

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

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



## Message from Vice-Chancellor

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

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

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

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

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

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

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

Please do spend some time and go through this information carefully so that you do not miss out on any opportunity that NMIMS may have to offer you. The SRB contains a Student Undertaking page at the end of the document, which you are required to sign and submit to your course coordinator by the suggested date.

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

Dr. Ramesh Bhat  
Vice Chancellor

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## Student Guidelines

(With effect from June 2022)

### 1 About these Guidelines:

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

### 2 General Guidelines:

#### Code of Conduct:

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

CODE OF CONDUCT	LINE OF ACTION
<p><b><u>Alcohol and Other Drugs</u></b></p> <p>The unlawful possession, use, purchase or distribution of alcohol, illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs) or paraphernalia or the misuse of prescription drugs including sharing, procuring, buying or using in a different manner from the prescribed use or by someone other than the person for whom it was prescribed.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>
<p><b><u>Assault, Endangerment or Infliction of Physical Harm</u></b></p> <p>Physical restraint, assault or any other act of violence or use of physical force against any member of the campus or any act that threatens the use of physical force.</p>	<p>Suspension from attending college pending enquiry.</p>
<p><b><u>Banners, Chalking and Posters</u></b></p> <p>Defacing of Campus property by means of Banners, Chalking and Posters.</p>	<p>Severe disciplinary action will be taken.</p>
<p><b><u>Bullying, Intimidation, and Stalking</u></b></p> <p><b>Bullying.</b> Bullying includes any electronic, written, verbal or physical act or a series of acts of physical, social or emotional domination that is intended to cause physical or substantial emotional harm to another person or group.</p> <p><b>Intimidation.</b> Intimidation is any verbal, written, or electronic threats of violence or other threatening behaviour directed towards another person or group that reasonably leads the person(s) in the group to fear for their physical well-being.</p> <p><b>Stalking.</b> Stalking is engaging in a course of conduct, repeated acts or communication towards another person, including unauthorized following, which demonstrate either an intent to put another person in fear of bodily injury or cause the person substantial emotional distress.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Any person resorting to such act will amount to ragging and appropriate action will be taken.</p>
<p><b><u>Discrimination, Including Harassment, Based On a Protected Class</u></b></p> <p>Discrimination, including harassment, based on an individual's sex, race, colour, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability or any other legally protected classification.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>
<p><b><u>Disorderly Conduct</u></b></p> <p>Excessive noise, which interferes with classes, school offices or other activities; Unauthorized entry into an area or a closed meeting.</p> <ol style="list-style-type: none"> <li>1 Conduct that restricts or prevents faculty, staff or student employees from performing their duties, including interruption of meetings, classes or events;</li> <li>2 Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others.</li> </ol>	<p>Abstain from attendance for the affective lecture / event.</p>
<p><b><u>False Representation</u></b></p> <p>Provide false information or make misrepresentation to any school office, forgery, alteration, or unauthorized possession or use of school documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail).</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>

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

## 2.18 *Discipline Norms and Penalty:*

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

## 2.19 *Dress Code:*

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

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

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

## 2.20 Punctuality

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

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

### 3.1 Attendance Guidelines

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

### 3.2 Attendance rules for all schools

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

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

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



## 4. Academic Guidelines

### 4.1 Credit Structure

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

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

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

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

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

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

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

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

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

*Kindly refer Part II for school specific criteria.*

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

4.6 Duration of examination

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

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

- 4.8 For all the programs, the weightage for each component will be specified by the Faculty and will form an integral part of the course outline (as per specific requirement of school/programme). The Faculty has flexibility to formulate and implement evaluation system with weightage specified in course outline. While approving the courses, the HOD/Area-in-charge and the Dean/Director/ Associate Dean will ensure that the evaluation components and weightage points assigned to each component are fair. Such evaluation components should be announced to students before commencement of course delivery.
- 4.9 For grading purpose, the weightage mentioned by the faculty in the course outline will be applied for each component of evaluation irrespective of the marks assigned to the said component for the examination.
- 4.10 The minimum number of students to offer a course/s will be decided by Dean/Director of respective schools on the basis of total number of students registered in that particular elective courses.

#### **4.11 Project Guidelines:**

- 4.11.1 From time to time Faculty may assign projects to students in their courses.
- 4.11.2 After submission, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Similarity index / plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS.
- 4.11.3 All policies in regard to confidentiality and discipline needs to be adhere by the student.

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

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

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

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

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

## 7. Examination Guidelines:

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

### 7.1 Discipline in the Examination Hall

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



appropriate action will be taken against such candidate/s.

- 7.1.18 Students should not write anything on the question-paper.
- 7.1.19 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited and will attract penalty.
- 7.1.20 If students want anything, they should approach the Room Supervisor without disturbing other students. However, they should not leave the examination hall on any account, without surrendering his/her answer book.
- 7.1.21 Students will not be allowed to leave the examination hall during the examination and especially during the last ten minutes. They should not leave their seats until answer-books from all students are collected by the Room Supervisor.
- 7.1.22 A student who disobeys any instructions issued by the Invigilator's / Room Supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the University.
- 7.1.23 *Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination only after giving an undertaking in writing that the decision of the University in respect of the reported act of unfair means will be binding on them.*

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

- 7.2.1 A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations.
- 7.2.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (Annexure 7) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.

**7.3 In the following cases of students, the medical certificate of only Government Authorized Agencies would be accepted for Mumbai Campus namely:**

- a) Hearing Impaired Students: Ali Yavar Jung National Institute for the Hearing Handicapped.
- b) Physically Challenged Students: All India Institute of Rehabilitation of Physically Handicapped
- 7.3.1 As regards the student from other campuses, the Government Authorized Agencies from those cities would be accepted.
- 7.3.2 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office of the University. The university will make arrangement alternatively if possible.
- 7.3.3 The scribe should be one grade junior in academic qualification than the student if from the same stream.
- 7.3.4 Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. E.g. for the examination of two hours, 20 minutes extra time will be allowed.
- 7.3.5 The Examination in Charge of the center will have powers to resolve issues, if any, in this regard. She/he will be authorized to make/ accept any last minute changes of scribe under exigencies.
- 7.3.6 The said student will sit in a separate room under supervision.

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

- 7.4.1 At the time of all written examinations, all L.D. students would be given permission to use a writer. In such a case, the student concerned should submit application in writing along with all the necessary documents well before the commencement of the first examination. Also such students would get 25% additional time for writing the examination.
- 7.4.2 These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams
- 7.4.3 Concession will be given for mistakes in spelling or mathematical calculations/graphs.
- 7.4.4 L.D students who have failed to pass a subject/s will be eligible for grace marks up to 3 per cent of the aggregate marks of the subjects in which he/she has appeared. These grace marks would be for one or more subjects.
- 7.4.5 In case of L.D students, the medical certificate of only Government Authorized Agencies would be accepted. For Mumbai campus medical certificate from Sion Hospital / Nair Hospital only would be accepted.
- 7.4.6 The said medical certificate must be produced at the beginning of the academic year to the admission dept. Retrospective benefit will not be given to any student in case certificate is submitted after declaration of results.

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

- 7.5.1 If during the course of an examination, any candidate is found resorting to any of the following acts, he/she shall be deemed to have adopted unfair means at the examination. The adoption of unfair means by the candidates during the examinations is treated seriously and appropriate penalties are imposed after following the principles of natural justice.
- 7.5.2 The broad categories of Unfair Means resorted to by students of the University Examinations and the Quantum of Punishment for each category thereof: -

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

19	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed second time)	Annulment of the performance of the student at the University Examination in full.
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\*(Note: The Term “Annulment of Performance in full” includes performance of the student at the theory examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used thereat.)

- 7.5.3 Students should note that material found with him / her during the examination would be confiscated and would be returned back after completion of inquiry.
- 7.5.4 If on previous occasion, a disciplinary action was taken against a Student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.

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

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

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

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

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

- 7.6.1 The Grievance Redressal Mechanism will apply only to the ‘term-end Examinations’ of the University.
- 7.6.2 The above mechanism will **not apply to** practicals / oral examinations/ viva/ projects/ MCQ’s in online exams/assignments/ dissertation/ presentation/ field work etc.
- 7.6.3 The application for Redressal of Grievance can be made online only through the Student Portal. Applications made through offline mode would not be considered under any circumstances.
- 7.6.4 All the students will be informed the course/module-wise marks obtained by them in the ‘Internal Continuous Assessment’ and ‘Term-end Examination’ by the Examination Office, on the date of declaration of result of the examinations of the respective class/es. The date of declaration of result shall be the date on which examination result is made live on ‘Student Portal’ of the University.
- 7.6.5 Under the Grievance Redressal Mechanism, a student can apply for:
  - a) **Verification of Answer book:** Under this process, on application of the student, the University verifies that (i) all the answers in the respective answer book are evaluated, (ii) marks have been allocated to each answer and carried forward to the first page of the answer book properly and (iii) totalling of the marks on the first page of the answer book has been carried out correctly.

