



SVKM'S
NMIMS[®]
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INDORE

Part II

Student Resource Book

(2022-23)

School of Commerce

Indore Campus

(The general guidelines regarding all matters are as listed in Part-I. However, specific information with particular reference to Indore Campus are given in the following pages under Part-II of SRB.)


(Dy. Registrar)
Dy. Registrar
SVKM's NMIMS
Indore Campus


(Director)
Director
SVKM's NMIMS
Indore Campus

Message from Director

Dear Friends,

On behalf of all members of School of Commerce Indore I welcome you all for joining the NMIMS family in Indore in the academic year 2022-23.

We are ranked the no. 1 business school in M.P. Although we have our presence in the region for last four years, but our proven record of providing the best Management graduates to the society. We pride ourselves with putting efforts in delivering an excellent student experience that prepare you to be industry ready. We provide favorable environment to our faculty and students to combine their intellectual capacity and professional experience into real life applications and societal impacts. We aim, regularly, to help students liberate their potential, strengthen their skillsets, discover their passion and gain the confidence necessary to be positive agents of change in a rapidly-changing and increasingly complex world.

Our Faculty and Staff are dedicated towards creating a healthy and innovative teaching learning experience for our students. They are friendly, welcoming and supportive.

Attaining excellence as an academic institution is as much about emphasis on the program architecture and structure as about faculty quality and the teaching-learning process.

The Student Resource Book (SRB) is the vehicle through which we communicate to students the program architecture, curricula, academic guidelines & course rules & regulations. I am happy to release the SRB of the School of Commerce (SOC) at NMIMS, Indore for 2022-23.

The SRB is in three (3) parts:

- Part 1: General Rules & Regulations
- Part 2: School Specific Inputs of NMIMS Indore
- Part 3: Annexures

NMIMS attaches great importance to 'values', which is woven into the DNA of the systems, policies and activities in the institute. We trust that each one of you who has been selected through a meritocratic process is a person committed to abiding values particularly those of honesty and integrity, sincerity, commitment, and teamwork which together with the right blend of competence will make you leaders in the years to come.

Wishing you all very best for a happy and fruitful two years.

Dr. Prachi Gharpure
Director, Indore Campus

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1. Academic /General Inputs, Rules Policies

1.1 General & Academic Guidelines - Attendance Norms & School Policies:

In continuation to point number 3.2 of University Guidelines, please note the following additional guidelines:

- 1.1.1** The attendance reports will be available through student portal. Discrepancy (if any) to be informed by the student to the course coordinator concerned within 3 working days from the date when report has been uploaded. No changes will be permitted once attendance reports are finalized.
- 1.1.2** For ALL absence, prior intimation is to be given to the Course Coordinator concerned. In case of emergency, intimation must be given to Course Coordinator on phone/ email within 24 hours of the absence. Any leave without written intimation will be treated as unauthorized leave and will be reflected in the records as such.
- 1.1.3** Students must refrain from approaching the faculty members for attendance related issues and exemptions. They must submit an application to the course coordinator concerned for necessary approvals. Individual faculty members are not allowed to give exemptions.
- 1.1.4** For sanction of Authorised Leave up to 10%: Dean – School of Commerce. In absence of the Dean (School of Commerce), Registrar is the appropriate authority for Authorised Leave.
- 1.1.5** Classes are expected to begin on time. Late coming is not permitted. Faculties have the authority to close the doors of the classroom and debar latecomers from entering the classroom. They have also been advised to deal with students who habitually come late.
- 1.1.6** Students are required to be present for all events of the University and School of Commerce, including the Convocation, Orientation Ceremony, Sports Day, Republic Day, Independence Day, Guest Lectures, Compulsory Workshops, CEO Series, and other events as intimated on the notice board/ student portal. Record of attendance will be kept for disciplinary action wherever deemed necessary. The University 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 notice board from time to time and / or remark on the transcript or any other decision by the management.
- 1.1.7** Students are not entitled automatically to make up tests / quizzes / viva's and any other form of evaluation even when prior authorization 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 authorized leave during the same.
- 1.1.8** Students are required to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the University or the faculty concerned. Do not approach faculty members and others in the University to change or extend deadlines. The intimation of assignments, projects will also be sent to the parents on a regular basis so that parents can efficiently monitor their ward's academic activities.
- 1.1.9** Absence from examination / re-examination for medical or any other reason shall be treated as absent and for those who remained absent, school will not conduct any additional exam.

1.1.10 As all programs conducted by School of Commerce are full time programs, students will not be granted leave and / or any other exemptions to pursue any additional programs of studies beyond that for which they are currently enrolled at the School of Commerce.

1.1.11 Students are required to be in Mumbai city on all days of the semester. If they are leaving the city on personal or institutional work, they are required to obtain prior permission from the Dean. This applies even to those students who are representing the University for social, cultural, and co-curricular events.

1.1.12 Students are not supposed to book their tickets for their home town till the exam gets over. Students should remain in Mumbai and gets their doubts solved from the faculty, and if there are any pending internals, students should complete the same before the Term-End Examination.

1.2 Program Validity / Re-Admission rules:

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

Sr. no.	Name of the programme	Duration of the programme (in years)	Maximum duration permissible for completion the programme (in years)
1	B.B.A.	3	5
2	B.Com. (Hons.)	3	5

The program has to be completed as per maximum duration permissible as reflected in the above given chart. A student is eligible to repeat / take re-admission only once in any of the year and should complete within the maximum permissible span.

1.3 Discipline Norms and Penalty:

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

1.3.1 Anti-Ragging Committee

S. No.	Name	Designation	Email ID	Contact No.
1.	Dr. Prachi Gharpure	Chairperson	prachi.gharpure@nmims.edu	9820122546
2.	Mr. Gaurav P. Moghe	Member Secretary	gaurav.moghe@nmims.edu	9516611151
3.	Dr. Sameer Pingle	Member	sameer.pingle@nmims.edu	9909011393
4.	Dr. Aaquil Bunglowala	Member	aaquil.bunglowala@nmims.edu	9425479258
5.	Dr. Ashutosh Hajela	Member	ashutosh.hajela@nmims.edu	8305697711
6.	Dr. Atul Kumar Vora	Member	atulkumar.vora@nmims.edu	9827209911
7.	Gandhi-Nagar Police Station	ACP	aqp.gandhinagar.indore@mppolice.gov.in	7049108757
8.	NGO representative	NGO		
9.	Simran Khanduja	Student Council	simran.khanduja530@nmims.edu.in	9630259888
10.	Dr. Mayank Saxena	Parent	mayank.saxena71@gmail.com	9893911411

Anti-Ragging Squad

S. No.	Name	Designation	Email ID	Contact No.
1.	Dr. Niranjan Shastri	Member	niranjan.shastri@nmims.edu	9424577709
2.	Dr. Shubhangi Jore	Member	Shubhangi.jore@nmims.edu	9425066461
3.	Dr. Munendra Jain	Member	munendra.jain@nmims.edu	9829172604
4.	Dr. Nidhi Asthana	Member	nidhi.asthana@nmims.edu	9691238294
5.	Dr. Shilpa Sankpal	Member	Shilpa.sankpal@nmims.edu	9826178074
6.	Dr. Milind Patil	Member	Milind.patil@nmims.edu	9425435700
7.	Prof. Rajneesh Dubey	Member	Rajneesh.dubey@nmims.edu	9893102228
8.	Dr Kiran Gehani Hasija	Member	Kiran.gehani@nmims.edu	9009924938

