2 Hrs	100
7281I002	Introduction to Management Consulting Practice	30	20	1 Hr	50	50	2 Hrs	100
7281E004	Entrepreneurship & New Ventures in Healthcare	30	20	1 Hr	50	50	2 Hrs	100
7281C009	Corporate Social Responsibility	15	10	0.5 Hr	25	25	1 Hr	50
7281M005	Marketing of Diagnostics	15	10	0.5 Hr	25	25	1 Hr	50
List of Electives ( Choose any 4)								
7281I002	International Marketing	30	20	1 Hr	50	50	2 Hrs	100
7281M003	Marketing of Biosimilars & Specialty Products	30	20	1 Hr	50	50	2 Hrs	100
7281M004	Marketing of Medical Devices	30	20	1 Hr	50	50	2 Hrs	100
7281Q001	Quantitative Techniques for Forecasting & Decision Making	30	20	1 Hr	50	50	2 Hrs	100
7281M006	Marketing of Active Pharmaceutical Ingredients	30	20	1 Hr	50	50	2 Hrs	100
	Total	330	220	11	550	550	22	1100

**4.1.2. 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)**

<b>Theory</b>	
<b>Criteria</b>	<b>Maximum Marks</b>
Attendance (Refer Table – III)	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>
<b>Practical</b>	
Attendance (Refer Table –III)	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)**

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

**4.1.3. 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 table – I.

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.

**4.1.4. 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.

**4.1.5. Carrying 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.

**4.1.6. 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.

**4.1.7. Regular/ Re-examination of end semester examinations**

Regular/ Re-examination 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**

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



**i. Academic Progression:**

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. 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.
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.
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. \
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.
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.
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 .
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.
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.
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.
11. Any student who was 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.

**ii. Grading of performances**

**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 student 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.

**iii. 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 AB grade awarded in that semester. For example if a learner has a F or AB grade in course 4, the SGPA shall then be computed as:

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

**iv. 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:

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

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,....

**v. 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

**vi. 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 subjects opted by the student in semester VIII. The project shall be carried out in groups 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).

**vii. 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.

**viii. Practice School**

In the VII semester, every candidate shall undergo practice school for a period of 150 hours evenly distributed throughout the semester.

The exams of semester VII, knowledge and skills acquired by the student through practice school shall be evaluated by the subject experts at school level and grade point shall be awarded.

**ix. Management Internship Programme for B.Pharm+MBA**

The students will have to undergo Management Internship Programme for a total period of 17 weeks after completion of 4<sup>th</sup> year and submit the project report. The report submitted by the student will be evaluated by the subject experts and grade point will be awarded.

**x. 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/ B.Pharm+MBA program shall not be eligible for award of ranks. Moreover, the candidates should have completed the B. Pharm/ B.Pharm+MBA program in minimum prescribed number of years, (four years) for the award of Ranks.

**xi. Award of degree**

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

**xii. 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.

**xiii.** 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.

**xiv. Re-admission after break of study**

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. 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

**4.2 M.Pharm/ M.Pharm + MBA (PT & HCM)**

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

**4.2.1. End semester examinations**

The End Semester Examinations for each theory and practical course through semesters I to IV/ I to VI shall be conducted by the NMIMS university except for the subject with asterix symbol (\*) in table VI to IX 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 (Industrial Pharmacy) & M Pharm (Industrial Pharmacy) +MBA (PT & HCM)  
Semester I**

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
MPA101T	Modern Pharmaceutical Analytical Techniques	10	15	1 Hr	25	75	3 Hrs	100
MIP101T	Pharmaceutical Formulation Development	10	15	1 Hr	25	75	3 Hrs	100
MIP102T	Novel Drug Delivery System	10	15	1 Hr	25	75	3 Hrs	100
MIP103T	Intellectual Property Rights	10	15	1 Hr	25	75	3 Hrs	100
MIP104P	Industrial Pharmacy Practicals - I	20	30	6 Hrs	50	100	6 Hrs	150
7289MPS001	Seminar/Assignment	100	-	-	100	-	-	100
7289ABP002	Pharma Selling Process, PSS & KAM*	30	20	1 Hr	50	50	2 Hrs	100
7289ABP001	Pharma Environment*	30	20	1 Hr	50	50	2 Hrs	100
7289ABB004	Business Economics*	30	20	1 Hr	50	50	2 Hrs	100
7289ABS002	Statistics for Management incl. Advanced Excel*	30	20	1 Hr	50	50	2 Hrs	100
Total of M.Pharm		160	90	10 hrs	250	400	18 hrs	650
Total of M.Pharm+MBA		280	170	14 hrs	450	600	26 hrs	1050

\* Additional Subject only for M Pharm +MBA

**M Pharm (Industrial Pharmacy) &M Pharm (Industrial Pharmacy) +MBA (PT &HCM)  
Semester II**

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
MIP201T	Advanced Biopharmaceutics & Pharmacokinetics	10	15	1 Hr	25	75	3 Hrs	100
MIP202T	Scale up and Technology Transfer	10	15	1 Hr	25	75	3 Hrs	100
MIP203T	Pharmaceutical Production Technology	10	15	1 Hr	25	75	3 Hrs	100
MIP204T	Entrepreneurship Management	10	15	1 Hr	25	75	3 Hrs	100
MIP205P	Industrial Pharmacy Practical - II	20	30	6 Hrs	50	100	6 Hrs	150
7289MPS002	Seminar/Assignment	100	-	-	100	-	-	100
7289ABH001	Health Insurance & Hospital Management*	30	20	1 Hr	50	50	2 Hrs	100
7289ABL003	Logistics & Supply Chain Management incl. Analytics & E-pharmacies*	30	20	1 Hr	50	50	2 Hrs	100
7289ABM001	Marketing Management*	30	20	1 Hr	50	50	2 Hrs	100
7289ABP005	Professional Communication	30	20	1 Hr	50	50	2 Hrs	100
Total of M.Pharm		190	110	11	400	450	20	750
Total of M.Pharm+MBA		180	170	14	350	600	26	950

\* Additional Subject only for MPharm + MBA

**M Pharm (Pharmaceutics) & M Pharm (Pharmaceutics) + MBA (PT & HCM)  
Semester I**

Course code	Name of the course	Internal Assessment				End Exams	Semester	Total Marks
		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
7289MPS001	Seminar/Assignment	100	-	-	100	-	-	100
7289ABP002	Pharma Selling Process, PSS & KAM*	30	20	1 Hr	50	50	2 Hrs	100
7289ABP001	Pharma Environment *	30	20	1 Hr	50	50	2 Hrs	100
7289ABB004	Business Economics*	30	20	1 Hr	50	50	2 Hrs	100
7289ABS002	Statistics for Management incl. Advanced Excel*	30	20	1 Hr	50	50	2 Hrs	100
Total of M.Pharm		160	90	10	250	400	18	650
Total of M.Pharm+MBA		330	170	14	500	650	26	1100

\* Additional Subject only for MPharm+ MBA

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

**Semester II**

Course code	Name of the course	Internal Assessment				End Exams	Semester	Total Marks
		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
7289MPS002	Seminar/Assignment	100	-	-	100	-	-	100
7289ABH001	Health Insurance & Hospital Management*	30	20	1 Hr	50	50	2 Hrs	100
7289ABL003	Logistics & Supply Chain Management incl. Analytics & E-pharmacies*	30	20	1 Hr	50	50	2 Hrs	100
7289ABM001	Marketing Management *	30	20	1 Hr	50	50	2 Hrs	100
7289ABP005	Professional Communication	30	20	1 Hr	50	50	2 Hrs	100
Total of M.Pharm		90	110	11	200	450	20	650
Total of M.Pharm+MBA		180	170	14	350	600	26	950

\* Additional Subject only for MPharm+ MBA

**M Pharm (Pharmaceutical Quality Assurance) / M Pharm (Pharmaceutical Quality Assurance) + MBA (PT & HCM)**

**Semester I**

Course code	Name of the course	Internal Assessment				End Exams	Semester	Total Marks
		Continuou s 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
7289MPS001	Seminar/Assignment	100	-	-	100	-	-	100
7289ABP002	Pharma Selling Process, PSS & KAM *	30	20	1 Hr	50	50	2 Hrs	100
7289ABP001	Pharma Environment *	30	20	1 Hr	50	50	2 Hrs	100
7289ABB004	Business Economics*	30	20	1 Hr	50	50	2 Hrs	100
7289ABS002	Statistics for Management incl. Advanced Excel*	30	20	1 Hr	50	50	2 Hrs	100
Total of M.Pharm		160	90	10	250	400	18	650
Total of M.Pharm+MBA		330	170	14	500	650	26	1100

