SVKM'S
NMIMS
Deemed to be UNIVERSITY

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

Student Resource Book
2017-18

School Of Design

SVKM'S NMIMS Deemed to be UNIVERSITY | SCHOOL OF DESIGN

Message from Vice Chancellor

Congratulations!

You are one of the privileged student, as you now join NMIMS. You 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, you will have an experience which will influence your life.

As a University, we value the intellect you bring along 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 university. This today 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 the 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 Schools partnership with industry through Research, Consultancy, Management Development and other extension programs including student projects. Social Entrepreneurship Cell epitomizes NMIMS belief in developing socially responsible citizens.

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

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

Dr. Rajan Saxena

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PART-I

Student Resource Book 2017-18

Student Guidelines
(With effect from June 2017)

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 2017 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 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 Blackboard / email /Notice Board. Students are advised to check the 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 I-Card, duplicate 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 **Discipline Norms and Penalty**

2.12.1 A disciplinary committee constituted in each school will look in to all cases of indiscipline related to students. The committee comprises of the Chairperson / Head of the Department, one faculty member, one staff member and one student. The committee will hear each case and recommend action to the Dean and to the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, refer part II of SRB**

2.12.2 Woman Grievance Redressal committee constituted in each school comprises of the Chairperson / Head of the department, one lady member (from faculty or staff), and two more members of the school. The

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

2.12.3 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.

2.12.4 Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the University after enquiry.

2.12.5 Students indulging in Sexual Harassment will also be liable to disciplinary action as per University norms.

2.12.6 In all matters of indiscipline and indecent behaviour, Chancellor of the University will be the appellate authority. Ombudsman is appointed by the University who would look into such cases referred by Chancellor and their decision is final and binding. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. Depending on gravity of Act, the student can be rusticated from the school. NMIMS will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

2.13 **Dress Code:**

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

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

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

2.14 **Punctuality**

2.14.1 Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority not to allow latecomers from entering the classroom.

2.14.2 Students are required to be present for all events of school/ NMIMS University, including the Convocation, Sports Day, Republic Day, Independence Day, guest lectures, compulsory workshops, CEO Series, and other events as intimated on the 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 Blackboard/notice board/ email from time to time and / or remark on the transcript or any other decision by the management.

2.14.3 Students are required to be in city on all days of the semester. If they are leaving the city for personal or institutional work, they are required to obtain prior permission from the HOD's/Directors/Deans. This applies even to those students who are representing the NMIMS for social, cultural, and co-curricular events.

2.14.4 Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the school or the faculty concerned. Do not approach faculty members and others to change or extend deadlines.

2.15 NMIMS has zero tolerance policy towards misbehaviour, indulgence into unethical practices including possession and consumption of use 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 on weekly/monthly basis (as applicable school wise). If the student have any issue or find any discrepancy in their attendance they 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 coordinator concerned 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 Semester will be published on 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**

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 Semester, in each subject, equal to or more than 80% are eligible to appear at the respective Semester term end examinations.

3.2.3 Exceptional cases for students having less attendance in any subject(s), will be dealt with on case to case basis by Dean/Directors of the respective schools 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 Semester End Examinations. Such students will be eligible to appear for the regular 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 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 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/Director's approval power) can be forwarded with Dean/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/Directors.

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 Semester End Examinations
Below 80%	Have to take re-admission in the same Sem same year of study in the subsequent academic year

4.0 Academic Guidelines

4.1 Credit Structure

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

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

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

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

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

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

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

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

4.6 Duration of examination

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

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

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

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

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

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

4.10 For grading purpose, the weightage mentioned by the faculty in the course outline will be applied for each component of evaluation irrespective of the marks assigned to the said component for the examination.

4.11 The minimum number of students to offer a course/s will be decided by Dean/Director of respective schools on the basis of total number of students registered in that particular course/s.

4.12 Project Guidelines:

4.12.1 From time to time Faculty may assign projects to students in their course.

4.12.2 After Submissions, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS.

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

5.0 Interdisciplinary Offerings – Guidelines (Not applicable for Design school this year -2017)

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 2017 – III week of Nov 2017)

5.4.2 Winter Session (I week of January 2018 – III week of March 2018)

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 -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 only. The registration for enrollment of courses for **both** fall and winter sessions opens from **last week of April 2017– Last week of May** 2017 in **current** academic year for courses to be offered in **next** academic year.

5.9 The course outlines will be available on blackboard. Students may view them on **Community tab Academic**

year 17-18- 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 be 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 courses/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. 2017-18; 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 gradesheet 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 2017-18)

Name of the Programme : Interdisciplinary Courses							**Year: 2017-18**		**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, 5th Floor	40	40	10 + 50

Name of the Programme : Interdisciplinary Courses							Year:2017-18		Winter Session (I week of Jan to III week of March)	
Sr. No.	School	Name of the Module/ Course	Mode of Lectures	Total Hours per week	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 **Grace Marks Rule**

6.2.1 For all undergraduate programmes and other integrated programmes (12+ or 10+), the following 'scheme of grace marks' is applicable;

6.2.1.1 "A candidate failing in one or more subjects will be given grace marks up to 2 per cent of the marks on the aggregate marks of the subjects in which he/ she has appeared, subject to maximum of 6 marks overall and in individual subject not more than 3% of maximum marks allotted to the subject.

6.2.1.2 The subject/s in which grace marks will be given will be based on the data of the examination

of the semester. The decision of the University in this matter will be final.

6.2.1.3 Alternatively, not more than 5 or 10 marks respectively per subject would be awarded, if following conditions are fulfilled:

a) Candidate should have appeared in all the subjects taken together for the respective semester.
b) Candidate should have an aggregate percentage of marks at the examination exceeding the minimum percentage required for passing by at least 5 percent or 10 per cent marks respectively.
c) Candidate should not have failed in not more than one head/ subject of passing by not more than 5 or 10 marks respectively.

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

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

6.3.1 A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations.

6.3.2 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.

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

a) Hearing Impaired Students: Ali Yavar Jung National Institute for the Hearing Handicapped.
b) Physically Challenged Students: All India Institute of Rehabilitation of Physically Handicapped

6.3.4 As regards the student from other campuses, the Government Authorized Agencies from those cities would be accepted.

6.3.5 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office of the University. The university will make arrangement alternatively if possible.

6.3.6 The scribe should be one grade junior in academic qualification than the student if from the same stream.

6.3.7 Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. E.g. for the examination of two hours, 20 minutes extra time will be allowed.

6.3.8 The Examination in Charge of the center will have powers to resolve issues if any in this regard. S/he will be authorized to make/ accept any last minute changes of scribe under exigencies.