1.3.2 Disciplinary Committee

S. No.	Name	Designation	Email ID	Contact No.
1.	Dr. Prachi Gharpure	Convener	prachi.gharpure@nmims.edu	9820122546
2.	Mr. Gaurav P. Moghe	Member Secretary	gaurav.moghe@nmims.edu	9516611151
3.	Dr. Sameer Pingle	Member	sameer.pingle@nmims.edu	9909011393
4.	Dr. Aaquil Bunglowala	Member	aaquil.bunglowala@nmims.edu	9425479258
5.	Dr. Ashutosh Hajela	Member	ashutosh.hajela@nmims.edu	8305697711
6.	Dr. Atul Kumar Vora	Member	atulkumar.vora@nmims.edu	9827209911
7.	Dr. Vikas Khare	Member	vikas.khare@nmims.edu	9098216248
8.	Dr. Rajeev Srivastava	Member	rajeev.srivastava@nmims.edu	9425759386

1.3.3 Woman Grievance Redressal Committee

S. No.	Name	Designation	Email ID	Contact No.
1.	Dr. Prachi Gharpure	Chairperson	prachi.gharpure@nmims.edu	9820122546
2.	Mr. Gaurav P. Moghe	Member Secretary	gaurav.moghe@nmims.edu	9516611151
3.	Dr. Shubhangi Jore	Member	shubhangi.jore@nmims.edu	9425066461
4.	Dr. Nidhi Asthana	Member	nidhi.asthana@nmims.edu	9691238294
5.	Dr. Shilpa Sankpal	Member	shilpa.sankpal@nmims.edu	9826178074
6.	Dr. Sopnamayee Acharya	Member	sopnamayee.acharya@nmims.edu	9827267412
7.	Dr. Kiran Gehani Hasija	Member	kiran.gehani@nmims.edu	9009924938
8.	Ms. Ritupriya Gurtoo	Member	ritupriya.gurtoo@nmims.edu	9302991132

1.3.4 Collegiate Student Grievance Redressal Committee

S. No.	Name	Designation	Email ID	Contact No.
1.	Dr. Prachi Gharpure	Chairperson	prachi.gharpure@nmims.edu	9820122546
2.	Mr. Gaurav .P. Moghe	Member Secretary	gaurav.moghe@nmims.edu	9516611151
3.	Dr. Sameer Pingle	Member	sameer.pingle@nmims.edu	9909011393
4.	Dr. Aaquil Bunglowala	Member	aaquil.bunglowala@nmims.edu	9425479258
5.	Dr. Ashutosh Hajela	Member	ashutosh.hajela@nmims.edu	8305697711
6.	Dr. Atul Kumar Vora	Member	atulkumar.vora@nmims.edu	9827209911

1.3.5 Institutional Student Grievance Redressal Committee:

Name	Designation	E-mail ID	Contact no.
Dr. Alka Mahajan, Dean, MPSTME	Chairperson	alka.mahajan@nmims.edu	02242355555
Dr. Durgambini Patel, Dean, KPMSOL	Member	durgambini.patel@nmims.edu	02242355555
Dr. Sachin Mathur, Associate Professor (Finance), SBM	Member	Sachin.Mathur@sbm.nmims.edu	02242355555
Prof. Amita Vaidya, Director, SAMSOE	Member	Amita.Vaidya@nmims.edu	02242355555
Prof. Dharendra Mishra, Assistant Professor (Mechanical), MPSTME	Member	Dhirendra.Mishra2@nmims.edu	02242355555
Ms. Pallavi Rallan, Assistant Professor, ASMSOC	Member	Pallavi.Rallan@nmims.edu	02242355555
Dy. Registrars (Concerned Department)	Member		02242355555
Dr. H Ravishankar Kamath	Member Secretary	hravishankar.kamath@nmims.edu	02242355555

1.3.6 Internal Complaints Committee:

S. No.	Name	Designation	Email ID	Contact No.
1.	Dr. Prachi Gharpure	Chairperson	prachi.gharpure@nmims.edu	9820122546
2.	Mr. Gaurav P. Moghe	Member Secretary	gaurav.moghe@nmims.edu	9516611151
3.	Dr. Shubhangi Jore	Member	shubhangi.jore@nmims.edu	9425066461
4.	Dr. Nidhi Asthana	Member	nidhi.asthana@nmims.edu	9691238294
5.	Dr. Shilpa Sankpal	Member	shilpa.sankpal@nmims.edu	9826178074

2. Placement Guidelines for Students, for courses offering placement:

The Placement process typically involves –

- 2.1 Batch Preparation
- 2.2 Pre Placement Talks
- 2.3 Internships/Projects
- 2.4 Recruitment Route:
 - (a) PPO/PPI
 - (b) Final Placements

2.1 Batch Preparation:

- The Comprehensive Batch Preparation Program is to enhance the suitability of candidates.
- Prior to the commencement of the selection process, it is expected that students should have a fair idea about their interest, sector and specialization; and/or at least have some long-term vision of where they want to be in future and should direct their efforts accordingly. Placement should not be considered as a **backup option/arrangement** as against any competitive exams or admissions to other institutes/universities in India or abroad. A bit of clarity will help students to focus their efforts and secure a good job / internship to begin their career path.
- 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 and get a feel of life in a particular profile.
- Interaction with seniors who have undergone internships in companies.
- Assigning seniors or alumni as mentors to guide students.
- Mock interviews with alumni/corporates to get a direct feedback from people in relevant industries.
- Guest talks and workshops on various topics from corporates.
- Resume building as per School of Commerce (SOC) Indore placement guidelines. Students should prepare their resumes in the prescribed University/College format and submit this to the Placement Office in stipulated time as instructed.
- Information on the resume should be correct, accurate and honest viz., the complete name of the program, CGPA – as it appears in the transcript, academic and corporate projects as approved by the University, contribution made as a part of various committees, clubs, cells etc. To note, Placement Office reserves the right to regulate such activities. Any discrepancy in the information shared/provided will lead to immediate expulsion of the candidate from future Placement Process.
- Soft skills training provided by the college.
- Further as part of the placement process, students are expected and must 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 interview 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 useful information.

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

ELIGIBILITY CONDITIONS

- Assistance for Placements (internship and final placement) would be given to only those students that register with College Placement Assistance Office (PAO). For final placements, students need to register with the Placement Assistance Office (PAO) at the beginning of the academic year (July/August or as instructed by PAO each year).
- Final year students are eligible to participate in the placement activities if the student meets the requirements/eligibility criteria specified by the Company as well as Placement Assistance Office (PAO).
- Students who are interested in placements must participate in all technical and soft skill preparatory classes/sessions.
- Placement Assistance Office (PAO) does not allow the students to go for off- campus drives of the companies which are supposed to come through the Placement Assistance Office.
- Placement Assistance Office (PAO) does not allow the students to pay any amount to any agency/mediator for placements.
- Summer Internship is a prerequisite for Final Placement to qualify to register for Placements in Final Year.

