



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

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# STUDENT RESOURCE BOOK (2015-16)

## Part-I

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## Message from Vice Chancellor

We are delighted to have you at NMIMS. Hearty Welcome!

Let me also congratulate you on your decision to join NMIMS, which is today one of the prestigious universities recognized for quality education and strong corporate linkages. I am sure your desire to pursue a professional career and acquire knowledge and values has been at the root of this decision. Hence, I am sure you would like to make the best use of your time when you are at NMIMS.

The key value propositions of NMIMS are:

1. Encourage learning culture
2. Pursue the path of academic excellence
3. Enhance the employability of our graduates
4. Instill the spirit of inquisitiveness and discovery

I am sure you will find the infrastructure and the faculty as also the program architecture supporting these values.

One of the firm beliefs of ours at NMIMS is that integrity and ethics are the bedrock of a successful individual. I am sure you will not only learn more about it in the programs but also experience it during the course of your stay. We do hope to enroll you as a champion of this firm belief of NMIMS.

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

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

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

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

We would also like to have your support to maintain the dignity of the University and uphold the values to honor the systems established at NMIMS. We value your feedback. Hence whenever you wish to give one, do so to the appropriate authority including me in my capacity as Vice Chancellor.

I am sure the time you will spend here will add significant value to you both in personal and professional life. Do enjoy your stay here and share highs- and-lows with all of us.

**Dr. Rajan Saxena**

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## Student Guidelines (With effect from June 2015)

### 1.0 About these guidelines:

- 1.1 These guidelines provide boundaries to the daily functioning of the NMIMS and enable effective delivery of infrastructure and academic services to the students.
- 1.2 This compilation of guidelines comes into effect from June 2015 onwards and supersedes all other guidelines in respect of matters therein.
- 1.3 These guidelines are applicable for all **On** campus schools under NMIMS deemed –to-be University.
- 1.4 This document of the NMIMS is the last word on interpretation of any student guideline, rule or regulation. While efforts are made to ensure uniformity between these guidelines and the Rules & Regulations of NMIMS, in the event of any dispute, the Students Resource Book will prevail.
- 1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
- 1.6 NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.
- 1.7 All disputes are subject to Mumbai jurisdiction only.

### 2.0 General guidelines:

#### Code of Conduct

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

**refer part II of SRB**

- 2.12.2 Woman Grievance Redressal committee constituted in each school comprises of the Chairperson / Head of the department, one lady member (from faculty or staff), and two more members of the school. The committee will address all related issues and recommend action to the Dean and the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, kindly refer part II of SRB.**
- 2.12.3 Ours is a **non-smoking** campus (School & Hostel). Possession and Consumption of alcoholic beverages / toxic materials and your presence on the campus under the influence of alcohol/ toxic material is a serious offence. Defaulters will be punished depending on the Act. Any student found consuming or in possession of any objectionable material will be rusticated from the hostel, school and the campus. Further, after enquiry, the student's name will be struck off from the roll of the university. The maximum punishment can be rustication from school.
- 2.12.4 Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the University after enquiry.
- 2.12.5 Students indulging in Sexual Harassment will also be liable to disciplinary action as per University norms.
- 2.12.6 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. The NMIMS will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.)
- 2.13 **Dress Code:**  
NMIMS is a place where, we have interactions with many corporate and international visitors. For this purpose, it becomes essential to adhere to some broad guidelines for dress and appearance.
- 2.13.1 Students are required to wear smart casuals for classroom purposes (Half pants, short skirts, Bathroom slippers are not allowed).
- 2.13.2 For all functions of the School, including seminars and conferences students are required to dress in Institute blazer, Tie/ Cravat, Lapel Pin.
- 2.14 **Punctuality**
- 2.14.1 Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority not to allow latecomers from entering the classroom.
- 2.14.2 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 Black Board/notice board/ email. Record of attendance will be kept for action. The school/NMIMS reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated / displayed on the Black Board/notice board/ email from time to time and / or remark on the transcript or any other decision by the management.
- 2.14.3 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's/Directors/Deans. This applies even to those students who are representing the NMIMS for social, cultural, and co-curricular events.
- 2.14.4 Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the school or the faculty concerned. Do not approach faculty members and others to change or extend deadlines.
- 2.15 The NMIMS shall not tolerate any act of indiscipline, misbehaviour, indulgence into unethical practices including possession and consumption of use of drugs, alcoholic drinks, harassment if any, violence, non-obedience, non-compliance etc. by any student.

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

**3.1 General Guidelines**

- 3.1.1 A student is required to monitor his /her own attendance. The attendance reports will be shared on

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

- 3.1.2 For ALL absence, prior intimation through prescribed leave application form is to be given to the Course Coordinator. In emergent situations, intimation must be given to Course Coordinator on phone/ fax/ email within 24 hours of the absence. Any leave without written intimation will be treated as unauthorised leave and will be reflected in the records as such.
- 3.1.3 Students must refrain from approaching the visiting and full time faculty members for attendance related issues and exemptions. They must submit an application to the coordinator concerned for necessary approvals.

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

- 3.2.1 100% attendance in classes for each subject is desirable. However for medical reasons/ personal reasons/ contest/ placement/ institutional work/ other activities etc. absence up to 20% may be allowed.
- 3.2.2 Students, who are having attendance, in a Semester, in each subject, equal to or more than 80% are eligible to appear at the respective Semester term end examinations.
- 3.2.3 Exceptional cases for students having attendance between 70% to 79.9% in any subject(s), will be dealt with on case to case basis by Dean/Directors of the respective schools. Such students will be eligible to appear for the regular Semester end term examination, subject to approval of exemption from attendance is granted from the Dean of respective School / Director of the respective campus.
- 3.2.4 Students who are having attendance less than 80% in individual subject/s in a Semester and if the Dean of the respective School / Director of campus has not given exemption, have to take re-admission in the same Semester in the same class of subsequent academic year by paying requisite fees on prorata basis as per the prevailing rules of NMIMS and complete all the requirements of the program.

100 % attendance in each subject is desirable

| Attendance % (In each Subject/s)       | Remarks  |
|--|--|
| 80% and above                          | Eligible to appear for Semester End Examinations   |
| 70% to 79.9% (10% Exemption)           | Eligible to appear for Semester End Examinations subject to approval of exemption granted from the Dean of respective School / Director of the respective campus /Associate Dean |
| Below 80% (Not eligible for exemption) | Have to take re-admission in the same Semester same class in the subsequent academic year  |

## 4.0 Academic Guidelines

### 4.1 Credit Structure

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

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

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

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

- 4.2.1 Class-participation/ Individual presentation in class
  - 4.2.2 Quizzes/ Class test/ Surprise test/ Assignments (announced/unannounced)
  - 4.2.3 Individual assignment/ Group assignments/ presentations/ Decision sheets
  - 4.2.4 Term papers/Decision sheets/ project reports
  - 4.2.5 Research Paper Presentations /Viva
  - 4.2.6 Tutorials
  - 4.2.7 Sessional / Mid-term examination
  - 4.2.8 End-term examination
  - 4.2.9 Any other school specific component
- 4.3 It is advisable for every course to have at least 3-4 evaluation components. **Kindly refer Part II for school specific criteria.**
- 4.4 End-term examination is a compulsory component. The mode of the Term End Examination will be dependable on course learning objective.
- 4.5 Mid-term examinations are compulsory for compulsory courses in full time programs. However it is optional to have Mid-Term Examinations for Half credit/ Electives / Part Time and Weekend programs. The prior approval from Dean of respective school is required for absence from Mid-term/End-term examinations.
- 4.6 Duration of examination
- 4.6.1 Minimum duration of Mid –Term Examinations : 1 hr
  - 4.6.2 Minimum duration of End-Term Examinations : 2 hrs
  - 4.6.3 Examination duration can also be more than the above specified time as defined by respective schools. (refer Part II of SRB)
- 4.7 For evaluation purpose total weightage points for each course will be considered instead of using marks. These weightage points would be as follows:
- 4.7.1 Full Credit course.: 100 points
  - 4.7.2 Half-credit course.: 50 points
- Deviation, if any, from above mentioned evaluation schemes will be communicated separately.
- 4.8 The internal evaluation marks once shared and finalized cannot be changed subsequently.
- 4.9 For all the programs, the weightage for each component will be specified by the Faculty and will form an integral part of the course outline (as per specific requirement of school/programme). The Faculty has flexibility to formulate and implement evaluation system with weightage specified in course outline. While approving the courses, the HOD/Area-in-charge and the Dean/Directors/ Associate Dean will ensure that the evaluation components and weightage points assigned to each component are fair.
- 4.10 For grading purpose, the weightage mentioned by the faculty in the course outline will be applied for each component of evaluation irrespective of the marks assigned to the said component for the examination.
- 4.11 The minimum number of students to offer a course/s will be decided by Dean/Director of respective schools on the basis of total number of students registered in that particular course/s.
- 4.12 Project Guidelines:
- 4.12.1 From time to time Faculty may assign projects to students in their course.
  - 4.12.2 After Submissions, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS.
- 4.13 **For more details on Academic / Project guidelines, kindly refer Part II for school specific inputs**

## 5.0 Examination Guidelines:

Any breach of the following requirements relating to examinations and assessments, whether committed



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

## 5.1 Discipline in the Examination Hall

- 5.1.1 Students must know their Roll Number and Student No.
- 5.1.2 Students are not permitted to enter the examination hall more than half an hour after the commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session.
- 5.1.3 Students, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination.
- 5.1.4 Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Supervisor's table, at their own risk. NMIMS will not be responsible for the safety and security of the same.
- 5.1.5 A student, who fails to attend an examination at the time and place published in the timetable, will be deemed to have failed in that course. Opportunity for re-examination will be given according to the rules and regulations.
- 5.1.6 Students should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose on the answer-book.
- 5.1.7 Students are required to have their Identity Cards issued by SVKM's NMIMS and they must produce these for verification by the room supervisor during the examination. Students not having the said identity card with them during the examination may be denied permission to appear for the examination.
- 5.1.8 Every student present must sign against his / her Student number on the attendance sheet provided by the Room Supervisor.
- 5.1.9 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.
- 5.1.10 **On the front page of the answer book the students should write only the name of the program, specialization if any, trimester/semester details and course / subject for which examination is being held, number of supplementary sheets attached to the main answer book. Any extra writing on the front page or anywhere in the answer book will be treated as act of unfair means and will be processed as per rules.**
- 5.1.11 **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:** If a student has any query as regards contents of the question paper, he should bring the same to the notice of the examination hall supervisor without disturbing others in the examination hall.
- 5.1.12 Students are forbidden to (i) bring any book, notes, scribbling papers, pagers, mobile phones, laptop or any other similar devices/things. Any such material found in possession of the student will be confiscated (ii) smoke in the examination hall, (iii) bring eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, and (v) take with them any answer-book, written or blank, while leaving the examination hall. Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them. The supervisors/ authorized persons are authorized to frisk the students.
- 5.1.13 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.
- 5.1.14 **The answer books of the term-end examinations are bar coded and therefore, students should not write his/her name, Roll No., Student No. etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.**
- 5.1.15 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.
- 5.1.16 Students should neither tear any sheet/s from the answer-book provided nor shall attach

unauthorized additional sheets to them. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor.

- 5.1.17 Students should not write anything on the question-paper.
- 5.1.18 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited.
- 5.1.19 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.
- 5.1.20 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.
- 5.1.21 A student who disobeys any instructions issued by the Senior / 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.
- 5.1.22 **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.**

## 5.2 Grace Marks Rule

- 5.2.1 For all undergraduate programmes and other integrated programmes (12+ or 10+), the following 'scheme of grace marks' is applicable;
  - 5.2.1.1 "A candidate failing in one or more subjects will be given grace marks upto 2 per cent of the marks on the aggregate marks of the subjects in which he/ she has appeared in the said examination to enable him/ her to pass the examination, subject to maximum of 10 marks and in any subject not more than 2 per cent marks of the maximum marks of the subject. Exception may be made to the above and not more than 10 marks per subject would be awarded, if following conditions are fulfilled:
    - a) Candidate should have appeared in all the subjects taken together for the respective semester.
    - b) Candidate should have an aggregate percentage of marks at the examination exceeding the minimum percentage required for passing by at least 10 per cent marks.
    - c) Candidate should not have failed in not more than one head/ subject of passing by not more than 10 marks.
  - 5.2.1.2 The above rule will also be made applicable to re-examinations.
  - 5.2.1.3 No grace marks would be granted to the candidate/s of post graduate programmes and course work examination leading to doctoral Programmes.
  - 5.2.1.4 In case of programmes such as B. Pharm. + M. Pharm. (combination of under graduate and post graduate programme), where year-wise clear bifurcation as regards under graduate years and post graduate years is there, grace rule as given in (5.2.1.1) above will be applied for the candidates of under graduate years and no grace marks would be awarded to the candidates of post graduate years.

**Note: The above rules relating to grace marks are not applicable to the students of School of Business Management and NMIMS Global Access School for Continuing Education.**

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

- 5.3.1 A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations.
- 5.3.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (Annexure I) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.
- 5.3.3 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
- 5.3.4 As regards the student from other campuses, the Government Authorized Agencies from those

cities would be accepted.

- 5.3.5 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office of the University. The university will make arrangement alternatively if possible.
- 5.3.6 The scribe should be one grade junior in academic qualification than the student if from the same stream.
- 5.3.7 Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. E.g. for the examination of two hours, 20 minutes extra time will be allowed.
- 5.3.8 The Examination in Charge of the center will have powers to resolve issues if any in this regard. S/he will be authorized to make/ accept any last minute changes of scribe under exigencies.
- 5.3.9 The said student will sit in a separate room under supervision.

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

- 5.4.1 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.
- 5.4.2 These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams
- 5.4.3 Concession will be given for spelling mistakes or mathematical calculation.
- 5.4.4 L. D. students who have failed to pass will be eligible for 20 grace marks to pass the examination. These marks will be given by way of distribution for one subject or more subjects.
- 5.4.5 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 would be only accepted.

**5.5 Rules and Penalties for Adoption of Unfair means by Candidates**

5.5.1 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 copying Material/Actual copying from the material in possession (Including mobiles and other gazettes) | Annulment of the performance of the student at the University Examination in full. *<br>This quantum will apply also to the following categories of unfair means at Sr. No. 2 to Sr. No. 13 in addition to the one prescribed thereat. |
| 2.      | Possession of another student's answer book or supplementary sheet   | Exclusion of the both the students from University Examinations concerned for one additional examination   |
| 3.      | Possession of another student's answer book or supplementary sheet and Actual evidence of copying from that          | Exclusion of both the students from University Examination concerned for two additional examinations   |
| 4.      | Mutual/ Mass copying   | Exclusion of all the students from University Examination concerned for one additional examination   |
| 5.      | Smuggling in or smuggling out of answer books as copying material  | Exclusion of the student from University Examination concerned for two additional examinations   |
| 6.      | Smuggling in of answer books based on the question paper set at the examination                                      | Exclusion of the student from University Examination concerned for three additional examinations   |
| 7.      | Smuggling in written answer book as copying material and forging the signature of supervisor                         | Exclusion of the student from University Examination concerned for four additional examinations  |
| 8.      | Attempt to forge the signature of the supervisor on the answer book or supplementary sheet                           | Exclusion of the student from University Examination concerned for four additional examinations  |

|     |   |   |
|-----|---|---|
| 9.  | Interfering with or counterfeiting of University seal or answer books or office stationery used in the examination with the intention of misleading the authorities | Exclusion of the student from University Examination concerned for four additional examinations   |
| 10. | Answer book or supplementary sheet written outside the examination hall or any other insertion in the answer book   | Exclusion of the student from University Examination concerned for four additional examinations   |
| 11. | Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination  | Exclusion of the student from University Examination concerned and four additional examinations   |
| 12. | Using obscene language/ violent threats at the examination by a student at the University examination to room supervisor/ any other authority                       | Exclusion of the student from University Examination concerned for four additional examinations.  |
| 13. | Impersonation for a student or impersonation by a student in University or other examinations   | Exclusion of the student from University Examination concerned for five additional examinations.  |
| 14. | Revealing the identity (Name, roll No, G.R. No. in the main answer book or supplementary sheet)   | Annulment of the performance of the student at the University Examination in that particular subject in which the identity has been revealed by the student concerned |
| 15. | 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. *  |

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

- 5.5.2 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.
- 5.5.3 Student involved in malpractices at Practical/ Dissertation/ Project Report examinations shall be dealt with as per the punishment provided for the theory examination.
- 5.5.4 The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

## 5.6 Examination Grievance Redressal Mechanism

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

- 5.6.1 The Grievance Redressal Mechanism will apply only to the theory papers of the 'Semester / Trimester-end Examinations' of the University.
- 5.6.2 The above mechanism will not apply to practicals/ oral examinations/viva/ projects/MCQ's in online exams/ assignments/ dissertation/ presentation/ field work/ internal continuous assessments etc.
- 5.6.3 The prescribed application form for redressal of grievance regarding valuation can be obtained from the School Examination Office/ University Website.
- 5.6.4 All the students will be informed the course-wise marks obtained by them in the 'Internal Continuous Assessment' and 'Semester /Trimester-end Examination' by the Examination Office, **on the date of declaration of result, of the examinations of the respective class/es.**
- 5.6.5 In case a student is not satisfied with the marks awarded to him/her in the theory paper in any course of the 'Semester / Trimester-end Examination', s/he may approach the 'School Examination Office', along with a signed application in prescribed format either for obtaining the **photocopies of the answer-book/s**, for each course separately, **within three working days** or for **verification of marks within seven working days** from the date of result declaration. In no case, a student is permitted to apply for both verification of marks and for photocopy of the answer-book.

- 5.6.6 For verification of marks, student has to submit his application as mentioned above along with Rs. 500/- per answer-book. The photocopy will be supplied to the student on payment of Rs.500/- per answer-book. **No application, received after three working days from the date of result declaration, shall be entertained for any reason whatsoever.**
- 5.6.7 **Within a period of three working days** after receipt of the application for photo copy of answer-book/s, Examination Office will arrange to provide only to the student concerned in person, a photo copy of the answer-book of the related course for which application has been made. The student concerned will have to appear in person and prove his/ her identity at the time of obtaining the photo copies from 'Examination Office' by showing his/ her Identity card. **Under no circumstances, photo copy will be handed over to any other person, even if duly authorized by the student.** The Photo-copy would be authenticated by the 'Examination Office' by way of a rubber stamp and initials of competent authority. Also, photo copy shall not be sent by post or by courier.
- 5.6.8 The University will provide photo copies of the answer-books only for redressal mechanism and not for any other purpose. The student should not part with these photo copies received by him. He should ensure that such copies are not transferred to any other person for any reason whatsoever.
- 5.6.9 Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the University. The decision of the Board of Examinations shall be final in this regard. The penalty for such an unfair act could be ranging from (i) cancellation of his/ her appeal before the redressal committee or revoking unconditionally even if the appeal would be favourably considered (ii) Not allowing the student to appear at examination/s for a stipulated period of maximum up to two consecutive examinations (iii) Cancellation of his/ her result of the examination for which the student has applied for resolution of his/ her grievance.
- 5.6.10 In case, after going through the copy of answer-book, if the student is still not satisfied with the marks awarded to him/ her by the original examiner, he/ she shall apply for re-evaluation of the answer book to the Examination Office of the University **within two working days** from the date of receipt of photo copy from the Examination Office. Incomplete application forms in any respect shall be rejected unconditionally.
- 5.6.11 The applicant student will have to submit his/ her complete application for re-evaluation within a period of two working days from the date of receipt of photo copies from Examination Office along-with a fee of Rs. 1,000/- per subject / course to the Examination Office. Incomplete application will be rejected forthwith and fees paid will not be refunded in any case.
- 5.6.12 **Application for Redressal of Grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever.**
- 5.6.13 The application received from the student for revaluation shall be placed before an external examiner for re-evaluation.
- 5.6.14 After following the process of revaluation under Grievance Redressal, effect may be given to the change in original marks on revaluation, as under:-
- 5.6.14.1 The marks obtained after revaluation shall be accepted by the University, if the marks assigned to the answer book as a result of revaluation, increase or decrease by ten percent (10%) or more than the marks originally obtained by the candidate in the paper without any grace marks (wherever applicable), and in such cases the marks originally obtained by the candidate in the paper shall be treated as null and void and the marks obtained by the candidate after revaluation shall be accepted as the marks obtained in that paper. Fractional marks if any shall be rounded off for the purpose of computing the ten percent (10%) difference in marks.
- Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the University, if the candidate gets benefit of passing the subject/examination or change of class or grade in that paper or in the overall result at the said examination with or without grace marks under the provisions of relevant rule.
- 5.6.14.2 Notwithstanding what is contained in (5.6.14.1) above, where the difference between the marks originally obtained by the candidate in the answer book with corrections, if any, made during the process of revaluation without any grace marks (wherever applicable) and the marks obtained after revaluation will be accepted upto and including twenty percent (20%) of the maximum marks assigned to that paper (fractional marks if any shall be rounded off for the purpose of computing 20%). If the difference between the marks

originally obtained by the candidate in the paper, if any, made during the process of revaluation without any grace marks, and marks obtained after revaluation increase or decrease by more than twenty percent (20%) of the maximum marks assigned to that paper, a second revaluation of the said answer books shall be done by a third examiner from the panel of examiners for the said subject. In such an event, the average marks of the first and second revaluations shall be accepted by the University as the final marks for the said subject and communicated to the candidate.