**OR**

- b) **Re-evaluation of the Answer book:** Under this process, the student may (i) opt to first apply for the photocopy/ies of the answer book/s and subsequently apply for the re-evaluation of the said answer book/s after going through the answer book **OR** (ii) directly apply for the re-evaluation of his/her answer book/s without applying for photo copy of his/ her answer book.
- 7.6.6 After the result declaration on ‘student portal’, if a student is not satisfied with the marks awarded to him/her in the Term-end Examination/s, in any course/module, s/he may apply for the Grievance Redressal **within the prescribed number of days as per the example mentioned in the table below:**

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

- 7.6.7 No application, received after the prescribed number of days as mentioned in the table above, shall be entertained for any reason whatsoever.
- 7.6.8 Soft copy/ies of answer books will be available for download on the result declaration page after payment of the fees. Else soft copy of the answer book will be sent by email to the student concerned.
- 7.6.9 Copies of the answer-book/s provided by the University are only for Grievance Redressal mechanism and do not have any evidentiary value.
- 7.6.10 Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/her liable for appropriate punishment by the University. The decision of the University shall be final in this regard.
- 7.6.11 *Application for Redressal of grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever. Also application will be deemed to be complete only after payment of requisite fee.*
- 7.6.12 The application received from the student for re-evaluation shall be placed before an external examiner for re-evaluation.
- 7.6.13 After following the process of re-evaluation under the Grievance Redressal, effect will be given to change in original marks on re-evaluation, if any, as under:
- 7.6.13.1 **If the marks of re-evaluation, increase or decrease by less than ten percent (10%)** There will be no change in the marks and original marks awarded to the candidate in the subject will be retained.
  - 7.6.13.2 **If the marks of re-evaluation increase or decrease between 10.01% and 20%:** In such cases the marks originally awarded to the candidate in the subject shall be treated as null and void and the marks obtained by the candidate after re-evaluation shall be accepted as the marks obtained in that subject. Fractional marks if any shall be rounded off for the purpose of computing the ten percent (10%) difference in marks.
  - 7.6.13.3 **If the marks of re-evaluation increase or decrease by more than 20%** A second reevaluation of the said answer books shall be done by the examiner from the panel of examiners for the said subject and then **an average of the marks obtained in the first re-evaluation and marks obtained in the second re-evaluation shall be taken** and this shall be accepted by the University as the final marks for the said subject (fractional marks if any shall be rounded off to the next integer).
  - 7.6.13.4 An answer book shall be sent for second reevaluation to another senior examiner appointed by the Controller of Examinations in consultation with the Dean of the School or Chairperson of the Board of Studies of the University, if in the first reevaluation, marks of a candidate are decreased below the passing marks or if a candidate obtains 'F' grade after the first reevaluation or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second reevaluation be treated as the final marks in the said subject.

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

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

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

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



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

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

### 8.10 Dean's/ Director's List:

- 8.10.1 10% of the batch (top 10% students) on the basis of highest CGPA will be considered to be eligible to be in Dean's/ Director's List and will get a certificate at the end of the programme. (SBM Mumbai / Campus gives yearly).
- 8.10.2 The Dean's/ Director's list would be for each programme/ stream at each campus.

## 9. Guidelines for Scholarships:

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

All the scholarships offered by UGC are available for students to apply.
- 9.6 A student who wish to apply for scholarship will have to go through school academic office.

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

### 10.1 Admission Cancellation procedure:

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

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

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

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

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

Note: Candidate should refer the offer letter and the submitted admission form for the dates. Cancellation / Refund process will not be applicable if candidate do not fill online form and upload necessary documents.

### 10.2 Payment of fees:

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

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

### 10.3 Academic break:

Following rules are applicable for all the schools of NMIMS.

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

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

### 10.4 Eligibility for Academic Break:

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

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

- 10.4.3 Financial constraints.
- 10.4.4 In executive education, 'temporary transfer to other country / city'
- 10.4.5 Financial crisis/Maternity/ shift of duties/additional assignments at the work place applicable for executive programme participants only.
- 10.4.6 The Dean of respective school will approve the academic break and forward the application of the student to admission department for necessary process.
- 10.4.7 The academic break can be granted to any student at best twice during the programme as long as the total period of academic break is not exceeding one year and not exceeding the validity period of that programme.
- 10.4.8 Payment of Fees for academic break: For details please refer point 13.2.

### 10.5 Re-admission rules:

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

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

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

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

### 10.6 Submission of certificates / mark sheets:

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

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

### 10.7 Admission Deferment:

Following rules are applicable to all the Schools of NMIMS.

#### 10.7.1 Eligibility for admission Deferment:

Only those candidates who have paid the full fee or got an approval for part payment can apply for admission deferment. The candidate has to submit an application for 'admission deferment' in admission department **before** commencement of that programme stating the reasons for admission deferment. Admission deferment can be approved only for one year.

#### 10.7.2 Who can apply:

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

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

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

#### 10.7.3 Process for Admission deferment:

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

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



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

- 10.7.3.3 Offer of admission deferment, if not, taken in the subsequent year will lapse and the fee paid will not be refunded. Further, the applicant, if still wants to apply to NMIMS, has to undergo the admission process again as a fresh applicant.
- 10.7.3.4 The letter of deferment of admission will be issued by admission department to the applicant.
- 10.7.3.5 Students who are found to have applied to other colleges and institutes during their time away from NMIMS will have their admission revoked and fees will not be refunded.
- 10.7.3.6 Financial aid offers cannot be deferred. Students must reapply for financial aid.
- 10.7.3.7 Admitted 'Transfer' students are not eligible for deferred admission.
- 10.7.3.8 Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.
- 10.7.3.9 Once the programme has commenced, then even though the applicant may have not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

## 11. Library Rules and Regulations:

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

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

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

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

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

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

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

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

### 14. Feedback Mechanism:

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

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



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

### 15.1 Mentoring Programme:

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

### 15.2 Psychologist and a Counsellor:

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

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

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

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

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

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

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

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

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

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

World health organisation and the U.S. National Library of medicine articles: National library of Medicine: Psychosomatic disorders in developing countries:

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

WHO | Prevention of bullying-related morbidity and mortality:

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

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

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

**16.5 Contest Winners:**

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

**17. Guidelines for Convocation**

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

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

### 18.1 Class Representative:

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

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

### 18.2 Student Council:

#### NMIMS University Student Council (NUSC)

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

The major roles and responsibilities of Students Council includes:

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

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

### 18.3 Student Council (School Level)

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

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

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

## 19. Interface with Accounts:

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

### 19.2 *Re-examination Fees:*

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

### 19.3 *Re-Admission fees:*

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

### 19.4 *Re-Registration Fees:*

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

### 19.5 *Hostel Deposit Refund:*

Location: NMIMS Accounts Department Procedure:

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

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

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

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

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

Location: Course Coordinator

Procedure:

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

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

### 19.7 *Duplicate Receipt:*

Location: NMIMS Accounts Department Procedure:

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

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

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

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

To help students, Committees have been formed at University level and School level, please refer Part II of SRB. Committee members will be modified if there is any change.

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

*Anti-Ragging Committees:*

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

**20.2 Women Grievance Redressal Cell:**

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

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

*Internal Complaints Committee:*

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

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

#### 20.4 University Student Grievance Redressal Committee:

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

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

For more details, kindly refer AICTE regulations on Ombudsman.

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

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

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

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

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

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

Before Earthquake	During Earthquake	After Earthquake
<ul style="list-style-type: none"> <li>In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake.</li> <li>Make sure your water heater and gas cylinder is secured and intact. This will ensure that it will not fall during an earthquake and hurt someone or start a fire.</li> <li>Keep a torch and a mobile handy.</li> <li>Keep the corridors in the hostel/house clear of furniture and other things, making movement easier.</li> </ul>	<p><b>If you are at home or inside a building</b></p> <ul style="list-style-type: none"> <li>Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture.</li> <li>Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or even under a bed.</li> </ul> <p><b>If you are in the street</b></p> <ul style="list-style-type: none"> <li>Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets.</li> <li>Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse.</li> </ul>	<p><b>If you are at home or inside a building</b></p> <ul style="list-style-type: none"> <li>Expect aftershocks. Be prepared. Stay where you are and do not come out immediately.</li> <li>Keep calm obey any instructions you hear after you come out</li> <li>Turn off the water, gas and electricity</li> <li>Do not smoke and do not light matches or use a cigarette lighter. Do not turn on switches. There may be gas leaks or short-circuits.</li> <li>If there is a fire, try to put it out. If you cannot, call the fire brigade.</li> <li>Immediately clean up any inflammable products that may have spilled (alcohol, paint etc.).</li> <li>Avoid places where there are loose electric wires and do not touch any metal object in contact with them.</li> <li>Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth.</li> <li>Eat something. You will feel better and more capable of helping others.</li> <li>If the building is badly damaged, you will have to leave it. Collect water containers, food, and ordinary and</li> </ul>

Before Earthquake	During Earthquake	After Earthquake
	<p><b>If you are driving</b></p> <ul style="list-style-type: none"> <li>• Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle.</li> </ul>	<p>special medicines (for persons with heart complaints, diabetes, etc.).</p> <ul style="list-style-type: none"> <li>• Help people who are injured. Provide them first aid. Do not move seriously injured people unless they are in danger.</li> </ul> <p><b>If you are outside</b></p> <ul style="list-style-type: none"> <li>• If you know that people have been buried, tell the rescue teams. Do not rush and do not worsen the situation of injured persons or your own situation.</li> <li>• Do not re-enter badly damaged buildings and do not go near damaged structures.</li> <li>• Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass.</li> <li>• Keep away from beaches and low banks of rivers. Huge waves may sweep in.</li> <li>• Keep updating yourself with latest information on earthquake through radio or T. V.</li> </ul>

