

STUDENT RESOURCE BOOK (2018-19)

Part-I

**School of Pharmacy & Technology Management
Shirpur**

Dean

Deputy Registrar (Academics)

Controller of Examinations

Registrar

Pro Vice Chancellor

Vice Chancellor



Message from Vice Chancellor

Congratulations!

You are one of the privileged student, who has been selected at NMIMS. You have joined the University which has been the education and training ground of some of the most distinguished and outstanding professionals, academic leaders and CEOs. You are also privileged, as you will have an outstanding learning environment built assiduously over the years by the faculty and staff. I am sure NMIMS education will have a profound impact on your thinking and choices in life.

As a University, we value the intellect you bring to the program. I am sure you will play an important role in generating new ideas that will transform human lives and the society.

Over the years, NMIMS has grown to being a multi-faculty and multi-campus Category I university. This has enabled university to innovate and encourage the growth of holistic education at the undergraduate level. It has also encouraged the University to offer interdisciplinary courses at the Master's level. The University is committed to building more flexible structures in Academic Programs, delivery models and assessment technology. We are also committed to engage with you in multiple ways, using classroom and non-classroom activities and technology.

The legacy of this University is built on four pillars, namely **Innovation, Market Responsiveness, Discovery and Employability**. Also ethos of 'giving' combined with 'integrity' is engrained in NMIMS. Hence, one of the key character of NMIMS graduate is social sensitivity.

The faculty at NMIMS schools represents an eclectic mix of Industry and Academic experience in National & International environment. They are known in their respective fields for knowledge, industry interaction, research and consultancy work. They are carefully chosen and complement each other as a team. Proactive measures have enhanced School partnership with industry through Research, Consultancy, Management Development and other extension programs including student projects. Social Entrepreneurship Cell epitomizes NMIMS belief in developing socially responsible citizens.

We have a supportive administrative system, which cares for the students and proactively addresses your requirements. Should you have any concern, I encourage you to meet your Dean / Director and Administration head first. In case it still does not get resolved, get in touch with Deputy Registrar (Academics), at University Academic office vandana.kushte@nmims.edu

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

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

We would also like to have your support to maintain the University image and uphold its values. We value your feedback. Hence whenever you wish to give one, do so to the appropriate authority including me in my capacity as Vice Chancellor at vc@nmims.edu

Dr. Rajan Saxena

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Student Guidelines

(With effect from June 2018)

1.0 About these guidelines:

- 1.1 These guidelines provide boundaries to the daily functioning of the NMIMS and enable effective delivery of infrastructure and academic services to the students.
- 1.2 This compilation of guidelines comes into effect from June 2018 onwards and supersedes all other guidelines in respect of matters therein.
- 1.3 These guidelines are applicable for all campuses schools under NMIMS deemed –to-be University located at various places.
- 1.4 This document of the NMIMS is the last word on interpretation of any student guideline, rule or regulation. While efforts are made to ensure uniformity between these guidelines and the Rules & Regulations of NMIMS, in the event of any dispute, the Students Resource Book will prevail.
- 1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
- 1.6 NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.
- 1.7 All disputes are subject to Mumbai jurisdiction only.

2.0 General guidelines:

Code of Conduct

- 2.1 Cleanliness of the premises must be maintained by everyone in the NMIMS at all points of time.
- 2.2 There is acute shortage of parking space and the students are requested to park their vehicles outside the premises.
- 2.3 Any problem with regard to administrative facility, faculty, and classrooms etc., must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach the Assistant Registrar /Deputy Registrar/ Dean/Directors of the school/ Registrar, NMIMS.
- 2.4 In case of Lecture Cancellation, the course coordinator will inform said changes to class representative/ respective students through the Student Portal / Blackboard / email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty.
- 2.5 Use of cell phones on campus is **not** permitted. Any student found using the cell phone on campus will be penalized as per the regulations in force from time to time.
- 2.6 Most classrooms are fitted with an LCD projector for the utility of the faculty and the student. In case a student requires an LCD for his/her presentations, he/she must make a prior booking through course coordinator. LCD's are allotted on first come first serve basis.
- 2.7 Mode of Communication to students is via Student Portal / Blackboard / email /Notice Board. Students are advised to check the Student Portal /Blackboard / email /Notice Board at least once a day, and not rely on rumour or hearsay about any matter.
- 2.8 All students are provided with an Identity Card, which they are required, to wear **mandatorily**. Entry is strictly through Identity Card and will be monitored by the NMIMS authorities. Penalty will be levied / action will be taken for non-compliance. If the student misplaces the original ID-Card, duplicate ID-card be issued from school by paying the prescribed fee.
- 2.9 Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas in order to ensure the safety and welfare of everyone in our NMIMS. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.
- 2.10 Any person resorting to physical fights will amount to ragging and appropriate action will be taken accordingly.
- 2.11 If any student during the tenure of his studentship has police case on his/ her name is liable for appropriate action against him/ her.
- 2.12 Any comments posted in social media, print attempting to bring disrepute to University will be viewed very seriously and will attract disciplinary action.
- 2.13 **Discipline Norms and Penalty**
 - 2.13.1 A disciplinary committee constituted in each school will look into all cases of indiscipline related to students. The committee comprises of the Chairperson / Head of the Department, one faculty member, one staff member and one student. The committee will hear each case and recommend action to the Dean and to the

University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, refer part II of SRB.**

- 2.13.2 Woman Grievance Redressal committee constituted in each school comprises of the Chairperson / Head of the department, one lady member (from faculty or staff), and two more members of the school. The committee will address all related issues and recommend action to the Dean and the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, refer part II of SRB.**
- 2.13.3 NMIMS campus including premises of all schools/colleges and hostels are earmarked non-smoking zones. Possession and Consumption of alcoholic beverages / toxic materials and your presence on the campus under the influence of alcohol/ toxic material/ addictive material is a serious offence. Defaulters will be punished depending on the gravity of act. Any student found consuming or in possession of any objectionable material will be rusticated from the hostel, school and the campus. Further, after enquiry, the student's name will be struck off from the roll of the university. The maximum punishment can be rustication from school.
- 2.13.4 Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the University after enquiry.
- 2.13.5 Students indulging in Sexual Harassment will also be liable to disciplinary action as per University norms.
- 2.13.6 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.

2.14 **Dress Code:**

NMIMS is a place where, we have interactions with many corporate and international visitors. For this purpose, it becomes essential to adhere to some broad guidelines for dress and appearance.

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

2.15 **Punctuality**

- 2.15.1 Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority to restrict late comers to enter in the classroom.
- 2.15.2 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 / Blackboard/ Notice board/ email. Record of attendance will be kept for action. The school/NMIMS reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated / displayed on the Student Portal / Blackboard/Notice Board/ email from time to time and / or remark on the transcript or any other decision by the management.
- 2.15.3 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.
- 2.15.4 Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the school or the faculty concerned. Do not approach faculty members and others to change or extend deadlines.

- 2.16 NMIMS has zero tolerance policy towards misbehaviour, indulgence into unethical practices including possession and consumption of drugs, alcoholic drinks, harassment, violence, non-obedience, non-compliance etc. by any student.

3.0 **Attendance and leave guidelines for all students:**

3.1 **General Guidelines**

- 3.1.1 A student is required to monitor his /her own attendance regularly. All doubts regarding attendance should be clarified with concerned faculty within appropriate time (at the end of each class during recess or at the end of class hours of the day). If the student is marked absent even when present, he/she should immediately inform the concerned faculty by submitting a written application justifying his/her stand.
- 3.1.2 Attendance report of all the students would be displayed on notice board/blackboard / Student Portal on weekly/monthly basis (as applicable school wise). If the student have any issue or find any discrepancy in

his/her attendance he/she should inform the office in writing regarding the same within 3 days of the publication of attendance record. No claim shall be entertained under any circumstances after that. No changes will be permitted once attendance reports are finalized.

- 3.1.3 For ALL absence, prior intimation through prescribed application form is to be given to the Course Coordinator. In emergent situations, intimation must be given to Course Coordinator on phone/ fax/ email within 24 hours of the absence. Any absence without written intimation will be treated as unauthorised and will be reflected in the records as such.
- 3.1.4 Parents of the students shall be intimated with attendance record of their ward if the student has less than 80% attendance on weekly/monthly basis (as applicable school wise) through email/phone call/ hard copy of the letter. Students have to notify the office in case of change of any contact information of parents. Parents will be called to school to discuss the consequences of remaining absent.
- 3.1.5 Students must refrain from approaching the visiting and full time faculty members for attendance related issues and exemptions. They must submit an application to the concerned coordinator for necessary approvals.
- 3.1.6 If the student remains absent due to any medical issues they should submit medical certificate along with copy of all the medical reports to the office within 3 days of joining back the classes after medical leave. No certificate shall be entertained under any circumstances thereafter.
- 3.1.7 Final attendance of Trimester/Semester will be published on Student Portal / Blackboard after end of classes. If the student has any issues regarding attendance will notify the Dean/Director campus in writing and the same will be placed before an appeal committee. The decision of the committee will be final.

3.2 Attendance rules for school :

- 3.2.1 100% attendance in classes for each subject is desirable. However for medical reasons/ personal reasons/ contest/ placement/ institutional work/ other activities etc. absence a relaxation upto 20% may be allowed.
- 3.2.2 Students, who are having attendance, in a trimester/Semester, in each subject, equal to or more than 80% are eligible to appear at the respective Trimester/Semester term end examinations.
- 3.2.3 Exceptional cases for students having less attendance in any subject(s), will be dealt with on case to case basis by Dean/Director of the respective school by giving them an individual hearing. After giving hearing the, Dean/Directors of the respective schools may give them exemption upto 10% on case to case basis to enable them to reach upto 80%. After giving 10% exemption student attendance should reach 80% to be eligible to appear for Trimester/Semester End Examinations. Such students will be eligible to appear for the regular trimester/semester end term examination, subject to approval of exemption from attendance if has been granted from the Dean of respective School / Director of the respective campus.
- 3.2.4 Students who are having attendance less than 80% in individual subject/s in a Trimester/Semester and if the Dean of the respective School / Director of campus has not given exemption or even after giving 10 % exemption the attendance is less than 80%, the student have to take re-admission in the same Trimester/Semester in the same year of study of subsequent academic year by paying requisite fees on prorata basis as per the prevailing rules of NMIMS and complete all the requirements of the program.
- 3.2.5 Any genuine & exceptional case which needs special approval over and above the prescribed limits (including Dean's approval power) can be forwarded with Dean's /Director's comments to committee constituted at University level. The committee will make its recommendations to Vice Chancellor whose decision is final. The concerned students will be informed of University decision by respective Dean/Director.
- 3.2.6 Attendance requirement is briefly summarized hereunder;

100 % attendance in each subject is desirable

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

4.0 Academic Guidelines

4.1 Credit Structure

Credit structure is defined in terms of contact hours assigned for various academic components of a programme. This includes class room lectures, tutorials, practical sessions, projects, seminars, lab work, group work and any other

academic activity for which contact hours are assigned in the curriculum. The details are as follows:

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

Details	Credit	Equivalence in hrs per week	Total Hours in a 15 weeks of Semester
Class room teaching	1 credit	1 hour	15 hrs
Lab/Tutorial/group/presentation work	1 credit	2 hours	30 hrs
Seminar work subject to Seminar is scheduled throughout the Semester	1 credit	2 hours	30 hrs
Project work& Dissertation	1 credit	2 hours	30 hrs
Internship	10 credits	-	400 hrs (for 10 weeks)

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

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

4.3 It is advisable for every course to have at least 3-4 evaluation components. **Kindly refer Part II for school specific criteria.**

4.4 End-term examination is a compulsory component. The mode of the Term End Examination will be dependable on course learning objective.

4.5 Mid-term examinations are compulsory for compulsory courses in full time programs. However it is optional to have Mid-Term Examinations for Half credit/ Electives / Part Time and Weekend programs. The prior approval from Dean of respective school is required for absence from Mid-term/End-term examinations.

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. (refer Part II of SRB)

4.7 For evaluation purpose total weightage points for each course will be considered instead of using marks. These weightage points would be as follows:

- 4.7.1 Full Credit course.: 100 points
- 4.7.2 Half-credit course: 50 points

Deviation, if any, from above mentioned evaluation schemes will be communicated separately.

4.8 The internal evaluation marks once shared and finalized cannot be changed subsequently.

4.9 For all the programs, the weightage for each component will be specified by the Faculty and will form an integral part of the course outline (as per specific requirement of school/programme). The Faculty has flexibility to formulate and implement evaluation system with weightage specified in course outline. While approving the courses, the HOD/Area-in-charge and the Dean/Director/ Associate Dean will ensure that the evaluation components and weightage points assigned to each component are fair.

- 4.10 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.
- 4.11 The minimum number of students to offer a course/s will be decided by Dean/Director of respective schools on the basis of total number of students registered in that particular course/s.
- 4.12 Project Guidelines:
- 4.12.1 From time to time Faculty may assign projects to students in their course.
- 4.12.2 After Submissions, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS.
- 4.13 **For more details on Academic / Project guidelines, refer Part II for school specific inputs**

5.0 Interdisciplinary Offerings – Guidelines

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

Home School – The students admitted to this school

Host School – Students studying interdisciplinary courses (eg. Student of MPSTME (home school) studying in SBM (Host school))

- 5.1 The interdisciplinary offering of courses are applicable for Master's level programme and/or 4th/5th year of programmes with duration of 4 years and above.
- 5.2 The Master list is built from courses offered by SBM (Business School), BSSA (Architecture), MPSTME (Engineering), SDSOS (Science) & SPPSPTM (Pharmacy) & SOL (Law).
- 5.3 The students from all schools are allowed to choose maximum 2 courses (as applicable school wise) from master list as a credit courses in lieu of electives. The concerned school's Dean may also allow students to choose interdisciplinary courses as an additional subjects.
- 5.4 The courses from all schools in an academic year, as per the master list will be offered in two sessions as follows:
- 5.4.1 Fall Session (IV week of July 2018 – III week of Nov 2018)
- 5.4.2 Winter Session (I week of January 2019 – III week of March 2019)
- 5.5 The Term end examination of all offered courses, as per Master list, will be conducted after completion of the classes. The date of final examination will also be mentioned in the time table. The timings of term end examination will be from 4.30 PM -7.30 PM.
- 5.6 The duration of each course will be of 45 hours which will be equivalent to 3 credits. The first 15 hours will cover the basic knowledge of that course and remaining 30 hours will cover the specialized knowledge.
- 5.7 Each course in the master list have number of seats available against them. The enrollment of students to interdisciplinary courses will be opened via notice circulated by school.
- 5.8 The students have to register through Blackboard / student portal only. The registration for enrollment of courses for **both** fall and winter sessions opens from **last week of April 2018– Last week of May 2018** in **current** academic year for courses to be offered in **next** academic year.
- 5.9 The course outlines will be available on blackboard/ student portal. Students may view them on **Community tab → Academic year 18-19- Interdisciplinary Registration [Fall & Winter Session]**
- 5.10 The students cannot opt out of the course once the list is finalized and shared with host school. Only on an emergent situation and with prior approval from Dean, he/she will be permitted to de-register. **A student will not be allowed to opt out of the course where the registration is only 10.**
- 5.11 On the basis of number of students enrolled, the course will be offered. If number of students enrolled are more than number of available seats, the selection of students will be on the basis of their CGPA of previous academic year.
- 5.12 The minimum number of enrolment of students in each course is 10.
- 5.13 For every course 10% of the seats are reserved for students of each school (Host & Home). The remaining seats will be filled with students from all schools on the basis of CGPA. The maximum number of students from each school for any course is 50 % of the total seats.
- 5.14 The classes will be conducted separately for interdisciplinary courses and will not be merged with existing classes

scheduled at the host school.

- 5.15 Student can choose 1 course from fall session and 1 course from winter session. The students of following programme/ trimester/ Semester are eligible to choose course in lieu of elective course / additional course:

School	Programme	Fall Session	Winter Session
SBM	MBA - II year	Trim V	Trim VI
MPSTME	PG Programmes II/III Year	Sem III/V	Sem IV
	B. Tech. & MBA (Tech.) IV year	Sem VII	Sem VIII
BSSA	B. Arch. IV / V year	Sem VII/IX	-
SDSOS	PG Programmes II Year	Sem III	Sem IV
SPPSPTM	PG Programmes I*/II Year	Sem I/ Sem III	Sem IV
	B. Pharm. & MBA. (Pharma Tech.) – IV year	Sem VII	Sem VIII
SOL	B.A. LLB. , BBA LLB.	Trim XI/XIII	Trim XII/XIV
SOE	M.Sc. Economics	Sem III	Sem IV

*From A.Y. 2018-19; 1st year students of core M.Pharm programme will be offered the ID courses for the fall and winter session. 2nd year students of M.Pharm + MBA will attend the classes & appear for exams in Sem III, however they will be booked to Sem IV since they get a combined grade sheet for Sem III & IV (along with major & minor project work).

- 5.16 The Attendance and Examination rules will be applicable as per your respective home school guidelines.
 5.17 The time table will be shared 2 weeks prior to the commencement of classes.
 5.18 Any further changes will be communicated separately via separate notice.
 5.19 The Master list of courses offered is as mentioned below: (for Academic Year 2018-19)

Name of the Programme : Interdisciplinary Courses							Year: 2018-19		Fall Session (End July to Mid Nov)	
Sr. No.	School	Name of the Module/ Course	Mode of Lectures	Total Hours	Total Credits	Day & Time	Venue	Number of Seats	Examination Scheme (Weightage)	
									ICA	TEE (University/School Examination)
1.	SBM	Sales & Marketing	L	45	3	Monday 4.30-7.30 pm	SBM, New Building	60	40	60
2.	SDSOS	Advanced Business Statistics	L	45	3	Tuesday 4.30-7.30pm	SDSOS, I Floor	40	40	60
3.	MPSTME	Smart Cities	L	45	3	Wednesday 4.30 – 7.30pm	MPSTM E, Mumbai	60	100	0
4.	BSSA	Design Thinking	W	45	3	Thursday 4.30 – 7.30pm	BSSA, 5 th Floor	40	40	10 + 50

Name of the Programme : Interdisciplinary Courses							Year:2018-19		Winter Session (I week of Jan to III week of March)	
Sr. No.	School	Name of the Module/ Course	Mode of Lectures	Total Hours	Total Credits	Day & Time	Venue	Number of Seats	Examination Scheme (Weightage)	
									ICA	TEE (University/School Examination)
5.	SPPSPTM	Pharmaceutical Marketing	L	45	3	Tuesday & Thursday 4.30 - 6.30pm	SPPSPT M, 6 Floor	60	40	60
6.	SOL	Introduction to Intellectual Property Rights	L	45	3	Monday & Wednesday 4.30 – 6.30pm	SOL, 8 Floor, Mumbai	60	40	60

6.0 Examination Guidelines:

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

6.1 Discipline in the Examination Hall

- 6.1.1 Students must know their Roll Number and Student No.
- 6.1.2 Students who are eligible to write the term end examination/re-examination should be present in the Examination Hall at least 30 minutes before the scheduled time of the commencement of the examination. All the students, who arrive in the examination hall after the scheduled time of the commencement, will not be permitted to appear for that examination. In exceptional circumstances, the student will necessarily have to get the approval of the Dean of the respective school / person nominated by the Dean in order to appear at the examination. Students who report late of the examination would be permitted to appear at the examination in exceptional circumstances only after they produce a written approval from the Dean of the school or the person nominated by the Dean on application to be made by the student concerned. Such a student who has reported late will not be eligible for benefit of extra time due to late arrival as well as the loss of time in getting approval from the Dean of the school in such a case.
- 6.1.3 Students are not permitted to enter the examination hall more than half an hour after the commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session.
- 6.1.4 Students, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination.
- 6.1.5 Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Supervisor's table, at their own risk. NMIMS will not be responsible for the safety and security of the same.
- 6.1.6 A student, who fails to attend an examination at the time and place published in the timetable, will be to have failed in that course due to absence. Opportunity for re-examination will be given according to the rules and regulations.
- 6.1.7 Students should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose on the answer-book.
- 6.1.8 Students are required to have 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.
- 6.1.9 Every student present must sign against his / her Student number on the attendance sheet provided by the Room Supervisor.
- 6.1.10 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.
- 6.1.11 **On the front page of the answer book the students should write only the name of the program, specialization 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 processed as per rules.**
- 6.1.12 **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:** If a student has any query as regards 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.
- 6.1.13 Students are forbidden to (i) bring any books, notes, scribbling papers, pagers, mobile phones, laptop 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. 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.
- 6.1.14 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.