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

5.6.14.4 The revised marks obtained by a candidate after revaluation, as accepted by the University shall be taken into account for the purpose of amendment of his results only and the said result shall be communicated to the student/s.

- 5.6.15 The marks awarded by such external examiner/s in revaluation shall be final and binding on the student applicant and the original examiner.
- 5.6.16 The change of marks/grades, if any, shall be communicated to the student applicant and a revised 'Grade Sheet' shall be issued to him/ her only on surrendering the original grade sheet to the Examination Office.
- 5.6.17 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.
- 5.6.18 In any case, the photo copies of re-evaluated answer-books shall not be provided to the student/s.

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

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

## **6.0 Library Rules and Regulations:**

- 6.1 Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and with any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate NMIMS disciplinary procedures.
- 6.2 Access to the NMIMS Library is restricted to staff and students of the NMIMS who are in possession of a current valid identification card issued by NMIMS, and to such other persons as may be authorized by the Librarian.
- 6.3 Students are required to carry their NMIMS student card and staff to carry their NMIMS staff identity card to get entry and to use the Library, and must produce this when required doing so by an authorized person. This card must be used only by the member to whom it is issued.
- 6.4 Bags, etc., are not allowed in the Library. For reasons of security, bags and other personal possessions should not be left unattended. The Library has no responsibility in case of damage to or theft of personal property.
- 6.5 Silence is required in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off, or set to silent ring mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to fine and /or suspension of student for 3 weeks.
- 6.6 The consumption of food and beverages (with the exception of bottled water) and the use of personal audio equipment are not permitted in the Library.
- 6.7 Photography, filming, video-taping and audio-taping in the Library is not allowed.

- 6.8 Mans operated personal equipment should not be used without the prior permission of the Librarian.
- 6.9 Users are required to comply with copyright regulations as displayed by the photocopiers.
- 6.10 Data retrieved from the Library's electronic resources may not be used for purposes other than teaching, research, personal educational development, administration and management of NMIMS, and development work associated with any of the aforementioned. Use of the data is not permitted for consultancy or services leading to commercial exploitation of the data, or for work of significant benefit to the employer of students on industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.
- 6.11 The removal of any material from the Library must be properly authorized and recorded. Damage to, or unauthorized removal of, material constitutes a serious offence and may lead to a fine or to disciplinary action.
- 6.12 Borrowing entitlement: Two books for ten days. One time renewal is possible if the book is not in demand.
- 6.13 Fine of Rs.3.00 per day per book is levied on overdue books. Students can check their account details online in OPAC (Online Public Access catalogue) and also be notified overdue by email. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until such time as those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.
- 6.14 Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while payment is outstanding.
- 6.15 Students are required to wear smart casuals (Bermudas, Half pants, Short skirts, bathroom slippers are not allowed)
- 6.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.
- 6.17 The award of a NMIMS qualification will be deferred until all books and other library materials have been returned and outstanding fines/charges paid.
- 6.18 For list of electronic resources / Databases refer annexure.

## 7.0 Placement Guidelines:

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

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

NMIMS has a cordial relationship with the corporate world and many companies have supported us even during tough times. We would like to continue this mutually symbiotic relationship. Hence, students are requested to understand this sentiment and behave responsibly at all times. Any untoward incident will jeopardize this relationship and have serious repercussions for placements and for the future.

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

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

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

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

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

The Placement process typically involves –

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

## 7.1 **Batch Preparation:**

- 7.1.1 The Comprehensive Batch Preparation Program is to enhance the suitability of candidates.
  - 7.1.1.1 Interactive sessions with alumni/industry experts in various profiles that help students to gain clarity on role/fit, understanding expectations of the company, future prospects - career evolution, right approach for cracking interviews, listen to first-hand experience & get a feel of life in a particular profile etc.
  - 7.1.1.2 Interaction with seniors who have undergone internships in companies.
  - 7.1.1.3 Assigning seniors or alumni as mentors to guide students.
  - 7.1.1.4 Mock interviews with alumni/corporates to get a direct feedback from people in relevant industries.
  - 7.1.1.5 Guest talks and workshops on various topics from corporates.
  - 7.1.1.6 Resume building as per guidelines
  - 7.1.1.7 Soft skills training etc.
- 7.1.2 Prior to the commencement of the selection process it is expected that students should be having a fair idea about their interest, sector, and specialisation or at least have some long term vision of where they want to be and should direct their efforts accordingly. A bit of clarity will help students land a good internship/job.
- 7.1.3 Hence students should do a thorough research about the company, the business, the sector, other players in the sector, the financials, etc. and be prepared with a background and fact file prior to the process. Also some additional information –the number of interns/recruits in the past, whether the company has a PPO policy, the roles offered etc. would be of help.
- 7.1.4 Seniors who have interned with the company, their experience, what did they learn to understand, whether it fits what they want. If the company is new, seniors who have done their internship in the same sector should be contacted.
- 7.1.5 The Placement Office also involves companies in a number of Campus Engagement activities – contests, projects, workshops, seminars, and guest talks etc. that would benefit a larger number of students and also help in promoting the excellent quality of the batch.
- 7.1.6 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.

## 7.2 **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.

## 7.3 **Internships/Projects**

- 7.3.1 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.
- 7.3.2 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.



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

| School   | Programs                     | Remarks  |
|----------|------------------------------|--|
| Pharmacy | B.Pharm + MBA (Pharma Tech.) | Technical Training in III year for 1 month & Management Internships of 17 weeks in V year          |
|          | B Pharm                      | Technical Internship of 10 weeks in IV year  |
|          | M.Pharm                      | Major & Minor project (Tech) during II year  |
|          | M.Pharm + MBA                | Major & Minor project (Technical) during II year & (Management) Internship of 17 weeks in III year |

- 7.3.4 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.
- 7.3.5 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.
- 7.3.6 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.
- 7.3.7 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.
- 7.3.8 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 and Viva Voce.

#### 7.4 Final Placements

- 7.4.1 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.
- 7.4.2 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/blackboard regularly for information updates.
- 7.4.3 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.
- 7.4.4 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.
- 7.4.5 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.
- 7.4.6 Each of the Schools will be sharing to the batch guidelines related to PPT, Internships, PPO's/PPI's, Final Placements, Resume 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.

## 8.0 Guidelines for the Use of Computing Facilities:

- 8.1 NMIMS invests significant resources in the provision of computing resources for the students. In order to ensure maximum availability, computing resources must be used in a responsible way. The students are responsible for ensuring that these resources are used in an appropriate manner. The list of websites which are blocked for use at NMIMS and at the Hostels is given in the annexure.
- 8.2 You are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in withdrawal of your rights to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of the document will be available with the Computer Centre.
- 8.3 The internet access to students will be as per the NMIMS policy. Any change request has to be routed through the Registrar in writing.
- 8.4 Food and/or beverages (except drinking water), smoking will not be permitted in the Computer Centre.
- 8.5 **Provision of Computing Resources:**
  - 8.5.1 The students of NMIMS are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aims, or that otherwise, acts against the interests of the NMIMS is prohibited. In the event of non-approved usage of the computing facilities, NMIMS reserves the right to withdraw access to computing facilities at any time.
  - 8.5.2 Use of NMIMS computing facilities for students' commercial gain is prohibited.
  - 8.5.3 Computer Centre facility will be provided on priority to the students of the concerned programmes, where using Laptop is not compulsory.
  - 8.5.4 Students are not allowed to connect personal pen drives/ Laptops to the systems installed in the classrooms.
  - 8.5.5 **All students will be given NMIMS email id** and internet authentication id. They are permitted to access internet in computer centre or on their own laptop through this id and password only. The action will be taken against if any misuse of internet.
  - 8.5.6 Law: Your use of the computing facilities is governed by various applicable laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the NMIMS.
    - 8.5.6.1 It is student's responsibility to ensure that student's activities do not contravene these or any other laws.
  - 8.5.7 Authority of Information Systems Staff: Students must comply with all requests or instructions issued by any Information Systems staff with respect to the use of NMIMS computing facilities.
    - 8.5.7.1 Improper behaviour towards its staff will result in disciplinary action.
  - 8.5.8 Levels of Service: NMIMS endeavours continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, the students should lodge a written complaint in the Complaints Register available in the Computer Lab. No action will be taken on any verbal complaint.
  - 8.5.9 The Information Systems Group will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through the notice boards/ email placed in the Computer Lab as well as the Student Notice Boards/ emails. It is your duty to regularly check the notice boards/ email and plan your use of the facilities accordingly.
  - 8.5.10 The failure of any element of the computing service will not be accepted as a valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.
  - 8.5.11 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.
- 8.6 These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of Computing Facilities at NMIMS.
  - 8.6.1 Do not use others user login id and password, nor allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for the purpose of assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to the NMIMS authorities if any breach of university regulations is suspected in connection with that use.
  - 8.6.2 Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.

- 8.6.3 Do not request resources or access rights that you do not need.
- 8.6.4 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.
- 8.6.5 Do not remove, borrow, connect or disconnect equipment without permission.
- 8.6.6 Do not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
- 8.6.7 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.
- 8.6.8 Do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user or of a system administrator without that person's permission.
- 8.6.9 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.
- 8.6.10 Do not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.
- 8.6.11 Do not transmit unsolicited commercial or advertising material.
- 8.6.12 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
- 8.6.13 Do not monitor network traffic-
- 8.6.14 Do not make deliberate unauthorised access to facilities or services accessible via the NMIMS Local Area Network (LAN).
- 8.6.15 Do not waste staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.
- 8.6.16 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
- 8.6.17 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.
- 8.6.18 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.
- 8.6.19 Students are prohibited from viewing Pornographic material in computer Centre or on any other computer, Playing Games, Hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure e.g. Projector cables. Disciplinary action will be taken by NMIMS if the Student is found guilty.
- 8.6.20 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.
- 8.6.21 Do not interfere with or change any hardware or software; if you do, you may be charged for having it put right.
- 8.6.22 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
- 8.6.23 Do not load games software onto, or play games software on, the IT facilities unless required for academic purposes.
- 8.6.24 Do not admit any other person to computer facilities or other NMIMS premises when those facilities or premises are locked and do not enter unless authorised to do so.
- 8.6.25 Do not smoke, eat or drink, and do ensure that consumable products including food and drink are stowed away at all times, in any computer room or near any public access IT facilities.
- 8.6.26 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
- 8.6.27 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.
- 8.6.28 Important: In the event that the guidelines are not followed and there is a consequent damage to any computing facility, NMIMS reserves the right to charge students for the cost of rectification of such

damage and/or take further disciplinary action.

### 9.0 Feedback Mechanism:

- 9.1 The NMIMS has a well-established online feedback mechanism (through Black Board) for communication of your perceptions. The components of this feedback mechanism are:
  - 9.1.1 Oral Feedback at the end of the third week of every trimester/Semester. Dean / Directors /Programme Chairpersons/HOD will meet students personally.(if applicable)
  - 9.1.2 Online Feedback is taken using a questionnaire 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.
- 9.2 All students should get involved in this mechanism seriously as it truly helps the NMIMS improve the quality of services and teaching provided.
- 9.3 These are open ended questions in which student can reflect learning and teaching aspects of the course.
- 9.4 While sharing the feedback to the faculty members, student's identity is kept confidential.

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

- 10.1 Students (as applicable school wise) have been assigned faculty mentors whose role is to help assimilate the NMIMS culture, facilitate intelligent choice making regarding selection of courses, help in identification of resources needed by all students. Do meet your faculty mentor regularly as per their convenience and availability.
- 10.2 Personal Counselling is highly recommended and is very important at every step in life even at the corporate level. There have been situations which we are able to cope with in our life but there could be a situation in our lives when we cannot cope with, which does not allow us to lead a normal routine. Consciously we need to be aware of the negative thoughts, feeling **lonely**, sleepless nights **which** could again lead to further anxiety in us; which affects our decision making, logical thinking, studies, work and our physiological health. A counsellor is a non judgemental friend who understands, ensures privacy and confidentiality of the client and counsels you by giving choices so that you make the right decision. Counselling is based on realistic, structured and research based study. NMIMS has a full time 'Psychologist and a counsellor' available in Mumbai campus for all the students.

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

#### 11.1 Admission Cancellation procedure :

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

Refund Rules if Commencement of Programme & Closure of Admission date is same:

|  |   |
|--|---|
| 1. Till the date of commencement of the Program.         | Rs.1000/- will be deducted as administrative charges  |
| 2. Cancellation after the official closure of admission. | Cancellation made after the official closure of admission fees will <b>NOT</b> be refunded. |

Refund Rules if Commencement of Programme & Closure of Admission date is different:

|  |   |
|--|---|
| 1. Till the date of commencement of the Program.                           | Rs.1000/- will be deducted as administrative charges  |
| 2. After the commencement of Program but before the close of the admission | Rs.1000 + Proportionate fees i.e. one tenth of the fees for every completed month or part thereof, if the seat vacated by the candidate is filled. If the seat remains vacant / unfilled, fees will <b>NOT</b> be refunded. |
| 3. Cancellation after the official closure of admission.                   | Cancellation made after the official closure of admission, fees will <b>NOT</b> be refunded.  |

#### 11.2 Payment of fees for subsequent years :

The promoted students for the subsequent years are required to pay the fees as per the notice issued by admission department. Late fee will be levied if the fee is not paid within the due date.

Non-payment of fees within the stipulated time including the late fee period will attract cancellation of the studentship from that programme.

### 11.3 **Re-admission rules:**

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

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

For school specific details programme wise, kindly refer Part II of SRB, point no. 2.6.5

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

### 11.4 **Academic break :**

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

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

The academic break can be granted to any student by respective Deans of School and 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 Dean getting convinced of the reason for academic break.

#### 11.4.1 **Eligibility:**

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

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

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

The academic break can be granted to any student at best twice during the programme as long as the total period of academic break is not exceeding one year and not exceeding the validity period of that programme.

#### 11.4.2 **Payment of fees:**

Fees for the academic break:

- 11.4.2.1 If the student has informed the Dean regarding academic break before the commencement of the relevant year and not paid the total fee for that year, then if his academic break is granted, he can pay the total fee (100%) prevalent at that time when he seeks re-admission.

- 11.4.2.2 If a student wants to take academic break after the commencement of the academic year, but he has not attended the classes and if the fee is not paid, then while seeking re-admission he has to pay the total fee (100%) plus 25% of the total fee as re-admission fee to continue his studentship.
- 11.4.2.3 If the student has paid the total fee for the entire year and then sought the academic break after commencement of that academic year in the middle of semester / trimester again, then he has to pay 25% of the total fee prevalent at that time, towards re-admission in subsequent year.

| Academic break   | Fees to be paid at the time of admission after the academic break |
|--|---|
| <ul style="list-style-type: none"> <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.         |

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

### 11.6 Admission Deferment:

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

#### 11.6.1 Eligibility :

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

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

#### 11.6.2 Who can apply :

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

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

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

#### 11.6.3 Process:

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

11.6.3.2 The admission department will scrutinize all the applications and forward it with

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

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

## 12.0 Dean's list / Meritorious students:

- 12.1 Meritorious students list (applicable for all schools except School of Business Management)
  - 12.1.1 10 % of the batch on the basis of highest CGPA during the entire period of programme will be under meritorious students list and will get a certificate at the time of Convocation.
  - 12.1.2 Students who are participating in Student Exchange Program are also eligible for the Dean's list. Such students will be shortlisted on the basis of the CGPA of all semesters/trimester completed at NMIMS.
  - 12.1.3 Students obtaining F grades/ATKT/ appearing in the re- exams/ appearing in unfair means or any misconduct will be ineligible to be listed in the meritorious students list.

## 13.0 Black Board (Learning Management System):

Blackboard Learn<sup>+</sup> 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.

- 13.1 **System Requirement:** Latest browser with Java installed on your PC.  
Check browser compatibility:  
<http://www.edugarage.com/pages/viewpage.action?pageId=38830689>  
Test/install Java: <http://java.com/en/download/help/testvm.xml>
- 13.2 **URL:** Access Blackboard through <http://blackboard.svkm.ac.in>
- 13.3 **Login Policy:** Default User ID and Password is Student's SAP number.
- 13.4 **Change Password:** Students are advised to change password after first login for safe surfing.
- 13.5 **Email Update:** Users need to change/update their email id for getting regular notification
- 13.6 **Course links:** Your login will contain only current trimester/semester course list.
- 13.7 **Faculty Announcements:** Announcement related to course and other activities will be published in Announcement section.
- 13.8 **Online Library:** **Online Library** database is available through Blackboard; it will be a single gateway for all data access.  
**Remote Access to Databases:** Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally through user ID and password.
- 13.9 **Assignment / Assessment:** Assignments can be uploaded in Blackboard which will be graded by faculty and online score will be stored. Assessment will be conducted via Test (selective), survey, etc online.
- 13.10 **Academic Resources:** All Academic Information & News will be published on blackboard.
- 13.11 **Examination Report:** All Examination Grade & Report can be published on Blackboard
- 13.12 **Faculty Feedback:** Faculty Feedback will be accepted online through Blackboard trimester-semester wise.
- 13.13 **Course Content:** Soft copy of reading material and teaching plan are uploaded by faculties for review and references.
- 13.14 **Safe Assign:** Online Plagiarism check will be performed via this section.
- 13.15 **Course Co-ordinator Announcement:** Single link to display, notice related to program like course calendar, SRB, schedule, etc.

- 13.16 **Groups:** Students can create group for online -Blogs, File Exchange, Collaboration, Discussion Board scope for their courses.
- 13.17 **Student Discussion Board / Chat:** This tool will act as a bridge between students & faculties to interact among themselves regarding the courses.
- 13.18 **Blackboard Mobile:** Users can access Blackboard through their smart phones. Download Blackboard Learn app and search for institute by typing **45L1UY**.
- 13.19 **Help – Assistance:** Online assistance is available on front page of portal.  
URL: [https://help.blackboard.com/en-us/Learn/9.1\\_SP\\_14/Student](https://help.blackboard.com/en-us/Learn/9.1_SP_14/Student)

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

- 14.1 All contests have to be routed through Faculty In charge of Student Activity/HOD.
- 14.2 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
- 14.3 All student contests are classified as follows.
  - 14.3.1 **GRADE A:** National and International level contests of very high repute.
  - 14.3.2 **GRADE B:** National level contests of high repute.
  - 14.3.3 **GRADE C:** Local and national level contests
- 14.4 The respective school heads will make the classification of contest in Grade A/B/C.
- 14.5 The classification of the contest will determine the selection, reimbursement and appraisal of the students.
- 14.6 Reimbursements (Applicable only for National Contest)
  - 14.6.1 Students going for **GRADE A** will be provided with 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from the contest destination.
  - 14.6.2 Students going for **GRADE B** and **C** contests will be provided 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from contest destination, provided that they have won the contest (1<sup>st</sup> or 2<sup>nd</sup> place only).
  - 14.6.3 All reimbursements are subject to the approval of the head of the school and are hence subject to change.
  - 14.6.4 All reimbursements will be made only after the student has returned from the contest. All bills, tickets of the travel and copy of certificates will have to be retained and submitted.
  - 14.6.5 All students claiming the reimbursement will have to submit all details to the staff co-ordinator for processing through the accounts department.
- 14.7 Contest Winners
  - 14.7.1 Any student who has won any contest is required to provide full details of the contest and award won to the faculty within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals.
- 14.8 **For additional information as specific to school, kindly refer Part II.**

#### 15.0 Guidelines for Awards and Scholarships

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

#### 16.0 Guidelines for Convocation

- 16.1 The Annual Convocation will be held for all Full Time and Part Time programs of NMIMS.
- 16.2 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.
- 16.3 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.
- 16.4 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.



## 17.0 Roles and Responsibility of Class Representative and Student Council

### 17.1 Class Representative

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

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

### 17.2 Student Council

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:

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

## 18.0 Interface with Accounts:

18.1 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.

