

Student Resource Book 2018-19



School of Design



Message from Vice Chancellor

Congratulations!

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

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

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

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

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

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

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

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

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

Dr. Rajan Saxena



SVKM'S
NMIMS
Deemed to be UNIVERSITY

SCHOOL OF DESIGN

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SCHOOL OF DESIGN

PART-I

Student Resource Book 2018-19



Student Guidelines

(With effect from June 2018)

1.0 About these guidelines:

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

2.0 General guidelines:

Code of Conduct

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

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

- 2.13.2 Woman Grievance Redressal committee constituted in each school comprises of the Chairperson / Head of the department, one lady member (from faculty or staff), and two more members of the school. The committee will address all related issues and recommend action to the Dean and the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, refer part II of SRB.**
- 2.13.3 NMIMS campus including premises of all schools/colleges and hostels are earmarked non-smoking zones. Possession and Consumption of alcoholic beverages / toxic materials and your presence on the campus under the influence of alcohol/ toxic material/ addictive material is a serious offence. Defaulters will be punished depending on the gravity of act. Any student found consuming or in possession of any objectionable material will be rusticated from the hostel, school and the campus. Further, after enquiry, the student's name will be struck off from the roll of the university. The maximum punishment can be rustication from school.
- 2.13.4 Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the University after enquiry.
- 2.13.5 Students indulging in Sexual Harassment will also be liable to disciplinary action as per University norms.
- 2.13.6 In all matters of indiscipline and indecent behaviour, Chancellor of the University will be the appellate authority. Ombudsman is appointed by the University who would look into such cases referred by Chancellor and their decision is final and binding. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. Depending on gravity of Act, the student can be rusticated from the school. NMIMS will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.
- 2.14 **Dress Code:**
NMIMS is a place where, we have interactions with many corporate and international visitors. For this purpose, it becomes essential to adhere to some broad guidelines for dress and appearance.
 - 2.14.1 Students are required to be dressed decently (Half pants, shorts, short skirts, bathroom slippers are not allowed).
 - 2.14.2 For all functions of the School, including seminars and conferences students are required to dress in Institute blazer, Tie/ Cravat, Lapel Pin.
- 2.15 **Punctuality**
 - 2.15.1 Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority to restrict latecomers to enter in the classroom.
 - 2.15.2 Students are required to be present for all events of school/ NMIMS University, including the Convocation, Sports Day, Republic Day, Independence Day, Guest lectures, Compulsory workshops, CEO Series, and other events as intimated on the Student Portal / Blackboard/ Notice board/ email. Record of attendance will be kept for action. The school/NMIMS reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated / displayed on the Student Portal / Blackboard/Notice Board/ email from time to time and / or remark on the transcript or any other decision by the management.
 - 2.15.3 Students are required to be in city on all days of the trimester/semester. If they are leaving the city for personal or institutional work, they are required to obtain prior permission from the HOD/Director/Dean. This applies even to those students who are representing the NMIMS for social, cultural, and co-curricular events.
 - 2.15.4 Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the school or the faculty concerned. Do not approach faculty members and others to change or extend deadlines.
- 2.16 NMIMS has zero tolerance policy towards misbehaviour, indulgence into unethical practices including possession and consumption of drugs, alcoholic drinks, harassment, violence, non-obedience, non-compliance etc. by any student.

3.0 Attendance and leave guidelines for all students:

3.1 General Guidelines

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

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

- 3.2.6 Attendance requirement is briefly summarized hereunder;
100 % attendance in each subject is desirable

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

4.0 Academic Guidelines

4.1 Credit Structure

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

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

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

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

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

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

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

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

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

- 4.5 Mid-term examinations are compulsory for compulsory courses in full time programs. However, it is optional to have Mid-Term Examinations for Half credit/ Electives / Part Time and Weekend programs. The prior approval from Dean of respective school is required for absence from Mid-term/End-term examinations.
- 4.6 Duration of examination
 - 4.6.1 Minimum duration of Mid –Term Examinations: 1 hr
 - 4.6.2 Minimum duration of End-Term Examinations: 2 hrs
 - 4.6.3 Examination duration can also be more than the above specified time as defined by respective schools. (refer Part II of SRB)
- 4.7 For evaluation purpose total weightage points for each course will be considered instead of using marks. These weightage points would be as follows:
 - 4.7.1 Full Credit course.: 100 points
 - 4.7.2 Half-credit course: 50 points

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

- 4.8 The internal evaluation marks once shared and finalized cannot be changed subsequently.
- 4.9 For all the programs, the weightage for each component will be specified by the Faculty and will form an integral part of the course outline (as per specific requirement of school/programme). The Faculty has flexibility to formulate and implement evaluation system with weightage specified in course outline. While approving the courses, the HOD/Area-in-charge and the Dean/Director/ Associate Dean will ensure that the evaluation components and weightage points assigned to each component are fair.
- 4.10 For grading purpose, the weightage mentioned by the faculty in the course outline will be applied for each component of evaluation irrespective of the marks assigned to the said component for the examination.
- 4.11 The minimum number of students to offer a course/s will be decided by Dean/Director of respective schools on the basis of total number of students registered in that particular course/s.
- 4.12 Project Guidelines:
 - 4.12.1 From time to time Faculty may assign projects to students in their course.
 - 4.12.2 After Submissions, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS.
- 4.13 **For more details on Academic / Project guidelines, refer Part II for school specific inputs**

5.0 Interdisciplinary Offerings – Guidelines

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

Home School – The students admitted to this school

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

- 5.1 The interdisciplinary offering of courses are applicable for Master's level programme and/or 4th/5th year of programmes with duration of 4 years and above.
- 5.2 The Master list is built from courses offered by SBM (Business School), BSSA (Architecture), MPSTME (Engineering), SDSOS (Science) & SPPSPTM (Pharmacy) & SOL (Law).
- 5.3 The students from all schools are allowed to choose maximum 2 courses (as applicable school wise) from

master list as a credit courses in lieu of electives. The concerned school's Dean may also allow students to choose interdisciplinary courses as an additional subjects.

- 5.4 The courses from all schools in an academic year, as per the master list will be offered in two sessions as follows:
 - 5.4.1 Fall Session (IV week of July 2018 – III week of Nov 2018)
 - 5.4.2 Winter Session (I week of January 2019 – III week of March 2019)
- 5.5 The Term end examination of all offered courses, as per Master list, will be conducted after completion of the classes. The date of final examination will also be mentioned in the time table. The timings of term end examination will be from 4.30 PM -7.30 PM.
- 5.6 The duration of each course will be of 45 hours which will be equivalent to 3 credits. The first 15 hours will cover the basic knowledge of that course and remaining 30 hours will cover the specialized knowledge.
- 5.7 Each course in the master list have number of seats available against them. The enrollment of students to interdisciplinary courses will be opened via notice circulated by school.
- 5.8 The students have to register through Blackboard / student portal only. The registration for enrollment of courses for **both** fall and winter sessions opens from **last week of April 2018– Last week of May 2018** in **current** academic year for courses to be offered in **next** academic year.
- 5.9 The course outlines will be available on blackboard/ student portal. Students may view them on **Community tab** □ **Academic year 18-19- Interdisciplinary Registration [Fall & Winter Session]**
- 5.10 The students cannot opt out of the course once the list is finalized and shared with host school. Only on an emergent situation and with prior approval from Dean, he/she will be permitted to de-register. **A student will not be allowed to opt out of the course where the registration is only 10.**
- 5.11 On the basis of number of students enrolled, the course will be offered. If number of students enrolled are more than number of available seats, the selection of students will be on the basis of their CGPA of previous academic year.
- 5.12 The minimum number of enrolment of students in each course is 10.
- 5.13 For every course 10% of the seats are reserved for students of each school (Host & Home). The remaining seats will be filled with students from all schools on the basis of CGPA. The maximum number of students from each school for any course is 50 % of the total seats.
- 5.14 The classes will be conducted separately for interdisciplinary courses and will not be merged with existing classes scheduled at the host school.
- 5.15 Student can choose 1 course from fall session and 1 course from winter session. The students of following programme/ trimester/ Semester are eligible to choose course in lieu of elective course / additional course:

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

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

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

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

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

6.0 Examination Guidelines:

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

6.1 Discipline in the Examination Hall

6.1.1 Students must know their Roll Number and Student No.

6.1.2 Students who are eligible to write the term end examination/re-examination should be present in the Examination Hall at least 30 minutes before the scheduled time of the commencement of the examination. All the students, who arrive in the examination hall after the scheduled time of the commencement, will not be permitted to appear for that examination. In exceptional circumstances, the student will necessarily have to get the approval of the Dean of the respective school / person nominated by the Dean in order to appear at the examination. Students who report late of the examination would be permitted to appear at the examination in exceptional circumstances only after they produce a written approval from the Dean of the school or the person nominated by the Dean on application to be made by the student concerned. Such a student who has reported late will not be eligible for benefit of extra time due to late arrival as well as the loss of time in getting approval from the Dean of the school in such a case.

6.1.3 Students are not permitted to enter the examination hall more than half an hour after the commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session.

6.1.4 Students, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination.

6.1.5 Students should ensure that all their bags and other personal belongings are deposited in the

designated area usually near the Supervisor's table, at their own risk. NMIMS will not be responsible for the safety and security of the same.

- 6.1.6 A student, who fails to attend an examination at the time and place published in the timetable, will be to have failed in that course due to absence. Opportunity for re-examination will be given according to the rules and regulations.
- 6.1.7 Students should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose on the answer-book.
- 6.1.8 Students are required to have their Identity Cards issued by SVKM's NMIMS and they must produce these for verification by the room supervisor during the examination. Students not having the said identity card with them during the examination may be denied permission to appear for the examination.
- 6.1.9 Every student present must sign against his / her Student number on the attendance sheet provided by the Room Supervisor.
- 6.1.10 Students should specifically go through the instructions given on the top of the question paper and on the front page of the answer book. They are of utmost importance.
- 6.1.11 **On the front page of the answer book the students should write only the name of the program, specialization if any, trimester/semester details and course / subject for which examination is being held, number of supplementary sheets attached to the main answer book. Any extra writing on the front page or anywhere in the answer book will be treated as act of unfair means and will be processed as per rules.**
- 6.1.12 **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:** If a student has any query as regards contents of the question paper, he should bring the same to the notice of the examination hall supervisor without disturbing others in the examination hall.
- 6.1.13 Students are forbidden to (i) bring any books, notes, scribbling papers, pagers, mobile phones, laptop or any other similar devices/things unless specifically permitted. Any such material found in possession of the student will be confiscated (ii) smoke in the examination hall, (iii) bring eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, and (v) take with them any answer-book, written or blank, while leaving the examination hall. Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them. The supervisors/ authorized persons are authorized to frisk the students.
- 6.1.14 Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the University.
- 6.1.15 **The answer books of the term-end examinations are bar coded and therefore, students should not write his/her name, Roll No., Student No. etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.**
- 6.1.16 While underlining of answers for focusing attention is permitted, use of varied inks, except for illustrations and figures must be avoided. DO NOT use any symbol like encircling the question or using colour arrows for 'P.T.O'. These will all be considered as attempts to readily identify the specific answer-book.
- 6.1.17 Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets to the same. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer book out of the examination hall will be treated as against rules and appropriate action will be taken against such candidate/s.
- 6.1.18 Students should not write anything on the question-paper.
- 6.1.19 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited.
- 6.1.20 If students want anything, they should approach the Room Supervisor without disturbing other students. However, they should not leave the examination hall on any account, without surrendering his/her answer book.
- 6.1.21 Students will not be allowed to leave the examination hall during the examination and especially

during the last ten minutes. They should not leave their seats until answer-books from all students are collected by the Room Supervisor.