6.3.9 The said student will sit in a separate room under supervision.

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

6.4.1 At the time of all written examinations, all L.D. students would be given permission to use a writer. In such a case, the student concerned should submit application in writing along with all the necessary documents well before the commencement of the first examination. Also such students would get 25% additional time for writing the examination.

6.4.2 These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams

6.4.3 Concession will be given for spelling mistakes or mathematical calculation.

6.4.4 L. D. students who have failed to pass will be eligible for 20 grace marks to pass the examination. These marks will be given by way of distribution for one subject or more subjects.

6.4.5 In case of L.D students the medical certificate of only Government Authorized Agencies would be accepted. For Mumbai campus medical certificate from Sion Hospital / Nair Hospital only would be accepted also.

6.4.6 The said medical certificate must be produced at the beginning of the academic year.

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

6.5.1 If during the course of an examination, any candidate is found resorting to any of the following acts, he/she shall be deemed to have adopted unfair means at the examination. The adoption of unfair means by the candidates during the examinations is treated seriously and appropriate penalties are imposed after following the principles of natural justice.

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

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

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
15.	Impersonation for a student or impersonation by a student in University or other examinations	Student concerned to be rusticated from University
16.	Revealing the identity in any form (Name, Roll No, G.R. No., religious invocation etc. in the main answer book and/ or supplementary sheet)	Annulment of the performance of the student at the University Examination in the subject concerned during the examination of which the identity was revealed.
17.	Found something written on the body or on the clothes while in the examination	Annulment of the performance of the student at the University Examination in full.
18.	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed for the first time)	Annulment of the performance of the student at the University Examination for the subject during the examination of which student made an appeal
19	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed second time)	Annulment of the performance of the student at the University Examination in full.

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

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

Practical/Dissertation/Project Report Examination:

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

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

6.6 **Examination Grievance Redressal Mechanism**
(Providing Photo copies to the candidates and Revaluation)

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

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

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

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

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

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

a) **Verification of Answer book**: Under this process, on application of the student, the University 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.

6.6.6 After the result declaration on 'student portal', if a student is not satisfied with the marks awarded to him/her in the Term-end Examination/s, in any course/module, s/he may apply for the Grievance Redressal **within the prescribed number of days as per the example mentioned in the table below**:

Activity under Grievance Redressal Mechanism	**Time Limit**	**Date of Declaration of Result 10th October 2017**	**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 15th October 2017	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 12th October 2017	Rs. 500/- per answer book
Collection of the answer book/s from the School Examination Office	Latest on the 4th day from the date of result declaration (excluding holidays)	No later than 14th October 2017	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 15th October 2017	Rs. 1000/- per answer book

6.6.7 No application, received after the prescribed number of days as mentioned in the table above, shall be entertained for any reason whatsoever.

6.6.8 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.

6.6.9 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.

6.6.10 Photo copies of the answer-book/s provided by the University are only for Grievance Redressal mechanism and do not have any evidentiary value.

6.6.11 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.

6.6.12 **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**.

6.6.13 The application received from the student for re-evaluation shall be placed before an external examiner for re-evaluation.

6.6.14 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:

6.6.14.1 **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.

6.6.14.2 **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.

6.6.14.3 **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).

6.6.14.4 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.

6.6.15 **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.**

6.6.16 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.

6.6.17 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.

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

6.6.17.2 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.

6.6.17.3 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.

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

6.6.18 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 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/electronic gadgets 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 or services leading to commercial exploitation of the data, or for work of significant benefit to the employer of students on industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.

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 (Barmudas, 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. It is the prerogative of the Schools to

decide, which of the programs this service should be offered.

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

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

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

The Placement process typically involves –

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

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.	20 week internship during the seventh semester of the program
Design	B.Des.	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 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 (except drinking water), smoking will not be permitted in the Computer Centre.

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.

9.5.6 Law: Your use of the computing facilities is governed by various applicable laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the NMIMS.

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 use or adopt any name or alias or user reference whether real or fictitious other than your own.

9.6.3 Do not request resources or access rights that you do not need.

9.6.4 Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end

of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The NMIMS accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.

9.6.5 Do not remove, borrow, connect or disconnect equipment without permission.

9.6.6 Do not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.

9.6.7 Do not in any way cause any form of damage neither to the NMIMS IT facilities, nor to any of the accommodation or services associated with them.

9.6.8 Do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user or of a system administrator without that person's permission.

9.6.9 Do not initiate or perpetuate any chain email message. Do report immediately to 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.

9.6.10 Do not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.

9.6.11 Do not transmit unsolicited commercial or advertising material.

9.6.12 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.

9.6.13 Do not monitor network traffic.

9.6.14 Do not make deliberate unauthorised access to facilities or services accessible via the NMIMS Local Area Network (LAN).

9.6.15 Do not waste staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.

9.6.16 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.

9.6.17 You must adhere to the terms and conditions of all licence agreements relating to IT facilities which you use including software, equipment, services, documentation and other goods.

9.6.18 You must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.

9.6.19 Students are prohibited from viewing Pornographic material in computer Centre or on any other computer, Playing Games, Hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure e.g. Projector cables. Disciplinary action will be taken by NMIMS if the Student is found guilty.

9.6.20 You must obtain prior permission to use computers for commercial or outside work including the use of IT facilities to the substantial advantage of other bodies such as employers of placement students.

9.6.21 Do not interfere with or change any hardware or software; if you do, you may be charged for having it put right.

9.6.22 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.

9.6.23 Do not load games software onto, or play games software on, the IT facilities unless required for academic purposes.

9.6.24 Do not admit any other person to computer facilities or other NMIMS premises when those facilities or premises are locked and do not enter unless authorised to do so.

9.6.25 Do not smoke, eat or drink, and do ensure that consumable products including food and drink are stowed away at all times, in any computer room or near any public access IT facilities.

9.6.26 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.

9.6.27 You must immediately vacate any IT room when asked to do so by any person who has legitimately booked that room and must not leave processes running or files printing or otherwise interfere with the work of that person. Failure to cooperate gives that person the right to switch off the workstation that you are using.

9.6.28 Important: In the event that the guidelines are not followed and there is a consequent damage to any computing facility, NMIMS reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.

10.0 Feedback Mechanism:

10.1 The NMIMS has a well-established online feedback mechanism (through 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 Semester. Dean / Directors /Programme Chairpersons/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 Semester. This feedback is compiled and statistics are placed before each faculty member by the end of the 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 not 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 or 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 'Clinical Psychologist and a counsellor', MEETA SHAH, 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.