### 18.2 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.

### 18.3 Re-Admission fees:

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

### 18.4 Re-Registration Fees:

A Diploma students 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.

### 18.5 Concession in fees:

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

### 18.6 **Hostel Deposit Refund:**

Location: NMIMS Accounts Department

Procedure:

18.6.1 Please procure signature of Hostel in-charge

18.6.2 Submit signed Hostel Deposit Receipt to Accounts Department along with Refund Format

18.6.3 Please allow a period of 3 weeks for issue of the Refund Demand Draft

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

Location: Course Coordinator

Procedure:

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

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

### 18.8 **Duplicate Receipt:**

Location: NMIMS Accounts Department

Procedure:

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

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

## 19.0 **International Student Exchange Program Policy**

### 19.1 **Introduction**

NMIMS Deemed-to-be-University has developed an extensive International Students Exchange Program in order to provide a cross cultural exposure and a global perspective to the students apart from classroom teaching. The Exchange Program has become increasingly popular with the students and every year students get a chance to spend Semester/Trimesters at a partner Institute. With the dedicated International Linkages department in place, efforts are underway to have larger number of students to avail of this unique opportunity in every school. It is strongly recommended for all students to have international exposure in terms of academics and cultural immersion. However, due to some limitations, the students who do not visit these foreign institutes as part of the exchange program benefit through interaction with the overseas students who visit us.

### 19.2 **PREAMBLE**

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

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

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

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

#### A. **The University Level:**

- Charles Darwin University, Australia
- University of Southampton, United Kingdom
- Latrobe University, Australia
- University of Newcastle, Australia

- Friedrich – Alexander University of Erlangen-Nurnberg, Germany
- University of Jyväskylä, Finland
- University of Chester, United Kingdom
- University of Westminster, United Kingdom
- Ingolstadt University of Applied Sciences, Germany
- CETYS University, Mexico
- The University of Turino, Italy

**B. The School of Pharmacy (SPPSPTM):**

- The University of Turin, Italy

**19.3 Eligibility**

Students are selected by respective Deans of Schools on a competitive basis that reflects the academic standing, motivation, seriousness of purpose, communication skills, social maturity and adaptability.

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

- 19.3.1 Completed the eligibility year of program as defined by respective Deans/Directors of school
- 19.3.2 Have a minimum CGPA of 2.75 and above.

**19.4 Selection Criteria and Conditions**

As defined by respective Deans/Directors of Schools

**19.5 Cost and Expenses**

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

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

- 19.5.1 Accommodation and daily living expenses including study materials
- 19.5.2 Travel Expenses
- 19.5.3 Passport and visa costs
- 19.5.4 Insurance cover
- 19.5.5 Any other incidental costs

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

- 19.6.1 Students have to apply in specified application form (See Annexure “Application Form for NMIMS Students for Applying for Student Exchange Program” in SRB) to their respective Schools. Those selected after required assessment at their School’s end have to fill another detailed form ( See Annexure “Application Form – NMIMS Exchange Students”)
- 19.6.2 The list of courses that a student intends to take up in the partner institute should be clearly mentioned. For those who wish to apply in more than one institute, the lists of the courses in each of these institutes should be mentioned.
- 19.6.3 Upon joining the partner institute the courses the students intends to take up should be finalized and communicated to the NMIMS School authorities (Refer Annexure of SRB)
- 19.6.4 Students need to ensure that they do not get any F grade in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.
- 19.6.5 Other criteria as defined by Deans/Directors of the Schools.

**19.7 Code of Conduct**

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

**19.8 Enclosures:**

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

### 19.8.2 Application Form:

- a) For Applying for Student Exchange by NMIMS Deemed-to-be-University Students
- b) For NMIMS Deemed-to-be University's student (Only for Short listed Students)
- c) For International Exchange Students on arrival

### 19.8.3 Visa Form for NMIMS and International Students

#### **Note:**

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

## 20.0 Safety Guide for Students on Floods, Fire and Earthquakes

### Introduction

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

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

### 20.1 Floods:

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

Precautions to be taken in case of Floods<sup>1</sup> are given in the Table 1 below.

*Floods in Mumbai -Are we prepared this time? (2009). Retrieved April, 2010 from Deloitte Official Website: <http://bcm-india.org/deloitte-mumflood.pdf>*

| Before Floods  | During Floods  | After Floods  |
|--|--|---|
| <ul style="list-style-type: none"> <li>• Identify and visit elevated areas in and around the Institute as places of refuge during a flood</li> <li>• Be aware of drainage channels, and other low-lying areas known to flood suddenly. Consult and involve local authorities in the institutes</li> <li>• Check out for the monsoon alerts for the heavy rains declared by the Municipal Corporation of Greater Mumbai</li> <li>• Do not travel long distances on dates indicated as 'Monsoon Alerts'. Contact the Institute if there is any pre planned activity or examination or any other important work on that day and try to adjust it on some other day</li> <li>• Keep locally available equipments such as ropes,</li> </ul> | <ul style="list-style-type: none"> <li>• Evacuate to previously identified elevated areas</li> <li>• Don't try to save valuables. Your life is most precious</li> <li>• Disconnect electrical appliances.</li> <li>• Turn off utilities at the main switches of valves if instructed to do so</li> <li>• Don't touch electrical equipment if you are wet or standing in water</li> <li>• Do not walk through moving water. Six inches of moving water can make you fall</li> <li>• If you have to walk in water, walk where the water is not moving</li> <li>• Use a stick to check the firmness of the ground in front of you</li> <li>• Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage</li> <li>• Water may also be electrically charged from underground or downed power lines</li> <li>• Listen to the radio for advance information and advice. Don't spread rumors</li> <li>• Move vehicles to the highest ground</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</li> </ul> |

| Before Floods   | During Floods   | After Floods  |
|---|---|---|
| battery, radio, plastic bottles and cans handy during rainy season. This can help you to plan your rescue<br>• Prepare a food kit including emergency food items such as biscuits, snacks, drinking water and so on | nearby<br>• Do not enter floodwaters by foot if you can avoid it<br>• Never wander around a flooded area<br>• Drink clean water | drainage and sewage systems in and around the building to the authorities as soon as possible. These can be a major health hazard<br>• First protect yourself and then help others. |

## 20.2 Earthquake

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

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

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

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

| Before Earthquake  | During Earthquake  | After Earthquake   |
|--|--|--|
| <ul style="list-style-type: none"> <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 portable transistor radio handy.</li> <li>• Keep the corridors in the hostel/house clear of furniture and other things, making movement easier.</li> </ul> | <p><b>A) 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>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>C) If you are driving</b></p> <ul style="list-style-type: none"> <li>• Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle.</li> </ul> | <p><b>A) If you are at home or inside a building</b></p> <ul style="list-style-type: none"> <li>• Expect aftershocks. Be prepared. Stay where you are and do not come out immediately.</li> <li>• Keep calm, switch on the radio/TV and obey any instructions you hear on it after you come out</li> <li>• Turn off the water, gas and electricity</li> <li>• Do not smoke and do not light matches or use a cigarette lighter. Do not turn on switches. There may be gas leaks or short-circuits.</li> <li>• If there is a fire, try to put it out. If you cannot, call the fire brigade.</li> <li>• If possible then contact fire brigade immediately.</li> <li>• Immediately clean up any inflammable products that may have spilled (alcohol, paint, etc).</li> <li>• Avoid places where there are loose electric wires and do not touch any metal object in contact with them.</li> <li>• Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth.</li> <li>• Eat something. You will feel better and more capable of helping others.</li> <li>• If the building is badly damaged, you will have to leave it. Collect water containers, food, and ordinary and special medicines (for persons with heart complaints, diabetes, etc.).</li> <li>• Help people who are injured. Provide them first aid. Do not move seriously injured people unless they are in danger.</li> </ul> <p><b>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> </ul> |

| Before Earthquake | During Earthquake | After Earthquake   |
|-------------------|-------------------|--|
|                   |                   | <ul style="list-style-type: none"> <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> |

### 20.3 Fire

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

| Before Fire   | During Fire   | After Fire   |
|---|---|--|
| <ul style="list-style-type: none"> <li>• Identify the fire hazards and where fires might start, e.g. laboratories, store room, kitchen and other such places)</li> <li>• Identify all the exit routes of the Institute. (There are <b>six exit routes</b> in UPG building)</li> <li>• Check the adequacy of fire fighting 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>• Do not panic.</li> <li>• Inform the fire brigade about the fire and alert neighbors.</li> <li>• If possible, use fire extinguisher.</li> <li>• Do not take shelter in toilet.</li> <li>• Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere.</li> <li>• Do not use the lift to escape.</li> <li>• Use nearest means of escape and the staircase available.</li> <li>• Make exit to ground level instead of the terrace.</li> <li>• Report about your safe escape and any other information to the University authorities, fire brigade or police present at the site.</li> </ul> <p><b>If trapped or stranded:</b></p> <ul style="list-style-type: none"> <li>• Stay close to the floor level.</li> <li>• Cover the gaps of the door by any piece of cloth available.</li> <li>• Do not jump out of the building.</li> <li>• Signal or shout for help.</li> <li>• Stop, drop and roll on the ground and cover with blanket; pour water on the body</li> <li>• <i>Dial 101 or 22620 111</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> |

### Ragging / Sexual harassment / Student Grievance Redressal – Ombudsman

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

20.5 **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.

20.6 **Student Grievance Redressal – Ombudsman:** The Ombudsman shall exercise power to hear grievances of those who are not satisfied with decision of NMIMS Grievance Redressal Committee. The Ombudsman

would be required to dispose cases within one month of the receipt for speedy redress of grievances. On conclusion of the proceeding, the Ombudsman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the effected party. Mr. Justice S. S. Parkar has been appointed as Ombudsman at NMIMS University. For more details kindly refer AICTE regulations on Ombudsman.

20.7 Please visit the website for more details : “The Sexual Harassment-Women-Workplace Act” & “Women Grievance Redressal Cell Policy”

20.8 Following are the details of Women Grievance Redressal Cell & Anti Ragging Committee:

#### Women Grievance Redressal Cell:

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

#### Anti-Ragging Committees: take only university/hostel and school

| University  |                        |             |                                |                   |
|---|------------------------|-------------|--------------------------------|-------------------|
|   | Name                   | Designation | E-mail ID                      | Contact no.       |
| 1.  | Dr. Meena Chintamaneni | Chairperson | meena.chintamaneni@nmims.edu   | 022 42355555      |
| 2.  | Mr. Venugopal          | Member      | venugopalk@nmims.edu           | 022 42355557      |
| 3.  | Shri Harshad Shah      | Member      | harshad.shah@svkm.ac.in        | 022 42199999      |
| 4.  | Mr. Sunil Monteiro     | Member      | Sunil.Monteiro @nmims.edu      | 022 42355555      |
| 5.  | Prof. Seema Mahajan    | Member      | seemam@nmims.edu               | 022 42355555      |
| 6.  | Shri Rajendra K. Shah  | Member      | shahrk60@yahoo.com             | 022 42199999      |
| Shobhaben Pratapbhai Patel School of Pharmacy & Technology Management |                        |             |                                |                   |
| 1.  | Dr. Bala Prabhakar     | Chairperson | bala.prabhakar@nmims.edu       | 9819781252        |
| 2.  | Dr. Addepalli          | Member      | v.addepalli@nmims.edu          | 9823770298        |
| 3.  | Mr. Haresh Raulgaonkar | Member      | Haresh.Raulgaonkar@nmims.edu   | 9821448300        |
| Hostels   |                        |             |                                |                   |
| 1.  | Shri Bhupesh Patel     | Chairperson | bhupesh.patel@svkm.ac.in       | 98200 20700       |
| 2.  | Shri Harshad H. Shah   | Member      | harshad.shah@svkm.ac.in        | 98202 93814       |
| 3.  | Shri Rajubhai Shah     | Member      | rajendra.shah@svkm.ac.in       | 98190 36555       |
| 4.  | Prof. Seema Mahajan    | Member      | seemam@nmims.edu               | 9820341341        |
| 5.  | Dr. Meena Chintamaneni | Member      | meena.chintamaneni@nmims.edu   | 42355550          |
| 6.  | Mr. Sunil Monteiro     | Member      | Sunil.Monteiro@nmims.edu       | 42355558          |
| Shirpur Campus  |                        |             |                                |                   |
| 1.  | Dr. Pradeep Waychal    | Chairperson | pradeep.waychal@nmims.edu      | 9820422602        |
| 2.  | Mr. Rahul Dande        | Member      | rahul.dande@nmims.edu          | (02563) 286545/46 |
| 3.  | Col. S. S. Sahrawat    | Member      | Satyapal.singh@svkm.ac.in      | (02563) 286545/46 |
| 4.  | Dr. Shirish Deshpande  | Member      | Shirish.deshpande@nmims.edu    | (02563) 286545/46 |
| 5.  | Dr. M. V. Deshpande    | Member      | manojkumar.deshpande@nmims.edu | (02563) 286545/46 |

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

| Sr. No. | Category           | Sr. No. | Category          |
|---------|--------------------|---------|-------------------|
| 1       | Potentially Liable | 5       | Illegal Unethical |
| 2       | Drug Abuse         | 6       | Racism and Hate   |
| 3       | Occult             | 7       | Violence          |
| 4       | Hacking            | 8       | Marijuana         |

| Sr. No. | Category               |
|---------|------------------------|
| 9       | Folklore               |
| 10      | Proxy Avoidance        |
| 11      | Web Translation        |
| 12      | Phishing               |
| 13      | Plagiarism             |
| 14      | Child Abuse            |
| 15      | Controversial          |
| 16      | Abortion               |
| 17      | Adult Materials        |
| 18      | Advocacy Organizations |
| 19      | Gambling               |
| 20      | extremist Groups       |
| 21      | Nudity And Risqué      |
| 22      | Pornography            |
| 23      | Tasteless              |
| 24      | Weapons                |
| 25      | Sex Education          |

| Sr. No. | Category                     |
|---------|------------------------------|
| 26      | Alcohol                      |
| 27      | Tobacco                      |
| 28      | Lingerie and Swimsuit        |
| 29      | Sports Hunting and war Games |
| 30      | Freeware Downloads           |
| 31      | Games                        |
| 32      | Peer-to-peer File Sharing    |
| 33      | Multimedia Download          |
| 34      | Internet Radio and TV        |
| 35      | Potential Security Violating |
| 36      | Malware                      |
| 37      | Spyware                      |
| 38      | Web Hosting                  |
| 39      | Multimedia Search            |
| 40      | Audio Search                 |
| 41      | Video Search                 |
| 42      | Spam URL                     |

### List of E resources (In library)

| Sr. No. | Database                            |
|---------|-------------------------------------|
|         | <b>LIBRARY DATABASE/ OPAC</b>       |
| 1       | LibSys OPAC                         |
|         | <b>ELECTRONIC JOURNAL DATABASES</b> |
| 2       | ProQuest Central                    |
| 3       | EBCSO                               |
| 4       | JSTOR                               |
| 5       | Science Direct                      |
| 6       | Bentham Science Publishers          |
|         | <b>ENGINEERING DATABASES</b>        |
| 7       | IEL Online /IEEE                    |
| 8       | Springer                            |
| 9       | ASME                                |
| 10      | J-Gate                              |
| 11      | Science Direct                      |
| 12      | ASCE                                |
|         | <b>E-BOOKS DATABASES</b>            |
| 13      | E-brary                             |
| 14      | McGraw-Hill                         |

|    |                              |
|----|------------------------------|
| 15 | Pearson E-Books              |
|    | <b>RESEARCH DATABASES</b>    |
| 16 | ISI Emerging Markets         |
| 17 | CRISIL                       |
| 18 | Frost & Sullivan             |
| 19 | CMIE: Economic Outlook       |
|    | <b>COMPANY DATABASES</b>     |
| 20 | CMIE-Prowess 4               |
| 21 | Capital Market               |
|    | <b>STATISTICAL DATABASES</b> |
| 22 | CEIC Database                |
| 23 | IndiaStat                    |
|    | <b>LAW DATABASES</b>         |
| 24 | Manupatra                    |
| 25 | West Law                     |
|    | <b>MARKETING DATABASE</b>    |
| 26 | TAM                          |
| 27 | TVADINDEX                    |
| 28 | WARC                         |
|    | <b>Directory</b>             |
| 29 | Cabell's Directory           |



## 22.0 LIST OF HOLIDAYS FOR THE YEAR 2015

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

| NMIMS (Mumbai & Shirpur)           |           |           | NMIMS (Bangalore)                  |           |           | NMIMS (Hyderabad)                  |           |           |
|------------------------------------|-----------|-----------|------------------------------------|-----------|-----------|------------------------------------|-----------|-----------|
| List of Holidays for the year 2015 |           |           | List of Holidays for the year 2015 |           |           | List of Holidays for the year 2015 |           |           |
| OCCASION                           | DATE      | DAY       | OCCASION                           | DATE      | DAY       | OCCASION                           | DATE      | DAY       |
|                                    |           |           | Sankrant/Pongal                    | 15-Jan-15 | Wednesday | Sankrant/Pongal                    | 15-Jan-15 | Thursday  |
| Republic day                       | 26-Jan-15 | Monday    | Republic day                       | 26-Jan-15 | Monday    | Republic day                       | 26-Jan-15 | Monday    |
| Chhatrapati Shivaji Jayanti        | 19-Feb-15 | Thursday  |                                    |           |           |                                    |           |           |
|                                    |           |           |                                    |           |           | Mahashivratri                      | 17-Feb-15 | Tuesday   |
| Holi                               | 06-Mar-15 | Friday    | Holi                               | 06-Mar-15 | Friday    | Holi                               | 06-Mar-15 | Friday    |
| Gudhi Padwa                        | 21-Mar-15 | Saturday  | Ugadi                              | 21-Mar-15 | Saturday  | Ugadi                              | 21-Mar-15 | Saturday  |
|                                    |           |           |                                    |           |           |                                    |           |           |
| Good Friday                        | 03-Apr-15 | Friday    | Good Friday                        | 03-Apr-15 | Friday    |                                    |           |           |
|                                    |           |           |                                    |           |           |                                    |           |           |
| Maharashtra Day                    | 01-May-15 | Friday    | Labor/May Day                      | 01-May-15 | Friday    | Labor/May Day                      | 01-May-15 | Friday    |
|                                    |           |           |                                    |           |           | State Formation Day                | 02-Jun-15 | Teusday   |
| Ramzan-Id                          | 18-Jul-15 | Saturday  | Ramzan-Id                          | 18-Jul-15 | Saturday  | Ramzan-Id                          | 18-Jul-15 | Saturday  |
| Independence Day                   | 15-Aug-15 | Saturday  | Independence Day                   | 15-Aug-15 | Saturday  | Independence Day                   | 15-Aug-15 | Saturday  |
|                                    |           |           |                                    |           |           |                                    |           |           |
| Ganesh Chaturthi                   | 17-Sep-15 | Thursday  | Ganesh Chaturthi                   | 17-Sep-15 | Thursday  | Ganesh Chaturthi                   | 17-Sep-15 | Thursday  |
| Gandhi Jayanti                     | 02-Oct-15 | Friday    | Gandhi Jayanti                     | 02-Oct-15 | Friday    | Gandhi Jayanti                     | 02-Oct-15 | Friday    |
|                                    |           |           | Mahalaya Amavasya                  | 12-Oct-15 | Monday    |                                    |           |           |
|                                    |           |           |                                    |           |           |                                    |           |           |
| Dussehra                           | 22-Oct-15 | Thursday  | Dussehra                           | 22-Oct-15 | Thursday  | Dussehra                           | 22-Oct-15 | Thursday  |
|                                    |           |           |                                    |           |           |                                    |           |           |
| Diwali (Narak Chaturdashi)         | 10-Nov-15 | Tuesday   |                                    |           |           |                                    |           |           |
| Diwali Amavasya (Laxmi Pujan)      | 11-Nov-15 | Wednesday | Diwali Amavasya (Laxmi Pujan)      | 11-Nov-15 | Wednesday | Diwali Amavasya (Laxmi Pujan)      | 11-Nov-15 | Wednesday |
| Diwali (Balipratipada)             | 12-Nov-15 | Thursday  | Diwali (Balipratipada)             | 12-Nov-15 | Thursday  | Diwali (Balipratipada)             | 12-Nov-15 | Thursday  |
| Diwali (Bhaubeej)                  | 13-Nov-15 | Friday    | Diwali (Bhaubeej)                  | 13-Nov-15 | Friday    | Diwali (Bhaubeej)                  | 13-Nov-15 | Friday    |
|                                    |           |           |                                    |           |           |                                    |           |           |
| Christmas                          | 25-Dec-15 | Friday    | Christmas                          | 25-Dec-15 | Friday    | Christmas                          | 25-Dec-15 | Friday    |

Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January 26, 2014, August 15, 2014, May 01, 2014 & October 02, 2014)

### 23.0 NMIMS INFOLINE (for Mumbai Campus)

| Agency  | Number  |
|---|---|
| Disaster Management Cell of Municipal Corporation of Greater Mumbai   | 108   |
| <b>Police</b>   |   |
| Police Help Line  | 100   |
| Juhu Police Station   | 26184432 / 26183856                                 |
| Vile Parle Police Station   | 26117307 / 26117317                                 |
| Vile Parle (E) 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 Stations   | 2620 5301   |
| Bandra Fire Station   | 2643 5206   |
| <b>Ambulance</b>  | 102 / 1298/1252                                     |
| <b>Hospitals</b>  |   |
| Dr. Balabhai Nanavati Hospital  | 26182255  |
| Cooper Hospital   | 26207254  |
| <b>Travel Agency</b>  |   |
| V-explore   | 42705205/ 42705255                                  |
| <b>Chemist</b>  |   |
| Dilip Drug House  | 26182255  |
| Empire Chemists   | 26718970  |
| Welcome   | 26111796  |
| <b>General Physician</b>  |   |
| Shri Vile Parle Kelavani Mandal” runs a dispensary which operates from 9:00 am to 6:00 pm. It is manned by two fully qualified Medical Officers in two shifts. Services of dispensary are available for attending to all emergency first aid and for OPD. This facility is available to all students and staff members of SVKM Institutions | Location: N.M. College Area, 2 <sup>nd</sup> floor. |
| <b>Criticare Clinic</b><br>Plot no. 38/39 , Main Gulmohar Road,<br>JVPD Scheme, Opposite Copper Chimney,<br>Andheri ( W), Mumbai- 400049  | 26286644/ 88  |
| <b>Hostel</b>   |   |
| G. R. Jani Hostel Boys  | 26240070  |
| Girls Hostel (MKM)  | 26256382/ 83  |

# Part II

**Shobhaben Pratapbhai Patel**  
**School of Pharmacy**  
**&**  
**Technology Management**



**Shobhaben Pratapbhai Patel  
School of Pharmacy & Technology Management  
Mumbai**

**VISION**

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

**MISSION**

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

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

To interlink Pharmaceutical Sciences with Life Sciences and Management Education.