\* Additional Subject only for MPharm+ MBA



**M Pharm (Pharmaceutical Quality Assurance) & M Pharm (Pharmaceutical Quality Assurance) + MBA  
(PT & HCM)**

**Semester II**

Course code	Name of the course	Internal Assessment				End Exams	Semester	Total Marks
		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
7289MPS002	Seminar/Assignment	100	-	-	100	-	-	100
7289ABH001	Health Insurance & Hospital Management*	30	20	1 Hr	50	50	2 Hrs	100
7289ABL003	Logistics & Supply Chain Management incl. Analytics & E-pharmacies*	30	20	1 Hr	50	50	2 Hrs	100
7289ABM001	Marketing Management*	30	20	1 Hr	50	50	2 Hrs	100
7289ABP005	Professional Communication	30	20	1 Hr	50	50	2 Hrs	100
Total of M.Pharm		190	110	11	400	450	20	750
Total of M.Pharm+MBA		180	170	14	350	600	26	950

\* Additional Subject only for MPharm+ MBA

**M Pharm (Pharmaceutical Technology)&M Pharm (Pharmaceutical Technology) +MBA (PT & HCM)**

**Semester I**

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams Marks	Sessional Exams Duration	Total	Marks	Duration	
MPT101T	Drug Regulatory Affairs & Compliance	10	15	1 Hr	25	75	3 Hrs	100
MPA101T	Modern Pharmaceutical Analytical Techniques	10	15	1 Hr	25	75	3 Hrs	100
MPT102T	Pharmaceutical Product Development	10	15	1 Hr	25	75	3 Hrs	100
MPT103T	Advances in Drug Delivery	10	15	1 Hr	25	75	3 Hrs	100
MPT104P	Pharmaceutical Technology Practical - I	20	30	6 Hrs	50	100	6 Hrs	150
7289MPS001	Seminar/Assignment	100	-	-	100	-	-	100
7289ABP002	Pharma Selling Process, PSS & KAM*	30	20	1 Hr	50	50	2 Hrs	100
7289ABP001	Pharma Environment*	30	20	1 Hr	50	50	2 Hrs	100
7289ABB004	Business Economics*	30	20	1 Hr	50	50	2 Hrs	100
7289ABS002	Statistics for Management incl. Advanced Excel*	30	20	1 Hr	50	50	2 Hrs	100
<b>Total of M.Pharm</b>		<b>160</b>	<b>90</b>	<b>10</b>	<b>250</b>	<b>400</b>	<b>18</b>	<b>650</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>

\* Additional Subject only for MPharm+ MBA

**M Pharm (Pharmaceutical Technology)&M Pharm (Pharmaceutical Technology) +MBA (PT & HCM)**

**Semester II**

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
MPT201T	Advanced Biopharmaceutics & Pharmacokinetics	10	15	1 Hr	25	75	3 Hrs	100
MPT202T	Pharmaceutical Nanotechnology	10	15	1 Hr	25	75	3 Hrs	100
MPT203T	Advances in Medical Devices	10	15	1 Hr	25	75	3 Hrs	100
MPT204T	Quality By Design in Pharmaceuticals	5	10	1 Hr	15	35	2 Hrs	50
MPT205T	Pharmacoeconomics	5	10	1 Hr	15	35	2 Hrs	50
MPT206P	Pharmaceutical Technology Practical - II	20	30	6 Hrs	50	100	6 Hrs	150
7289MPS002	Seminar/Assignment	100	-	-	100	-	-	100
7289ABH001	Health Insurance & Hospital Management*	30	20	1 Hr	50	50	2 Hrs	100
7289ABL003	Logistics & Supply Chain Management incl. Analytics & E-pharmacies*	30	20	1 Hr	50	50	2 Hrs	100
7289ABM001	Marketing Management *	30	20	1 Hr	50	50	2 Hrs	100
7289ABP005	Professional Communication	30	20	1 Hr	50	50	2 Hrs	100
Total of M.Pharm		190	110	11	400	450	20	750
Total of M.Pharm+MBA		180	175	14	355	595	26	950

\* Additional Subject only for MPharm+ MBA

**Tables VII: Schemes for internal assessments and end semester examination**  
**M.Pharm & M Pharm+MBA (PT & HCM)**  
**Semester III**

• **For Sem III :**

- Pharmacy courses have same nomenclature and assessment pattern for all the specialisations but students study these courses in the domain of their specialisations.
- Management courses are same for all the specialisations.

Course Code	Name of the course	Internal Assessment				End Exams	Semester	Total Marks
		Continuo us Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
7289MPR004	Research Methodology & Biostatistics**	10	15	1 Hr	25	75	3 Hrs	100
7289MPJ001	Journal Club	-	-	-	25	-	-	25
7289MPD003	Discussion / Presentation (Proposal Presentation)	-	-	-	50	-	-	50
7289MPR002	Research Work	-	-	-	-	350	1Hr	350
7289ABO005	Operations Research*	30	20	1 Hr	50	50	2 Hrs	100
7289ABF002	Financial Management I*	15	10	0.5 Hr	25	25	1 Hrs	50
7289ABI001	Indian Ethos and Business Ethics in Pharma*	30	20	1 Hr	50	50	2 Hrs	100
7289ABL001	Life Skills	25	-	-	25	-	-	25
	Total of M.Pharm	35	15	1	125	425	4	550
	Total of M.Pharm+MBA	110	65	3.5	250	550	9	800

\* Subject only for MPharm + MBA

\*\*The subject expert at school level shall conduct examination

**M.Pharm & M Pharm+MBA (PT & HCM)**  
**Semester IV**

• **For Sem IV :**

- Pharmacy courses have same nomenclature and assessment pattern for all the specialisations but students study these courses in the domain of their specialisations.
- Management courses are same for all the specialisations.

Course Code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
7289MPJ002	Journal Club	-	-	-	25	-	-	25
7289MPD002	Discussion / Final Presentation	-	-	-	75	-	-	75
7289MPR003	Research Work and Colloquium	-	-	-	-	400	-	400
7289ABO004	Organizational Behavior*	30	20	1 Hr	50	50	2 Hrs	100
7289ABM006	Marketing Research Methodology including Advanced Statistical Tools*	30	20	1 Hr	50	50	2 Hrs	100
7289ABP006	Project Management*	30	20	1 Hr	50	50	2 Hrs	100
7289ABB002	Brand Plan for Pharma Products*	30	20	1 Hr	50	50	2 Hrs	100
7289ABC001	Career Initiation Skills**	25	-	-	25	-	-	25
	Total of M.Pharm	25	0	0	150	400	0	550
	Total of M.Pharm+MBA	120	80	4	325	600	8	925

\* Subject only for MPharm + MBA

\*\* Subject only for MPharm

**Tables VIII : Schemes for internal assessments and end semester examination**  
**M Pharm+MBA (PT & HCM)**  
**( Common for all specialisations)**  
**Semester V**

Course Code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
7289ABM003	Management Internship Programme	50	0	NA	50	50	2 hrs	100
7289ABH003	Human Resource Management	30	20	1 Hr	50	50	2 Hrs	100
7289ABB001	Brand and Product Management	30	20	1 Hr	50	50	2 Hrs	100
7289ABS001	Sales Management incl. Data Analytics	30	20	1 Hr	50	50	2 Hrs	100
7289ABB005	Business Strategy Management	30	20	1 Hr	50	50	2 Hrs	100
7289ABE002	Entrepreneurship & New Ventures in Healthcare	30	20	1 Hr	50	50	2 Hrs	100
7289ABP001	Patient Engagement – Digital	15	10	0.5 Hr	25	25	1 Hr	50
7289ABO002	Operations Management & Strategy	30	20	1 Hr	50	50	2 Hrs	100
7289ABF004	Financial Analysis Planning & Control	30	20	1 Hr	50	50	2 Hrs	100
7289ABI003	Introduction to Management Consulting Practice	30	20	1 Hr	50	50	2 Hrs	100
7289ABP002	Pricing Strategy	15	10	0.5 Hr	25	25	1 Hr	50
7289MPD004	Doctor Communications – Tech Enabled	15	10	0.5 Hr	25	25	1 Hr	50
7289ABB009	Business Analytics (Visual)	30	20	1 Hr	50	50	2 Hrs	100
7289ABC003	Customer Relationship Management	15	10	0.5 Hr	25	25	1 Hr	50
7289ABC004	Consumer Behaviour	30	20	1 Hr	50	50	2 Hrs	100
7289ABC001	Career Initiation Skills	25	-	-	25	-	-	25
	Elective I	15	10	0.5 Hr	25	25	1 Hr	50
	List of Electives ( Choose any 1)							
7289ABC004	Quality Management Systems and Practices							
7289ABH003	Health Technology Assessment							
	Total of M.Pharm+MBA	450	250	13	700	675	28	1375

**Tables IX : Schemes for internal assessments and end semester examination**  
**M Pharm+MBA (PT & HCM)**  
**( Common for all specialisations)**  
**Semester VI**