Refund Rules as per UGC Notification:

12.1.1 **Old /Existing in Important dates / Handout – July 2016**

In case an admitted student does not join the institution within 7 days of opening (Commencement of the programme) of the Institution, the Institution shall refund:

Intimation of cancellation received at least seven days before the Course Commencement of the Programme	100% of the fees less processing charges (Rs. 10,000/-)
Intimation of cancellation received within six days before course commencement & upto 30 days after course commencement of the program	If seat is filed up by another candidate, within 30 days of course commencement – 100% of the fees less processing charges (Rs. 10,000/-)
	If seat is not filed up by another candidate within 30 days of course commencement – 50% of the fees less processing charges (Rs. 10,000/-)

Note: If a student joins the Institutions, and then leaves it in mid-session then the entire fees collected shall be forfeited.

12.1.2 **New– Dec 2016 Notification**

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 HEI concerned shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.
Fees shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

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 programme.

12.2.3 **Payment of Fees for the academic break:** If the student has informed the Dean/Director 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 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
• Informed before the commencement of the academic year.	100% total fee prevalent.
• Informed after commencement, not attended classes and fees not paid.	100% total fee + 25% readmission (prevalent).
• Informed during the semester / trimester fees not paid for current year.	100% total fee + 25% readmission (prevalent).
• 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 school specific details programme wise, 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 Deans/Director of School/Director of 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 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:

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

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

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

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 admitted 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 alongwith 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 want 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 Meritorious students list

13.1.1 10 % of the batch on the basis of highest CGPA during the entire period of programme will be under meritorious students list and will get a certificate at the time of Convocation.

13.1.2 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 completed at NMIMS.

13.1.3 Students obtaining F grades/ATKT/ appearing in the re- exams/ appearing in unfair means or any misconduct will be ineligible to be listed in the meritorious students list.

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 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 can be published on Blackboard

14.11 Faculty Feedback: Faculty Feedback is accepted online through Blackboard 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 Rules for participating in National/International Level Contests:

15.1 All contests have to be routed through Faculty In charge of Student Activity/HOD.

15.2 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.

15.3 All student contests are classified as follows.

15.3.1 GRADE A: National and International level contests of very high repute.

15.3.2 GRADE B: National level contests of high repute.

15.3.3 GRADE C: Local and national level contests

15.4 The respective school heads will make the classification of contest in Grade A/B/C.

15.5 The classification of the contest will determine the selection, reimbursement and appraisal of the students.

15.6 Reimbursements (Applicable only for National Contest)

15.6.1 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.

15.6.2 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).

15.6.3 All reimbursements are subject to the approval of the head of the school and are hence subject to change.

15.6.4 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.

15.6.5 All students claiming the reimbursement will have to submit all details to the staff co-ordinator for processing through the accounts department.

15.7 Contest Winners

15.7.1 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.

15.8 **For additional information as specific to school, kindly refer Part II.**

16.0 Guidelines for Awards and Scholarships

16.1 Each year there are several student awards and scholarships announced for different school/programs of NMIMS (as applicable school wise). For details specific to school, kindly refer Part II.

16.2 Students are advised to apply for awards and participate in the process enthusiastically.

16.3 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.

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

17.0 Guidelines for Convocation

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

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

17.3 In case any student is found in-eligible to receive degree/diploma on any account, he/she may apply for

consideration of his case at least 48 hours before the Annual Convocation. The decision of the management will be final and binding. No last minute requests for reconsideration will be entertained.

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

18.0 Roles and Responsibility of Class Representative and Student Council

18.1 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:

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

18.2 Student Council

18.2.1 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 Deans'/Directors'/Head of respective school.

18.2.2 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:

18.2.2.1 To serve as a formal communication channel between the students, faculty and administration
18.2.2.2 To navigate all student-related activities at NMIMS and facilitate a better life on campus
18.2.2.3 To spearhead the organisation & co-ordination of the Corporate Festival, the Cultural Festival, & other Events.
18.2.2.4 To assist all public relation activities and supervise student publications & newsletters at NMIMS
18.2.2.5 All the cell activities has to be routed through President of cell, General Secretary of Council (Budget and Release of Money), HOD/Dean/Directors, (Accounts Department - In case of Release of Money)
18.2.2.6 Communication and Invitations of events / guest lecturers / workshops etc. conducted by cells and council has to be informed to the HOD/Dean/Directors well in advance.

18.2.2.7 For the major events prior formal invitation to be given to all the senior management
18.2.2.8 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.

19.0 Interface with Accounts:

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

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

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

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

19.5 **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.

19.6 **Hostel Deposit Refund**:
Location: NMIMS Accounts Department
Procedure:
19.6.1 Please procure signature of Hostel in-charge
19.6.2 Submit signed Hostel Deposit Receipt to Accounts Department along with Refund Format
19.6.3 Please allow a period of 3 weeks for issue of the Refund Demand Draft

19.7 **Library Deposit and Security Deposit Refund**:
Location: Course Coordinator
Procedure:
19.7.1 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
19.7.2 Please allow a period of 3 weeks for issue of the Refund through NEFT

19.8 **Duplicate Receipt**:
Location: NMIMS Accounts Department
Procedure:
19.8.1 Please fill the Application for Duplicate Fee Receipt and submit Rupees 100 per receipt to Accounts Department
19.8.2 Please allow a period of a week for issue of receipt

20.0 International Student Exchange Program Policy

20.1 **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 at a partner Institute. With the dedicated International Linkages department in place, efforts are underway to have larger number of students to avail of this unique opportunity in every school. It is strongly recommended for all students to have international exposure in terms of academics and cultural immersion. However, due to some limitations, the students who do not visit these foreign institutes as part of the exchange program benefit through interaction with the overseas students who visit us.

20.2 **PREAMBLE**

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

This policy on internalization seeks to clarify the philosophy behind the NMIMS Deemed-to-be-University's Internationalization program and sets out the eligibility of students to apply for an international exchange program. It also sets out the selection criteria and guidelines for assessing applications and the expectations from the students going for the exchange program.
This policy also lays out the facilities for international students in our programs and also the expectations from them. We expect our foreign students to conduct themselves at par with other Indian students.

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

A. **The University Level:**

- Charles Darwin University, Australia
- University of Southampton, United Kingdom
- Latrobe University, Australia
- University of Newcastle, Australia
- Friedrich – Alexander University of Erlangen-Nurnberg, Germany
- University of Jyvaskyla, Finland
- University of Chester, United Kingdom
- University of Westminster, United Kingdom
- CETYS University, Mexico
- The University of Calgary, Canada
- St. Martin's University, Washington, USA

20.3 **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:

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

20.4 **Selection Criteria and Conditions**

20.4.1 As defined by respective Deans/Directors of Schools
20.4.2 Defined by MoU between Partner University and NMIMS for incoming students

20.5 **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:

20.5.1 Accommodation and daily living expenses including study materials

20.5.2 Travel Expenses
20.5.3 Passport and visa costs
20.5.4 Insurance cover
20.5.5 Any other incidental costs

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

20.6.1 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 start date.