- 6.1.15 **The answer books of the term-end examinations are bar coded and therefore, students should not write his/her name, Roll No., Student No. etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.**
- 6.1.16 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.
- 6.1.17 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.
- 6.1.18 Students should not write anything on the question-paper.
- 6.1.19 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited.
- 6.1.20 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.
- 6.1.21 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.
- 6.1.22 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.
- 6.1.23 **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.**

6.2 Guidelines for Appointment and Availing facility of Scribe for the physically disabled (permanent or temporary disability) students during examinations conducted by NMIMS

- 6.2.1 A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations.
- 6.2.2 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.
- 6.2.3 In the following cases of students, the medical certificate of only Government Authorized Agencies would be accepted for Mumbai Campus namely:
- Hearing Impaired Students: Ali Yavar Jung National Institute for the Hearing Handicapped.
 - Physically Challenged Students: All India Institute of Rehabilitation of Physically Handicapped
- 6.2.4 As regards the student from other campuses, the Government Authorized Agencies from those cities would be accepted.
- 6.2.5 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.
- 6.2.6 The scribe should be one grade junior in academic qualification than the student if from the same stream.
- 6.2.7 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.
- 6.2.8 The Examination in Charge of the center will have powers to resolve issues if any in this regard. S/he will be authorized to make/ accept any last minute changes of scribe under exigencies.
- 6.2.9 The said student will sit in a separate room under supervision.

6.3 Facilities relating to examinations for the students having Learning Disability (Dyslexia, Dysgraphia and Dyscalculia) for the purpose of examinations:

- 6.3.1 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.

- 6.3.2 These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams
- 6.3.3 Concession will be given for spelling mistakes or mathematical calculation.
- 6.3.4 L. D. students who have failed to pass will be eligible for 20 grace marks to pass the examination. These marks will be given by way of distribution for one subject or more subjects.
- 6.3.5 In case of L.D students the medical certificate of only Government Authorized Agencies would be accepted. For Mumbai campus medical certificate from Sion Hospital / Nair Hospital only would be accepted also.
- 6.3.6 The said medical certificate must be produced at the beginning of the academic year.

6.4 Rules as regards cases of adoption of Unfair means by the candidates during the University examination are as under:

- 6.4.1 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.
- 6.4.2 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	Student concerned to be rusticated from University

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
	of the examination	
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.

*(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.)

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

Practical/Dissertation/Project Report Examination:

6.4.4 **Student involved in malpractices at Practical/ Dissertation/ Project Report examinations including act of plagiarism, shall be dealt with as per the punishment provided for the theory examination.**

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

6.5 Examination Grievance Redressal Mechanism

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

6.5.1 The Grievance Redressal Mechanism will apply only to the 'term-end Examinations' of the University.

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

6.5.3 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.

6.5.4 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.**

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

- **Verification of Answer book:** Under this process, on application of the student, the University ensures 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.
- Application for Verification can be done within 5 days from the date of result declaration as per example mentioned in below table:

Activity under Grievance Redressal Mechanism	Time Limit	Date of Declaration of Result 9 th Oct 2018	Processing Fees (Subject to change)
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Application for Verification of Answer book/s	Within 5 days from the date of result declaration	On or before 14 th October 2018	Rs500/- per answer book
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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)

7.0 Library Rules and Regulations:

- 7.1 Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and with any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate NMIMS disciplinary procedures.
- 7.2 Access to the NMIMS Library is restricted to staff and students of the NMIMS who are in possession of a current valid identification card issued by NMIMS, and to such other persons as may be authorized by the Librarian.
- 7.3 Students are required to carry their NMIMS student ID-card and staff to carry their NMIMS staff identity card to get entry and to use the Library, and must produce this when required doing so by an authorized person. This card must be used only by the member to whom it is issued.
- 7.4 Bags, etc., are not allowed in the Library. For reasons of security, bags and other personal possessions should not be left unattended. The Library has no responsibility in case of damage to or theft of personal property.
- 7.5 Silence is required in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off, or set to silent ring mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to fine and /or suspension of student for 3 weeks.
- 7.6 The consumption of food and beverages (with the exception of bottled water) and the use of personal audio equipment are not permitted in the Library.
- 7.7 Photography, filming, video-taping and audio-taping in the Library is not allowed.
- 7.8 Humanly operated personal equipment should not be used without the prior permission of the Librarian.
- 7.9 Users are required to comply with copyright regulations as displayed by the photocopiers.
- 7.10 Data retrieved from the Library's electronic resources *may not be used* for purposes other than teaching, research, personal educational development, administration and management of NMIMS and development work associated with any of the aforementioned. *Use of the data is not permitted* for consultancy / services leading to commercial exploitation of the data / for work of significant benefit to the employer of students on industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.
- 7.11 The removal of any material from the Library must be properly authorized and recorded. Damage to or unauthorized removal of material constitutes a serious offence and may lead to a fine or to disciplinary action.
- 7.12 Borrowing entitlement: Two books for ten days. One time renewal is possible if the book is not in demand.
- 7.13 Fine of Rs.3.00 per day per book is levied on overdue books. Students can check their account details online in OPAC (Online Public Access catalogue) and also be notified overdue by email. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until such time as those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.
- 7.14 Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while payment is outstanding.
- 7.15 Students are required to wear smart casuals (Barnudas, Half pants, Short skirts, Bathroom slippers are not allowed).
- 7.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.
- 7.17 The award of a NMIMS qualification will be deferred until all books and other library materials have been returned and outstanding fines/charges paid.
- 7.18 For list of electronic resources / Databases refer annexure.

8.0 Placement Guidelines:

NMIMS is a premier University of the country and the Business School is in existence for over three decades. Our alumni occupy senior positions in leading companies across sectors. Over the years NMIMS 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.

It is also a great place to recruit potential young managers and business leaders. Leading companies across sectors consider our students for recruitments/ internships.

NMIMS has a cordial relationship with the corporate world and 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 relationship and have serious repercussions for placements and for the future.

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

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

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

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

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

The Placement process typically involves –

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

8.1 Batch Preparation:

8.1.1 The Comprehensive Batch Preparation Program is to enhance the suitability of candidates.

8.1.1.1 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.

8.1.1.2 Interaction with seniors who have undergone internships in companies.

8.1.1.3 Assigning seniors or alumni as mentors to guide students.

8.1.1.4 Mock interviews with alumni/corporates to get a direct feedback from people in relevant industries.

8.1.1.5 Guest talks and workshops on various topics from corporates.

8.1.1.6 Resume building as per guidelines

8.1.1.7 Soft skills training etc.

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

8.1.3 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.

8.1.4 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.

- 8.1.5 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.

8.2 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.

8.3 Internships/Projects

8.3.1 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.

8.3.2 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.

8.3.3 Internships are an integral part of the curriculum for securing the degree. It is a great learning platform for our students and goes a long way in shaping the learning obtained in the class room. This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.

School/Area	Programs	Internships
Mumbai Campus		
Management	MBA, MBA HR, MBA Pharma, MBA Law	Management Internships of 8 weeks after the I year during vacation
Engineering	B. Tech. + MBA (Tech.)	Technical Internships for 8 weeks after III year & Management Internships of 20 weeks (May-Sept) after IV year
	B. Tech.	Students are encouraged to obtain Industry Exposure after III year during the summer vacations
	B. Tech. Integrated Program of 6 years	Industrial training in the 6 th year
	M. Tech.	Project work : Industry guided project & dissertation (Semester III & IV)
	MCA	Industry Internship and Project (Semester VI)
	M. Tech. (Data Science)	Internship in 4th Semester for 6 months
	PGDM RECM	Internship - Monday to Thursday (2 Years) Fri & Sat full time college
Pharmacy	B.Pharm + MBA (Pharma Tech)	Technical Training for 4 weeks after III year during Summer Vacation & Management Internships of 16 weeks after III and IV year during Summer Vacation
	B. Pharm.	Technical Internship of 8 weeks after III year during Summer Vacation
	M.. Pharm.	Research Work during the second year
	M. .Pharm. + MBA	Research Work during the second year & *Management Internship of 16 weeks after I & II year during Summer Vacation
	D. Pharm.	Training for 3 months (500 hours)
Commerce	BBA	Summer Internships after the penultimate year i.e.in the summer vacation after 2 nd year is mandatory for all students (Duration 6-8 weeks)

	B.Com. (Hons)	Summer Internships after the penultimate year i.e.in the summer vacation after 2 nd year is mandatory for all students (Duration 6-8 weeks)
	B.Sc. (Finance)	Summer Internships after the penultimate year i.e.in the summer vacation after 2 nd year is mandatory for all students (Duration 6-8 weeks)
	M.Sc. (Finance)	Summer Internships after the penultimate year i.e.in the summer vacation after 1 st year is mandatory for all students (Duration 6-8 weeks)
	MMS	Summer Internships in the summer vacation after 4 th Quarter is mandatory for all students(Duration 8 weeks) Internships in the 8th Quarter is mandatory for all students (Duration 12 weeks)
Architecture	B. Arch.	100 days internship during the last semester of the program
Economics	M. Sc. (Eco)	Internship after First Year during summer vacation of 4 weeks minimum
	B. Sc. (Eco)	Internships of minimum 4 weeks after the I & II year during summer vacation
Science	M.Sc. Statistics	Summer Internships of 8 weeks after the I year during vacation and 6 months Real Project in the Industry during the II year
	M.Sc. Biological Sciences	6 months Research Project in reputed Institutions during the II year
	M.Sc. Chemistry	6 months Research Project in reputed Institutions during the II year
	M. Physiotherapy	Project in area of specialization during the II year
Law	B.A. LL.B. (Honours) & BB.A. LL.B. (Honours)	Internship Period (Months) - June & November. First, second, third & fourth year students are required to undertake 4 weeks of Legal internship and Fifth year students are required to undertake an year long Legal Internship in a law firm or in the Legal department of a company.
Bangalore Campus		
Management	PGDM	Management Internships of 8 weeks after the I year during vacation
Hyderabad Campus		
Management	PGDM	Management Internships of 8 weeks after the I year during vacation
	PGDM (Executive)	National / International Project in Trim V
	Certificate in Business Analytics	National Projects in Trim 3
Navi Mumbai Campus		
Management	PGDM	Management Internships of 8 weeks after the I year during vacation
Engineering	B. Tech. + MBA(Tech.)	Technical Internships for 8 weeks after III year & Management Internships of 20 weeks (May-Sept) after IV year
Commerce	BBA	Summer Internships after the penultimate year i.e.in the summer vacation after 2 nd year is mandatory for all students (Duration 6- 8weeks)
Indore Campus		

Management	PGDM	Management Internships of 8 weeks after the I year during vacation
Engineering	B. Tech. + MBA(Tech.)	Project Internship of 4 weeks after IV semester, TIP of 8 weeks after 6 th semester, MIP of 8 weeks after 8 th semester
Commerce	BBA	Summer Internships after the penultimate year i.e.in the summer vacation after 2 nd year is mandatory for all students(Duration 6-8 weeks)

- 8.3.4 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.
- 8.3.5 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.
- 8.3.6 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.
- 8.3.7 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.
- 8.3.8 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.

8.4 Final Placements

- 8.4.1 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.
- 8.4.2 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/Blackboard/Student Portal, etc. regularly for information updates.
- 8.4.3 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.
- 8.4.4 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.
- 8.4.5 Students who wish to drop out of the placement process are expected to formally notify the Placement Office vide the 'Opted Out Form' mentioning the reason, which could be higher studies, entrepreneurship, family business, seeking placements on their own giving with the names of such companies and details. The reason being, to iron out any hitches that may crop up later as the Placement Office approaches many companies and would like to continue the cordial relationship with them.
- Each of the Schools will be sharing to the batch, guidelines related to Resume, PPT, Internships, PPO's/PPI's, Final Placements, etc. and it is expected that students follow the same. The School reserves the right to change, modify the guidelines in the best interest of the batch. Students are free to approach the Placement Office for any queries or guidance.

9.0 Guidelines for the Use of Computing Facilities:

- 9.1 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. The students are responsible for ensuring that these resources are used in an appropriate manner. The list of websites which are blocked for use at NMIMS and at the Hostels is given in the annexure.

- 9.2** 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 the document will be available with the Computer Centre.
- 9.3** The internet access to students will be as per the NMIMS policy. Any change request has to be routed through the Registrar in writing.
- 9.4** Food and/or beverages 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.
- 9.5 Provision of Computing Resources:**
- 9.5.1 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.
- 9.5.2 Use of NMIMS computing facilities for students' commercial gain is prohibited.
- 9.5.3 Computer Centre facility will be provided on priority to the students of the concerned programmes, where using Laptop is not compulsory.
- 9.5.4 Students are not allowed to connect personal pen drives/ Laptops to the systems installed in the classrooms.
- 9.5.5 **All students will be given NMIMS email id** and internet authentication id. They are permitted to access internet in computer centre or on their own laptop through this id and password only. The action will be taken against if any misuse of internet and email Id.
- 9.5.6 Law: Your use of the 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.
- 9.5.6.1 It is student's responsibility to ensure that student's activities do not contravene these or any other laws.
- 9.5.7 Authority of Information Systems Staff: Students must comply with all requests or instructions issued by any Information Systems staff with respect to the use of NMIMS computing facilities.
- 9.5.7.1 Improper behaviour towards staff will result in disciplinary action.
- 9.5.8 Levels of Service: 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, the students should lodge a written complaint in the Complaints Register available in the Computer Lab. No action will be taken on any verbal complaint.
- 9.5.9 The Information Systems Group will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through the notice boards/ email placed in the Computer Lab as well as the Student Notice Boards/ emails. It is your duty to regularly check the notice boards/ email and plan your use of the facilities accordingly.
- 9.5.10 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.
- 9.5.11 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.
- 9.6** These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of Computing Facilities at NMIMS.
- 9.6.1 Do not use others user login id and password, nor allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for the purpose of assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to the NMIMS authorities if any breach of university regulations is suspected in connection with that use.
- 9.6.2 Do not copy or share other's data resulting in data theft of any kind under IT Act.
- 9.6.3 Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.
- 9.6.4 Do not request resources or access rights that you do not need.
- 9.6.5 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.
- 9.6.6 Do not remove, borrow, connect or disconnect any IT equipment without permission.

- 9.6.7 Do not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility or network / campus, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
- 9.6.8 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.
- 9.6.9 Do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user or of a system administrator without that person's permission.
- 9.6.10 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.
- 9.6.11 Do not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.
- 9.6.12 Do not transmit unsolicited commercial or advertising material on NMIMS network / Campus.
- 9.6.13 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
- 9.6.14 Do not monitor, read and disrupt network traffic inside the campus.
- 9.6.15 Do not make deliberate unauthorised access to facilities or services accessible via the NMIMS Local Area Network (LAN).
- 9.6.16 Do not waste staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.
- 9.6.17 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
- 9.6.18 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.
- 9.6.19 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.
- 9.6.20 Students are prohibited from viewing any Pornographic material in computer Centre or on any other computer or IT system inside the NMIMS campus or storing child pornography, Playing Games, Hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure e.g. Projector cables. Disciplinary action will be taken by NMIMS if the Student is found guilty.
- 9.6.21 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.
- 9.6.22 Do not interfere with or change any hardware or software; if you do, you may be charged for having it put right.
- 9.6.23 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
- 9.6.24 Do not load games software onto, or play games software on, the IT facilities unless required for academic purposes.
- 9.6.25 Do not admit any other person to computer facilities or other NMIMS premises when those facilities or premises are locked and do not enter unless authorised to do so.
- 9.6.26 Do not smoke, eat or drink, and do ensure that consumable products including food and drink are stowed away at all times, in any computer room or near any public access IT facilities.
- 9.6.27 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
- 9.6.28 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.
- 9.6.29 Important: In the event that 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.

10.0 Feedback Mechanism:

- 10.1** The NMIMS has a well-established online feedback mechanism (through Student Portal / Blackboard) for communication of your perceptions. The components of this feedback mechanism are:
 - 10.1.1 Oral Feedback at the end of the third week of every trimester/Semester. Dean / Director /Programme Chairperson/HOD will meet students personally, if applicable.
 - 10.1.2 Online Feedback 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.

- 10.2** All students should get involved in this mechanism seriously as it truly helps the NMIMS improve the quality of services and teaching provided.
- 10.3** These are open ended questions in which student can reflect learning and teaching aspects of the course.
- 10.4** While sharing the feedback to the faculty members, student's identity is kept confidential.

11.0 Mentoring Programme / 'Psychologist and a Counsellor':

11.1 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, help in identification of resources needed by all students. Do meet your faculty mentor regularly as per their convenience and availability.

11.2 Psychologist and a Counsellor:

- 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 he is not in my life!"
- iii. "I have lost my confidence I often compare myself with others and feel I am not as good as them"
- iv. Nobody understands what I am going through....people become judgemental instead of understanding and supporting, .Whom to share it with?
- v. Who will be able to really help?

Have you had such incidents where you are not able to cope up with the situation?

Or have reacted very harshly and then later realised that reacting to the situation was not really needed and in the process you damaged the understanding you had with your friends and family? But you just do not know what went wrong then? Do not understand what triggered?

As normal social human beings at any given time in life we could go through difficult times and are confused as well as not able to share our difficulties with others fearing their judging. At such times we recommend, personal counselling.

Just as we visit the doctor for the sprain but in case it turns into a fracture we may have to visit an orthopaedic surgeon for an operation of the broken bone /fracture similarly for few mild issues we visit a psychologist and a counsellor and for the same unattended long term issue which may have become chronic we may be asked to take an psychiatric intervention as medicines would also help in creating relaxation and balance. Education alone does not allow us to progress unless we learn to manage our emotions and remove the myths and misconcepts of visiting a counsellor (learnt in the past) instead relearn some more helpful and progressive facts.

Personal counselling is very important at every step in life even at the corporate levels. There could be a situation in our lives when we are not able to cope with, example of a simple case given above. Such situations affect our subconscious mind deeply which interferes our present conscious life and could not allow us to lead a healthy life. Consciously, we do not realise the implications of our behaviour on others but it eventually could affect our events and relations in daily life at home, in class, or at work. When the past emotional situations not dealt with therapeutically, we could develop unhealthy negative thoughts and feelings which we need to be aware of like, "I have no one to whom I can share my personal issues, am I happy? Am I feeling lonely?, having sleepless nights?", such thoughts could again lead to further anxiety and can release harmful hormones; which could affect our performance, decision making, logical thinking, studies, relationships, career, and gradually affect our physiological health like hypertension, respiratory ailments, gastrointestinal disturbances, migraine and tension headaches, pelvic pain, impotence, frigidity, dermatitis, and ulcers

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

NMIMS does care about the students and thus have appointed a full time 'Counselling psychologist and a counsellor', Mr. Joel Gibbs available on the 8th floor, Cabin:-West-854 and a "Clinical Psychologist and Counsellor" Ms. Nazneen Raimalwala available on the 8th floor, Cabin:-West-855, NMIMS University, at the Mumbai campus for all the students.

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

National library of Medicine: Psychosomatic disorders in developing countries: current...
www.ncbi.nlm.nih.gov/pubmed/16612204__
 WHO | Prevention of bullying-related morbidity and mortality: a ...

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

12.1 Admission Cancellation procedure :

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

The Schedule of refund of fees will be as follows as per UGC rule Dec 2016:

If a student chooses to withdraw from the program of study in which he / she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the student.

Sr. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to HEI
(1)	100%	15 days before the formally-notified last date of admission
(2)	80%	Not more than 15 days after the formally-notified last date of admission
(3)	50%	More than 15 days but less than 30 days after formally-notified last date of admission
(4)	00%	More than 30 days after formally-notified last date of admission

*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)

In case of (1) in the table above, the deduction will be 10% of the aggregate fees as processing charges from the refundable amount. Aggregate fees is inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit.

Note: The above refund rules are subject to revision as per UGC notification (as applicable).
 candidates to refer Important Dates of the respective program.

12.2 Payment of fees:

- 12.2.1 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 the fee is not paid within the due date.
- 12.2.2 Non-payment of fees within the stipulated time including the late fee period will attract cancellation of the studentship from that program.
- 12.2.3 **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 if his academic break is granted, he can pay the total fee (100%) prevalent at that time when he seeks re-admission.
- 12.2.4 If a student wants to take academic break after the commencement of the academic year, but he has not attended the classes and if the fee is not paid, then while seeking re-admission he has to pay the total fee (100%) plus 25% of the total fee as re-admission fee to continue his studentship.
- 12.2.5 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 again, then he 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"> Informed before the commencement of the academic year. 	100% total fee prevalent.
<ul style="list-style-type: none"> Informed after commencement, not attended classes and fees not paid. 	100% total fee + 25% readmission (prevalent).
<ul style="list-style-type: none"> Informed during the semester / trimester fees 	100% total fee + 25% readmission (prevalent).

not paid for current year.	
<ul style="list-style-type: none"> Informed during the academic year and fees paid for that year. 	25% of total fees as readmission fee prevalent that year.

12.3 Re-admission rules:

A student can seek re-admission in the next academic year, in case he / she fails to fulfill the criteria mentioned under passing standards in SRB. For this purpose, he / she has to pay 25% of the total fee prevalent at that time for that 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. 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 the student takes re-admission in a particular academic year and is not promoted again, either as per the passing standards of the respective programme or any other reason as per academic rules, then the student will not be given second chance for re-admission. However such a student can re-appear at the subsequent examinations of the said year without keeping the terms (i.e. re-admission) by taking a drop and only appearing for the examinations.

For programme wise details, kindly refer Part II of SRB.

12.4 Academic break :

The following rules are applicable for all the school of NMIMS.