Course Code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Continu ous Mode	Sessional Exams		Total	Marks	Durati on	
			Marks	Duration				
7289ABH002	Healthcare Policy & Management	15	10	0.5 Hr	25	25	1 Hr	50
7289ABL001	Laws Relevant to Pharmaceutical Industry incl. Cyber Laws & Security	30	20	1 Hr	50	50	2 Hrs	100
7289ABP003	Predictive Analytics	30	20	1 Hr	50	50	2 Hrs	100
7289ABF005	Financial Management II	30	20	1 Hr	50	50	2 Hrs	100
7289ABQ002	Quantitative Techniques for Forecasting & Decision Making	30	20	1 Hr	50	50	2 Hrs	100
7289ABL004	Leading Digital –Turning Technology into Business Transformation (incl. AI in Healthcare)	15	10	0.5 Hr	25	25	1 Hr	50
7289MPD005	Digital Strategy in Pharma Industry	15	10	0.5 Hr	25	25	1 Hr	50
List of Electives ( Choose any 5)								
7289ABI002	International Marketing	15	10	0.5 Hr	25	25	1 Hr	50
7289ABM004	Marketing of OTC / Nutraceuticals	15	10	0.5 Hr	25	25	1 Hr	50
7289ABC002	Corporate Social Responsibility	15	10	0.5 Hr	25	25	1 Hr	50
7289ABM003	Marketing of Biosimilars & Specialty Products	15	10	0.5 Hr	25	25	1 Hr	50
7289ABM007	Marketing of Medical Devices	15	10	0.5 Hr	25	25	1 Hr	50
7289ABM008	Marketing of Diagnostics	15	10	0.5 Hr	25	25	1 Hr	50
7289ABM009	Marketing of Active Pharmaceutical Ingredients	15	10	0.5 Hr	25	25	1 Hr	50
7289ABM010	Marketing of Cosmeceuticals	15	10	0.5 Hr	25	25	1 Hr	50
	Total of M.Pharm+MBA	240	160	8	400	400	16	800

#### 4.2.2. 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 – XI)	8
Student – Teacher interaction	2
<b>Total</b>	<b>10</b>
Practical	
Attendance (Refer Table – XI)	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

#### 4.2.3. 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.

#### 4.2.4. 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.

#### 4.2.5. Sessional Exams

Two sessional exams shall be conducted for each theory / practical course as per the schedule fixed by the college(s). The average marks of two sessional exams shall be computed for internal assessment as per the requirements given in tables – VI to IX.

#### 4.2.6. 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.

#### 4.2.7. Carrying forward of marks

**4.2.7.1.** In case a student fails to secure the minimum 50% in any Theory or Practical course as specified in point No. **3.2.6.**, then he/she shall reappear for the end semester examination of that course.

**4.2.7.2.** 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.

#### 4.2.8. 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.

#### 4.2.9. Regular/ Re-examination of end semester examinations

Regular/ Re-examination 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

\*Re-examination for Semester III courses will be conducted immediately after result declaration of regular examination of Semester III

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

- 4.2.10.1.** No student shall be admitted to any examination unless he/she fulfils the norms given in **ATTENDANCE CRITERIA**. (Refer point no. 3.2 of Part I)
- 4.2.10.2.** A student shall be eligible to carry forward all the courses of I and II semesters till the III semester examinations.
- 4.2.10.3.** The candidate shall be allowed to attend the courses of III & IV semesters including the research work and to appear for the end semester examination of III semester even if the student has not completed courses of I & II semester. However, he/she shall be eligible to appear for end semester examination of IV semester only after completion of all the courses of I, II and III semesters
- 4.2.10.4.** In case of M.Pharm+MBA program, a student shall not be eligible to attend the courses of V semester until all the courses of I and II semesters are successfully completed.
- 4.2.10.5.** In case of M.Pharm+MBA, a student shall be eligible to carry forward all the courses of semester IV and V till the semester VI examinations and Re-exams will be scheduled at appropriate time.
- 4.2.10.6.** 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.
- 4.2.10.7.** 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.

#### 4.2.11. Grading of performances

##### **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 student 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.

#### 4.2.12. 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 AB grade awarded in that semester. For example, if a learner has a F or AB grade in course 4, the SGPA shall then be computed as:

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

#### 4.2.13. 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:

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

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,....

#### 4.2.14. 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

#### 4.2.15. 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).

#### 4.2.16. Management Internship Programme for M.Pharm+MBA

The students will have to undergo Management Internship Programme for a total period of 17 weeks after completion of 2<sup>nd</sup> year and submit the project report. The report submitted by student will be evaluated by the subject experts and grade point will be awarded.

#### 4.2.17. 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 M.Pharm/M.Pharm+MBA program shall not be eligible for award of ranks. Moreover, the candidates should have completed M. Pharm/M.Pharm+MBA program in minimum prescribed number of years, (two years for M.Pharm and three years for M.Pharm+MBA) for the award of Ranks.

#### 4.2.18. Award of degree

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

#### 4.2.19. 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-totalling by paying prescribed fee.

#### 4.2.20. 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.

#### 4.2.21. 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 below :

**Semester wise Credits Distribution- M.Pharm**

Semester	Credit Points
I	26
II	26
III	21
IV	20
Co-curricular Activities (Attending Conference, Scientific Presentation and Other Scholarly Activities)	Minimum = 02 Maximum = 07*
Total Credit Points	Minimum = 95 Maximum = 100*

\*Credit Points for Co-curricular Activities

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 these credit points will be defined by the school from time to time.

#### 4.2.22. 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

#### 4.3. 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.

Each subject shall comprise 80 marks term end exam and 20 marks sessional/internal assessment 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.

##### ***Guidelines for the conduct of theory examinations***

###### ***Sessional Examinations***

There shall be three periodic sessional (internal assessment) examinations during each academic year. The duration of the sessional exam shall be 90 minutes. The highest aggregate of any two performances shall form the basis of calculating the sessional marks. The scheme of the question paper for theory sessional examinations shall be as given below.

I. Long Answers (Answer 3 out of 4)	3 x 5 = 15
II. Short Answers (Answer 5 out of 6)	5 x 3 = 15
III. Objective type Answers (Answer all 10 out of 10) (Multiple Choice Questions / Fill-in the Blanks / One word OR one Sentence questions)	5 x 3 = 15
<b>Total</b>	<b>40 Marks</b>

Internal assessment : The marks secured by the students out of the total 40 shall be reduced to 20 in each sessional, and then the internal assessment shall be calculated based on the average of two best sessional.

##### ***Final Board / University Examinations***

The scheme of the question paper for the theory examinations conducted by the examining authority (Board / University) shall be as given below. The duration of the final examination shall be 3 hours.

I. Long Answers (Answer 6 out of 7)	6 x 5 = 30
II. Short Answers (Answer 10 out of 11)	10 x 3 = 30
III. Objective type Answers (Answer all 20) (Multiple Choice Questions / Fill-in the Blanks / One word OR one Sentence questions)	20 x 1 = 20
<b>Total</b>	<b>80 Marks</b>

##### ***Guidelines for the conduct of practical examinations***

###### ***Sessional Examinations***

There shall be three periodic sessional (internal assessment) practical examinations during each academic year. The duration of the sessional exam shall be three hours. The highest aggregate of any two performances shall form the basis of calculating the sessional marks. The scheme of the question paper for practical sessional examinations shall be as given below.

I. Synopsis	10
II. Experiments	50*
III. Viva voce	10
IV. Practical Record Maintenance	10
<b>Total</b>	<b>80 Marks</b>

\* The marks for the experiments shall be divided into various categories, viz. major experiment, minor experiment, spotters, etc. as per the requirement of the course.

Internal assessment: The marks secured by the students out of the total of 80 shall be reduced to 10 in each sessional and then the internal assessment shall be calculated based on the averages of two best sessional marks for 10 marks and the remaining 10 marks shall be awarded as per the details given below.

Actual performance in the sessional examination	10 marks
Assignment marks (Average of three) =	5 marks*
Field Visit Report marks (Average for the reports)	5 marks\$
<b>Total</b>	<b>20 Marks</b>

\*, \$ Only for the courses given with both assignments and field visit/s

Note:

1. For the courses having either assignments or field visit/s, the assessments of assignments or field visit/s shall be done directly for 10 marks and added to the sessional marks.
2. For the courses not having both assignment and field visit, the whole 20 marks shall be calculated from the sessional marks.
3. 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.

### **Final Board / University Examinations**

The scheme of the question paper for the practical examinations conducted by the examining authority (Board / University) shall be as given below. The duration of the final examination shall be 3 hours.

I.	Synopsis	10
II.	Experiments	60*
III.	Viva voce	10
	<b>Total</b>	<b>80 Marks</b>

\* The marks for the experiments shall be divided into various categories, viz. major experiment, minor experiment, spotters, etc. as per the requirement of the course.