To provide Life Long Learning opportunities in Pharm. Sciences.



## **Message from Dean**

**Dear Students,**

Welcome to SPPSPTM!!

Established in the year 2006, the school has been marching forward to advancement and scaling new heights year after year with its unique industry oriented programmes. It has remained at par with the dynamic and ever-changing requirements of the Pharmaceutical & Healthcare Industry by living up to its motto of CREATING SKILLED HEALTHCARE PROFESSIONALS.

The Indian pharmaceuticals market is third largest in terms of volume and thirteen largest in terms of value, as per a pharmaceuticals sector analysis report by equity master. The market is dominated majorly by branded generics which constitute nearly 70 to 80 per cent of the market. Considered to be a highly fragmented industry, consolidation has increasingly become an important feature of the Indian pharmaceutical market. India has achieved an eminent global position in Pharma sector. The Indian Pharma market size is expected to grow to US\$ 85 billion by 2020. The growth in Indian domestic market will be on back of increasing consumer spending, rapid urbanization, and raising healthcare insurance and so on, thus, creating more and more employment opportunities for Pharmacy Graduates.

The School has been awarded as Educational Institute with Best Academic & Industry Interface by Golden Globe Tiger Awards at Kuala Lumpur, Best Educational Institute in Pharmacy by the Asian Leadership Awards, in Dubai, Quality Excellence Award for Best Institute Promoting Research at Quality in Education Awards, Business School Affaire & Best Educational Institute in Placements by Lokmat National Education Leadership Awards for its contribution to Pharmacy education.

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

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

Best Wishes!!

**Dr. R. S. Gaud**  
**Dean, SPPSPTM**

**1.0 Academic Calendar 2015 – 2016**
**1.1 B.PHARM. / B.PHARM. + M.PHARM., B.PHARM + MBA (PHARMA TECH.)**

| <b>SEMESTER I / III / V / VII / IX</b>                              |   |                   |                   |
|---|---|-------------------|-------------------|
| <b>Particulars</b>  | <b>Program</b>  | <b>Start Date</b> | <b>End Date</b>   |
| Commencement of Industrial Training (Management Internship Program) | MBA (Pharma Tech.) V year (2011 - 16 batch)   | 04 May 2015 (Mon) | 29 Aug 2015 (Sat) |
| Commencement of Industrial Training (Technical training)            | B.Pharm. / B.Pharm. + M.Pharm. IV year (2012 - 16 Batch)  | 27 Apr 2015 (Mon) | 04 Jul 2015 (Sat) |
| Industrial Training (Technical Training)                            | B.Pharm + MBA (Pharma Tech.) IV year (2012 - 17 Batch)  | 11 May 2015 (Mon) | 10 Jun 2015 (Wed) |
| Conduct of Classes  | B.Pharm + MBA (Pharma Tech.) I, II, III, & IV year, B.Pharm. / B.Pharm. + M.Pharm. II & III year      | 01 Jul 2015 (Wed) | 05 Nov 2015 (Thu) |
| (Orientation of first year on first day of the session)             |   |                   |                   |
| Conduct of Classes  | B.Pharm. / B.Pharm. + M.Pharm. IV year (2012 - 16 Batch)  | 06 Jul 2015 (Mon) | 05 Nov 2015 (Thu) |
| Technical Training Viva   | B.Pharm + MBA (Pharma Tech.) IV year (2012 - 17 Batch)  | 08 Jul 2015 (Wed) | 11 Jul 2015 (Sat) |
| Technical Training Viva   | B.Pharm. / B.Pharm. + M.Pharm. IV year (2012 - 16 Batch)  | 13 Jul 2015 (Mon) | 16 Jul 2015 (Thu) |
| Conduct of Classes  | B.Pharm. / B.Pharm. + M.Pharm. I year   | 16 Jul 2015 (Thu) | 05 Nov 2015 (Thu) |
| (Orientation of first year on first day of the session)             |   |                   |                   |
| Conduct of classes  | B.Pharm + MBA (Pharma Tech.) V year   | 01 Sep 2015 (Tue) | 05 Dec 2015 (Sat) |
| MIP final Viva  | B.Pharm + MBA (Pharma Tech.) V year   | 14 Sep 2015 (Mon) | 19 Sep 2015 (Sat) |
| Diwali Vacation   |   | 09 Nov 2015 (Mon) | 14 Nov 2015 (Sat) |
| Study leave   | B.Pharm + MBA (Pharma Tech.) I, II, III & IV year, B.Pharm. / B.Pharm. + M.Pharm. I,II, III & IV year | 06 Nov 2015 (Fri) | 14 Nov 2015 (Sat) |
| Term End Exam   | B.Pharm + MBA (Pharma Tech.) I, II, III & IV year, B.Pharm. / B.Pharm. + M.Pharm. I,II, III & IV year | 16 Nov 2015 (Mon) | 05 Dec 2015 (Sat) |
| Study leave   | B.Pharm + MBA (Pharma Tech.) V year   | 07 Dec 2015 (Mon) | 10 Dec 2015 (Thu) |
| Term End Exam   | B.Pharm + MBA (Pharma Tech.) V year   | 11 Dec 2015 (Fri) | 24 Dec 2015 (Thu) |

| <b>SEMSTER II / IV / VI / VIII / X</b>                              |  |                   |                   |
|---|--|-------------------|-------------------|
| <b>Particulars</b>  | <b>Program</b>   | <b>Start Date</b> | <b>End Date</b>   |
| Conduct of classes  | B.Pharm + MBA (Pharma Tech.) I , II, III, & IV year , B.Pharm. / B.Pharm. + M.Pharm. I,II,III & IV year    | 08 Dec 2015 (Tue) | 09 Apr 2016 (Sat) |
| Sports Day  | B.Pharm + MBA (Pharma Tech.), B.Pharm. / B.Pharm. + M.Pharm.   | December 2015     |                   |
| Christmas Vacation  | B.Pharm + MBA (Pharma Tech.), B.Pharm. / B.Pharm. + M.Pharm.   | 25 Dec 2015 (Fri) | 01 Jan 2016 (Fri) |
| Isthmus / Urjja   | B.Pharm + MBA (Pharma Tech.), B.Pharm. / B.Pharm. + M.Pharm.   | February 2016     |                   |
| Conduct of classes  | B.Pharm + MBA (Pharma Tech.) V year  | 04 Jan 2016 (Mon) | 23 Apr 2016 (Sat) |
| University Day  | B.Pharm + MBA (Pharma Tech.), B.Pharm. / B.Pharm. + M.Pharm.   | 13 Jan 2016 (Wed) |                   |
| Study leave   | B.Pharm + MBA (Pharma Tech.) I , II, III, & IV year, B.Pharm. / B.Pharm. + M.Pharm. I,II,III & IV year     | 11 Apr 2016 (Mon) | 16 Apr 2016 (Sat) |
| Term End Exam   | B.Pharm + MBA (Pharma Tech.) I , II, III, & IV year, B.Pharm. / B.Pharm. + M.Pharm. I,II,III & IV year     | 18 Apr 2016 (Mon) | 07 May 2016 (Sat) |
| Study leave   | B.Pharm + MBA (Pharma Tech.) V year  | 25 Apr 2016 (Mon) | 30 Apr 2016 (Sat) |
| Term End Exam   | B.Pharm + MBA (Pharma Tech.) V year  | 02 May 2016( Mon) | 17 May 2016 (Tue) |
| Re – Examination  | B.Pharm + MBA (Pharma Tech.) I , II, III, IV & V year , B.Pharm. / B.Pharm. + M.Pharm. I,II, III & IV year | 06 Jun 2016 (Mon) | 30 Jun 2016 (Thu) |
| Commencement of Industrial Training (Management Internship Program) | MBA (Pharma Tech.) V year (2012 - 17 batch)  | 11 May 2016 (Wed) | 30 Aug 2016 (Tue) |
| Commencement of Industrial Training (Technical training)            | B.Pharm. / B.Pharm. + M.Pharm. IV year(2013 - 17 Batch)  | 11 May 2016 (Wed) | 12 Jul 2016 (Tue) |
| Industrial Training (Technical Training)                            | B.Pharm + MBA (Pharma Tech.) IV year (2013 - 18 Batch)   | 16 May 2016 (Mon) | 15 Jun 2016 (Wed) |
| Re-opening  | B.Pharm + MBA (Pharma Tech) I , II, III, & IV year , B.Pharm. / B.Pharm. + M.Pharm. II & III year          | 01 Jul 2016 (Fri) |                   |
| Re-opening  | B.Pharm. / B.Pharm. + M.Pharm. IV year (2013 - 17 Batch)   | 14 Jul 2016 (Thu) |                   |
| Re-opening  | B.Pharm. / B.Pharm. + M.Pharm. I year (2016-2020)  | 16 Jul 2016 (Sat) |                   |
| Re-opening  | MBA (Pharma. Tech) V year (2013 - 17 Bbatch)   | 01 Sep 2016 (Thu) |                   |
| Convocation   |  | 06 Aug 2016 (Sat) |                   |

**1.2 M.PHARM / M.PHARM + MBA (PHARMA TECH AND HEALTHCARE MANAGEMENT)**

| <b>SEMESTER I / III / V</b>   |   |                   |                   |
|---|---|-------------------|-------------------|
| <b>Particulars</b>  | <b>Program</b>                            | <b>Start Date</b> | <b>End Date</b>   |
| Commencement of Major Project   | M.Pharm II, M.Pharm + MBA II (2014 Batch) | 01 Jun 2015 (Mon) | 28 Nov 2015 (Sat) |
| Industrial Training (Management Internship Program)                           | M.Pharm + MBA III (2013-16 Batch)         | 04 May 2015 (Mon) | 29 Aug 2015 (Sat) |
| Conduct of Classes<br>(Orientation of first year on first day of the session) | M. Pharm I, M. Pharm + MBA I              | 01 Jul 2015 (Wed) | 05 Nov 2015 (Thu) |
| Conduct of classes  | M. Pharm + MBA III                        | 01 Sep 2015 (Tue) | 05 Dec 2015 (Sat) |
| MIP Submission  | M. Pharm + MBA III                        | 12 Sep 2015 (Sat) |                   |
| MIP final Viva  | M. Pharm + MBA III                        | 16 Sep 2015 (Wed) | 19 Sep 2015 (Sat) |
| Diwali Vacation   |   | 09 Nov 2015 (Mon) | 14 Nov 2015 (Sat) |
| Study leave   | M. Pharm I, M. Pharm + MBA I              | 06 Nov 2015 (Fri) | 14 Nov 2015 (Sat) |
| Term End Exam   | M. Pharm I, M. Pharm + MBA I              | 16 Nov 2015 (Mon) | 05 Dec 2015 (Sat) |
| Study leave   | M. Pharm + MBA III                        | 07 Dec 2015 (Mon) | 10 Dec 2015 (Thu) |
| Term End Exam   | M. Pharm + MBA III                        | 11 Dec 2015 (Fri) | 24 Dec 2015 (Thu) |
| <b>SEMSTER II / IV / VI</b>   |   |                   |                   |
| <b>Particulars</b>  | <b>Program</b>                            | <b>Start Date</b> | <b>End Date</b>   |
| Conduct of classes  | M. Pharm I, M. Pharm + MBA I              | 08 Dec 2015 (Tue) | 09 Apr 2016 (Sat) |
| Sports Day  | M. Pharm , M. Pharm + MBA                 | December 2015     |                   |
| Christmas Vacation  | M. Pharm , M. Pharm + MBA                 | 25 Dec 2015 (Fri) | 01 Jan 2016 (Fri) |
| Isthmus / Urjja   | M. Pharm , M. Pharm + MBA                 | February 2016     |                   |
| Conduct of classes  | M. Pharm + MBA III                        | 04 Jan 2016 (Mon) | 23 Apr 2016 (Sat) |
| Commencement of Minor Project   | M.Pharm II, M.Pharm + MBA II              | 04 Jan 2016 (Mon) | 30 Apr 2016 (Sat) |
| University Day  | M. Pharm , M. Pharm + MBA                 | 13 Jan 2016 (Wed) |                   |
| Final seminar & Viva Voce Major   | M.Pharm II, M.Pharm + MBA II              | 22 Feb 2016 (Mon) | 27 Feb 2016 (Sat) |
| Study leave   | M. Pharm I, M. Pharm + MBA I              | 11 Apr 2016 (Mon) | 16 Apr 2016 (Sat) |
| Term End Exam   | M. Pharm I, M. Pharm + MBA I              | 18 Apr 2016 (Mon) | 07 May 2016 (Sat) |
| Final seminar & Viva Voce Minor   | M.Pharm II, M.Pharm + MBA II              | 25 Apr 2016 (Mon) | 30 Apr 2016 (Sat) |
| Study leave   | M. Pharm + MBA III                        | 25 Apr 2016 (Mon) | 30 Apr 2016 (Sat) |
| Term End Exam   | M. Pharm + MBA III                        | 02 May 2016 (Mon) | 17 May 2016 (Tue) |
| Industrial Training (Management Internship Program)                           | M.Pharm + MBA (2014 - 17 Batch)           | 02 May 2016 (Mon) | 29 Aug 2016 (Mon) |
| Re – Examination  | M. Pharm I, M. Pharm + MBA I, III         | 06 Jun 2016 (Mon) | 30 Jun 2016 (Thu) |
| Commencement of Major project   | M.Pharm II, M.Pharm + MBA II (2015 batch) | 01 Jun 2016 (Wed) | 26 Nov 2016 (Sat) |



|                    |                                 |                   |                   |
|--------------------|---------------------------------|-------------------|-------------------|
| Re-opening         | M. Pharm I, M. Pharm + MBA I    | 01 Jul 2016 (Fri) |                   |
| Conduct Of Classes | M.Pharm + MBA (2014 - 17 Batch) | 01 Sep 2016 (Thu) |                   |
| MIP Submission     | M.Pharm + MBA (2014 - 17 Batch) | 10 Sep 2016 (Sat) |                   |
| MIP final Viva     | M.Pharm + MBA (2014 - 17 Batch) | 13 Sep 2016 (Tue) | 15 Sep 2016 (Thu) |
| Convocation        |                                 | 06 Aug 2016 (Sat) |                   |

### 1.3 Ph. D. PROGRAM

#### Pre Ph. D. course work

| <b>Semester I (1st August - 12th December 2015)</b>                   |                             |                   |                   |
|---|-----------------------------|-------------------|-------------------|
| <b>Particulars</b>  | <b>Program</b>              | <b>Start Date</b> | <b>End Date</b>   |
| Conduct of Classes  | Pre Ph. D. - I year         | 01 Aug 2015 (Sat) | 12 Dec 2015 (Sat) |
| (Orientation of first year on first day of the session)               |                             |                   |                   |
| Diwali Vacation   | Pre Ph. D. - I year         | 09 Nov 2015 (Mon) | 14 Nov 2015 (Sat) |
| Sports  | Pre Ph. D. - I year         | December, 2015    |                   |
| Preparatory Break   | Pre Ph. D. - I year         | 14 Dec 2015 (Mon) | 18 Dec 2015 (Fri) |
| Semester end exam   | Pre Ph. D. - I year         | 19 Dec 2015 (Sat) | 24 Dec 2015 (Thu) |
| Christmas Vacation  | Pre Ph. D. - I year         | 25 Dec 2015 (Fri) | 01 Jan 2016 (Fri) |
| CAP (Central Assessment Programme)                                    | Pre Ph. D. - I year         | 20 Dec 2015 (Sun) | 05 Jan 2016 (Tue) |
| <b>Semester II (2nd Jan 2016 - 30 April 2016)</b>                     |                             |                   |                   |
| Conduct of classes  | Pre Ph. D. - I year         | 02 Jan 2016 (Sat) | 30 Apr 2016 (Sat) |
| University Day  | Pre Ph. D. - I year         | 13 Jan 2016 (Wed) |                   |
| Isthmus / Urjja   | Pre Ph. D. - I year         | February, 2016    |                   |
| Preparatory Break   | Pre Ph. D. - I year         | 02 May 2016 (Mon) | 07 May 2016 (Sat) |
| Semester end exam   | Pre Ph. D. - I year         | 09 May 2016 (Mon) | 20 May 2016 (Fri) |
| CAP (Central Assessment Programme)                                    | Pre Ph. D. - I year         | 10 May 2016 (Tue) | 20 May 2016 (Fri) |
|   |                             |                   |                   |
| Successful candidates shall be registered as per University procedure |                             |                   |                   |
| <b>Particulars</b>  | <b>Program</b>              | <b>Start Date</b> | <b>End Date</b>   |
| Conduct of Program  | Ph. D. II, III, IV & V year | 01 Jul 2015 (Wed) | 30 Jun 2016 (Thu) |
| Convocation   |                             | 06 Aug 2016 (Sat) |                   |

2.0 **Academic Guidelines (please read with Part I, Point no. 4.13)**

- 2.1 The structures of various courses are given separately in the Academic Curriculum section of this document. Students are required to go through this section in detail.
- 2.2 Any changes in the course structure, course outlines and so on, will be communicated on the notice board / BBT.
- 2.3 The students will be taught each of these subjects according to the prescribed course outlines. The faculty, however, may circulate individualized session-wise detailed teaching plans to the students.
- 2.4 Open Book examinations are permitted if the faculty desires. However, during such examinations, no exchange of notes is permissible. Prior approval of Dean is essential to conduct the same.
- 2.5 In B. Pharm. + M. Pharm. Program, B. Pharm. and M. Pharm. shall be treated as separate degrees. The enrolled students under this program who successfully complete B. Pharm. in four years with CGPA >3 will be eligible to continue for M. Pharm. Exit Policy after B. Pharm. is available for students not willing to continue for M. Pharm. They can discontinue the course after completing B. Pharm. as per rules.
- 2.6 All the programmes have elective course in either of the semester. The minimum number of students required to commence the elective course will be 15.

2.7 **Value Added Compulsory Workshops/ Activities**

2.7.1 **Soft Skills**

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

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

2.7.2 **Industry / Hospital Visits**

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

2.7.3 **Guest Lectures**

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

- 2.7.4 **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.