2.2 Pre Placement Talk (PPT)

PPT's are a medium wherein the company officials disseminate information regarding the company, the profile, the compensation etc. and clarify the queries of students. However, not all companies conduct PPT and it is expected that students should read the job description provided and research about the company overall. However, it is observed that many leading companies conduct PPT and are therefore useful platform to gather additional information about prospective company. Students applying for Placement Opportunities are encourage to sincerely attending the PPT whenever it is scheduled. In addition, as the company officials invest time and effort to disseminate information, making such sessions interactive and seeking clarity will make the company representatives feel visiting the campus a worthwhile investment. Hence, students are encouraged to participate and ask relevant questions during such sessions. From Placement perspective, it is mandatory to all students who have registered for placements and apply to such opportunities to attend PPT sessions.

General Guidelines:

- As part of Placement Process, prospective companies are informed in detail of the various programs. The final decision rests with the company regarding the eligibility of program(s) for the profiles they have offered. Subsequently there would be no further negotiations related to program selected and all such decisions will be respected. Accordingly, the resumes of the students will be forwarded to prospective companies.
- The company will specify the process of selection/assessment for example, aptitude test, group discussion (GD), personal interview (PI), Case study etc.

- The selection process will be held in the college campus/online/premises of the company. However, in some cases, the student may have to go to the company's office for the same. A student will not be allowed to back out on any account if they do not agree to certain way of conducting the assessment.
- There may be situations where on spot decisions will have to be taken, the same shall be taken by the PAO under the guidance and instructions of the Placement Officer.
- In case of any disruptions caused in the placement process, the Placement Office reserves right to take disciplinary action (including debarring from placements) against the student(s).
- Students are not allowed to switch internships, whether taken via college or after opting out. Once an internship has been communicated to the college, it is the final internship.
- The students are expected to provide commitment to the organization in question and work as per the guidance provided by the company guide.
- If any student fails to attend any selection process, must submit an application regarding the same. If the reason found valid, supported with genuine documentary proofs and if approved by the competent authority the student will be given further chance to appear for other company processes.
- The process of selection starts with inviting applications based on the eligibility, profile, project, stipend/compensation details shared by the company. The resumes applications of interested applicants are then shared with the companies. Once applied, shortlisted students are required to complete the entire recruitment process. Students are advised to check their emails/Placement Portal, etc. regularly for information updates and follow the procedure accordingly.
- In all placement opportunities key features/elements related to job role is shared, students apply voluntarily after going through the initial information shared as placement opportunity alert.
- Once applied, students will be allowed/permitted to back out/withdraw from 2 PPT. A third absence will result in debarment of the placement process automatically.

2.3 Internships/Projects

UG Program

Program	Remarks
FYBBA FY B.Com. (Hons.)	Relevant Summer Internships for three weeks with an NGO after completion of Semester II is mandatory for creating social sensitivity among students.
SYBBA SY B.Com. (Hons.)	Relevant Summer Internships during summer vacation is mandatory for all students with a minimum of 240 hours (6-8 weeks with 1 company).

2.4 Recruitment Route:

- PPO/PPI:** Pre Placement Offer (PPO) is an Offer given by the company to the intern acknowledging the excellent work done during the internship. Pre Placement Interview (PPI) is an opportunity given by the company to 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.

General Guidelines/policy related to PPO/PPI:

- As a placement policy, NMIMS encourages students to work towards PPOs / PPIs.
- Pre Placement Offers (PPO's)/ Pre Placement Interviews (PPI's) made by the companies are routed through the Placement Office.
- Students getting PPO/PPI offer directly from companies are required to convey the same to the Placement Cell via a formal letter or a mail to indore.placement@nmims.edu. Students found to be deliberately withholding such PPO/PPI offer, will be subject to disciplinary action.
- The student has to decide on acceptance within the time frame stipulated by the company. A formal letter of acceptance should be given to the Placement Office.
- If the candidate accepts the offer made, he/she has to sign out of the placements.
- The acceptance of the offer has to be communicated in writing to the Placement Cell. In case a student fails to inform the Placement Assistance Office before the stipulated date, he/she would be considered to have accepted the PPO and this will be final and binding upon the student.
- For a Pre Placement Interview (PPI), the student must appear for the same. Student refusing a PPI will not be allowed to appear for any further placement process. In case of a conversion to a PPO, the PPO policy would be applicable.
- PPOs / PPIs, which are officially communicated to the Placement Cell by the company, will be considered for the records. Only those students would be eligible to mention the same on their resumes. No other student can mention PPO/PPI of his or her own choice.
- PAO will try to ensure that all companies desiring to make a PPO offer do so at the earliest. However, any PPO offer after the student is already placed, Placement Cell will lead to automatic decline of the PPO.
- In case of declining of PPO, the student will not be allowed to participate in final placements with certain conditions as given below, but at no point of time will be allowed to go back to the PPO:
- Offers made by the companies during the placement process cannot be rejected. Thus, students are expected to make informed decisions about applying to companies.
- In case the student wants to reject the PPO one should convey so within the time frame stipulated by the Placement Office or by the company. A formal letter justifying the reason should be submitted to the Placement Office for approval by the competent authority He/she will not be allowed to apply/participate in selection processes of the company whose PPO he/she has rejected.
- Students should be cautious if they intend to decline PPO's citing the reason of unsatisfactory CTC. In such cases the student then cannot appear for companies offering CTC that is less than or equal to the PPO CTC during Final Placements. (Cost to Company includes fixed, max variable, allowances, and incentives could vary as per the profile, work ex, etc. of the applicant. For certain companies, compensations offered can be benchmarked on the basis of past hiring's from NMIMS SOC Indore).
- Rejection on basis of sector/location/ brand value of the company/work culture/profile mismatch is not applicable & will not be considered as valid reasons for rejection, as it is expected that students have consciously applied for internships to companies based on their interest and their skill sets.

- Conveying to the company in individual capacity during mid-reviews, final presentation or any other kind of interaction, disinterest in accepting PPI/PPO during the internship is not permitted. We value our relationship with companies and such cases will be dealt with strictly. This will be considered as PPO/PPI rejection and the above rules in this regard will be applicable.

While feedback from the company is sought, the internship is also evaluated by School that could involve faculty guide mentoring the performance; periodic report submissions, evaluations, Viva Voce, etc. The final decision regarding PPO/PPI shall rest with the Placement Officer.

- b) **Final Placements:** Companies coming in directly to offer job opportunities. Although the Final Placement process continues round the year however, companies visit campus in two phases – September 2022 to December 2022 and January 2023 to May 2023.

The SOC Placement Assistance Office, Mumbai facilitates the process of final placements by creating an interface between the recruiters and the students. Student must honor the commitment made by SOC on their behalf. In the event of non-conformance to the placement rules and procedures, SOC reserves the right to initiate disciplinary action.

Efforts to market all programs with their merits are made by the Placement Assistance Office with the endeavor to get companies to recruit from multiple programs. However, the final call rests with the company regarding programs and this decision is honored by SOC. The selection process specified by the company will be followed.