### **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 are 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. However, failure in more than two subjects shall debar him/ from promotion to the Diploma in Pharmacy Part –II. 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***

Candidate 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 examinations shall be the basis for improved sessional marks in theory. The sessional component of practical can 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.

Note: Candidate who fail in final examination has to appear for re-examination of the subject even if he/she obtains passing marks after appearing for additional sessional examination.

## **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 the 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 said 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.

#### 4.4. Pre Ph.D.

##### 4.4.1 Course of study

- 4.4.1.1. All candidates admitted to the Ph.D. programmes shall be required to complete the course work during the initial two semesters.
- 4.4.1.2. 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.
- 4.4.1.3. Upon satisfactory completion of course work, and obtaining the marks/grade prescribed, as the case may be, the Ph.D. scholar shall be required to undertake research work.

##### 4.4.2. Examinations/Assessments

- 4.4.2.1. The schemes for internal assessment and end semester examinations are given in Table XIV.
- 4.4.2.2. 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#	10	15	1 Hr	25	25	1 hrs	50
Total							350
Semester II							
Intellectual Property Rights	10	15	1 Hr	25	75	3 Hrs	100
Research & Publication Ethics	10	15	1 Hr	25	25	1 Hrs	50
Pharmaceutical Sciences - Practicals	10	15	1 Hr	25	75	3 Hrs	100
Literature review seminar	25	--	-	25	75	3 Hr	100
Special subject	10	15	1 Hr	25	75	3 Hrs	100
Total							400

# Non university examination. Passing is compulsory

##### 4.4.3. 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.

#### **4.4.4. 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.
- 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.

#### **4.4.5. Criterion for passing**

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

#### **4.4.6. Re-examination/Re-admission**

As per university norms.



## 5. List of E resources subscribed by NMIMS

Sr. No.	Database	Sr. No.	Database	Sr. No.	Database
	<b>LIBRARY SOFTWARE</b>		<b>RESEARCH DATABASES</b>		<b>MARKETING DATABASES</b>
1.	Koha	21.	CMIE: Economic Outlook	38.	TVADINDX
	<b>GRAMMAR/PLAGIARISM CHECK SFT.</b>	22.	CMIE: Prowess IQ	39.	WARC
2.	Grammarly	23.	Euromonitor International: Passport		<b>FINANCE LAB</b>
	<b>ELECTRONIC JOURNAL DATABASES</b>	24.	EViews 8	40.	Bloomberg
3.	ProQuest Central	25.	ISI Emerging Markets		<b>SWAYAM / NDL</b>
4.	EBSCO	26.	SPSS: AMOS	41.	National Digital Library
5.	Economic and Political Weekly	27.	Statista	42.	SWAYAM
6.	JSTOR	28.	STATA		
7.	MathSciNet			43.	Consortium for Educational Communication (CEC)
8.	Co-Design		<b>COMPANY DATABASE</b>		
9.	Current Science	29.	Capitaline AWS		
10.	Design and Culture		<b>STATISTICAL DATABASE</b>		
11.	Ergonomics in Design	30.	IndiaStat		
12.	Information Design Journal	31.	EPWRF India Time Series		
13.	Fast Company		<b>LAW DATABASES</b>		
14.	Economic and Political Weekly	32.	Hein Online		
	<b>ENGINEERING DATABASES</b>	33.	SCC Online		
15.	DELNET	34.	LexisNexis		
16.	IEL Online /IEEE	35.	American Journal of International Law		
17.	NPTEL	36.	International Legal Materials		
	<b>E-BOOKS DATABASES</b>	37.	Law & Literature		
18.	E-brary				
19.	Pearson E-Books				
20.	South Asia Archive				

## 6. Course Structures & Guidelines – of all programmes

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

Area	Subject	Total Hrs.	Credits
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.	Credits
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
	Inventions of Science	15	1

\*Non University Examination

### Second Year -Semester III

Area	Subject	Total Hrs.	Credits
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
	Introduction to Research I- Theory	15	1

**Semester IV**

Area	Subject	Total Hrs.	Credits
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
	Introduction to Research II- Theory	15	1

**Third Year  
Semester V**

Area	Subject	Total Hrs.	Credits
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.	Credits
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.	Credits
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
	Life Skills	15	1

\*Non University Examination

**Semester VIII**

Area	Subject	Total Hrs.	Credits
Pharmacy	Biostatistics and Research Methodology - Theory	60	4
	Social and Preventive Pharmacy - Theory	60	4
	Career Initiation Skills	15	1
	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.	Credits
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.	Credits
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
	Inventions in Science	15	1

**\*Non University Examination**

**Second Year**

**Semester III**

Area	Subject	Total Hrs.	Credits
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
	Introduction to Research I-Theory	15	1

**Semester IV**

Area	Subject	Total Hrs.	Credits
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
	Introduction to Research II-Theory	15	1

**Third Year  
Semester V**

Area	Subject	Total Hrs.	Credits
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 with MS Excel	30	2

**Semester VI**

Area	Subject	Total Hrs.	Credits
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.	Credits
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	30	2
	Business Economics	30	2
	Financial Management I	15	1
	Health Insurance & Hospital Management	30	2
	Life Skills	15	1

**\*Non University Examination**

**Semester VIII**

Area	Subject	Total Hrs.	Credits
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
	Quality Management Systems and Practices	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.	Credits
Management	Management Internship Programme	714	17
	Human Resource Management	30	2
	Brand and Product Management	30	2
	Sales Management including Data Analytics	30	2
	Financial Analysis Planning & Control	30	2
	Patient Engagement – Digital	15	1
	Doctor Communications – Tech Enabled	15	1
	Business Analytics (Visuals)	30	2
	Customer Relationship Management	30	2
	Consumer Behaviour	30	2
	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
	Career Initiation Skills	15	1

**Semester X**

Area	Subject	Total Hrs.	Credits
Management	Financial Management II	30	2
	Predictive 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
	Marketing of Diagnostics	15	1
	<b>Electives - Any Four</b>		
	International Marketing	30	2
	Marketing of Biosimilars & Specialty Products	30	2
	Marketing of Medical Devices	30	2
	Quantitative Techniques for Forecasting & Decision Making	30	2
	Marketing of Active Pharmaceutical Ingredients	30	2



**M.Pharm. (Pharmaceutics)****First Year  
Semester I**

Area	Subject	Total Hrs.	Credits
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

**Semester II**

Area	Subject	Total Hrs.	Credits
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
	Professional Communication	30	0

**Second Year  
Semester III**

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

**\*Non University Examination**

**Semester IV**

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

**M.Pharm. (Pharmaceutical Quality Assurance)**

**First Year  
Semester I**

Area	Subject	Total Hrs.	Credits
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

**Semester II**

Area	Subject	Total Hrs.	Credits
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
	Professional Communication	30	0
	Seminar/Assignment	105	4

**Second Year  
Semester III**

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

**\*Non University Examination**

**Semester IV**

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

**M.Pharm. (Pharmaceutical Technology)****First Year  
Semester I**

Area	Subject	Total Hrs.	Credits
Pharmacy	Drug Regulatory Affairs & Compliance	60	4
	Modern Pharmaceutical Analytical Techniques	60	4
	Pharmaceutical Product Development	60	4
	Advances in Drug Delivery	60	4
	Pharmaceutical Technology Practical - I	180	6
	Seminar/Assignment	105	4

**Semester II**

Area	Subject	Total Hrs.	Credits
Pharmacy	Advanced Biopharmaceutics & Pharmacokinetics	60	4
	Pharmaceutical Nanotechnology	60	4
	Advances in Medical Devices	60	4
	Quality By Design in Pharmaceuticals	30	2
	Pharmacoeconomics	30	2
	Pharmaceutical Technology Practical - II	180	6
	Professional Communication	30	0
	Seminar/Assignment	105	4

**Second Year  
Semester III**

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

**\*Non University Examination****Semester IV**

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

**M.Pharm. (Industrial Pharmacy)****First Year  
Semester I**

Area	Subject	Total Hrs.	Credits
Pharmacy	Modern Pharmaceutical Analytical Techniques	60	4
	Pharmaceutical Formulation Development	60	4
	Novel Drug Delivery Systems	60	4
	Intellectual Property Rights	60	4
	Industrial Pharmacy Practicals - I	180	6
	Seminar / Assignment	105	4

**Semester II**

Area	Subject	Total Hrs.	Credits
Pharmacy	Advanced Biopharmaceutics & Pharmacokinetics	60	4
	Scale up and Technology Transfer	60	4
	Pharmaceutical Production Technology	60	4
	Entrepreneurship Management	60	4
	Industrial Pharmacy Practicals - II	180	6
	Professional Communication	30	0
	Seminar / Assignment	105	4

**Second Year  
Semester III**

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

**\*Non University Examination**

**Semester IV**

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

**M.Pharm. (Pharmaceutics) + MBA (Pharmaceutical Technology & Healthcare Management)****First Year  
Semester I**

Area	Subject	Total Hrs.	Credits
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.	Credits
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