2.7.5 **Minimum & Maximum permissible duration of the programmes (in yrs)**

| Sr. No. | Name of Programmes                   | Duration of the programmes (in yrs) | Maximum permissible duration of the programmes (in yrs) |
|---------|--------------------------------------|-------------------------------------|---|
| 1       | Bachelor of Pharmacy                 | 4                                   | 6   |
| 2       | B. Pharm. + M. Pharm.                | 4 + 2 = 6                           | 4 + 4 = 8 (to be treated as independent degree)         |
| 3       | B. Pharm. + MBA (Pharma Tech.)       | 5                                   | 7   |
| 4       | M. Pharm. (Pharmaceutics)            | 2                                   | 4   |
| 5       | M. Pharm. (Pharmaceutical Chemistry) | 2                                   | 4   |

|    |   |     |     |
|----|---|-----|-----|
| 6  | M. Pharm. (Quality Assurance)   | 2   | 4   |
| 7  | M. Pharm. (Pharmacology)  | 2   | 4   |
| 8  | M. Pharm. (Drug Development & Regulatory Sciences)                                      | 2   | 4   |
| 9  | M. Pharm. (Pharmaceutics) + MBA (Pharmaceutical Technology & Healthcare Management)     | 3   | 5   |
| 10 | M. Pharm. (Quality Assurance) + MBA (Pharmaceutical Technology & Healthcare Management) | 3   | 5   |
| 11 | Ph. D. (Pharmaceutical Sciences)  | 3-5 | 3-5 |

3.0 **Examination Guidelines (ICA, TEE, Passing Criteria, Grading System etc.):** (Please read with Part I, Point. No. 4.2, 4.3, 4.6)

3.1 The students undergo **Internal Continuous Assessment (ICA)** throughout the program which is conducted by the School.

At SVKM'S NMIMS, the evaluations are conducted in a continuous manner, uniformly throughout the semester. For objective and comprehensive evaluation, SVKM'S NMIMS believes in multi-criteria, multi-judge evaluation and multiple evaluation instruments. The course faculty conducts evaluations and the details of evaluation instruments, their weightages and schedule are announced from time to time by the course faculty at the respective School/SVKM'S NMIMS Campus.

Internal Continuous Assessment (ICA) Components:

3.1.1 **Presentation in class**

**Pharmacy subjects:** A faculty can evaluate the students on the basis of presentations given on topic relevant to the respective subject. It is not compulsory to conduct such presentations

**Management subjects:** 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.

3.1.2 **Quizzes/ class test/surprise test/assignments (announced/unannounced)**

These may form a part of continuous assessment, for pharmacy and management subjects. It is not mandatory to conduct such tests.

3.1.3 **Project reports/ Thesis**

The students will be sent for training in various institutes/industries for specified time period as mentioned below. A student has to submit the project report as per the dates mentioned in the academic calendar. These project reports are evaluated and marks obtained are added in their term end examination.

(i) B.Pharm/B.Pharm+M.Pharm/ B.Pharm+MBA- IVth year: The students will have to undergo training for 10weeks (B.Pharm/B.Pharm+M.Pharm) and 4weeks (B.Pharm+MBA) after their VI semester examination and before the commencement of VII semester and submit the project report.

(ii) B.Pharm+MBA- Vth year: The students will have to undergo management internship for a period of 17weeks in their IX semester and submit the project report.

- (iii) M.Pharm/M.Pharm+MBA-IIrd year: The students will have to execute a major research project for a period of 24weeks and minor research project for a period of 16weeks. On completion of the each project, the student has to submit a thesis.
- (iv) M.Pharm+MBA-IIIrd year: The students will have to undergo management internship for a period of 17weeks in their V semester and submit the project report.

#### 3.1.4 **Viva - Voce**

Subsequent to the submission of project reports/thesis mentioned above, the student will have to appear for the viva before an external examiner as per the dates mentioned in the academic calendar.

#### 3.1.5 **Research paper /Seminar paper presentation:**

The student will have to make presentation on the topic selected for their seminar /research paper, which would be evaluated at the school level. The marks allotted would be considered while calculating the grades.

#### 3.1.6 **Tutorials**

The tutorials form a part of internal continuous assessment (ICA) for the practical component. The practical internal marks will have two components:

1. Tutorial marks: 10M
2. Practical marks: 10M
3. Module = 10M

Internal marks: tutorial + practical + module =30/2= 15 for the UG courses

1. Tutorial marks: 25
2. Practical marks: 25

Internal marks: tutorial + practical =50M for the PG courses

#### 3.1.7 **Sessional /Mid- term examination**

**Pharmacy subjects:** Two sessional exams shall be conducted in a semester. A student, who gets less than 50% in both the sessional examination, would be given a chance to appear in the improvement sessional.

**Management subjects:** 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 can 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.**

3.2 At the end of the term (Semester) the student has to appear for Term End Examination (TEE), written / practical / viva-voce / presentation as case may be, which is conducted by the University.

3.2.1 The Common Term end examinations are conducted across Schools/Campuses to evaluate students in terms of their understanding of concepts, knowledge of tools and techniques and their application to the business situations.

#### 3.2.2 **Practical Examination**

- (i) It is mandatory for a student to perform all the practicals conducted in the respective semester, failing which the student may be detained at the end of the semester for that particular subject/s.
- (ii) Certificate of satisfactory completion of practicals (module) for each student should be submitted by the concerned faculty to HOD, one week prior to final examination of the concerned trimester/semester. It will help in detaining the defaulters for non-completion of term work.
- (iii) Minimum duration of End-Term Practical Examination : 3 hrs/6hrs as the case may be (Please read with 4.6.3)

### 3.3 Passing Criteria

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

- (i) secure a minimum one-third of the total maximum marks allocated to the internal continuous assessment examination in that subject, **and**
- (ii) secure a minimum of one-third of the total maximum marks allocated to the term-end examination of that subject and
- (iii) secure a minimum of 50% of aggregate marks out of the total marks (that is, internal assessment plus term end examination) allotted to the subject/s

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

**a) For Pharmacy subjects (Theory & Practicals):**

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

**b) For Management subjects:**

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

3.3.2 **Non-fulfillment of Passing Criteria for all the subjects:**

3.3.2.1 **B. Pharm. / B. Pharm. + M. Pharm. / B. Pharm. + MBA (Pharma Tech.) (Semester pattern)**

- i. If a student gets less than one third marks in Internal Continuous Assessment (ICA) (Theory / Practical / both) component and if the aggregate (i.e. total of ICA component and TEE) is equal to or more than 50%, then the student will have to improve / redo the internal assessments along with the regular students of the next academic year. This would be permitted only if the number of subjects in which student has failed are within permissible number (two subjects) to be promoted to the next academic year.
- ii. If a student fails to pass in the ICA component (Theory / Practical / both) in such improvement attempt with the regular students of next academic year, then the student will have to take re-admission in the same year of the program in next academic year by paying prescribed fees.
- iii. If a student gets less than the prescribed one third marks and /or less than 50% aggregate, allotted to the practical/theory final examination in a particular subject, such a student will have to improve his performance and secure the necessary prescribed minimum marks

- and/or equal to or more than 50% in the practical/theory examination which will be conducted after the conclusion of the term-end examination of that academic year but before the commencement of the next academic year. If he fails to do so, he shall be declared failed in that subject. For such student the ICA marks for that subject would be carried forward.
- iv. Those students, who pass in the first or second re-examination chances will be awarded normal grade obtained for the subject(s) in the re-examination. Those students who fail in such second re-examination attempt will have to take re-admission in the same year of the program immediately in the next academic year by paying prescribed fees.
  - v. In case a student fails to pass after the re-examination in more than two subjects, he / she will not be permitted to enter upon the course for the next year of the program and he / she will have to appear at examination of the failed courses, along with the regular students of the next batch by paying the prescribed re-examination fee. Thus, a student will get maximum only two chances of re-examination i.e. at the end of the year and with regular students of next batch. In case he fails in one or more subject/s even after that attempt, he / she will have to take re-admission as a regular student in the next academic year by paying the prescribed fee.
  - vi. A student will not be allowed to take re-admission twice in the same year of the program.

#### 3.3.2.2 M. Pharm. / M.Pharm. + MBA (Semester pattern)

- i. The students will have two sessional examinations for technical subjects and one mid-term examination for management subjects. Students who fail to score less than one-third in internal examinations will be given an additional chance to improve internals before the term end examinations. If the students still fail to score one-third in the internals he / she will not be permitted to appear at the term end examinations and such student will have to take re-admission in the same year of the program immediately in the next academic year by paying the prescribed fees.
- ii. In case of major and/or minor projects of postgraduate programmes, during monitoring/ presentations/ discussions/ final exam, if it is found that work is not completed as per plan or not satisfactory /manipulative, he/ she will not be allowed to appear for final viva voce of major/minor/both projects or may be declared as fail as the case may be.
- iii. Students will be allowed to keep terms of both the semesters during the academic year irrespective of any number of failures in the previous term/s.
- iv. Failed students will be allowed one re-examination at the end of that academic year and before next academic year begins by paying the prescribed re-examination fee.
- v. Those students, who pass in the re-examination, will be awarded normal grade obtained for the subject(s) in the re-examination.
- vi. Students failing in any subject after the said re-examination will have to take re-admission in the same year of the program immediately in the next academic year by paying the prescribed fees.

#### 3.3.3 Evaluation and Grades

3.3.3.1 Evaluation by interview/viva voce is not permitted in lieu of written examination.

3.3.3.2 Open Book examinations are permitted if the faculty desires. However, during such examinations, no exchange of books/ notes is permissible. Computer and Notebook based examinations are not permitted.

#### 3.3.4 Non-completion of assignments/ Term Work, Unsatisfactory Attendance

A student shall not be permitted to appear at the theory examination of a subject at the examination held at the term-end unless, he / she has completed the related term-work (Term work includes practicals / research work, modules / assignment / thesis submission etc.)/ within the stipulated period of time.

### 3.4 Grading system.

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

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

#### 3.4.2 Method of calculation of letter grades and GPA/ CGPA

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

- (i) Highest marks scored by a student/s for a course / subject will be taken into account for the batch/ group (in case of electives).
- (ii) Difference between the maximum marks and 50 marks would be calculated.
- (iii) The said difference will be equally divided into slabs of nine letter grades (i.e. A+, A, and A-, B+, B and B-and C+, C and C-)
- (iv) Grading will be done on the basis of marks obtained by a student in each course / subject which will be fitted into the above slabs of letter grades
- (v) 'F' grade will be assigned to students
  - a) who have obtained marks less than 50% of aggregate.
  - b) who have obtained less than one third marks out of the maximum marks allocated to the respective subject for the term end examination
  - c) who have obtained less than one third marks out of the maximum marks allocated to the respective subject for the internal continuous assessment
- (vi) In case of elective courses, the number of students for respective course / subject would be considered for the purpose of assigning grades for that course.

#### 3.4.3 Calculation of GPA:

Grade Point Average for a term will be computed by dividing, the sum of product of grade point of each course/ module and credit value assigned, to each respective course by the sum of credits assigned to all the courses/ modules for the related term.

$$\text{GPA} = \frac{\sum CG}{\sum C}$$

#### 3.4.4 Calculation of CGPA:

Cumulative Grade Point Average up to and including a term will be computed by dividing the sum of product of grade point of each course/ module and credit value assigned to each respective course by the sum of credits assigned to all the courses/ modules up to and including the related term.

**Here:**

C = Credit value assigned to a course/ module

G = Grade point value assigned to a student for course/ module corresponding to the letter grade (refer table given)

GPA: Grade Point Average shall be calculated for Individual term.

CGPA: Cumulative Grade Point Average shall be calculated up to and including each term till date

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

#### 3.5.1 B. Pharm. / MBA (Pharma. Tech.) (Semester pattern)

3.5.1.1 A student has to pass all subjects of previous year of the program for upgradation for next year of the program e.g. a student who has passed in all the subjects (as per the criteria laid down herein under) of the first year of the program will be promoted to the concerned

program in the second year. A student who has passed in all the subjects of the second year of the program will be promoted to the third year of the program and so on.

- 3.5.1.2 A student who fails to pass in one or more subjects in Semester I will be “allowed to keep terms” (ATKT) and will be permitted to attend lectures and appear for Term-end exams of Semester II. This means that students will be allowed to keep terms for both the semesters during the first year of the program, irrespective of the failures in any number of subjects of the first and second semesters of that academic year. This criterion will apply to the subsequent years also.
- 3.5.1.3 Such failed students will be allowed to appear at Term-end re-examination in all the ‘failed subjects’ which will be conducted after declaration of the results of Semester II of that academic year. This re-examination will be conducted only once for an academic year and before the commencement of the next academic year. The re-examination will normally commence in the second week of June after the declaration of final exam result of Semester II of that year. However, this schedule is subject to change at the sole discretion of the University.
- 3.5.1.4 The student is required to pay the prescribed fees/charges for re-examination before the commencement of this examination.
- 3.5.1.5 A student who has failed to pass in maximum up to two subjects in an academic year together after the said re-examination will be allowed to enter in the next year programme. Such students will be required to appear in the failed subjects during the related term-end examinations along with the regular students of next year and pass thereat within the limit of one year. The internal assessment marks obtained by such students will be carried forward. These two subjects would be inclusive of Pharma / Management subjects, wherever applicable.
- 3.5.1.6 A student who has failed to pass in any subject even after the permissible re-examination attempts as mentioned above will then have to take re- admission in the same year of the program immediately in the next academic year by paying the prescribed fees. In such cases student will be permitted to take re-admission only if he / she completes entire program successfully within maximum permissible duration (Refer Re-admission rules in Part I)
- 3.5.1.7 The same criteria regarding re-examination as mentioned above shall be applied to Semester III and Semester IV of the second year of the program, for Semester V and Semester VI of the third year of the program, for Semester VII and Semester VIII of the fourth year of the program and to Semester IX and Semester X of the fifth year of the program, wherever applicable.
- 3.5.1.8 As regards admission to the third year, students must have passed in all the subjects of first year. For admission to the fourth year, students must have passed in all the subjects of second year. Similarly for admission to the fifth year, students must have passed in all the subjects of third year (wherever applicable).



#### 4.0 Course Structures & Guidelines of programmes

#### 4.1 BACHELOR OF PHARMACY

##### 4.1.1 Course Structure B. Pharm. (Batch 2015 -19)

#### FIRST YEAR SEMESTER I

| Area             | SAP Code Theory | SAP Code Practical | Subject                            | Credit Theory | Credit Practical |
|------------------|-----------------|--------------------|------------------------------------|---------------|------------------|
| Pharm. Chem.     | 7201B001        | 7201L003           | Basics in Pharmaceutical Chemistry | 3             | 2                |
| Computer Science | 7201C001        | 7201L004           | Computer Science                   | 3             | 1                |
| Pharmaceutics    | 7201G001        | 7201L002           | General Pharmacy                   | 3             | 3                |
| Special Subject  | 7201M002        |                    | Management Today                   | 1.5           | 0                |
| Management       | 7201M001        |                    | Managerial Communication           | 1.5           | 0                |
| Life Sciences    | 7201R002        | 7201L001           | Remedial Biology                   | 3             | 1                |
| Mathematics      | 7201R001        |                    | Remedial Mathematics               | 4             | 0                |

#### SEMESTER II

| Area              | SAP Code Theory | SAP Code Practical | Subject   | Credit Theory | Credit Practical |
|-------------------|-----------------|--------------------|---|---------------|------------------|
| Mathematics       | 7201A001        |                    | Applied Mathematics and Pharmaceutical Statistics | 3             | 0                |
| Special Subject   | 7201D001        |                    | Disaster Management                               | 1.5           | 0                |
| Pharmacology      | 7201H001        | 7201L007           | Human Anatomy and Physiology I                    | 3             | 1.5              |
| Life Sciences     | 7201P003        | 7201L008           | Pharmaceutical Microbiology                       | 3             | 1.5              |
| Pharm Chem.       | 7201P001        | 7201L005           | Pharmaceutical Organic Chemistry I                | 3             | 2                |
| Pharmaceutics     | 7201P002        | 7201L006           | Physical Pharmacy I                               | 3             | 3                |
| Pharma Management | 7201P004        |                    | Principles of Economics                           | 1.5           | 0                |

#### SECOND YEAR

#### SEMESTER III

| Area            | SAP Code Theory | SAP Code Practical | Subject                                | Credit Theory | Credit Practical |
|-----------------|-----------------|--------------------|--|---------------|------------------|
| Pharmacology    | 7201H002        | 7201L012           | Human Anatomy and Physiology II        | 3             | 1.5              |
| Pharm. Analysis | 7201P006        | 7201L010           | Pharmaceutical Analytical Approaches I | 3             | 1.5              |
| Pharm Chem.     | 7201P007        | 7201L011           | Pharmaceutical Organic Chemistry II    | 3             | 2                |
| Pharmacognosy   | 7201P008        | 7201L013           | Pharmacognosy I                        | 3             | 1.5              |
| Pharmaceutics   | 7201P005        | 7201L009           | Physical Pharmacy II                   | 3             | 3                |

### SEMESTER IV

| Area              | SAP Code Theory | SAP Code Practical | Subject                                 | Credit Theory | Credit Practical |
|-------------------|-----------------|--------------------|---|---------------|------------------|
| Life Sciences     | 7201B002        | 7201L016           | Biochemistry                            | 3             | 1.5              |
| Special Subject   | 7201C002        |                    | Community Pharmacy                      | 3             | 0                |
| Life Sciences     | 7201P010        |                    | Pathophysiology I                       | 3             | 0                |
| Pharm. Analysis   | 7201P009        | 7201L015           | Pharmaceutical Analytical Approaches II | 3             | 1.5              |
| Pharmacognosy     | 7201P011        | 7201L017           | Pharmacognosy II                        | 3             | 1.5              |
| Quality Assurance | 7201P012        |                    | Pharmacopoeial Testing                  | 1.5           | 0                |
| Pharmaceutics     | 7201U001        | 7201L014           | Unit Operations I                       | 3             | 2                |

### THIRD YEAR SEMESTER V

| Area           | SAP Code Theory | SAP Code Practical | Subject                                  | Credit Theory | Credit Practical |
|----------------|-----------------|--------------------|--|---------------|------------------|
| Pharmacognosy  | 7201H005        | 7201L036           | Herbal Drug Technology                   | 3             | 1.5              |
| Life Sciences  | 7201P013        |                    | Pathophysiology II                       | 3             | 0                |
| Pharm Analysis | 7201P015        | 7201L020           | Pharmaceutical Analytical Approaches III | 3             | 1.5              |
| Pharmaceutics  | 7201P014        | 7201L019           | Pharmaceutical Technology I              | 3             | 1.5              |
| Pharmacology   | 7201P016        | 7201L022           | Pharmacology I                           | 3             | 1.5              |
| Pharmaceutics  | 7201U002        | 7201L018           | Unit Operations II                       | 3             | 2                |

### SEMESTER VI

| Area          | SAP Code Theory | SAP Code Practical | Subject                      | Credit Theory | Credit Practical |
|---------------|-----------------|--------------------|------------------------------|---------------|------------------|
| Life Sciences | 7201C003        | 7201L025           | Cell and Molecular Biology   | 3             | 1.5              |
| Pharm Chem.   | 7201M003        | 7201L024           | Medicinal Chemistry I        | 3             | 2                |
| Pharmaceutics | 7201P017        | 7201L023           | Pharmaceutical Technology II | 3             | 1.5              |

### FOURTH YEAR SEMESTER VII

| Area              | SAP Code Theory | SAP Code Practical | Subject                                 | Credit Theory | Credit Practical |
|-------------------|-----------------|--------------------|---|---------------|------------------|
|                   | 7201I002        |                    | Industrial Training / Hospital Training | 10            | 0                |
| Hospital Pharmacy | 7201H004        | 7201L028           | Hospital Pharmacy                       | 3             | 1.5              |
| Pharm Chem.       | 7201M004        | 7201L027           | Medicinal Chemistry II                  | 3             | 2                |
| Life Sciences     | 7201P020        | 7201L030           | Pharmaceutical Biotechnology            | 3             | 1.5              |
| Pharmaceutics     | 7201P019        | 7201L029           | Pharmaceutical Technology III           | 3             | 1.5              |
| Pharmacology      | 7207P0018       | 7201L026           | Pharmacology II                         | 3             | 1.5              |
| Pharm Elective    |                 |                    | Elective-I                              | 3             | 0                |
| Pharm Elective    | 7201P025        |                    | Patient Counseling                      |               |                  |
| Pharm Elective    | 7201P022        |                    | Pharmaceutical Marketing                |               |                  |
| Pharm Elective    | 7201P021        |                    | Pharmaceutical Packaging                |               |                  |
| Pharm Elective    | 7201P023        |                    | Pharmacoepidemiology                    |               |                  |
| Pharm Elective    | 7201P024        |                    | Pharmacovigilance                       |               |                  |
| Pharm Elective    | 7201T001        |                    | Tablet Tooling                          |               |                  |

### SEMESTER VIII

| Area              | SAP Code Theory | SAP Code Practical | Subject   | Credit Theory | Credit Practical |
|-------------------|-----------------|--------------------|---|---------------|------------------|
| Pharmaceutics     | 7201B003        | 7201L034           | Biopharmaceutics and Pharmacokinetics           | 3             | 2                |
| Hospital Pharmacy | 7201C004        |                    | Clinical Pharmacy and Drug Interaction          | 3             | 0                |
| Pharmaceutics     | 7201D002        |                    | Drug Regulatory Affairs                         | 3             | 0                |
| Pharm Chem.       | 7201M005        | 7201L032           | Medicinal Chemistry III                         | 3             | 2                |
| Pharmaceutics     | 7201N001        | 7201L031           | Novel Drug Delivery System                      | 3             | 1.5              |
| Pharmacology      | 7201P026        | 7201L035           | Pharmacology III                                | 3             | 1.5              |
| Pharm Elective    |                 |                    | Elective-II                                     | 3             | 0                |
| Pharm Elective    | 7201G002        |                    | Good Manufacturing Practices, Quality Assurance |               |                  |
| Pharm Elective    | 7201I001        |                    | Intellectual Property Rights                    |               |                  |
| Pharm Elective    | 7201M007        |                    | Modern Approaches in Pharmaceutical Engineering |               |                  |
| Pharm Elective    | 7201P027        |                    | Pharmaceutical Polymer Science                  |               |                  |
| Pharm Elective    | 7201P028        |                    | Pharmacy Chain Management                       |               |                  |
| Pharm Elective    | 7201S001        |                    | Stem Cell Technology                            |               |                  |

#### 4.1.2 PROGRAMME EDUCATIONAL OBJECTIVES (PEO)

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

#### 4.1.3 PROGRAMME OUTCOMES (PO)

1. Student has in depth knowledge of human body, diseases, drug molecules (Active Pharmaceutical Ingredients) along with excipients, natural drug resources, chemistry involved in API including synthesis of commonly used drugs, effect of drug on human body, toxicity and impurity profile, ADME studies of drugs (behavior of drug in human body), dosage form studies including novel approaches, designing and development of formulation and pilot plant scale-up studies, stability studies, analysis.
2. The student is also trained in drug distribution system, patient counseling, industrial laws and regulatory agencies conduct in pharma education and pharma industries at national and international level.
3. Student gains expertise in storage and distribution of drugs with all precautions and in-depth knowledge of dose, adverse effect and other health related issues to deal with indoor and outdoor patients admitted in hospitals and also in public drug distribution system.
4. Student is also trained in ethical behavior with physician, nurses and other paramedical staff for protecting patient's health.