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

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

12.4.1.1.1.1 Eligibility:

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

- Serious personal medical reasons involving hospitalization, if required and supported by documents.
- Serious 'family' related issues.
- Financial constraints.
- In executive education, 'temporary transfer to other country / city'
- Financial crisis/Maternity/ shift of duties/additional assignments at the work place applicable for executive programme participants only.

The Dean of respective school will approve the academic break and forward the application of the student to admission department for necessary process.

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.

12.5 Submission of certificates / marksheets:

A student has to submit all the relevant documents / certificates / marksheets 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 the student has submitted documents and found discrepancy during verification, the admission would be cancelled and fees will be forfeited.

12.6 Admission Deferment:

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

12.6.1 Eligibility :

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.

12.6.2 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, alongwith 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.

12.6.3 Process:

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

12.6.3.2 The admission department will scrutinize all the applications and forward it with comments to concerned authorities for approval. The request to defer the offer of admission will be reviewed on case to case basis and will be granted depending on the reason stated along with the supporting documents. NMIMS decision with respect to this will be final and will not be challenged.

12.6.3.3 Offer of admission deferment, if not, taken in the subsequent year will lapse and the fee paid will not be refunded. Further, the applicant therein, if still wants to apply to NMIMS, have to undergo the admission process again as fresh applicant.

12.6.3.4 The letter of deferment of admission will be issued by admission department to the applicant.

12.6.3.5 Students who are found to have applied to other colleges and institutes during their time away from NMIMS will have their admission revoked and fees will not be refunded.

12.6.3.6 Financial aid offers cannot be deferred. Students must reapply for financial aid.

12.6.3.7 Admitted 'Transfer' students are not eligible for deferred admission.

12.6.3.8 Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.

12.6.3.9 Deferment of admission is not applicable for the first year of the programme.

12.6.3.10 Once the programme has commenced, then even though the applicant have not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

13.0 Dean's list / Meritorious students:

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

13.1.1 10 % of the batch on the basis of highest yearly CGPA will be under Dean's List and will get a certificate at the end of each year.

13.1.2 Students who are participating in Student Exchange Program (for 2nd year) are also eligible for the Dean's list subject they were also in the dean's list of 1st year. Such students will be shortlisted on the basis of the CGPA of two trimesters of 2nd year.

13.1.3 Students obtaining D grades/ F grades/ appearing in the re- exams in the current academic year will be

ineligible to be listed in the Dean's List of the current academic year as well as in the Dean's list of the next year(s).

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

- 13.2.1 10 % of the batch on the basis of highest CGPA during the entire period of programme will be under meritorious students list and will get a certificate at the time of Convocation.
- 13.2.2 Students who are participating in Student Exchange Program are also eligible for the meritorious students list. Such students will be shortlisted on the basis of the CGPA of all semesters/trimester completed at NMIMS.
- 13.2.3 Students obtaining F grades/ATKT/ appearing in the re- exams/ appearing in unfair means or any misconduct will be ineligible to be listed in the meritorious students list.

14.0 Blackboard (Learning Management System):

Blackboard Learn⁺ 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.

- 14.1 URL: Access Blackboard through <http://blackboard.svkm.ac.in>
- 14.2 Login Policy: Default User ID and Password is Student's SAP number.
- 14.3 Change Password: Students are recommended to change password after first login for safe surfing.
- 14.4 Email Update: Users need to change/update their email id for getting regular notification
- 14.5 Course links: Your login will contain only current trimester/semester course list.
- 14.6 Faculty Announcements: Announcements related to course and other activities is published in Announcements section.
- 14.7 Online Library: Online Library database is available through Blackboard; it will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.
Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally.
- 14.8 Assignments / Assessments: Assignments can be uploaded in Blackboard which will be graded by faculty and online score will be stored. Assessments can be conducted via Test (selective), survey, etc. online.
- 14.9 Academic Resources: All Academic Information & News is published on blackboard.
- 14.10 Examination Report: All Examination Grade & Report will be published on Blackboard
- 14.11 Faculty Feedback: Faculty Feedback is accepted online through Blackboard trimester/semester wise.
- 14.12 Course Content: Soft copy of reading material and teaching plan are uploaded by faculties for review and references.
- 14.13 Safe Assign: Online Plagiarism check will be performed via this section.
- 14.14 Course Co-ordinator Announcement: Single link to display, notice related to program like course calendar, SRB, schedule, etc.
- 14.15 Groups: Students can create group for online by faculty for Blogs, File Exchange, Collaboration, Discussion Board scope for their courses.
- 14.16 Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss on topics related to their respective courses.
- 14.17 Collaborate (Ultra Experience): Blackboard Collaborate is a real-time video conferencing tool that lets faculty member add files, share applications, and use a virtual whiteboard to interact. Collaborate Ultra, opens with any available browser, and does not require any software to be installed to join a session.
- 14.18 Blackboard Mobile: Users can access Blackboard through their smart phones. Download Blackboard Learn app and search for institute by typing 50I5VV.
- 14.19 Responsive Web Design: Blackboard's responsive design ensures a great experience on all devices (smartphones and tablets) and screen sizes—with no loss of functionality.
- 14.20 System Requirement: Latest browser version.
Check browser compatibility: <https://help.blackboard.com/node/13392>
- 14.21 Help – Assistance: Online assistance is available on front page of portal.
URL: <https://help.blackboard.com/node/13376>
YouTube Channel: <https://www.youtube.com/playlist?list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU>

15.0 Student Portal (Learning Management System)

- 15.1 Student Portal is a Web-based learning management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.
- 15.2 URL: Access Portal through <https://portal.svkm.ac.in/usermgmt/login>
- 15.3 Login Policy: Default User ID is Student's SAP number and Password has been mailed to all. Mails have been sent to the email ids available in the SAP.

- 15.4 Change Password: Students are recommended to change password after first login for safe surfing.
- 15.5 Email Update: Users need to change/update their email id & contact number for getting regular notification.
- 15.6 Course links: Your login will contain only current trimester/semester course list.
- 15.7 Announcements: Announcements related to course and other activities are published in Announcements section.
- 15.8 Online Library: Online Library database is available through Blackboard; it will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.
- 15.9 Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally.
- 15.10 Assignments / Assessments: Assignments can be uploaded which will be graded by faculty and online score will be stored. Assessments can be conducted online.
- 15.11 Academic Content : Syllabus, SRB, Teaching Scheme , Class Time-table etc. can be uploaded.
- 15.12 Course Content : All course related reading materials (ppt/notes/videos/links) can be published.
- 15.13 Examination related content : Results and exam time table can be made available.
- 15.14 Admission Related content : Admission Notices can be published.
- 15.15 Internal assessment: Internal marks for respective courses can be published.
- 15.16 Faculty Feedback: Faculty Feedback is accepted online for respective trimester/semester.
- 15.17 Online Plagiarism: Student / Faculty can check Plagiarism value through this feature.
- 15.18 Groups: can be created by faculty for assessments, File Exchange, Discussion Board etc. for their Courses.
- 15.19 Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss on topics related to their respective courses.
- 15.20 System Requirement: Works Best with Chrome. (version 64 and above)
- 15.21 Help – Assistance: mail to portal@svkmmumbai.onmicrosoft.com or Call toll free no. 1800-1025-136

16.0 Rules for participating in National/International Level Contests:

- 16.1 All contests have to be routed through Faculty In charge of Student Activity/HOD.
- 16.2 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
- 16.3 All student contests are classified as follows.
 - 16.3.1 GRADE A: National and International level contests of very high repute.
 - 16.3.2 GRADE B: National level contests of high repute.
 - 16.3.3 GRADE C: Local and national level contests
- 16.4 The respective school heads will make the classification of contest in Grade A/B/C.
- 16.5 The classification of the contest will determine the selection, reimbursement and appraisal of the students.

- 16.6 Reimbursements (Applicable only for National Contest)
 - 16.6.1 Students going for GRADE A will be provided with 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from the contest destination.
 - 16.6.2 Students going for GRADE B and C contests will be provided 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from contest destination, provided that they have won the contest (1st or 2nd place only).
 - 16.6.3 All reimbursements are subject to the approval of the head of the school and are hence subject to change.
 - 16.6.4 All reimbursements will be made only after the student has returned from the contest. All bills, tickets of the travel and copy of certificates will have to be retained and submitted.
 - 16.6.5 All students claiming the reimbursement will have to submit all details to the staff co-ordinator for processing through the accounts department.
- 16.7 Contest Winners
 - 16.7.1 Any student who has won any contest is required to provide full details of the contest and award won to the faculty 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.
- 16.8 **For additional information as specific to school, kindly refer Part II.**

17. Guidelines for Awards and Scholarships

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

disqualified from the awards process.

17.4 Certificate of merit to be given by Dean's at school level.

18. Guidelines for Convocation

18.1 The Annual Convocation will be held for all Full Time and Part Time programs of NMIMS.

18.2 Only those students who have fulfilled the requirements of the program will be eligible to receive their degrees/diplomas at the Convocation. These requirements include migration certificate, attendance requirements, submission of all assignments and projects, clearance of all dues from various departments like accounts, hostel, library etc., and passing of all examinations and any other deliverables to the school/ NMIMS.

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

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

19. Roles and Responsibility of Class Representative and Student Council

19.1 Class Representative

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

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

19.2 Student Council

19.2.1 NMIMS University Student Council (NUSC)

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 NUSC (NMIMS University Student Council) promotes collective and constructive leadership within the student community.

The major roles and responsibilities includes:

- Providing a holistic and integrative pedestal to encourage interaction between various streams and courses.
- Promoting and publishing success stories on social media platforms and forums to garner response for the various accolades and accomplishments.
- 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 and Sports festival, to encourage participation and assimilation for holistic development of all students.

The NUSC is comprising of President, Vice President, General Secretary, Treasure, and Members representing schools and campuses. From each school/campus 2 student council representative will constitute University Student Council. The names of representatives can be finalized by Dean/Director/Head of respective school.

19.2.2 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:

19.2.2.1 To serve as a formal communication channel between the students, faculty and administration.

19.2.2.2 To navigate all student-related activities at NMIMS and facilitate a better life on campus.

19.2.2.3 To spearhead the organisation & co-ordination of the Corporate Festival, the Cultural Festival, & other Events.

- 19.2.2.4** To assist all public relation activities and supervise student publications & newsletters at NMIMS
- 19.2.2.5** 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.
- 19.2.2.6** 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.
- 19.2.2.7** For the major events prior formal invitation to be given to all the senior management
- 19.2.2.8** 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.

20. Interface with Accounts:

- 20.1 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.
- 20.2 **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.
- 20.3 **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.
- 20.4 **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.
- 20.5 **Concession in fees:**
Concession in fees shall be granted to economically weaker section and backward class students depending on the merit of the case of individual student.
- 20.6 **Hostel Deposit Refund:**
Location: NMIMS Accounts Department
Procedure:
20.6.1 Please procure signature of Hostel in-charge.
20.6.2 Submit signed Hostel Deposit Receipt to Accounts Department along with Refund Format.
20.6.3 Please allow a period of 3 weeks for issue of the Refund Demand Draft.
- 20.7 **Library Deposit and Security Deposit Refund:**
Location: Course Coordinator
Procedure:
20.7.1 On completion of program (course), course coordinator would co-ordinate with all students for Student Bank account details (for NEFT Transfer). The same is required for refund of Library and Security Deposit
20.7.2 Please allow a period of 3 weeks for issue of the Refund through NEFT
- 20.8 **Duplicate Receipt:**
Location: NMIMS Accounts Department
Procedure:
20.8.1 Please fill the Application for Duplicate Fee Receipt and submit Rupees 100 per receipt to Accounts Department
20.8.2 Please allow a period of a week for issue of receipt

21. International Student Exchange Program Policy

21.1 Introduction

NMIMS Deemed-to-be-University has developed an extensive International Students Exchange Program in order to provide a cross cultural exposure and a global perspective to the students apart from classroom teaching. The Exchange Program has become increasingly popular with the students and every year students get a chance to spend Semester/Trimesters at a partner Institute. With the dedicated International Linkages department in place, efforts are underway to have larger number of students to avail of this unique opportunity in every school. Students at NMIMS also benefit from interacting with overseas students who visit us as part of NMIMS Inbound exchange program and International Immersions.

21.2 PREAMBLE

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

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

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

To aggressively pursue the internalization agenda, NMIMS Schools have signed MOUs with leading Universities and Schools as given below:

A. The University Level:

- Charles Darwin University, Australia
- Latrobe University, Australia
- University of Erlangen-Nurnberg, Germany
- University of Jyvaskyla, Finland
- University of Westminster, United Kingdom
- St. Martin's University, Washington, USA
- University of New South Wales, Australia
- Western Sydney University, Australia
- Kings College London, UK

B. The School of Business Management (SBM):

- HEC Lausanne, Switzerland
- The Grenoble Ecole de Management, France
- KEDGE Business School (Previously – EUROMED Marseille) France
- ROUEN Business School (Previously NEOMA) France
- HLL Leipzig School of Management, Germany
- IESEG School of Management, Lille, Paris, France
- University of Erlangen-Nurnberg, Germany -
- University of South Florida, USA
- ESSCA Ecole De Management, France

C. The School of Technology & Management (MPSTME):

- Warwick Manufacturing Group, University of Warwick, UK
- Howe School of Technology Management, Stevens Institute of Technology, New Jersey, USA
- Tel Aviv University, Israel

D. The School of Architecture (BSSA):

- University of Nebrija, Spain
- Institute for Advanced Architecture of Catalonia (IAAC), Barcelona, Spain

G. The School of Commerce (ASMSOC)

- University of South Florida, USA

21.3 Eligibility

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

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

- 21.3.1 Completed the eligibility year of program as defined by respective Deans/Directors of school
- 21.3.2 Have a minimum CGPA of 2.75 and above.
- 21.3.3 Eligibility of International students coming to our campus recommended by the partner university should satisfy the eligibility criteria as per the memorandum of understanding signed between the Universities/Schools.

21.4 Selection Criteria and Conditions

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

21.5 Cost and Expenses

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

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

- 21.5.1 Accommodation and daily living expenses including study materials
- 21.5.2 Travel Expenses
- 21.5.3 Passport and visa costs
- 21.5.4 Insurance cover
- 21.5.5 Any other incidental costs

21.6 Application procedure for students and Expectations from students

- 21.6.1 Students have to apply in specified application form (See Annexure "Application Form for NMIMS Students for Applying for Student Exchange Program" in SRB) to their respective Schools. Those selected after required assessment at their School's end have to fill another detailed form (See Annexure "Application Form – NMIMS Exchange Students") Incoming students should submit specified application form (APPLICATION FORM – EXCHANGE STUDENTS-Incoming) to respective school 2 months before the semester/trimester start date.
- 21.6.2 The list of courses that a student intends to take up in the partner institute should be clearly mentioned. For those who wish to apply in more than one institute, the lists of the courses in each of these institutes should be mentioned.
- 21.6.3 Upon joining the partner institute the courses the students intends to take up should be finalized and communicated to the NMIMS School authorities (Refer Annexure of SRB)
- 21.6.4 Students need to ensure that they do not get any grade in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.
- 21.6.5 Other criteria as defined by Deans/Directors of the Schools.

21.7 Code of Conduct

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

21.8 Enclosures:

- 21.8.1 Undertaking to be given by student of NMIMS Deemed-to-be University's student going on International Immersion.
- 21.8.2 Application Form:

- a) For Applying for Student Exchange by NMIMS Deemed-to-be-University Students
 - b) For NMIMS Deemed-to-be University's student (Only for Short listed Students)
 - c) For International Exchange Students on arrival
- 21.8.3 Visa Form for NMIMS and International Students.
- 21.9 **Application and Admission procedure for International Students-Incoming from Partner University:**
- 21.9.1 Students from Partner University need to submit the application in prescribed form (APPLICATION FORM – EXCHANGE STUDENTS-Incoming and Passport copy) duly attested by the partner university officer in charge two months before the arrival to NMIMS.
 - 21.9.2 Respective school will issue an exchange acceptance letter to the student after scrutinizing the application. The exchange acceptance letter should be countersigned by the Director- International Linkages department (ILD).
 - 21.9.3 On acceptance of students by the school, International Linkages department of University will issue Visa invitation letter address to Indian Embassy/consulate in your country.
 - 21.9.4 On arrival, the student will report to the respective school and the school will direct the student to ILD for FRRO registration process with Ministry of External Affairs Government of India. The respective school will arrange for living in Mumbai familiarization session. The Students are requested to handover prescribed undertaking form (UNDERTAKING For Foreign National Studying at NMIMS University) with a copy passport with Visa page to International Linkages Department for record purpose.
 - 21.9.5 Respective schools will complete the joining process and issue temporary student Identity card.
 - 21.9.6 On completion of the course the assessment details will be forwarded to University registrar through International Linkages department for course completion and credit transfer certificate.
 - 21.9.7 Attendance and exit details will be provided by the respective school to the ILD to complete the FRRO process.

Note:

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

Online application form to be prepared and uploaded on the NMIMS website.

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

Introduction

Mumbai is vulnerable to various natural and manmade disasters such as fire and industrial accidents, floods, chemical (transport and handling), biological, and nuclear hazards, earthquake, cyclones, landslides, bomb blasts, terrorism, riots and tidal surge due to its geographic conditions, industrial growth, increasing population density and squatter settlements have increased Mumbai's vulnerability to disasters.

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

22.1 Floods:

Floods in Mumbai are attributable to simultaneous occurrence of rainfall and high tides. If the rainfall is in excess of 200 mm in a day (24 hrs), floods can occur anytime irrespective of tides. However, if there is moderate rainfall but the tide is in excess of 4.50 meters at the same time, the city of Mumbai is likely to get flooded.

Precautions to be taken in case of Floods¹ are given in the Table 1 below.

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

22.2 Earthquake

Mumbai is in the 'Moderate Seismic Zone III which can experience quakes up to 6.5 on the Richter scale.

Seismologists say that the major fault lines in Mumbai run along the Thane creek, Panvel creek and the Amba River, all three intersecting at Uran. A fault line also runs from Malabar Hill to Worli passing through Cumballa Hill.

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

City falls in moderate seismic zone. (2010). Retrieved April, 2010 from the Times of India's official Website: <http://timesofindia.indiatimes.com/articleshow/1257119.cms>

Before Earthquake	During Earthquake	After Earthquake
<ul style="list-style-type: none"> In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake. Make sure your water heater and gas cylinder is secured and intact. This will ensure that it will not fall during an earthquake and hurt someone or start 	<p>A) If you are at home or inside a building Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture.</p> <ul style="list-style-type: none"> Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or even under a bed. 	<p>If you are at home or inside a building</p> <ul style="list-style-type: none"> Expect aftershocks. Be prepared. Stay where you are and do not come out immediately. Keep calm, switch on the radio/TV and obey any instructions you hear on it after you come out Turn off the water, gas and electricity Do not smoke and do not light matches or use a cigarette lighter. Do not turn on switches. There may be gas leaks or short-circuits. If there is a fire, try to put it out. If you cannot,

<p>a fire.</p> <ul style="list-style-type: none"> • Keep a torch and a portable transistor radio handy. • Keep the corridors in the hostel/house clear of furniture and other things, making movement easier. 	<p>B) If you are in the street</p> <ul style="list-style-type: none"> • Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets. • Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse. <p>C) If you are driving</p> <ul style="list-style-type: none"> • Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle. 	<p>call the fire brigade.</p> <ul style="list-style-type: none"> • If possible then contact fire brigade immediately. • Immediately clean up any inflammable products that may have spilled (alcohol, paint, etc). • Avoid places where there are loose electric wires and do not touch any metal object in contact with them. • Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth. • Eat something. You will feel better and more capable of helping others. • If the building is badly damaged, you will have to leave it. Collect water containers, food, and ordinary and special medicines (for persons with heart complaints, diabetes, etc.). • Help people who are injured. Provide them first aid. Do not move seriously injured people unless they are in danger. <p>B) If you are outside</p> <ul style="list-style-type: none"> • If you know that people have been buried, tell the rescue teams. Do not rush and do not worsen the situation of injured persons or your own situation. • Do not re-enter badly damaged buildings and do not go near damaged structures. • Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass. • Keep away from beaches and low banks of rivers. Huge waves may sweep in. <p>Keep updating yourself with latest information on earthquake through radio or T. V.</p>
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22.3 Fire

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

Before Fire	During Fire	After Fire
<ul style="list-style-type: none"> • Identify the fire hazards and where fires might start, e.g. laboratories, store room, kitchen and other such places. • Identify all the exit routes of the Institute. (There are six exit routes in UPG building) • Check the adequacy of fire 	<ul style="list-style-type: none"> • Do not panic. Shout loudly for help. • Do not run. • Do not waste time in collecting valuables. • Do not panic. • Inform the fire brigade about the fire and alert neighbors. • If possible, use fire extinguisher. • Do not take shelter in toilet. • Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere. • Do not use the lift to escape. • Use nearest means of escape and the staircase available. • Make exit to ground level instead of the terrace. • Report about your safe escape and any other information to the University authorities, fire brigade or police present at the site. 	<ul style="list-style-type: none"> • Don't re-enter or permit anyone to enter the building, unless the fire officials have given permission to enter.