20.6.2 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.

20.6.3 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)

20.6.4 Students need to ensure that they do not get any 'F' grade in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.

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

20.7 **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.

20.8 **Enclosures:**

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

20.8.2 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

20.8.3 Visa Form for NMIMS and International Students

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

20.9.1 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.

20.9.2 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).

20.9.3 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.

20.9.4 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.

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

20.9.6 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.

20.9.7 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.

21.0 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.

21.1 Floods:

Floods in Mumbai are attributable to simultaneous occurrence of rainfall and high tides. If the rainfall is in excess of 200 mm in a day (24 hrs), floods can occur anytime irrespective of tides. However, if there is moderate rainfall but the tide is in excess of 4.50 meters at the same time, the city of Mumbai is likely to get flooded.
Precautions to be taken in case of Floods[1] are given in the Table 1 below.

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

Before Floods	During Floods	After Floods
• 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 equipments 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	• 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	• 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

Before Floods	During Floods	After Floods
	area • Drink clean water	• First protect yourself and then help others.

21.2 **Earthquake**

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

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

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

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

Before Earthquake	During Earthquake	After Earthquake
• In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake. • Make sure your water heater and gas cylinder is secured and intact. This will ensure that it will not fall during an earthquake and hurt someone or start 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.	**A) If you are at home or inside a building** • Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture. • 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. **B) If you are in the street** • 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. **C) If you are driving** • Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle.	**A) If you are at home or inside a building** • Expect aftershocks. Be prepared. Stay where you are and do not come out immediately. • Keep calm, switch on the radio/TV and obey any instructions you hear on it after you come out • Turn off the water, gas and electricity • Do not smoke and do not light matches or use a cigarette lighter. Do not turn on switches. There may be gas leaks or short-circuits. • If there is a fire, try to put it out. If you cannot, 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. **B) If you are outside** • 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.

Before Earthquake	During Earthquake	After Earthquake
		• 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. • Keep updating yourself with latest information on earthquake through radio or T. V.

21.3 **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
• Identify the fire hazards and where fires might start, e.g. laboratories, store room, kitchen and other such places) • Identify all the exit routes of the Institute. (There are **six exit routes** in UPG building) • Check the adequacy of fire fighting apparatus and its maintenance.	• Do not panic. Shout loudly for help • Do not run. • Do not waste time in collecting valuables. • Do not panic. • Inform the fire brigade about the fire and alert neighbors. • If possible, use fire extinguisher. • Do not take shelter in toilet. • Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere. • Do not use the lift to escape. • Use nearest means of escape and the staircase available. • Make exit to ground level instead of the terrace. • Report about your safe escape and any other information to the University authorities, fire brigade or police present at the site. ***If trapped or stranded:*** • 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	• 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
	call. • Wait for the Fire Brigade to arrive and co-operate with the firefighters.	

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

22.1 **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.	DR Administration	Member		
3.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
4.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
5.	Mr. Pradeep Rupwate	Member	Pradeep.Rupwate@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

22.2 **Women Grievance Redressal Cell:**

2.1.4.1 Prof. Sangita Kher, I/C Dean, ASMSOC - Chairperson
3.1.4.1 Dr. Ketan Shah, Associate Professor and HOD, MPSTME – Member
4.1.4.1 Ms. Karuna Bhaya, Finance Officer – Member
5.1.4.1 Shri Nilesh Mohile, CAO, SVKM – Member
6.1.4.1 Ms. Seema Rawat, Assistant Professor, SBM – Member
7.1.4.1 Dr. Meena Chintamaneni, Registrar – Member Secretary
8.1.4.1 Majlis Legal Center - NGO representative

22.3 **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, Chief Administrator, SVKM- Member
5. Ms. Seema Rawat, Assistant Professor, SBM- Member
6. Dr. Meena Chintamaneni, Registrar – Member Secretary
7. Majlis Legal Centre- NGO representative

22.4 **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. Rhishikesh Dave, Dean, SOL – Chairperson**
2. Dr. Paritosh Basu, Sr. Professor (Finance), SBM - Member
3. Prof. Amita Vaidya, Associate Dean, SAMSOE - Member
4. Prof. Dhirendra Mishra, Assistant Professor (Mechanical), MPSTME - Member
5. Ms. Pallavi Rallan, Assistant Professor, ASMSOC – Member
6. Dy. Registrars concerned
7. **Dr. Meena Chintamaneni, Registrar – Chairperson & 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".

23.0 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

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

List of E resources (In library)

Sr. No.	Database
	LIBRARY DATABASE/ OPAC
1	LibSys OPAC
	ELECTRONIC JOURNAL DATABASES
2	ProQuest Central
3	EBCSO
4	JSTOR
5	Science Direct
6	Economic and Political Weekly
7	JGATE (Social & Management Sc.)

Sr. No.	Database
	ENGINEERING DATABASES
8	J-Gate (Science & Technology)
9	IEL Online- IEEE
10	Springer
11	Science Direct
12	ASCE
13	ASME
	E-BOOKS DATABASES
14	E-brary
15	McGraw-Hill Access Engineering

Sr. No.	Database
16	Pearson E-Books
17	McGraw-Hill Express Library
	RESEARCH DATABASES
18	ISI Emerging Markets
19	CRISIL
20	Frost & Sullivan
21	EViews 8
22	CMIE: Economic Outlook
23	SPSS: AMOS
24	Euromonitor International: Passport
25	EPWRF India Time Series
	COMPANY/ MUTUAL FUNDS DATABASES
26	Capital Market
27	NAVIndia

Sr. No.	Database
	STATISTICAL DATABASES
28	IndiaStat
	LAW DATABASES
29	Manupatra
30	Lexis Nexis
31	Hein Online
32	West Law
	MARKETING DATABASE
33	TVADINDX
34	WARC
	Directory
35	Cabell's Directory
	CASE STUDY DATABASE
36	Harvard

24.0 LIST OF HOLIDAYS FOR THE YEAR 2017

NMIMS (Mumbai & Shirpur)		
List of Holidays for the year 2017		
OCCASION	**DATE**	**DAY**
Republic day	26-Jan-17	Thursday
Holi	13-Mar-17	Monday
Gudhi Padwa	28-Mar-17	Tuesday
Maharastra Day	01-May-17	Monday
Ramzan-Id	26-Jun-17	Monday
Independence Day	15-Aug-17	Tuesday
Ganesh Chaturthi	25-Aug-17	Friday
Anant Chaturdashi	05-Sep-17	Tuesday
Dussehra	30-Sep-17	Saturday
Gandhi Jayanti	02-Oct-17	Monday
Diwali (Narak Chaturdashi)	18-Oct-17	Wednesday
Diwali (Laxmi Pujan)	19-Oct-17	Thursday
Diwali (Balipratipada)	20-Oct-2017	Friday
Diwali (Bhaubeej)	21-Oct-17	Saturday
Christmas	25-Dec-2017	Monday

Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January 26, 2017, August 15, 2017, May 01, 2017 & October 02, 2017)

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	Location: N.M. College Area, 2nd floor. Dr.Goel-9869002653

Agency	Number
emergency first aid and for OPD. This facility is available to all students and staff members of SVKM Institutions	
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 2017-18

Message from Director

Dear Students,

You will go down in history as the maiden batch of this school.