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

**First Year  
Semester I**

Area	Subject	Total Hrs.	Credits
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.	Credits
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

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

**First Year  
Semester I**

Area	Subject	Total Hrs.	Credits
Pharmacy	Drug Regulatory Affairs & Compliance	60	4
	Modern Pharmaceutical Analytical Techniques	60	4
	Pharmaceutical Product Development	60	4
	Advances in Drug Delivery	60	4
	Pharmaceutical Technology 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.	Credits
Pharmacy	Advanced Biopharmaceutics & Pharmacokinetics	60	4
	Pharmaceutical Nanotechnology	60	4
	Advances in Medical Devices	60	4
	Quality By Design in Pharmaceuticals	30	2
	Pharmacoeconomics	30	2
	Pharmaceutical Technology 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

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

**First Year  
Semester I**

Area	Subject	Total Hrs.	Credits
Pharmacy	Modern Pharmaceutical Analytical Techniques	60	4
	Pharmaceutical Formulation Development	60	4
	Novel Drug Delivery Systems	60	4
	Intellectual Property Rights	60	4
	Industrial Pharmacy 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.	Credits
Pharmacy	Advanced Biopharmaceutics & Pharmacokinetics	60	4
	Scale up and Technology Transfer	60	4
	Pharmaceutical Production Technology	60	4
	Entrepreneurship Management	60	4
	Industrial Pharmacy 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

- **Note : For Sem III and IV :**

- Pharmacy courses have same nomenclature and assessment pattern for all the specialisations but students study these courses in the domain of their specialisations.
- Management courses are same for all the specialisations.

### Semester III

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

\* Non University Examination

### Semester IV

Area	Subject	Total Hrs.	Credits
Pharmacy	Journal Club	15	1
	Discussion / Final Presentation	45	3
	Research Work and Colloquium	465	16
Management	Organizational Behavior	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 -Specializations)**

**Semester V**

<b>Area</b>	<b>Subject</b>	<b>Total Hrs.</b>	<b>Credits</b>
Management	Management Internship Programme	714	17
	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 Analysis Planning & Control	30	2
	Introduction to Management Consulting Practice	30	2
	Pricing Strategy	15	1
	Doctor Communications – Tech Enabled	15	1
	Business Analytics (Visual)	30	2
	Customer Relationship Management	15	1
	Consumer Behaviour	30	2
	Career Initiation Skills	15	1
	<b>Electives - Any One</b>		
	Quality Management Systems and Practices	15	1
	Health Technology Assessment	15	1

**Semester VI**

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

## Pre-PhD Course Structure

### Semester I

Paper	Subject	Total Hrs.	Credits
Paper 1	Research Methodology	60	4
Paper 2	Biostatistics	30	2
Paper 3	Special subject *	45	3
	Advanced Pharmaceutics I		
	Pharmaceutical Chemistry I		
	Pharmacology & Toxicology I		
	Quality Assurance I		
	Pharmaceutical Biotechnology I		
	Pharmacognosy I		
Paper 4	Soft skills#	15	0

### Semester II

Paper	Subject	Total Hrs.	Credits
Paper 1	Intellectual Property Rights	30	2
Paper 2	Pharmaceutical Sciences - Practical	60	2
Paper 3	Research & Publication Ethics	30	2
Paper 4	Special subject*	30	2
	Advanced Pharmaceutics II		
	Pharmaceutical Chemistry II		
	Pharmacology & Toxicology II		
	Quality Assurance II		
	Pharmaceutical Biotechnology II		
	Pharmacognosy II		
Paper 5	Literature review seminar**	15	1

\*Each student has to opt for one special subject related with his/her post graduate specialization.

\*\*Each student will have to do extensive literature search during the semester which will lead to literature review. The review should be pertaining to the area in which they propose to undertake research. The literature review should culminate in the publication of atleast one review article.

# Non university examination. Passing is compulsory.

## D.Pharm

### First Year (Part I)

Subjects	Hours for Theory	Hours for Practical
Pharmaceutics -Theory	100	75
Pharmaceutical Chemistry - Theory	100	75
Pharmacognosy -Theory	100	75
Social Pharmacy -Theory	100	75
Human Anatomy & Physiology -Theory	100	75
Pharmaceutical Organic Chemistry	50	0
Life Skills	15	0

### Second Year (Part II)

Subjects	Hours for Theory	Hours for Practical
Pharmacology - Theory	100	50
Community Pharmacy & Management - Theory	100	75
Biochemistry & Clinical Pathology - Theory	100	50
Pharmacy Law & Ethics	100	0
Pharmacotherapeutics - Theory	100	50
Hospital & Clinical Pharmacy - Theory	100	50
Pharmaceutical Analysis	50	0
Career Initiation Skills	15	0

### Value added courses

Subjects	Teaching in hours
Computer Science	30

## 7. Approved Academic Calendar of all programs:

SVKM's NMIMS Shobhaben Pratapbhai Patel School of Pharmacy & Technology Management, Mumbai & School of Pharmacy & Technology Management, Shirpur M.Pharm. & M.Pharm+MBA (PT & HCM) First Year Academic Calendar for the Academic Year :2022-2023				
Details	Program-Sem	Start date	End Date	No. of Working Days
<b>Semester I</b>				
Induction Program	M.Pharm & M.Pharm + MBA-Sem I	18 Jul 2022	23 Jul 2022	6 days
Academic Instruction Duration	M.Pharm & M.Pharm + MBA-Sem I	18 Jul 2022	30 Nov 2022	105 days
Sessional I & Mid Term	M.Pharm & M.Pharm + MBA-Sem I	12 Sep 2022	24 Sep 2022	12 days
Diwali Vacation		21 Oct 2022	27 Oct 2022	7 Days
Sessional II	M.Pharm & M.Pharm + MBA-Sem I	07 Nov 2022	15 Nov 2022	8 days
Term End Exam	M.Pharm & M.Pharm + MBA-Sem I	05 Dec 2022	17 Dec 2022	12 days
CAP Round (For Faculty)	M.Pharm & M.Pharm + MBA-Sem I	06 Dec 2022	24 Dec 2022	17 days
<b>Semester II</b>				
Academic Instruction Duration	M.Pharm & M.Pharm+MBA-Sem II	19 Dec 2022	29 Apr 2023	101 days
Winter Vacation		26 Dec 2022	01 Jan 2023	7 Days
Sports Day	All Programs	Jan-2023	--	1 day
Isthmus / Urjja	All Programs	Feb-2023	--	2 days
Improvement Sessional/ Mid Term	M.Pharm + MBA-Sem I	16 Jan 2023	21 Jan 2023	6 days
Sessional I & Mid Term	M.Pharm & M.Pharm+ MBA-Sem II	06 Feb 2023	20 Feb 2023	12 days
Sessional II	M.Pharm & M.Pharm+MBA-Sem II	03 Apr 2023	11 Apr 2023	8 days
Study Leave	M.Pharm & M.Pharm+MBA-Sem II	02 May 2023	06 May 2023	5 days
Term End Exams	M.Pharm & M.Pharm+MBA-Sem II	08 May 2023	27 May 2023	18 days
CAP Round (For Faculty)	M.Pharm & M.Pharm+MBA-Sem II	09 May 2023	03 Jun 2023	23 days
Re-Exams	M.Pharm & M.Pharm + MBA (All Eligible Batches)	Jun 2023	July 2023	52 days
Summer Vacation (For Students: Re-exams will be conducted during Summer Vacation)	For Faculty Slot I Slot II For Student	09 May 2023 15 May 2023 28 May 2023	19 Jun 2023 25 Jun 2023 02 Jul 2023	42 Days 35 days
Commencement of next Academic year (AY 2023-24)	M.Pharm & M.Pharm+ MBA- Sem I & III	03 Jul 2023	----	
Dates are tentative				
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">   <b>AR/DR</b>  <b>(SPPSPTM)</b> </div> <div style="text-align: center;">   <b>Dean</b>  <b>(SPPSPTM)</b> </div> <div style="text-align: center;">   <b>DR-Academics</b>  <b>(NMIMS)</b> </div> <div style="text-align: center;">   <b>Controller of Examinations</b>  <b>(NMIMS)</b> </div> </div>				