General Guidelines/policy related to Final Placement:

- SOC Indore follows ‘1 student 1 offer’ policy. Each student is entitled to only one offer from campus.
- Leading companies across sectors aspire to recruit students of NMIMS. Each company has its own set of characteristics, requirements or qualities that they look for in a candidate. Hence, the company devises the eligibility criteria and selection process accordingly.
- The process of selection starts with inviting applications based on the eligibility, profile, project, stipend/compensation details shared by the company. The resumes applications of interested applicants are then sent to companies. Shortlisted students are required to complete the entire recruitment process. Students are advised to check their emails/Placement Portal, etc. regularly for information updates and follow the procedure accordingly. Once applied, students will be allowed to back out/withdraw from 2 PPT subsequent to showing interest and attending company presentation. A third absence will result in debarment of the placement process automatically.
- Companies would be encouraged to give spot offers. Once a student has been offered a job, he/she would be outside placement process and will not be able to take up any subsequent offers.
- The selection process will generally be held in the campus, however in some cases the student may have to go to the company’s office for the same. Students will not be able to back out of the process on this account.
- 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.
- Companies could have one or multiple rounds for selection – case analysis, group discussion, group exercises, interviews etc. Reasons like location, family issues, work timings etc. should not be constraints to students. They are expected to be mobile and have the capability to adjust, adapt and respond to emergent situations successfully.

- Students who wish to drop out of the placement process are expected to formally notify the Placement Office vide the 'Opt Out Form' mentioning the reason, which could be higher studies, entrepreneurship, family business, seeking placements on their own by providing 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.
- Once a student is selected, he is required to ACCEPT the offer after entering the formal selection process and required to take up the offer.
- In case a student fails to attend any selection process, he/she must submit an application regarding the same. If the reason is approved by the competent authority, the student will be given further chance to appear for other processes.
- In rare cases, if a student gets multiple job offers simultaneously (on one day), he or she will have to choose one offer and reject others on the spot.
- Placement information is confidential and any breach of confidentiality will lead to strict action.

CHOICE OF OPTING OUT

- A candidate can withdraw from the final placement process if he is keen to seek placement on his own. The student needs to submit the Opt Out Form duly completed with the names of such companies and other details where he is trying for placement. The reason being to iron out hitches that could crop up later. The Placement Cell approaches many companies and would like to continue the cordial relationship with them.
- Thus if one wants to opt out, he should do so before the entire process begins. However, if one has already applied to companies and awaiting further course of action, then the student will have to participate in the selection process if shortlisted and accept the offer if selected. After opting out, the student will not be allowed to reenter the final process at a later stage.
- Students who have opted out, have to follow the guidelines of PPT – Attendance Guidelines and are also in no way exempted from any of the submissions required for effective evaluation including reports, reviews etc.
- There are companies that have a structured internship in place and share the details beforehand while many give a general idea about the project. Students should be aware of the same before applying.
- Reasons like stipend, location, specific details about the project, family issues, etc should not be constraints to students. Students are expected to be mobile, and have the capability to adjust and respond to emergent situations successfully.
- In case the student does not join the company he was selected for, or deliberately creates problems there, he will be liable for disciplinary action including debarment from Final Placements.

ABSENCE

- Attendance for the PPT is compulsory and absence will lead to disqualification of the student from applying to that company and in case of repeated violations, from the subsequent placement process.

- It is mandatory for a student to apply for a profile, based on the interest accumulated at the time of registrations. Example: Finance or Marketing. If a student fails to apply for 3 companies consecutively (not considering open profiles), it will be presumed that the student is not interested in placements and will be automatically debarred from the Placements Process.
- Student applying through the PAO for participation in a company selection process **MUST** complete the entire selection process.
- Students withdrawing from a placement process where the resumes have been dispatched to the company will be debarred from any further participation in the placement process of any other recruiter.
- In the event that a student does not attend the process as fixed by the company, he/she will be debarred from further participation in the placement process of any other recruiter. Canvassing in any form will disqualify the students. Students are also not allowed to contact the company directly demanding for a reply on their profile.
- SOC reserves its right to take any disciplinary action, if students do not honor their commitments or resort to unethical behavior. The PAO has the right to communicate with the employer/s if students do not adhere to the code of conduct.

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.

For any further query(ies) related to placement/internship of SOC Indore, kindly email on : indore.placement@nmims.edu **OR** seek guidance from SOC Placement Department

3. Guidelines for International Student Exchange Program

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. This is managed by the Department of International Linkages of the University. The Exchange Program has become increasingly popular with the students and every year students get a chance to spend Semester/Trimesters at a partner Institute. With the dedicated efforts of the International Linkages department, efforts are ongoing to have a larger number of students to avail of this unique opportunity in every school. Students at NMIMS also benefit from interacting with overseas students who visit us as part of NMIMS Inbound exchange program and International Immersions.

To aggressively pursue the internationalization agenda, NMIMS has signed MOUs with leading Universities. MOUs applicable for NMIMS ASM SOC are as given below:

- University at Albany, State University of New York, USA
- University of South Australia, Australia
- University of Bristol, UK
- Clark University, USA
- Stony Brook University, The State University of New York, USA
- The University of California, Riverside, USA
- University of Dallas, USA
- The University of Lausanne, Switzerland, (HEC Lausanne)
- The University of Leeds
- The University of Queensland
- Excelia, France

For more information, interested students can get in touch with the University International linkages department:

Ms. Meena Saxena- Director, International Linkage - meena.saxena@nmims.edu

Mr. Gajanan Godbole- Manager, International Linkage - gajanan.godbole@nmims.edu

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

Examination weightages and credits Break up for continuous evaluation of each course will be as under:

A student would undergo continuous assessment for each course/subject in all the semesters.

Various components of such continuous assessment would be as decided by the respective course/subject teacher/ faculty and approved by Dean/Director of the school concerned.

Component	Marks
Unit Test / Project/ Assignment/ Presentation/ Weekly Tests / Case Study/ Quizzes / any other (School)	50
Final term/ semester-end examination (University)	50
	100

Semester-end-exam Passing Criteria for each Course:

- To pass in a particular subject in any of the semester end examination or semester end re-examination, student must secure a minimum of 40% marks of the total maximum marks of that subject, in the semester end examination.
- “F” Grade would be awarded, where marks obtained are less than 40% in aggregate or where the marks obtained in the semester end examination are less than 40% of the total maximum marks of the respective course.
- Students who obtain marks between 40 and 49.99 would be awarded ‘D’ grade (low pass). Please refer ‘Grading’ scheme given below.
- A student cannot have more than 2 ‘D’ grades during an academic year. A student having more than 2 ‘D’ grades will not be promoted to the next academic year of the programme. These ‘D’ grades would be computed after re- examination.
- For subjects, which has only Internal Continuous Assessment component, passing will be at 40%.
- There is no provision for award of grace marks to any student.

Non – fulfillment of Passing Criteria

A student who has failed to fulfil the passing criteria as given above, will be required to appear for semester-end reexamination which will be conducted immediately after declaration of results of the said regular semester-end examination. The internal marks will be carried forward for the re-examination. A student has to submit an online re-examination form available on students' SAP portal. Such students who fail to submit the form will not be allowed to appear for the re-examination. A student who has failed to fulfil the passing criteria of either odd or even semester (of respective years) after re-examination, the student will not be promoted to the subsequent year of the program.