- 6.1.22 A student who disobeys any instructions issued by the Invigilator's / Room Supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the University.
- 6.1.23 **Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination only after giving an undertaking in writing that the decision of the University in respect of the reported act of unfair means will be binding on them.**
- 6.2 **Guidelines for Appointment and Availing facility of Scribe for the physically disabled (permanent or temporary disability) students during examinations conducted by NMIMS**
 - 6.2.1 A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations.
 - 6.2.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (Annexure 7) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.
 - 6.2.3 In the following cases of students, the medical certificate of only Government Authorized Agencies would be accepted for Mumbai Campus namely:
 - 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
 - 6.2.4 As regards the student from other campuses, the Government Authorized Agencies from those cities would be accepted.
 - 6.2.5 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office of the University. The university will make arrangement alternatively if possible.
 - 6.2.6 The scribe should be one grade junior in academic qualification than the student if from the same stream.
 - 6.2.7 Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. E.g. for the examination of two hours, 20 minutes extra time will be allowed.
 - 6.2.8 The Examination in Charge of the center will have powers to resolve issues if any in this regard. S/he will be authorized to make/ accept any last minute changes of scribe under exigencies.
 - 6.2.9 The said student will sit in a separate room under supervision.
- 6.3 **Facilities relating to examinations for the students having Learning Disability (Dyslexia, Dysgraphia and Dyscalculia) for the purpose of examinations:**
 - 6.3.1 At the time of all written examinations, all L.D. students would be given permission to use a writer. In such a case, the student concerned should submit application in writing along with all the necessary documents well before the commencement of the first examination. Also such students would get 25% additional time for writing the examination.
 - 6.3.2 These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams
 - 6.3.3 Concession will be given for spelling mistakes or mathematical calculation.
 - 6.3.4 L. D. students who have failed to pass will be eligible for 20 grace marks to pass the examination. These marks will be given by way of distribution for one subject or more subjects.
 - 6.3.5 In case of L.D students the medical certificate of only Government Authorized Agencies would be accepted. For Mumbai campus medical certificate from Sion Hospital / Nair Hospital only would be accepted also.
 - 6.3.6 The said medical certificate must be produced at the beginning of the academic year.
- 6.4 **Rules as regards cases of adoption of Unfair means by the candidates during the University examination are as under:**
 - 6.4.1 If during the course of an examination, any candidate is found resorting to any of the following acts, he/she shall be deemed to have adopted unfair means at the examination. The adoption of unfair means by the

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

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
19	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed second time)	Annulment of the performance of the student at the University Examination in full.

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

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

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

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

Practical/Dissertation/Project Report Examination:

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

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

6.5 Examination Grievance Redressal Mechanism

(Providing Photo copies to the candidates and Revaluation)

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

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

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

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

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

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

a) **Verification of Answer book:** Under this process, on application of the student, the University ensures that (i) all the answers in the respective answer book are evaluated, (ii) marks have been allocated to each answer and carried forward to the first page of the answer book properly and (iii) totalling of the marks on the first page of the answer book has been carried out correctly.

OR

b) **Re-evaluation of the Answer book:** Under this process, the student may (i) opt to first apply for the photocopy/ies of the answer book/s and subsequently apply for the re-evaluation of the said answer book/s after going through the answer book **OR** (ii) directly apply for the re-evaluation of his/her answer book/s without applying for photo copy of his/ her answer book.

6.5.6 After the result declaration on ‘student portal’, if a student is not satisfied with the marks awarded to him/her in the Term-end Examination/s, in any course/module, s/he may apply for the Grievance

Redressal **within the prescribed number of days as per the example mentioned in the table below:**

Activity under Grievance Redressal Mechanism	Time Limit	Date of Declaration of Result 9 th October 2018	Processing fee (Subject to change from time to time)
Application for Verification of Answer book/s	Within 5 days from the date of result declaration	On or before 14 th October 2018	Rs. 500/- per answer book
Application for Photocopy of the answer book/s	Within 2 days from the date of result declaration including holidays	On or before 11 th October 2018	Rs. 500/- per answer book
Collection of the answer book/s from the School Examination Office	Latest on the 4 th day from the date of result declaration (excluding holidays)	No later than 13 th October 2018	N.A.
Application for Re-valuation of the answer book/s	Within 5 days from the date of result declaration including holidays	On or before 14 th October 2018	Rs. 1000/- per answer book

- 6.5.7 No application, received after the prescribed number of days as mentioned in the table above, shall be entertained for any reason whatsoever.
- 6.5.8 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 University Identity card.
- 6.5.9 As an exception to the aforesaid process of collection of answer book/s, scanned image of the respective answer book/s will be sent to the email ID (registered with NMIMS) of the applicant student or photo copy/ies will be handed over to a person authorized (in writing) by the student concerned - only during the time when the results of final/ re-examinations of final terms (e.g. Sem II/ IV, Trim III/ VI etc.) are declared and when the students are not expected to be on campus/ city. The Photo-copies would be authenticated by the 'Examination Office' by way of a rubber stamp and initials of competent authority. Photo copies shall not be sent by post or by courier.
- 6.5.10 Photo copies of the answer-book/s provided by the University are only for Grievance Redressal mechanism and do not have any evidentiary value.
- 6.5.11 Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the University. The decision of the University shall be final in this regard.
- 6.5.12 **Application for Redressal of grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever. Also application will be deemed to be complete only after payment of requisite fee.**
- 6.5.13 The application received from the student for re-evaluation shall be placed before an external examiner for re-evaluation.
- 6.5.14 After following the process of re-evaluation under the Grievance Redressal, effect will be given to change in original marks on re-evaluation, if any, as under:
- 6.5.14.1 **If the marks of re-evaluation, increase or decrease by less than ten percent (10%)**
There will be no change in the marks and original marks awarded to the candidate in the subject will be retained.
- 6.5.14.2 **If the marks of re-evaluation increase or decrease between 10.01% and 20%:**In such cases the marks originally awarded to the candidate in the subject shall be treated as null and void and the marks obtained by the candidate after re-evaluation shall be accepted as the marks obtained in that subject. Fractional marks if any shall be rounded off for the purpose of computing the ten percent (10%) difference in marks.
- 6.5.14.3 **If the marks of re-evaluation increase or decrease by more than 20%** A second revaluation of the said answer books shall be done by the examiner from the panel of examiners for the said subject and then **an average of the marks obtained in the first re-evaluation and marks obtained in the second re-evaluation shall be taken** and this shall be accepted by the University as the final marks for the said subject (fractional marks if any shall be rounded off to the next integer).
- 6.5.14.4 An answer book shall be sent for second revaluation to another senior examiner appointed by the Controller of Examinations in consultation with the Dean of the School or Chairperson of the Board of Studies of the University, if in the first revaluation, marks of a candidate are decreased below the passing marks or if a candidate obtains 'F' grade after



the first revaluation or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.

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

6.5.15 The above difference in marks in percentage term shall be with reference to the maximum marks assigned for the term end examination of the respective subject.

6.5.16 The examiner/s for re-evaluation will be appointed by the Controller of Examinations from the panel of examiners provided by the Dean of the School duly approved by Pro Vice Chancellor and the Vice Chancellor of the University.

6.5.17 The revised marks obtained by a candidate after re-evaluation, as accepted by the University shall be taken into account for the purpose of amendment of his/her results only and the said result shall be communicated to the student/s by suitable means.

6.5.17.1 The marks awarded by examiner/s in re-evaluation shall be final and binding on the student applicant and the original examiner.

6.5.17.2 The change of marks, 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.

6.5.17.3 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.

6.5.17.4 In any case, the photo copies of re-evaluated answer-books shall not be provided to the student/s.

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

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

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

7.0 Library Rules and Regulations:

- 7.1 **Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and with any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate NMIMS disciplinary procedures.**
- 7.2 Access to the NMIMS Library is restricted to staff and students of the NMIMS who are in possession of a current valid identification card issued by NMIMS, and to such other persons as may be authorized by the Librarian.
- 7.3 Students are required to carry their NMIMS student ID-card and staff to carry their NMIMS staff identity card to get entry and to use the Library, and must produce this when required doing so by an authorized person. This card must be used only by the member to whom it is issued.
- 7.4 Bags, etc., are not allowed in the Library. For reasons of security, bags and other personal possessions should not be left unattended. The Library has no responsibility in case of damage to or theft of personal property.
- 7.5 Silence is required in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off, or set to silent ring mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to fine and /or suspension of student for 3 weeks.
- 7.6 The consumption of food and beverages (with the exception of bottled water) and the use of personal audio equipment are not permitted in the Library.
- 7.7 Photography, filming, video-taping and audio-taping in the Library is not allowed.
- 7.8 Humanly operated personal equipment should not be used without the prior permission of the Librarian.
- 7.9 Users are required to comply with copyright regulations as displayed by the photocopiers.
- 7.10 Data retrieved from the Library's electronic resources *may not be used* for purposes other than teaching, research, personal educational development, administration and management of NMIMS and development work

associated with any of the aforementioned. *Use of the data is not permitted* for consultancy / services leading to commercial exploitation of the data / for work of significant benefit to the employer of students on industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.

- 7.11 The removal of any material from the Library must be properly authorized and recorded. Damage to or unauthorized removal of material constitutes a serious offence and may lead to a fine or to disciplinary action.
- 7.12 Borrowing entitlement: Two books for ten days. One time renewal is possible if the book is not in demand.
- 7.13 Fine of Rs.3.00 per day per book is levied on overdue books. Students can check their account details online in OPAC (Online Public Access catalogue) and also be notified overdue by email. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until such time as those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.
- 7.14 Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while payment is outstanding.
- 7.15 Students are required to wear smart casuals (Bermudas, Half pants, Short skirts, Bathroom slippers are not allowed).
- 7.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.
- 7.17 The award of a NMIMS qualification will be deferred until all books and other library materials have been returned and outstanding fines/charges paid.
- 7.18 For list of electronic resources / Databases refer annexure.

8.0 Placement Guidelines:

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

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

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

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

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

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

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

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

The Placement process typically involves –

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

8.1 Batch Preparation:

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

8.1.1.1 Interactive sessions with alumni/industry experts in various profiles that help students to gain clarity on role/fit, understanding expectations of the company, future prospects - career evolution, right approach for cracking interviews, listen to first-hand experience & get a feel of life in a particular profile etc.