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

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



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

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

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

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

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

Agency	Contact Number
<b>Disaster Management Cell of Municipal Corporation of Greater Mumbai</b>	108
<b>Police</b>	
Police Help Line	100
Juhu Police Station	26184432 / 26183856
Vile Parle Police Station	26117307 / 26117317
Vile Parle-East, Police Station	26112813
D. N. Nagar, Andheri (W) Police Station	26303893 / 26304002 / 26303038
Andheri (E) Police Station	26831562 / 26842677
Santacruz Police Station	26492972 / 26487856
<b>Fire Brigade</b>	
Fire Brigade Help Line	101
Andheri Fire Station	26205301
<b>Ambulance</b>	
	102 / 1298/1252
<b>Hospitals</b>	
Dr. Balabhai Nanavati Hospital	26182255 / 2626 7500
Dr. Cooper Hospital	26207254
<b>Travel Agency</b>	
V-explore	42705205/ 42705255
<b>Hostel (Contact – Mr. Venugopal)</b>	
MKM Sanghvi Girls Hostel	022-26256382/ 83
Bansi Villa Girls Res. Flats	022-4235 5555 / 5557
G. R. Jani Hostel Boys	022-42334056
Anand Hotel Premises Boys Res Flats	022-4235 5555 / 5557
<b>Psychologists and Counsellors</b>	
For Mumbai Campus: Psychologists and Counsellors, Mr. Joel Gibbs, Ms. Nazneen Raimalwala and Ms. Diksha Tyagi.	
Mr. Joel Gibbs, 8 <sup>th</sup> floor faculty area, Cabin:-West-854, NMIMS Mumbai Campus,	022-42332218 or email <a href="mailto:joel.gibbs@nmims.edu">joel.gibbs@nmims.edu</a>
Ms. Nazneen Raimalwala 7 <sup>th</sup> floor faculty area, Cabin:-732, NMIMS Mumbai (Old bldg.)	022-42332225 or email <a href="mailto:Nazneen.raimalwala@nmims.edu">Nazneen.raimalwala@nmims.edu</a>
Ms. Diksha Tyagi, For students studying at MPSTME	on 02224350512 or email <a href="mailto:diksha.tyagi@nmims.edu">diksha.tyagi@nmims.edu</a>

## 24. People you should know

### University Administration

<b>Name</b>	<b>Designation</b>
Dr. Ramesh Bhat	Vice Chancellor
Dr. Sharad Mhaiskar	Pro Vice Chancellor
Dr. Meena Chintamaneni	Pro Vice Chancellor
Dr. H Ravishankar Kamath	Registrar
Ms. Shobha Pai	Director (Placements)
Mr. Burzeen Bhathena	Director (Marketing)
Dr. Vinod Malap	Deputy Registrar (HR)
Ms. Jayanti Ramesh	Jt. Registrar (Admission)
Ms. Vandana Kushte	Deputy Registrar (Academics)
Mr. Paramanand Rajwar	Deputy Registrar, Administration
Mr. Shivanand Sadlapur	Librarian
Mr. Samir Singh	Deputy Director (Technology Solutions)
Mr. Joel Gibbs & Ms. Nazneen Raimalwala	Sr. Psychologist (Clinical), Counselling Psychologist & Clinical Psychologist
Ms. Diksha Tyagi	Counsellor
<b>Finance &amp; Accounts</b>	
Ms. Karuna Bhaya	Finance Controller
Ms. Varsha Oak	Addl. Finance Controller
Ms. Ermegilda Goes	Chief Accountant
<b>Examinations</b>	
Mr. Ashish Apte	Controller of Examinations
Ms. Shilpa Patil	Deputy Controller of Examinations
Ms. Janhavi Shivgan	Deputy Controller of Examinations
Mr. Naresh Methwani	Deputy Registrar
<b>International Linkage</b>	
Ms. Meena Saxena	Director, International Linkage

# ANNEXURES



**APPLICATION OF LEAVE OF ABSENCE**

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

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

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

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

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

Reason: -

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

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

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

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

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

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

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



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

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

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

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

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

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

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

Parents Name & Address:

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

Address \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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





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

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

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

Exchange program at NMIMS for your: Trimester/Semester \_\_\_\_\_Month \_\_\_\_\_to \_\_\_\_\_Year

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

**6. Declaration**

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

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

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

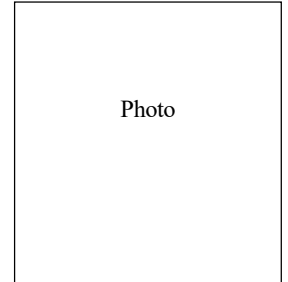
**(Signature of Dean/Director/HOD)**  
**CC. Director – International Linkages**





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

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



**1. Personal Information**

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

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

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

Local Address :

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

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

Permanent Address:

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

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

Person to be contacted in case of emergency:

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

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

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

Address \_\_\_\_\_

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

Medical Insurance details :

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

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

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

\_\_\_\_\_

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

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

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

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





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

(School Letter Head)

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

To:

The Visa Section

The Indian High Commission

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

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

Dear Sir/Madam,

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

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

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

Thanking you,

Yours sincerely,

Dean

(School Name & Address)

(Phone no & email)



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

(School Letter Head)

Dated \_\_\_\_\_

To:

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

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

Mumbai, India

Dear Sir/Madam,

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

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

Thanking you,

Yours faithfully,

DEAN

(School Name & Address)

(Phone no & email)



**Application for availing the facility of a Scribe/Writer during Examinations**  
(To be submitted 7 days prior to the commencement of Examination)

**For Office use:**

Approved by (Exam. Dept)

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

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

Dear Sir,

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

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

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

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

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

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

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

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

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

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

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

Yours faithfully,

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

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

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



**Application for Duplicate Fee Receipt**

Sir/Madam,

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

Please find the particulars as under:

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

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

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

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

Thanking You,

Yours Faithfully,

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

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

Office Remarks:

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

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



REFUND FORM

Annexure 8

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

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

Particulars of my bank for RTGS of the refundable amount are

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

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

(Signature of Student)

Attachments Required

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

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

**APPLICATION FOR MIGRATION CERTIFICATE**

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

Examinations	Year of passing	Roll no	Results

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

**DECLARATION BY THE STUDENT**

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

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

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

Mumbai 400056

(Signature of the student)

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

P.T.O.

FOR OFFICE USE

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

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

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

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

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

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

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

---

DETAILS OF MIGRATION CERTIFICATE ISSUED

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

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

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

---

INSTRUCTION TO THE STUDENT

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

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

**Clearance Certificate**

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

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

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

Roll No. \_\_\_\_\_

Programme: \_\_\_\_\_

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

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

Course Coordinator

Deputy Registrar / Assistant Registrar

Dean / Director



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

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

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

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

-----  
**ACKNOWLEDGEMENT**

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

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

Name:

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

Programme:.....

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

<i>For Office Use:</i>
Date of Receipt:_____
Signature of Course Coordinator:

OFFICE COPY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*For Office Use :*

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

# NMIMS Anthem

We do what's right and not what's easy

We give our best shot each and every time We set the standard

We are the future

We are a part of this institute so fine

NMIMS NMIMS

NMIMS NMIMS

Respect the past

Create the future

Transcend horizons however far

We have what it takes

We make a great team

At NMIMS each one is a star

NMIMS NMIMS

NMIMS NMIMS





# Part II

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

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

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

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

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

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

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

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

**Best Wishes!**  
**Dean**  
**SPSPPTM**

<b>Sr. No.</b>	<b>Details</b>	<b>Page No.</b>
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1.	Any other Academic/general inputs, Rules Policies at school level	1
2.	Placement Guidelines	3
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**1. Any other Academic/general inputs, Rules Policies at school level:**

**Annexure 1**

**1.1 General Guidelines:**

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

**1.2. Academic Guidelines:**

- 1.2.1. The structures of various courses are given separately in the Academic Curriculum section of this document. Students are required to go through this section in detail.
- 1.2.2. Any changes in the course structure, course outlines and so on, will be communicated on the Student Portal.
- 1.2.3. The students will be taught each of these subjects according to the prescribed course outlines. The faculty, however, may circulate individualized session-wise detailed teaching plans to the students.
- 1.2.4. Open Book examinations are permitted if the faculty desires. However, during such examinations, no exchange of notes is permissible. Prior approval of Dean is essential to conduct the same.
- 1.2.5. All the programmes have elective courses in either of the semester. The minimum number of students required to commence the elective course will be 15.