Remedial classes would be organized by the School for all the students who fail to fulfil the passing criteria as mentioned above, before the conduct of the re-examination. However these remedial classes will be on demand from students and if a student registers for remedial classes, he / she is expected to maintain 100% attendance. If any student feels that he / she can manage without remedial classes, students can study on their own and appear for the re-examination. Later on, such students cannot complain, if they fail to clear re-examination.

Note: Remedial classes will be conducted by the faculty on demand, if number of students are more than 20. Otherwise, students can get their doubts cleared from the faculty on one to one basis.

In case, the student fails even in the re-examination/s of either odd or even semesters, which are so held, he/ she will not be promoted to the next year of the programme. Such student/s will have two choices to make. (1) He/ she can appear at the Term End Examination of the same year of the program in next academic year **Or** (2) seek re-admission for the said entire year. Students who have got any "F" grade or more than 2 'D' grade/s and do not want to take re-admission, are allowed to appear for the Term End Examination in the subsequent academic year alongwith the students of next batch, depending on, in which semester he/she has failed or got D. For example: if a student gets more than 2 D, or any F grade in Semester - I, he/ she has to appear for the subsequent year Term End Examination of Semester-I whenever it is conducted, so is the case with Semester-II, by paying necessary re examination fees. **In case of obtaining D or F grades even in this attempt, student will be given another re-examination chance to clear the same.** It is the responsibility of such students to keep him/ her informed about such examination dates (time table). In this case, their Internal Continuous Assessment marks will be carried forward and they will be allowed only for Term End Examination. If, in any case, students feels that he/she wants to improve their ICA, because of which they have scored F or D, they are eligible to take re admission for the complete academic year. In case of re-admission, the earlier results will stand null & void. Students have to appear as fresh candidates for both ICA & TEE.

Progression to the subsequent year of the programme

A student will be promoted to the subsequent year of the programme only when he/ she has no F grade and/ or not more than 2 D grades in the year after re-examination.

Grading System:

- The University follows a letter grading system leading to the award of a four-point Grade Point Average (GPA) for each term and Cumulative Grade Point Average (CGPA) for all the terms until date.

- 'Letter grades' and corresponding 'grade points' are as under:

Grade	Points	Class interval of marks	
A+	4	100%	85%
A	3.75	84.99%	81%
A-	3.5	80.99%	77%
B+	3.25	76.99%	73%
B	3	72.99%	69%
B-	2.75	68.99%	65%
C+	2.5	64.99%	61%
C	2.25	60.99%	57%
C-	2	56.99%	50%
D	1.5	49.99%	40%
F	0	39%	0

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 course/subjects and credit value assigned to each respective course by the sum of credits assigned to all the courses / subjects for the related term.

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

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 course / subject and credit value assigned to each respective course by the sum of credits assigned to all the courses / subjects up to and including the related term till date.

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

Here:

C = Credit value assigned to a course /subject

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

GPA = Grade point Average shall be calculated for individual term and referred to as Semester/ Trimester Grade Point Average.

If a student has failed to fulfil passing standard under any head in any subject (i.e. 'Semester/ trimester End Examination' and/ or 'aggregate'), he/ she shall be deemed to have failed in that subject.

General Rules

- A student who remains absent from term/ semester examination/s due to any reason in any subject shall be marked as 'AB' in the result/ grade sheet/ transcript for the subject/s in which he/ she has remained absent. All such students will be allowed to appear at re-examination in the said subject. The said reexamination will be conducted immediately after the declaration of the respective term examination. A student who remains absent in the re-examination would not be able to avail of any further re-examination chance.
- In order to receive the degree, the student will have to pass in all the examinations of all the years
- The fees for re-examinations and re-admission will be decided by the University from time to time.
- In case of any disputes/differences, the 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 the court at Mumbai in whose jurisdiction the application is submitted by the student and not in any other court.
- Modification in criteria/rules: On the recommendation of the Board of Studies of the School of Commerce 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 notice.

These rules would be applicable to all the students who took admission/ re-admission in and after the academic year 2022-2023.

5. List of E resources subscribed by NMIMS:

Sr. No.	Database	Sr. No.	Database	Sr. No.	Database
	LIBRARY SOFTWARE		RESEARCH DATABASES		MARKETING DATABASES
1.	Koha	21.	CMIE: Economic Outlook	38.	TVADINDX
	GRAMMAR/PLAGIARISM CHECK SFT.	22.	CMIE: Prowess IQ	39.	WARC
2.	Grammarly	23.	Euromonitor International: Passport		FINANCE LAB
	ELECTRONIC JOURNAL DATABASES	24.	EViews 8	40.	Bloomberg
3.	ProQuest Central	25.	ISI Emerging Markets		SWAYAM / NDL
4.	EBSCO	26.	SPSS: AMOS	41.	National Digital Library
5.	Economic and Political Weekly	27.	Statista	42.	SWAYAM
6.	JSTOR	28.	STATA		
7.	MathSciNet			43.	Consortium for Educational Communication (CEC)
8.	Co-Design		COMPANY DATABASE		
9.	Current Science	29.	Capitaline AWS		
10.	Design and Culture		STATISTICAL DATABASE		
11.	Ergonomics in Design	30.	IndiaStat		
12.	Information Design Journal	31.	EPWRF India Time Series		
13.	Fast Company		LAW DATABASES		
14.	Economic and Political Weekly	32.	Hein Online		
	ENGINEERING DATABASES	33.	SCC Online		
15.	DELNET	34.	LexisNexis		
16.	IEL Online /IEEE	35.	<u>American Journal of International Law</u>		
17.	NPTEL	36.	<u>International Legal Materials</u>		
	E-BOOKS DATABASES	37.	Law & Literature		
18.	E-brary				
19.	Pearson E-Books				
20.	South Asia Archive				

6. Course Structures: 2022-23

BBA

Semester I

Sr. No.	Course Name	Credits
1	Financial Accounting	4
2	Principles of Management	4
3	Quantitative Techniques – I	4
4	Microeconomics	4
5	India Socio Political Economics System & Current Affairs	4
6	Essentials of IT	4

Semester II

Sr. No.	Course Name	Credits
1	Cost Accounting	4
2	Quantitative Techniques – II	4
3	Environmental Management & Corporate Social Responsibility	4
4	Principles of Marketing	4
5	Effective Communications	4
6	Macroeconomics	4

Semester III

Sr. No.	Course Name	Credits
1	Banking and Insurance	4
2	Direct and Indirect Tax	4
3	Retail Management	4
4	Indian Economy in Global Scenario	4
5	Operations Research	4
6	Financial Statement Analysis	4

Semester IV

Sr. No.	Course Name	Credits
1	Organizational Behaviour and Human Resource Management	4
2	Financial Management	4
3	Management Accounting	4
4	Business Law	4
5	Research Methodology	4
6	Advertising and Media	4

Semester V

Sr. No.	Course Name	Credits
1	Strategic Management	4
2	Business Analytics	4
3	International Business & EXIM	4
4	Soft Skills	-
Finance Electives		
5	Investment Analysis & Portfolio Management	4
6	Financial Markets & Institutions	4
7	Advanced Financial Management	4
Marketing Electives		
5	Consumer Behavior & Services Marketing	4
6	Sales & Distribution Management	4
7	Direct & Digital Marketing	4

Semester VI

Sr. No.	Course Name	Credits
1	Operations & Supply Chain Management	4
2	Entrepreneurship & Business Plan	3
Finance Electives		
3	Forex & Risk Management in Derivatives	4
4	Equity Fund Management - Processes and Practices	4
5	Financial Planning & Wealth Management	4
6	Financial Modeling	4
Marketing Electives		
3	Customer Relationship Management and Rural Marketing	4
4	Strategic Brand Management (Including Luxury Brands)	4
5	Marketing Strategy	4
6	Marketing Analytics	4

B.Com. (Hons.)