- During the course, students' interact as a student member with various national and international professional bodies viz. IPA, IPGA, APTI, FIP etc. and then as a graduate they are full-fledged members and have freedom to opine on any issue related to health care system. These bodies also organize conferences, workshops, webinars, online courses and evaluation as a part of life-long learning in the profession of pharmacy which is being utilized by all pharmacy graduates.

#### 4.1.4 COURSE OUTCOMES (CO)

- The student has knowledge of mathematical calculations involved in pharmacy, plant and animal kingdom, basics of genetics and chemistry of organic and inorganic compounds.
- The student will be acquainted with knowledge of pre-formulation studies, physicochemical aspects required for designing a dosage form, stability testing of pharmaceutical products, formulation and evaluation of tablets and capsules, coating of tablets, techniques of microencapsulation, packaging of pharmaceutical products, parenteral dosage forms, aseptic techniques, ophthalmic preparations and surgical products, blood and glandular products, stability testing of pharmaceuticals.
- The student is equipped with detailed information about chemical structure and biological activity of drug molecules and their mechanism of action, biochemical mechanism and chemistry of steroids, chemotherapeutics agents and their synthesis, molecular mechanism and Structure Activity Relationship of cardiovascular, cholinergic & adrenergic drugs along with their discovery, drugs acting on central nervous system, relation between chemical structure and biological activity of drug molecules and their mechanism of action as well as synthetic of few drugs.
- The Student will be well versed with organization and structure of hospital pharmacy, purchase and inventory control and drug distribution system in the hospitals, supply and management of sterilization materials and equipment, sources of drug information and reporting of drug interaction and adverse drug reactions, the preliminary knowledge of radio-pharmaceuticals.
- The Student develops deep understanding of various drugs used for treating diseases and their mechanism of action, basic concepts of the importance of chemotherapy, Adverse Drug Reactions, toxicology.
- Student has knowledge of different crude drugs obtained from plants, animals, phytoconstituents, their chemistry, isolation and estimations techniques, guidelines pertaining formulation of herbal drugs and standardization of herbal drugs.
- Student understand mechanisms of cell signaling, gene expression, recombinant DNA technology biotech skills, basics of plant and animal tissue culture.
- Student gains knowledge of good manufacturing practices, sterile area and validation aspects.
- Student understands drug legislations in India, drug pricing system, Drug and Cosmetics act.

#### 4.2 B. PHARM. + MBA (Pharma Tech.) (Batch 2015-20)

##### FIRST YEAR SEMESTER I

| Area             | SAP Code Theory | SAP Code Practical | Subject                            | Credit Theory | Credit Practical |
|------------------|-----------------|--------------------|------------------------------------|---------------|------------------|
| Pharm Chem.      | 7202B001        | 7202L006           | Basics in Pharmaceutical Chemistry | 3             | 2                |
| Computer Science | 7202C001        | 7202L007           | Computer Science                   | 3             | 1                |
| Management       | 7202C002        |                    | Constitution of India              | 1             | 0                |
| Management       | 7202E001        |                    | Environment Management             | 1             | 0                |
| Pharmaceutics    | 7202G001        | 7202L005           | General Pharmacy                   | 3             | 3                |
| Special Subject  | 7202M002        |                    | Management Today                   | 1             | 0                |
| Management       | 7202M001        |                    | Managerial Communication           | 1             | 0                |
| Life Sciences    | 7202R002        | 7202L004           | Remedial Biology                   | 3             | 1                |
| Mathematics      | 7202R001        |                    | Remedial Mathematics               | 4             | 0                |

### SEMESTER II

| Area            | SAP Code Theory | SAP Code Practical | Subject   | Credit Theory | Credit Practical |
|-----------------|-----------------|--------------------|---|---------------|------------------|
| Mathematics     | 7202A001        |                    | Applied Mathematics and Pharmaceutical Statistics | 3             | 0                |
| Management      | 7202B002        |                    | Basic Marketing and Selling                       | 0             | 0                |
| Special Subject | 7202D001        |                    | Disaster Management                               | 1.5           | 0                |
| Pharmacology    | 7202H001        | 7202L010           | Human Anatomy and Physiology I                    | 3             | 1.5              |
| Life Sciences   | 7202P003        | 7202L011           | Pharmaceutical Microbiology                       | 3             | 1.5              |
| Pharm Chem.     | 7202P001        | 7202L008           | Pharmaceutical Organic Chemistry I                | 3             | 2                |
| Pharmaceutics   | 7202P002        | 7202L009           | Physical Pharmacy I                               | 3             | 3                |
| Management      | 7202P004        |                    | Principles of Economics                           | 1             | 0                |

### SECOND YEAR SEMESTER III

| Area            | SAP Code Theory | SAP Code Practical | Subject                                  | Credit Theory | Credit Practical |
|-----------------|-----------------|--------------------|--|---------------|------------------|
| Pharmacology    | 7202H002        | 7202L015           | Human Anatomy and Physiology II          | 3             | 1.5              |
| Management      | 7202M003        |                    | Macroeconomics Concepts and Applications | 2             | 0                |
| Pharm. Analysis | 7202P006        | 7202L013           | Pharmaceutical Analytical Approaches I   | 3             | 1.5              |
| Pharm Chem.     | 7202P007        | 7202L014           | Pharmaceutical Organic Chemistry II      | 3             | 2                |
| Pharmacognosy   | 7202P008        | 7202L016           | Pharmacognosy I                          | 3             | 1.5              |
| Pharmaceutics   | 7202P005        | 7202L012           | Physical Pharmacy II                     | 3             | 3                |
| Management      | 7202S011        |                    | Statistical Methods of Management        | 2             | 0                |

### SEMESTER IV

| Area              | SAP Code Theory | SAP Code Practical | Subject                                 | Credit Theory | Credit Practical |
|-------------------|-----------------|--------------------|---|---------------|------------------|
| Life Sciences     | 7202B003        | 7202L019           | Biochemistry                            | 3             | 1.5              |
| Special Subject   | 7202C003        |                    | Community Pharmacy                      | 3             | 0                |
| Management        | 7202F001        |                    | Financial Analysis and Accounting       | 3             | 0                |
| Management        | 7202L001        |                    | Legal Aspects of Pharma Business I      | 2             | 0                |
| Management        | 7202O001        |                    | Operations Research                     | 2             | 0                |
| Life Sciences     | 7202P010        |                    | Pathophysiology I                       | 3             | 0                |
| Pharm. Analysis   | 7202P009        | 7202L018           | Pharmaceutical Analytical Approaches II | 3             | 1.5              |
| Pharmacognosy     | 7202P011        | 7202L020           | Pharmacognosy II                        | 3             | 1.5              |
| Quality Assurance | 7202P012        |                    | Pharmacopoeial Testing                  | 1.5           | 0                |
| Pharmaceutics     | 7202U001        | 7202L017           | Unit Operations I                       | 3             | 2                |

**THIRD YEAR  
SEMESTER V**

| Area           | SAP Code Theory | SAP Code Practical | Subject                                  | Credit Theory | Credit Practical |
|----------------|-----------------|--------------------|--|---------------|------------------|
| Pharmacognosy  | 7202H009        | 7202L038           | Herbal Drug Technology                   | 3             | 1.5              |
| Life Sciences  | 7202P013        |                    | Pathophysiology II                       | 3             | 0                |
| Pharm Analysis | 7202P015        | 7202L023           | Pharmaceutical Analytical Approaches III | 3             | 1.5              |
| Pharmaceutics  | 7202P014        | 7202L022           | Pharmaceutical Technology I              | 3             | 1.5              |
| Pharmacology   | 7202P016        | 7202L025           | Pharmacology I                           | 3             | 1.5              |
| Management     | 7202P017        |                    | Project Management                       | 2             | 0                |
| Management     | 7202S002        |                    | Sales Management                         | 2             | 0                |
| Pharmaceutics  | 7202U002        | 7202L021           | Unit Operations II                       | 3             | 2                |

**SEMESTER VI**

| Area          | SAP Code Theory | SAP Code Practical | Subject   | Credit Theory | Credit Practical |
|---------------|-----------------|--------------------|---|---------------|------------------|
| Life Sciences | 7202C004        | 7202L028           | Cell and Molecular Biology  | 3             | 1.5              |
| Management    | 7202C005        |                    | Cost and Management Accounting  | 2             | 0                |
| Management    | 7202E005        |                    | Enterprise Resource Planning  | 2             | 0                |
| Management    | 7202M005        |                    | Marketing Research and Methodology including Advanced Statistical Tools | 2             | 0                |
| Pharm Chem.   | 7202M004        | 7202L027           | Medicinal Chemistry I   | 3             | 2                |
| Management    | 7202O003        |                    | Operations Management   | 2             | 0                |
| Management    | 7202O002        |                    | Organizational Behavior   | 2             | 0                |
| Pharmaceutics | 7202P018        | 7202L026           | Pharmaceutical Technology II  | 3             | 1.5              |
| Management    | 7202R003        |                    | Research Project-Part I   | 7.5           | 0                |
| Management    | 7202S004        |                    | Spanish   | 0             |                  |
| Management    | 7202C006        |                    | Chinese   | 0             |                  |

**FOURTH YEAR  
SEMESTER VII**

| Area              | SAP Code Theory | SAP Code Practical | Subject                       | Credit Theory | Credit Practical |
|-------------------|-----------------|--------------------|-------------------------------|---------------|------------------|
|                   | 7202T004        |                    | Technical Training            | 4             | 0                |
| Hospital Pharmacy | 7202H004        | 7202L031           | Hospital Pharmacy             | 3             | 1.5              |
| Pharm Chem.       | 7202M006        | 7202L030           | Medicinal Chemistry II        | 3             | 2                |
| Life Sciences     | 7202P022        | 7202L033           | Pharmaceutical Biotechnology  | 3             | 1.5              |
| Pharmaceutics     | 7202P021        | 7202L032           | Pharmaceutical Technology III | 3             | 1.5              |
| Pharmacology      | 7202P020        | 7202L029           | Pharmacology II               | 3             | 1.5              |
| Pharm Elective    |                 |                    | Elective-I                    | 3             | 0                |
| Pharm Elective    | 7202P027        |                    | Patient Counseling            |               |                  |
| Pharm Elective    | 7202P024        |                    | Pharmaceutical Marketing      |               |                  |
| Pharm Elective    | 7202P023        |                    | Pharmaceutical Packaging      |               |                  |
| Pharm Elective    | 7202P025        |                    | Pharmacoepidemiology          |               |                  |
| Pharm Elective    | 7202P026        |                    | Pharmacovigilance             |               |                  |
| Pharm Elective    | 7202T001        |                    | Tablet Tooling                |               |                  |
| Management        | 7202F003        |                    | Financial Management          |               |                  |
| Management        | 7202H005        |                    | Human Resource Management     | 2             | 0                |
| Management        | 7202M007        |                    | Marketing Management          | 2             | 0                |
| Management        | 7202R004        |                    | Research Project-Part II      | 7.5           | 0                |

### SEMESTER VIII

| Area            | SAP Code Theory | SAP Code Practical | Subject   | Credit Theory | Credit Practical |
|-----------------|-----------------|--------------------|---|---------------|------------------|
| Pharmaceutics   | 7202B004        | 7202L037           | Biopharmaceutics and Pharmacokinetics               | 3             | 2                |
| Special Subject | 7202C007        |                    | Clinical Pharmacy and Drug Interaction              | 3             | 0                |
| Pharmaceutics   | 7202D002        |                    | Drug Regulatory Affairs                             | 3             | 0                |
| Pharm Chem.     | 7202M008        | 7202L035           | Medicinal Chemistry III                             | 3             | 2                |
| Pharmaceutics   | 7202N001        | 7202L034           | Novel Drug Delivery System                          | 3             | 1.5              |
| Pharmacology    | 7202P028        | 7202L036           | Pharmacology III                                    | 3             | 1.5              |
| Pharm Elective  |                 |                    | Elective-II   | 3             | 0                |
| Pharm Elective  | 7202G002        |                    | Good Manufacturing Practices, Quality Assurance     |               |                  |
| Pharm Elective  | 7202I002        |                    | Intellectual Property Rights                        |               |                  |
| Pharm Elective  | 7202M009        |                    | Modern Approaches in Pharmaceutical Engineering     |               |                  |
| Pharm Elective  | 7202P029        |                    | Pharmaceutical Polymer Science                      |               |                  |
| Pharm Elective  | 7202P030        |                    | Pharmacy Chain Management                           |               |                  |
| Pharm Elective  | 7202S005        |                    | Stem Cell Technology                                |               |                  |
| Management      | 7202B007        |                    | Brand and Product Management                        |               |                  |
| Management      | 7202P019        |                    | Pharma Industry Supply Chain & Logistics Management | 2             | 0                |
| Management      | 7202Q001        |                    | Quality Management Systems and Practices            | 2             | 0                |
| Management      | 7202T002        |                    | Training and Development                            | 2             | 0                |

### FIFTH YEAR SEMESTER IX

| Area         | SAP Code Theory | Subject  | Credit Theory |
|--------------|-----------------|--|---------------|
|              | 7202M010        | Management Internship Programme                            | 17            |
| Management   | 7202M011        | Marketing of Pharmaceutical Products and Industry Trends   | 3             |
| Management   | 7202Q002        | Quantitative Technique for Forecasting and Decision Making | 2             |
| Management   |                 | Elective x 4   | 8             |
| Pharm. Tech. |                 | Elective x 2   | 4             |
| Marketing    | 7202I003        | International Marketing                                    |               |
|              | 7202M012        | Marketing Strategy   |               |
|              | 7202C008        | Customer Relationship Management                           |               |
| Operations   | 7202S006        | Services Operations Management                             |               |
|              | 7202O004        | Operations Strategy  |               |
| Finance      | 7202I008        | International Finance                                      |               |
|              | 7202S007        | Strategic HRM  |               |
| Pharm. Tech  | 7202M013        | Medical Devices  |               |
|              | 7202B005        | Business Process Management                                |               |

| <b>Area</b>                | <b>SAP Code Theory</b> | <b>Subject</b>   | <b>Credit Theory</b> |
|----------------------------|------------------------|--|----------------------|
| Management                 | 7202E003               | Entrepreneurship Management                                | 2                    |
| Management                 | 7202D004               | Distribution Management                                    | 2                    |
| Management                 | 7202L002               | Legal Aspects of Pharma Business II                        | 3                    |
| Management                 | 7202O005               | Organisational Structures                                  | 2                    |
| Management                 | 7202C010               | Corporate Social Responsibility                            | 2                    |
| Management                 | 7202S008               | Strategic Management                                       | 2                    |
| Management                 | 7202M016               | Management of Technology and Innovation                    | 2                    |
| Management                 |                        | Elective x 4   | 8                    |
| Management                 |                        | Pharma Tech Electives x 2                                  | 4                    |
| Marketing                  | 7202S009               | Strategies for OTC Products                                |                      |
|                            | 7202C011               | Consumer Behaviour   |                      |
|                            | 7202P032               | Pricing strategy with DPCO                                 |                      |
| Operations                 | 7202P034               | Pharmaceutical and Biomedical Project Management.          |                      |
|                            | 7202K001               | Knowledge Management                                       |                      |
| Finance                    | 7202M014               | Mergers and Acquisitions                                   |                      |
| Human Resource Development | 7202E005               | Employee Relations in Pharma Industry                      |                      |
| Pharm Tech.                | 7202H007               | Health Insurance and Health Financing System               |                      |
|                            | 7202M015               | Management of (Pharma) Technology Acquisition and Transfer |                      |
|                            | 7202H008               | Hospital Management  |                      |



### 4.3 MASTER OF PHARMACY

#### 4.3.1 Master of Pharmacy (Pharmaceutics)

##### FIRST YEAR SEMESTER I

| Area                    | SAP Code | Subject                                   | Credit |
|-------------------------|----------|---|--------|
| Drug Regulatory Affairs | 7211D001 | Drug Regulatory Affairs & Quality Systems | 3      |
| Pharmaceutics           | 7211D002 | Dosage Form Technology                    | 3      |
| Pharmaceutics           | 7211A001 | Advances in Pharmaceutical Technology I   | 3      |
| Pharmaceutics           | 7211B001 | Biopharmaceutics & Pharmacokinetics       | 3      |
| Management              | 7211P001 | Professional Communication                | 0      |
| Pharmaceutics           | 7211L004 | Lab for 2, 3 & 4                          | 6      |

##### SEMESTER II

| Area              | SAP Code | Subject                                  | Credit |
|-------------------|----------|--|--------|
| Pharmaceutics     | 7211P005 | Pharmaceutical Technology & Packaging    | 3      |
| Pharmaceutics     | 7211A002 | Advances in Pharmaceutical Technology II | 3      |
| Pharmaceutics     | 7211A003 | Advances in Industrial Pharmacy          | 3      |
| Quality Assurance | 7211Q001 | Quality Assurance                        | 3      |
| Pharmaceutics     | 7211L005 | Lab for 1 to 3                           | 6      |

##### SECOND YEAR SEMESTER III, IV

| Area   | SAP Code | Subject              | Credit |
|--------|----------|----------------------|--------|
| Pharma | 7211P003 | Project Work (Major) | 32     |
| Pharma | 7211P004 | Project Work (Minor) | 21     |

#### 4.3.2 Master of Pharmacy (Pharmacology)

##### FIRST YEAR SEMESTER I

| Area                    | SAP Code | Subject                                      | Credit |
|-------------------------|----------|--|--------|
| Pharmacology            | 7216A001 | Advanced Pharmacology I                      | 3      |
| Drug Regulatory Affairs | 7216D001 | Drug Regulatory Affairs & Quality Systems    | 3      |
| Pharm Analysis          | 7216M001 | Modern Approaches in Pharmaceutical Analysis | 3      |
| Pharmacology            | 7216M002 | Molecular Biology                            | 3      |
| Management              | 7216P002 | Professional Communication                   | 0      |
| Pharm Analysis          | 7216L004 | Lab for 1, 3 & 4                             | 6      |