8.1.1.2 Interaction with seniors who have undergone internships in companies.

8.1.1.3 Assigning seniors or alumni as mentors to guide students.

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

8.1.1.5 Guest talks and workshops on various topics from corporates.

8.1.1.6 Resume building as per guidelines

8.1.1.7 Soft skills training etc.

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

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

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

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

8.2 Pre Placement Talk – PPT

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

8.3 Internships/Projects

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

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

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

School	Programs	Remarks
Design	B.Des.(Humanising Technology)	20 week internship during the seventh semester of the program
Design	B.Des.(Humanising Technology)	6-7 week NGO interaction during the fifth semester of the program

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

8.4 Final Placements

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

9.0 Guidelines for the Use of Computing Facilities:

- 9.1 NMIMS invests significant resources in the provision of computing resources for the students. In order to ensure maximum availability, computing resources must be used in a responsible way. The students are responsible for ensuring that these resources are used in an appropriate manner. The list of websites which are blocked for use at NMIMS and at the Hostels is given in the annexure.
- 9.2 You are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in withdrawal of your rights to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of the document will be available with the Computer Centre.
- 9.3 The internet access to students will be as per the NMIMS policy. Any change request has to be routed



- through the Registrar in writing.
- 9.4 Food and/or beverages allowed only in cafeteria. Food and/or beverages (except drinking water) will not be permitted in the Computer Centre. Smoking is not permitted in the Campus premises.
- 9.5 **Provision of Computing Resources:**
- 9.5.1 The students of NMIMS are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aims, or that otherwise, acts against the interests of the NMIMS is prohibited. In the event of non-approved usage of the computing facilities, NMIMS reserves the right to withdraw access to computing facilities at any time.
- 9.5.2 Use of NMIMS computing facilities for students' commercial gain is prohibited.
- 9.5.3 Computer Centre facility will be provided on priority to the students of the concerned programmes, where using Laptop is not compulsory.
- 9.5.4 Students are not allowed to connect personal pen drives/ Laptops to the systems installed in the classrooms.
- 9.5.5 **All students will be given NMIMS email id** and internet authentication id. They are permitted to access internet in computer centre or on their own laptop through this id and password only. The action will be taken against if any misuse of internet and email Id.
- 9.5.6 Law: Your use of the computing facilities is governed by various applicable IT Acts, laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the NMIMS.
- 9.5.6.1 It is student's responsibility to ensure that student's activities do not contravene these or any other laws.
- 9.5.7 Authority of Information Systems Staff: Students must comply with all requests or instructions issued by any Information Systems staff with respect to the use of NMIMS computing facilities.
- 9.5.7.1 Improper behaviour towards staff will result in disciplinary action.
- 9.5.8 Levels of Service: NMIMS endeavours continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, the students should lodge a written complaint in the Complaints Register available in the Computer Lab. No action will be taken on any verbal complaint.
- 9.5.9 The Information Systems Group will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through the notice boards/ email placed in the Computer Lab as well as the Student Notice Boards/ emails. It is your duty to regularly check the notice boards/ email and plan your use of the facilities accordingly.
- 9.5.10 The failure of any element of the computing service will not be accepted as a valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.
- 9.5.11 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.
- 9.6 These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of Computing Facilities at NMIMS.
- 9.6.1 Do not use others user login id and password, nor allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for the purpose of assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to the NMIMS authorities if any breach of university regulations is suspected in connection with that use.
- 9.6.2 Do not copy or share other's data resulting in data theft of any kind under IT Act.
- 9.6.3 Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.
- 9.6.4 Do not request resources or access rights that you do not need.
- 9.6.5 Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The NMIMS accepts no responsibility for any loss to a user

- consequent upon a failure to log out correctly at the end of a session.
- 9.6.6 Do not remove, borrow, connect or disconnect any IT equipment without permission.
 - 9.6.7 Do not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility or network / campus, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
 - 9.6.8 Do not in any way cause any form of damage neither to the NMIMS IT facilities, nor to any of the accommodation or services associated with them.
 - 9.6.9 Do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user or of a system administrator without that person's permission.
 - 9.6.10 Do not initiate or perpetuate any chain email message. Do report immediately to 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.
 - 9.6.11 Do not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.
 - 9.6.12 Do not transmit unsolicited commercial or advertising material on NMIMS network / Campus.
 - 9.6.13 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
 - 9.6.14 Do not monitor, read and disrupt network traffic inside the campus.
 - 9.6.15 Do not make deliberate unauthorised access to facilities or services accessible via the NMIMS Local Area Network (LAN).
 - 9.6.16 Do not waste staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.
 - 9.6.17 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
 - 9.6.18 You must adhere to the terms and conditions of all licence agreements relating to IT facilities which you use including software, equipment, services, documentation and other goods.
 - 9.6.19 You must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.
 - 9.6.20 Students are prohibited from viewing any Pornographic material in computer Centre or on any other computer or IT system inside the NMIMS campus or storing child pornography, Playing Games, Hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure e.g. Projector cables. Disciplinary action will be taken by NMIMS if the Student is found guilty.
 - 9.6.21 You must obtain prior permission to use computers for commercial or outside work including the use of IT facilities to the substantial advantage of other bodies such as employers of placement students.
 - 9.6.22 Do not interfere with or change any hardware or software; if you do, you may be charged for having it put right.
 - 9.6.23 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
 - 9.6.24 Do not load games software onto, or play games software on, the IT facilities unless required for academic purposes.
 - 9.6.25 Do not admit any other person to computer facilities or other NMIMS premises when those facilities or premises are locked and do not enter unless authorised to do so.
 - 9.6.26 Do not smoke, eat or drink, and do ensure that consumable products including food and drink are stowed away at all times, in any computer room or near any public access IT facilities.
 - 9.6.27 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
 - 9.6.28 You must immediately vacate any IT room when asked to do so by any person who has legitimately booked that room and must not leave processes running or files printing or otherwise interfere with the work of that person. Failure to cooperate gives that person the right to switch off the workstation that you are using.
 - 9.6.29 Important: In the event that the guidelines are not followed and there is a consequent damage to any computing facility, NMIMS reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.

10.0 Feedback Mechanism:

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

11.0 Mentoring Programme / 'Psychologist and a Counsellor':

11.1 Mentoring Programme:

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

11.2 Psychologist and a Counsellor:

- i. "I cannot concentrate or focus nor can I sleep, at times I get so scared that I go blank in my exams!"
- ii. "Since the time he left me I cannot put my attention to anything I will not be able to live anymore..... can't bear it if he is not in my life!"
- iii. "I have lost my confidence I often compare myself with others and feel I am not as good as them"
- iv. Nobody understands what I am going through people become judgemental instead of understanding and supporting, Whom to share it with?
- v. Who will be able to really help?

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

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

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

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

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

dermatitis, and ulcers

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

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

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

National library of Medicine: [Psychosomatic disorders in developing countries: current...](#)

www.ncbi.nlm.nih.gov/pubmed/16612204__

WHO | Prevention of bullying-related morbidity and mortality: a ...

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

12.1 Admission Cancellation procedure:

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

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

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

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

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

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

Note: The above refund rules are subject to revision as per UGC notification (as applicable).

Candidates to refer Important Dates of the respective program.

12.2 Payment of fees:

12.2.1 The promoted students for the subsequent years are required to pay the fees as per the email received from Accounts department. Late fee will be levied if the fee is not paid within the due date.

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

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

12.2.4 If a student wants to take academic break after the commencement of the academic year, but he has not attended the classes and if the fee is not paid, then while seeking re-admission he has to pay the total fee (100%) plus 25% of the total fee as re-admission fee to continue his studentship.

- 12.2.5 If the student has paid the total fee for the entire year and then sought the academic break after commencement of that academic year in the middle of semester / trimester again, then he has to pay 25% of the total fee prevalent at that time, towards re-admission in subsequent year.

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

12.3 Re-admission rules:

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

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

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

If the student takes re-admission in a particular academic year and is not promoted again, either as per the passing standards of the respective programme or any other reason as per academic rules, then the student will not be given second chance for re-admission. However, such a student can re-appear at the subsequent examinations of the said year without keeping the terms (i.e. re-admission) by taking a drop and only appearing for the examinations.

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

12.4 Academic break:

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

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

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

12.4.1. Eligibility:

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

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

- (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.

12.5 **Submission of certificates / marksheets:**

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

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

12.6 **Admission Deferment:**

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

12.6.1 **Eligibility:**

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

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

12.6.2 **Who can apply:**

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

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

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

12.6.3 **Process:**

- 12.6.3.1 Deferred admission may only be granted to admit first year students who have paid the required non-refundable enrolment deposit.
- 12.6.3.2 The admission department will scrutinize all the applications and forward it with comments to concerned authorities for approval. The request to defer the offer of admission will be reviewed on case to case basis and will be granted depending on the reason stated along with the supporting documents. NMIMS decision with respect to this will be final and will not be challenged.
- 12.6.3.3 Offer of admission deferment, if not, taken in the subsequent year will lapse and the fee paid will not be refunded. Further, the applicant therein, if still wants to apply to NMIMS, have to undergo the admission process again as fresh applicant.
- 12.6.3.4 The letter of deferment of admission will be issued by admission department to the applicant.
- 12.6.3.5 Students who are found to have applied to other colleges and institutes during their time away from NMIMS will have their admission revoked and fees will not be refunded.

- 12.6.3.6 Financial aid offers cannot be deferred. Students must reapply for financial aid.
- 12.6.3.7 Admitted 'Transfer' students are not eligible for deferred admission.
- 12.6.3.8 Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.
- 12.6.3.9 Deferment of admission is not applicable for the first year of the programme.
- 12.6.3.10 Once the programme has commenced, then even though the applicant have not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

13.0 Dean's list / Meritorious students:

- 13.1 Dean's List (Applicable only for School of Business Management)
 - 13.1.1 10 % of the batch on the basis of highest yearly CGPA will be under Dean's List and will get a certificate at the end of each year.
 - 13.1.2 Students who are participating in Student Exchange Program (for 2nd year) are also eligible for the Dean's list subject they were also in the dean's list of 1st year. Such students will be shortlisted on the basis of the CGPA of two trimesters of 2nd year.
 - 13.1.3 Students obtaining D grades/ F grades/ appearing in the re- exams in the current academic year will be ineligible to be listed in the Dean's List of the current academic year as well as in the Dean's list of the next year(s).
- 13.2 Meritorious students list (applicable for all schools except School of Business Management)
 - 13.2.1 10 % of the batch on the basis of highest CGPA during the entire period of programme will be under meritorious students list and will get a certificate at the time of Convocation.
 - 13.2.2 Students who are participating in Student Exchange Program are also eligible for the meritorious students list. Such students will be shortlisted on the basis of the CGPA of all semesters/trimester completed at NMIMS.
 - 13.2.3 Students obtaining F grades/ATKT/ appearing in the re- exams/ appearing in unfair means or any misconduct will be ineligible to be listed in the meritorious students list.

14.0 Blackboard (Learning Management System):

Blackboard Learn⁺ is a Web-based learning management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.

- 14.1 URL: Access Blackboard through <http://blackboard.svkm.ac.in>
- 14.2 Login Policy: Default User ID and Password is Student's SAP number.
- 14.3 Change Password: Students are recommended to change password after first login for safe surfing.
- 14.4 Email Update: Users need to change/update their email id for getting regular notification
- 14.5 Course links: Your login will contain only current trimester/semester course list.
- 14.6 Faculty Announcements: Announcements related to course and other activities is published in Announcements section.
- 14.7 Online Library: Online Library database is available through Blackboard; it will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.
Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally.
- 14.8 Assignments / Assessments: Assignments can be uploaded in Blackboard which will be graded by faculty and online score will be stored. Assessments can be conducted via Test (selective), survey, etc. online.
- 14.9 Academic Resources: All Academic Information & News is published on blackboard.
- 14.10 Examination Report: All Examination Grade & Report will be published on Blackboard
- 14.11 Faculty Feedback: Faculty Feedback is accepted online through Blackboard trimester/semester wise.
- 14.12 Course Content: Soft copy of reading material and teaching plan are uploaded by faculties for review and references.
- 14.13 Safe Assign: Online Plagiarism check will be performed via this section.
- 14.14 Course Co-ordinator Announcement: Single link to display, notice related to program like course calendar, SRB, schedule, etc.
- 14.15 Groups: Students can create group for online by faculty for Blogs, File Exchange, Collaboration, Discussion Board scope for their courses.
- 14.16 Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss on topics related to their respective courses.