## 8. LIST OF HOLIDAYS FOR THE YEAR 2022

### SVKM's NMIMS Deemed to be University

	NMIMS (Mumbai, Navi Mumbai, Shirpur & Dhule)		NMIMS (Bangalore)		NMIMS (Hyderabad)		NMIMS (Indore)		NMIMS (Chandigarh)	Calendar2022	
List of Holidays for the year 2022											
	OCCASION		OCCASION		OCCASION		OCCASION		OCCASION	DATE	DAY
1	New Year	1	New Year	1	New Year	1	New Year	1	New Year	01-Jan-22	Saturday
								2	Lohri	13-Jan-22	Thursday
				2	Sankranti/ Pongal					14-Jan-22	Friday
		2	Sankranti/ Pongal	3	Sankranti/ Pongal					15-Jan-22	Saturday
2	Republic Day	3	Republic Day	4	Republic Day	2	Republic Day	3	Republic Day	26-Jan-22	Wednesday
3	Mahashivratri					3	Mahashivratri	4	Mahashivratri	01-Mar-22	Tuesday
4	Holi	4	Holi	5	Holi	4	Holi	5	Holi	18-Mar-22	Friday
						5	Rang Panchami			22-Mar-22	Tuesday
				6	Ugadi					01-Apr-22	Friday
5	Gudi Padwa	5	Ugadi	7	Ugadi					02-Apr-22	Saturday
								6	Baisakhi	14-Apr-22	Thursday
6	Good Friday	6	Good Friday			6	Good Friday	7	Good Friday	15-Apr-22	Friday
7	Ramzan-Id	7	Ramzan-Id	8	Ramzan-Id	7	Ramzan-Id	8	Ramzan-Id	03-May-22	Tuesday
				9	Telangana Day					02-Jun-22	Thursday
										09-Jul-22	Saturday
8	Rakshabandhan	8	Rakshabandhan	10	Rakshabandhan	8	Rakshabandhan	9	Rakshabandhan	11-Aug-22	Thursday
9	Independence Day	9	Independence Day	11	Independence Day	9	Independence Day	10	Independence Day	15-Aug-22	Monday
						10	Janmasthami			18-Aug-22	Thursday
10	GopalKala							11	GopalKala	19-Aug-22	Friday
11	Ganesh Chaturthi	10	Ganesh Chaturthi	12	Ganesh Chaturthi	11	Ganesh Chaturthi	12	Ganesh Chaturthi	31-Aug-22	Wednesday
12	Anant Chaturdasi									09-Sep-22	Friday
		11	Mahanavami, Ayudha Pooja							04-Oct-22	Tuesday

13	Dushera	12	Dushera	13	Dushera	12	Dushera	13	Dushera	05-Oct-22	Wednesday
14	Narak Chaturdashi	13	Narak Chaturdashi	14	Narak Chaturdashi	13	Narak Chaturdashi	14	Narak Chaturdashi	24-Oct-22	Monday
15	Diwali	14	Diwali	15	Diwali	14	Diwali	15	Diwali	25-Oct-22	Tuesday
16	Diwali (Balipratipada)	15	Diwali (Balipratipada)	16	Diwali (Balipratipada)	15	Diwali (Balipratipada)			26-Oct-22	Wednesday
		16	Kannada Rajyotsava							01-Nov-22	Tuesday
						16	Gurunanak Jayanti	16	Gurunanak Jayanti	08-Nov-22	Tuesday

#### Holidays falling on Sunday

Holidays falling on Sunday											
					1	Ram Navmi			10-Apr-22	Sunday	
1	Maharashtra Day	1	Labor Day	1	Labor Day				01-May-22	Sunday	
2	Gandhi Jayanti	2	Gandhi Jayanti	2	Gandhi Jayanti	2	Gandhi Jayanti	1	Gandhi Jayanti	02-Oct-22	Sunday
3	Christmas	3	Christmas	3	Christmas	3	Christmas	2	Christmas	25-Dec-22	Sunday

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

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

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

## 9. People you should know

### School Administration (Shirpur Campus)

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

Name of the faculty	Designation	Qualification
Dr. Chandrakant. G. Bonde	Professor & I/C Associate Dean	M. Pharm, Ph.D
Dr. Mahesh Palkar	Professor	M. Pharm, Ph.D
Dr. Preeti C Sangave	Professor	M. Pharm, Ph.D
Dr. Girdharilal Gupta	Asso. Professor	M. Pharm, Ph.D
Dr. Ranajit N Shinde	Asso. Professor	M. Pharm, Ph.D
Dr. Shashikant B Bagade	Asso. Professor	M. Pharm, Ph.D
Dr. Smita Bonde	Asso. Professor	M. Pharm, Ph.D
Dr. Sankha Bhattacharya	Asso. Professor	M. Pharm, Ph.D
Dr. Amit B Page	Assistant Professor	M. Pharm, Ph.D
Dr. Payal Dande	Assistant Professor	M. Pharm, Ph.D
Dr. Ketan V Hatware	Assistant Professor	M. Pharm, Ph.D
Dr. Mayank Sharma	Assistant Professor	M. Pharm, Ph.D
Dr. Abhishek Y Kanugo	Assistant Professor	M. Pharm, Ph.D
Dr. Jagdish Sahu	Assistant Professor	M. Pharm, Ph.D
Dr. Prashant Joshi	Assistant Professor	M. Pharm, Ph.D
Dr. Shilpa Daware	Assistant Professor	M. Pharm, Ph.D
Mr. Piyush Ghode	Assistant Professor	M. Pharm, Ph.D (Pursuing)
Mr. Saurabh Maru	Assistant Professor	M. Pharm, Ph.D (Pursuing)
Mr. Suhas Agey	Assistant Professor	M. Pharm, Ph.D (Pursuing)
Dr. Datta Pawade	Assistant Professor	M. Pharm, Ph.D
Dr. Mahendra Prajapati	Assistant Professor	M. Pharm, Ph.D
Dr. Ravindra Babu Pingili	Assistant Professor	M. Pharm, Ph.D
Mr. Kapish Kapoor	Assistant Professor	M. Pharmacy
Ms. Shivane Vyas	Lecturer	M. Pharm, Ph.D (Pursuing)
Ms. Shravani Karri	Lecturer	M. Pharm, Ph.D (Pursuing)



Name of the faculty	Designation	Qualification
Mr. Mahadevan Swami	Lecturer	M. Pharmacy

**B) Administration: (Shirpur Campus)**

Name	Designation
Dr. Akshay Malhotra	Director, SVKM's NMIMS-MPTP
Dr. Chandrakant. G. Bonde	Professor & I/C Associate Dean
Mr. Rahul Dande	Chief Accountant & Administrator
Mr. Bhupesh Jaware	Deputy Registrar
Mr. Komalsing Jadhav	Jr. Coordinator (SPTM office)
<b>Placement Cell</b>	
Mr. Prasanna Ojha	Placement Executive
Mr. Sandipsing Deshmukh	Placement Assistant
<b>Library</b>	
Dr. Ravindra Mendhe	Deputy Librarian
Ms. Dipali Mahajan	Assistant Librarian (SPTM)
<b>Central Instrumentation Laboratory</b>	
Mr. Mahesh Patil	Laboratory Assistant
<b>Animal House</b>	
Dr. Ketan Hatware	Assistant Professor
<b>Stores</b>	
Mr. Chandrakant Bagul	Laboratory Assistant cum Store- keeper
<b>Laboratory staff</b>	
Mr. Chandrakant Bagul	Laboratory Assistant
Mr. Hansraj Ahire	Laboratory Assistant
Mr. Pradip Jadhav	Laboratory Assistant
Mr. Praffulkumar Rajput	Laboratory Assistant
Mr. Kiran Pawar	Laboratory Assistant
Mr. Hiralal Chaudhari	Laboratory Assistant
Mr. Mukesh Sonawane	Laboratory Assistant
Mr. Mahesh Patil	Laboratory Assistant



# HOSTEL MANUAL

SVKM'S

NMIMS SHIRPUR CAMPUS

(2022-23)

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  - 9.11 Handing – Taking over Register – Hostel
  - 9.12 Student Leave Policy – Annexure III

## 1.0 INTRODUCTION

Choosing an Institute/University is also about choosing a new home. We ensure that students dwell in a healthy environment that helps them to grow and learn without any obstacle. NMIMS-Shirpur offers comprehensive and independent hostel facilities for boys and girls within the campus with all modern amenities situated on the bank of Tapi River. Elegantly designed and surrounded by lawns and flower beds, it provides a comfortable, congenial and homely environment to the residents. Out station students getting admission at NMIMS Shirpur Campus must seek an admission to Hostel. Utmost care is taken to accommodate all students. The hostel has its own discipline and rules applicable on all resident students. Campus is non-smoking/non-drinking (non-liquor) and purely vegetarian (even outside food is not allowed).

### 1.1 OBJECTIVES OF THE HOSTEL

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

## 2.0 HOSTEL MANAGEMENT TEAM

Following members 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

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

## 3.0 FACILITIES

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

### 3.1 ACCOMMODATION

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

**Students are not permitted to install any other electrical appliances, such as personal TV, AC, immersion heaters/electric heaters/ iron/ coolers/ induction/ refrigerators etc. in the rooms. Cooking of any food item or even preparation of tea/coffee in the**

**hostel room is strictly prohibited. Strict action will be taken against such misconducts as per discipline policy of the campus.**

3.2 **WI-FI CONNECTIVITY**

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

3.3 **RECREATION/TV ROOM**

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

3.4 **ELEVATORS/STAIRCASE**

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

3.5 **WASHROOMS**

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

3.6 **ELECTRONIC SURVEILLIANCE**

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

3.7 **PARENTS MEETING ROOM**

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

only. The visiting hours of parents to meet their wards is 06:00 hrs. to 21:00 hrs. Parents are not permitted to go into hostel rooms. Any guest of student or parent are not allowed to stay in the hostel or campus premises.