Before Fire	During Fire	After Fire
fighting apparatus and its maintenance.	<p><i>If trapped or stranded:</i></p> <ul style="list-style-type: none"> • Stay close to the floor level. • Cover the gaps of the door by any piece of cloth available. • Do not jump out of the building. • Signal or shout for help. • Stop, drop and roll on the ground and cover with blanket; pour water on the body • <i>Dial 101 or 22620 5301</i> for fire brigade • 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. • Wait for the Fire Brigade to arrive and co-operate with the firefighters. 	

23. Ragging / Women Grievance Redressal Cell / Sexual Harassment Internal Complaints Committee / Student Grievance Redressal Cell – Ombudsman.

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

Anti-Ragging Committees:

University				
	Name	Designation	E-mail ID	Contact no.
1.	Dr. Meena Chintamaneni	Chairperson	meena.chintamaneni@nmims.edu	022 42355555
2.	Mr. Paramanand Rajwar	Member	Paramanand.Rajwar@nmims.edu	022 42355558
3.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
4.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
5.	Mr. Samraj Dhasian	Member	Samraj.dhasian@nmims.edu	022 42355555
6.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
7.	Shri Rajendra K. Shah	Member	shahrk60@yahoo.com	022 42199999
School of Business Management				
1.	Dr. Bala Krishnamoorthy	Chairperson	Balak@nmims.edu	022 4235 5806
2.	Dr. Preeti Khanna	Member	Preeti.khanna@nmims.edu	022 4235 5864
3.	Dr. Madhavi Gokhale	Member	Madhavi.Gokhale@nmims.edu	022 4235 5852
4.	Dr. Hari Kumar Iyer	Member	Harikumar.Iyer@nmims.edu	022 4235 5891
5.	Dr. Prashant Dave	Member	Prashant.Dave@nmims.edu	022 4235 5566
Mukesh Patel School of Technology Management & Engineering				
1.	Dr. N.T.Rao	Chairperson	NT.Rao@nmims.edu	02242334001
2.	Dr. Seema Shah	Member	Seema.shah@nmims.edu	9833818846
3.	Dr. Vaishali Kulkarni	Member	Vaishali.kulkarni@nmims.edu	9920668187
4.	Dr. Ajay Phirke	Member	Ajay.Phirke@nmims.edu	9967448652
5.	Dr. Avinash More	Member	Avinash.More@nmims.edu	9892385010
6.	Prof. Vanishree Mundewadi	Member	Vanishree.Mundewadi@nmims.edu	9820788704
Anti-Ragging Squad:				
Mukesh Patel School of Technology Management & Engineering				
1.	Dr. Manoj Sankhe	Member	Manoj.sankhe@nmims.edu	9224574993
2.	Prof. S. Nagalakshmi		S.Nagalakshmi@nmims.edu	9969033784
3.	Prof. Vinod Jain	Member	Vinod.jain@nmims.edu	9821488869

4.	Prof. Avadhut Kshirsagar	Member	Avadhut.Kshirsagar@nmims.edu	9769660013
5.	Prof. Abhay Kolhe	Member	Abhay.kolhe@nmims.edu	9220842278
6.	Prof. Avijit Bardhan	Member	Avijit.Bardhan@nmims.edu	9892508829
7.	Prof. Deoyani Joshi	Member	Deoyani.Joshi@nmims.edu	9820292081
8.	Prof. Krishna Palod	Member	Krishna.palod@nmims.edu	9922409325
9.	Prof. Gaurav Londhe		Gaurav.Londhe@nmims.edu	9920745414
10.	Ms. Jayanti Ramesh	Member	Jayanti.Ramesh@nmims.edu	9920010112
Shobhaben Pratapbhai Patel School of Pharmacy & Technology Management				
1.	Dr. Bala Prabhakar	Chairperson	Bala.Prabhakar@nmims.edu	9819781252
2.	Dr. Addepalli	Member	V.Addepalli@nmims.edu	9823770298
3.	Dr Saritha Shetty	Member	Saritha.Shetty@nmims.edu	9833025503
Balwant Sheth School of Architecture				
1.	Prof. T. M. Chhaya	Chairperson	Tm.chhaya@nmims.edu	9920233882
2.	Ms. Janki Shah	Member	Janki.Shah@nmims.edu	9820878810
3.	Ms. Rita Mascarenhas	Member	rita.mascarenhas@nmims.edu	9833568564
4.	Ms. Nilam Patkar	Member	nilam.patkar@nmims.edu	9833103510
5.	Mr. Vivan Sanghavi	Member	Vivansanghvi01@gmail.com	9920281370
Sunandan Divetia School of Science				
1.	Dr. Aparna Khanna	Chairperson	aparna.khanna@nmims.edu	9324292883
2.	Mr. Sunil Shirvaiker	Member	sunil.shirvaiker@nmims.edu	9820004410
3.	Dr. Purvi Bhatt	Member	purvi.bhatt@nmims.edu	9821379090
4.	Dr. Gurudas Mane	Member	gurudas.mane@nmims.edu	9975644807
Anil Surendra Modi School of Commerce				
1.	Prof. Sangita Kher	Chairperson	sangita.kher@nmims.edu	9892169636
2.	Dr. Akshay Damani	Member	akshay.damani@nmims.edu	9969772252
3.	Dr. Sunny Oswal	Member	sunny.oswal@nmims.edu	9920048883
4.	Mr. Bhavesh Barot	Member	bhavesh.barot@nmims.edu	9920936372
Sarla Anil Modi School of Economics				
1.	Prof. Amita Vaidya	Chairperson	amita.vaidya@nmims.edu	9920326482
2.	Mr. Rohit Muralreedharan	Member	rohit.muraleedharan@nmims.edu	9930455898
3.	Prof. Nahid Fatema	Member	nahid.fatema@nmims.edu	9820604309
NMIMS Global Access – School for Continuing Education				
1.	Mr. Rajiv Shah	Chairperson	Rajiv.Shah@nmims.edu	9820010282
2.	Prof. Deepak Gupta	Member	deepak.gupta@nmims.edu	9930342220
3.	Ms. Brinda Sampat	Member	Brinda.Sampat@nmims.edu	9930959742
4.	Ms. Sneha Utekar	Member	Sneha.Utekar@nmims.edu	9821388172
Kirit P Mehta School of Law				
1.	Ms. Sohini Shrivastav	Chairperson	Sohini.shrivastav@nmims.edu	42355555
2.	Ms. Nazima Munshi	Member	nazima.munshi@nmims.edu	42355555
3.	Ms. Anupama Kapshikar	Member	Anupama.kapshikar@nmims.edu	42355766
Jyoti Dalal School of Liberal Arts				
1.	Dr George Jose	Chairperson	George.Jose@nmims.edu	42355585
2.	Prof Ravi Saxena	Member	Ravi.Saxena@nmims.edu	42355889
3.	Ms Radhika Rajwani	Member	Radhika.Rajwani@nmims.edu	42352219
School of Design				
1.	Manisha Phadke	Chairperson	Manisha.Phadke@nmims.edu	9820288707
2.	Poornima Nair	Member	Poornima.Nair@nmims.edu	9920916279
3.	Saachi Mehta	Member	Saachi.Mehta@nmims.edu	9819030971
Hostels				
1.	Shri Bhupesh Patel	Chairperson	bhupesh.patel@svkm.ac.in	98200 20700
2.	Shri Harshad H. Shah	Member	harshad.shah@svkm.ac.in	98202 93814
3.	Shri Rajubhai Shah	Member	rajendra.shah@svkm.ac.in	98190 36555
4.	Prof. Seema Mahajan	Member	seemam@nmims.edu	9820341341
5.	Dr. Meena Chintamaneni	Member	meena.chintamaneni@nmims.edu	4235 5550
6.	Mr. Samraj Dhasian	Member	Samraj.dhasian@nmims.edu	022 42355555
Shirpur Campus				
1.	Dr. R.S. Gaud	Chairperson	rsgaud@nmims.edu	(02563) 286545/46
2.	Dr. Nikhlesh Sharma	Member	nikhlesh.sharma@nmims.edu	(02563) 286545/46
3.	Dr. Nitin Choubey	Member	nitin.choubey@nmims.edu	(02563) 286545/46
4.	Dr. P. P Raichurkar	Member	pp.raichurkar@nmims.edu	(02563) 286545/46
5.	Dr. Ashwini Deshpande	Member	ashwini.deshpande@nmims.edu	(02563) 286545/46

6.	Dr. K.K. Gupta	Member	krishnakumar.gupta@nmims.edu	(02563) 286545/46
7.	Dr. Chandrakant Bonde	Member	chandrakant.bonde@nmims.edu	(02563) 286545/46
8.	Mr. Suresh Kurumbanshi	Member	suresh.kurumbanshi@nmims.edu	(02563) 286545/46
9.	Prof. Vishal Fegade	Member	Vishal.fegade@nmims.edu	(02563) 286545/46
10.	Mr. Rahul Dande	Member	rahul.dande@nmims.edu	(02563) 286545/46
11.	Mr. Rajeev Dalal	Member	rajeev.dalal@nmims.edu	(02563) 286545/46
12.	Mr. Anil Nigam	Member	anil.nigam@nmims.edu	(02563) 286545/46
Hyderabad Campus				
1.	Dr. Prithvi Yadav	Chairperson	prithvi.yadav@nmims.edu	(040) 27004842
2.	Dr. Srinivas Akella	Member	srinivas.akella@nmims.edu	(040) 27004842
3.	Dr. B Karunakar	Member	KarunakarB@nmims.edu	9247023500
4.	Dr. YLN Kumar.	Member	ynl.kumar@nmims.edu	9247023500
5.	Prof. Sasmita Misra	Member	Sasmita.Misra@nmims.edu	(040) 27004842
6.	Prof. Kavita Kulkarni	Member	Kavita.Kulkarni@nmims.edu	(040) 27004842
Bangalore Campus				
1.	Dr. Deepak Sharma	Chairperson	Deepak.s@nmims.edu	080-25126113
2.	Mr. T. Nagaraj	Member	t.nagaraj@nmims.edu	080-25126073
3.	Dr.Narayani Ramachandran	Member	Narayani.r@nmims.edu	080-25126067
4.	Mr. Vishnu Bhat	Member	Vishnu.bhat@nmims.edu	080-25126021
Navi Mumbai Campus				
1.	Prof. Prashant Barsing	Chairperson	prashant.barsing@nmims.edu	9794258005
2.	Prof. Tejaswini Chavan	Member	tejaswini.chavan@nmims.edu	8830022906
3.	Prof. Mukund Tripathi	Member	mukund.m.tripathi@gmail.com	9930352399
4.	Ms. Anupriya Sharma	Member	anupriya.sharma@nmims.edu	9619723584
Indore Campus				
1.	Dr. Aaquil Bunglowala	Chairperson	aaquil.bunglowala@nmims.edu	9425479258
2.	Dr. Shubhangi Jore	Member	shubhangi.jore@nmims.edu	9425066461
3.	Dr. Munendra Jain	Member	munendra.jain@nmims.edu	9829172604
4.	Dr. Dharmendra Sharma	Member	dharmendra.sharma@nmims.edu	9926498785
5.	Dr. Amit Dixit	Member	amit.dixit@nmims.edu	9009661185
6.	Mr. Gaurav .P. Moghe	Member	gaurav.moghe@nmims.edu	9516611151

23.2 Women Grievance Redressal Cell:

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

23.3 **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.

Sexual Harassment Internal Complaints Committee:

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

23.4 **Student Grievance Redressal – 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. Mr. Justice S. S. Parkar has been appointed as Ombudsman at NMIMS University. For more details kindly refer AICTE regulations on Ombudsman.

Student's Grievance Redressal Cell

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

Please visit the website for more details on “The Sexual Harassment of Women at Workplace, Prevention, Prohibition and Redressal Act 2013” & “Women Grievance Redressal Cell Policy”.

24. 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
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
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

List of E resources (In library)

<p>LIBRARY DATABASE/ OPAC 1. Koha OPAC</p> <p>E-JOURNALS DATABASES 2. ProQuest Central 3. Science Direct :Pharmacology Collection 4. EBCSO 5. Economic and Political Weekly 6. JSTOR 7. JGATE (Social Sc. & Management)</p> <p>COMPANY DATABASE 8. Capitaline</p> <p>LAW DATABASES 9. Manupatra 10. Hein Online 11. LexisNexis 12. SCC Online</p> <p>MARKETING DATABASES 13. TVADINDX 14. WARC</p> <p>E-BOOKS 15. E-brary 16. PDF Drive 17. Pearson e-books</p> <p>CONSORTIUM FOR EDUCATIONAL COMMUNICATION</p>	<p>RESEARCH DATABASES 18. ISI Emerging Markets 19. AMOS-SPSS 20. Frost & Sullivan 21. Euromonitor Passport 22. CMIE: Economic Outlook 23. EPWRF India Time Series 24. Eviews 8</p> <p>ENGINEERING DATABASES 25. ASCE 26. NPTEL</p> <p>STATISTICS DATABASE 27. IndiaStat</p> <p>ARCHITECTURE DATABASE 28. Buildofy</p> <p>CASE STUDY DATABSE 29. Harvard Business School Publishing</p> <p>FINANCE LAB 30. Bloomberg</p> <p>SWAYAM / NDL 31. SWAYAM 32. National Digital Library</p>
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25. LIST OF HOLIDAYS FOR THE YEAR 2018

NMIMS (Mumbai, Navi Mumbai & Shirpur)			NMIMS (Bangalore)			NMIMS (Hyderabad)			NMIMS (Indore)		
List of Holidays for the year 2018			List of Holidays for the year 2018			List of Holidays for the year 2018			List of Holidays for the year 2018		
OCCASION	DATE	DAY	OCCASION	DATE	DAY	OCCASION	DATE	DAY	OCCASION	DATE	DAY
New Year	1-Jan-18	Monday				New Year	1-Jan-18	Monday	New Year	1-Jan-18	Monday
			Sankranti/Pongal	15-Jan-18	Monday	Sankranti/Pongal	15-Jan-18	Monday			
Republic day	26-Jan-18	Friday	Republic day	26-Jan-18	Friday	Republic day	26-Jan-18	Friday	Republic day	26-Jan-18	Friday
Holi	2-Mar-18	Friday	Holi	2-Mar-18	Friday	Holi	2-Mar-18	Friday	Holi	2-Mar-18	Friday
									Rang Panchami	6-Mar-18	
Good Friday	30-Mar-18	Friday	Good Friday	30-Mar-18	Friday	Good Friday	30-Mar-18	Friday	Good Friday	30-Mar-18	Tuesday
Maharashtra Day	1-May-18	Tuesday	Labor Day	1-May-18	Tuesday						
						Telangana Foundation Day	2-Jun-18	Saturday			
Ramzan-Id	16-Jun-18	Saturday	Ramzan-Id	16-Jun-18	Saturday	Ramzan-Id	16-Jun-18	Saturday	Ramzan-Id	16-Jun-18	Saturday
Independence Day	15-Aug-18	Wednesday	Independence Day	15-Aug-18	Wednesday	Independence Day	15-Aug-18	Wednesday	Independence Day	15-Aug-18	Wednesday
GopalKala	3-Sep-18	Monday							GopalKala	3-Sep-18	Monday
Ganesh Chaturthi	13-Sep-18	Thursday	Ganesh Chaturthi	13-Sep-18	Thursday	Ganesh Chaturthi	13-Sep-18	Thursday	Ganesh Chaturthi	13-Sep-18	Thursday
Gandhi Jayanti	2-Oct-18	Tuesday	Gandhi Jayanti	2-Oct-18	Tuesday	Gandhi Jayanti	2-Oct-18	Tuesday	Gandhi Jayanti	2-Oct-18	Tuesday
Dussehra	18-Oct-18	Thursday	Dussehra	19-Oct-18	Friday	Dussehra	19-Oct-18	Friday	Dussehra	18-Oct-18	Thursday
			Kannada Rajyothsava	1-Nov-17	Thursday						
Diwali (Narak Chaturdashi)	6-Nov-18	Tuesday	Diwali (Narak Chaturdashi)	6-Nov-18	Tuesday	Diwali (Narak Chaturdashi)	6-Nov-18	Tuesday	Diwali (Narak Chaturdashi)	6-Nov-18	Tuesday
Diwali (Laxmi Pujan)	7-Nov-18	Wednesday	Diwali (Laxmi Pujan)	7-Nov-18	Wednesday	Diwali (Laxmi Pujan)	7-Nov-18	Wednesday	Diwali (Laxmi Pujan)	7-Nov-18	Wednesday
Diwali (Balipratipada)	8-Nov-18	Thursday	Diwali (Balipratipada)	8-Nov-18	Thursday	Diwali (Balipratipada)	8-Nov-18	Thursday	Diwali (Balipratipada)	8-Nov-18	Thursday
Diwali (Bhaubeej)	9-Nov-18	Friday	Diwali (Bhaubeej)	9-Nov-18	Friday	Diwali (Bhaubeej)	9-Nov-18	Friday	Diwali (Bhaubeej)	9-Nov-18	Friday
Christmas	25-Dec-18	Tuesday	Christmas	25-Dec-17	Tuesday	Christmas	25-Dec-17	Tuesday	Christmas	25-Dec-18	Tuesday

Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January 26, 2018, August 15, 2018, May 01, 2018 & October 02, 2018)

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

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

NGASCE (Ahmedabad)			NGASCE (Kolkata)			NGASCE (Delhi)			NGASCE (Pune)		
List of Holidays for the year 2018			List of Holidays for the year 2018			List of Holidays for the year 2018			List of Holidays for the year 2018		
OCCASION	DATE	DAY									
			New Year	1-Jan-18	Monday				New Year	1-Jan-18	Monday
Sankranti/Pongal	15-Jan-18	Monday									
						Vasant Panchmi	22-Jan-18	Monday			
Republic day	26-Jan-18	Friday									
Mahashivratri	13-Feb-18	Tuesday	Dhol yatra	01-Mar-18	Thursday						
Holi	2-Mar-18	Friday									
						Good Friday	30-Mar-18	Friday			
									Labor Day	1-May-18	Tuesday
						Baishakhi	14-Apr-18	Saturday			
Ramzan-Id	16-Jun-18	Saturday				Ramzan-Id	16-Jun-18	Saturday	Ramzan-Id	16-Jun-18	Saturday
									Palkhi Procession	06-Jul-18	Friday
Independence Day	15-Aug-18	Wednesday									
Janmastami	3-Sep-18	Monday				Janmastami	3-Sep-18	Monday	GopalKala	3-Sep-18	Monday
Ganesh Chaturthi	13-Sep-18	Thursday							Ganesh Chaturthi	13-Sep-18	Thursday
Gandhi Jayanti	2-Oct-18	Tuesday									
			Durga Puja	16-Oct-18	Tuesday						
			Durga Puja	17-Oct-18	Wednesday						
			Maha Navami (Durgapuja)	18-Oct-18	Thursday						
Dussehra	18-Oct-18	Thursday	Dussehra	19-Oct-18	Friday	Dussehra	19-Oct-18	Friday	Dussehra	18-Oct-18	Thursday
			Durga puja Visharjan	20-Oct-18	Saturday						
			Laxmi Puja	24-Oct-18	Wednesday						
Diwali (Narak Chaturdash)	6-Nov-18	Tuesday				Diwali (Narak Chaturdash)	6-Nov-18	Tuesday	Diwali (Narak Chaturdash)	6-Nov-18	Tuesday

Diwali (Laxmi Pujan)	7-Nov-18	Wednesday	Kali Puja	7-Nov-18	Wednesday	Diwali (Laxmi Pujan)	7-Nov-18	Wednesday	Diwali (Laxmi Pujan)	7-Nov-18	Wednesday
Diwali (Balipratipada)	8-Nov-18	Thursday									
Diwali (Bhaubeej)	9-Nov-18	Friday	Diwali (Bhaubeej)	9-Nov-18	Friday				Diwali (Bhaubeej)	9-Nov-18	Friday
Diwali	10-Nov-18	Saturday				Chhat Puja	13-Nov-18	Tuesday			
						Guru Nanak Jayanti	23-Nov-18	Friday			
Christmas	25-Dec-18	Tuesday									

Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January 26, 2018, August 15, 2018, May 01, 2018 & October 02, 2018)

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.