- 14.17 Collaborate (Ultra Experience): Blackboard Collaborate is a real-time video conferencing tool that lets faculty member add files, share applications, and use a virtual whiteboard to interact. Collaborate Ultra, opens with any available browser, and does not require any software to be installed to join a session.
- 14.18 Blackboard Mobile: Users can access Blackboard through their smart phones. Download Blackboard Learn app and search for institute by typing 50I5VV.
- 14.19 Responsive Web Design: Blackboard's responsive design ensures a great experience on all devices (smartphones and tablets) and screen sizes—with no loss of functionality.
- 14.20 System Requirement: Latest browser version.
Check browser compatibility: <https://help.blackboard.com/node/13392>
- 14.21 Help – Assistance: Online assistance is available on front page of portal.
URL: <https://help.blackboard.com/node/13376>
YouTube Channel: <https://www.youtube.com/playlist?list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU>

15.0 Student Portal (Learning Management System)

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

16.0 Rules for participating in National/International Level Contests:

- 16.1 All contests have to be routed through Faculty In charge of Student Activity/HOD.
- 16.2 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
- 16.3 All student contests are classified as follows.
 - 16.3.1 GRADE A: National and International level contests of very high repute.
 - 16.3.2 GRADE B: National level contests of high repute.
 - 16.3.3 GRADE C: Local and national level contests
- 16.4 The respective school heads will make the classification of contest in Grade A/B/C.
- 16.5 The classification of the contest will determine the selection, reimbursement and appraisal of the students.
- 16.6 Reimbursements (Applicable only for National Contest)
 - 16.6.1 Students going for GRADE A will be provided with 100% reimbursements for travel (Non A/C

- Sleeper class/ 3 tier) to and fro from the contest destination.
- 16.6.2 Students going for GRADE B and C contests will be provided 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from contest destination, provided that they have won the contest (1st or 2nd place only).
 - 16.6.3 All reimbursements are subject to the approval of the head of the school and are hence subject to change.
 - 16.6.4 All reimbursements will be made only after the student has returned from the contest. All bills, tickets of the travel and copy of certificates will have to be retained and submitted.
 - 16.6.5 All students claiming the reimbursement will have to submit all details to the staff co-ordinator for processing through the accounts department.
 - 16.7 Contest Winners
 - 16.7.1 Any student who has won any contest is required to provide full details of the contest and award won to the faculty within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals.
 - 16.8 **For additional information as specific to school, kindly refer Part II.**

17.0 Guidelines for Awards and Scholarships

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

18.0 Guidelines for Convocation

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

19.0 Roles and Responsibility of Class Representative and Student Council

19.1 Class Representative

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

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

19.2 Student Council

19.2.1 NMIMS University Student Council (NUSC)

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



The major roles and responsibilities includes:

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

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

19.2.2 **Student Council (School Level)**

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

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

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

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

19.2.2.4 To assist all public relation activities and supervise student publications & newsletters at NMIMS

19.2.2.5 All the cell activities has to be routed through President of cell, General Secretary of Council (Budget and Release of Money), HOD/Dean/Director, Accounts Department – In case of Release of Money.

19.2.2.6 Communication and Invitations of events / guest lecturers / workshops etc. conducted by cells and council has to be informed to the HOD/Dean/Director, well in advance.

19.2.2.7 For the major events prior formal invitation to be given to all the senior management

19.2.2.8 To submit a trimester/semester report at the end of every trimester/semester to faculty In-charge.

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

20.0 **Interface with Accounts:**

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

20.2 **Re-examination Fees:**

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

20.3 **Re-Admission fees:**

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



20.4 Re-Registration Fees:

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

20.5 Concession in fees:

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

20.6 Hostel Deposit Refund:

Location: NMIMS Accounts Department

Procedure:

20.6.1 Please procure signature of Hostel in-charge.

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

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

20.7 Library Deposit and Security Deposit Refund:

Location: Course Coordinator

Procedure:

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

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

20.8 Duplicate Receipt:

Location: NMIMS Accounts Department

Procedure:

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

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

21.0 International Student Exchange Program Policy

21.1 Introduction

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

21.2 PREAMBLE

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

This policy on internationalization 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:

1. The University Level:

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

21.3 Eligibility

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

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

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

21.4 Selection Criteria and Conditions

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

21.5 Cost and Expenses

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

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

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

21.6 Application procedure for students and Expectations from students

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



21.6.5 Other criteria as defined by Deans/Directors of the Schools.

21.7 Code of Conduct

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

21.8 Enclosures:

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

21.8.2 Application Form:

a) For Applying for Student Exchange by NMIMS Deemed-to-be-University Students

b) For NMIMS Deemed-to-be University's student (Only for Short listed Students)

c) For International Exchange Students on arrival

21.8.3 Visa Form for NMIMS and International Students.

21.9 Application and Admission procedure for International Students-Incoming from Partner University:

21.9.1 Students from Partner University need to submit the application in prescribed form (APPLICATION FORM – EXCHANGE STUDENTS-Incoming and Passport copy) duly attested by the partner university officer in charge two months before the arrival to NMIMS.

21.9.2 Respective school will issue an exchange acceptance letter to the student after scrutinizing the application. The exchange acceptance letter should be countersigned by the Director-International Linkages department (ILD).

21.9.3 On acceptance of students by the school, International Linkages department of University will issue Visa invitation letter address to Indian Embassy/consulate in your country.

21.9.4 On arrival, the student will report to the respective school and the school will direct the student to ILD for FRRO registration process with Ministry of External Affairs Government of India. The respective school will arrange for living in Mumbai familiarization session. The Students are requested to handover prescribed undertaking form (UNDERTAKING For Foreign National Studying at NMIMS University) with a copy passport with Visa page to International Linkages Department for record purpose.

21.9.5 Respective schools will complete the joining process and issue temporary student Identity card.

21.9.6 On completion of the course the assessment details will be forwarded to University registrar through International Linkages department for course completion and credit transfer certificate.

21.9.7 Attendance and exit details will be provided by the respective school to the ILD to complete the FRRO process.

Note:

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

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

22.0 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.

22.1 Floods:

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

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

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

22.2 Earthquake

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

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

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

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

Before Earthquake	During Earthquake	After Earthquake
<ul style="list-style-type: none"> In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake. 	<ul style="list-style-type: none"> Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture. 	<p>If you are at home or inside a building</p> <ul style="list-style-type: none"> Expect aftershocks. Be prepared. Stay where you are and do not come out immediately. Keep calm, switch on the radio/TV and obey any instructions you hear on it after you come

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

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

Before Fire	During Fire	After Fire
<ul style="list-style-type: none"> • Identify the fire hazards and where fires might start, e.g. laboratories, store room, kitchen and other such places. • Identify all the exit 	<ul style="list-style-type: none"> • Do not panic. Shout loudly for help. • Do not run. • Do not waste time in collecting valuables. • Do not panic. • Inform the fire brigade about the fire and alert neighbors. • If possible, use fire extinguisher. • Do not take shelter in toilet. 	<ul style="list-style-type: none"> • Don't re-enter or permit anyone to enter the building, unless the fire officials have given permission to enter.

Before Fire	During Fire	After Fire
<p>routes of the Institute. (There are six exit routes in UPG building)</p> <ul style="list-style-type: none"> Check the adequacy of fire fighting apparatus and its maintenance. 	<ul style="list-style-type: none"> Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere. Do not use the lift to escape. Use nearest means of escape and the staircase available. Make exit to ground level instead of the terrace. Report about your safe escape and any other information to the University authorities, fire brigade or police present at the site. <p>If trapped or stranded:</p> <ul style="list-style-type: none"> Stay close to the floor level. Cover the gaps of the door by any piece of cloth available. Do not jump out of the building. Signal or shout for help. Stop, drop and roll on the ground and cover with blanket; pour water on the body Dial 101 or 22620 5301 for fire brigade Give the fire officer detailed address, nature of the incident and the telephone number from which you are calling. Preferably, use landline. Keep down the receiver and wait at the same spot. Control Room will call back to verify the call. Wait for the Fire Brigade to arrive and co-operate with the firefighters. 	

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

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

Anti-Ragging Committees:

University	Name	Designation	E-mail ID	Contact no.
1.	Dr. Meena Chintamaneni	Chairperson	meena.chintamaneni@nmims.edu	022 42355555
2.	Mr. Paramanand Rajwar	Member	Paramanand.Rajwar@nmims.edu	022 42355558
3.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
4.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
5.	Mr. Samraj Dhasian	Member	Samraj.dhasian@nmims.edu	022 42355555
6.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
7.	Shri Rajendra K. Shah	Member	shahrk60@yahoo.com	022 42199999

23.2 Women Grievance Redressal Cell:

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

23.3 Sexual harassment: Sexual harassment on campus or outside campus is unlawful, as well as unethical, and will not be tolerated. All issues in this regard will be dealt with utmost urgency and stringent action will be taken against

those involved. As per high court order a committee has been formed to look into all such complaints.

Sexual Harassment Internal Complaints Committee:

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

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

Student's Grievance Redressal Cell

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

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

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

Sr. No.	Category
1	Potentially Liable
2	Drug Abuse
3	Occult
4	Hacking
5	Illegal Unethical
6	Racism and Hate
7	Violence
8	Marijuana
9	Folklore
10	Proxy Avoidance
11	Web Translation
12	Phishing
13	Plagiarism
14	Child Abuse
15	Controversial
16	Abortion
17	Adult Materials
18	Advocacy Organizations
19	Gambling
20	extremist Groups
21	Nudity And Risqué
22	Pornography
23	Tasteless
24	Weapons

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

List of E resources (In library)

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

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

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

25.0 NMIMS INFOLINE (for Mumbai Campus)

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



SVKM'S
NMIMS
Deemed to be UNIVERSITY

SCHOOL OF DESIGN

PART-II

Student Resource Book 2018-19

Message from Director

Dear Students,

In sync with the ethos of the University, the School of Design envisions education leaning towards the changing paradigm of the Design Profession undergraduate. The program offered in Humanising Technology is the first step in this direction.

Society has been Design driven. In the current scenario, the technology permeated culture is driving Design. The products of design are no longer only consumed but are interacted with. They are inclusive, personalised and form sustainable ecosystems to weave business stories.

The user is not limited to being an object of research but is now an active partner in evolving the Products of design. The tussle between ‘virtual’ avatars and the reality continues with more products using immersive technologies and iterating on the fly with AI and machine learning. Solutions are not singular manifestations but connected, collective experiences. The technology is ‘humanised’ to bring in value to its consumers.

Designers are now required to collaborate with technologists, behaviour scientists, social scientists, managers, engineers, financiers and the list only grows. They are now game changers, leading with data driven design and user centricity.

Our B.Des. program (Humanising Technology), consolidates the best practices of Engineering and Management education with Design Technical and Design Influencers as a unified whole.

The curriculum extends the skills of a Design student beyond drawing to communication, programing and business as well. It focusses on an outcome based approach to nurture a Design behaviour that is creative, agile, adaptive, observant and trained to self-learn.

The state of art infrastructure and our talented faculty will challenge and nurture you to impact with design. Time spent in the Combined workshop and Tinkering studio will leapfrog your creativity to explore the ‘creator’ in you.

Your four years here will evolve your sensibilities, discover your brilliance and stretch your potential.

This Student resource book details the program components and the rules of the University to assist your education here.

We look forward to building a culture of commitment to Design with your active participation.