Semester I

Sr. No.	Course Name	Credits
1	Financial Accounting - I	4
2	Cost Accounting - I	4
3	Principles of Management	4
4	Business Communications	4
5	Microeconomics	4
6	Organizational Behaviour and Human Resource Management	4

Semester II

Sr. No.	Course Name	Credits
1	Financial Accounting - II	4
2	Essentials of IT	4
3	Quantitative Techniques	4
4	Principles of Marketing	4
5	Macroeconomics	4
6	India Socio Political & Economic Systems & Current Affairs	4

Semester III

Sr. No.	Course Name	Credits
1	Financial Accounting - III	4
2	Corporate Finance - I	4
3	Management Accounting	4
4	Direct Taxes	4
5	Business Law	4
6	Consumer Behavior & Services Marketing	4

Semester IV

Sr. No.	Course Name	Credits
1	Financial Accounting - IV	4
2	Corporate Finance - II	4
3	Financial Statement Analysis	4
4	Indirect Taxes	4
5	Indian Economy in Global Scenario	4
6	Banking and Insurance	4

Semester V

Sr. No.	Course Name	Credits
1	Environmental Management & Corporate Social Responsibility	4
2	Research Methodology	4
3	Strategic Management	4
4	Financial Markets & Institutions	4
5	Investment Analysis, Portfolio Management & Wealth Management	4
6	Financial Reporting Standards and Audit - I	4
7	Soft Skills	-

Semester VI

Sr. No.	Course Name	Credits
1	Corporate & Information Technology Law	4
2	Operations Management	4
3	Entrepreneurship	3
4	Financial Modeling	4
5	Financial Reporting Standards and Audit - II	4
6	Ethics & Governance	4



7. Academic Calendars

Revised

SVKM's NMIMS
School Name: Anil Surendra Modi School of Commerce / School of Commerce
Campus: Mumbai , Bengaluru, Navi Mumbai, Indore, Dhule, Hyderabad and Chandigarh
Program Name in Full: BBA, B.Com. (Hons.) and B.Sc. Finance
Academic Calendar for the Academic Year: 2022-2023

Details	Program	Start date	End Date	No. of Days / No. of weeks (Excluding Sundays)
Semester I				
Orientation/Induction Program	BBA, B.Com. (Hons.) and B.Sc. Finance	13 th August, 2022	19 th August, 2022	6 Days
Academic Instruction Duration (regular classes)	BBA, B.Com. (Hons.) and B.Sc. Finance	16 th August, 2022	24 th December, 2022	107 Days
Diwali Vacation	BBA, B.Com. (Hons.) and B.Sc. Finance	21st October, 2022	27th October, 2022	7 Days
Mid Term Test/ Internal Continuous Assessment	BBA, B.Com. (Hons.) and B.Sc. Finance	17 th November, 2022	19 th November, 2022	3 Days
Winter Vacation	BBA, B.Com. (Hons.) and B.Sc. Finance	26th December, 2022	01st January, 2023	7 Days
Term End Exams	BBA, B.Com. (Hons.) and B.Sc. Finance	03 rd January, 2023	09 th January, 2023	6 Days
Re-Exams	BBA, B.Com. (Hons.) and B.Sc. Finance	22 nd February, 2023	28 th February, 2023	6 Days
Semester II				
Academic Instruction Duration (regular classes)	BBA, B.Com. (Hons.) and B.Sc. Finance	16 th January, 2023	20 th May, 2023	108 Days
Mid Term Test/ Internal Continuous Assessment	BBA, B.Com. (Hons.) and B.Sc. Finance	06 th April, 2022	08 th April, 2022	3 Days
Term End Exams	BBA, B.Com. (Hons.) and B.Sc. Finance	23 rd May, 2023	29 th May, 2023	7 Days
Re-Exams	BBA, B.Com. (Hons.) and B.Sc. Finance	06 th July, 2023	12 th July, 2023	6 Days
Summer Vacation	For Faculty	01 th June, 2023	12 th July, 2023	42 Days
	For Students	30 th May, 2023	15 th July, 2023	48 Days
Summer Internship with NGO	Batch I	05 th June, 2023	24 th June, 2023	20 Days
Summer Internship with NGO	Batch II	26 th June, 2023	15 th July, 2023	20 Days
Commencement of First Year in next Academic year (AY 2023-24)	BBA, B.Com. (Hons.) and B.Sc. Finance	17 th July, 2023	----	

B. S. Joshi
DR
3/16/22
(ASMSOC)

A. S. Joshi
Dean
3/16/2022
(ASMSOC)

Vandana
DR-Academics
10/16
(NMIMS)

Nandini
Controller of Examinations
(NMIMS)



SVKM's NMIMS

School Name: Anil Surendra Modi School of Commerce / School of Commerce

Campus: Mumbai , Bengaluru, Navi Mumbai, Indore, Dhule, Hyderabad and Chandigarh

Program Name in Full: BBA, B.Com. (Hons.) and B.Sc. Finance

Academic Calendar for the Academic Year: 2022-2023

Details	Program	Start date	End Date	No. of Days / No. of weeks (Excluding Sundays)
Semester III and V				
Academic Instruction Duration (regular classes)	BBA, B.Com. (Hons.) and B.Sc. Finance	18 th July, 2022	10 th December, 2022	120 Days
Mid Term Test/ Internal Continuous Assessment	BBA, B.Com. (Hons.) and B.Sc. Finance	06 th October, 2022	08 th October, 2022	3 Days
Diwali Vacation	BBA, B.Com. (Hons.) and B.Sc. Finance	21st October, 2022	27th October, 2022	7 Days
Term End Exams	BBA, B.Com. (Hons.) and B.Sc. Finance	12 th December, 2022	17 th December, 2022	6 Days *
Winter Vacation	BBA, B.Com. (Hons.) and B.Sc. Finance	26th December, 2022	01st January, 2023	7 Days
Re-Exams	BBA, B.Com. (Hons.) and B.Sc. Finance	13 th February, 2023	18 th February, 2023	6 Days
Semester IV and VI				
Academic Instruction Duration (regular classes)	BBA, B.Com. (Hons.) and B.Sc. Finance	2 nd January, 2023	10 th May, 2023	111 Days
Mid Term Test/ Internal Continuous Assessment	BBA, B.Com. (Hons.) and B.Sc. Finance	29 th March, 2023	31 st March, 2023	3 Days
Term End Exams	BBA, B.Com. (Hons.) and B.Sc. Finance	12 th May, 2023	19 th May, 2023	6 Days *
Re-Exams	BBA, B.Com. (Hons.) and B.Sc. Finance	06 th July, 2023	12 th July, 2023	6 Days
Summer Vacation	For Faculty	01 th June, 2023	12 th July, 2023	42 Days
	For Students	20 th May, 2023	19 th July, 2023	57 Days
Summer Internship	For Students	29 th May, 2023	15 th July, 2023	42 Days
Convocation	Last Week of July, 2023 or First Week of August, 2023			Subject to Change *
Commencement of First Year in next Academic year (AY 2023-24)	BBA, B.Com. (Hons.) and B.Sc. Finance	20 th July, 2023	-----	