26. INFOLINE (for Mumbai Campus)

Agency	Number
Disaster Management Cell of Municipal Corporation of Greater Mumbai	108
Police	
Police Help Line	100
Juhu Police Station	26184432 / 26183856
Vile Parle Police Station	26117307 / 26117317
Vile Parle-East, Police Station	26112813
D. N. Nagar, Andheri (W) Police Station	26303893 / 26304002 / 26303038
Andheri (E) Police Station	26831562 / 26842677
Santacruz Police Station	26492972 / 26487856
Fire Brigade	
Fire Brigade Help Line	101
Andheri Fire Stations	2620 5301
Bandra Fire Station	2643 5206
Ambulance	102 / 1298/1252
Hospitals	
Dr. Balabhai Nanavati Hospital	26182255 / 2626 7500
Cooper Hospital	26207254
Travel Agency	
V-explore	42705205/ 42705255
Chemist	
Dilip Drug House	26182255 / 2618 7038
Empire Chemists	26718970 / 2625 1238
Welcome	26111796
General Physician	
“Shri Vile Parle Kelavani Mandal” runs a dispensary which operates from 9:00 am to 6:00 pm. It is manned by two fully qualified Medical Officers in two shifts. Services of dispensary are available for attending to all emergency first aid and for OPD. This facility is available to all students, staff and faculty members of SVKM Institutions	Location: N.M. College Area, 2 nd floor. Dr. Geeta Shah – 9820547571/ Dr.Goel-9869002653 /
Criticare Clinic Plot no. 38/39 , Main Gulmohar Road, JVPD Scheme, Opposite Copper Chimney, Andheri (W), Mumbai- 400049	26286644/ 88/ 002 6775 6600
Hostel (Contact – Mr. Venugopal- 4235 5557)	
G. R. Jani Hostel Boys	022-42334056
MKM Sanghvi Girls Hostel	022-26256382/ 83
Bansi Villa Girls Res.Flats	022-4235 5555 / 5557
Kalika Girls Res.Flats	022-4235 5555 / 5557
Sur Sagar Girls Res.Flats	022-4235 5555 / 5557
Vishwananak Boys Res Flats	022-4235 5555 / 5557

Part II

**School of Pharmacy
&
Technology Management
Shirpur**

A Few Words from Director (Shirpur Campus)



Dear Students,

Please accept my greetings on the beginning of a new academic year 2018-19.

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

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

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

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

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

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

All the very best for your present academic endeavor!

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

Message from Associate Dean

Dear Students,

Welcome to SPTM!!

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

Established in the year 2007, the school has been marching forward and scaling new heights year after year with its unique industry oriented programmes. It has remained at par with the dynamic and ever-changing requirements of the Pharmaceutical & Healthcare Industry by living up to its motto of CREATING SKILLED HEALTHCARE PROFESSIONALS.

India has achieved an eminent global position in Pharma sector. The Indian Pharma market size is expected to grow to US\$ 85 billion by 2020. The growth in Indian domestic market will be on back of increasing consumer spending, rapid urbanization, and raising healthcare insurance and so on, thus, creating more and more employment opportunities for Pharmacy Graduates. Looking at this, the school has adopted mission to produce self-motivated, self-reliant and socially sensitive young pharmacists catering to the needs of Industry, Academia, Research.

The school has been awarded as Best Institute in Pharmacy, 8th Innovative Education Award by DNA & Stars of the industry group. Mukesh Patel Technology Park Shirpur campus bagged 'Best Educational Campus' Award in Devang Mehta National Education Award ceremony on 28th Nov 2015, "Green Environment Campus Award" & "Transforming Lives Through Learning Award" instituted by ET-Now under the Making of Developed India-2018 awards..

The School has appointed highly qualified faculty with rich teaching experience and research expertise. We support the students with state of art infrastructure, laboratories and world class facilities.

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

We look forward to your whole hearted commitment in your stint with the school and wish you a great learning experience.

Best Wishes!!

Associate Dean
SPTM



School of Pharmacy & Technology Management Shirpur

VISION

To develop an excellent pharmacy school focusing on research in current trends in Pharmaceutical Sciences and Technology Management and educate with a view to impact global healthcare system and thus develop a cadre of employable pharmacy professionals..

MISSION

- To produce self-motivated, self-reliant and socially sensitive young pharmacists catering to the needs of Industry, Academia and Research.
- To create a centre of excellence for R&D in the field of pharmaceutical sciences with inter disciplinary approach in emerging area of Science and Technology with focus on Industry-Academia interaction and cooperation at National and International level.
- To interlink Pharmaceutical Sciences with Life Sciences and Management Education.
- To provide Life Long Learning opportunities in Pharm. Sciences.

PROGRAMME EDUCATIONAL OBJECTIVES (PEO)

1. Graduates should gain **technical expertise** along with the ability to demonstrate core competence for analyzing and problem solving in multiple pharmaceutical aspects.
2. Graduates should demonstrate **multidisciplinary approach** and adapt to the rapidly changing pharma profession and emerging areas of science and technology.
3. Graduates should demonstrate **self-motivation and self-reliance** to serve industry, academia and research, locally and globally.
4. Graduates should demonstrate **techno managerial skills, teamwork, leadership** and initiative to achieve professional and organizational goals and should succeed.
5. Graduates, during the four years of the course, should demonstrate awareness to pursue **lifelong learning** in pharmacy and related professional education to enhance technical non-technical and skills within and across disciplines to contribute to the growth and development of self and society.

1. Academic Calendar

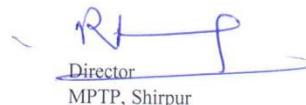
SVKM's NMIMS School of Pharmacy & Technology Management, Shirpur Academic Calendar 2018 – 2019 B.Pharm. & B.Pharm + MBA (Pharma Tech.)			
Details	Program	Start Date	End Date
Semester I, III, V & VII			
Commencement of Industrial Training (Technical training)	B.Pharm. - Sem VII (2015 - 19 Batch)	07 May 2018 (Mon)	30 Jun 2018 (Sat)
Orientation	B.Pharm + MBA (Pharma Tech) - Sem I	02 Jul 2018 (Mon)	
Foundation course	B.Pharm + MBA (Pharma Tech) - Sem I	03 Jul 2018 (Tue)	14 Jul 2018 (Sat)
Academic Instruction Duration (regular classes)	B.Pharm + MBA (Pharma. Tech) - Sem I & B.Pharm. - Sem I	16 Jul 2018 (Mon)	24 Nov 2018 (Sat)
Academic Instruction Duration (regular classes)	B.Pharm. - Sem III (Lateral Entry)	23 Jul 2018 (Mon)	03 Nov 2018 (Sat)
Academic Instruction Duration (regular classes)	B.Pharm + MBA (Pharma. Tech) - Sem III, V & B. Pharm - Sem III, V, VII	02 Jul 2018 (Mon)	03 Nov 2018 (Sat)
Technical Training submission	B.Pharm. - Sem VII (2015 - 19 Batch)	14 Jul 2018 (Sat)	14 Jul 2018 (Sat)
Technical Training Viva	B.Pharm. - Sem VII (2015 - 19 Batch)	06 Aug 2018 (Mon)	07 Aug 2018 (Tue)
Diwali Vacation	B.Pharm, B.Pharm + MBA (Pharma. Tech)- Sem I	05 Nov 2018 (Mon)	10 Nov 2018 (Sat)
Diwali Vacation + Study leave	B.Pharm + MBA (Pharma. Tech) - Sem III, V & B. Pharm - Sem III, V, VII	05 Nov 2018 (Mon)	17 Nov 2018 (Sat)
Study leave	B.Pharm + MBA (Pharma. Tech) - Sem I & B.Pharm. - Sem I	26 Nov 2018 (Mon)	01 Dec 2018 (Sat)
Term End Exam (NUE)	B.Pharm + MBA (Pharma. Tech) - Sem I & B.Pharm. - Sem I	03 Dec 2018 (Mon)	07 Dec 2018 (Fri)
Term End Exam	B.Pharm + MBA (Pharma. Tech) - Sem I & B.Pharm. - Sem I	08 Dec 2018 (Sat)	24 Dec 2018 (Mon)
Term End Exam	B.Pharm + MBA (Pharma. Tech) - Sem III, V & B. Pharm - Sem III, V, VII	19 Nov 2018 (Mon)	08 Dec 2018 (Sat)
Re – Examination	B.Pharm + MBA (Pharma. Tech) & B.Pharm.	Nov-18	Dec-18



Asso. Dean
SPTM, Shirpur



Dy. Registrar
MPTP, Shirpur



Director
MPTP, Shirpur

SVKM's NMIMS School of Pharmacy & Technology Management, Shirpur Academic Calendar 2018 – 2019 B.Pharm. & B.Pharm + MBA (Pharma Tech.)			
Details	Program	Start Date	End Date
Semester II, IV, VI & VIII			
Academic Instruction Duration (regular classes)	B.Pharm + MBA (Pharma. Tech)- Sem II B.Pharm - Sem II	02 Jan 2019 (Wed)	04 May 2019 (Sat)
Academic Instruction Duration (regular classes)	B.Pharm + MBA (Pharma. Tech)- Sem IV B.Pharm - Sem IV	10 Dec 2018 (Mon)	20 Apr 2019 (Sat)
Academic Instruction Duration (regular classes)	B.Pharm + MBA (Pharma. Tech) - Sem VI & B.Pharm - Sem VI, VIII	10 Dec 2018 (Mon)	13 Apr 2019 (Sat)
Christmas Vacation	B.Pharm + MBA (Pharma. Tech) & B.Pharm	26 Dec 2018 (Wed)	01 Jan 2019 (Tue)
Flavium	B.Pharm + MBA (Pharma. Tech) , B.Pharm.	Dec-18	
Protsahan	B.Pharm + MBA (Pharma. Tech) , B.Pharm.	Feb-19	
Study leave	B.Pharm + MBA (Pharma. Tech)- Sem II B.Pharm - Sem II	06 May 2019 (Mon)	11 May 2019 (Sat)
Study leave	B.Pharm + MBA (Pharma. Tech) - Sem IV & B.Pharm. - Sem IV	22 Apr 2019 (Mon)	27 Apr 2019 (Sat)
Study leave	B.Pharm + MBA (Pharma. Tech) - Sem VI & B.Pharm - Sem VI, VIII	15 Apr 2019 (Mon)	20 Apr 2019 (Sat)
Term End Exam (NUE)	B.Pharm + MBA (Pharma. Tech)- Sem II B.Pharm - Sem II	13 May 2019 (Mon)	17 May 2019 (Fri)
Term End Exam	B.Pharm + MBA (Pharma. Tech)- Sem II B.Pharm - Sem II	18 May 2019 (Sat)	01 Jun 2019 (Sat)
Term End Exam	B.Pharm + MBA (Pharma. Tech) - Sem IV & B.Pharm. - Sem IV	29 Apr 2019 (Mon)	11 May 2019 (Sat)
Term End Exam	B.Pharm + MBA (Pharma. Tech) - Sem VI & B.Pharm - Sem VI, VIII	22 Apr 2019 (Mon)	04 May 2019 (Sat)
Re – Examination	B.Pharm + MBA (Pharma. Tech) & B.Pharm.	20 May 2019 (Mon)	29 Jun 2019 (Sat)
Convocation		03 Aug 2019 (Sat)	
Commencement of Next year			
Academic Instruction Duration (regular classes)	B.Pharm + MBA (Pharma. Tech) - Sem III, V & B. Pharm - Sem III, V, VII	01 Jul 2019 (Mon)	
Commencement of Industrial Training (Technical training)	B.Pharm.- Sem VII (2016 - 20 Batch)	06 May 2019 (Mon)	29 Jun 2019 (Sat)


Asso. Dean
SPTM, Shirpur


Dy. Registrar
MPTP, Shirpur


Director
MPTP, Shirpur

SVKM's NMIMS School of Pharmacy & Technology Management, Shirpur Academic Calendar 2018 – 2019 M.Pharm. & M.Pharm + MBA (Pharma Tech and Healthcare Management.)			
Details	Program	Start Date	End Date
Semester I & III			
Commencement of Research Work	M.Pharm - Sem III, M.Pharm + MBA - Sem III (2017- 2020 Batch)	04 Jun 2018 (Mon)	
Orientation & Academic Instruction Duration (regular classes)	M. Pharm, M. Pharm + MBA - Sem I	02 Jul 2018 (Mon)	03 Nov 2018 (Sat)
Academic Instruction Duration (regular classes)	M.Pharm - Sem III, M.Pharm + MBA - Sem III	02 Jul 2018 (Mon)	27 Oct 2018 (Sat)
Diwali Vacation + Study leave	M. Pharm, M. Pharm + MBA - Sem I	05 Nov 2018 (Mon)	17 Nov 2018 (Sat)
Study leave + Diwali Vacation	M.Pharm - Sem III, M.Pharm + MBA - Sem III	29 Oct 2018 (Mon)	10 Nov 2018 (Sat)
Term End Exam	M. Pharm, M. Pharm + MBA - Sem I	19 Nov 2018 (Mon)	08 Dec 2018 (Sat)
Term End Exam (NUE)	M.Pharm, M. Pharm + MBA - Sem III	12 Nov 2018 (Mon)	17 Nov 2018 (Sat)
Term End Exam	M. Pharm + MBA - Sem III	19 Nov 2018 (Mon)	23 Nov 2018 (Fri)
Term End Presentations	M.Pharm, M. Pharm + MBA - Sem III	24 Nov 2018 (Sat)	30 Nov 2018 (Fri)


Asso. Dean
SPTM, Shirpur


Dy. Registrar
MPTP, Shirpur


Director
MPTP, Shirpur

SVKM's NMIMS School of Pharmacy & Technology Management, Shirpur Academic Calendar 2018 – 2019 M.Pharm. & M.Pharm + MBA (Pharma Tech and Healthcare Management.)			
Details	Program	Start Date	End Date
Semester II & IV			
Continuation of Research Work	M.Pharm - Sem IV, M.Pharm + MBA - Sem IV	03 Dec 2018 (Mon)	
Academic Instruction Duration (regular classes)	M. Pharm, M. Pharm + MBA - Sem II	10 Dec 2018 (Mon)	20 Apr 2019 (Sat)
Academic Instruction Duration (regular classes)	M. Pharm, M. Pharm + MBA - Sem IV	10 Dec 2018 (Mon)	13 Apr 2019 (Sat)
Christmas Vacation	M. Pharm, M. Pharm + MBA	26 Dec 2018 (Wed)	01 Jan 2019 (Tue)
Flavium	M. Pharm , M. Pharm + MBA	Dec-18	
Protsahan	M. Pharm , M. Pharm + MBA	Feb-19	
Submission of Thesis	M.Pharm, M.Pharm + MBA - Sem IV	22 Apr 2019 (Mon)	
Study leave	M. Pharm, M. Pharm + MBA - Sem II	22 Apr 2019 (Mon)	27 Apr 2019 (Sat)
Term End Exam	M. Pharm, M. Pharm + MBA - Sem II	29 Apr 2019 (Mon)	18 May 2019 (Sat)
Term End Examination	M.Pharm, M.Pharm + MBA - Sem IV	25 Apr 2019 (Thu)	04 May 2019 (Sat)
Re – Examination	M. Pharm & M. Pharm + MBA	20 May 2019 (Mon)	29 Jun 2019 (Sat)
Convocation		03 Aug 2019 (Sat)	
Commencement of Next year			
Commencement of Research Work	M.Pharm , M.Pharm + MBA - Sem III (2018-21 batch)	03 Jun 2019 (Mon)	


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SVKM's NMIMS

School of Pharmacy & Technology Management, Shirpur

Academic Calendar 2018 – 2019

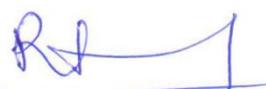
Diploma in Pharmacy

D.Pharm. Part I & II

Details	Program	Start Date	End Date
Academic Instruction Duration (regular classes)	D.Pharm Part I & II	16 Jul 2018 (Mon)	20 Mar 2019 (Wed)
Diwali Vacation	D.Pharm Part I & II	05 Nov 2018 (Mon)	10 Nov 2018 (Sat)
Christmas Vacation	D.Pharm Part I & II	26 Dec 2018 (Wed)	01 Jan 2019 (Tue)
Flavium	D.Pharm Part I & II	Dec-18	
Protsahan	D.Pharm Part I & II	Feb-19	
Study Leave	D.Pharm Part I & II	21 Mar 2019 (Thu)	30 Mar 2019 (Sat)
Annual Exam	D.Pharm Part I & II	01 Apr 2019 (Mon)	20 Apr 2019 (Sat)
Training	D.Pharm Part II	22 Apr 2019 (Mon)	20 Jul 2019 (Sat)
Supplementary Exam	D.Pharm Part I & II	01 Jun 2019 (Sat)	29 Jun 2019 (Sat)


Asso. Dean
SPTM, Shirpur


Dy. Registrar
MPTP, Shirpur


Director
MPTP, Shirpur

2. Any other Academic/general inputs, Rules Policies at school level

2.1 General Guidelines:

- 2.1.1 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.
- 2.1.2 The LCD projector in the classroom can be handled by students, only in the presence of a faculty or any such authority.
- 2.1.3 Students should visit the Student Portal regularly.
- 2.1.4 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.
- 2.1.5 All students are expected to dress up in the most decent and professional manner to maintain decency and decorum of the "profession". Sleeveless revealing dresses and torn jeans are prohibited. Even unintentional violation in this regard would be considered as violation of SPTM Dress Code and will be dealt with accordingly, after one oral warning.
- 2.1.6 The deadline for the submission of projects, presentations and/or date declared for viva shall be final under all circumstances.
- 2.1.7 All doubts regarding attendance should be cleared with concerned faculties at appropriate time (at the end of each class/ during break or at the end of class hours of the day). If a student is marked 'Absent' even when present, s/he should immediately inform the concerned faculty. 'Attendance Report' of all the students in a class would be displayed on the Student Portal / Blackboard at the end of every month. Students are therefore informed to carefully read and follow guidelines under SRB point no. Part 1, failing to do so, no changes in the Attendance Register would be entertained and the contents in the Attendance Register would be considered as correct and final for all purposes.
- 2.1.8 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.
- 2.1.9 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.

2.2 Academic Guidelines:

- 2.2.1 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.
- 2.2.2 Any changes in the course structure, course outlines and so on, will be communicated on the Student Portal / Blackboard.
- 2.2.3 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.
- 2.2.4 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.
- 2.2.5 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.

2.3 Value Added Compulsory Workshops/ Activities

2.3.1 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.

2.3.2 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.

2.3.3 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.

2.3.4 **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).

2.4 Re-Admission rules:

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

Re-admission after Break of Study :

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

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

2.5 Discipline Norms and Penalty:

In continuation to the Discipline Norms and Penalty explained in Part I of this SRB, the names of committee members

2.5.1 Disciplinary Committee

- Dr. Amit B Page
- Dr. Preeti C Sangave

2.5.2 Anti-Ragging Committee

- Dr. Amit B Page
- Dr. Preeti C Sangave

2.5.3 Women Grievance Redressal Committee

- Dr. A S Deshpande
- Dr. S C Bonde
- Dr. P R Dande

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

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

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

3.1.1 End semester examinations

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

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

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

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks	Remark
		Continuous Mode	Sessional Exams / Mid term Exams			Marks	Duration		
			Marks	Duration	Total				
BP101T	Human Anatomy and Physiology I – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP102T	Pharmaceutical Analysis – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP103T	Pharmaceutics I – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP104T	Pharmaceutical Inorganic Chemistry – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP105T	Communication skills – Theory	5	10	1 Hr	15	35	1.5 Hrs	50	*
BP106T	Remedial Biology/ Remedial Mathematics – Theory	5	10	1 Hr	15	35	1.5 Hrs	50	* #
BP107P	Human Anatomy and Physiology – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP108P	Pharmaceutical Analysis – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP109P	Pharmaceutics I – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP110P	Pharmaceutical Inorganic Chemistry – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP111P	Communication skills – Practical	5	5	2 Hrs	10	15	2 Hrs	25	*
BP112P	Remedial Biology – Practical	5	5	2 Hrs	10	15	2 Hrs	25	*
Total		70//80#	115/130 #	23/26# Hrs	185/210#	490/540#	31.5/35# Hrs	675/750#	

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

* Non University Examination (NUE)

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

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks	Remarks
		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	*
Total		80	125	20	205	520	30	725	

* The subject experts at school level shall conduct examinations.

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

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

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

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

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

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks	Remarks
		Continuous Mode	Internal Assessment / Mid term Exams			Marks	Duration		
			Marks	Duration	Total				
BP501T	Medicinal Chemistry II – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP502T	Industrial Pharmacy I – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP503T	Pharmacology II – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP504T	Pharmacognosy and Phytochemistry II – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP505T	Pharmaceutical Jurisprudence – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP506P	Industrial Pharmacy I – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP507P	Pharmacology II – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP508P	Pharmacognosy and Phytochemistry II – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
	Pharma Environment	30	20	1 Hr	50	50	2 Hrs	100	%
	Statistics for Management with MS Excel	30	20	1 Hr	50	50	2 Hrs	100	%
Total		65 / 60\$	105 / 40\$	17/2\$ Hrs	170 / 100\$	480 / 100\$	27 / 4\$ Hrs	650 / 200\$	

% Subject only for B.Pharm+MBA programme

\$ Addition 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	Remarks
		Continuous Mode	Internal Assessment / Mid term Exams			Marks	Duration		
			Marks	Duration	Total				
BP601T	Medicinal Chemistry III – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP602T	Pharmacology III – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP603T	Herbal Drug Technology – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP604T	Biopharmaceutics and Pharmacokinetics – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP605T	Pharmaceutical Biotechnology – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP606T	Pharmaceutical Quality Assurance-Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP606P	Medicinal Chemistry III – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP607P	Pharmacology III – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP608P	Herbal Drug Technology – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
	Pharma Selling Process, PSS & KAM	30	20	1 Hr	50	50	2 Hrs	100	%
	Operations Research	30	20	1 Hr	50	50	2 Hrs	100	%
Total		75 / 60\$	120 / 40\$	18 / 2\$ Hrs	195 / 100\$	555 / 100\$	30 / 4\$ Hrs	750 / 200\$	

% Subject only for B.Pharm+MBA programme

\$ Addition for B.Pharm+MBA programme

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

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks	Remarks
		Continuous Mode	Internal Assessment / Mid term Exams			Marks	Duration		
			Marks	Duration	Total				
	Management Internship Programme I & II (Hospital & Retailers (8 weeks)	50	00	NA	50	0	2 Hrs	50	
BP701T	Instrumental Methods of Analysis – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP702T	Industrial Pharmacy II– Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP703T	Pharmacy Practice – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP704T	Novel Drug Delivery Systems – Theory	10	15	1 Hr	25	75	3 Hrs	100	
BP705 P	Instrumental Methods of Analysis – Practical	5	10	4 Hrs	15	35	4 Hrs	50	
BP706 PS	Practice School	25	-	-	25	125	5 Hrs	150	*
	Marketing Management	30	20	1 Hr	50	50	2 Hrs	100	%
	Business Economics	30	20	1 Hr	50	50	2 Hrs	100	%
	Financial Management I	30	20	1 Hr	50	50	2 Hrs	100	%
	Health Insurance & Hospital Management	30	20	1 Hr	50	50	2 Hrs	100	%
Total		70 / 170\$	70 / 80\$	8 / 4\$ Hrs	140 / 250\$	460 / 200\$	21 / 10\$ Hrs	600 / 450\$	

* The subject experts at School level shall conduct examinations.