Prof Manisha Phadke.
Director, NMIMS School of Design



1.0 Academic Calendar: Bachelor of Design (Humanising Technology)

SVKM'S NMIMS School of Design

Academic Calendar for the Academic Year: 2018-19

(Revised)

Details	Program	Start date	End Date	Remarks
Semester I				
Orientation Week	B.Des Year I	2 nd July 2018 (Mon)	6 th July 2018 (Fri)	
Academic Instruction Duration (Regular Classes)	B.Des Year I	9 th July 2018 (Mon)	27 th October (Sat)	
Diwali Vacation	B.Des Year I	5 th November 2018 (Mon)	11 th November 2018 (Sun)	
Term End Exams	B.Des Year I	12 th November 2018 (Mon)	24 th November 2018 (Sat)	
Re-Exams	B.Des Year I	10 th December 2018 (Mon)	22 nd December 2018 (Sat)	
Semester III				
Academic Instruction Duration (Regular Classes)	B.Des. Year II	25 th June 2018 (Mon)	27 th October 2018 (Sat)	
Diwali Vacation	B.Des Year I	5 th November 2018 (Mon)	11 th November 2018 (Sun)	
Term End Exams	B.Des. Year II	12 th November 2018 (Mon)	24 th November 2018 (Sat)	
Re-Exams	B.Des Year II	10 th December 2018 (Mon)	22 nd December 2018 (Sat)	
Semester II & IV				
Academic Instruction Duration (Regular Classes)	B.Des. Year I & Year II	2 nd December 2018 (Mon)	6 th April 2019 (Sat)	
Christmas Vacation	B.Des. Year I & Year II	25 th December 2018 (Tue)	1 st January 2019 (Tue)	
Term End Exams	B.Des. Year I & Year II	15 th April 2019 (Mon)	30 th April 2019 (Sat)	
Summer Vacation	B.Des Year I/ Sem II	1 st May 2019 (Wed)	22 nd June 2019 (Sat)	
Summer Vacation	B.Des Year II/ Sem IV	1 st May 2019 (Wed)	31 st May 2019 (Fri)	
Re-Exams	B.Des. Year I & Year II	17 th June 2019 (Mon)	29 th June 2019 (Sat)	
Commencement of next year	B.Des Year II/ Sem III	24 th June 2019 (Mon)	-----	
Commencement of next year	B.Des Year III/ Sem V	1 st June 2019 (Sat)	-----	
Commencement of next year	B.Des Year I/ Sem I	1 st July 2019 (Mon)	-----	

*Since it is a new program the above dates are subject to change.

M. Krishna
16 June 2019

Director

M. Krishna
27/6/19

(COE-Examination)

Vandana

DR-Academics

2.0 Curriculum

2.1 Program Guidelines: Bachelor of Design:

2.1.1 Structure of the program.

Degree: Bachelor of Design (Humanising Technology)

Mode: Full Time

Duration: 4 Years

Intake: 25 Students

Bachelor of Design program is full time four-year program based on a yearly pattern. Each year will have two semesters.

Year	Semester	Focus
I	I & II	Assisted Learning (Foundation Year)
II	III & IV	Assisted Learning (Foundation Year)
III	V & VI	Focussed Learning Capsule and Creative Studios with faculty mentoring
IV	VII & VIII	Professionalisation with faculty mentoring

2.1.2 Fundamentals of Program:

The Bachelor of Design program comprises seven fundamentals that form the basis of the curriculum: These fundamentals are divided into Design Technicals & Design Influencer:

Design Technicals:	Design Influencer:
i) Design Language	i) Design and People
ii) Design Visualisation	ii) Design and Technology
iii) Design Thinking	iii) Design Science
	iv) Design Management

***Note:**

Total hours for each module comprise of Lecture, Studio and Mentoring Hours.

There could be variance in the number of hours allotted depending on the outcome intended.

2.1.3 Module Structure, Credits Structure and Evaluation Scheme (2018-19)

B.Des. (Humanising Technology) Year I Semester I

Sr. No	Fundamental	Module name	Credits	*Total Hours	ICA	TEE
1	Design Language	Skill Explorations	6	165	70%	30%
2	Design Language	Typography I	2	45	70%	30%
3	Design Visualisation	Visual Articulations I	3	75	70%	30%
4	Design Thinking	Design Research	4	60	70%	30%
5	Design Science	Design Theory	2	45	70%	30%
6	Design & people	Social Narratives	2	30	70%	30%
7	Design& Technology	Design Appreciation	1	15	100%	-
8	Design Management	Business Communication I	2	30	100%	-
9	Research	Research Pathway I	1	30	70%	30%
		Total	23	495		

***Note:**

Total hours for each module comprise of Lecture, Studio and Mentoring Hours.

There could be variance in the number of hours allotted depending on the outcome intended.

B.Des. (Humanising Technology) Year I Semester II

Sr. No	Fundamental	Module Name	Credits	*Total Hours	ICA	TEE
1	Design Language	Skill Explorations 2D	6	135	70%	30%
2	Design Language	Photography I	3	60	70%	30%
3	Design Language	Typography II	2	45	70%	30%
4	Design Visualization	Visual Articulations II	3	45	70%	30%
5	Design Thinking	Defining Opportunities	4	60	70%	30%
6	Design Science	Applied Science I	2	30	70%	30%
7	Design & People	Cultural Narratives	2	30	70%	30%
8	Design & Technology	Technology Intervention I	3	45	70%	30%
9	Design Management	Business Communication II	1	22.5	100%	-
10	Design Management	Business Acumen I	2	30	100%	-
11	Research	Research Pathway II	1	30	70%	30%
		Total	29	532.5		

***Note:**

Total hours for each module comprise of Lecture, Studio and Mentoring Hours.

There could be variance in the number of hours allotted depending on the outcome intended.

B.Des. (Humanising Technology) Year II Semester III

Sr. No	Fundamental	Module name	Credits	*Total Hours	ICA	TEE/MEE	
						Internal Examiner	External Examiner (Jury)
1	Design Language	Skill Explorations Motion	3	75	70%	30%	
2	Design Language	Videography	3	60	70%	30%	
3	Design Language	Interface Design	3	60	70%	30%	
4	Design Visualization	Data Visualisation	3	60	70%	30%	
5	Design Thinking	Creative Exploration	4	60	70%	10%	20%
6	Design Science	Applied Science II	2	30	70%	30%	
7	Design & People	Global Narratives & Indian Narratives	2	30	70%	30%	
8	Design & Technology	Technology Intervention II	3	60	70%	30%	
9	Design Management	Business Acumen II	2	30	100%	-	
10	Research	Research Pathway III	1	30	70%	30%	
		Total	26	495			

***Note:**

Total hours for each module comprise of Lecture, Studio and Mentoring Hours.

There could be variance in the number of hours allotted depending on the outcome intended.

B.Des. (Humanising Technology) Year II Semester IV

Sr. No	Fundamental	Module name	Total Credits	*Total Hours	ICA	TEE/MEE	
						Internal Examiner	External Examiner (Jury)
1	Design Language	Skill Explorations 3D	3	75	70%	30%	
2	Design Language	Sensorial Studies	3	60	70%	30%	
3	Design Thinking	Design Validation	4	60	70%	30%	
4	Design Science	Applied Science III	2	30	70%	30%	
5	Design & People	Digital Narratives	2	30	70%	30%	
6	Design & Technology	Technology & Interactivity	5	105	70%	10%	20%
7	Design Management	Business Acumen III	2	30	100%	-	
8	Research	Research Pathway IV	1	30	70%	30%	
		Total	22	420			

***Note:**

Total hours for each module comprise of Lecture, Studio and Mentoring Hours

There could be variance in the number of hours allotted depending on the outcome intended.

B.Des. (Humanising Technology) Year III Semester V

Sr. No	Fundamental	Module name	Credits	*Total Hours	ICA	TEE/MEE	
						Internal Examiner	External Examiner (Jury)
1	Design Thinking + Design Management	Creative Studio I (NGO Interact)	5	150	40%	10%	50%
2	Design Thinking + Design & Technology+ Design Management	Creative Studio II Web & Mobile Experiences	6	105	40%	10%	50%
3	Design Thinking +Design & Technology + Design Management	Creative Studio III Immersive Experiences	8	165	40%	10%	50%
4	Design Management + Design Thinking	Game Mechanics	4	75	70%	30%	
5	Design & people	Design for Habits	2	30	100%	-	
		Total	25	525			

***Note:**

Total hours for each module comprise of Lecture, Studio and Mentoring Hours.

There could be variance in the number of hours allotted depending on the outcome intended.

B.Des. (Humanising Technology) Year III Semester VI

Sr. No	Fundamental	Module name	Total Credits	*Total Hours	ICA	TEE/MEE	
						Internal Examiner	External Examiner (Jury)
1	Design Thinking + Design & Technology+ Design Management	Creative Studio IV Connected Environments	8	165	40%	10%	50%
2	Design Management + Design Thinking + Design & people	Creative Entrepreneurship	6	120	40%	10%	50%
3	Design & Technology + Design Science + Design Thinking	Creative Studio V Data Design	4	75	70%	30%	
4	Design Thinking + Design & Technology	Creative Studio VI Experience Design	6	120	40%	10%	50%
5	Design Management	Intellectual Property Rights for Designers	1	15	100%	-	
		Total	25	495			

***Note:**

Total hours for each module comprise of Lecture, Studio and Mentoring Hours.

There could be variance in the number of hours allotted depending on the outcome intended.

B.Des. (Humanising Technology) Year IV Semester VII

Sr.No	Fundamental	Module name	Credits	Total Hours	ICA	TEE/MEE	
						Internal Examiner	External Examiner (Jury)
1	Design Management + Design Thinking + Design & People + Design & Technology + Design Science	Internship (6 months)	15	600	40%	10%	50%
	Total		15	600			

B.Des. (Humanising Technology) Year IV Semester VIII

Sr.No	Fundamental	Module name	Credits	Total Hours	ICA	TEE/MEE	
						Internal Examiner	External Examiner (Jury)
1	Design Visualisation + Design Management + Design Science + Design & People	Dissertation	5	150	40%	10%	50%
2	Design Thinking + Design Management + Design Science + Design & Technology	Capstone project	10	300	40%	10%	50%
		Total	15	450			

2.1.3 In continuation to the Credit Structure mentioned under point 4.1.2 in Part I of this SRB, please note:

Details	Credit	Total Hours
Lecture (L)	1 Credit	15 hours
Studio(S)/ Research(R)	1 Credit	30 hours
Tutorial (T)	1 Credit	30 hours
Internship	1 Credit	40 hours/week
Project	1 Credit	30 ours

2.1.4 **Brief description of the Modules listed in the module structure of the first two years:** (In continuation to 4.13 of Academic guidelines in Part I of this SRB)

- 2.1.4.1 **Skill Explorations** develops an understanding of the basic drawing skills that allow students to discover different ways to communicate an idea visually.
- 2.1.4.2 **Typography I** explores type as a basis of written communication and deals with the fundamentals of type and typography.
- 2.1.4.3 **Visual Articulations I** examines the language of design and techniques of visual representations of a concept.
- 2.1.4.4 **Design Research** introduces the modalities of conducting design research.
- 2.1.4.5 **Design Theory** develops creative thinking skills that enrich the understanding of the methods and strategies in the practice of design.
- 2.1.4.6 **Social Narratives** reveals the relevance of the social fabric in the success of a design by introducing students to the sociological aspects of design.
- 2.1.4.7 **Design Appreciation** revisits and re-examines the fundamentals of design learnt in the previous modules to find their application beyond core design.
- 2.1.4.8 **Business Communication I** grooms students as designers for the professional world.
- 2.1.4.9 **Skill Explorations 2D** encourages the graphical representations of a concept by equipping students with skill sets that include computer aided skills to meet requirements of communication design.
- 2.1.4.10 **Photography I** is an effective tool for designers. This module addresses the fundamentals of a camera and explores photographic imagery as visual representations to communicate/document.
- 2.1.4.11 **Typography II** outlines the skills and knowledge required to explore typography as an ingredient to communicate with respect to logos and illustrative type in graphic design.
- 2.1.4.12 **Visual Articulations II** presents story-telling and narratives as a communicative aspect of visualisation, using time and perceptions to create a narrative unfolding through personifications.
- 2.1.4.13 **Defining Opportunities** takes up in depth the tenets, tools and frameworks to practice empathy research process for students to walk the path of data driven design.
- 2.1.4.14 **Applied Science I** intends to cover experiencing the self with regards to affect, thought and behaviour as a means to study consumers in design scenarios, leading towards the context of design research and further to its conceptualisation.
- 2.1.4.15 **Cultural Narratives** aid in the exploration and building of a knowledge base and sensitivity to cultural idioms that can inform contextual design.
- 2.1.4.16 **Technology Intervention I** gives an overview of software engineering and prepares students of design to write programs in a high level language to solve fairly complex problems while following best programming practices.
- 2.1.4.17 **Business Communication II** addresses acumen of leadership, collaborative and creative skills with regards to communication.
- 2.1.4.18 **Business Acumen I** introduces the elementary concepts of Business Management, such as Market Research, trends and forecasting. This module aims to relate to empathy led Design research and help students experience application of these concepts in real time.
- 2.1.4.19 **Skill Explorations Motion** uses 'time' as a dimension to evolve representation skills and covers the basics of animation.
- 2.1.4.20 **Videography** evolves photography from still to motion and initiates students to the fundamentals of visualisation and documentation with videography.
- 2.1.4.21 **Interface Design** entails the design of user interfaces and interactivity limiting to screens, with the focus on