**1.3. Program Validity:**

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

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

**1.4. Discipline Norms and Penalty:**

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

**1.4.1 Anti-Ragging Committee**

Sr. No.	Name	Designation
1.	Dr. Radhakrishna G	Chairperson
2.	Dr. Santosh Yele	Member
3.	Dr. Ashish Kumar Biswas	Member

1.4.2 **Anti-discrimination cell**

Sr. No.	Name	Designation
1.	Dr. Anup Raj	Chairperson
2.	Dr. Narender Vunyale	Member
3.	Dr. Vengalarao Pachava	Member
4.	Ms. Bhagyashri Rathod	Member
5.	Mr. Banoth Venkanna,	Member
6.	Mr. Vasanta Rao,	Member

1.4.3 **Grievance Redressal Committee**

Sr. No.	Name	Designation
1.	Dr. Ashwini Deshpande	Chairperson
2.	Dr. YLN Kumar	Member
3.	Dr. Abhilash Ponnamp	Member
4.	Dr. Rahul Maheshwari	Member
5.	Dr. Prakash Chandra Jha	Member
6.	Mr. Siva Krishna Golla	Member

1.4.4 **Internal Complaints Committee**

Sr. No.	Name	Designation
1.	Dr. Sasmita Mishra	Chairperson
2.	Mrs. Padmashree R	Member
3.	Ms. Mukta Agarwal	Member
4.	Ms. Smita Rao	Member
5.	Mrs. Kabita Sharma	Member

1.4.5 **Placement Cell**

Sr. No.	Name	Designation
1.	Dr. Narender Vunyale,	Member
2.	Dr. Ashish Kumar Biswas,	Member
3.	Ms. Vani Bobba,	Member

1.4.6 **Library Committee (SPTM)**

Sr. No.	Name	Designation
1.	Dr. Ashwini Deshpande	Member
2.	Dr. Santosh Yele	Member
3.	Dr. Jaikanth Chandrasekaran	Member
4.	Ms. Smita Rao	Member
5.	Mr. K. Vasanta Rao	Member

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

1.5.1 **Soft Skills**

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

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

1.5.2 **Industry / Hospital Visits**

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

1.5.3 **Guest Lectures**

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

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

performance in Credit courses.

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

**Annexure 3**

## 2 Placement Guidelines:

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

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

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

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

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

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

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

The Placement process typically involves –

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

### 2.1 Batch Preparation:

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

- a. Interactive sessions with alumni/industry experts in various profiles that help students to gain clarity on role/fit, understanding expectations of the company, future prospects - career evolution, right approach for cracking interviews, listen to first-hand experience & get a feel of life in a particular profile etc.
  - b. Interaction with seniors who have undergone internships in companies.
  - c. Assigning seniors or alumni as mentors to guide students.
  - d. Mock interviews with alumni/corporates to get a direct feedback from people in relevant industries.
  - e. Guest talks and workshops on various topics from corporates.
  - f. Resume building as per guidelines
  - g. Soft skills training etc.
- 2.1.1 Prior to the commencement of the selection process it is expected that students should be having a fair idea about their interest, sector and specialization or at least have some long term vision of where they want to be and should direct their efforts accordingly. A bit of clarity will help students land a good internship/job.

- 2.1.2 Hence students should do a thorough research about the company, the business, the sector, other players in the sector, the financials etc. and be prepared with a background and fact file prior to the process. Also some additional information – the number of interns/recruits in the past, whether the company has a PPO policy, the roles offered, the experience of seniors who interned with the company etc. will be of help.
- 2.1.3 The Placement Office also involves companies in a number of Campus Engagement activities – contests, projects, workshops, seminars, guest talks etc. that would benefit a larger number of students and also help in promoting the excellent quality of the batch.
- 2.1.4 Based on the guidelines, students will have to prepare their resume that would encapsulate info about academics, work experience, internship, co-curricular activities, extracurricular activities, projects, awards, achievements, hobbies etc.

## 2.2 Pre-Placement Talk – PPT

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

## 2.3 Internships/Projects

- 2.3.1 The Placement Office makes all efforts to reach out for internships across varied sectors, companies and profiles. Based on ones' interests and capabilities one should seek internships. Choosing the correct company for internships and performing up to the mark is of utmost importance.
- 2.3.2 The Internships are not only a window to the corporate world but also a relationship-building tool for NMIMS. It allows the companies to have a look at the talent at NMIMS, thereby strengthening Final Placements.
- 2.3.3 Internships are an integral part of the curriculum for securing the degree. It is a great learning platform for our students and goes a long way in shaping the learning obtained in the classroom. This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.
- 2.3.4 The project is expected to build on the theoretical learning with practical experience and help students to identify the gaps in their learning, which they can attempt to fill in. They could also discover areas of interest and future career options.
- 2.3.5 Interactions during the internships both with other interns as well as employees help students to understand the expectations/needs of the organisation, the sector in general, to identify the gaps in their learning and in orienting oneself towards the sector and developing the required skill sets to emerge as the most suitable candidate.
- 2.3.6 Internships also hold a special significance as it is an apt mechanism for companies to spot bright talent early. Many companies have structured internship process which is used as a 'testing ground' to gain a direct understanding of the skill and ability of students leading to declaration of PPO's/PPI's. NMIMS too encourages candidates to work towards such offers that are based on internship performance.
- 2.3.7 Pre Placement Offer (PPO) is an Offer by the company to the intern acknowledging the excellent work done during the internship. Pre Placement Interview (PPI) is an opportunity by the company for the intern to be directly selected for the interview for final placements. Thus, the students should be careful in applying to the companies of their choice and should put in all efforts to convert the internship into an Offer. Thus, the seriousness of this cannot be overstated.
- 2.3.8 While feedback from the company is sought, the internship is also evaluated by School that could involve faculty guide monitoring the performance; periodic report submissions, evaluations, Viva Voce etc.

## 2.4 Final Placements

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

any hitches that may crop up later as the Placement Office approaches many companies and would like to continue the cordial relationship with them. **Annexure 5**

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

### 3 Examination Grievance Redressal Mechanism

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

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

- 3.1 The Grievance Redressal Mechanism will apply only to the 'term-end Examinations' of the University.
- 3.2 The above mechanism will **not apply to** practicals / oral examinations/ viva/ projects/ MCQ's in online exams/assignments/ dissertation/ presentation/ field work etc.
- 3.3 The application for Redressal of Grievance can be made online only through the Student Portal. Applications made through offline mode would not be considered under any circumstances.
- 3.4 All the students will be informed the course/module-wise marks obtained by them in the 'Internal Continuous Assessment' and 'Term-end Examination' by the Examination Office, on the date of declaration of result of the examinations of the respective class/es. The date of declaration of result shall be the date on which examination result is made live on 'Student Portal' of the University.
- 3.5 Under the Grievance Redressal Mechanism, a student can apply for:
  - **Verification of Answer book:** Under this process, on application of the student, the University verifies that (i) all the answers in the respective answer book are evaluated, (ii) marks have been allocated to each answer and carried forward to the first page of the answer book properly and (iii) totalling of the marks on the first page of the answer book has been carried out correctly.
- 3.6 After the result declaration on 'student portal', if a student is not satisfied with the marks awarded to him/her in the Term-end Examination/s, in any course/module, s/he may apply for the Grievance Redressal **within the prescribed number of days as per the example mentioned in the table below:**

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

- 3.7 No application, received after the prescribed number of days as mentioned in the table above, shall be entertained for any reason whatsoever.
- 3.8 Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/her liable for appropriate punishment by the University. The decision of the University shall be final in this regard.
- 3.9 Application for Redressal of grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever. Also application will be deemed to be complete only after payment of requisite fee.
- 3.10 The outcome of Revaluation process shall be final and binding on student.

**Kindly refer the rules for Internal Continuous Assessment / Term End Evaluation, grading system, Passing criteria, method of calculation of CGPA, Re-Examination, exceptional cases– medical etc.**

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



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

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

Annexure 6

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

4.1.1 End semester examinations

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

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

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

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

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

\* Non University Examination (NUE)

Course code	Name of the course	Continu- ous Mode	Internal Assessment			End Semester Exams		Total Marks
			Internal Assessment / Mid term Exams			Marks	Duration	
			Marks	Duration	Total			
BP201T	Human Anatomy and Physiology II – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP202T	Pharmaceutical Organic Chemistry I – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP203T	Biochemistry – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP204T	Pathophysiology – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP205T	Computer Applications in Pharmacy – Theory*	10	15	1 Hr	25	50	2 Hrs	75
BP206T	Environmental sciences – Theory*	10	15	1 Hr	25	50	2 Hrs	75
BP207P	Human Anatomy and Physiology II –Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP208P	Pharmaceutical Organic Chemistry I – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP209P	Biochemistry – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP210P	Computer Applications in Pharmacy – Practical*	5	5	2 Hrs	10	15	2 Hrs	25
BP211P	Inventions in Science	25	-	-	25	-	-	25
<b>Total</b>		<b>105</b>	<b>125</b>	<b>20</b>	<b>230</b>	<b>520</b>	<b>30</b>	<b>750</b>

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

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

Annexure 8

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Internal Assessment / Mid term Exams			Marks	Duration	
			Marks	Duration	Total			
BP301T	Pharmaceutical Organic Chemistry II – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP302T	Physical Pharmaceutics I – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP303T	Pharmaceutical Microbiology – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP304T	Pharmaceutical Engineering – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP305P	Pharmaceutical Organic Chemistry II – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP306P	Physical Pharmaceutics I – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP307P	Pharmaceutical Microbiology – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP308P	Pharmaceutical Engineering – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP309P	Introduction to Research –I Theory	25	-	-	25	-	-	25
<b>Total</b>		<b>85</b>	<b>100</b>	<b>20</b>	<b>185</b>	<b>440</b>	<b>28</b>	<b>625</b>

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

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Internal Assessment / Mid term Exams			Marks	Duration	
			Marks	Duration	Total			
BP401T	Pharmaceutical Organic Chemistry III – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP402T	Medicinal Chemistry I – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP403T	Physical Pharmaceutics II – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP404T	Pharmacology I – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP405T	Pharmacognosy and Photochemistry I – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP406P	Medicinal Chemistry I – Practical	5	10	4 Hr	15	35	4 Hrs	50
BP407P	Physical Pharmaceutics II – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP408P	Pharmacology I – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP409P	Pharmacognosy and Photochemistry I – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP410P	Introduction to Research –II Theory	25	-	-	25	-	-	25
<b>Total</b>		<b>95</b>	<b>115</b>	<b>21</b>	<b>210</b>	<b>515</b>	<b>31</b>	<b>725</b>