### 3.8 **DINING/MESS**

Both boys and girls hostel have separate dining facility. At par sitting arrangement is provided to facilitate the students. Televisions are also installed for entertainment during dining. Students need to follow the mess timing, circulated by Hostel authorities. (Break Fast: 07:00 to 09:30; Lunch: 12:00 to 014:00; Dinner 20:00 to 22:00 hrs). Food charges for a complete academic year are to be paid at the time of admission.

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

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

### 3.9 **DRINKING WATER**

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

### 3.10 **SICK BAY**

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

### 3.11 **PHARMACY STORE**

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

### 3.12 **SALON/PARLOR**

Modern air-conditioned salon/parlor equipped with modern facilities is available in both boys and girls hostel. Salon also provides massage services by well trained staff. The hygiene and cleanliness is maintained at highest order. Razors, scissors, etc., are sterilized in a professional manner before use. Salon/parlor services can be availed throughout the week on payment basis and on first come first serve basis.

### 3.13 **LAUNDRY**

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

### 3.14 **SPORTS & OTHER FACILITIES**

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

## 4.0 **GENERAL INSTRUCTIONS**

- 4.1 No hostel resident is permitted to engage any person for any kind of service for personal benefit.
- 4.2 Students are advised not to involve in any financial dealings of personal nature i.e. money lending with any employee or student of an Institute.
- 4.3 Students are not permitted to install any electrical appliances, such as personal TV, AC, immersion heaters/rods, electric heaters/presses/coolers, induction, refrigerators, etc. in the rooms. Cooking of any food item or even preparation of tea/coffee in the hostel rooms is strictly prohibited.
- 4.4 No pets (animals, birds, etc.) are allowed in the hostel.
- 4.5 No personal vehicles of resident students are permitted to park inside/outside the campus.
- 4.6 Academic building, hostel building and entire campus is 'No Smoking zone'. Hence, students are advised to refrain from smoking in the corridors, common rooms, toilets and other public zones of the hostel and campus premises. Strict disciplinary action will be taken against the students found smoking within the entire campus.
- 4.7 Students are informed that consumption, trafficking or possession of narcotic drugs and/or alcohol within the Campus, including Hostel premises is strictly prohibited. It must be noted that possession of narcotics and/or drugs is severely punishable by law. Appropriate action such as hand over to civil police authorities, will be taken against students found indulged in these acts. Violation of this code will attract a stiff penalty, such as debarment from campus placement, expulsion / rustication from the Institute etc.
- 4.8 Keeping of any firearms, licensed or unlicensed; any ammunition; explosives; any sharp-edged weapon, retention of which is illegal and unlawful and the same is not permitted in the Hostel and campus.
- 4.9 Frequent Partying get together in hostel premises is not

permitted however students may get prior approval on any important occasions such as 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 ended by 2200hrs strictly, no sound play is permitted. Every participant should ensure that other students are not inconvenienced and disturbed by his/her activities in any manner. Students are expected to respect the right to peace and privacy of others. In case of any complaint, students may be liable for appropriate disciplinary action.

4.10 **Fire Hazards and Safety:**

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

4.11 **In case of Fire:**

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

4.12 **Silence Hours:**

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

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

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

4.15 **Proxy or dummy room-mates are forbidden. Strict action will be taken if accommodation is held as proxy, they are liable to be removed from the hostel. Residents are not permitted to allow their rooms to be used by others. All visitors and non-residents including students from other hostels must leave the rooms during night. All residents are advised to extend their fullest co-operation to see that no unauthorized person enter or stay in the**



hostel premises. If they happen to find any such person, should demand the permit / Identity Card for authentication and if it is not forthcoming, the matter should be brought to the notice of Duty Warden for further action.

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

**Anti-Ragging Committee:**

**SVKM's NMIMS, MPTP Shirpur Campus for the AY 2022-23**

S. No.	Position	Designation	Name of Staff	Contact No.
1.	Chairperson	Director, SVKM's NMIMS-MPTP	Dr. Akshay Malhotra	02563-295545/46
2.	Member	Dean, SAST	Dr. Suseelendra Desai	02563-295545/46
3.	Member	Associate Dean, MPSTME	Dr. Kamal Mehta	02563-295545/46
4.	Member	Associate Dean, CTF	Dr. Arup Rakshit	02563-295545/46
5.	Member	I/C Associate Dean, SPTM	Dr. Chandrakant Bonde	02563-295545/46
6.	Member	Chief Accountant & Administrator	Mr. Rahul Dande	02563-295545/46
7.	Nodal Officer	Deputy Registrar	Mr. Bhupesh Jaware	02563-295545/46
8.	Member	Director (Hostel Administration)	Dr. Pradeep Kumar	02563-295545/46
9.	Member	Director (Security)	Mr. Ravi Kumar Lama	02563-295545/46
10.	Member	Rector, Boy's Hostel		02563-295545/46
11.	Member	Rector, Girl's Hostel	Ms. Prerna Soni	7448243446

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

4.18 **DAMAGE TO HOSTEL PROPERTY**

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

4.19 **MAINTENANCE ACTIVITY**

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

4.20 Water is an essential but scarce commodity. All students and staff are requested to use the water judiciously and preserve it. Leakage etc. in the bathrooms shall be immediately reported to Duty warden office.

4.21 **ATTENDANCE AT WARDEN'S OFFICE**

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

4.22 **CHANGE OF ROOM**

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

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

5.0 **DO'S AND DONT'S**

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

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

## 6.0 STUDENT'S VISIT TO SHIRPUR

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

<b>DISCIPLINE POLICY</b>	
<b>E – Class</b>	
<b>Misconduct</b>	<b>Consequence</b>
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)	
<b>D – Class</b>	
<b>Misconduct</b>	<b>Consequence</b>
1. Late reporting after vacation	
2. Shouting slogans and raising voice in a group.	(1) Intimation to Parents. and (2) Five Days Academic Suspension with pre-marked Absence in SAP (i.e., Student will attend classes but will lose attendance) and (3) Thirty days compulsory Yoga Classes and (4) Ban on short leave, Shirpur Out-Pass for a period of one month.
3. Using bad words/gestures with fellow Students/staff/faculty/security.	
4. Not availing granted period of leave and reporting back before leave accomplishment.	
5. Any complaint of minor misconduct received from outside the campus.	
6. Possession of Outside food/Pressuring security or other staff to let food parcel inside campus	
7. Found in indecent position / objectionable pose with a fellow student	

C - Class	
Misconduct	Consequence
1. Damage to campus property	1. Intimation to Parents and 2. Seven Days Academic Suspension with pre-marked Absence in SAP (i.e., Student will attend classes but will lose attendance) and 3. Ban on short leave, Shirpur Out-Pass for a period of one month.  (In case of property damage the cost of property would be recovered).  (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(Minor Case)	
B - Class	
Misconduct	Consequence
1. Any complaint of major misconduct received from outside the campus.	Expulsion from Campus for 07 Days (Parents will be called to take their ward within three days-till then student will be on academic suspension). If parents don't come the student would be sent to his parents along with an escort. The cost of the escorts' time and travel will be borne by the student. And Ban on short leave, Shirpur Out-Pass for a period of one month.
2. Serious physical fight among students or with any staff	
3. Stealing cash or any other item (Major Case)	
All cases mentioned here under Class – A will be referred through Discipline Committee to the Office of the Registrar – SVKM's NMIMS, Mumbai.	

A - Class	
Misconduct	Consequence
1. Possession/Consumption/Transportation of Objectionable Material (Includes Making / Threatening fellow students to bring the material inside campus) – <b>Refer Appendix 1 below</b>	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 **ACADEMIC AND HOSTEL SUSPENSION FOR 7 DAYS.**

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 **SUSPENSION FROM HOSTEL FOR ONE SEMESTER.** In the above case, relaxation from Hostel Suspension for a next forthcoming semester may be granted to the student, subject to written recommendation remark by H.O.D., Associate Dean and Administrative Heads considering if there is any notable on the ground improvement in students' behavior with an appropriate undertaking from the subject student and his parents. The said recommendation will be reviewed and approved by the Director of the MPTP, Shirpur Campus.

3<sup>rd</sup> Time: He or She found guilty for break of the subject rule consecutively for the 3<sup>rd</sup> time **shall be liable to PERMANENT SUSPENSION FROM UNIVERSITY.**

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

### **OBJECTIONABLE MATERIAL**

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 cordinal relations with hostel incharge, Rector, Wardens and other supporting staff.