- maximizing usability and the user experience.
- 2.1.4.22 **Data Visualisation** builds skills to decode complexity and represent complex information visually for quick understanding.
 - 2.1.4.23 **Creative Exploration** How to create 'quick and dirty' prototyping and the use of tools and skills to visualise and realise ideas in reality is addressed in this module. The module empowers students to imagine, visualise and analyse concepts to get to the final solution.
 - 2.1.4.24 **Applied Science II** deploys the art of inquiry, listening and consulting to understand people.
 - 2.1.4.25 **Global & Indian Narratives** addresses the diversity across space (international cultures in comparison to the local), and time (ancient Indian design sensibilities in comparison to contemporary ones) and the impact on design.
 - 2.1.4.26 **Technology Intervention II** focuses on the interface of technology and hardware with mobile or web applications to see and practice possibilities with design as the focus.
 - 2.1.4.27 **Business Acumen II** focuses on the time and economics of project execution.
 - 2.1.4.28 **Skill Explorations 3D** is the fourth and final module in skill exploration series. The module develops the sensibility and skills of constructing 3D objects and spaces in order to evolve three dimensional visual representations.
 - 2.1.4.29 **Sensorial Studies** broadens the scope of visual design by including the sensibilities and experiential knowledge of sound and touch in design.
 - 2.1.4.30 **Design Validation** deals with the usability testing of solutions to facilitate data driven iterations.
 - 2.1.4.31 **Applied Science III** examines the science of habit formation and factors that influence their creation or facilitate their change.
 - 2.1.4.32 **Digital Narratives** traces the social and cultural context in the dynamic registers of technology and the internet.
 - 2.1.4.33 **Technology and Interactivity** uses concepts and applications in human computer interaction (HCI) to inform designing interactions by taking into consideration the social, cultural and psychological contexts of users
 - 2.1.4.34 **Business Acumen III** uses Business Economics and Finance to understand the dynamics of firms, markets, elementary knowledge of budgeting and professional environments.
 - 2.1.4.35 **Research Pathway:** The module Research Pathway encompasses Research Pathway I (Semester I), Research Pathway II (Semester II), Research Pathway III (Semester III), Research Pathway IV (Semester IV), and Research Pathway V (Semester VIII). Research Pathways will systematically introduce research and research methodology using secondary data and short systematic inquiry therein. The aim of this curriculum is to enable the student to enter into the world of research based design.

3.0 Academics

3.1 Degree Certificate:

The Degree of Bachelor of Design (Humanising Technology) will be conferred upon the candidate who has passed in all Internal Continuous Assessments and in all Term End/Module End Examination in all modules, as per the school's passing criteria and in accordance to the provisions relating to each year's examinations/assessment.

3.2 Duration of Academic Year*:

- The academic year for the 1st Year will start on 2nd July 2018 and the term will end on 30th April 2019.
- The academic year for the 2nd Year will start on 25th June 2018 and the term will end on 30th April, 2019.

*Note: Subject to change.

3.3 Examination Guidelines regarding passing Bachelor of Design (Internal Continuous Assessment/ Module End Examination/ Term End Examination, Passing Criteria, Grading system, Method of Calculation of CGPA, Credit Structure)

In continuation to the Examination Guidelines explained at Sr. No. 6 in Part I of this SRB:

3.3.1 Assessment types:

There are three assessment types:

- 3.3.1.1 Internal Continual Assessment (ICA): Test/Assignments/Projects wherein evaluation would be completed during Semester.
- 3.3.1.2 Module End Examination: Assignments/ Projects/ Essays/ Tests/ Presentations/ Jury conducted and evaluated at the end of the module. The same can evaluated by an Internal or External Examiner.
- 3.3.1.3 Term End Examination: Assignments/ Projects/ Essays/ Tests/ Presentations/ Jury conducted and evaluated at the end of the Semester. The same can evaluated by an Internal or External Examiner.
- 3.3.2 **Break up for Internal Continual Evaluation, Module End Examination and Term End Examination:**
Kindly refer to the Module Structure – clause 2.1.3 in Part II of this SRB.
- 3.3.3 **Passing Criteria: (For each Module)**
 - 3.3.3.1 If the module has only an internal component, then a student must secure a minimum of 50% of the marks allotted to the Internal Continual Assessment of that module.
 - 3.3.3.2 If the module has only a module end or term end examination, then a student must secure a minimum of 50% of the marks allotted to the Module End/ Term End examination of that module.
 - 3.3.3.3 If the module has both Internal Continual Assessment and Term End/ Module End Examination then, a Student must secure a minimum of 50% of aggregate marks out of the total marks (that is, internal continual assessment plus assessment of the term end /module end examination) and a minimum of 50% of the marks allotted to the Module End/ Term End examination allotted to the module.
- 3.3.4 **Promotion and Re-admission rules:**
 - 3.3.4.1 A student who has passed in all the modules (as per the criteria laid down herein under) of Semester I and Semester II examinations of the first year of the program will be promoted to the second year of the concerned program. Likewise, a student who has passed in all the modules of Semester III and Semester IV examinations of the second year will be promoted to the third year of the concerned program and so on.
 - 3.3.4.2 A student who passes in all the modules of a particular year of the programme after re-examination (if eligible), will be promoted to the subsequent year of the programme. A student who fails to pass even in one module after the said chance of re-examination, will not be promoted to the subsequent year of the programme. Such a student will be required to seek Re-admission for the said year of the programme in the subsequent academic year.
 - 3.3.4.3 A student who remains absent from Term End/ Module End Examination/s due to any reason in any module shall be awarded 'F' (Fail) grade in the module/s in which he/she has remained absent. All such students will be allowed to appear for a re-examination in the said module/s to be conducted in the following semester in the beginning of the next academic year. Such student/s will be awarded Grade/s in such re-examination/s as defined by NMIMS University rules.
 - 3.3.4.4 The student shall be required to apply and pay the prescribed fee/s charged for each module of the re-examination/s before the commencement of the re-examination/s failing which the student/s will not be allowed to appear at/for the re-examination/s. The fee/s for re-examination/s and re-admission will be decided by the NMIMS University.
 - 3.3.4.5 In case of any disputes/differences, decision of the University shall be final and binding on the students. If a student desires to institute any legal proceedings against the University, such legal proceedings shall be instituted only in court at Mumbai in Maharashtra State, in whose jurisdiction the application is submitted by the student and not in any other court.

- 3.3.4.6 Modification in criteria/rules: On the recommendation of the Board of Studies of the School of Design and the Board of Examinations, the Academic Council shall have the sole discretionary right to modify all or any of the above criteria at any time without prior intimation.

3.3.5 Opportunity for Passing and Non – fulfilment of Passing Criteria:

- 3.3.5.1 If a student has non satisfactory performance in the internal continual assessment in a particular module, such student will be given **one chance** to improve the same to the expected standard. The modalities of the improvement of internal continual assessment shall be decided by the module faculty and the Director of the School of Design and the assessment will be awarded in accordance. It is the sole responsibility of the student to comply with the above requirement before the end of every semester.

In modules that have both an Internal Continual Assessment and Term End/ Module End Examination components, if a student gets less than the prescribed passing marks (50%) of aggregate marks out of the total marks (that is, Internal Continual Assessment plus assessment of the Term End /Module End Examination) allotted to the module. Such a student shall be given one chance to improve his/her performance to secure the necessary prescribed minimum marks by way of a Term/Module End Examination only. The modalities of the Re-Exam shall be decided by the module faculty and the Dean/ Director of the School of Design.

It is the sole responsibility of the student to comply with the above requirement/s on the prescribed date. If he/ she fails to do so, he/ she shall be declared ‘failed’ in that module. In such cases, he/she will have to take re-admission in the next academic year for the same year of the concerned program. No refund of fees will be entertained.

- 3.3.5.2 In modules that have only internal continual assessment component, if a student gets less than the prescribed passing marks (50%) allotted in the internal continual assessment in the said module (as in 3.3.3.3. above), **such a student shall be given one chance** to improve his/her performance. The modalities of the internal continual assessment shall be decided by the module faculty and the Dean/ Director of the School of Design. It is the sole responsibility of the student to comply with the above requirement/s before the beginning of Term End/ Module End Examination of that Semester. If he/she fails to do so, he/ she shall be declared ‘failed’ in that module. In such cases, he/she will have to take re-admission in the next academic year for the same year of the concerned program. No refund of fees will be entertained.

- 3.3.5.3 In modules that have only Term End/ Module End Examination component, if a student fails to secure minimum passing marks 50 % in the term end examination, he/she is then required to appear for Re-examination/s (**only one chance**) and secure a minimum of 50% marks held at the semester-end in order to be promoted to the next year of the program. If he/ she fails to do so, he/ she shall be declared ‘failed’ in that module. In such cases, he/she will have to take re-admission in the next academic year for the same year of the concerned program. No refund of fees will be entertained.

Note: The above rules of Passing Standards will be applicable to all the Years and Batches of SVKM’s NMIMS School of Design.

3.4 Maximum duration permissible for Bachelor of Design (Humanising Technology) Program:

Sr no.	Name of the programme	Duration of the programme (in years)	*Maximum duration permissible for completion the programme (in years)
1	Bachelor of Design (Humanising Technology)	4	6

3.5 Grades and Grade points system:

Grade	Grade Point
A+	4
A	3.75
A-	3.5
B+	3.25
B	3
B-	2.75
C+	2.5
C	2.25
C-	2
F	0

*Normal Grade – It is the grade the student acquires circumstantially on the basis of his/her actual performance in the examinations.

3.6 Method of calculation of letter grades and GPA/ CGPA:

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

1. Maximum marks assigned by the faculty concerned for a module will be taken into account for the batch/group.
2. Difference between the maximum marks and 50 marks would be calculated.
3. 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-)
4. 'F' grade will be assigned to students who have obtained marks less than 50 on aggregate or who fail to secure minimum passing marks in the internal continual assessment and term-end examination.
5. Grading will be done on the basis of marks obtained by a student in each module which will be fitted into the above slabs of letter grades

3.7 Calculation of GPA (Grade Point Average):

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

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

3.8 Calculation of CGPA(Cumulative Grade Point Average):

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

Here:

C = Credit value assigned to a module

G = Grade point value assigned to a student for module corresponding to the letter grade
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.

3.9 **Facilities:**

All facilities listed here under, are to be used as per rules, regulations and procedures of SVKM's NMIMS School of Design, issued from time to time. **Facilities made available are to be considered as privileges and not as rights.**

The School of Design infrastructure has state of the art equipment, internet enabled and is air-conditioned.