B. S. Sawt
DR
(ASMSOC)
31/6/22

A. S. Anur
Dean
(ASMSOC)
31/6/2022

Vandana
DR-Academics
(NMIMS)
3/6
V.S.
31/6/22

M. M. M. M.
Controller of Examinations
(NMIMS)
21/6/22

HOLIDAY LIST – JANUARY 2022 - DECEMBER 2022

SVKM's NMIMS Deemed to be University

NMIMS (Mumbai, Navi Mumbai, Shirpur & Dhule)		NMIMS (Bangalore)		NMIMS (Hyderabad)		NMIMS (Indore)		NMIMS (Chandigarh)		Calendar 2022	
List of Holidays for the year 2022											
OCCASION		OCCASION		OCCASION		OCCASION		OCCASION		DATE	DAY
1	New Year	1	New Year	1	New Year	1	New Year	1	New Year	01-Jan-22	Saturday
								2	Lohri	13-Jan-22	Thursday
				2	Sankranti/Pongal					14-Jan-22	Friday
		2	Sankranti/Pongal	3	Sankranti/Pongal					15-Jan-22	Saturday
2	Republic Day	3	Republic Day	4	Republic Day	2	Republic Day	3	Republic Day	26-Jan-22	Wednesday
3	Mahashivratri					3	Mahashivratri	4	Mahashivratri	01-Mar-22	Tuesday
4	Holi	4	Holi	5	Holi	4	Holi	5	Holi	18-Mar-22	Friday
							5	Rang Panchami		22-Mar-22	Tuesday
										01-Apr-22	Friday
5	Gudi Padwa	5	Ugadi	7	Ugadi					02-Apr-22	Saturday
										14-Apr-22	Thursday
6	Good Friday	6	Good Friday			6	Good Friday	7	Good Friday	15-Apr-22	Friday
7	Ramzan-Id	7	Ramzan-Id	8	Ramzan-Id	7	Ramzan-Id	8	Ramzan-Id	03-May-22	Tuesday
				9	Telangana Day					02-Jun-22	Thursday
										09-Jul-22	Saturday
8	Rakshabandhan	8	Rakshabandhan	10	Rakshabandhan	8	Rakshabandhan	9	Rakshabandhan	11-Aug-22	Thursday
9	Independence Day	9	Independence Day	11	Independence Day	9	Independence Day	10	Independence Day	15-Aug-22	Monday
							10	Janmashami		18-Aug-22	Thursday
10	GopalKala							11	GopalKala	19-Aug-22	Friday
11	Ganesh Chaturthi	10	Ganesh Chaturthi	12	Ganesh Chaturthi	11	Ganesh Chaturthi	12	Ganesh Chaturthi	31-Aug-22	Wednesday
12	Anant Chaturdasi									09-Sep-22	Friday
		11	Mahanavami, Ayudha Pooja							04-Oct-22	Tuesday
13	Dushera	12	Dushera	13	Dushera	12	Dushera	13	Dushera	05-Oct-22	Wednesday
14	Narak Chaturdashi	13	Narak Chaturdashi	14	Narak Chaturdashi	13	Narak Chaturdashi	14	Narak Chaturdashi	24-Oct-22	Monday
15	Diwali	14	Diwali	15	Diwali	14	Diwali	15	Diwali	25-Oct-22	Tuesday
16	Diwali ((Balipratipada))	15	Diwali ((Balipratipada))	16	Diwali ((Balipratipada))	15	Diwali ((Balipratipada))			26-Oct-22	Wednesday
		16	Kannada Rajyothsava							01-Nov-22	Tuesday
						16	Gurunanak Jayanti	16	Gurunanak Jayanti	08-Nov-22	Tuesday
Holidays falling on Sunday											
						1	Ram Navmi			10-Apr-22	Sunday
1	Maharashtra Day	1	Labor Day	1	Labor Day					01-May-22	Sunday
2	Gandhi Jayanti	2	Gandhi Jayanti	2	Gandhi Jayanti	2	Gandhi Jayanti	1	Gandhi Jayanti	02-Oct-22	Sunday
3	Christmas	3	Christmas	3	Christmas	3	Christmas	2	Christmas	25-Dec-22	Sunday

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

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

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

NGASCE Centres at campuses will follow holiday list declared for campuses as above.



8. People you should know

Name	Designation	Email ID
DIRECTOR		
Dr. Prachi Gharpure	Director, Indore Campus	director.indore@nmims.edu
SCHOOL ADMINISTRATION		
Dr. Atul Kumar Vora	Assistant Professor (Accounting & Finance)	atulkumar.vora@nmims.edu
Dr. Reema Sukhija	Assistant Professor (Business Communication)	vanshika.sukhija@nmims.edu
Dr. Shilpa Sankpal	Assistant Professor (General Management)	shilpa.sankpal@nmims.edu
Dr. Milind Patil	Assistant Professor (Accounting & Finance)	Milind.patil@nmims.edu
Dr. Vipra Dhingra	Assistant Professor (Marketing)	vippa.dhingra@nmims.edu
Dr. Shreekant Iyengar	Assistant Professor (Economics)	shreekant.iyengar@nmims.edu
Dr. Sopnamayee Acharya	Assistant Professor (QT)	sopnamayee.acharya@nmims.edu
Dr. Ritesh Kumar Verma	Assistant Professor (Accounting & Finance)	riteshkumar.verma@nmims.edu
Dr. Shweta Dani	Assistant Professor (General Management)	shweta.dani@nmims.edu
Dr. Makarand Wath	Assistant Professor (Marketing)	makarand.wath@nmims.edu
Dr. Rajesh Mahajan	Assistant Professor (Accounting & Finance)	rajesh.mahajan@nmims.edu

PLACEMENT		
Mr. Rudresh Agaskar	Deputy Director, Placements	rudresh.agaskar@nmims.edu
Mr. Harsh Khanna	Senior Placement Executive	harsh.khanna@nmims.edu
Mr. Abhijeet Nayak	Placement Executive - Law	harsh.khanna@nmims.edu
ACADEMIC ADMINISTRATION		
Mr. Gaurav .P. Moghe	Deputy Registrar	gaurav.moghe@nmims.edu
Mr. Amit Temre	Coordinator (Exam)	amit.temre@nmims.edu
Mr. Kiran Kumar Patil	Coordinator (Academics)	kirankumar.patil@nmims.edu
Ms. Nidhi Khare	Coordinator (Academics)	nidhi.khare@nmims.edu
LIBRARY		
Mr. Yogesh Kawale	Assistant Librarian	yogesh.kawal@nmims.edu
Ms. Kumari Vandana	Library Assistant	kumari.vandana@nmims.edu
Ms. Anjana Saxena	Library Assistant	anjana.saxena@nmims.edu
GENERAL ADMINISTRATION		
Mr. Sanjay Shrivastava	Assistant Registrar Admin	sanjay.shrivastava@nmims.edu
IT DEPARTMENT		
Mr. Nitesh Sharma	IT Network/Project Engineer	nitesh.sharma@nmims.edu