Annexure 9



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

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Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Continu- ous Mode	Internal Assessment / Mid term Exams			Marks	Duration	
			Marks	Duration	Total			
BP501T	Medicinal Chemistry II – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP502T	Industrial Pharmacy I – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP503T	Pharmacology II – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP504T	Pharmacognosy and Phytochemistry II – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP505T	Pharmaceutical Jurisprudence – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP506P	Industrial Pharmacy I – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP507P	Pharmacology II – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP508P	Pharmacognosy and Phytochemistry II – Practical	5	10	4 Hrs	15	35	4 Hrs	50
7281BPT001	Technical Writing and Publication I	25	-	-	25	-	-	25
7281P020	Pharma Environment*	30	20	1 Hr	50	50	2 Hrs	100
7281S004	Statistics for Management with MS Excel*	30	20	1 Hr	50	50	2 Hrs	100
<b>Total</b>		<b>90 / 150#</b>	<b>105 / 145#</b>	<b>17/ 19#Hrs</b>	<b>195 / 295#</b>	<b>480 / 580#</b>	<b>27 / 31# Hrs</b>	<b>675 / 875#</b>

\* Subject only for B.Pharm+MBA programme

# Applicable for B.Pharm+MBA programme

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Internal Assessment / Mid term Exams			Marks	Duration	
			Marks	Duration	Total			
BP601T	Medicinal Chemistry III – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP602T	Pharmacology III – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP603T	Herbal Drug Technology – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP604T	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
7281BPT002	Technical Writing and Publication I	25	-	-	25	-	-	25
7281BPP025	Pharma Selling Process, PSS & KAM *	30	20	1 Hr	50	50	2 Hrs	100
7281O002	Operations Research*	30	20	1 Hr	50	50	2 Hrs	100
<b>Total</b>		<b>100/ 160#</b>	<b>120 / 160#</b>	<b>18 / 20#Hrs</b>	<b>220 / 320#</b>	<b>555 / 655#</b>	<b>30 / 34# Hrs</b>	<b>775 / 975#</b>

\* Subject only for B.Pharm+MBA programme

# Applicable for BPharm+MBA programme

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Internal Assessment / Mid term Exams			Marks	Duration	
			Marks	Duration	Total			
	Industrial Training	50	-	-	50	50	-	100
BP701T	Instrumental Methods of Analysis – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP702T	Industrial Pharmacy II– Theory	10	15	1 Hr	25	75	3 Hrs	100
BP703T	Pharmacy Practice – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP704T	Novel Drug Delivery Systems – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP705 P	Instrumental Methods of Analysis – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP706 PS	Practice School*	25	-	-	25	125	5 Hrs	150
BP707	Life Skills	25	-	-	25	-	-	25
7281M001	Marketing Management**	30	20	1 Hr	50	50	2 Hrs	100
7281B007	Business Economics**	30	20	1 Hr	50	50	2 Hrs	100
7281F001	Financial Management I**	15	10	1 Hr	25	25	1 Hrs	50
7281H005	Health Insurance & Hospital Management**	30	20	1 Hr	50	50	2 Hrs	100
<b>Total</b>		<b>145 / 200#</b>	<b>70 / 140#</b>	<b>8 / 12# Hrs</b>	<b>215 / 640#</b>	<b>510/ 685#</b>	<b>23 / 31# Hrs</b>	<b>725 / 1025#</b>

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

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

# Applicable for B.Pharm+MBA programme



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

**NMIMS**

Course code	Name of the course	Internal Assessment / Mid term Exams				End Semester Exams		Total Marks
		Continuou s Mode	Sessional Exams			Marks	Durati on	
			Marks	Duration	Total			
BP801T	Biostatistics and Research Methodology – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP802T	Social and Preventive Pharmacy – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP803	Career Initiation Skills**	25	-	-	25	-	-	25
<b>Electives: Any Two</b>								
	Elective I	10	15	1 Hr	25	75	3 Hrs	100
	Elective II	10	15	1 Hr	25	75	3 Hrs	100
BP803ET	Pharmaceutical Marketing Management - Theory							
BP804ET	Pharmaceutical Regulatory Science - Theory							
BP805ET	Pharmacovigilance - Theory							
BP806ET	Quality Control and Standardization of Herbals - Theory							
BP807ET	Computer Aided Drug Design - Theory							
BP808ET	Cell and Molecular Biology - Theory							
BP809ET	Cosmetic Science - Theory							
BP810ET	Pharmacological Screening Methods - Theory							
BP811ET	Advanced Instrumentation Techniques -Theory							
BP812ET	Dietary Supplements and Nutraceuticals - Theory							
BP813ET	Pharmaceutical Product Development-Theory							
BP812PW	Project Work	-	-	-	-	150	4 Hrs	150
7281O001	Operations Management & Strategy*	30	20	1 Hr	50	50	2 Hrs	100
7281O003	Organizational Behavior*	30	20	1 Hr	50	50	2 Hrs	100
7281M007	Marketing Research Methodology including Advanced Statistical Tools*	30	20	1 Hr	50	50	2 Hrs	100
7281P016	Project Management*	30	20	1 Hr	50	50	2 Hrs	100
7281B005	Brand Plan for Pharma Products *	30	20	1 Hr	50	50	2 Hrs	100
	Quality Managements Systems and Practices*	30	20	1 Hr	50	50	2 Hrs	100
<b>Total</b>		<b>65 / 2225#</b>	<b>60 / 180#</b>	<b>4 / 10# Hrs</b>	<b>125 / 425#</b>	<b>450 / 750#</b>	<b>16 / 28#Hrs</b>	<b>575/ 1175#</b>

\* Subject only for B.Pharm+MBA programme

\*\* Subject only for B.Pharm

# Applicable for Pharm+MBA programme



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

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

**4.1.2. Internal assessment: Continuous mode**

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

**Table – II: Scheme for awarding internal assessment: Continuous mode (For Pharma subjects) Annexure 16**

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

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

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

**4.1.3. Sessional Exams**

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

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

**4.1.4. Promotion and award of grades**

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

**4.1.5. Carrying forward of marks**

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

**4.1.6. Improvement of internal assessment**

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

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

Regular/ Re-examination of end semester examination shall be conducted as per the schedule given in Table IV. The exact dates of examinations shall be notified from time to time.

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

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

**i. Academic Progression:**

- 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:
- A student shall be eligible to carry forward all the courses of I, II and III semesters till the IV semester



examinations. However, he/she shall not be eligible to attend the courses of V semester until all the courses of I and II semesters are successfully completed.

3. A student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of I, II, III and IV semesters are successfully completed.
4. A student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of I, II, III, IV, V and VI semesters are successfully completed. \
5. For B.Pharm+MBA, a student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to attend the courses of IX semester until all the courses of I, II, III, IV, V and VI semesters are successfully completed.
6. For B.Pharm+MBA, a student shall be eligible to carry forward all the courses of VII, VIII and IX semesters till the X semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of I, II, III, IV, V, VI, VII and VIII semesters are successfully completed.
7. A student shall be eligible to get his/her CGPA upon successful completion of the courses of I to VIII / X semesters within the stipulated time period as per the norms specified in Point No. 3.1.20 of Part –II .
8. A lateral entry student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of III and IV semesters are successfully completed.
9. A lateral entry student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of III, IV, V and VI semesters are successfully completed.
10. A lateral entry student shall be eligible to get his/her CGPA upon successful completion of the courses of III to VIII semesters within the stipulated time period as per the norms specified in 25.
11. Any student who was given more than 4 chances for successful completion of I / III semester courses and more than 3 chances for successful completion of II / IV semester courses shall be permitted to attend V / VII semester classes ONLY during the subsequent academic year as the case may be. In simpler terms there shall NOT be any ODD BATCH for any semester.

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

**ii. Grading of performances**

**Letter grades and grade points allocations:**

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

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

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

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

**iii. Semester grade point average (SGPA)**

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

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

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

SGPA shall then be computed as:

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

**Annexure 18**

**iv. Cumulative Grade Point Average (CGPA)**

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

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

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

**v. Declaration of class**

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

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

**vi. Project work**

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

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

**vii. Industrial training:**

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

**viii. Practice School**

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

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

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

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

**x. Award of Ranks**

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

award of Ranks.

**xi. Award of degree**

Candidates who fulfill the requirements mentioned above shall be eligible for award of degree during the ensuing convocation. **Annexure 19**

**xii. Duration for completion of the program of study**

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

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

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

1. Candidate who seeks re-admission to the program after break of study has to get the approval from the university by paying a condonation fee.
2. No condonation is allowed for the candidate who has more than 2 years of break up period and he/she has to rejoin the program by paying the required fees.

**For Management Subjects:**

**Presentation in class**

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

**Mid-term examination**

One midterm exam would be conducted in a semester.