3.9.1 **Classroom Studio:**

A studio space dedicated to teaching/ learning during module sessions and working on assignment /projects.

3.9.2 **Combined Workshop:**

A workshop space equipped with tools (hand and powered) and machines (hand and powered) to explore, experiment and create with various materials for projects/assignments.

3.9.3 **Tinkering Lab:**

A vibrant maker space to explore, experiment and create with the latest technology, products and services which are delivered through technology.

3.9.4 **Library and Resource Centre:**

An expanding physical library (R.M.Desai Library) housing classic and latest books and journals is available for use and access to bonafide students of the NMIMS School of Design on the 7th Floor of the Usha Pravin Gandhi Bldg.

3.9.5 **Photocopying and Colour Printing Facility:**

Services of photocopying and colour printing are made available to the students in the school premises on payment.

- 3.9.6 **Purchases of Services/Materials for Exhibitions, Workshops and any other authorised event:** If a student requires any material for exhibition, workshop or any other authorised event, they should submit a detailed list of items to be purchased to college authority prior to the event with expected budget, proper justification and approval from faculty in charge (event) and Director, School of Design in accordance to the norms of the NMIMS University.

3.9.7 **Medical Facility:**

Shri Vile Parle Kelavani Mandal runs a dispensary which operates from 9:00 am to 6:00 pm at the 2nd Floor, NM College building. It is manned by two fully qualified Medical Officers in two shifts during working days. Services of dispensary are made available for attending to all emergency first aid and for OPD. Students can avail this facility for their medical and health requirements including periodic health check-ups and treatment / hospitalisation in case of medical emergencies.

4.0 **Student Responsibilities:**

4.1 **Timings and Punctuality:**

The school timings can change. On an average the School hours are from 8.00 am to 4.00 pm. The student is expected to be punctual or else forfeit his/her attendance for that session. No late comers are entertained during classes or examinations.

4.2 **Extended Hours of Work in School:**

The students are allowed to work in the studios post college hours, however the following should be adhered to:

- 4.2.1 Permission request containing list of students, reason for extended hours should be submitted to the Dean / Director before 3:00 pm, (latest) on the day. All such requests should be recommended by the faculty of the concerned module before seeking Dean / Director's approval.
- 4.2.2 For extended hours, minimum number of students in one studio or work place shall be **Five** throughout the extended time. As far as possible, smaller groups should accommodate in one place and work.
- 4.2.3 From each group, working beyond class hours, one student must take responsibility of that group during the extended hours and will be responsible for the conduct and maintaining the safety and health of the equipments.

4.3 General maintenance of the Classroom/Combined Workshop/Tinkering Lab:

All students are expected to tidy up their work places/designated area after work. The class/student representative shall be responsible for the students to adhere to rule 4.3.

4.4 Attendance Deficiency:

In continuation to Attendance Guidelines mentioned in point 3.0 in Part I of this SRB, kindly note the following points with regards to Attendance Deficiency:

- 4.4.1 Students are not entitled automatically to appear for the tests / quizzes / viva voce (aural exam) and any other form of evaluation when prior authorisation has been obtained for absence from the class. In case of group discussion / presentations, students will not be allowed any marks for absence during the presentations / discussion even if the student has been granted authorised leave during the same. This is subject to the discretionary powers of the Dean/Director, School of Design.
- 4.4.2 Absence from Term end examination / re-examination for medical or any other reason shall be treated as failure. If any student is terminally ill or severely injured he/she will be given a chance to re-appear for examination after proper verification of the condition of the student concerned solely at the discretion of the concerned faculty or authorities of the NMIMS deemed-to-be- University.
- 4.4.3 As all programs conducted by NMIMS School of Design are full time programs, students will not be granted leave and / or any other exemptions to pursue any additional program of studies beyond which they are currently enrolled at NMIMS School of Design.

4.5 Submissions and Deadlines:

- 4.5.1 Students are required to honour deadlines for submissions of projects, reports, assignments, essays and such other components to the NMIMS School of Design / University or the faculty concerned.
- 4.5.2 Do not approach faculty members and others in the University to change or extend deadlines.
- 4.5.3 If submissions are late by one or two days, it will warrant a 'minus 10' marks for that particular submission.
- 4.5.4 Assignments of a module submitted two days after the deadline will be considered for evaluation at the end of semester if the student is failing in ICA of that particular module. In such cases the evaluation will not be comparable to the other assignments of that particular module which were submitted on time by other students.
- 4.5.5 All correspondence will be through official institute emails only.
- 4.5.6 All electronic submissions must be honoured. If any student has erroneously deleted an electronic submission of another student, then the student who has deleted the content should bring it to the notice of the concerned faculty and the student in writing to avoid punitive measures as per university rules. This act is liable for punishment at the discretionary of the Faculty / Director.

4.6 Plagiarism:

The School of Design would permit redesign or design by evolution. However, if any student/s presents an idea/design/concept, by copying/duplicating/replicating, as one's own, then that student will be reported to the School of Design for appropriate action. However, if any student wants to present an already existing idea/design/concept then the student has to take permission of the author and the permission of the school as a part of data collection and appropriately reference. The write-ups/assignments/homework of any student/s will be reviewed according to the norms of the NMIMS University and checked for plagiarism. In the event that a student/s is/are found to present plagiarised material the university will take appropriate action as in clause 4.12.2 in Part I of the SRB.

If the assignment is found plagiarised from another student, then both students will be awarded '0' mark.

If the assignment is plagiarised otherwise the concerned student will be awarded '0' mark.

All electronic submissions must be honoured. If any student has deleted an electronic submission of another student, then the student who has deleted the content should bring it to the notice of the concerned faculty to avoid punitive measures as per university rules. This act is liable for punishment of the discretionary of the faculty / Director.

4.7 Consumptions of eatables in classrooms/workshops/labs:

Consumption of food, snacks beverages and any kind of eatables (except bottled water) in the classrooms/workshops/labs during lecture hours is strictly prohibited. Students have to ensure that they do not leave eatables, left outs, used glasses / plates, food packages etc. in the classrooms. These are to be disposed in the dustbin provided for the purpose and keep the classrooms in hygienic condition.

4.8 Consumption of Alcohol / Drugs and Smoking on premises:

Please refer to clause 2.13.3 in Part 1 of the SRB.

4.9 Workshop Studio and Tinkering Lab Rules:

These rules will help keep student/s safe in the workshop. NMIMS University procures machines/tools/equipment from companies that are reputed /recommended to be used by the students as a part of skill development. The machines/tools/equipment are maintained by the School of Design, as recommended by the manufacturer. Periodic checks are conducted to maintain the safety standards and the condition of the machines/equipment/tools provided in the lab/combined workshop/studio.

- 4.9.1 Before a student/s use equipment/tools/ machines or attempt practical work in a workshop, he /she must understand basic safety rules and give an undertaking thereof. At all times in the workshop student/s must listen carefully to the instructor/faculty and adhere to the instructions. Any student/s who is casual and inattentive will be asked to leave by the faculty/instructor present in the workshop.
- 4.9.2 Discipline must be maintained when working in the Workshop Studio and the Tinkering Lab at all times. Both these premises should be used under the presence and permission of the Premise In-Charge and with permission from the concerned faculty member. Reckless behaviours and casual attitude leading towards an accident, in the workshop will not be tolerated and action is instituted according to norms of NMIMS University.
- 4.9.3 Student/s must not abuse the emergency stop buttons that are positioned in the workshop. If an accident is witnessed in the workshop, the student/s must press the alarm button clearly marked in the workshop, to alert the instructor. The workshop power supply in such case must be cut off by the student representative or the safety in-charge/instructor/faculty.
- 4.9.4 Student/s are expected to wear a workshop attire whilst in the workshop. Student/s not wearing the workshop attire (workshop attire for the sake of definition include: prescribed workshop coat/apron, prescribed safety gear like goggles, mask, gloves etc., prescribed foot ware and any other attire prescribed to practice safe practices in the workshop) will not be granted permission to work in the workshop/lab space. Student/s are not expected to wear loose/flowing clothes to the workshop. However, if, a student needs, due to personal/medical reasons to wear loose clothing to the workshop, then prior permission of the faculty/dean must be taken in writing and in such cases, if the permission is granted, then that student is expected to stay away from all moving part machines/tools. In the event the permission for wearing loose clothing (due to medical/personal reasons) is not granted by the faculty/Director the student will not be allowed in the workshop.
- 4.9.5 Bags should not be brought into a workshop and may be placed in the lockers provided.
- 4.9.6 Student/s must keep hands away from moving/rotating/heating tools/machinery.
- 4.9.7 The decision to report student/s for non-compliance of safety rules lies with the instructor/faculty/university personnel. The University and School of Design will take Non-compliance of safety rules very seriously and institute appropriate action on the student/s violating the safety rules.

4.10 Rules regarding the use of Electronic Gadgets:

- 4.10.1 Students will ensure that the computers / laptops / scanner / printer / other electronic or IT infrastructure (including accessories from the Tinkering Lab) allotted to any student or to the class collectively are not damaged
- 4.10.2 Students will bear the cost of repairs / replacement for careless usages, damages arising due to their neglect or wilful act. In case of loss of any electronic gadget peripherals the respective student who has issued /borrowed the same, will be held responsible.
- 4.10.3 In the case of carrying personal electronic gadgets such as cell phones / laptops / other electronic infrastructure, the students are solely responsible for their use and safety. The School will not be responsible for the loss / theft / damage of such personal items.

- 4.10.4 Students are strictly not allowed to carry electronic infrastructure provided / issued by the school, outside of the School of Design premises or with themselves.
- 4.10.5 Actions as per rules in clause 9.0 in Part 1 of the SRB will be taken against the student found violating the above rules.
- 4.10.6 Students are strictly not allowed to use mobile phones in workshop/lab/class while module sessions are in progress. If students are found to be distracted due to the usage of electronic gadgets in class, then the gadget will be temporarily confiscated by the faculty in charge or the lab in charge.

4.11 Excursions/Trips/Outdoor activities/Events within and outside the University:

Students are required to maintain a code of conduct and decorum as prescribed by the NMIMS University that does not harm the interests and values of the institute in any which manner. Strict action will be instituted as prescribed by the NMIMS University against the students found violating this rule. For the matter of clarity this includes damaging property/verbal or physical abuse/sexual harassment/ragging or any other misconduct during excursions/Trips/Outdoor activities/Events within and outside the NMIMS University.

4.12 Rules for Photography/Videography:

All photographs/videos taken or preserved in good faith, by the NMIMS University will be the sole property of NMIMS University which will be used diligently, and it reserves the right to use the same as it deems fit.