% Subject only for B.Pharm+MBA programme

\$ Addition for B.Pharm+MBA programme

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

Course code	Name of the course	Internal Assessment / Mid term Exams				End Exams	Semester	Total Marks	Remarks
		Continuous Mode	Sessional Exams			Marks	Duration		
			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	
Electives: Any Two									
	Elective I	10	15	1 Hr	25	75	3 Hrs	100	
	Elective II	10	15	1 Hr	25	75	3 Hrs	100	
BP803ET	Pharmaceutical Marketing Management - Theory								Electives (Any Two)
BP804ET	Pharmaceutical Regulatory Science - Theory								
BP805ET	Pharmacovigilance - Theory								
BP806ET	Quality Control and Standardization of Herbals - Theory								
BP807ET	Computer Aided Drug Design - Theory								
BP808ET	Cell and Molecular Biology - Theory								
BP809ET	Cosmetic Science - Theory								
BP810ET	Pharmacological Screening Methods - Theory								
BP811ET	Advanced Instrumentation Techniques -Theory								
BP812ET	Dietary Supplements and Nutraceuticals - Theory								
	Pharmaceutical Product Development-Theory								
BP812PW	Project Work	-	-	-	-	150	4 Hrs	150	
	Operations Management & Strategy	30	20	1 Hr	50	50	2 Hrs	100	%
	Organizational Behavior	30	20	1 Hr	50	50	2 Hrs	100	%
	Marketing Research Methodology including Advanced Statistical Tools	30	20	1 Hr	50	50	2 Hrs	100	%
	Project Management	30	20	1 Hr	50	50	2 Hrs	100	%
	Life Skills (Soft Skill & Employability)	30	20	1 Hr	50	50	2 Hrs	100	%
	Brand Plan for Pharma Products	30	20	1 Hr	50	50	2 Hrs	100	%
Total		40 / 180\$	60 / 120\$	4 / 6\$ Hrs	100 / 300\$	450 / 300\$	16 / 12\$ Hrs	550/ 600\$	

% Subject only for B.Pharm+MBA programme

\$ Addition for B.Pharm+MBA programme

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

Name of the course	Internal Assessment / Mid term Exams				End Exams	Semester	Total Marks
	Continuous Mode	Sessional Exams			Marks	Duration	
		Marks	Duration	Total			
Management Internship Programme III (Corporates) (8 weeks)	25	00	NA	25	25	2 Hrs	50
Human Resource Management	30	20	1 Hr	50	50	2 Hrs	100
Brand and Product Management	30	20	1 Hr	50	50	2 Hrs	100
Sales Management	30	20	1 Hr	50	50	2 Hrs	100
Financial Management II	30	20	1 Hr	50	50	2 Hrs	100
Laws Relevant to Pharmaceutical Industry	30	20	1 Hr	50	50	2 Hrs	100
Entrepreneurship Management: Theory & Practices	30	20	1 Hr	50	50	2 Hrs	100
Pharma Supply Chain	30	20	1 Hr	50	50	2 Hrs	100
Electives: Any Two							
Elective I	30	20	1 Hr	50	50	2 Hrs	100
Elective II	30	20	1 Hr	50	50	2 Hrs	100
Regional Language (Gujarati / Marathi / Kannada / Telagu)							Electives subject(Any Two)
Business Analytics							
Customer Relationship Management							
Consumer Behaviour							
Quality Management Systems and Practices							
Total	295	180	9	475	475		950

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

Name of the course	Internal Assessment / Mid term Exams				End Semester Exams		Total Marks
	Continuous Mode	Sessional Exams			Marks	Duration	
		Marks	Duration	Total			
Business Strategy Management	30	20	1 Hr	50	50	2 Hrs	100
Indian Ethos and Business Ethics in Pharma	30	20	1 Hr	50	50	2 Hrs	100
Elective I	30	20	1 Hr	50	50	2 Hrs	100
Elective II	30	20	1 Hr	50	50	2 Hrs	100
Elective III	30	20	1 Hr	50	50	2 Hrs	100
Elective IV	30	20	1 Hr	50	50	2 Hrs	100
Elective V	30	20	1 Hr	50	50	2 Hrs	100
Elective VI	30	20	1 Hr	50	50	2 Hrs	100
Elective VII	30	20	1 Hr	50	50	2 Hrs	100
Elective VIII	30	20	1 Hr	50	50	2 Hrs	100
List of Electives (Choose any 8)							
Marketing of OTC / Nutraceuticals							
Marketing of Cosmeceuticals							
Mergers and Acquisitions							
Pharma Tech Transfer							
Corporate Social Responsibility							
Predictive Analytics							
International Marketing							
Marketing of Biosimilars & Specialty Products							
Digital Strategy in Pharma Industry							
Marketing of Services							
Quantitative Techniques for Forecasting & Decision Making							
Advance Course in Marketing Strategy							
Enterprise Resource Planning							
Operational Excellence in Pharmaceutical Industry							
Total	300	200	10	500	500	20	1000

3.1.2. 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)

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

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

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

3.1.3. 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 tables – X.

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

3.1.4. 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.

3.1.5. Carry forward of marks

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

3.1.6. 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.

3.1.7. Re-examination of end semester examinations

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

Table – IV: Tentative schedule of end semester examinations

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

3.1.8. Academic Progression:

- 3.1.8.1. 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:
- 3.1.8.2. 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.
- 3.1.8.3. 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.
- 3.1.8.4. 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.
- 3.1.8.5. 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.
- 3.1.8.6. 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.
- 3.1.8.7. 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 .
- 3.1.8.8. 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.
- 3.1.8.9. 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.
- 3.1.8.10. 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.
- 3.1.8.11. Any student who has given more than 4 chances for successful completion of I / III semester courses and more than 3 chances for successful completion of II / IV semester courses shall be permitted to attend V / VII semester classes ONLY during the subsequent academic year as the case may be. In simpler terms there shall NOT be any ODD BATCH for any semester.

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

3.1.9. Evaluation:

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

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

1. The Average marks given by a faculty for a course (internal continuous assessment + semester end examination) for a group of students shall be calculated for each course for a batch.
Average marks awarded by a faculty to a group of students (one or more division) for a particular course = Sum of total marks awarded to all students assessed by the faculty for a course divided by number of students in the said group / batch.

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

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

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

3.1.10. Grading of performances

3.1.10.1. Letter grades and grade points allocations:

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

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

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

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

3.1.11. The Semester grade point average (SGPA)

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

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

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

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

3.1.12. Cumulative Grade Point Average (CGPA)

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

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

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

3.1.13. 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

3.1.14. Project work

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

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

Evaluation of Dissertation Book:

Objective(s) of the work done	15 Marks
Methodology adopted	20 Marks
Results and Discussions	20 Marks
Conclusions and Outcomes	20 Marks
Total	75 Marks

Evaluation of Presentation:

Presentation of work	25 Marks
Communication skills	20 Marks
Question and answer skills	30 Marks
Total	75 Marks

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

3.1.15. 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.

3.1.16. Practice School

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

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

3.1.17. Management Internship Programme for B.Pharm+MBA

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

3.1.18. Award of Ranks

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

3.1.19. Award of degree

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

3.1.20. Duration for completion of the program of study

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

3.1.21. 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.

3.1.22. Re-admission after break of study

3.1.22.1. 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.

3.1.22.2. 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

3.2. M.Pharm/ M.Pharm + MBA (PT & HCM)

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

3.2.2. End semester examinations

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

Tables VI. Schemes for internal assessments and end semester examination

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

Semester I

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks	Remarks
		Continuous Mode	Sessional Exams		Total	Marks	Duration		
			Marks	Duration					
MPA101T	Modern Pharmaceutical Analytical Techniques	10	15	1 Hr	25	75	3 Hrs	100	
MPH101T	Drug Delivery Systems	10	15	1 Hr	25	75	3 Hrs	100	
MPH102T	Modern Pharmaceutics	10	15	1 Hr	25	75	3 Hrs	100	
MPH103T	Regulatory Affairs	10	15	1 Hr	25	75	3 Hrs	100	
MPH104P	Pharmaceutics Practicals - I	20	30	6 Hrs	50	100	6 Hrs	150	
	Seminar/Assignment	100	-	-	100	-	-	100	
	Professional Communication	50	-	-	50	50	-	50	*
	Pharma Selling Process, PSS & KAM	30	20	1 Hr	50	50	2 Hrs	100	%
	Total of M.Pharm	210	90	10	300	450	18	700	
	Total of M.Pharm+MBA	240	110	11	350	500	20	800	

% Subject only for MPharm+ MBA

*The subject expert at school level shall conduct examination

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

Semester II

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks	Remarks
		Continuous Mode	Sessional Exams		Total	Marks	Duration		
			Marks	Duration					
MPH201T	Molecular Pharmaceutics(Nano Technology & Targeted DDS)	10	15	1 Hr	25	75	3 Hrs	100	
MPH202T	Advanced Biopharmaceutics & Pharmacokinetics	10	15	1 Hr	25	75	3 Hrs	100	
MPH203T	Computer Aided Drug Development	10	15	1 Hr	25	75	3 Hrs	100	
MPH204T	Cosmetic and Cosmeceuticals	10	15	1 Hr	25	75	3 Hrs	100	
MPH205P	Pharmaceutics Practicals - II	20	30	6 Hrs	50	100	6 Hrs	150	
	Health Insurance & Hospital Management	30	20	1 Hr	50	50	2 Hrs	100	%
	Total of M.Pharm	60	90	10	150	400	18	550	
	Total of M.Pharm+MBA	90	110	11	200	450	20	650	

% Subject only for M.Pharm+ MBA

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

Tables VII. Schemes for internal assessments and end semester examination

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

Semester I

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks	Remarks
		Continuous Mode	Sessional Exams		Total	Marks	Duration		
			Marks	Duration					
MPA101T	Modern Pharmaceutical Analytical Techniques	10	15	1 Hr	25	75	3 Hrs	100	
MQA101T	Quality Management Systems	10	15	1 Hr	25	75	3 Hrs	100	
MQA102T	Quality Control and Quality Assurance	10	15	1 Hr	25	75	3 Hrs	100	
MQA103T	Product Development and Technology Transfer	10	15	1 Hr	25	75	3 Hrs	100	
MQA104P	Pharmaceutical Quality Assurance Practical - I	20	30	6 Hrs	50	100	6 Hrs	150	
	Seminar/Assignment	100	-	-	100	-	-	100	
	Professional Communication	50	-	-	50	50	-	50	*
	Pharma Selling Process, PSS & KAM	30	20	1 Hr	50	50	2 Hrs	100	%
	Total of M.Pharm	210	90	10	300	450	18	700	
	Total of M.Pharm+MBA	240	110	11	350	500	20	800	

% Subject only for M.Pharm+ MBA

*The subject expert at school level shall conduct examination

M Pharm (Pharmaceutical Quality Assurance) & M.Pharm+MBA (Pharmaceutical Quality Assurance)

Semester II

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks	Remarks
		Continuous Mode	Sessional Exams		Total	Marks	Duration		
			Marks	Duration					
MQA201T	Hazards and Safety Management	10	15	1 Hr	25	75	3 Hrs	100	
MQA202T	Pharmaceutical Validation	10	15	1 Hr	25	75	3 Hrs	100	
MQA203T	Audits and Regulatory Compliance	10	15	1 Hr	25	75	3 Hrs	100	
MQA204T	Pharmaceutical Manufacturing Technology	10	15	1 Hr	25	75	3 Hrs	100	
MQA205P	Pharmaceutical Quality Assurance Practical - II	20	30	6 Hrs	50	100	6 Hrs	150	
	Health Insurance & Hospital Management	30	20	1 Hr	50	50	2 Hrs	100	%
	Total of M.Pharm	60	90	10	150	400	18	550	
	Total of M.Pharm+MBA	90	110	11	200	450	20	650	

% Subject only for M.Pharm+ MBA

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

Tables VIII. Schemes for internal assessments and end semester examination

M.Pharm & M Pharm+MBA

(Common for all specialisations)

Semester III

Name of the course	Internal Assessment				End Exams	Semester	Total Marks	Remarks
	Continuous Mode	Sessional Exams		Total	Marks	Duration		
		Marks	Duration					
Management Internship Programme I & II (Hospital & Retailers (8 weeks)	50	00	NA	50	0	2 Hrs	50	%
Research Methodology & Biostatistics	10	15	1 Hr	25	75	3 Hrs	100	*
Journal Club	-	-	-	25	-	-	25	
Discussion / Presentation (Proposal Presentation)	-	-	-	50	-	-	50	
Research Work	-	-	-	-	350	1Hr	350	
Pharma Environment	30	20	1 Hr	50	50	2 Hrs	100	%
Statistics for Management with MS Excel	30	20	1 Hr	50	50	2 Hrs	100	%
Operations Research	30	20	1 Hr	50	50	2 Hrs	100	%
Marketing Management	30	20	1 Hr	50	50	2 Hrs	100	%
Business Economics	30	20	1 Hr	50	50	2 Hrs	100	%
Financial Management I	30	20	1 Hr	50	50	2 Hrs	100	%
Indian Ethos and Business Ethics in Pharma	30	20	1 Hr	50	50	2 Hrs	100	%
Total of M.Pharm	10	15	1	100	425	4	525	
Total of M.Pharm+MBA	320	140	7	500	775	20	1275	

% Subject only for M.Pharm + MBA

*The subject expert at school level shall conduct examination

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

Name of the course	Internal Assessment			End Semester Exams		Total Marks	Remarks	
	Continuous Mode	Sessional Exams		Total	Marks			Duration
		Marks	Duration					
Journal Club	-	-	-	25	-	-	25	
Discussion / Final Presentation	-	-	-	75	-	-	75	
Research Work and Colloquium	-	-	-	-	400	-	400	
Journal Club	-	-	-	25	-	-	25	
Operations Management & Strategy	30	20	1 Hr	50	50	2 Hrs	100	%
Organizational Behavior	30	20	1 Hr	50	50	2 Hrs	100	%
Marketing Research Methodology including Advanced Statistical Tools	30	20	1 Hr	50	50	2 Hrs	100	%
Project Management	30	20	1 Hr	50	50	2 Hrs	100	%
Life Skills (Soft Skill & Employability)	30	20	1 Hr	50	50	2 Hrs	100	%
Brand Plan for Pharma Products	30	20	1 Hr	50	50	2 Hrs	100	%
Pharma Supply Chain	30	20	1 Hr	50	50	2 Hrs	100	%
Financial Management II	30	20	1 Hr	50	50	2 Hrs	100	%
Total of M.Pharm	0	0	0	125	400	0	525	
Total of M.Pharm+MBA	240	160	8	525	800	16	1325	

% Subject only for M.Pharm + MBA

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

Name of the course	Internal Assessment				End Semester Exams		Total Marks
	Continuous Mode	Sessional Exams		Total	Marks	Duration	
		Marks	Duration				
Management Internship Programme III (Corporates) (8 weeks)	25	00	NA	25	25	2 Hrs	50
Human Resource Management	30	20	1 Hr	50	50	2 Hrs	100
Brand and Product Management	30	20	1 Hr	50	50	2 Hrs	100
Sales Management	30	20	1 Hr	50	50	2 Hrs	100
Business Strategy Management	30	20	1 Hr	50	50	2 Hrs	100
Entrepreneurship Management: Theory & Practices	30	20	1 Hr	50	50	2 Hrs	100
Artificial Intelligence in Healthcare	25	-	-	25	25	2 Hrs	50
Elective I	30	20	1 Hr	50	50	2 Hrs	100
Elective II	30	20	1 Hr	50	50	2 Hrs	100
List of Electives (Choose any 2)							
Business Analytics							
Customer Relationship Management							
Consumer Behaviour							
Quality Management Systems and Practices							
Total of M.Pharm+MBA	260	140	7 hr	400	400	18	800

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

Name of the course	Internal Assessment			End Semester Exams		Total Marks	
	Continuous Mode	Sessional Exams		Total	Marks		Duration
		Marks	Duration				
Healthcare Policy & Management	30	20	1 Hr	50	50	2 Hrs	100
Laws Relevant to Pharmaceutical Industry	30	20	1 Hr	50	50	2 Hrs	100
Elective I	30	20	1 Hr	50	50	2 Hrs	100
Elective II	30	20	1 Hr	50	50	2 Hrs	100
Elective III	30	20	1 Hr	50	50	2 Hrs	100
Elective IV	30	20	1 Hr	50	50	2 Hrs	100
Elective V	30	20	1 Hr	50	50	2 Hrs	100
Elective VI	30	20	1 Hr	50	50	2 Hrs	100
List of Electives (Choose any 4)							
Marketing of OTC / Nutraceuticals							
Mergers and Acquisitions							
Pharma Tech Transfer							
Corporate Social Responsibility							
Predictive Analytics							
International Marketing							
Marketing of Biosimilars & Specialty Products							
Digital Strategy in Pharma Industry							
Marketing of Services							
Marketing of Medical Devices							
Quantitative Techniques for Forecasting & Decision Making							
Advance Course in Marketing Strategy							
Enterprise Resource Planning							
Operational Excellence in Pharmaceutical Industry							
Total of M.Pharm+MBA	240	160	8hr	400	400	16 hr	800

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

3.2.3. Internal assessment: Continuous mode

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

Table X. Scheme for awarding internal assessment: Continuous mode

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

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

3.2.4. Seminar

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

3.2.5. Journal Club

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

3.2.6. Sessional Exams

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

3.2.7. Promotion and award of grades

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

3.2.8. Carry forward of marks

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

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

3.2.9. Improvement of internal assessment

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

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

3.2.10. Reexamination of end semester examinations

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

Table XII. Tentative schedule of end semester examinations

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

3.2.11. Allowed to keep terms (ATKT):

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

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

3.2.12. Evaluation:

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

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

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

3.2.13. Grading of performances

3.2.13.1. Letter grades and grade points allocations:

Based on the performances, each student shall be awarded a final letter grade at the end of the

semester for each course. The letter grades and their corresponding grade points are given in table XIII.

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

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

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

3.2.14. The Semester grade point average (SGPA)

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

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

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

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

3.2.15. Cumulative Grade Point Average (CGPA)

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

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

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

3.2.16. Declaration of class

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

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

3.2.17. Project work

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

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

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

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

3.2.18. Award of Ranks

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

3.2.19. Award of degree

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

3.2.20. Duration for completion of the program of study

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

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

3.2.21. Re-admission after break of study

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

3.2.22. 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

3.3. 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.

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

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

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

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

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

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

Mode of examinations:

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

Award of sessional marks:

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

Minimum marks for passing the examination:

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

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

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

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

All candidates who have appeared for all the subjects and passed the Diploma in Pharmacy Part –I examination are eligible for promotion to the Diploma in Pharmacy Part –II class. However, failure in more than two subject shall debar him/ from promotion to the Diploma in Pharmacy Part –II class. The debarred student has to clear the subjects in subsequent Diploma in Pharmacy Part - I examination. A student can be allowed to give maximum three supplementary examinations till s/he clears the subjects i.e., s/he will get one chance of term end examination in the admitted year and three chances of supplementary examination.