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

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

**Evaluation Weightage**

Evaluation	Weightage	Evaluation Method	Conducted by	Schedule
Internal Continuous Evaluation	50%	Case studies/ Project/ Assignments/ Seminar term Paper/ Viva/ Quiz / Written (Mid-Term) Examinations, etc.	School	Throughout the term
Term End Evaluation	50%	Written Examinations	Examination Dept., SVKM's NMIMS	After the completion of term sessions

**5. List of E resources subscribed by NMIMS**

Sr. No.	Database	Sr. No.	Database	Sr. No.	Database
	<b>LIBRARY SOFTWARE</b>		<b>RESEARCH DATABASES</b>		<b>MARKETING DATABASES</b>
1.	Koha	21.	CMIE: Economic Outlook	38.	TVADINDX
	<b>GRAMMAR/PLAGIARISM CHECK SFT.</b>	22.	CMIE: Prowess IQ	39.	WARC
2.	Grammarly	23.	Euromonitor International: Passport		<b>FINANCE LAB</b>
	<b>ELECTRONIC JOURNAL DATABASES</b>	24.	EViews 8	40.	Bloomberg
3.	ProQuest Central	25.	ISI Emerging Markets		<b>SWAYAM / NDL</b>
4.	EBSCO	26.	SPSS: AMOS	41.	National Digital Library
5.	Economic and Political Weekly	27.	Statista	42.	SWAYAM
6.	JSTOR	28.	STATA		
7.	MathSciNet			43.	Consortium for Educational Communication (CEC)
8.	Co-Design		<b>COMPANY DATABASE</b>		
9.	Current Science	29.	Capitaline AWS		
10.	Design and Culture		<b>STATISTICAL</b>		



		SVKM'S	<b>DATABASE</b>		
11.	Ergonomics in Design	30.	INFLIBNET		
12.	Information Design Journal	31.	EPWRF India Time Series		
13.	Fast Company		<b>LAW DATABASES</b>		<b>Annexure 20</b>
14.	Economic and Political Weekly	32.	Hein Online		
	<b>ENGINEERING DATABASES</b>	33.	SCC Online		
15.	DELNET	34.	LexisNexis		
16.	IEL Online /IEEE	35.	<u>American Journal of International Law</u>		
17.	NPTEL	36.	<u>International Legal Materials</u>		
	<b>E-BOOKS DATABASES</b>	37.	Law & Literature		
18.	E-brary				
19.	Pearson E-Books				
20.	South Asia Archive				

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

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

\*Non University Examination

**Semester II**

Area	Subject	Total Hrs.	Credits
Pharmacy	Human Anatomy and Physiology II – Theory	60	4
	Pharmaceutical Organic Chemistry I – Theory	60	4
	Biochemistry - Theory	60	4
	Pathophysiology – Theory	60	4
	Computer Applications in Pharmacy – Theory*	45	3
	Environmental sciences – Theory*	45	3
	Human Anatomy and Physiology II – Practical	60	2
	Pharmaceutical Organic Chemistry I – Practical	60	2
	Biochemistry – Practical	60	2
	Computer Applications in Pharmacy – Practical*	30	1
	Inventions of Science	15	1

\*Non University Examination

**Second Year -Semester III**

Area	Subject	Total Hrs.	Credits
Pharmacy	Pharmaceutical Organic Chemistry II – Theory	60	4
	Physical Pharmaceutics I – Theory	60	4
	Pharmaceutical Microbiology – Theory	60	4
	Pharmaceutical Engineering – Theory	60	4
	Pharmaceutical Organic Chemistry II – Practical	60	2
	Physical Pharmaceutics I – Practical	60	2
	Pharmaceutical Microbiology – Practical	60	2
	Pharmaceutical Engineering – Practical	60	2
	Introduction to Research I- Theory	15	1



**Semester IV**

**Annexure 22**

Area	Subject	Total Hrs.	Credits
Pharmacy	Pharmaceutical Organic Chemistry III – Theory	60	4
	Medicinal Chemistry I – Theory	60	4
	Physical Pharmaceutics II – Theory	60	4
	Pharmacology I – Theory	60	4
	Pharmacognosy and Phytochemistry I – Theory	60	4
	Medicinal Chemistry I – Practical	60	2
	Physical Pharmaceutics II – Practical	60	2
	Pharmacology I – Practical	60	2
	Pharmacognosy and Phytochemistry I – Practical	60	2
	Introduction to Research II- Theory	15	1

**Third Year  
Semester V**

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

**Semester VI**

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

Area	Subject	Total Hrs.	Credits
Pharmacy	Industrial Training	168	4
	Instrumental Methods of Analysis – Theory	60	4
	Industrial Pharmacy II – Theory	60	4
	Pharmacy Practice – Theory	60	4
	Novel Drug Delivery Systems – Theory	60	4
	Instrumental Methods of Analysis – Practical	60	2
	Practice School*	180	6
	Life Skills	15	1

\*Non University Examination

**Semester VIII**

Area	Subject	Total Hrs.	Credits
Pharmacy	Biostatistics and Research Methodology - Theory	60	4
	Social and Preventive Pharmacy - Theory	60	4
	Career Initiation Skills	15	1
	Elective 1	60	4
	Elective 2	60	4
	Project Work	180	6
	<b>Electives</b>		
	• Pharmaceutical Marketing Management - Theory		
	• Pharmaceutical Regulatory Science – Theory		
	• Pharmacovigilance – Theory		
	• Quality Control and Standardization of Herbals – Theory		
	• Computer Aided Drug Design – Theory		
	• Cell and Molecular Biology – Theory		
	• Cosmetic Science – Theory		
	• Pharmacological Screening Methods – Theory		
• Advanced Instrumentation Techniques – Theory			
• Dietary Supplements and Nutraceuticals - Theory			
• Pharmaceutical Product Development – Theory			

**Bachelor of Pharmacy + MBA – 5 years Programme  
First Year-Semester I**

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

\*Non University Examination

**Semester II**

Area	Subject	Total Hrs.	Credits
Pharmacy	Human Anatomy and Physiology II – Theory	60	4
	Pharmaceutical Organic Chemistry I – Theory	60	4
	Biochemistry - Theory	60	4
	Pathophysiology – Theory	60	4
	Computer Applications in Pharmacy – Theory*	45	3
	Environmental sciences – Theory*	45	3
	Human Anatomy and Physiology II – Practical	60	2
	Pharmaceutical Organic Chemistry I – Practical	60	2
	Biochemistry – Practical	60	2
	Computer Applications in Pharmacy – Practical*	30	1
	Inventions in Science	15	1

\*Non University Examination

**Second Year  
Semester III**

Area	Subject	Total Hrs.	Credits
Pharmacy	Pharmaceutical Organic Chemistry II – Theory	60	4
	Physical Pharmaceutics I – Theory	60	4
	Pharmaceutical Microbiology – Theory	60	4
	Pharmaceutical Engineering – Theory	60	4
	Pharmaceutical Organic Chemistry II – Practical	60	2
	Physical Pharmaceutics I – Practical	60	2
	Pharmaceutical Microbiology – Practical	60	2
	Pharmaceutical Engineering – Practical	60	2
	Introduction to Research I-Theory	15	1

**Semester IV**

Area	Subject	Total Hrs.	Credits
Pharmacy	Pharmaceutical Organic Chemistry III – Theory	60	4
	Medicinal Chemistry I – Theory	60	4
	Physical Pharmaceutics II – Theory	60	4
	Pharmacology I – Theory	60	4
	Pharmacognosy and Phytochemistry I – Theory	60	4
	Medicinal Chemistry I – Practical	60	2
	Physical Pharmaceutics II – Practical	60	2
	Pharmacology I – Practical	60	2
	Pharmacognosy and Phytochemistry I – Practical	60	2
	Introduction to Research II-Theory	15	1

**Third Year  
Semester V**

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

**Semester VI**

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

Area	Subject	Total Hrs.	Credits
Pharmacy	Instrumental Methods of Analysis – Theory	60	4
	Industrial Pharmacy II – Theory	60	4
	Pharmacy Practice – Theory	60	4
	Novel Drug Delivery Systems – Theory	60	4
	Instrumental Methods of Analysis – Practical	60	2
	Practice School*	180	6
Management	Marketing Management	30	2
	Business Economics	30	2
	Financial Management I	15	1
	Health Insurance & Hospital Management	30	2
	Life Skills	15	1

**\*Non University Examination**

**Semester VIII**

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

Area	Subject	Total Hrs.	Credits
Management	Management Internship Programme	714	17
	Human Resource Management	30	2
	Brand and Product Management	30	2
	Sales Management including Data Analytics	30	2
	Financial Analysis Planning & Control	30	2
	Patient Engagement – Digital	15	1
	Doctor Communications – Tech Enabled	15	1
	Business Analytics (Visuals)	30	2
	Customer Relationship Management	30	2
	Consumer Behaviour	30	2
	Health Technology Assessment	15	1
	Leading Digital –Turning Technology into Business Transformation (incl. AI in Healthcare)	15	1
	Digital Strategy in Pharma Industry	15	1
	Indian Ethos and Business Ethics in Pharma	15	1
	Business Strategy Management	30	2
Career Initiation Skills	15	1	

**Semester X**

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


**7. Approved Academic Calendar of all programs:**

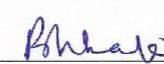
**Annexure 28**

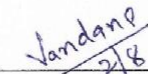
SVKM'S NMIMS  
Shobhaben Pratapbhai Patel School of Pharmacy & Technology Management, Mumbai &  
School of Pharmacy & Technology Management, Shirpur & Hyderabad  
B.Pharm. & B.Pharm+MBA (Pharma. Tech.) First Year  
Academic Calendar for the Academic Year :2022-2023