Discipline Norms and Penalty:

In continuation to the Discipline Norms and Penalty explained at 2.13 in Part I of this SRB, the names of committee members are as follows:

4.12.1 Disciplinary Committee of NMIMS School of Design:

Prof. Manisha Phadke	Chairperson	Manisha.phadke@nmims.edu	022- 4235 5820
Dr. Sachin Datt	Member	Sachin.Datt@nmims.edu	022- 4235 2230
Ms. Saachi Mehta	Member	Saachi.mehta@nmims.edu	022- 4235 5822

4.12.2 Women's Grievance Redressal Committee of NMIMS School of Design:

Prof. Manisha Phadke	Chairperson	Manisha.phadke@nmims.edu	022- 4235 5820
Ms. Poornima Nair	Member	Poornima.nair@nmims.edu	022- 4235 5844
Dr. Sachin Datt	Member	Sachin.Datt@nmims.edu	022- 4235 5823

4.12.3 Student Grievance Redressal Committee of NMIMS School of Design:

Prof. Manisha Phadke	Chairperson	Manisha.phadke@nmims.edu	022- 4235 5820
Ms. Poornima Nair	Member	Poornima.nair@nmims.edu	022- 4235 5844
Dr. Sachin Datt	Member	Sachin.Datt@nmims.edu	022- 4235 2230
Ms. Saachi Mehta	Member	Saachi.mehta@nmims.edu	022- 4235 5822

4.13 People you should know

University Administration

Name	Designation
Dr. Rajan Saxena	Vice Chancellor
Dr. Sharad Mhaikar	Pro Vice Chancellor
Dr. Meena Chintamaneni	Registrar
Ms. Shobha Pai	Director (Placements)
Ms. Vandana Kushte	Deputy Registrar (Academics)
Ms. Anjali Barmukh	Deputy Registrar (Admissions)
Ms. Khyati Bhatt	Deputy Registrar (HR & Personnel)
Mr. Paramanand Rajwar	Deputy Registrar, Administration
Mr. Ashish Tambe	Public Relation Officer
Ms. Meeta Shah	Psychologist & Counsellor
Mr. Shivanand Sadlapur	Librarian
Mr. Ketan Shah / Mr. Sujeet Chowdhary	LMS Blackboard

Name	Designation
Finance & Accounts	
Ms. Karuna Bhaya	Finance Controller
Ms. Varsha Oak	Addl. Finance Controller
Ms. Ermegilda Goes	Chief Accountant
Examinations	
Mr. Ashish Apte	Controller of Examinations
Ms. Shilpa Patil	Deputy Controller of Examinations
International Linkage	
Ms. Meena Saxena	Director, International Linkage
Ms. Ila Pathak Jha	Executive, International Linkage

School Administration

Name	Designation
Ms. Manisha Phadke	Director
Ms. Pragati Ghugare	Program Coordinator
Ms. Vidya Thorat	Program Coordinator

Full time Faculty

Name	Designation
Prof. Manisha Phadke	Director
Dr. Sachin Datt	Assistant Professor
Prof. Poornima Nair	Assistant Professor
Prof. Rituparna Matkar	Assistant Professor
Prof. Saachi Mehta	Assistant Professor
Prof. Urvashi Sengupta	Lecturer



SVKM'S
NMIMS
Deemed to be UNIVERSITY

SCHOOL OF DESIGN

ANNEXURES PART-III

Student Resource Book 2018-19



Annexure 1

APPLICATION OF LEAVE School of Design (SoD)

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

NAME: _____ Date: _____

Email ID: _____ Mobile No. _____

Programme: _____ Trimester/Semester _____ Roll No. : _____ Div: _____

Leave Period: From: _____ to _____ No. of Days missed: _____

Reason: -

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

Student's Signature: _____ Enclosures: _____

To be filled by Students
(For Office use)

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

Checked by Program Coordinator (Signature):

Approved by

Director, School of Design



Annexure 2

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

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

For Office use:

Approved by (Exam. Dept)

Date: _____

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

Dear Sir,

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

Name of the Student: _____ Mobile No.: _____

Name of the School: _____

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

Academic Year: _____ Trimester. /Semester: _____

Permanent /Temporary Physical Disability / Learning Disability

Details of Scribe being arranged by the undersigned

Name of the scribe: _____

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

Address and Contact No.: _____

Yours faithfully,

Signature of the Student

Date

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



Annexure 3

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

(Signature of Student)

Attachments Required

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

Acknowledgement

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

Signature of Counter Staff, Stamp and Date

SVKM'S NARSEE MONJEE INSTITUTE OF MANAGEMENT STUDIES

APPLICATION FOR MIGRATION CERTIFICATE

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

3. Permanent address: _____

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

Examinations	Year of passing	Roll no	Results

8. Name of the University where the student
Proposes to register his / her name and the
Name of the course. _____

9. Name of the Institution where the
Student proposes to join _____

DECLARATION BY THE STUDENT

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

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

Date: _____

Mumbai 400056

(Signature of the student)

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

P.T.O.

FOR OFFICE USE

1. Whether the Migration Certificate was _____
Issued to him / her before?
If so, State the purpose for which it was obtained.
2. If the Migration Certificate was not utilized _____
State the approximate 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 of this candidate was made previous to this date.

(Signature of Head of the Dept)

Place : _____

Date : _____

DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No: _____

Date: _____

(Signature of the Person of In – Charge)

INSTRUCTION TO THE STUDENT

- * The Prescribed fee of Rs. 300/- for Migration Certificate should invariably be sent along with application for Migration Certificate by Demand Draft drawn in favour of the SVKM's N.M.I.M.S. payable at Mumbai. The fees may be paid by cash in the Accounts Office along with the application.
- * Fee for the Migration Certificate is accepted between 10.00 am to 5.00 pm on week days except on Sundays, Bank Holidays.



Annexure 6

Clearance Certificate

Date: _____

Name: _____

Programme: _____

Roll No: _____

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

Course Coordinator

Assistant Registrar

Clearance Certificate

Date:

Name:

Programme:

Roll no.:

SAP Id:

Sr. No.	Lab/Studio	Dues	Lab Incharge (Name & Signature)	Faculty Incharge (Name & Signature)	Remarks
1	Studio				
2	Builder's Sanctum				
3	Tinker's Hub				
4	Test Drive				
5	Payment against photocopy/printing				
6	Photo Equipment				

Student Name & Signature

Prof. Manisha Phadke
Director, School of Design



Annexure 7
OFFICE COPY

Student Undertaking with respect to the Safety/Code of conduct in Lab/workshop
(Submit this form to your Program Coordinator within 3 days of School commencement)

I, _____ (full name of student) have read the Student Guidelines of SVKM'S NMIMS, School of Design enclosed carefully and have understood its contents and their ramifications.

I have, in particular, perused point /act no 4.9 of Part II of the Student Resource Book and am aware as to what constitutes safety and am fully aware of the contents. I hereby solemnly swear and undertake that

1. I will not violate any/all of the safety rules mentioned in the Student Resource Book
2. I will not indulge in any behaviour or act that may be constituted as a threat to self/ other by using power/hand tools /or any other machine and will use machine/power tools/other lab/workshop tools /machinery only after fully understanding the working.
3. I will be responsible for any such acts/hurt/injury caused during lab/combined workshop by using power/hand tools /or any other machine and will use machine/power tools/other lab/workshop tools /machinery in the School of Design NMIMS premises
4. I also understand that this undertaking is valid till I am a bonafide student of School of Design under the NMIMS University.

Signature: _____ date: _____

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 Program Coordinator:

Parent undertaking with respect to consent to work in lab/workshop/combined lab and Injury to ward during outdoor activities and premises of university
(Submit this form to your Program Coordinator within 3 days of School commencement)

<p>I, Mr./Mrs./Ms. _____ full name of Parent/Guardian)father/mother/guardian of _____ _____ (full name of student) of SVKM'S NMIMS, School of Design enclosed carefully and have understood its contents and their ramifications. I have carefully read and fully understood the provisions of 'safety' in the combined workshop/lab/studio/lab/ out-door activities/ study tours/ picnics/ any activity prescribed by the school and contained in the Student Resource Book.</p> <p>I have, in particular, perused points/acts 4.19 contained in the Student Resource Book 2017 inclusive of revisions in the years that the concerned is a student of SoD) as to what constitutes 'Safety'.</p> <p>I hereby consent my ward to handle any or all of the tools/machines in the School Of Design Under the NMIMS University and that I solemnly undertake that I will not hold the institute, school of design and the NMIMS University of any authority of the school of design / university responsible for any injury of any nature in the out - door activities/study tours/picnics/any activity prescribed by the school lab/studio/combined workshop in the School Of Design campus/Premises of the NMIMS university. I also understand that this undertaking is valid till my ward is a bonafide student of School of Design under the NMIMS University.</p> <p>Signature: _____ date: _____</p> <p>Name: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> (First Name) (Middle Name) (Last Name) </div> </p> <p>Date of Birth of student: (dd/mm/yy) _____ Programme: _____</p> <p>Student's Roll Number: _____ Parent's Email ID: _____</p> <p>Address for Correspondence: _____ _____ _____</p> <p>Contact Phone Numbers: <div style="display: flex; justify-content: space-between;"> Office: _____ Residence: _____ Mobile: _____ </div> </p>		
<p><i>For Office Use:</i></p>		
<p>Date of Receipt: _____</p>		
<p>Signature of Program Coordinator: _____</p>		



Annexure 9
OFFICE COPY

Declaration by Parent/Guardian with respect to health of ward
(Submit this form to your Program Coordinator within 3 days of School commencement)

I, Mr./Mrs./Ms. _____ (full name of Parent/Guardian) father/mother/guardian of Mr./Mrs./Ms. _____ (full name of student) of the SVKM'S NMIMS School Of Design, hereby declare and state that, my son/daughter is fit and in good health and has no chronic ailments. / is suffering from _____ (mention the medical condition use extra sheet if needed.) since __ / __ / ____ (DD/MM/YYYY). The name, address and mobile number of the current treating doctor is

Signature: _____ date: _____

Name: _____
(First Name) (Middle Name) (Last Name)

Date of Birth of student: (dd/mm/yy) _____ Programme: _____

Student's Roll Number: _____ Parent's Email ID: _____

Address for Correspondence:

Contact Phone Numbers:
Office: _____ Residence: _____ Mobile: _____

For Office Use:

Date of Receipt: _____

Signature of Program Coordinator: _____

Parent undertaking with respect to consent to work in lab/workshop/combined lab and Injury to ward during outdoor activities and premises of university

(Submit this form to your Program Coordinator within 3 days of School commencement)

I, Mr./Mrs./Ms. _____ full name of
Parent/Guardian)father/mother/guardian of _____
_____ (full name of student) of SVKM'S NMIMS, School of Design enclosed carefully and have
understood its contents and their ramifications. I have carefully read and fully understood the provisions of 'safety' in the
combined workshop/lab/studio/lab/ out-door activities/ study tours/ picnics/ any activity prescribed by the school and
contained in the Student Resource Book.

I have, in particular, perused points/acts 4.19 contained in the Student Resource Book 2017 inclusive of revisions in the
years that the concerned is a student of SoD) as to what constitutes 'Safety'.

I hereby consent my ward to handle any or all of the tools/machines in the School Of Design Under the NMIMS
University and that I solemnly undertake that I will not hold the institute, school of design and the NMIMS University of
any authority of the school of design / university responsible for any injury of any nature in the out-door activities/study
tours/picnics/any activity prescribed by the school lab/studio/combined workshop in the School Of Design
campus/Premises of the NMIMS university. I also understand that this undertaking is valid till my ward is a bonafide
student of School of Design under the NMIMS University.

Signature: _____ date: _____

Name: _____
(First Name) (Middle Name) (Last Name)

Date of Birth of student: (dd/mm/yy) _____ Programme: _____

Student's Roll Number: _____ Parent's Email ID: _____

Address for Correspondence:

Contact Phone Numbers:

Office:

Residence:

Mobile:

For Office Use:

Date of Receipt:

Signature of Program Coordinator:

Student Undertaking with respect to the Student Guidelines
(Submit this form to your Program Coordinator within 3 days of School commencement)

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

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

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

Signature: _____

Name:

(First Name) (Middle Name) (Last Name)

Date of Birth: (dd/mm/yy) _____

Programme:

o _____

Roll Number: _____ Email ID: _____

Address for Correspondence:

Contact Phone Numbers:

Office:

Residence:

Mobile:

For Office Use:

Date of Receipt:

Signature of Program Coordinator:

Undertaking by Students (HBS Cases/ Articles)

“To make the students aware about use of Harvard Cases and Articles (water marked copy on Blackboard) 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 Program Coordinator: _____