Improvement of sessional marks

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

DIPLOMA IN PHARMACY (PART III)

PRACTICAL TRAINING

Period and other conditions for Practical Training

1. After having appeared in Part-II examination for the Diploma in Pharmacy, conducted by university, a candidate shall be eligible to undergo practical training in one or more of the following institutions namely:
 - i. Hospitals/Dispensaries run by Central State Governments/Municipal Corporation/Central Government Health Scheme and Employees State Insurance Scheme.
 - ii. A Pharmacy, Chemist and Druggist licensed under the Drugs and Cosmetics Rules, 1945 made under the Drugs and Cosmetics Act, 1940 (23 of 1940)
2. The institutions referred in sub-regulation (1) shall be eligible to impart training subject to the condition that the number of student pharmacists that may be taken in any hospital, pharmacy, chemist and druggist licensed under the Drugs and Cosmetics Rules, 1945 made under the Drugs and Cosmetics Act, 1940 shall not exceed two where there is one registered pharmacist engaged in his work in which the student pharmacist is undergoing practical training. where there is more than one registered pharmacist similarly engaged, the number shall not exceed one for each additional such registered pharmacist.
3. Hospital and Dispensary other -than those - specified in sub-regulation (1) for the purpose of giving practical training shall have to be recognized by Pharmacy Council of India on fulfilling the conditions specified in Appendix-D to education regulations 91.
4. In the course of practical training, the trainee shall have exposure to

- i. Working knowledge of keeping of records required by various Acts concerning the profession of Pharmacy, and
 - ii. Practical experience in-
 - a) The manipulation of pharmaceutical apparatus in common use
 - b) The reading, translation and copying of prescription including checking of doses
 - c) The dispensing of prescription illustrating the common methods of administering medicaments
 - d) The storage of drugs and medical preparations
5. The practical training shall be not less than five hundred hours spread over a period of not less than three months, provided that not less than two hundred and fifty hours are devoted to actual dispensing of prescriptions.

Procedure to be followed prior to commencing of the training

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

4. Course Structures & Guidelines – of all programmes

Bachelor of Pharmacy – 4 years Programme

First Year Semester I

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

*Non University Examination

Semester II

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

*Non University Examination

**Second Year
Semester III**

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

Semester IV

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

**Third Year
Semester V**

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

Semester VI

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

**Fourth Year
Semester VII**

Area	Subject	Total Hrs.	Credit
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

*Non University Examination

Semester VIII

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

Bachelor of Pharmacy + MBA – 5 years Programme

First Year Semester I

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

*Non University Examination

Semester II

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

*Non University Examination

**Second Year
Semester III**

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

Semester IV

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

**Third Year
Semester V**

Area	Subject	Total Hrs.	Credit
Pharmacy	Medicinal Chemistry II – Theory	60	4
	Industrial Pharmacy I – Theory	60	4
	Pharmacology II – Theory	60	4
	Pharmacognosy and Phytochemistry II – Theory	60	4
	Pharmaceutical Jurisprudence – Theory	60	4
	Industrial Pharmacy I – Practical	60	2
	Pharmacology II – Practical	60	2
	Pharmacognosy and Phytochemistry II – Practical	60	2
Management	Pharma Environment	30	2
	Statistics for Management with MS Excel	30	2

Semester VI

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

**Fourth Year
Semester VII**

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

*Non University Examination

Semester VIII

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

**Fifth Year
Semester IX**

Area	Subject	Total Hrs.	Credit
Management	Management Internship Programme (MIP-III) Corporate	336	8
	Human Resource Management	30	2
	Brand and Product Management	30	2
	Sales Management	30	2
	Financial Management II	30	2
	Laws Relevant to Pharmaceutical Industry	30	2
	Entrepreneurship Management: Theory & Practices	30	2
	Pharma Supply Chain	30	2
	Elective - 1	30	2
	Elective - 2	30	2
	Electives – Any Two		
	• Regional Language (Gujarati / Marathi / Kannada / Telugu)		
	• Business Analytics		
	• Customer Relationship Management		
• Consumer Behaviour			
• Quality Management Systems and Practices			

Semester X

Area	Subject	Total Hrs.	Credit
Management	Business Strategy Management	30	2
	Indian Ethos and Business Ethics in Pharma	30	2
	Elective - 1	30	2
	Elective – 2	30	2
	Elective - 3	30	2
	Elective - 4	30	2
	Elective - 5	30	2
	Elective – 6	30	2
	Elective – 7	30	2
	Elective - 8	30	2
	Electives - Any Eight		
	Marketing of OTC / Nutraceuticals		
	Marketing of Cosmeceuticals		
	Mergers and Acquisitions		
	Pharma Tech Transfer		
	Corporate Social Responsibility		
	Predictive Analytics		
	International Marketing		
	Marketing of Biosimilars & Specialty Products		
	Digital Strategy in Pharma Industry		
Marketing of Services			
Quantitative Techniques for Forecasting & Decision Making			
Advance Course in Marketing Strategy			
Enterprise Resource Planning			
Operational Excellence in Pharmaceutical Industry			

M.Pharm. (Pharmaceutics)

First Year Semester I

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

***Non University Examination**

Semester II

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

Second Year Semester III

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

***Non University Examination**

Semester IV

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

M.Pharm. (Pharmaceutical Quality Assurance)

First Year Semester I

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

*Non University Examination

Semester II

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

Second Year Semester III

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

*Non University Examination

Semester IV

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

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

**First Year
Semester I**

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

Semester II

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

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

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

* Non University Examination

Semester IV

Area	Subject	Total Hrs.	Credit
Pharmacy	Journal Club	15	1
	Discussion / Final Presentation	45	3
	Research Work and Colloquium	465	16
Management	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
	Pharma Supply Chain	30	2
	Financial Management II	30	2

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

Area	Subject	Total Hrs.	Credit
Management	Management Internship Programme (III- Corporate)	336	8
	Human Resource Management	30	2
	Brand and Product Management	30	2
	Sales Management	30	2
	Business Strategy Management	30	2
	Entrepreneurship Management: Theory & Practices	30	2
	Artificial Intelligence in Healthcare	30	2
	Elective - 1	30	2
	Elective - 2	30	2
	Electives - Any Two		
	Business Analytics		
	Customer Relationship Management		
	Consumer Behaviour		
	Quality Management Systems and Practices		

Semester VI

Area	Subject	Total Hrs.	Credit
Management	Healthcare Policy & Management	30	2
	Laws Relevant to Pharmaceutical Industry	30	2
	Elective - 1	30	2
	Elective - 2	30	2
	Elective - 3	30	2
	Elective - 4	30	2
	Elective - 5	30	2
	Elective - 6	30	2
	Electives – Any Six		
	• Marketing of OTC / Nutraceuticals		
	• Mergers and Acquisitions		
	• Pharma Tech Transfer		
	• Corporate Social Responsibility		
	• Predictive Analytics		
	• International Marketing		
	• Marketing of Biosimilars & Specialty Products		
	• Digital Strategy in Pharma Industry		
	• Marketing of Services		
	• Marketing of Medical Devices		
	• Quantitative Techniques for Forecasting & Decision Making		
• Advance Course in Marketing Strategy			
• Enterprise Resource Planning			
• Operational Excellence in Pharmaceutical Industry			

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

**First Year
Semester I**

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

Semester II

Area	Subject	Total Hrs.	Credit
Pharmacy	Hazards and Safety Management	60	4
	Pharmaceutical Validation	60	4
	Audits and Regulatory Compliance	60	4
	Pharmaceutical Manufacturing Technology	60	4
	Pharmaceutical Quality Assurance Practical - II	180	6
	Seminar/Assignment	105	4
Management	Health Insurance & Hospital Management	30	2

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

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

**First Year
Semester I**

Area	Subject	Total Hrs.	Credit
Pharmacy	Drug Regulatory Affairs & Quality Systems	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

Semester II

Area	Subject	Total Hrs.	Credit
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

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

D.Pharm

First Year (Part I)

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

Second Year (Part II)

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

4.1 . List of Awards (Provisional List) – if applicable

4.2. People you should know

University Administration

Name	Designation
Dr. Rajan Saxena	Vice Chancellor
Dr. Sharad Mhaiskar	Pro Vice Chancellor
Dr. Meena Chintamaneni	Registrar
Ms. Shobha Pai	Director (Placements)
Mr. Naveen Nandan	Director (Marketing)
Ms. Vandana Kushte	Deputy Registrar (Academics)
Ms. Anjali Barmukh	Deputy Registrar (Admissions)
Ms. Khyati Bhatt	Deputy Registrar (HR & Personnel)
Mr. Paramanand Rajwar	Deputy Registrar, Administration
Mr. Ashish Tambe	Public Relation Officer
Mr. Joel Gibbs & Ms. Nazneen Raimalwala	Counselling psychologist and a counsellor & Clinical Psychologist and Counsellor
Mr. Shivanand Sadlapur	Librarian
Mr. Ketan Shah / Mr. Sohel Qureshi	LMS Blackboard
Mr. Milind Betkar	Software Development Team
Finance & Accounts	
Ms. Karuna Bhaya	Finance Controller
Ms. Varsha Oak	Addl. Finance Controller
Ms. Ermegilda Goes	Chief Accountant
Examinations	
Mr. Ashish Apte	Controller of Examinations
Ms. Shilpa Patil	Deputy Controller of Examinations
International Linkage	
Ms. Meena Saxena	Director, International Linkages

School Administration

A) The Academia of Pharmacy & Technology Management

Name of the faculty	Designation	Qualification
Dr. Ashwini S Deshpande	Professor	D Pharm, B Pharm, M Pharm, Ph.D.
Dr. Shirish S Deshpande	Professor	B Pharm, M Pharm, Ph.D.
Dr. Sateesh Belemkar	Professor	B Pharm, M Pharm, Ph.D
Dr. Chandrakant. G. Bonde	Professor	B Pharm, M Pharm, Ph.D
Dr. Sanjay Sharma	Asso. Professor	B.Pharm, M.Pharm, Ph.D
Dr. Ranajit N Shinde	Asso. Professor	B.Pharm, M.Pharm, Ph.D
Dr. Preeti C Sangave	Asso. Professor	B.Pharm, M.Pharm, Ph.D
Dr. Parag A Kulkarni	Asso. Professor	B.Pharm, M.Pharm, Ph.D
Dr. Gauravkant Saraogi	Asso. Professor	B.Pharm, M.Pharm, Ph.D
Dr. Dineshkumar Mishra	Asso. Professor	B.Pharm, M.Pharm, Ph.D
Dr. Shashikant B Bagade	Asso. Professor	B Pharm, M Pharm, Ph.D.
Dr. Smita Bonde	Asso. Professor	D.Pharm, B Pharm, M Pharm, Ph.D.

Name of the faculty	Designation	Qualification
Dr. Amit B Page	Asst.Professor	B Pharm, M Pharm, Ph.D.
Dr. Payal Dande	Asst.Professor	B Pharm, M Pharm, PGDPM, Ph.D.
Dr. Santosh U Yele	Asst.Professor	B Pharm, M Pharm, Ph.D.
Dr. Ketan V Hatware	Asst.Professor	B Pharm, M Pharm, Ph.D.
Mr. Meghanath B Shete	Asst.Professor	B.Pharm, M.Pharm
Mr. Piyush Ghode	Asst.Professor	B.Pharm, M.Pharm
Mr. Parshuram Shendge	Lecturer	B.Pharm, M.Pharm
Mrs. Meena Tilawat	Lecturer	B.Pharm, M.Pharm
Mrs. Sravani Hatware	Lecturer	B.Pharm, M.Pharm
Mr. Jineetkumar B. Gawad	Lecturer	B.Pharm, M.Pharm
Mr. Madhav Shelke	Lecturer	B.Pharm, M.Pharm
Mr. Kiran D. Patil	Lecturer	B.Pharm, M.Pharm

B) Administration:

Name	Designation
Dr. Ram Gaud	Director
Mr. Rajeev Dalal	Deputy Registrar (Academic)
Dr. Ashwini Deshpande	Associate Dean
Dr. Sateesh B.	Co-ordinator - Diploma in Pharmacy
Mr. Rahul Dande	Chief Accountant & Administrator
Mr. Mandar Upasani	Assistant Registrar (Examination)
Mr. Mohit Punjabi	Admin Officer
Mr. Rahul Sonawane	Office cum Account Assistant
Mr. Farooq Shaikh	Junior Clerk
Mr. Rahul B Sharma	Coordinator (Academic - Admin)
Placement Cell	
Mr. Sunil Chaturvedi	Director (Pharma Network)
Ms. Rachna Kacker	Placement Executive
Ms. Aurelia D'souza	Placement Assistant
Library	
Mr. Ravindra Mendhe	Deputy Librarian
Mrs. Dipali Mahajan	Library Assistant
Central Instrument Laboratory	
Mr. Mahesh Patil.	Instrumentation Lab Technician
Pilot Plant	
Mr. Mukesh Sonawane	Supervisor – Pilot Plant
Animal House	
Mr. Kiran Pawar	Supervisor – Animal House
Stores	
Mr. Chandrakant Bagul	Laboratory Assistant
Medical Stores	
Mr. Mukesh Patil	Supervisor- Medical Store
Laboratory Staff	
Mr. Hiralal Chaudhary	Laboratory Assistant

Name	Designation
Mr. Hansraj Ahire	Laboratory Assistant
Mr. Kiran Pawar	Laboratory Assistant
Mr. Prafullkumar Rajput	Laboratory Assistant
Mr. Pradip Jadhav	Laboratory Assistant
Mr. Mukesh Sonawane	Laboratory Assistant
Mr. Mahesh Patil.	Laboratory Assistant
Peon	
Mr. Anil Mahajan	Peon

INTERFACE WITH ACCOUNTS DEPARTMENT

Students have to visit the Account Department, Central Office, “A” Wing Ground Floor for following incidences:

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

- 3.4. Payment of Fees: Academic Fees, Non – Academic Fees, Re – Exam Fees, Re – Admission Fees and any other matters with respect to financial implications at Fees Collection Counters of Accounts Department, Central Office, “A” Wing Ground Floor during office hours i.e. 10.00 AM to 05.30 PM on all the working days.

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

- 3.5. Refund of Fees: Refund on Account of Excess Fees, Cancellation of Admission etc. Students have to submit an application along with Original Fees Receipts to Accounts Department, Central Office, “A” Wing Ground Floor. Amounts will be refunded in the form of DD/ Transfer/ Credit to Bank Account.
- 3.6. Re-Examination Fees: The students who have failed and wish to re-appear for an examination will be required to pay the re-examination fees in Accounts Office, which Re - Examination Fees shall be determined from time to time and communicated through suitable mechanisms.
- 3.7. Re-Admission Fees: A student who is not allowed to progress to the next Academic year due to rules regarding failures/ backlog in multiple courses/ subjects shall be required and willing to attend all the classes of that academic year will have to take re-admission. A re-admission fee is applicable for such students, which will include tuition fees and other fees as prescribed from time to time.
- 3.8. Concession in fees: Concession in fees shall be granted to economically weaker section and backward class students depending on the merit of the case of individual student.
- 3.9. Payment of Laundry Service Charges: All the resident students of SPTM, Shirpur Campus willing to avail the laundry service facility have to pay Rs.2,000/- as the initial deposit amount. Laundry service contractor provides “Service Entry Card along with Laundry Service Tariff/ Rate Card” to all such students; which will enable to ascertain the actual amount of services used by the individual student. Balance amount, if any lying credit to the student is refunded; subject to submission of “Original Service Entry Card” and Original receipt.
- 3.10. Refund of Deposit Amounts: Deposit amounts ie. Library, Laboratory, Security and Hostel Deposit are refunded to all the eligible students in the form of DD/ Transfer/ Credit to their Bank Account. Students have to submit an application along with the original fee receipt/ receipts of deposit amount supported with “NO DUES CERTIFICATE”. All the relevant information is made available via e-mail to all individual students.

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

- 3.11. Please allow a period of 3 weeks for issue of the any type Refund.
- 3.12. Duplicate Receipt: Location: Accounts Department, Central Office, “A” Wing Ground Floor.
Accounts Department Procedure:

- ❖ Please submit the application to the Accounts Department.

- 3.12.1. Submit Rupees 100 per receipt to Accounts Department.

- 3.12.2. Please allow a period of a week for issue of a receipt.

4. SVKM'S NMIMS INFOLINE

Agency	Number
Shirpur Nagar Palika	02563 - 255742
Police	
Police Help Line	100
Fire Brigade	
Fire Brigade Help Line	101
Ambulance	102
Travel Agency	
Navkar Travels	02563 - 256499
Swami Travels	02563 - 255393
Shivam Travels	02563 - 257951
Shirpur Bus Stand	02563 - 255017
SVKM'S NMIMS Counselor	022-43555553
SVKM'S NMIMS Shirpur Campus Counselor	9011899866
SVKM'S NMIMS Shirpur Campus	02563-286545-54
Hospitals	
Indira Gandhi Memorial Hospital	02563-255283
General Physician Dr. Digore	9420602331
Hostel	
Hostel Coordinator	8806759888
Hostel Boys - Warden	Extn-602
Girls Hostel - Warden	Extn-702

HOSTEL MANUAL
SVKM'S
NMIMS SHIRPUR CAMPUS

CONTENT

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- 9.10 Guest / Visitor Register
- 9.11 Handing – Taking over Register – Hostel
- 9.12 Student Leave Policy – Annexure III

1.0 OBJECTIVES OF THE HOSTEL LIFE

- (a) To ensure that the students are able to devote adequate time to their studies and research;
- (b) To ensure that students coming from different parts of the country learn to live together and strengthen their relations with mutual cooperation and goodwill; and
- (c) To develop a climate congenial for co-curricular and extra-curricular activities of students.

1.1 INTRODUCTION

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

2.0 HOSTEL MANAGEMENT TEAM

Following members comprises the Hostel management team;

- 2.1 A Member of Management
- 2.2 Hostel in charge (Head / Deputy Head Campus Security)
- 2.3 Rector
- 2.4 Wardens
- 2.5 Assistant wardens
- 2.6 Counselor

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

3.0 FACILITIES

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

3.1 ACCOMMODATION

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

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

3.2 WI-FI CONNECTIVITY

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

3.3 RECREATION

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

3.4 ELEVATORS/STAIRCASE

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

3.5 WASHROOMS

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

3.6 ELECTRONIC SURVEILLIANCE

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

3.7 PARENTS MEETING ROOM

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

3.8 DINING

Each hostel building is provided with exceptional dining facility. At par sitting arrangement is provided to facilitate the students. Televisions are also installed for entertainment during dining. Students need to follow the dining timing, circulated by Hostel authorities. (Break Fast: 07:00 to 09:30/Lunch: 12:00 to 014:00/Dinner 20:00 to 22:00 hrs)

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

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

3.9 DRINKING WATER

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

3.10 **SICK BAY**

Management has the first thought about the health of students. Therefore 24 hours manned Sick bay is made available at Boy's and Girl's hostels. A male nurse is available round the clock to handle any medical emergency. In critical situations basic first aid is given at sick bay and the patient is shifted to IGM Hospital, Shirpur for further treatment with a special ambulance service, available for 24 hours. Resident Medical Officer is available 16:00hrs to 21:00 hrs daily. Specialists also visit campus on fixed days as per schedule.

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

3.11 **PARLOUR**

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

3.12 **LAUNDRY**

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

3.13 Pharmacy store in the boy's hostel which provides generic medicines and other medicines. The timings of the store is 13:00 hrs to 21:00 hrs.

4.0 **GENERAL INSTRUCTIONS**

4.1 No hostel resident is permitted to engage any person for any kind of service for

- personal or otherwise.
- 4.2 Students are advised not to involve in any financial dealings of personal nature i.e. money lending with any employee or student of an Institute.
 - 4.3 Students are not permitted to install any electrical appliances, such as personal TV, AC, immersion heaters/rods, electric heaters/presses/coolers, induction, refrigerators, etc. in the rooms. Cooking of any food item or even preparation of tea/coffee in the hostel rooms is strictly prohibited.
 - 4.4 No pets (animals, birds, etc.) are allowed in the hostel.
 - 4.5 No personal vehicles of resident students are permitted to park inside the campus.
 - 4.6 Academic building, hostel building and entire campus are 'No Smoking zone'. Hence, students are advised to refrain from smoking in the corridors, common rooms, toilets and other public zones of the hostel and campus premises. Strict disciplinary action will be taken against the students found smoking.
 - 4.7 Students are informed that consumption, trafficking or possession of narcotic drugs and/or alcohol within the Campus, including Hostel premises is strictly prohibited. It must be noted that possession of narcotics and/or drugs is severely punishable by law. Appropriate action such as hand over to civil police authorities, will be taken against students found indulged in these acts. Violation of this code will attract a stiff penalty, such as debarment from campus placement, expulsion / rustication from the Institute etc.
 - 4.8 Keeping of any firearms, licensed or unlicensed; any ammunition; explosives; any sharp-edged weapon, retention of which is illegal and unlawful and the same is not permitted in the Hostel and campus.
 - 4.9 Frequent Partying get together in hostel premises is not permitted however students may get prior approval on any important occasions such as 26th Jan, 15th Aug, Holi etc. Special permission may be obtained from hostel authorities for birthday celebrations in specified area and it shall be concluded by 2200hrs strictly, no sound play is permitted. Every participant should ensure that other students are not inconvenienced and disturbed by his/her activities in any manner. Students are expected to respect the right to peace and privacy of others. In case of any complaint, students may be liable for appropriate disciplinary action.
 - 4.10 **Fire Hazards and Safety:**
Candles, incense sticks, combustible materials such as gasoline, paint thinner, oil lamps, mosquito coils, match boxes/lighters are fire hazards and are not permitted in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are strictly banned in and around the Hostel premises. Residents must switch off all lights, fans and electrical appliances including mosquito repelling machines if any, before leaving their rooms. This is necessary to

avoid an inadvertent fire.