##### SEMESTER II

| Area              | SAP Code | Subject                                  | Credit |
|-------------------|----------|--|--------|
| Quality Assurance | 7216P001 | Product Development & Quality Assurance  | 3      |
| Biotechnology     | 7216A002 | Advances in Pharmaceutical Biotechnology | 3      |
| Pharmacology      | 7216A003 | Advanced Pharmacology II                 | 3      |
| Pharmacology      | 7216C001 | Clinical Research Methods                | 3      |
| Pharmaceutics     | 7216L005 | Lab for 1 to 3                           | 6      |

**SECOND YEAR  
SEMESTER III, IV**

| Area   | SAP Code | Subject              | Credit |
|--------|----------|----------------------|--------|
| Pharma | 7216P003 | Project Work (Major) | 32     |
| Pharma | 7216P004 | Project Work (Minor) | 21     |

4.3.3 **Master Of Pharmacy (Drug Development And Regulatory Sciences)**

**FIRST YEAR  
SEMESTER I**

| Area                | SAP Code | Subject                              | Credit |
|---------------------|----------|--------------------------------------|--------|
| Regulatory Sciences | 7218D004 | Drug Development Processes           | 3      |
| Regulatory Sciences | 7218D005 | Drug Regulations in India            | 3      |
| Regulatory Sciences | 7218Q001 | Quality Systems and Documentations   | 3      |
| Regulatory Sciences | 7218G001 | Global Pharmaceutical Regulations- I | 3      |
| Management          | 7218P001 | Professional Communication           | 0      |
|                     | 7218L004 | Lab for 1 to 3                       | 6      |

**SEMESTER II**

| Area                | SAP Code | Subject                               | Credit |
|---------------------|----------|---------------------------------------|--------|
| Regulatory Sciences | 7218G002 | Global Pharmaceutical Regulations- II | 3      |
| Regulatory Sciences | 7218R001 | Regulatory Overviews of Biologics     | 3      |
| Regulatory Sciences | 7218D003 | Design and Validation                 | 3      |
| Regulatory Sciences | 7218R002 | Regulatory Inspections                | 3      |
|                     | 7218L005 | Lab for 1 to 3                        | 6      |

**SECOND YEAR  
SEMESTER III, IV**

| Area   | SAP Code | Subject              | Credit |
|--------|----------|----------------------|--------|
| Pharma | 7218P003 | Project Work (Major) | 32     |
| Pharma | 7218P004 | Project Work (Minor) | 21     |

4.3.4 **Master Of Pharmacy (Quality Assurance)**

**FIRST YEAR  
SEMESTER I**

| Area                    | SAP Code | Subject                                      | Credit |
|-------------------------|----------|--|--------|
| Drug Regulatory Affairs | 7214D001 | Drug Regulatory Affairs & Quality Systems    | 3      |
| Pharmaceutical Analysis | 7214M001 | Modern Approaches In Pharmaceutical Analysis | 3      |
| Pharmaceutics           | 7214P002 | Product Development And Validation           | 3      |
| Pharmaceutics           | 7214B001 | Biopharmaceutics & Pharmacokinetics          | 3      |
| Management              | 7214P001 | Professional Communication                   | 0      |
|                         | 7214L004 | Lab for subjects 2, 3 and 4                  | 6      |

**SEMESTER II**

| Area                     | SAP Code | Subject                                     | Credit |
|--------------------------|----------|---|--------|
| Pharmaceutical Analysis  | 7214A001 | Approaches to Analytical Method Development | 3      |
| Quality Assurance        | 7214Q001 | Quality Assurance                           | 3      |
| Quality Assurance        | 7214Q002 | Quality Management                          | 3      |
| Pharmaceutical Chemistry | 7214D002 | Drug Evaluation Techniques                  | 3      |
|                          | 7214L005 | Lab for 1, 2 and 4                          | 6      |

**SECOND YEAR  
SEMESTER III, IV**

| Area   | SAP Code | Subject              | Credit |
|--------|----------|----------------------|--------|
| Pharma | 7214P003 | Project Work (Major) | 32     |
| Pharma | 7214P004 | Project Work (Minor) | 21     |

1.3.5 Master Of Pharmacy (Pharmaceutical Chemistry)

**FIRST YEAR  
SEMESTER I**

| Area                     | SAP Code | Subject                                      | Credit |
|--------------------------|----------|--|--------|
| Pharmaceutical Chemistry | 7212D001 | Drug Regulatory Affairs & Quality Systems    | 3      |
| Drug Regulatory Affairs  | 7212A001 | Advances in Organic Chemistry                | 3      |
| Pharmaceutical Analysis  | 7212M001 | Modern Approaches in Pharmaceutical Analysis | 3      |
| Pharmaceutical Chemistry | 7212C001 | Chemoinformatics                             | 3      |
| Management               | 7212P001 | Professional Communication                   | 0      |
|                          | 7212L001 | Lab for 1, 3 & 4                             | 6      |

**SEMESTER II**

| Area                     | SAP Code | Subject                                 | Credit |
|--------------------------|----------|---|--------|
| Pharmaceutical Chemistry | 7212D002 | Drug Evaluation Techniques              | 3      |
| Pharmaceutical Chemistry | 7212A002 | Advances in Medicinal Chemistry         | 3      |
| Pharmaceutical Chemistry | 7212D003 | Drug Design Approaches                  | 3      |
| Quality Assurance        | 7212P002 | Product Development & Quality Assurance | 3      |
|                          | 7212L002 | Lab for 1, 2 and 4                      | 6      |

**SECOND YEAR  
SEMESTER III, IV**

| Area   | SAP Code | Subject              | Credit |
|--------|----------|----------------------|--------|
| Pharma | 7212P003 | Project Work (Major) | 32     |
| Pharma | 7212P004 | Project Work (Minor) | 21     |

#### 4.4 M. Pharm + MBA (Pharma Tech & Healthcare Management)

##### 4.4.1 M. Pharm (Pharmaceutics) + MBA (Pharma Tech & Healthcare Management)

Batch 2015 – 18

**FIRST YEAR**

**SEMESTER I**

| Area                    | SAP Code | Subject                                   | Credit |
|-------------------------|----------|---|--------|
| Drug Regulatory Affairs | 7241D001 | Drug Regulatory Affairs & Quality Systems | 3      |
| Pharmaceutics           | 7241D002 | Dosage Form Technology                    | 3      |
| Pharmaceutics           | 7241A001 | Advances in Pharmaceutical Technology I   | 3      |
| Pharmaceutics           | 7241B002 | Biopharmaceutics & Pharmacokinetics       | 3      |
|                         | 7241L005 | Lab for 2, 3 & 4                          | 6      |
| Management              | 7241M002 | Management Today ( Half Credit )          | 1      |
| Management              | 7241B001 | Business Economics                        | 1      |
| Management              | 7241H004 | Human Resource Management I               | 3      |
| Management              | 7241S006 | Sales Management                          | 2      |
| Management              | 7241F004 | Financial Management I                    | 3      |
| Management              | 7241S008 | Statistics for Management                 | 2      |
| Management              | 7241P002 | Project Management                        | 2      |
| Management              | 7241M003 | Marketing Management                      | 2      |

**FIRST YEAR**

**SEMESTER II**

| Area              | SAP Code | Subject  | Credit |
|-------------------|----------|--|--------|
| Pharmaceutics     | 7241P001 | Pharmaceutical Technology & Packaging                    | 3      |
| Pharmaceutics     | 7241A002 | Advances in Pharmaceutical Technology II                 | 3      |
| Pharmaceutics     | 7241A003 | Advances in Industrial Pharmacy                          | 3      |
| Quality Assurance | 7241Q001 | Quality Assurance  | 3      |
|                   | 7241L006 | Lab for 1, 2 & 4   | 6      |
| Management        | 7241M001 | Managerial Communications                                | 1      |
| Management        | 7241C003 | Corporate Social Responsibility                          | 1      |
| Management        | 7241O001 | Operations Research                                      | 3      |
| Management        | 7241M010 | Marketing of Pharmaceutical Products and Industry Trends | 2      |
| Management        | 7241O002 | Operations Management                                    | 3      |
| Management        | 7241B005 | Brand & Product Management                               | 2      |
| Management        | 7241P008 | Pharma Industry Supply Chain and Logistics Management    | 2      |
| Management        | 7241E001 | Entrepreneurship Management                              | 2      |

**SECOND YEAR**

**SEMESTER III, IV**

| Area   | SAP Code | Subject              | Credit |
|--------|----------|----------------------|--------|
| Pharma | 7241P004 | Project Work (Major) | 32     |
| Pharma | 7241P005 | Project Work (Minor) | 21     |

**THIRD YEAR**

**SEMESTER V**

| Area       | SAP Code | Subject                                    | Credit |
|------------|----------|--|--------|
| Management | 7241M009 | Management Internship Programme (17 Weeks) | 17     |
| Management | 7241H005 | Human Resource Management II               | 3      |

|                            |          |   |   |
|----------------------------|----------|---|---|
| Management                 | 7241Q003 | Quantitative Techniques for Forecasting and Decision Making | 2 |
| Management                 | 7241L004 | Legal Aspects of Pharma Business I                          | 2 |
| Management                 | 7241F005 | Financial Management II                                     | 2 |
| Management                 | 7241S007 | Services Marketing  | 2 |
| Marketing Management       | 7241I001 | International Marketing                                     | 2 |
|                            | 7241M006 | Marketing Strategy  | 2 |
|                            | 7241C002 | Customer Relationship Management                            | 2 |
| Operations Management      | 7241S003 | Services Operations Management                              | 2 |
|                            | 7241O004 | Operations Strategy   | 2 |
| Finance                    | 7241I005 | International Finance                                       | 2 |
| Human Resource Development | 7241S009 | Strategic Human Resource Management                         | 2 |
| Pharmaceutical Technology  | 7241M005 | Medical Devices   | 2 |
|                            | 7241H003 | Hospital Management   | 2 |

**THIRD YEAR  
SEMESTER VI**

| Area                       | SAP Code | Subject   | Credit |
|----------------------------|----------|---|--------|
| Management                 | 7241S002 | Strategic Management  | 2      |
| Management                 | 7241M011 | Marketing Research Methodology with Adv. Statistical Tools      | 2      |
| Management                 | 7241Q002 | Quality Management Systems and Practices                        | 2      |
| Management                 | 7241E004 | Enterprise Resource Planning                                    | 2      |
| Management                 | 7241L007 | Legal aspects of Pharma Business II                             | 3      |
| Management                 | 7241D005 | Distribution Management   | 2      |
| Marketing Management       | 7241P009 | Pricing Strategies with DPCO                                    | 2      |
|                            | 7241S004 | Strategies for OTC Products                                     | 2      |
|                            | 7241C004 | Consumer Behaviour  | 2      |
| Operations Management      | 7241P010 | Pharmaceutical and Biomedical Project Management                | 2      |
|                            | 7241O006 | Operation Excellence in Pharmaceutical Industry                 | 2      |
|                            | 7241K001 | Knowledge Management  |        |
| Finance                    | 7241M008 | Mergers and Acquisitions  | 2      |
| Human Resource Development | 7241E003 | Employee Relations in Pharma Industry & T.D. in Pharma Industry | 3      |
| Pharmaceutical Technology  | 7241H002 | Health Insurance and Health Financing system                    | 2      |
|                            | 7241M007 | Management of (Pharma) Technology Acquisition and Transfer      | 2      |

**M. Pharm (Quality Assurance) + MBA (Pharma Tech & Healthcare Management)  
Batch 2015 – 18**

**FIRST YEAR  
SEMESTER I**

| Area                    | SAP Code | Subject                                      | Credit |
|-------------------------|----------|--|--------|
| Drug Regulatory Affairs | 7242D001 | Drug Regulatory Affairs & Quality Systems    | 3      |
| Pharmaceutical Analysis | 7242M001 | Modern Approaches In Pharmaceutical Analysis | 3      |
| Pharmaceutics           | 7242P001 | Product Development and Validation           | 3      |
| Pharmaceutics           | 7242B002 | Biopharmaceutics & Pharmacokinetics          | 3      |
|                         | 7242L005 | Lab for subjects 2,3 and 4                   | 6      |
| Management              | 7242M003 | Management Today (Half Credit)               | 1      |
| Management              | 7242B001 | Business Economics                           | 1      |
| Management              | 7242H004 | Human Resource Management I                  | 3      |
| Management              | 7242S006 | Sales Management                             | 2      |
| Management              | 7242F004 | Financial Management I                       | 3      |
| Management              | 7242S007 | Statistics for Management                    | 2      |
| Management              | 7242P002 | Project Management                           | 2      |
| Management              | 7242M004 | Marketing Management                         | 2      |

**SEMESTER II**

| Area                     | SAP Code | Subject  | Credit |
|--------------------------|----------|--|--------|
| Pharmaceutical Analysis  | 7242A001 | Approaches to Analytical Method Development              | 3      |
| Quality Assurance        | 7242Q001 | Quality Assurance  | 3      |
| Quality Assurance        | 7242Q002 | Quality Management                                       | 3      |
| Pharmaceutical Chemistry | 7242D002 | Drug Evaluation Techniques                               | 3      |
|                          | 7242L006 | Lab of 1, 2 and 4  | 6      |
| Management               | 7242M002 | Managerial Communications                                | 1      |
| Management               | 7242C003 | Corporate Social Responsibility                          | 1      |
| Management               | 7242O001 | Operations Research                                      | 3      |
| Management               | 7242M011 | Marketing of Pharmaceutical Products and Industry Trends | 2      |
| Management               | 7242O002 | Operations Management                                    | 3      |
| Management               | 7242B005 | Brand & Product Management                               | 2      |
| Management               | 7242P008 | Pharma Industry Supply Chain and Logistics Management    | 2      |
| Management               | 7242E001 | Entrepreneurship Management                              | 2      |

**SECOND YEAR  
SEMESTER III, IV**

| Area   | SAP Code | Subject              | Credit |
|--------|----------|----------------------|--------|
| Pharma | 7242P004 | Project Work (Major) | 32     |
| Pharma | 7242P005 | Project Work (Minor) | 21     |

**THIRD YEAR  
SEMESTER V**

| Area                       | SAP Code | Subject   | Credit |
|----------------------------|----------|---|--------|
| Management                 | 7242M009 | Management Internship Programme ( 17 Weeks)                 | 17     |
| Management                 | 7242H005 | Human Resource Management II                                | 3      |
| Management                 | 7242Q004 | Quantitative Techniques for Forecasting and Decision Making | 2      |
| Management                 | 7242L007 | Legal aspects of Pharma Business I                          | 2      |
| Management                 | 7242F005 | Financial Management II                                     | 2      |
| Management                 | 7242S008 | Services Marketing  | 2      |
| Marketing Management       | 7242I001 | International Marketing                                     | 2      |
|                            | 7242M007 | Marketing Strategy  | 2      |
|                            | 7242C002 | Customer Relationship Management                            | 2      |
| Operations Management      | 7242S003 | Services Operations Management                              | 2      |
| Management                 | 7242O004 | Operations Strategy   | 2      |
| Finance                    | 7242I005 | International Finance                                       | 2      |
| Human Resource Development | 7242S009 | Strategic Human Resource Management                         | 2      |
| Pharmaceutical Technology  | 7242M006 | Medical Devices   | 2      |
|                            | 7242H003 | Hospital Management   | 2      |

**THIRD YEAR  
SEMESTER VI**

| Area                       | SAP Code | Subject   | Credit |
|----------------------------|----------|---|--------|
| Management                 | 7242S002 | Strategic Management  | 2      |
| Management                 | 7242M012 | Marketing Research Methodology with Adv. Statistical Tools      | 2      |
| Management                 | 7242Q003 | Quality Management Systems and Practices                        | 2      |
| Management                 | 7242E004 | Enterprise Resource Planning                                    | 2      |
| Management                 | 7242L008 | Legal Aspects of Pharma Business II                             | 3      |
| Management                 | 7242D005 | Distribution Management   | 2      |
| Marketing Management       | 7242P009 | Pricing Strategies with DPCO                                    | 2      |
|                            | 7242S004 | Strategies for OTC Products                                     | 2      |
|                            | 7242C004 | Consumer Behaviour  | 2      |
| Operations Management      | 7242P010 | Pharmaceutical and Biomedical Project Management                | 2      |
|                            | 7242O006 | Operation Excellence in Pharmaceutical Industry                 | 2      |
|                            | 7242K001 | Knowledge Management  |        |
| Finance                    | 7242M009 | Mergers and Acquisitions  | 2      |
| Human Resource Development | 7242E003 | Employee Relations in Pharma Industry & T.D. in Pharma Industry | 3      |
| Pharmaceutical Technology  | 7242H002 | Health Insurance and Health Financing System                    | 2      |
|                            | 7242M008 | Management of (Pharma) Technology Acquisition and Transfer      | 2      |



### **List of Accolades (2014-15)**

The School has won the following awards in the year 2014-15:

- **AWARD FOR EDUCATIONAL INSTITUTE WITH BEST ACADEMIC & INDUSTRY INTERFACE** by the Golden Globe Tiger Awards at Kuala Lumpur on 25th March, 2015.
- **'AWARD FOR BEST EDUCATIONAL INSTITUTE IN PHARMACY'** at the Asian Leadership Awards, in Dubai, September, 2014
- **'QUALITY EXCELLENCE AWARD FOR BEST INSTITUTE PROMOTING RESEARCH'** at Quality in Education Awards, Business School Affaire, Mumbai June, 2014
- **'BEST EDUCATIONAL INSTITUTE IN PLACEMENTS'** by Lokmat National Education Leadership Awards, February, 2014

SRB 2015-16



## 5.0 People you should know

### University Administration

| Name                                     | Designation  |
|--|--|
| Dr. Rajan Saxena                         | Vice Chancellor  |
| Dr. M. N. Welling                        | Pro Vice Chancellor  |
| Dr. Meena Chintamaneni                   | Registrar  |
| Ms. Shobha Pai                           | Director (Placements)  |
| Ms. Varuna Saksena                       | Deputy Registrar (Academics)                                     |
| Ms. Anjali Barmukh                       | Deputy Registrar (Admissions)                                    |
| Ms. Khyati Bhatt                         | Deputy Registrar (HR & Personnel)                                |
| Mr. Anjul Goel                           | Director (Marketing)   |
| Ms. Sharalene Moonjely                   | Jt. Director (Marketing)   |
| Mr. Ashish Tambe                         | Public Relation Officer  |
| Ms. Meeta Shah                           | Psychologist & Counsellor  |
| Mr. Shivanand Sadlapur                   | Librarian  |
| <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. Alka Shukla                          | Deputy Controller of Examinations                                |
| <b>IT, Computer &amp; Web Management</b> |  |
| Mr. Jitendra Panchal                     | Jt. Director IT – Infrastructure and Systems – NMIMS New Project |
| Mr. Santosh Parab                        | Jt. Director - IT  |
| Mr. Ketan Shah / Mr. Sujeet Chowdhary    | LMS Blackboard   |