Details	Program-Sem	Start date	End Date	No. of Working Days
<b>Semester I</b>				
Induction Program	B.Pharm & B.Pharm+MBA-Sem I	17 Aug 2022	24 Aug 2022	6 days
Academic Instruction Duration	B.Pharm & B.Pharm+MBA-Sem I	17 Aug 2022	24 Dec 2022	102 days
Sessional I	B.Pharm & B.Pharm+MBA-Sem I	17 Oct 2022	08 Nov 2022	14 days
<b>Diwali Vacation</b>		<b>21 Oct 2022</b>	<b>27 Oct 2022</b>	<b>7 Days</b>
Sessional II	B.Pharm & B.Pharm+MBA-Sem I	05 Dec 2022	17 Dec 2022	12 days
Term End Exam	B.Pharm & B.Pharm+MBA-Sem I	05 Jan 2023	25 Jan 2023	18 days
CAP Round (For Faculty)	B.Pharm & B.Pharm+MBA-Sem I	04 Jan 2023	30 Jan 2023	23 days
<b>Semester II</b>				
Academic Instruction Duration	B.Pharm & B.Pharm+MBA-Sem II	27 Jan 2023	03 Jun 2023	104 days
<b>Winter Vacation</b>		<b>26 Dec 2022</b>	<b>01 Jan 2023</b>	<b>7 Days</b>
<b>Sports Day</b>	<b>All Programs</b>	<b>Jan-2023</b>	<b>--</b>	<b>1 day</b>
<b>Isthmus / Urjja</b>	<b>All Programs</b>	<b>Feb-2023</b>	<b>--</b>	<b>2 days</b>
Improvement Sessional	B.Pharm & B.Pharm+MBA-Sem I	20 Feb 2023	25 Feb 2023	6 days
Sessional I	B.Pharm & B.Pharm+MBA-Sem II	20 Mar 2023	03 Apr 2023	12 days
Sessional II	B.Pharm & B.Pharm+MBA-Sem II	08 May 2023	20 May 2023	12 days
Term End Exams	B.Pharm & B.Pharm+MBA-Sem II	05 Jun 2023	24 Jun 2023	18 days
CAP Round (For Faculty)	B.Pharm & B.Pharm+MBA-Sem II	06 Jun 2023	01 Jul 2023	23 days
Re-Exams	B.Pharm & B.Pharm+MBA (All Eligible Batches)	Jul 2023	Aug 2023	53 days
<b>Summer Vacation (For Students: Re-exams will be conducted during Summer Vacation)</b>	For Faculty Slot I	09 May 2023	19 Jun 2023	42 Days
	Slot II	15 May 2023	25 Jun 2023	
	For Student	26 Jun 2023	02 Jul 2023	07 days
Commencement of next Academic year (AY 2023-24)	B.Pharm & B.Pharm+MBA- Sem I & III	03 Jul 2023	---	

*Dates are tentative*

  
AR  
(SPPSPTM)

  
Dean  
(SPPSPTM)

  
DR-Academics  
P.S.  
3-17/24(NMIMS)

  
Controller of Examinations  
(NMIMS)

8. LIST OF HOLIDAYS FOR THE YEAR 2022

SVKM's NMIMS Deemed to be University

Annexure 29

	NMIMS (Mumbai, Navi Mumbai, Shirpur & Dhule)		NMIMS (Bangalore)		NMIMS (Hyderabad)		NMIMS (Indore)		NMIMS (Chandigarh)	Calendar2022	
<b>List of Holidays for the year 2022</b>											
	OCCASION		OCCASION		OCCASION		OCCASION		OCCASION	DATE	DAY
1	New Year	1	New Year	1	New Year	1	New Year	1	New Year	01-Jan-22	Saturday
								2	Lohri	13-Jan-22	Thursday
				2	Sankranti/ Pongal					14-Jan-22	Friday
		2	Sankranti/ Pongal	3	Sankranti/ Pongal					15-Jan-22	Saturday
2	Republic Day	3	Republic Day	4	Republic Day	2	Republic Day	3	Republic Day	26-Jan-22	Wednesday
3	Mahashivratri					3	Mahashivratri	4	Mahashivratri	01-Mar-22	Tuesday
4	Holi	4	Holi	5	Holi	4	Holi	5	Holi	18-Mar-22	Friday
						5	Rang Panchami			22-Mar-22	Tuesday
				6	Ugadi					01-Apr-22	Friday
5	Gudi Padwa	5	Ugadi	7	Ugadi					02-Apr-22	Saturday
								6	Baisakhi	14-Apr-22	Thursday
6	Good Friday	6	Good Friday			6	Good Friday	7	Good Friday	15-Apr-22	Friday
7	Ramzan-Id	7	Ramzan-Id	8	Ramzan-Id	7	Ramzan-Id	8	Ramzan-Id	03-May-22	Tuesday
				9	Telangana Day					02-Jun-22	Thursday
										09-Jul-22	Saturday
8	Rakshabandhan	8	Rakshabandhan	10	Rakshabandhan	8	Rakshabandhan	9	Rakshabandhan	11-Aug-22	Thursday
9	Independence Day	9	Independence Day	11	Independence Day	9	Independence Day	10	Independence Day	15-Aug-22	Monday
						10	Janmasthanami			18-Aug-22	Thursday
10	GopalKala							11	GopalKala	19-Aug-22	Friday
11	Ganesh Chaturthi	10	Ganesh Chaturthi	12	Ganesh Chaturthi	11	Ganesh Chaturthi	12	Ganesh Chaturthi	31-Aug-22	Wednesday
12	Anant Chaturdasi									09-Sep-22	Friday
		11	Mahanavami, Ayudha Pooja							04-Oct-22	Tuesday
13	Dushera	12	Dushera	13	Dushera	12	Dushera	13	Dushera	05-Oct-	Wednesday



Document for the UNIVERSITY											
							22				
14	Narak Chaturdashi	13	Narak Chaturdashi	14	Narak Chaturdashi	13	Narak Chaturdashi	14	Narak Chaturdashi	24-Oct-22	Monday
15	Diwali	14	Diwali	15	Diwali	14	Diwali	15	Diwali	25-Oct-22	Tuesday
16	Diwali (Balipratipada)	15	Diwali (Balipratipada)	16	Diwali (Balipratipada)	15	Diwali (Balipratipada)			26-Oct-22	Wednesday
		16	Kannada Rajyothsava							01-Nov-22	Tuesday
						16	Gurunanak Jayanti	16	Gurunanak Jayanti	08-Nov-22	Tuesday
Holidays falling on Sunday											
					1	Ram Navmi				10-Apr-22	Sunday
1	Maharashtra Day	1	Labor Day	1	Labor Day					01-May-22	Sunday
2	Gandhi Jayanti	2	Gandhi Jayanti	2	Gandhi Jayanti	2	Gandhi Jayanti	1	Gandhi Jayanti	02-Oct-22	Sunday
3	Christmas	3	Christmas	3	Christmas	3	Christmas	2	Christmas	25-Dec-22	Sunday

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

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

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

### 9. Hostel Guidelines:

**Hostel accommodation is compulsory for all students of MBA 2020-22 batch**  
Student Accommodation (Hostels / Campus & Canteen)  
Rules and Regulations

**NMIMS 24 x 7 Emergency Number 9247023501**

- Admission is open to full time students of SVKM'S NMIMS.
- The application form completed in all respects should be submitted to the Office of the Registrar / Deputy Registrar on any working day during office hours.
- Admission to the Hostel will be canceled if incomplete or false information is furnished.
- Applicants offered admission in the Hostel will be informed by letter/email or their names will be put up on our website (3 days prior to start the course). They will have to take up the accommodation by the stipulated date, failing which his/her admission will be cancelled.
- Admission will be valid for one academic year only (10 months from the date of commencement of course).
- Students will be required to vacate the room within 3 days on completion of the scheduled examination each year, subject to adjustment of examination dates fixed by the appropriate Authority of NMIMS.
- Students are allowed to stay in the Hostel during the winter / summer vacations by paying proportionate extra fees.
- Fresh application will have to be filled up for next year accommodation.
- Hostel fee for the next academic year is required to be paid in the month of February to April.
- NMIMS reserves its right to cancel admission of undeserving students without giving any reason.
- NMIMS reserves its right to increase the hostel fee, if necessary.

- NMIMS will not be responsible for any mishap.
  - Hostel accommodation in flats is tentative, which depends on availability of the flat.
  - Student 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.
  - During their stay in the Hostel they will be under the control of the Officials of NMIMS / Warden.
  - Smoking, consumption of alcoholic drinks, drugs and spitting is strictly prohibited in the hostel premises. Strict action will be taken against defaulter (as per rule).
  - No guest or visitor of the inmate will be permitted to visit rooms. Visitors and guests should be received in the Visitors room or Reception area only between 8:00 a.m. to 8:00 p.m.
  - Every student shall be in his / her hostel by 10.30 p.m. If he / she has to stay out after the said timing owing to any special reason, he / she must obtain prior permission from the Deputy Registrar / Warden. The application for leave of absence from the hostel shall be made in writing through School Head to the Deputy Registrar and his permission shall be obtained. Late entry without prior permission will invite penalty / rustication. Please Note that, 'Night out' is allowed only to visit local guardian or relatives staying in Hyderabad. A maximum of 8 'Night outs' will be allowed in a month. The students who are taking night outs are not allowed to enter the hostel after 8:00 pm on the respective day till next day morning 8:00 am of taking the night out. Students have to submit a copy of the night out application (duly signed by the hostel authorities) to the security guard and also need to enter the time of leaving the hostel on the night out register.
  - No students shall use the service of a hostel servant for personal work even on payment. He/she shall also not bring any servant from outside even temporarily.
  - Students will not enter rooms of other students without permission of the inmates. Students should not go to other Students flat after 8.00 p.m. in the night.
  - Every case of illness and accident must be reported immediately to the Deputy Registrar / School Head.
  - No functions or celebrations shall be organized except with the permission of the Deputy Registrar.
  - Resident students are not permitted to convene any meeting of any sort under any circumstances anywhere in the Hostel premises without the prior permission of the Deputy Registrar or the School Head.
  - No poster etc. should be put up anywhere, either in rooms or lobbies.
  - Students are not allowed to play any kind of sports in the room.
  - Throwing of water, colour etc. on one another and on the walls / property of the hostel is strictly prohibited.
  - Students suffering from any contagious disease will not be allowed to stay in the hostel. Decision of the Deputy Registrar in this regard will be final and binding.
- 
- Allotment of the room, furniture etc. will be entirely at the discretion of the Deputy Registrar/ Warden and no complaint in this regard will be entertained.
  - Every student shall keep the room allotted to him clean and neat. He / She shall take proper care of the furniture and fixtures handed over to him / her. The hostel authorities have the right to enter and inspect the rooms at any time, even in the absence of students.
  - All matters relating to differences among students and complaints about the hostel servants shall be brought to the notice of the Deputy Registrar, who will take such action as may be necessary. No police complaint will be lodged by the students before taking prior permission from the Deputy Registrar.
  - Students are expected to switch off the lights and fans in their rooms every time they go out and take precautions to economies electricity consumption.
  - Charges for any damages to the property as well as to the furniture and fixtures caused by a student/students negligence will be recovered from the student/students staying in the said flat / room.
  - Student should not drive nails, screws etc. into the wall or doors. No repair shall be done by the students themselves.  
They should approach the Deputy Registrar who will arrange for repairs.
  - Hostel is meant only for the use of bonafide students of that particular hostel. Visitors are not allowed to enter any room.
  - The Hostel Authorities did not hold themselves responsible for the safe custody of the property of the students



staying in the hostel. Students should provide their own locks and should take proper care of their belongings. They should not leave the key of the room anywhere around. NMIMS will not be responsible for the loss of personal belongings of the students.

- All the facilities including additional facilities like T.V., WiFi, etc. being misused shall be discontinued without given any notice and disciplinary action will be taken against the students involved.
- Before leaving the hostel, a student must pay all dues and hand over the charges of rooms and other material in satisfactory condition to the Deputy Registrar.
- If any student is found misbehaving and misconducting himself, he/she will be expelled from the hostel immediately and the fees paid by him / her will be forfeited.
- Permission must be sought and obtained, if night outs (only for local guardian and parent's house) are desired from hostel in charge, atleast two days in advance.
- No music system is allowed in hostel / flats.
- Any complaint (indecent behavior/noisy) from the neighbors/society will result in severe action.
- Hostel is required to be vacated with luggage in every summer vacation.
- Students are provided with some add on facilities (tentative) like Fridge / TV / Washing Machine / Wi-Fi connection / Micro Oven / Water Filter / Single Bed / Cupboard / Chair / Study Table etc. Cleaning staff / Security services are provided at every location. Since down time in the operation of internet is a general phenomenon, hence students are expected to bear the same.
- Ragging is strictly prohibited inside the hostel premises.
- The students have to apply leave in prescribed form one day in advance, stating the reason for leaving and the address of destination and have to take approval from hostel authorities and a copy of the leave application form need to be submitted to security guard of respective hostels, if anyone leaves the hostel.
- Students are prohibited from consuming alcoholic drinks, cigarettes, tobacco products or any other.
- The hostel authorities or their representatives may enter any room for verification at any time of the day or night in the presence of the student.
- Playing Holi and celebrating Diwali inside the hostel premises is strictly prohibited. Disciplinary action will be taken against any student found guilty of violating this rule.
- In case the students go for tours/picnics organized by Private groups or unofficially on their own, NMIMS will not bear responsibility for any mishap and the students will have to go at their risk.
- In and out time entry should be made in register properly.
- The allotment of rooms is random basis. Therefore, there is no provision for choosing a hostel roommate.
- There is no provision for prior reservation of hostel rooms for students or their parents.
- The student may occupy the room immediately after allotment.
- **Refund of Hostel fee is allowed only in the case of cancellation of admission from NMIMS. If the cancellation is made before start of class, ₹ 3000/- as processing charges will be deducted. After start of class there will be no refund**

The penalty, punishment and preventive action sheet against delinquent activities of students in campus and/or in Students Accommodation. Annexure 33

Sr. No.	Nature of Misdemeanor	Monetary Fine	Warning Letter	Undertaking from parent	Other chastisement
1	Possession of liquor bottle in campus in any form	₹ 5,000/-	Yes	Yes	Report of same to Director and Deputy Registrar
2	If liquor found in the room and responsibility not taken by any student	₹ 6,000/- per student who all are occupying the room at that point of time and all room members	Yes	Yes	
3	Consuming liquor in campus	₹ 8,000/-	Yes	Yes	
4	Reporting to the campus in liquor consumed state	₹ 5,000/-	Yes	Yes	
5	Possession of or smoking of cigarette/ <i>gutka</i> /hookah on campus	₹ 3,000/-	Yes	Yes	
6	If cigarette/hookah smoke observed in the room and student denies about smoking	₹ 4,000/- per student who were occupying room at that time.	Yes	Yes	
7	If found smoking in the classroom or on campus	₹ 5,000/-	Yes	Yes	
8	(a) Possession of objectionable material like gambling cards, knives, etc. found in person	₹ 2,000/-	Yes	Yes	
9	(b) Possession of objectionable material like <i>Ganja, chilim</i> etc.	₹ 6,000/-	Yes	Yes	
10	Possession of any unsafe and hazardous electronic gadgets like iron, heater, etc.	₹ 5,000/-	Yes	Yes	
11	Making sketches on walls, doors or furniture in room	₹ 5,000/-	Yes	Yes	
12	Absence of you in Room, if light, water tap, fan is on	₹ 2000/-	Yes	Yes	Report of same to Director and Deputy Registrar for further
13	Improper Utilization of the facilities given	According to circumstances	Yes	Yes	
14	Changing the room or shifting the hostel property without permission	-	Yes	Yes	
15	Causing the nuisance in room or corridor for any reason	-	Yes	Yes	
16	Taking leave by giving incorrect information on letter or without prior permission	-	Yes	Yes	
17	Misbehave with roommates or any kind of misconduct in room other than mentioned in this list	-	Yes	Yes	

18	Making any kind of arguments or misbehave with any employee of campus	According to the severity of the issue	Yes	Yes	Severity may be <b>Procedure 34</b> suspension from hostel or programme.
19	Damage to institute property or loss by theft	Double the amount of damage caused or stolen item	Yes	Yes	

**Please Note:**

1. The above table is an indicative. Disciplinary actions may be taken as case based.
2. Repetition of above or any other misconduct will result in permanent suspension from hostel or programme without any refund.
3. The objectionable material/items seized will be disposed and will not be returned to the possessor under any circumstances.
4. Only the electronic gadgets will be returned to the students at the time of leaving the campus after completion of programme.
5. The said punishment mentioned in above is the minimum and may vary depending upon the circumstances and situation
6. No consideration will be given to the student regarding his/her academic concerns during/for the period of suspension.

10. People you should know

School Administration

Annexure 35

A) The Academia of Pharmacy & Technology Management

Name of the faculty	Designation	Qualification
Dr. Ashwini Deshpande	Associate Dean & Professor	M.Pharm., Ph.D.
Dr. Santosh U Yele	Assistant Professor	M.Pharm., Ph.D.
Dr. Rahul Maheshwari	Assistant Professor	M.Pharm., Ph.D.
Dr. Jaikanth Chandrasekaran	Assistant Professor	M.Pharm., Ph.D.
Dr. MaheshKumar Posa	Assistant Professor	M.Pharm., Ph.D.
Dr. Vishnu N. Badavath	Assistant Professor	M.Pharm., Ph.D.
Ms. Mukta Agarwal	Assistant Professor	M.Pharm., (Ph.D).
Ms. Bhagyashri Rathod	Assistant Professor	M.Pharm., (Ph.D).

Administration:

Name	Designation
Dr. Ashwini Deshpande	I/C Director
Ms. Kabita Sharma	Coordinator cum Secretary (Director's Office)
Mr. Rishi Kant Gupta Ms. Vani Bobba	Assistant Registrar Assistant Director (Placements)
Mr. Raja Govinda Achary	Coordinator
Mr. Sadashiv Bhimanna	Coordinator
Mr. Srinivasa Rao	Exam Coordinator
Mr. Banoth Venkanna	Exam Coordinator

Ms. Smita Rao	Assistant Librarian
Mr. Kishor A	Library Assistant
Mr. V M Kumar Bandi	Accountant
Ms. Rabiya Sultana	Assistant (Accounts)
Ms. Pranitha Kotrika	Lab Technician cum Storekeeper (Pharmacy)
Mr. G Raghavender Goud	Lab Assistantt (Pharmacy)
Mr. Annaji Rao	Technical Support Executive
Mr. Jayaprakash Torivemala	Desktop Support Engineer
Ms. Pavani Virodolu	Receptionist cum Counsellor
Mr. Gillella Krupa Sukumar	Nurse