In sync with the ethos of the University, we launch a pioneering program which addresses the changing paradigm of the Design Profession.

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, consolidates the best practices of Engineering and Management education with Design Technicals 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

Details	Program	Particulars
Semester Start Date	B.Des. – Year I	24th July 2017 (Monday)
Commencement of Orientation week	B.Des. – Year I	24th July 2017 (Monday)
End of Orientation week	B.Des. – Year I	28th July 2017 (Friday)
Commencement of regular classes for Semester I	B.Des. – Year I	31st July 2017 (Monday)
Diwali Break: 16th October 2017 to 21st October 2017		
End of regular classes for Semester I	B.Des. – Year I	02nd December 2017 (Saturday)
Submission of ICA	B.Des. – Year I	4th December 2017 (Monday)
Preparation commencement for TEE	B.Des. – Year I	4th December 2017 (Monday)
Preparation ends for TEE	B.Des. – Year I	9th December 2017 (Saturday)
Commencement of TEE	B.Des. – Year I	11th December 2017 (Monday)
End of TEE	B.Des. – Year I	23rd December 2017 (Saturday)
Semester End Date	B.Des. – Year I	23rd December 2017 (Saturday)
Christmas Break: 25th December 2017 to 1st January 2018		
Commencement of regular classes for Semester II	B.Des. – Year I	2nd January 2018 (Tuesday)
End of regular classes for Semester II	B.Des. – Year I	2nd May 2018 (Wednesday)
Submission of ICA	B.Des. – Year I	5th May 2018 (Saturday)
Preparation commencement for TEE	B.Des. – Year I	7th May 2018 (Monday)
Preparation ends for TEE	B.Des. – Year I	12th May2018 (Saturday)
Commencement of TEE	B.Des. – Year I	14th May 2018 (Monday)
End of TEE	B.Des. – Year I	26th May 2018 (Saturday)
Summer Vacation: 28th May 2018 to 30th June 2018		
Re - Exam Week	For Sem I & Sem II	Tentatively last week of June, 2018.
Commencement of Semester III	B.Des. – Year II	2nd July 2018 (Monday)

***Note: Since it is a new program changes are expected in the schedule of the program for which intimation will be given in time.**

2.0 Curriculum

2.1 Graduate Degree in Design

2.1.1 Structure of Years and Semester:

Degree: Bachelor of Design (B.Des.)

Mode: Full Time

Duration: 4 Years

Intake: 25 Students

The Degree program shall be termed 'Bachelor of Design' **(B.Des)**. The program leading to the degree of Bachelor of Design shall be a four year program based on yearly pattern. Each year will have a semester system, i.e.

1st year shall have Semesters I & II (Assisted learning)

2nd year shall have Semesters III & IV (Assisted learning)

3rd year shall have Semesters V & VI (Self-discovery & focussed Applications with faculty mentoring)

4th year shall have Semesters VII & VIII (Self explorations in a Professional context with faculty mentoring)

Year	Focus
I	Assisted Learning (Foundation Year)
II	Assisted Learning (Foundation Year)
III	Focussed Learning Capsule and Creative Studios with faculty mentoring
IV	Professionalisation with faculty mentoring

2.1.2 Structure of Program and Modules:

The Bachelor of Design program comprises seven fundamentals that form the basis of the curriculum:

These fundamentals are divided into three Design Technicals:

1. Design Language
2. Design Visualisation
3. Design Thinking

And four Design Influencers:

1. Design and People
2. Design and Technology
3. Design Science
4. Design Management

2.1.3 **Program Guidelines: Bachelor of Design:**

Module Structure, Credits Structure and Evaluation Scheme (2017-2018)

Name of the Program: B.Des.				**Year:** I				**Semester : I**	
Learning Outcomes: Design Skills and Language									
No.	**Fundamentals**	**Module Name**	**Hours**				**Total Credits**	**Internal Continuous Assessment**	**Term End Examination**	
			Teaching	**Studio**	**Research**	**Total Hours**			**Term End Internal Examiner**	**Term End Jury**
1	Design Language	Skill Explorations	7.5	75	0	82.5	3	70%	30%	
2		Typography I	15	30	0	45	2	70%	30%	
3	Design Visualisation	Visual Articulations I	7.5	45	0	52.5	2	70%	30%	
4	Design Thinking	Design Research (Discover)	30	15	15	60	3	70%	30%	
5	Design Science	Design Theory	30	0	0	30	2	70%	30%	
6	Design & People	Social Narratives	30	0	0	30	2	70%	30%.	
7	Design & Technology	Design Appreciation	15	0	0	15	1	70%	30%	
8	Design Management	Business Communication I	30	0	0	30	2	70%	30%	
9	Research	Research Pathway I	3.75	0	22.5	26.25	1	30%	70%	
10	Value Add	Workshop I	15	30	0	45	2	100%		
Total	**Modules :10**		**183.75**	**195**	**37.5**	**416.25**	**20**			
No of hours per week: 28										

***Note: Since it is a new program changes in the module structure and its details are expected due to the continuous endeavour to better the program.**

Name of the Program: B.Des.			**Year:** I					**Semester :** II		
Learning Outcomes : Design Skills and Language										
No.	**Fundamentals**	**Module Name**	**Hours**				**Total Credits**	**Internal Continuous Assessment**	**Term End Examination**	
			Teaching	**Studio**	**Research**	**Total Hours**			**Term End Internal Examiner**	**Term End Jury**
1	Design Language	Skill Explorations 2D	22.5	45	0	67.5	3	70%	30%	
2		Photography I	37.5	0	0	52.5	3	70%	30%	
3		Typography II	15	30	0	45	2	70%	30%	
4	Design Visualisation	Visual Articulations II	15	30	0	45	2	70%	30%	
5	Design Thinking	Defining Opportunities	30	30	0	60	3	70%	30%	
6	Design Science	Applied Science I	30	0	0	30	2	70%	30%	
7	Design & People	Cultural Narratives	30	0	0	30	2	70%	30%	
8	Design & Technology	Technology Intervention I	22.5	15	0	37.5	2	70%	30%	
9	Design Management	Business Communication II	7.5	15	0	22.5	1	70%	30%	
10	Design Management	Business Acumen I	22.5	15	0	37.5	2	70%	30%	
11	Research	Research Pathway II	3.75	0	22.5	26.25	1	30%	70%	
12	Value Add	Workshop II	22.5	15	0	37.5	2	100%		
Total	**Modules:12**		**258.75**	**210**	**22.5**	**491.25**	**25**			
No of hours per week : 33										