## **7.6 COUNSELOR**

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

## **7.7 DUTY NURSE (Sick Bay)**

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

## **8.0 MENTORS AND THEIR ROLE**

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

## 9.0 FORMATS

Following formats are used in hostel for various reasons.

## 9.1 HOSTEL ADMISSION FORM

This form is filled by students seeking admission to hostel.

## APPLICATION FOR HOSTEL ACCOMODATION

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

## For First Year Students

ADMISSION (FINAL) MERIT NUMBER: \_\_\_\_\_

**SAP- ID. NO:\_\_\_\_\_ Room No. : \_\_\_\_\_**

## The Director

SVKM's NMIMS

Shirpur Campus -425405

Sir,

I wish to apply for admission to the SVKM's NMIMS, Shirpur Campus Hostel, for the academic

year\_\_\_\_\_I furnish the following particulars:

**PERSONAL DATA:**

Surname

First Name

Father's Name

[illegible]

1. Full Name:

---

2. Residential Address:

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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 \_\_\_\_\_

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**\*\* 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 (3 days prior to start of the course). They will have to take up the accommodation by the stipulated date, failing which his/her admission will be cancelled and the seat will be offered to the other student.
3. Admission to the hostel will be cancelled if incomplete or false information is furnished.
4. Fresh application will have to be filled up for next year accommodation.
5. Students are required to give their consent about continuing the hostel facilities in the next year, when asked by the authorities.
6. Hostel fee for the next academic year is required to be paid in the month of February to April.
7. NMIMS reserves its right to increase the hostel fee, if necessary.
8. Fees once paid will not be refunded on any account whatsoever (after stipulated time frame given to all students).
9. Students should claim refund of deposit after completion of entire course. Proportionate amount from the deposit of the students, who have damaged the hostel property by any means, will be deducted.
10. **HOSTEL FEES:** Students shall pay fees and deposit by way of Demand Draft (only) in favour of "SVKM's NMIMS" payable at Shirpur.

### **IV. CODE OF CONDUCT: BEHAVIOUR AND DISCIPLINE**

1. All residents are required to maintain high standard of discipline, decency & decorum, etiquette and conduct him / herself in a disciplined & dignified manner expected of students of a prestigious Institution such as ours.
2. They are expected to behave courteously and fairly with everyone both inside and outside the campus. It is the responsibility of the inmates to do their best for maintaining discipline, peace and harmony in the hostel. The senior students are advised to set good examples to their juniors.
3. All residents are required to carry their valid Identity Cards issued to them by the Institute.
4. Smoking, spitting and possession, distribution and consumption of alcoholic beverages, chewable tobacco, prohibited drugs, and / or narcotic drugs in the hostel premises are strictly prohibited.  
Students shall not enter the hostel premises in an inebriated state and should not possess such materials. Hostel zone is a smoke-free zone in the Institute, students should not smoke inside the hostel premises/room/ common room/ dining hall / toilets / corridors / terrace etc. Depending on the case, the management reserves the



- right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel and rustication from the Institute.
5. Parties, social gatherings in the hostel complex are not permitted without prior and written consent of the Director/Rector/Hostel Authorities. Students shall not conduct group meetings, circulate books, pamphlets and papers inside the hostel premises. Any activity of the students observed to be prejudicial and detrimental to the smooth and peaceful functioning of the college hostel will be viewed seriously by the management and disciplinary action will be taken against those found guilty.
  6. A hostel campus should be a place where students can have the best possible conditions for studying and adequate rest. As such due consideration must be accorded to other students at all times. Music must be kept low to allow other's the opportunity to study or sleep in comfort. Television provided in the TV room will be switched on at 6:00 pm and switched off after 10:00 pm. These rules are intended to ensure an encouraging environment for all students.
  7. Every case of illness and accident must be reported immediately to the Warden and the Resident Medical Officer. Students suffering from any contagious diseases will not be allowed to stay in the hostel. Decision of the Resident Medical Officer in this regard will be final and binding.
  8. Students will not enter rooms of other fellow students without the permission of the inmates.
  9. Sports of any kind will not be allowed in the hostel room & on corridors.
  10. No combustible, fire arms or lethal weapons are allowed to be carried by or kept in the hostel by any student.
  11. Complaints regarding differences among students and hostel servants will be dealt with by the Hostel Authorities. No police complaint will be lodged by the students without prior permission from the Director.
  12. No vehicle including bicycle is to be kept in the campus.
  13. In case of any unacceptable behavior by the room-mate, the other room-mate must report it to the college/hostel authorities. Any student, who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:
    - a) He / she will be expelled from the hostel.
    - b) A record of his / her misconduct will be made in the personal file.
    - c) The cost of damage will be fully recovered from him / her together with penalty.
    - d) He / she will also be fined commensurate with the offence committed.
  14. Any student found in argument/quarrel, arrogance or any sort of misbehavior with any of the staff members will be liable for severe disciplinary action.
  15. During stay in the hostel students shall follow dress code, boys should have clean shave and proper haircut. Girls are not allowed to wear short and transparent clothes while roaming in the campus lawn area.

#### **v. ATTENDANCE AND LEAVE**

1. Students are allowed to go to Shirpur four times a month on the allotted days by the campus bus. They shall return after two hours. If he/ she wish to stay out after the said timing owing to special

reasons, he/she must obtain prior permission from the Rector. Late entry without prior permission will invite cancellation of the out pass for a month or trimester /penalty / rustication. **(all in-discipline cases are banned to go out on Shirpur Out- pass till hostel authorities declare him/her eligible for out pass)**

2. Hostel In time for Boys is by 10:00 pm and girls is by 9:00 pm every day and both are not allowed to leave the hostel before 6:00 am. The students are required to make proper entry in the register placed with the security supervisor at the hostel main gate. They must write the place where they wish to go and the time of going out and in time on return to the Hostel.
3. Students who wish to leave the hostel for out-station visits and local visits must obtain prior written permission of the Dean/HOD/Mentor **at least two days in advance**. Absence from hostel without permission will be viewed seriously.

#### **VI. UPKEEP OF THE HOSTEL**

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

## **VII. VISITORS / GUESTS**

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

## **VIII. MESS TIMINGS AND RULES**

1. Hostel mess is compulsory and under no circumstances, private preparation of food in their respective rooms shall be permitted.
2. Pure Vegetarian food is served in the Hostel Mess.
3. Students are required to dine in the Dining Hall.
4. The system of self service will be followed in the mess.
5. Mess timings should be observed strictly as notified from time to time. The meals will not be served before/after the fixed hours.  
Breakfast: 07:00 to 9:30 hrs                      Snacks: 04:00 pm to 07:00 pm  
Lunch: 12:00 noon to 02:00 pm              Dinner: 08:00 pm to 10:00 pm
6. Meals will not be served in the rooms except in cases of illness and that too only with the permission of the warden. The students as well as the mess servants will be penalized for violating the rule.
7. No students shall enter the kitchen or give instructions to the cooks or other servants. Students will not interact with the mess staff. They will give their Complaints regarding food, service etc if any, to the Mess Committee/Warden who will resolve them after discussion with Mess Contractor and Rector.
8. Food must not be wasted, paying mess bill does not entitle a diner to waste food.
9. Students must be decently dressed in the dining area.
10. Students are expected to behave properly & interact with the hostel & mess staff in a courteous manner. Disciplinary action will be taken in cases of misbehavior with the staff by any student.
11. Students on no account whatsoever will be permitted to take food outside the mess, nor can they take mess utensils such as plate, spoon, tumblers etc to their rooms. Students indulging in such practice will be fined and punished.
12. Students are not permitted to cook any food on their own accord in the mess or in their rooms.
13. Assist in maintaining a high standard of hygiene & cleanliness in the mess or in their rooms.
14. No notice shall be pasted on walls & notice put up on the notice boards should not be removed by the diners.
15. After eating food, diners shall leave the cup, plate, waste food etc in the designated area.
16. If any diner is medically ill and requires a special diet (e.g. Oil less

food) he/she can request the warden to arrange for the same at the mess.

17. Students as a special case can entertain their guests (ladies) in the mess on prior intimation to the warden on buying of guest tokens.
18. No outside food/drinks/snacks are allowed in the campus.

#### **IX. DAMAGES AND RECOVERY**

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

#### **X. SAFETY OF VALUABLES AND BELONGINGS**

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

#### **XI. CHANGE OF ROOMS**

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

#### **XII. TENANCY**

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

### **xiii. SECURITY**

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

### **xiv. HEALTH CARE**

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

### **xv. OTHER FACILITIES**

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

### **xvi. ANTI RAGGING POLICY**

1. As per, "The Maharashtra Prohibition Of Ragging Act, 1999 (Mah. XXXIII of 1999) published in Maharashtra Govt. Gazette on 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  
Name

Signature of Parent.  
Name

Place:\_\_\_\_\_

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