### School Administration

#### The Academia of Pharmacy & Technology Management

| Name of the faculty         | Designation                    | Qualification  |
|-----------------------------|--------------------------------|--|
| Dr. R. S. Gaud              | Dean                           | M.Pharm., Ph.D., FIPA                                  |
| Dr. Bala Prabhakar          | Sr. Professor & Associate Dean | M.Pharm., Ph.D.  |
| Dr. Addepalli Veeranjanyulu | Sr. Professor & Associate Dean | M.Pharm., Ph.D., PDF                                   |
| Dr. P. G. Shrotriya         | Director (Pharma Research)     | M.Pharm., Ph.D.  |
| Dr. V. S. Velingkar         | Professor                      | M.Pharm., Ph.D.  |
| Dr. Vaishali Londhe         | Associate Professor            | M.Pharm., Ph.D.  |
| Dr. Anil Pethe              | Associate Professor            | M.Pharm., Ph.D.  |
| Dr. Saraswathy Nagendran    | Associate Professor            | M.Sc.(Botany), M.Sc. (IT), Ph.D.                       |
| Dr. Prashant Kharkar        | Associate Professor            | M.Pharm., Ph.D., PDF                                   |
| Dr. Mukesh Nandave          | Associate Professor            | M.Pharm., Ph.D., PDF                                   |
| Dr. Preeti Sangave          | Associate Professor            | B.Pharm., M.Sc. (Tech.) (Bioprocess Technology), Ph.D. |
| Mr. Ashutosh Ojha           | Associate Professor            | B.Pharm., MBA  |

| Name of the faculty    | Designation         | Qualification                                    |
|------------------------|---------------------|--|
| Dr. Pravin Shende      | Associate Professor | B.Pharm., M.Pharm., Ph.D., PDF                   |
| Dr. Saritha Shetty     | Assistant Professor | M.Pharm., Ph.D.                                  |
| Dr. Yusuf Kachwala     | Assistant Professor | M.Pharm., Ph.D.                                  |
| Dr. Deepali Kaduskar   | Assistant Professor | M.Pharm., Ph.D.                                  |
| Dr. Ginpreet Khurana   | Assistant Professor | M.Pharm., Ph.D.                                  |
| Ms. Vandana Bharadi    | Assistant Professor | M.Sc. (Computers), M.Tech.                       |
| Dr. Kalyani Barve      | Assistant Professor | M.Pharm., Ph.D.                                  |
| Ms. Amisha Vora        | Assistant Professor | M.Pharm.   |
| Dr. Yogesh Kulkarni    | Assistant Professor | M.Pharm., Ph.D.                                  |
| Dr. Alice Varghese     | Assistant Professor | M.Pharm., Ph.D.                                  |
| Dr. Maushmi Kumar      | Assistant Professor | B.Pharm., M.Tech. (Bioprocess Technology), Ph.D. |
| Ms. Divya Soares       | Assistant Professor | M.Pharm.   |
| Dr. Surendra Agrawal   | Assistant Professor | M.Pharm., Ph.D.                                  |
| Ms. Archana Upadhyaya  | Assistant Professor | B.Pharm., M.Sc. (Tech) (Bioprocess Technology)   |
| Mr. Haresh Raulgaonkar | Assistant Professor | B.E., MMM  |
| Ms. Sarika Wairkar     | Assistant Professor | M.Pharm.   |
| Dr. Richie Bhandare    | Assistant Professor | M.Pharm., Ph.D.,                                 |
| Dr. Clara Fernandes    | Assistant Professor | M.Pharm., Ph.D.                                  |
| Dr. Pratap Acharya     | Assistant Professor | M.Pharm., Ph.D.                                  |
| Dr. Kavita Singh       | Assistant Professor | M.Pharm., Ph.D.                                  |

#### Administration

| Sr. No                                    | Name                      | Designation                    |
|---|---------------------------|--------------------------------|
| 1.  | Dr. Ram Gaud              | Dean                           |
| 2.  | Dr. Bala Prabhakar        | Associate Dean                 |
| 3.  | Dr. V. Addepalli          | Associate Dean                 |
| 4.  | Mr. Murli Duseja          | Deputy Registrar               |
| 5.  | Ms. Jasbir Saluja         | Assistant Registrar            |
| 6.  | Mrs. Manali Pawar         | Head Clerk                     |
| 7.  | Mrs. Indrayani Gaikwad    | Secretary                      |
| 8.  | Ms. Ashwini Chendekar     | Coordinator                    |
| 9.  | Mrs. Vaishali Gangan      | Assistant Accounts             |
| 10.                                       | Mr. Manoj Jagtap          | Assistant Accounts             |
| 11.                                       | Mrs. Mansi Talgaonkar     | Assistant                      |
| 12.                                       | Mr. Mangesh Lanjekar      | Assistant                      |
| 13.                                       | Mr. Rajendra Waghe        | Assistant                      |
| 14.                                       | Ms. Sabah Khan            | Assistant                      |
| 15.                                       | Mrs. Parineeta D'souza    | Assistant                      |
| 16.                                       | Mrs. Ruchita Raorane      | Assistant                      |
| 17.                                       | Mrs. Purva Kudtarkar      | Jr. Assistant                  |
| 18.                                       | Mrs. Rajashri Sukhthankar | Typist cum Clerk               |
| 19.                                       | Mrs. Swati Chavan         | Receptionist                   |
| <b>Placement Cell</b>                     |                           |                                |
| 20.                                       | Mr. Sunil Chaturvedi      | Director (Pharma Network)      |
| 21.                                       | Ms. Rachna Kacker         | Placement Executive            |
| 22.                                       | Ms. Aurelia D'souza       | Placement Assistant            |
| <b>Library</b>                            |                           |                                |
| 23.                                       | Ms. Meghana Desai         | Assistant Librarian            |
| 24.                                       | Ms. Aparna Sawant         | Library Assistant              |
| <b>Central Instrumentation Laboratory</b> |                           |                                |
| 25.                                       | Mrs. Geeta Pai            | Instrumentation Lab Technician |

| <b>Animal House</b>     |                       |                                       |
|-------------------------|-----------------------|---------------------------------------|
| 26.                     | Dr. Shweta Borwankar  | Animal House Supervisor               |
| <b>Stores</b>           |                       |                                       |
| 27.                     | Mrs. Kavita Nitore    | Laboratory Assistant cum Store-keeper |
| 28.                     | Mr. Sameer Sakpal     | Assistant Store- keeper               |
| <b>Laboratory staff</b> |                       |                                       |
| 29.                     | Mrs. Mansi Rane       | Laboratory Assistant                  |
| 30.                     | Mr. Kashinath Rane    | Laboratory Assistant                  |
| 31.                     | Mr. Shailesh Indulkar | Laboratory Assistant                  |
| 32.                     | Mr. Prabhu Bhayal     | Laboratory Assistant                  |
| 33.                     | Mr. Indrajit Kawale   | Laboratory Assistant                  |
| 34.                     | Mr. Swapnil Mangale   | Laboratory Assistant                  |
| 35.                     | Mrs. Manasi Gurav     | Laboratory Assistant                  |
| 36.                     | Mrs. Pradnya Namse    | Laboratory Assistant                  |
| 37.                     | Mrs. Mira Parekh      | Laboratory Assistant                  |
| 38.                     | Mrs. Snehal Desai     | Laboratory Assistant                  |
| 39.                     | Mr. Vikas Kadam       | Laboratory Assistant                  |
| 40.                     | Mr. Ramesh Pachupate  | Laboratory Assistant                  |
| 41.                     | Mr. Ravindra Davade   | Laboratory Assistant                  |
| 42.                     | Mr. Shouvik Debnath   | Laboratory Assistant                  |

#### **Discipline & Student Grievance Committee**

| <b>Sr. No</b> | <b>Name</b>          | <b>Designation</b>  |
|---------------|----------------------|---------------------|
| 1             | Dr. Prashant Kharkar | Associate Professor |
| 2             | Dr. Yogesh Kulkarni  | Assistant Professor |
| 3             | Ms. Divya Suares     | Assistant Professor |
| 4             |                      | Student             |

#### **Women's Grievance**

| <b>Sr. No</b> | <b>Name</b>        | <b>Designation</b>             |
|---------------|--------------------|--------------------------------|
| 1             | Dr. Bala Prabhakar | Sr. Professor & Associate Dean |
| 2             | Dr. Maushmi Kumar  | Assistant Professor            |
| 3             | Ms. Sarika Wairkar | Assistant Professor            |
| 4             |                    | Student                        |



**Shobhaben Pratapbhai Patel**  
**School of Pharmacy & Technology Management**

**Part III**

**ANNEXURES**

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

**School of Pharmacy & Technology Management  
(10% additional exemption in attendance range of 70% -79.9%)**

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

Checked by Course Coordinator (Signature):

Approved by

HOD/Associate Dean/Dean/Director (School can update signatories as per school specifications)

**SPP School of Pharmacy & Technology Management  
Application Form For Leave of Absence for All Students**

**Name of Student:** \_\_\_\_\_

**Roll Number:** \_\_\_\_\_ **Specialisation :** \_\_\_\_\_

Contact Phone number: \_\_\_\_\_ Email ID: \_\_\_\_\_

Programme:

B. Pharm.       B. Pharm. + M. Pharm.       B.Pharm. + MBA (Pharma. Tech.)

M. Pharm.       M.Pharm. + MBA       Ph.D.

Semester : \_\_\_\_\_ No. of days missed : \_\_\_\_\_

Parent's Contact number: \_\_\_\_\_ Email ID: \_\_\_\_\_

**Leave Particulars:**

Type of Leave: Medical reasons/ Personal reasons/ Contest/ placement/ Institutional work/ other activities-

Dates:

From \_\_\_\_\_ to \_\_\_\_\_  
(dd/mm/yy) (dd/mm/yy)

Reason for leave: (Provide evidence wherever necessary) – Documents Attached YES / NO

Details:

**Details of lectures/practicals missed**

| Course(s)<br>(Mention Theory or Practical) | No. of class held<br>during leave<br>period | Class attended<br>during said<br>period | Exemption (s) | Attendance as on<br>date: |
|--|---|---|---------------|---------------------------|
|  |   |   |               |                           |
|  |   |   |               |                           |
|  |   |   |               |                           |
|  |   |   |               |                           |
|  |   |   |               |                           |
|  |   |   |               |                           |
|  |   |   |               |                           |
|  |   |   |               |                           |
|  |   |   |               |                           |
|  |   |   |               |                           |

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

Signature of Student:

Date:

Checked by Course Coordinator :

Recommended by Project Guide/HOD/Chairperson :

Approved by Associate Dean / Dean :

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

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

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

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

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

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

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

Parents Name & Address:

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

Address \_\_\_\_\_

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

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. **Any other University as Mentioned in the Mail:** \_\_\_\_\_

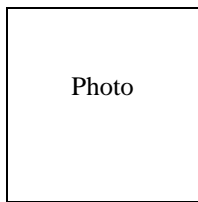
Name of the Foreign Language you are acquainted with \_\_\_\_\_

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

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

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

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



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

**APPLICATION FORM – EXCHANGE STUDENTS-On Arrival**

**1. Personal Information**

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

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

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

Local Address \_\_\_\_\_  
 Address \_\_\_\_\_  
 PhoneNo. \_\_\_\_\_ Email1. \_\_\_\_\_ Email2. \_\_\_\_\_

Home University Details:  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_

Phone no. \_\_\_\_\_ Website \_\_\_\_\_  
 University ContactPerson \_\_\_\_\_ EmailID \_\_\_\_\_

Person to be contacted in case of emergency:  
 Name \_\_\_\_\_ Relation \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone No. \_\_\_\_\_ EmailID \_\_\_\_\_

Do you have any relatives / friends/ contacts in India ? If yes, pl provide the details:  
 Name \_\_\_\_\_ Relation \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone No. \_\_\_\_\_ Email ID \_\_\_\_\_

Medical Insurance details:  
 Insurer \_\_\_\_\_ PolicyNo. \_\_\_\_\_ Contact person \_\_\_\_\_  
 Blood group \_\_\_\_\_ Vaccination Details \_\_\_\_\_

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

**2. Educational Qualification (Completed)**

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

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

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

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

Level: Bachelor  Master  Diploma  Any other (Specify name)



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

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

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

### 5. NMIMS Course Choice (Final)

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

| Courses for Tri/Semester IV | Courses for Tri/Semester | Courses for Tri/Semester |
|-----------------------------|--------------------------|--------------------------|
|                             |                          |                          |
|                             |                          |                          |
|                             |                          |                          |
|                             |                          |                          |

### 6. Hostel Accommodation

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

Single occupancy accommodation  Double occupancy accommodation

Neighborhood flats are available on rent (approx Rs.20,000- 25000 per month) on sharing basis. Hostel accommodation will be given only if available. Food and Travel costs will be over and above this cost.

### 7. Declaration

I \_\_\_\_\_ declare that all information filled by me in this form is

(First name Middle name Last name)

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

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

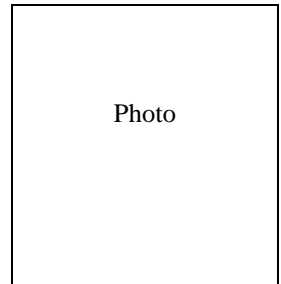
Signature of the Student: \_\_\_\_\_ Date \_\_\_\_\_

**(Signature of Dean/Director/HOD)**

**CC. Director – International Linkages**

**APPLICATION FORM – NMIMS EXCHANGE STUDENTS**

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



**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      |   |



## UNDERTAKING

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

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

**Student Exchange Programme (Visa Application)**

(School Letter Head)

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

To:

The Visa Section

The Indian High Commission

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

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

Dear Sir/Madam,

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

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

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

Thanking you,

Yours sincerely,

Dean

(School Name & Address)

(Phone no & email)

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

**For Office use:**

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

Approved by (Exam. Dept)

Dear Sir,

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

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

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

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

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

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

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

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

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

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

Yours faithfully,

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

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

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

**APPLICATION FORM FOR OBTAINING THE PHOTOCOPY OF THE ANSWER BOOKS**  
**(To be filled in on or before the last date as per rules)**

**For Office use:**

|  |                         |
|--|-------------------------|
| Approved by (Exam. Dept)<br>& Fees Amt.: | Accounts Dept<br>Sign.: |
|--|-------------------------|

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

Dear Sir,

I wish to obtain the photocopies of my answer book/s as per the following details. I hereby submit fees of Rs. \_\_\_\_\_/- (Rs.500/- per subject/course).

I undertake that I will use the photocopies of the answer book/s only for the purpose of Redressal Mechanism and not for any other purpose. I also undertake that I will not part with the said photocopy/ies. I fully understand that any deviation from the guidelines in this regard will be treated as an act of adoption of unfair means.

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

School: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Name of the Program: \_\_\_\_\_ Trim/Sem: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Programme Year: \_\_\_\_\_

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

Address: \_\_\_\_\_

Subject name/s for which photocopies are required:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Payment Details: \_\_\_\_\_ Amount Paid on Date: \_\_\_\_\_

Yours faithfully,

\_\_\_\_\_  
Name and Signature of the Student

**APPLICATION FOR REDRESSAL OF GRIEVANCE REGARDING VALUATION OF ANSWER-BOOKS**  
**(Separate form to be filled in for each subject/course)**

**(To be filled on or before the last date as per rules)**

**For Office use:**

|  |                      |
|--|----------------------|
| Approved by (Exam. Dept)<br>& Fees Amt.: | Accounts Dept Sign.: |
|--|----------------------|

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

Dear Sir,

I wish to apply for the revaluation of the answer-book(s) in the subjects mentioned below: I hereby submit fees of f Rs. \_\_\_\_\_/- (Rs. 1000/- per subject/course).

Subject: \_\_\_\_\_

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

School: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Name of the Program: \_\_\_\_\_ Trim/Sem: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Programme Year: \_\_\_\_\_

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

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

Payment Details: \_\_\_\_\_ Amount Paid on Date: \_\_\_\_\_

Yours faithfully,

\_\_\_\_\_  
Name and Signature of the Student

Enclosed: Question Paper Copy



**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)

**APPLICATION FOR REFUND**

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

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

(Signature of Student)

**Attachments Required**

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

**Acknowledgement**

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

**Signature of Counter Staff, Stamp and Date**

**APPLICATION FOR MIGRATION CERTIFICATE**

1. Name: \_\_\_\_\_
2. Address for Correspondence: \_\_\_\_\_  
\_\_\_\_\_
3. Permanent address: \_\_\_\_\_  
\_\_\_\_\_
4. Contact No. :( M) \_\_\_\_\_ (R) \_\_\_\_\_
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 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: \_\_\_\_\_  
 \_\_\_\_\_  
 (Signature of the student)

Mumbai 400056

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

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

**Clearance Certificate**

Date:

Name:

Programme:

Roll No:

| <b>Department</b>                                   | <b>Name of the Concerned Person</b>   | <b>Signature</b> |
|---|---|------------------|
| Library ( Books )                                   | Person Incharge   |                  |
| Laboratory  | Store Keeper SPPSPTM  |                  |
| Hostel<br><i>Applicable only for<br/>Hostellers</i> | Person Incharge   |                  |
| IT / Computer Centre                                | Mr. Milind Naik   |                  |
| Admissions  | Ms. Anjali Barmukh / or person<br>incharge of School / campus               |                  |
| Examinations  | Mr. Ashish Apte/ Ms. Alka Shukla / or<br>person incharge of School / campus |                  |
| Accounts  | Ms. Karuna Bhaya / or person incharge<br>of School / campus                 |                  |

Course Coordinator

Assistant Registrar

### Guidelines for locker

Lockers facility is available for students on 'first come first' served basis.

**1. Procedure to issue locker to the students :-**

2. Student will collect application form from coordinator.
3. Student will submit filled application duly signed by him / her to the coordinator.
4. Coordinator will obtain required approval(s) on the form and provide the same to the student for payment of locker deposit / fees as applicable from time to time (Currently Locker Deposit is Rs.300/-  
Student will pay the locker deposit / fees in the accounts department, show the receipt to the coordinator.
5. The coordinator will issue the locker number, lock and one key to the student.

SRB 2015-16



**Shobhaben Pratapbhai Patel  
School of Pharmacy & Technology Management  
Mumbai**

**Application for Locker**

|                    |                                  |
|--------------------|----------------------------------|
| Student Name _____ | Date of application _____        |
| Program _____      | SAP / GR Number _____            |
| Batch _____        | Mobile Number _____              |
| Email ID _____     | Residence Telephone Number _____ |

|                                    |                                  |
|------------------------------------|----------------------------------|
| Parent / Local Guardian Name _____ | Mobile Number _____              |
| Address _____                      | Residence Telephone Number _____ |

I ..... hereby undertake that, I shall be solely responsible for the locker issued to me and I shall abide by the rules of SVKM's NMIMS SPPSPTM regarding the same. I am submitting herewith the undertaking.

|               |                      |
|---------------|----------------------|
| Place : _____ | Student Sign : _____ |
| Date : _____  | Student Name : _____ |

Verified by \_\_\_\_\_ Approved by \_\_\_\_\_

Coordinator : \_\_\_\_\_ Dean / Asso. Dean: \_\_\_\_\_

|                      |                     |                  |
|----------------------|---------------------|------------------|
| Receipt Number _____ | Locker Number _____ | Key Number _____ |
|----------------------|---------------------|------------------|

|                             |   |                           |
|-----------------------------|---|---------------------------|
| Issued by Coordinator _____ | Verified by Dy. / Assi. Registrar _____ | Received by Student _____ |
|-----------------------------|---|---------------------------|

**Format 2  
Application for Duplicate Key**

|                     |                           |
|---------------------|---------------------------|
| Student Name _____  | Date of application _____ |
| Program _____       | SAP / GR Number _____     |
| Batch _____         | Mobile Number _____       |
| Locker Number _____ | Key Number _____          |
| Email ID _____      |                           |

Student Sign : \_\_\_\_\_  
Student Name : \_\_\_\_\_

|                                 |                                      |
|---------------------------------|--------------------------------------|
| Verified by Coordinator : _____ | Approved by Dean / Asso. Dean: _____ |
|---------------------------------|--------------------------------------|

Receipt Number : .....  
Duplicate issued on Date : .....

|                             |                           |
|-----------------------------|---------------------------|
| Issued by Coordinator _____ | Received by Student _____ |
|-----------------------------|---------------------------|

To, \_\_\_\_\_ Date: \_\_\_\_\_  
Accounts Dept,  
SVKM's NMIMS

Fine Amount for providing duplicate key Rs. 100/- is to be collected from  
Student Name \_\_\_\_\_ Batch \_\_\_\_\_  
Program \_\_\_\_\_ SAP / GR Number \_\_\_\_\_  
Coordinator : \_\_\_\_\_

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

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

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

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

**ACKNOWLEDGEMENT**

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

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

Name: \_\_\_\_\_

(First Name)

(Middle Name)

(Last Name)

Programme:.....

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

*For Office Use:*

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

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



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

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

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, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines, etc. I also agree that in case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.

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

Name:

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

Date of Birth: (dd/mm/yy) \_\_\_\_\_

Programme:

○ \_\_\_\_\_

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

Address for Correspondence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Phone Numbers:

Office:

Residence:

Mobile:

*For Office Use:*

Date of Receipt:

Signature of Course Coordinator:

## **PHARMACISTS' OATH**

I swear by the code of Ethics of Pharmacy

Council of India in relation to the  
community and shall act as an integral  
part of health care team.

I shall uphold the laws and standards  
governing my profession

I shall strive to perfect and enlarge my  
knowledge to contribute to the  
advancement of pharmacy and public health.

I shall follow system, which I consider  
best of pharmaceutical care  
and counseling of patients.

I shall endeavor to discover  
and manufacture drugs of quality  
to alleviate sufferings of humanity.

I shall hold in confidence the knowledge gained  
about the patients in connection with my  
professional practice and never divulge unless  
compelled to do so by the law.

I shall associate with organizations having  
their objectives for betterment of the  
profession of pharmacy and make contribution  
to carry out the work of those organizations.

While I continue to keep this oath un-violated,  
may it be granted to me to enjoy life and  
the practice pharmacy