***Note: Since it is a new program changes in the module structure and its details are expected due to the continuous endeavour to better the program.**

Name of the Program: B.Des.			**Year:** II					**Semester :** III		
Learning Outcomes : Design thinking and Explorations										
No.	**Fundamentals**	**Module Name**	**Hours**				**Total Credits**	**Internal Continuous Assessment**	**Term End Examination**	
			Teaching	**Studio**	**Research**	**Total Hours**			**Term End Internal Examiner**	**Term End Jury**
1	Design Language	Skill Explorations Motion	30	30	0	60	3	70%	10%	20%
2		Videography	7.5	45	0	52.5	2	70%	30%	
3		Typography III	7.5	45	0	52.5	2	70%	30%	
4	Design Visualisation	Data Visualisation	30	30	0	60	3	70%	10%	20%
5	Design Thinking	Creative Exploration	30	30	0	60	3	70%	10%	20%
6	Design Science	Applied Science II	22.5	15	0	37.5	2	70%	30%	
7	Design & People	Global Narratives & Indian Narratives	30	0	0	30	2	70%	30%	
8	Design & Technology	Technology Intervention II	22.5	15	0	37.5	2	70%	30%	
9	Design Management	Business Acumen II	22.5	15	0	37.5	2	70%	30%	
10	Research	Research Pathway III	3.75	0	22.50	26.25	1	30%	70%	
11	Value add	Workshop III	15	30	0	45	2	100%		
Total	**Modules : 11**		**221.75**	**255**	**22.50**	**498.75**	**24**			
No of Hours per week : 33										

***Note: Since it is a new program changes in the module structure and its details are expected due the continuous endeavour to better the program.**

Name of the Program: B.Des.			**Year:** II					**Semester :** IV		
Learning Outcomes : Design thinking and Explorations										
No.	**Fundamentals**	**Module Name**	**Hours**				**Total Credits**	**Internal Continuous Assessment**	**Term End Examination**	
			Teaching	**Studio**	**Research**	**Total Hours**			**Term End Internal Examiner**	**Term End Jury**
1	Design Language	Skill Explorations 3D	30	30	0	60	3	70%	10%	20%
2		Sensorial Studies	37.5	15	0	52.5	3	70%	30%	
3	Design Visualisation	5d Visualisation	22.5	30	15	67.5	3	70%	10%	20%
4	Design Thinking	Design Validation	15	60	0	75	3	70%	10%	20%
5	Design Science	Applied Science III	22.5	15	0	37.5	2	70%	30%	
6	Design & People	Digital Narratives	15	0	0	15	1	70%	30%	
7	Design & Technology	Technology & Interactivity	22.5	45	0	67.5	3	70%	30%	
8	Design Management	Business Acumen III	22.5	15	0	37.5	2	70%	30%	
9	Research	Research Pathway IV	15	30	0	45	2	30%	70%	
10	Value add	Workshop IV	15	30	0	45	2	100%		
Total	**Modules : 10**		**218**	**240**	**45**	**502.5**	**24**			
No of Hours per week: 34										

***Note: Since it is a new program changes in the module structure and its details are expected due to the continuous endeavour to better the program.**

Name of the Program: B.Des.	**Year:** III	**Semester :** V

Learning Outcomes : Design in Context- Multidisciplinary Sensibilities

No.	Fundamentals	Module Name	Hours				Total Credits	Internal Continuous Assessment	Term End Examination	
			Teaching	Studio	Research	Total Hours			Term End Internal Examiner	Term End Jury
1	Design Thinking + Design Management	Creative Studio I (NGO Interact)	0	240	0	240	6	40%	10%	50%
2	Design Thinking + Design & Technology+ Design Management	Creative studio II Web and Mobile Experiences	22.5	45	0	67.5	3	40%	10%	50%
3	Design Thinking + Design & Technology + Design Management	Creative studio III Immersive Technologies	15	150	60	225	8	40%	10%	50%
4	Design Management + Design Thinking	Strategic Business Model Canvas	22.5	15	0	37.5	2	40%	10%	50%
5	Design & People	People & their habits	22.5	15	0	37.5	2	70%	30%	
Total	**Modules : 5**		**82.5**	**465**	**60**	**607.5**	**21**			

No of Hours per week: 41

***Note: Since it is a new program changes in the module structure and its details are expected due to the continuous endeavour to better the program.**

Name of the Program: B.Des.			**Year:** III					**Semester :** VI		
Design in Context- Multidisciplinary Sensibilities										
No.	**Fundamentals**	**Module Name**	**Hours**				**Total Credits**	**Internal Continuous Assessment**	**Term End Examination**	
			Teaching	**Studio**	**Research**	**Total Hours**			**Term End Internal Examiner**	**Term End Jury**
1	Design & Technology + Design & People + Design Science	Connected Environments	22.5	15	0	37.5	2	70%	30%	
2	Design Thinking + Design & Technology + Design Management	Creative Studio IV Connected Environments	15	150	60	225	8	40%	10%	50%
3	Design Management + Design Thinking + Design & People	Creative Entrepreneurship	45	75	15	135	6	40%	10%	50%
4	Design & Technology + Design Science + Design Thinking	Creative Studio V Data Design	45	30	0	75	4	40%	10%	50%
5	Design Thinking + Design & Technology	Creative Studio VI Game Design	45	45	15	105	5	40%	10%	50%
6	Design Management	Intellectual Property & Law	15	0	0	15	1	70%	30%	
Total	**Modules: 6**		**187.5**	**315**	**90**	**592.5**	**26**			
No of Hours per week : 40										

***Note: Since it is a new program changes in the module structure and its details are expected due to the continuous endeavour to better the program.**

Name of the Program: B.Des.			**Year:** IV					**Semester :** VII		
Learning Outcomes : Design as a Professional										
No.	**Fundamentals**	**Module Name**	**Hours**				**Total Credits**	**Internal Continuous Assessment**	**Term End Examination**	
			Teaching	**Studio**	**Research**	**Total Hours**			**Term End Internal Examiner**	**Term End Jury**
1	Design Management + Design Thinking +Design & People +Design & Technology + Design Science	Internship	0	800	0	800	20	40%	10%	50%
Total	**Sessions: 1**		**0**	**800**	**0**	**800**	**20**			
No of Hours per week: 40										

Name of the Program: B.Des.			**Year:** IV					**Semester :** VIII		
Learning Outcomes : Design as a Professional										
No.	**Fundamentals**	**Module Name**	**Hours**				**Total Credits**	**Internal Continuous Assessment**	**Term End Examination**	
			Teaching	**Studio**	**Research**	**Total Hours**			**Term End Internal Examiner**	**Term End Jury**
1	Design Visualisation + Design Management + Design Science + Design & People	Research paper V	0	0	240	240	8	40%	10%	50%
2	Design Thinking + Design Management + Design Science + Design & Technology	Degree project	0	300	300	600	20	40%	10%	50%
Total	**Modules : 2**		**0**	**300**	**540**	**840**	**28**			
No. of Hours per week: 56										

***Note: Since it is a new program changes in the module structure and its details are expected due to the continuous endeavour to better the program.**

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 (Discover)** 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 photographical 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 **s**tory-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 **Typography III** is the third and final module entailing typographical exploration through kinetic and digital typography.