9. NMIMS INFOLINE (for Indore Campus)

Agency	Number
Police	
Police Help Line	100
Fire Brigade	
Fire Brigade Help Line	101
Ambulance	
	102 & 108
Hospitals	
Sri Aurobindo Hospital, Bhawarsala Indore	07314231012
Rajshree Apollo Hospital , Vijay Nagar, Indore	07312445566
Bombay Hospital , Vijay Nagar, Indore	07312558866
CHL Hospital, LIG square Anoop Nagar Indore	07316622222/07312549090
Chemist	
Sri Aurobindo Pharmacy	07314231012
Rohan Chemist, Vijay Nagar, Indore	07312571778
Hostel & Transport Department	
Mr. Yogesh Kumar Tulsiyana Chandan Homes, Opp. Sri Aurobindo Hospital MR-10, Indore Ujjain State Highway, Indore	098609-22568

10. List of Awards (Provisional List)

- 10.1 Certificate of Merit & Medals to 1st, 2nd and 3rd Rank holders for each program
- 10.2 Best Students for consistent academic performance.
- 10.3 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, subject to guidelines mentioned above as per Part I point 14.0, under the heading “Dean’s List/Meritorious students list”.
- 10.4 Outstanding contribution by the student for the academic year.



Part III

ANNEXURES

+



APPLICATION FOR LEAVE OF ABSENCE

Anil Surendra Modi School of Commerce (10% additional exemption in attendance)

NAME: _____

Date: _____

Email ID: _____ Mobile No. _____

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

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

Reason: -

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

Student's Signature: _____

Enclosures: _____

To be filled by Students
(For Office use)

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

Checked by Course Coordinator

Verified by AR / DR

Approved by Dean



LEAVE APPLICATION

SVKM'S NMIMS Anil Surendra Modi School of Commerce

Note: The Application must be received PRIOR to proceeding on leave OR within THREE DAYS of resume in case of an emergency.

Name of Student:

Programme: Year:

Division: SAP ID: Roll No.:

From: To:
(Date) (Date)

Reason for Leave:
.....

Submission Date

Late Submission Reason.....

Documents Submitted: Yes / No

Document Details:
.....

Signature of Student:

For office use only :

Application & Document Received Date:

Granted / Not Granted:
(Entered) (Date)

Subject 1		Subject 2		Subject 3		Subject 4		Subject 5		Subject 6	
P	A	P	A	P	A	P	A	P	A	P	A

Dean/Director Signature

SVKM'S NMIMS Anil Surendra Modi School of Commerce

EVENT ATTENDANCE FORM

Date:

Name of Club: _____

Name of Club Mentor: _____

Email id: _____ Contact no: _____

Name of Student Coordinator: _____

Email id: _____ Contact no: _____

Event Name: _____ Event Grade: _____

Place (Full address): _____

Start Date: _____ End Date: _____ Total no. of days: _____

Are student/students missing any Internal / External Exam? (Please provide details list)

Faculty In-charge Signature

Approved by I/C Dean (Yes/No)

Note:

1. This form should be **filled by faculty in-charge only** and should be submitted to school admin office prior to the date of event.
2. It is mandatory to attach participant's details including Class, Division, Roll No., No. of days missed by student and Lecture missed details.
3. **Event Grades:** **GRADE A:** National and International level contests of very high repute
GRADE B: National level contests of high repute
GRADE C: Local and National level contests



SVKM'S NMIMS Anil Surendra Modi School of Commerce

ATTENDANCE RECTIFICATION FORM

Date: _____

Name of Student: _____ SAP ID: _____

Roll No.: _____ Div.: _____ Program: _____ Semester: _____

Subject Name: _____

Faculty Name: _____

Class Date: _____ Class Time: _____ No. of Hrs. _____

Remark: _____

Student Signature: _____

E-mail Id: _____ Contact no: _____

Faculty Signature: _____

Approved by Dean: _____

OFFICE COPY

**Student Undertaking with respect to the Student Guidelines
(Submit this form to your Course Coordinator latest by 15th September 2022)**

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

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

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

Signature: _____

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

Date of Birth: (dd/mm/yy) _____ Student SAP No. _____ Roll

Number: _____ Programme: _____

Email ID: _____ Contact Nos. _____ / _____

Address for Correspondence:

Name of the parent _____ Contact Nos: _____ / _____

Office No: _____ Residence No.: _____ Mobile: _____

Parent's email ID _____

For Office Use :

Date of Receipt: _____ Signature of Course Coordinator _____

SVKM's NMIMS INDORE CAMPUS					
ACTIVITY SUMMARY SHEET					
ACTIVITY INITIATED BY:					
NAME & TYPE OF ACTIVITY:					
DETAILS OF THE ACTIVITY			EVENT REQUIREMENT		
Date (s) of the Activity:			Student Attendance Sheet:		
Duration of the Activity:			Photography and/or Videography:		
Proposed Venue of the Activity:			Bouquet/Sapling:		
School:			Stationary:		
Course, Year & Semester/Trimester:			Technical Help (PA System/Audio Visual)		
Number of Attendees expected:			Award to Students:		
GUEST (s) DETAILS			GUEST REQUIREMENT		
Name of the Guest (s) : Dr. Madhavi Dabholkar			Gift / Honarium required:		
Designation:			Local Pick & Drop:		
Company Name:			Outstation Travel:		
Based at (Name of City):			Accommodation:		
Lecture Topic (Mandatory):			Refreshment:		
ESTIMATED BUDGET					
S. No.	ITEM	Qty./Hr.	Rate Per Unit/Hr.	Cost (in Rs.)	Remark (Brief description about the Item)
1	Honarium for the Guest				
2	Breakfast / Lunch / Hi-Tea				
3	Standby Flex				
4	Photography/Videography				
Total Amount (In Rs.)				0	
Proposal initiated by:		Proposal verified by		Proposal forwarded for approval by:	
(Name & Designation of Faculty/Student Coordinator)		Mr. Sanjay Shrivastva (Asst. Registrar - Admin)		Mr. Gaurav P. Moghe (Dy. Registrar)	
Approved By:			Final Approval:		
Dr. Prachi Gharpure (Director)			Shri Akhilesh Rathi (Mentor, Indore Campus)		

CLUBS/COMMITTEES SPONSORSHIP ACKNOWLEDGEMENT FORM

Club/Committee:
Event Title:
Event Date:
GST No of Sponsorer:

Submitted By:
Designation:
Contact No:
PAN No. of Sponsorer:

Sl.No	Cheque Reference No	Received From	Amount
1			
2			
TOTAL			

Cheque to be made payable to: -----

For Accounts department processing

Received and Processed By	
Date	

Remarks: -----