4.11 **In case of Fire:**

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

4.12 **Silence Hours:**

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

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

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

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

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

RAGGING AS A CRIMINAL OFFENCE AND WILL BE PUNISHED AS PER INDIAN LAWS.”

ANTI RAGGING COMMITTEE AND CONTACT DETAILS:

NAME	DESIGNATION	MOBILE
Dr. RS Gaud	Director MPTP	02563-261555
Dr. Nikhlesh Sharma	Director MPSTME	02563-261545
Mr. Rahul Dande	Chief Accountant & Administrator	9922763999
Dr. Nitin Choubey	Asso. Dean MPSTME	9890009127
Dr. Ashwini Deshpande	Asso. Dean SPTM	9657762362
Dr. P.P Raichurkar	Asso. Dean CTF	9923946044
Mr. Rajeev Dalal	Dy. Registrar	9425318583
Mr. Anil Nigam	Dy. Head Campus Security	8552048928

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

4.18 **DAMAGE TO HOSTEL PROPERTY**

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

4.19 **MAINTENANCE ACTIVITY**

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

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

4.21 **ATTENDANCE AT WARDEN'S OFFICE**

All students residing at hostel must register their attendance in Duty Warden Office daily by 9 pm. anyone not registered his presence,

shall be marked absent and disciplinary action will be taken against such students.

4.22 CHANGE OF ROOM

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

4.23 PLASTIC FREE ZONE: NMIMS Shirpur Campus is a 'Plastic Free Zone'.

Students and staff should ensure that plastic bags are not used for any purpose inside the campus.

5.0 DO'S AND DONT'S

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

<input checked="" type="checkbox"/> Maintain discipline.	<input checked="" type="checkbox"/> Cook in rooms.
<input checked="" type="checkbox"/> Enter your complete details in the in-out registers when leaving the hostel for more than one day.	<input checked="" type="checkbox"/> Keep or play televisions in your rooms.
<input checked="" type="checkbox"/> Dine in mess of the campus.	<input checked="" type="checkbox"/> Keep or feed pets in your room or campus

6.0 STUDENT'S MOVEMENT

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

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

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

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

6.2 IN CASE OF MISCONDUCT

DISCIPLINE POLICY	
E - Class	
Misconduct	Consequence
1. Being out of the hostel after permitted time	(1) Three Days Academic Suspension with pre-marked Absence in SAP (i.e., Student will attend classes but will lose attendance) and (2) Fifteen days compulsory Yoga classes and (3) Ban on short leave, Shirpur Out-Pass for the period of one month
2. Use of Electrical appliances other than Laptop and Cell phone and for medical reasons with prior approval	
3. Celebrating birthdays in the room	
4. Indiscipline in Gym/Dining Hall	

5. Taking mess utensils outside dining area and food to the rooms	
6. Unauthorized entry into Hostel Kitchen	
7. Assigning Housekeepers for personal use other than mentioned in Hostel Rules	
8. Non-resident student found in hostel room.(Action against both hostler and non-resident)	
D – Class	
Misconduct	Consequence
1. Late reporting after vacation	
2. Shouting slogans and raising voice in a group.	
3. Using bad words/gestures with fellow students/staff/faculty/security.	
4. Not availing granted period of leave and reporting back before leave accomplishment.	(1) Intimation to Parents. and
5. Any complaint of minor misconduct received from outside the campus.	(2) Five Days Academic Suspension with pre-marked Absence in SAP (i.e., Student will attend classes but will lose attendance) and
6. Possession of Outside food/Pressuring security or other staff to let food parcel inside campus	(3) Thirty days compulsory Yoga Classes and
7. Found in indecent position / objectionable pose with a fellow student	(4) Ban on short leave, Shirpur Out-Pass for a period of one month.
C - Class	
Misconduct	Consequence
1. Damage to campus property	1. Intimation to Parents and
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)	2. Seven Days Academic Suspension with pre-marked Absence in SAP (i.e., Student will attend classes but will lose attendance)

3. Any misbehavior during placement tour	<p style="text-align: center;">and</p> <p>3. Ban on short leave, Shirpur Out-Pass for a period of one month.</p> <p>(In case of property damage the cost of property would be recovered).</p> <p>(In case of any misbehavior during placement tour disqualification for further placement assistance.)</p>	
4. Availing Unauthorized leave		
5. Making a group with a view to take law into their own hands, arrogant behavior and arguments with any authority and staff		
6. Possession/Consumption/Transportation of Smoking / (Alcohol – Refer Appendix 1)		
7. Minor physical fight among students or with any staff		
8. Forgery of signatures of authority / producing false documents / giving false information pertaining to hostel and academic rules		
9. Stealing cash or any other item		
B - Class		
Misconduct		Consequence
1. Any complaint of major misconduct received from outside the campus.	<p>Expulsion from Campus for 07 Days (Parents will be called to take their ward within three days-till then student will be on academic suspension). If parents don't come the student would be sent to his parents along with an escort. The cost of the escorts' time and travel will be borne by the student.</p> <p style="text-align: center;">And</p> <p>Ban on short leave, Shirpur Out-Pass for a period of one month.</p>	
2. Serious physical fight among students or with any staff		
3. Stealing cash or any other item		
All cases mentioned here under Class – A will be referred through Discipline Committee to the Office of the Registrar – SVKM's NMIMS, Mumbai.		

A - Class	
Misconduct	Consequence
1. Possession/Consumption/Transportation of Objectionable Material (Includes Making / Threatening fellow students to bring the material inside campus) – Refer Appendix 1 below	Expulsion and Rustication from the University (Parents will be called to take their ward immediately. If parents don't come in a day the student would be sent to his parents along with an escort. The cost of the escort's time and travel will be borne by the student).
2. Having dangerous habit which may adversely affect other students' behavior and safety	
3. Any act by the student which management deems fit for Rustication/Expulsion	
4. Ragging	

Notes

1. Repetition of any act of indiscipline will lead to next higher class of above Policy.
2. Please note that we will be implementing the policy without any compromises and request you not to venture into any act of indiscipline. Please bear in mind that these are for your safety and comfort and to develop you into a great professional.
3. If the law of the land demands some actions on part of the university authorities such as handing over students involved in the objectionable material, law will be ruthlessly followed.
4. The academic suspension may be commuted to the next semester. In case of students from the third year second semester MBA Tech/MBA-Pharma Tech students, the commuting shall be implemented at Mumbai campus.
5. The B.Tech / B.Pharma / D. Pharma or any final year student involved in indiscipline on the margin of completion of course will be fined as under :
E-Class INR 5000/-, D – Class INR 7500/-, C – Class INR 10000/-, B – Class INR 15000/- and A – Class INR 20000/-
6. In case of final year students, who are about to graduate, the consequences will be decided by management on case by case basis.

APPENDIX - 1

(Pertaining to Discipline Policy mentioned above)

This has reference to stringent action against defaulting students involved in the Incidences of Indiscipline cases like Alcohol and Objectionable Material; The University has decided to introduce the following rules with immediate effect to deal with deliberate, willful defaulter students by stringent actions like – **EXPULSION FROM CAMPUS and SUSPENSION FROM UNIVERSITY.**

ALCOHOL

1st Time: He or She found guilty for break of the subject rule for the 1st time shall be liable to **ACADEMIC AND HOSTEL SUSPENSION FOR 7 DAYS.**

2nd Time: He or She found guilty for break of the subject rule consecutively for the 2nd time shall be liable to **SUSPENSION FROM HOSTEL FOR ONE SEMESTER.** In the above case, relaxation from Hostel Suspension for a next forthcoming semester may be granted to the student, subject to written recommendation remark by H.O.D., Associate Dean and Administrative Heads considering if there is any notable on the ground improvement in students' behavior with an appropriate undertaking from the subject student and his parents. The said recommendation will be reviewed and approved by the Director of the MPTP, Shirpur Campus.

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

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

OBJECTIONABLE MATERIAL

1st Time: He or She found guilty for break of the subject rule shall be liable to **SUSPENSION FROM HOSTEL for one Semester.** In the above case, relaxation from Hostel Suspension for a next forthcoming semester may be granted to the student, subject to written recommendation remark by H.O.D., Associate Dean and Administrative Heads considering if there is any notable on the ground improvement in students' behavior with an appropriate undertaking from the subject student and his parents. This will be reviewed and approved by the Director of the MPTP, Shirpur Campus.

2nd Time: He or She found guilty for break of the subject rule consecutively for the 2nd time shall be liable to **PERMANENT SUSPENSION FROM UNIVERSITY.**

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 incharge with regard to various hostel activities.
- 7.1.2 Responsible for overall functioning of hostel Administration.
- 7.1.3 Taking surprise rounds of hostel rooms to check the unlawful activities, anytime during day and night (24hrs).
- 7.1.4 Penalize or issue warning letters or punish the 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 Keep 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.

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 _____

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/Rector/Hostel Coordinator & Warden staff.
5. Students will be required to vacate the rooms within 3 days on completion of the scheduled examination each year.(Normal date for vacating the hostel is 7th May each year, subject to adjustments for examination dates fixed by the appropriate Authority of NMIMS)
6. Students are allowed to stay in the hostel in winter/summer vacations only during the period of attending ATKT exams & that too by paying proportionate extra fees.
7. NMIMS, Shirpur reserves the right to cancel admission of undeserving students without giving any reasons.
8. Students residing in the hostel managed by SVKM's NMIMS shall strictly observe all the rules and Regulations in force from time to time. Breach of rules/regulations may invite rustication/fine.
9. Allotment of room, furniture etc. will be entirely at the discretion of the Director (Admin) and no complaint in this regard will be entertained.
10. NMIMS, Shirpur Campus will not be responsible for any mishap.

III. GENERAL PROCEDURES

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

IV. CODE OF CONDUCT: BEHAVIOUR AND DISCIPLINE

1. All residents are required to maintain high standard of discipline, decency & decorum, etiquette and conduct him / herself in a disciplined & dignified manner expected of students of a prestigious Institution such as ours.
2. They are expected to behave courteously and fairly with everyone both inside and outside the campus. It is the responsibility of the inmates to do their best for maintaining discipline, peace and harmony in the hostel. The senior students are advised to set good examples to their juniors.
3. All residents are required to carry their valid Identity Cards issued to them by the Institute.

4. Smoking, spitting and possession, distribution and consumption of alcoholic beverages, chewable tobacco, prohibited drugs, and / or narcotic drugs in the hostel premises are strictly prohibited.

Students shall not enter the hostel premises in an inebriated state and should not possess such materials. Hostel zone is a smoke-free zone in the Institute, students should not smoke inside the hostel premises/room/ common room/ dining hall / toilets / corridors / terrace etc. Depending on the case, the management reserves the right to take direct

disciplinary action, amounting to even expulsion at short notice from the hostel and rustication from the Institute.

5. Parties, social gatherings in the hostel complex are not permitted without prior and written consent of the Director/Rector/Hostel Authorities. Students shall not conduct group meetings, circulate books, pamphlets and papers inside the hostel premises. Any activity of the students observed to be prejudicial and detrimental to the smooth and peaceful functioning of the college hostel will be viewed seriously by the management and disciplinary action will be taken against those found guilty.
6. A hostel campus should be a place where students can have the best possible conditions for studying and adequate rest. As such due consideration must be accorded to other students at all times. Music must be kept low to allow other's the opportunity to study or sleep in comfort. Television provided in the TV room will be switched on at 6:00 pm and switched off after 10:00 pm. These rules are intended to ensure an encouraging environment for all students.
7. Every case of illness and accident must be reported immediately to the Warden and the Resident Medical Officer. Students suffering from any contagious diseases will not be allowed to stay in the hostel. Decision of the Resident Medical Officer in this regard will be final and binding.
8. Students will not enter rooms of other fellow students without the permission of the inmates.
9. Sports of any kind will not be allowed in the hostel room.
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.
3. The students are required to make proper entry in the register placed with the security supervisor at the hostel main gate. They must write the place where they wish to go and the time of going out and in time on return to the Hostel.
4. Students who wish to leave the hostel for out-station visits and local visits must obtain prior written permission of the Dean/HOD/Mentor **at least two days in advance**. Absence from hostel without permission will be viewed seriously.

VI. UPKEEP OF THE HOSTEL

1. Students are responsible for keeping their rooms and the common areas in the hostel such as visitor's area, bathrooms, stair case, and common room etc clean and tidy at all times. Common hostel furniture must not be moved without the permission of the accommodation officer.
2. Hostel inmates should exercise all possible economy in the use of water and electricity. All fans, lights and electrical appliances must be switched off when not in use. Electrical stove, hot plates, emersion rod heaters, heating blowers, music system with speakers etc. are not permissible in the hostel. Such equipment if found in the hostel room will be taken charging heavy fine and will not be returned at all.
3. Cooking, and making tea etc is not allowed in the hostel room.
4. No repairs in the rooms such as driving nails, screws etc. shall be done by the students themselves. They should lodge a complaint in the respective complaint book, repair work will be done by appropriate skilled personnel.
5. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good/compensate the damage, if any. The hostel management reserves the right to make spot checks on the hostel rooms without prior notice to the students and even in the absence of students.
6. He/she is required to hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.

7. Pasting of posters, photographs, pictures, writings, slogans of any kind or defacing the hostel in any form is not allowed.
8. Electricians, contractors or any other service person may enter rooms as and when necessary in the course of their duty under the directive of the warden. However, every effort will be made to respect the privacy and dignity of the students.
9. No students shall use the services of housekeeping staff for personal or menial work even on payment. Servant from outside even on temporary basis will not be permitted.

VII. VISITORS / GUESTS

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

VIII. MESS TIMINGS AND RULES

1. Hostel mess is compulsory and under no circumstances, private preparation of food in their respective rooms shall be permitted.
2. Pure Vegetarian food is served in the Hostel Mess.
3. Students are required to dine in the Dining Hall.
4. The system of self service will be followed in the mess.
5. Mess timings should be observed strictly as notified from time to time. The meals will not be served before/after the fixed hours.

Breakfast: 07:00 to 9:30 hrs

Snacks: 04:00 pm to 07:00 pm

Lunch: 12:00 noon to 02:00 pm

Dinner: 08:00 pm to 10:00 pm

6. Meals will not be served in the rooms except in cases of illness and that too only with the permission of the warden. The students as well as the mess servants will be penalized for violating the rule.
7. No students shall enter the kitchen or give instructions to the cooks or other servants. Students will not inter-act with the mess staff. They will give their Complaints regarding food, service etc if any, to the Mess Committee/Warden who will resolve them after discussion with Mess Contractor and Rector.
8. Food must not be wasted, paying mess bill does not entitle a diner to waste food.
9. Students must be decently dressed in the dining area.
10. Students are expected to behave properly & interact with the hostel & mess staff in a courteous manner. Disciplinary action will be taken in cases of misbehavior with the staff by any student.
11. Students on no account whatsoever will be permitted to take food outside the mess, nor can they take mess utensils such as plate, spoon, tumblers etc to their rooms. Students indulging in such practice will be fined and punished.
12. Students are not permitted to cook any food on their own accord in the mess or in their rooms.
13. Assist in maintaining a high standard of hygiene & cleanliness in the mess or in their rooms.
14. No notice shall be pasted on walls & notice put up on the notice boards should not be removed by the diners.
15. After eating food, diners shall leave the cup, plate, waste food etc in the designated area.
16. If any diner is medically ill and requires a special diet (e.g. Oil less food) he/she can request the warden to arrange for the same at the mess.
17. Students as a special case can entertain their guests (ladies) in the mess on prior intimation to the warden on buying of guest tokens.
18. No outside food/drinks/snacks are allowed in the campus.

IX. DAMAGES AND RECOVERY

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

X. SAFETY OF VALUABLES AND BELONGINGS

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

XI. CHANGE OF ROOMS

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

XII. TENANCY

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

XIII. SECURITY

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

XIV. HEALTH CARE

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

XV. OTHER FACILITIES

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

XVI. ANTI RAGGING POLICY

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

“Any act causing, inducing, compelling or forcing a student, whether by way of a practical joke or

otherwise, to do any act which detracts from human dignity or violates his/her personal or exposes him to ridicule or forebears from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining or injuring him or by using criminal force to him/her or by holding out to him/her any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force.”

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

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

Ragging in any form is totally prohibited in the college premises, hostel, dining room, cafeteria, common rooms and outside campus, severe action will be taken against students who attempt to inflict ragging or abet ragging, actively or passively, or be a part of a conspiracy to promote ragging.

2. The powers relating to the disciplinary action will vest with the Director and his decision in this respect shall be final.
3. Students found guilty of ragging earlier will not be admitted to this college.
4. **It is mandatory for student to submit ‘ON LINE’ Anti Ragging affidavit. For this, student has to visit the Government website www.amanmovement.org / www.antiragging.in; follow the procedure as instructed in the website and present the affidavit with the hostel admission form.**

XVII. REVISION OF RULES AND REGULATIONS

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

XVIII. COMPLAINTS AND SUGGESTIONS

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

Undertaking
(To be given by student and parent)

I (Student Name).....S/o.....

Address.....

District.....PIN.....State.....

Class.....Branch.....

Contact # (student).....Contact # (father/mother).....

Understand that this campus is completely non-smoking/non-alcoholic and any smoking activity including Objectionable Material (Narcotic/drugs) which are punishable under Indian laws are prohibited in this campus. If I being found in activities such as involved in possession, consumption, transportation, pressurizing other to consume/possess Objectionable Material or any other prohibited material, I shall be expelled from University with immediate effect as per discipline policy of the NMIMS Shirpur Campus.

I give this undertaking that I will not be involved in activities as mentioned above, if found be expelled from University, for which I (undersigned) and my parents will not claim against the decision taken by the NMIMS Shirpur Campus.

Signature of Student

Signature of Parent.

Name

Name

Place

Date.

Part III

ANNEXURES

**APPLICATION OF LEAVE
(SPPSPTM)**

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

Checked by Course Coordinator (Signature):

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.

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

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

5. NMIMS Course Choice (Final)

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

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

6. Hostel Accommodation

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

Single occupancy accommodation Double occupancy accommodation

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

7. Declaration

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

(First name Middle name Last name)

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

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

Signature of the Student: _____ Date _____

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

APPLICATION FORM – NMIMS EXCHANGE STUDENTS

Name of School: _____

Photo

1. Personal InformationName of the Student _____ Roll No. _____
First name Middle name Last nameNationality _____ 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

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 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 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

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

Student Exchange Programme (Visa Application)

(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)

UNDERTAKING For Foreign National Studying at NMIMS University

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

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

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

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

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

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

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

Name & Signature of the student

Date

Mobile Phone Number: _____ (Self) _____

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:

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

Approved by (Exam. Dept)	Date:
--------------------------	-------

Dear Sir,

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

Name of the Student: _____ Mobile
No.: _____

Name of the School:

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

Academic Year: _____ Trimester. /Semester: _____

Permanent /Temporary Physical Disability / Learning Disability**Details of Scribe being arranged by the undersigned**

Name of the scribe: _____

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

Address _____ and _____ Contact
No.: _____

Yours faithfully,

Signature of the Student**Date****Enclosed:** Medical Certificate from a Registered Medical Practitioner with rubber stamp

APPLICATION FOR REFUND

Date: _____

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

(Signature of Student)

Attachments Required

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

Acknowledgement

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

Signature of Counter Staff, Stamp and Date

SVKM'S NARSEE MONJEE INSTITUTE OF MANAGEMENT STUDIES

APPLICATION FOR MIGRATION CERTIFICATE

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

3. Permanent address: _____

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

Examinations	Year of passing	Roll no	Results

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

DECLARATION BY THE STUDENT

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

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

Date: _____

Mumbai 400056

(Signature of the student)

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

P.T.O.

FOR OFFICE USE

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

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

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

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

(Signature of Head of the Dept)

Place : _____

Date : _____

DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No: _____

Date: _____

(Signature of the Person of In – Charge)

INSTRUCTION TO THE STUDENT

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

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

Clearance Certificate

Date: _____

Name: _____

Programme: _____

Roll No: _____

Department	Name of the Concerned Person	Signature
Library (Books)	Person Incharge	
Hostel <i>Applicable only for Hostellers</i>	Person Incharge	
IT / Computer Centre	Person Incharge	
Admissions	Deputy Registrar (Admission) / or Person Incharge	
Examinations	COE / Deputy COE / Person Incharge	
Accounts	Finance Controller / Additional Finance Controller / Person Incharge	

Course Coordinator

Assistant Registrar

Any Additional forms to be added by School

Student Undertaking with respect to the Student Guidelines

(Submit this form to your Course Coordinator latest by -----)

<p>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.</p> <p>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.</p> <p>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.</p>		
Signature: _____		
Name: _____		
(First Name)	(Middle Name)	(Last Name)
Date of Birth: (dd/mm/yy) _____		
Programme: ○ _____		
Roll Number: _____ Email ID: _____		
Address for Correspondence: _____ _____ _____		
Contact Phone Numbers:		
Office:	Residence:	Mobile:
<i>For Office Use:</i>		
Date of Receipt:		
Signature of Course Coordinator:		