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 **5d Visualisations** reads senses as triggers to emotions to design experiences based on the perceptions of human senses and emotions.

2.1.4.31 **Design Validation** deals with the usability testing of solutions to facilitate data driven iterations

2.1.4.32 **Applied Science III** examines the science of habit formation and factors that influence their creation or facilitate their change.

2.1.4.33 **Digital Narratives** traces the social and cultural context in the dynamic registers of technology and the internet.

2.1.4.34 **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

2.1.4.35 **Business Acumen III** uses Business Economics and Finance to understand the dynamics of firms, markets, elementary knowledge of budgeting and professional environments.

2.1.4.36 **Research Pathways:** The module Research Pathways encompasses Research Pathways I (Semester I), Research Pathways II (Semester II), Research Pathways III (Semester III), Research Pathways IV (Semester IV), and Research Pathways 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:

In order to receive the Degree Certificate, the student will have to obtain passing marks in all the examinations of all the years. The Degree of Bachelor of Design will be conferred upon the candidate who has passed in all Internal Continuous Assessments and in all Term End Examinations in all modules, as per the school's passing criteria and in accordance to the provisions relating to each year's examinations.

3.2 Duration of Academic Year*:

The academic year for the 1st Year will start on 24th July 2017* and the term will end on 23rd December, 2017*.

*Note: Subject to change.

3.3 Examination Guidelines regarding passing Bachelor of Design (Internal Continuous Assessment / 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 two assessment types:

- Internal Continual Assessment (ICA) and Term End Examination (TEE) which are in the ratio of 70/30 or 40/60. The TEE could have an internal or jury evaluation.
- 100% Internal Continual Assessment (ICA)

3.3.2 Break up for Internal Continual Evaluation 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 Internal Continual Assessment (ICA):

A student must secure a minimum of 50% of the total maximum marks allotted, to the internal continual assessment examinations in each module, in order to be declared as successful in every module, of each of the Semester.

3.3.3.2 Term End Evaluation (TEE):

A student must secure a minimum of 50% of the total maximum marks allotted to the module having a term end evaluation, in order to be declared as successful in that module.

3.3.3.3 Aggregate Passing:

To pass, in a particular module, in any of the term examination or term re-examination, a student must fulfil ALL of the following criteria:

- Secure a minimum of 50% of the marks allotted to the internal continual assessment examination in that module.
- Secure a minimum of 50% marks in the term end examination of that module.
- Secure a minimum of 50% of aggregate marks out of the total marks (that is, internal continual assessment plus assessment of the term end examination) allotted to the module/s.

- A student must secure a minimum of 50% marks whenever a module has only internal continual assessment component or term end examination component.

3.3.4 **Passing Criteria: (General)**

3.3.4.1 A student who has passed in all the modules (as per the criteria laid down hereinunder) 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 remains absent from Term 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 at the end of the year but before 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.

3.3.4.3 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. (Please refer to clause 19.2 and 19.3 in Part I of the SRB)

3.3.4.4 Grievance Redressal: In case a student is not satisfied with the result/ grade received by him in a particular module, he/ she may follow the 'Grievance Redressal Procedure' in case he/ she desires. Rules and processes given in Part I of SRB.

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 **Non – fulfilment of Passing Criteria:**

3.3.5.1 If a student gets less than the prescribed 50% marks allotted in the internal continual assessment in a particular module, such student will be given a chance to improve their performance to secure the necessary prescribed minimum marks in the internal continual assessment by way of re-doing the required projects and assignments as decided by the respective module-teachers, before conclusion of that specific semester and before the commencement of term-end examination of that particular semester. The modalities of the internal continual assessment shall be decided by the module teacher and the Dean/ Director of the School of Design and grades 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. If he/ she fail to do so, such a student shall be debarred from appearing at the semester-end examination in the said module and 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 program concerned.

3.3.5.2 In case a student obtains at least 50% of the total marks in a module in the internal continual assessment examinations, but fails in the term end examination of that module, such a student will be given a chance to appear at the re-examination **(only one chance)** of the said module and his / her marks in the internal continual assessment examinations will be carried forward and shall be added to the marks obtained/awarded at the re-examination/s in that module. The student must obtain a minimum of 50% of the aggregate total marks allotted to the particular module in the re-examination. No further re-examination will be conducted for any reason whatsoever.

3.3.5.3 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 a chance to improve his/her performance to secure the necessary prescribed minimum marks in the internal continual assessment by way of re-doing the required project/s and assignment/s as decided by the respective module faculty, before conclusion of that specific semester. 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 end of every 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.

3.3.5.4 In modules that have only term end examination component, if a student fails to secure minimum passing marks in the term end examination, he/she is then required to appear for re-examination/s and secure a minimum of 50% marks held at the year-end in order to be promoted to the next year of the program.

3.3.5.5 If a student has failed under any component (refer to point 3.3.3) in any module (i.e. 'Internal Continual Assessment' or 'Term End Examination' or 'Aggregate'), he/ she shall be deemed to have failed in that module.

3.3.5.6 In order to receive the degree, the student will have to pass in all the examinations of all the years.

3.3.5.7 A student will have to seek re-admission in the next academic year, in case he/she fails to fulfil the criteria mentioned under passing standards in SRB. For this purpose, please refer to point 12.3 in Part 1 of the SRB/Prorata wise (whichever is applicable at that time as per the NMIMS University laws).

3.3.5.8 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 the academic rules, then the student will not be given second chance for re-admission.

3.3.5.9 Only one re-examination will be held at the end of the corresponding academic year. A student who fails to secure minimum passing marks even after the said re-examination, he/

she will have to seek re- admission in the next academic year for the same year of the concerned program.

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 **Duration and Stages of the Bachelor of Design (B.Des.) 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	4	6

(Maximum time available to complete the program)

3.5 In continuation to the Credit Structure mentioned under point 4.1.1 in Part I of this SRB, please note:

Details	Credit	Total Hours in a 15 weeks of Semester
Class teaching	1 credit	15 hrs
Studio	1 credit	30 hrs
Research	1 credit	30 hrs
Internship	15 credits	600 hrs

3.6 **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.

3.7 **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

3.8 **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.

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

3.9 **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.

3.10 **Award of Grace Marks:**
The award of Grace Marks are as per the rules of NMIMS University. Given in Part I of this book.

3.11 **Promotion and progression:**
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.

3.12 **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.

3.12.1 **Classroom Studio:**
A studio space dedicated to teaching/ learning during module sessions and working on assignment /projects.

3.12.2 **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.

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

3.12.4 **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.

3.12.5 **Photocopying and Colour Printing Facility:**
Services of photocopying and colour printing are made available to the students in the school premises on payment.

3.12.6 **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.

3.12.7 **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:**
Please refer to clause 2.14 in Part I of the SRB.

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

4.2.1 Dean/Director's (School of Design) permission in writing is required for extended hours of work for normal days and holidays.

4.2.2 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.

4.2.3 For extended hours, minimum number of students in one studio or work place shall be **seven** throughout the extended time. As far as possible, smaller groups should accommodate in one place and work. 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:**
Students are required to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the NMIMS School of Design / University or the faculty concerned. Do not approach faculty members and others in the University to change or extend deadlines. All correspondence will be through official institute emails. Submissions of projects, reports, assignments, forms and any other submission to the NMIMS School of Design / University or the faculty concerned will not be considered for review/assessment after the deadline.

4.6 **Plagiarism:**
The School of Design would permit redesign or design by evolution. However if any student/s presents an idea/design/concept or copies/duplicates/replicates/presents as one's own, then that student will be reported to the NMIMS University for plagiarism. 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.

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 2.12.3 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 popular/ reputed 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.

4.11 **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 2.12 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
Mr. Rituparna Matkar	Member	Rituparna.matkar@nmims.edu	022- 4235 5823
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
Mr. Rituparna Matkar	Member	Rituparna.matkar@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
Mr. Rituparna Matkar	Member	Rituparna.matkar@nmims.edu	022- 4235 5823
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 Mhaiskar	Pro Vice Chancellor
Dr. Meena Chintamaneni	Registrar
Ms. Shobha Pai	Director (Placements)
Ms. Varuna Saksena	Deputy Registrar (Academics)
Ms. Anjali Barmukh	Deputy Registrar (Admissions)
Ms. Khyati Bhatt	Deputy Registrar (HR & Personnel)
Mr. Praveen Shukla	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
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. Alka Shukla	Deputy Controller of Examinations
International Linkage	
Mr. Maju Jacob	Director, International Linkage
Ms. Ila Pathak Jha	Executive, International Linkage

School Administration

Name	Designation
Ms. Manisha Phadke	Director
Mr. Ketan Dhonde	Program Coordinator
Ms. Pragati Ghugare	Program Coordinator

Full time Faculty

Name	Designation
Ms. Manisha Phadke	Director
Prof. Poornima Nair	Assistant Professor
Prof. Rituparna Matkar	Assistant Professor
Prof. Saachi Mehta	Assistant Professor

SVKM'S
NMIMS
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SCHOOL OF DESIGN

ANNEXURES
PART-III

Student Resource Book 2017-18

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)

Annexure 4

APPLICATION FOR REFUND

Date: _____

• **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)**	
• **Student Bank account details** ○ **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

Annexure 5

APPLICATION FOR MIGRATION CERTIFICATE

1. Name: _____

2. Address for Correspondence: _____
   _____
   _____

3. Permanent address: _____
   _____
   _____

4. Contact No. :(M) _____ (R) _____

5. Birth Date: _____

6. Date of leaving: _____

7. Details of the Examination passed from this university

Examinations	**Year of passing**	**Roll no**	**Results**

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

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

DECLARATION BY THE STUDENT

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

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

Date: _____ _____
(Signature of the student)

Mumbai 400056

P.T.O.

SVKM'S NMIMS Deemed to be UNIVERSITY | SCHOOL OF DESIGN

FOR OFFICE USE

1. Whether the Migration Certificate was Issued to him / her before? If so, State the purpose for which it was obtained. _____

2. If the Migration Certificate was not utilized State the appromixate date and the year when It was returned to the Institute for Cancellation. _____

3. Date on which Migration Certificate was issued By the Institution last attended by the applicant. _____

4. Other Particulars if necessary: _____

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

He / She has been a student of _____since, _____, 20
And left in _____20 .

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

_____
(Signature of Head of the Dept)

Place : _____

Date : _____

DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No: _____ Date: _____

_____
(Signature of the Person of In – Charge)

INSTRUCTION TO THE STUDENT

* The Prescribed fee of Rs. 250/- for Migration Certificate should invariably be sent along with application for Migration Certificate by Demand Draft drawn in favour of the SVKM's N.M.I.M.S. payable at Mumbai. The fees may be paid by cash in the Accounts Office along with the application.
* Fee for the Migration Certificate is accepted between 10.00 am to 5.00 pm on week days except on Sundays, Bank Holidays.

Annexure 6

Clearance Certificate

Date:

Name:

Programme:

Roll No:

Department	Name of the Concerned Person	Signature
Library (Books)	Person Incharge	
Hostel ***Applicable only for Hostellers***	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	

Program Coordinator Assistant Registrar

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 umdertaking 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:

Annexure 8
OFFICE COPY

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:

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:

Annexure 10
OFFICE COPY

Parent undertaking to appoint a guardian for their ward (in case of students living away from parents)
(Submit this form to your Program Coordinator within 3 days of School commencement)

I / we , Mr./Mrs./Ms. _____ (full name of Parent)

father of / mother of / _____ _____ (full name of student) of SVKM'S NMIMS, School of Design appoint Mr / Mrs / Ms _____ _

_____ _____ whose signature is as below, as the guardian for my ward in my absence/ inability to attend personally..

I hereby authorise Mr /Ms /Mrs _____ to sign / take decisions /attend to any issues that concern my ward,

Signature of the parent _____ 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:

Name and address of the Guardian:

Signature of the Guardian Phone number of the Guardian
Email ID of the Guardian

_____

For Office Use:

Date of Receipt:

Signature of Program Coordinator:

Annexure 11
OFFICE COPY

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

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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:

Annexure 12
OFFICE COPY

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:
- _____

Roll Number: _____Email ID: _____

Address for Correspondence:
_____
_____
_____

Contact Phone Numbers:
Office: Residence: Mobile:

For Office Use:

Date of Receipt:

Signature of Program Coordinator: