



SVKM'S
NMIMS[®]
Deemed to be UNIVERSITY

INDORE

Part II

School of Business Management

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 Business Management 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 Business Management (SBM) 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 GUIDELINES:

1.1. Academic Administration:

- 1.1.1. The academic activities are based on a Trimester pattern. Trimesters are of 12 to 14 weeks duration. In the 1st year of the MBA program, classes are generally run over 6 days. However, this is not sacrosanct and classes may run on all 7 days depending on the needs and availability of faculty.
- 1.1.2. The Academic Administration headed by Asst. Registrar and supported by Program Coordinator and Course Coordinators for administration and examination, who are responsible for scheduling, study plan preparation, faculty co-ordination and conduct of examination. The Chairperson PG Programs is an overall In-charge of the department.
- 1.1.3. Every effort is made by Academic Administration team to ensure that classes are scheduled uniformly. However it may not always be possible to do so, as the schedule is dictated largely by the faculty of a particular course. The macro schedule is prepared for a trimester and the micro schedule for a week is shared with the participants on every Friday of a week for the subsequent week.
- 1.1.4. Participants are provided soft copy of study plans in student Portal for every course that encompass course objective, pedagogy, grading pattern, detailed session plan along with the collection of handouts.
- 1.1.5. Generally, the faculty for the course finalize two months before the commencement of the trimester. Faculty deployed for courses are of a high caliber, who constantly get high feedback from participants. This includes core faculty from NMIMS Indore, and eminent, academicians, practitioners, consultant from industry and top B Schools.

1.2. Class Room Discipline:

- 1.2.1. Classes are expected to begin on time. Students are expected to assemble in the class at least 5 minutes before the class begins. Late coming is not permitted. Faculty have the authority to restrict latecomers to enter in the classrooms.
- 1.2.2. Once the faculty enters the class room, he/she will close the doors & no request will be entertained to open the doors.
- 1.2.3. Students should not leave the class room when the session is **ON**.
- 1.2.4. During the class hours, walking on the corridor is strictly prohibited.
- 1.2.5. Any electronic device (mobile, laptop, tab etc.) usage in the class room is strictly prohibited, failing which disciplinary action will be taken.
 - Particularly the use of mobile phone: Student will be held responsible even if the Mobile Phone rings & causes disturbance to the class. Strict disciplinary action will be taken against them.



- 1.2.6.** Faculty member conduct a mandatory internal assessment (quiz, test or presentations) on the first day after any vacation (like Diwali break & winter break) for the absentee students on that day, no compensation or make-up assignment will be given.

1.3. Quality of Teaching and Learning

- 1.3.1.** NMIMS will strive to help the students develop their learning skills by facilitating the creation of learner centric environment conducive for quality education. The students are entitled to receiving instruction and reading material in English.
- 1.3.2.** NMIMS ensures availability and presence of qualified teachers, fulfilment of the specified number of teaching per days and contact hours for each course and completion of syllabus on time.
- 1.3.3.** The participants are provided reasonable access to facilities, services and resources including library (that stocks textbooks, reference books, journals, e-resources), laboratories, and ICT facilities in the English language which is the medium of instruction and for examination.
- 1.3.4.** NMIMS strives to ensure fair, transparent and timely evaluation, including fair provisions for timely re-checking or re-evaluation of the scripts and redressal of any grievance related to the evaluation process.
- 1.3.5.** NMIMS ensures timely conduct of examination and declaration of results as specified in the academic calendar in the Prospectus. The Graduation ceremony is held once a year generally in the last week of the April and MBA, PGDM (Exec.) students who have been declared successful will be awarded their diplomas’.
- 1.3.6.** Participants are entitled to give regular feedback on the quality of teaching, students’ services and institutional infrastructure. NMIMS has setup mechanisms for seeking this feedback regularly and taking student feedback into account for review and improvement.

1.4. Program Validity:

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

| Sr. No. | Name of the programme | Duration of the programme (in years) | Maximum duration permissible for completion the programme (in years) |
|----------------|------------------------------|---|---|
| 1 | MBA | 2 | 4 |



1.5 Discipline Norms and Penalty:

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

1.5.1 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 | acp.gandhinagar.indore@mppolice.gov.in | 7049108757 |
| 8. | NGO representative | NGO | | |
| 9. | Mr. Paresh Neema | Parent | | 9827533366 |
| 10. | Ms. Radhika Walia | Student Council | radhika.walia262@nmims.edu | 9968851102 |

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 |

1.5.2 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 |



1.5.3 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 |

1.5.4 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. Aaqil 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 |

1.5.5 Institutional Student Grievance Redressal Committee:

| Name | Designation | E-mail ID | Contact no. |
|--|------------------|--|--------------|
| Dr. Alka Mahajan, Dean, MPSTME | Chairperson | alka.mahajan@nmims.edu | 022 42355555 |
| Dr. Durgambini Patel, Dean, KPMSOL | Member | durgambini.patel@nmims.edu | 022 42355555 |
| Dr. Sachin Mathur, Associate Professor (Finance), SBM | Member | sachin.Mathur@sbm.nmims.edu | 022 42355555 |
| Prof. Amita Vaidya, Director, SAMSOE | Member | amita.Vaidya@nmims.edu | 022 42355555 |
| Prof. Dharendra Mishra, Assistant Professor (Mechanical), MPSTME | Member | dharendra.Mishra2@nmims.edu | 022 42355555 |
| Ms. Pallavi Rallan, Assistant Professor, ASMSOC | Member | pallavi.rallan@nmims.edu | 022 42355555 |
| Dy. Registrars (Concerned Department) | Member | | |
| Dr. H Ravishankar Kamath | Member Secretary | h Ravishankar.kamath@nmims.edu | 022 42355555 |

1.6 Internal Complaints Committee:

| S. No. | Name | Designation | E-mail 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 |

1. PLACEMENT GUIDELINES:

“The Institute offers Placement Assistance. In order to be eligible to participate in the ‘Placement Assistance’ program of NMIMS, a participant shall scrupulously adhere to the Process, Deliverables and Grading Assessment as well as Summer Internship as detailed in the preceding sections.” Non-adherence to one or more of the above will disqualify the participant from being included in the Placement process.

2.1 Placement Process

- 2.1.1** The Placement Cell (PCell) is an Institute body comprising the Placements Head and the Placement Executives.
- 2.1.2** The Placement Committee (PCom) is a student body comprising Senior and Junior MBA participants.
- 2.1.3** The Placement Team (PTeam) comprises of the PCell and the PCom.
- 2.1.4** The PCom and The PCell together are responsible to identify and visit the targeted organizations and invite them to campus for Pre-Placement Talks (PPTs).
- 2.1.5** The Placement Cell offers placement assistance and co-ordinates all placement activities (Summer Internship & Final Placements) for the MBA full-time program. Every effort is made to facilitate the placement process and ensure that participants get placement opportunities befitting their caliber. However, SVKM's NMIMS, Indore - School of Business Management reserves the right to change, modify and add to the guidelines as and when necessary, in the best interest of participants and to ensure fairness to one and all. Participants should follow the placement guidelines framed by NMIMS from time to time.
- 2.1.6** Participants are expected to maintain decorum and abide by the NMIMS rules during the Placement Process.
- 2.1.7** The guidelines mentioned in this document are applicable to all full-time Program participants of SBM. Any participant found violating these guidelines would be expelled from the Placement process.
- 2.1.8** Placement information is confidential, and any breach of confidentiality will lead to strict action including expulsion from the placement process.
- 2.1.9** NMIMS reserves the right to take any disciplinary action, if participants do not honor their commitments or resort to unethical behavior. The Management has the right to communicate with the employer/s if participants do not adhere to the Code of Conduct.
- 2.1.10** SBM reserves the right to withhold the final offer letter of the participant, if it finds that the participant had misbehaved or has shown indiscipline, has not kept up with course work or any other act of indiscipline.
- 2.1.11** Participants should honor the commitment made by NMIMS to the company on their behalf. Once selected, the student will be considered placed and out of all the parallel/ forthcoming Placement Process.
- 2.1.12** The entire placement process will be managed through “Superset”



- 2.1.13 Students will have the onus to ensure that their profiles on Superset are updated and verified by the designated Superset Student Collaborators from the PTeam in the stipulated timeline. Failing which the student(s) will not be able to participate in the placement processes.
- 2.1.14 Resumes generated through Superset will only be used for campus placement process.
- 2.1.15 Participants will not be permitted to refuse or seek alternate employment/ internship, once they have been offered employment/internship by a hiring organization.
- 2.1.16 No participant is allowed to initiate any contact with the Company w.r.t. Placements, without the prior consent of the Placement Cell.
- 2.1.17 Organizations would normally give information on the Company, Job Description, Location and Cost to company (CTC) during PPTs. However, in case the organizations do not visit the campus for their respective PPTs, they could communicate the same to PCell / PCom through e-mail prior to seeking applications.
- 2.1.18 While it is preferred that the details in terms of the job location, the CTC and an indicative Job Description be mentioned at the time of offer, the organizations may not necessarily, at all times, give the required information. Under such circumstances, participants will be required to take up the offer based on the available information if he/she had already applied for the role.
- 2.1.19 The final selection process of an organization would be as per their internal policy guidelines and all students must abide by the same.
- 2.1.20 Organizations may come to the Institute or call shortlisted candidates to their premises.
- 2.1.21 The time taken to share the detailed Offer/ Appointment/ Joining letter would vary depending on the organization. Some organizations can share the offer letters close to the date of joining.

2.2 Placement Rules For Participants

The rules relating to the Placement Process covering application, short-listing, interviews, acceptance/ rejection of offers, etc. are enumerated below. In addition to the scheduled Placement week, placements will be on a 'rolling bases'.

Applications/ Short-Listing / Selection Process

- 2.2.1 Organizations shall shortlist the candidates from the list of interested participants sent by the PTeam and communicate the same to the PTeam.
- 2.2.2 In case the participating organization desires NMIMS to send the relevant list of candidates as per their specifications, the PCell shall furnish an appropriate list after eliciting interest from participants for the said organization.
- 2.2.3 The participants shall not back out from attending the Selection Process after applying to an organization. Absence of a participant from the placement interview, after being short-listed will lead to immediate expulsion from Placement process.



All participants' remaining-to-be placed (till placement window ends) need to be available on campus at any point of time till they get selected and receive a formal offer letter from the recruiting organization. Absence during the Pre-Placement Talk of a company will lead to expulsion from the company's selection process unless the reason being health or another major issue. The exemption will be decided by the Placement Committee and would be final.

- 2.2.4** In most cases, NMIMS follows the practice of eliciting interest from participants before sending their CVs to an organization. All participants need to do their own background check on the organizations before applying.
- 2.2.5** In case, a participant wishes to take up an interview outside the campus he/ she should inform the Placement Cell. However, if PCell gets to know from any authenticated source that a participant attended interview without informing and/or is holding an offer with a company, he/she will be out of the placement process.
- 2.2.6** The participants need to appear for interviews either at the campus or at the office of the recruiting organization. In case of virtual mode, participant should necessarily join through laptop only.
- 2.2.7** At the time of visits of recruiters to campus for PPTs or guest lectures, while interacting with organization's executives, participants are expected to focus on furnishing details about NMIMS, programs/curriculum & the placement process and not market themselves.
- 2.2.8** Participants are expected to read and come prepared with a background and fact file on the Company holding the PPT. He/ She is also expected to ask relevant questions and seek clarifications on the career path offered by the company.
- 2.2.9** Participants who are eligible to exercise the choice to apply will be provided a maximum of Seven (7) interview chances for final placement, and he/ she is expected to secure a job within these opportunities. After exhausting the opportunities, PTeam holds the right to decide where the participant will apply.
- 2.2.10** The participants must communicate with the organizations through the PCell at all times. Misbehavior/ miscommunication/ misrepresentation, intransigence demonstrated during the interviews and not in keeping with NMIMS values and will be deemed to be indiscipline. Such indiscipline of a participant will warrant a penalty and may even lead to expulsion from the placements process.
- 2.2.11** Any feedback solicited by recruiters on their selection process is to be reviewed by the PCell. In case the feedback is solicited at the organization premises, the participants are expected to inform the organization that they can give feedback only through the PCell. If participants receive an employment application/ Selection feedback form on their personal email ID, they need to reply to the organization with the filled feedback form through their NMIMS ID only, with a copy to indore.placement@nmims.edu at all times.
- 2.2.12** If a participant performs exceptionally well (rank holder, certification of merit, recognition, etc.) at any competitive exams/ certification/ Business Plan competitions (Bloomberg Aptitude test, Flip challenge, Leap, Trade Moghuls and the like) which are considered by Corporates w.r.t. placement opportunities, then the same has to be informed immediately as it helps the PTeam to market the participants better.

2.3 Eligibility Criteria for Applying

- 2.3.1** Students with a Backlog during under Graduation and MBA will not be eligible to choose which companies they can apply to and which companies they cannot apply to.
- 2.3.2** Students who do not achieve 60% plus throughout in each trimester in MBA will not be eligible to choose which companies they can apply to and which companies they cannot apply to. As soon as the percentage drops below 60%, the student will forego the choice of applying to companies.
- 2.3.3** Only students who have 60% and above throughout in Academics and who meets the criteria mentioned in Point number 1 and 2 will be eligible to choose which companies they wish to apply to and which companies they don't want to apply to.

2.4 Indicative Major/Minor

- 2.4.1** Profiles of all students who do not have the choice of not applying to a company will be shared with the recruiter if the profile is matching the Major/Minor chosen by the student.
- 2.4.2** Students opting for Finance as a Major should necessarily have 60% plus throughout in Academics. Any student who opts for Finance as Major without having 60% plus throughout in academics will do so with complete awareness that most companies set a minimum criterion of 60% plus throughout in Academics when they hire for Core Finance Roles. Such students would have to give a signed Declaration stating that they are opting for the specialization in complete awareness of the situation and are willing to take the risk and ownership of their Placements.
- 2.4.3** For a student to call any subject as Major, it is necessary that a student has studied a minimum of 6 subjects from that Specialization. For a Minor, a student must have studied a minimum of 3 subjects from that specialization. This classification is only internal in nature and no student would receive any official document with a mention of major / minor.

2.5 Acceptance / Rejection

- 2.5.1** Offers made by an organization through the placement process cannot be rejected. Participants cannot seek alternate employment/internship or accept any other offer outside the campus process, once they have accepted an offer from an organization from the campus. Any violation in this regard will be strictly dealt with.
- 2.5.2** While we expect all participants to continue with the organizations that they have joined through campus for a reasonable period, they are required to work with them for a minimum period of One (1) Year from the date of joining in the interest of NMIMS's relationship with the corporate community, which is of paramount importance.
- 2.5.3** If a company shares a JD with an internship component as a part of final placement process and if a participant applies for the role and gets selected, he/ she has to mandatorily accept that offer.



- 2.5.4** If a company decides to change the mode of offer from full time placement to an internship or any difference in compensation during or after the selection process, the decision to accept or reject the offer by the participant will be taken in consultation with PTeam.

2.6 Opt Out

- 2.6.1** Participants who wish to “Opt Out” of the Placement Process are obligated to notify the placement cell immediately in writing via mail citing the reason. However, if the participant has already received an offer from any recruiting organization (through college), he/she must accept the same. For participants who have received off-campus offer letters for Summer Internships or Final Placements, it is mandatory to obtain the written permission of the Placement Head before accepting the offer.
- 2.6.2** Participants who wish to opt out from the placement process are required to send an e-mail confirmation to indore.placement@nmims.edu marking a copy to rudresh.agaskar@nmims.edu and harsh.khanna@nmims.edu confirming their intent to opt out. Their opting out will be effective from the date and time of the e-mail. After the 'opt out' mail, their profile will not be shared with any organization.
- 2.6.3** In the e-mail, he/ she is required to mention the names of the organizations that he/ she is trying for or has got an offer from. This is because the PCell approaches many organizations and would like to maintain and continue the cordial relationship with them. Such information will help to iron out any hitches that may crop up later.
- 2.6.4** In case an 'opt out' participant desires that the Institute sends a letter to the concerned organization, the PCell can do so, only as a response to communication from the concerned organization that they are interested in recruiting the said candidate.
- 2.6.5** After opting out, the student will not be allowed to re-enter the placement process at a later stage.
- 2.6.6** In case a participant secures placement by his/her own effort without opting out of the process, but keeping the placement team informed, the placement thus secured will be considered as placement through the college. However, the PCell will not assist the candidate further in any negotiations with the company.
- 2.6.7** 'Opting out' does not give a student the liberty of missing PPTs. Participants, who have opted out, have to necessarily follow the PPT - Attendance Guidelines and attend all such PPTs that may arise.

2.7 Pre-Placement Offer/ Pre-Placement Interview (PPO/PPI)

- 2.7.1** It is possible that some participants may receive Pre-Placement Offers (i.e. much before the final placement process) based on their performance during the Summer Internship. Normally companies communicate PPOs through the PTeam; however, in extreme eventuality a company communicates a PPO decision to a participant, the same shall be routed through the PCell. Participants who have accepted PPOs should submit a copy of the offer letter to the Placement Head. Such participants should inform the Placement Cell immediately and will need to decide on the PPO within the prescribed PPO Guidelines for that year. In case the participant decides to accept the PPO, the participant will need to opt out of the Placement process. Participants are expected to communicate with the organizations only through the PCell.



- 2.7.2** Sometimes organizations offer a Pre-Placement Interview (PPI) prior to a PPO, any participant found to be deliberately withholding such PPO/ PPI offer, will be debarred from the further placement processes.
- 2.7.3** In an event that a participant gets a PPI, he/ she must appear/not appear for the same in accordance with the CTC guidelines laid down for PPO. PTeam should be kept informed at all times.
- 2.7.4** Each participant has to let PTeam know whether PTeam should contact their respective companies for a PPO/ PPI.
- 2.7.5** Accepting or rejecting a PPO is subject to the following conditions:
- 2.7.5.1** If the CTC (Cost to Company) offered in a PPO is below Rs.10.0 lakhs/annum, then participant can reject the PPO.
- 2.7.5.2** If the CTC in PPO is between Rs.10.0 lakhs/annum and Rs.12 lakhs/annum, then participant can accept or reject. If rejected, then participant cannot sit for any company that offers lower CTC than what he/ she have rejected. Rejection of a PPO will be tantamount to one (1) interview chance. (for e.g. if participant rejects the offer of Rs.10.5 lakhs/annum then he/ she cannot sit for any company which is offering Rs.10.5 lakhs/annum or less than that).
- 2.7.6** If a company gives a PPO with CTC more than or equal to Rs.12 lakhs p.a., then the PCell will consider the participant as deemed placed and therefore the participant will not be considered for further placement process. In case, a participant rejects such a PPO, he/she will not be allowed to participate thereafter in the placement process.

2.8 Decorum

- 2.8.1** All participants are expected to be present for the Interaction Session (IS)/ Pre - Placement talk (PPT)/ Selection Process (SP) before 20 minutes of the organization's arrival time or at a specified time mentioned in the mail. The attendance during IS / PPT will be linked to academic attendance. This means that non-attendance in an IS/PPT will lead to the deduction of attendance from four following academic sessions (classes) on the class day immediately following the date of IS / PPT.
- 2.8.2** If any organization wishes to have all the students attend the PPT, then all the students need to be present for the same, irrespective of whether they are placed or not.
- 2.8.3** Students who are found with grievances during the IS / PPT will be subject to penalties.
- 2.8.4** Dress Code for all placement events i.e., Corporate PPTs, Workshops, Interaction Session, Selection Process etc.
- 2.8.4.1** Men – Business Formals – Light color shirt with Tie and Blazer and formal laced black shoes.
- 2.8.4.2** Women - Light color shirt with Tie and Blazer and formal laced black shoes.
- 2.8.5** Maintaining decorum as per the above guidelines is of paramount importance. Repeated violation by a participant can lead to expulsion from the Placement process.



2.9 Absence

- 2.9.1** Participation in all the placement activities and meetings is of prime importance. Any non-attendance needs to be communicated to the Placement Cell in advance in writing, along with the reason for the same and the necessary documents. Non-attendance without prior notice or insufficient documents will lead to deduction of attendance and fine. Non-compliance of the above can result in strict disciplinary action and also expulsion from the placement process in extreme cases.
- 2.9.2** Attendance for the PPTs is compulsory and absence will lead to disqualification of the participant from applying to that company and deduction of attendance.
- 2.9.3** Any participant, who has applied to or has been shortlisted for a particular company, will need to attend the selection process of that company. If the participant does not do so, he/ she will be barred from the placement process.

2.10 Placement Protocol

- 2.10.1** All communication shall be done via email/superset notifications. Participants need to check their NMIMS mails/ superset dashboard on a regular basis, so that they don't miss out on any critical/ time-bound information/ communication. All official communication needs to be done through NMIMS mail-ID only. Mails sent by personal mail-IDs may not get a reply and would not be considered as official. Verbal/ telephonic / SMS / WhatsApp communication shall not be considered as official. If a participant fails to meet the deadline, he/ she has to give in writing an explanation to PCell. Repeated violation by a participant can lead to expulsion from the Placement process.
- 2.10.2** All participants need to thoroughly read the Placement Guidelines and contact the Single Point of Contact (SPOC) for any doubts/ clarifications before signing the declaration form in particular.
- 2.10.3** All communication to the Placements Head/ PCell needs to be done by the participants only. Communication by the participant's family members with PTeam is not encouraged except in cases of proven emergency.
- 2.10.4** Participants are expected to apply for the shared JDs in their indicative area of Major/Minor. Participants who do not apply to two (2) consecutive JDs in his/her area of Major, will have to give in writing an explanation to PCell for not applying. Repeated violation by a participant can lead to expulsion from the Placement process. The Decision of Head - Placements will be final and binding on everyone.

Note – These are the current guidelines and will evolve from time to time. Changes if any, will be communicated by the PCell

2. GUIDELINES FOR INTERNATIONAL STUDENT EXCHANGE PROGRAM

3.1 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. This is managed by 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 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.

3.2 Preamble

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

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

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

To aggressively pursue the internalization agenda, NMIMS has signed MOUs with leading Universities. MOUs applicable for NMIMS schools as given below:

The University Level:

- University of New South Wales, Australia
- Clark University, USA
- University of California, Berkeley, USA – Summer Sessions
- University of Texas at Dallas, USA
- Illinois Institute of Technology, USA
- The University of Missouri - Kansas City, USA
- Florida International University, USA
- Stony Brook University, USA
- Columbia University School of Professional Studies, USA
- Kings College London, UK
- University of Bristol, UK
- University of Leeds, UK
- Abdullah Gul University, Kayseri, Turkey

- Virginia Tech. University, USA
- University of Memphis, USA
- University of Guelph, CANADA
- University of Essex, UK
- University of Western Australia, Australia
- University of Chester, UK
- University of Stirling, UK
- Warwick Manufacturing Group, University of Warwick

School of Business Management (SBM):

- HEC Lausanne, Switzerland
- The Grenoble Ecole de Management, France
- KEDGE Business School, France
- NEOMA Business School, France
- HLL Leipzig School of Management, Germany
- IESEG School of Management, Lille, Paris, France
- University of Erlangen-Nurnberg, Germany
- Europa Universitat Flensburg- EUF, Germany
- ESSCA Ecole De Management, France
- EDHEC Business School, France
- Purdue University, USA
- University of Texas at Dallas, USA
- Florida International University, USA
- University of South Florida, USA
- Excelia France

3.3 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:

- 3.3.1** Completed the eligibility year of program as defined by respective Deans/Directors of school
- 3.3.2** Have a minimum CGPA of 2.25 and above as defined by respective Deans/ Directors of School.
- 3.3.3** Eligibility of International students coming to our campus recommended by the partner university should satisfy the eligibility criteria as per the memorandum of understanding signed between the Universities/ Schools.

3.4 Selection Criteria and Conditions

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

3.5 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:

- 3.5.1** Accommodation and daily living expenses including study materials
- 3.5.2** Travel Expenses
- 3.5.3** Passport and visa costs
- 3.5.4** Insurance cover
- 3.5.5** Any other incidental costs

3.6 Application procedure for students and Expectations from students

- 3.6.1** Students have to apply in specified application form as defined by respective Deans/Directors of schools. Candidates with completed and accurate application will be interviewed by the International Linkages office. Successful candidates will then be nominated to the respective partner universities following which they have to complete the online application as instructions received from partner university via email.
- 3.6.2** 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.
- 3.6.3** Upon joining the partner institute, the courses the students intends to take up should be finalized and communicated for approval to the NMIMS School authorities
- 3.6.4** Students need to ensure that they do not get any fail grade in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.
- 3.6.5** Other criteria as defined by Deans/Directors of the Schools.

3.7 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.

3.8 Enclosures:

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

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



3. EXAMINATION GUIDELINES (MBA PROGRAM)

3.1. Evaluation & Grading

The respective subject faculty would evaluate the performance of the students during the examination of the respective subject. A student would undergo continuous assessment for each course/subject in all the trimesters. 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/ campus concerned.

Break up of continuous evaluation of each course will be as under:

| Program | Component | Marks | Total |
|----------------|--|--------------|--------------|
| MBA | Unit Test / Project/ Assignment/ Presentation/ Weekly Tests / Case Study/ Quizzes / any other (School) | 60 | 100 |
| | Final term/ Trimester End Examination (University) | 40 | |

3.2. Passing Standards For Each Subject:

Trimester-end-exam Passing Criteria for each Course:

- To pass in a particular subject in any of the trimester end examination or trimester end re-examination, student must secure a minimum of one-third marks of the total maximum marks of that subject, in the trimester end examination.
- “F” Grade would be awarded, where marks obtained are less than 40 (39.00 and below) in aggregate or where the marks obtained in the trimester end examination are less than one-third of the total maximum marks of the respective course.
- Students who fail to fulfil above passing criteria would be awarded ‘F’ grade.
- Students who obtain marks between 40 and 49.99 would be awarded ‘D’ grade (low pass). Please refer ‘Grading’ scheme given below.
- For subjects, which have only Internal Continuous Assessment component, minimum passing requirement will be 40%.

3.3. Grading System

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

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

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

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

Here:

C = Credit value assigned to a course/ module

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

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

CGPA: Cumulative Grade Point Average shall be calculated upto and including each term till date.

4.4 Re – Examinations

4.4.1 Re-Examination will be conducted immediately after declaration of results of trimester end exam for the students, who may have obtained 'F' and/ or 'D' grade, immediately after Term End Exam.

4.4.2 The maximum grade that a student, in such a case, can obtain for such course will be C+.

4.4.3 Eligibility of a candidate to apply and appear for re-examination will be as under.

- Criteria 1): 0 F and 4 D (Accumulated across three trimesters in a year) OR
- Criteria 2): 1 F and 3 D (Accumulated across three trimesters in a year) OR
- Criteria 3): 2 F and 1 D (Accumulated across three trimesters in a year)



- 4.4.4** The candidates who resort to unfair means and who are required to appear at re-examination due to involvement in adoption of unfair means (as penalty) will get C+ or actual grade whichever is lower in the re-examination.
- 4.4.5** Improvement in the internal continuous assessments will not be allowed for re-examination purpose.
- 4.4.6** If a student fails in project, one attempt will be allowed to re-submit the project. However the re-submission should happen prior to re-examination scheduled for the academic year.
- 4.4.7** A student who does not fill in online re-examination form will be denied permission to appear at the examination.
- 4.4.8** Students submitting re-examination form will be awarded 'AB/ 'F grade if he/ she remains absent.

4.5 Re – Examinations/ Exemption / Exceptional Cases

- 4.5.1** Exceptional cases, approved by Dean /Associate Dean SBM (Self marriage/ long illness – Medical cases/maternity/Death in immediate family) will be eligible to appear in re-examination (and for award of regular grade).
- 4.5.2** For medical cases, he/she will have to necessarily produce a certificate from a Medical Practitioner along with required pathological reports and prescriptions before the commencement of the re-examination.
- 4.5.3** For exceptional cases, all necessary relevant documents to be submitted before the commencement of the re-examination.
- A letter from Senior officer of the company
 - Copy of Air – Ticket, Boarding Pass, Passport Stamping Death Certificate of family member
 - Marriage Certificate / Wedding Card etc.
- 4.5.4** In case a student fails to fulfil passing/ progression conditions, after the re-examination/s, he/she is expected to take re-admission as per the rules of SBM, NMIMS.
- 4.5.5** No further re-examination chance will be given to above mentioned exceptional cases.

4.6 Non-Fulfilment Of The Above Requirement Relating To D And F Grades:

- 4.6.1** The written re-examination for all the students of first year who have obtained 'D' and /or 'F' grade (as per rules of passing standards) will take place immediately after declaration of result of final trimester end examination. The grade that a student can get in such a case, for such course will be C + or actual whichever is lower. The result of the re-examination will be treated as final and binding on the students.



- 4.6.2** Any student who has been awarded maximum up to 4 “D”s has an option to remove all the “D”s in case he wishes so. The norms of removing the same will be as given above. The grade that a student can get in such a case, for such course will be C + or actual whichever is lower.
- 4.6.3** A student will have to remove “F” grade/s in the non-credit courses. The formalities of removing the same will be as given above. The grade that a student, in such a case, can obtain for such course will be C+ or actual whichever is lower.
- 4.6.4** A student obtaining upto two “F” grades in credit courses must necessarily pass/ clear the “F” grade by appearing at the re-examination. If the student is not able to clear “F” grade/s even after this chance, he/ she is expected to take re-admission as per the rules of SBM, NMIMS.
- 4.6.5** Students appearing for the re-exams (as per the rules of passing standards) will be given provisional admission to the next trimester of the program. His/ her admission will be confirmed only after declaration of the results of the re-exams.
- 4.6.6** The provision of re-examination is not available if a student has accumulated more than two “F” grades in a year (credit courses) (even though the candidate might have cleared the 2 ‘F’ grades in the re-examination). Student who obtains more than two “F” in aggregate of trimesters **at any time during the academic year** should take re-admission as per the rules of SBM, NMIMS.
- 4.6.7** The provision of re-examination is not available when a student obtains third ‘F’ grade, despite having cleared previous 2 ‘F’ grades in re-exam attempts. Such a student who obtains more than two “F” in aggregate of trimesters **at any time during the academic year, will have to take re-admission** as per the rules of SBM, NMIMS.
- 4.6.8** Student obtaining more than 4 “D”s in aggregate of trimesters in a year (even though the he/ she might have cleared the D grades in the re-examination) **at any time during the academic year** should take re-admission as per the rules of SBM, NMIMS.
- 4.6.9** **Student obtaining 4D and 1F in aggregate of trimesters** in a year (even though the candidate might have cleared the F/D grades in the re-examination) **at any time during the academic year will have to take re-admission as per the rules of SBM, NMIMS.**
- 4.6.10** Student obtaining **more than 0 (zero) “F” & 4 “D”s OR 1 “F” & 3 “D”s OR 2 “F”s & 1 “D”** in aggregate of trimesters in a year (even though he / she might have cleared the F and/or D grades in the re-examination) **at any time during the academic year** should take re-admission as per the rules of SBM, NMIMS.

4.7 Progression to Next Academic Year and Completion of the Programme

The following will be qualification criteria for the successful completion of the First year and also program by the student concerned:

- **He/ she should have no “F” grade in any of the first / second year courses after re-examination and not more than 2 Ds at the end of each academic year.**



- **His/ her total cumulative grade should not be less than 2.25 at the end of the first year and also at the end of program (to be calculated after re-examination)**

4.8 General Rules

- 4.8.1** 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 re-examination 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 any further re-examination chance.
- 4.8.2** In order to receive the degree, diploma, certificate, the student will have to clear in all the examinations of all the years. Student should ensure that he/she has cleared his/her all dues from the respective departments like Accounts, Library, Hostel, etc
- 4.8.3** Grievance Redressal: In case a student is not satisfied with the result/ grade received by him in a particular subject, he/ she may follow the 'Grievance Redressal Procedure' in case he/ she desires.
- 4.8.4** The fees for re-examinations and re-admission will be decided by the University from time to time.
- 4.8.5** 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 whose jurisdiction the application is submitted by the student and not in any other court.
- 4.8.6** Modification in criteria/rules: On the recommendation of the Board of Studies of the School of Business Management 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.

4.9 Project Guidelines

- 4.9.1** Participants are requested to do a project in experiential courses like: a) Industry Analysis b) Marketing in Practice c) Business Research & d) Entrepreneurship. Besides from time to time Faculty may assign projects to Participants in their course
- 4.9.2** Summer Internship applies only to Full time MBA Participants. Final Projects and Class Projects and Class Projects apply to all course/s programmes and faculty concerned can assign project work to be undertaken.
- 4.9.3 Summer Internship:**
- Participants are compulsorily required to take 8 weeks of summer internship training in any company as per dates announced on the notice board



- Participants are advised not to rely on NMIMS placement process entirely for provision of summer internship activities, but to look for such assignments on their own initiative. NMIMS placement cell makes all the efforts possible to provide Summer Internship opportunities to as many participants as possible.
- The Summer Internship is expected to culminate in the submission of a Summer Project Report to NMIMS within deadlines as indicated. This submission is a compulsory part to the course requirements.
- This project is subject to a review by the company guide assigned. It is the participant's role to ensure that the guide sends this review to the Course Coordinator within the deadline given. The participant has to waive the rights to see the review.
- **Summer Internship is a non-credit compulsory course. However, the participant needs to satisfactorily complete the project as an essential partial fulfilment of the requirements for award of MBA**

4.10 For all submissions participants have to submit the soft copy of their reports and assignments. The hard copies also have to be submitted wherever asked by the faculty. You are expected to follow project guidelines for proper referencing system

4.11 NMIMS reserve the right to 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 participant 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. Faculty have the right to allot zero marks for internal submission to those students guilty of plagiarism.

4.12 Grading System & Method of calculation of GPA & CGPA

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

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

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

Here:

C = Credit value assigned to a course/ module

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

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

CGPA: Cumulative Grade Point Average shall be calculated upto and including each term till date.



4.12.3 Method of calculation of letter grades and GPA/ CGPA for batch size of 25 and above

- The Average of marks in a course for a batch would be calculated for each faculty.
- Grand Average of marks for each course of the batch would be calculated.
- 'Factor Score' of individual faculty would be calculated as – grand average divided by average of the faculty
- The marks assigned by each faculty to the individual student would be factorized by multiplying the marks assigned by the faculty to each student by the factor score for the course for respective division.
- Combining all factorized marks of the entire batch for the course sharing would be fitted in normal distribution. For the purpose of assigning grades, the following table would be used.

| Letter Grade | % of class |
|---------------------|---|
| Grade A | 15 percent of batch excluding Grades D & F |
| Grade B | 50 percent of batch excluding Grades D & F |
| Grade C | 35 percent of batch excluding Grades D & F |
| Grade D | Where factorized marks obtained are between 40 and 49 |
| Grade F | Where factorized marks obtained are less than 40 (39 and below) |

4.12.4 Method of calculation of letter grades and GPA/ CGPA for class size of less than 25

- Maximum marks assigned by the faculty concerned for a course will be taken into account for the batch/ group.
- Difference between maximum marks and 50 marks would be calculated.
- 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-).
- 'D' grade will be assigned to students, who have obtained marks between 40 and 49.
- 'F' grade will be assigned to students who have obtained marks less than 40
- Grading will be done on the basis of marks obtained by a student in each course which will be fitted into the above slabs of letter grades



4.13 Different grade points corresponding to the grades awarded are as follows:

4.13.1 School of Business Management would have the following 'letter grades' and corresponding 'grade points' system:

| Grade | Grade Points |
|--------------|---------------------|
| A+ | 4.00 |
| A | 3.75 |
| A- | 3.50 |
| B+ | 3.25 |
| B | 3.00 |
| B- | 2.75 |
| C+ | 2.50 |
| C | 2.25 |
| C- | 2.00 |
| D | 1.50 |
| F | 0.00 |

4.13.2 The objective system of assigning the Grades would be based on relative performance of participants in the batch. **The relative grading system will be followed for the same.** The distribution of grades based on relative system ensures that not all participants are placed under one grade. The letter grades for a course would be calculated by software/ computer system on the basis of the following principle mention under heading – “Method of calculation of letter grades and GPA/CGPA for batch size of 25 and above/less”.

4.14 Re - Examinations:

4.14.1 The written re-examination for all the participants of first year who have obtained 'D' or 'F' grade (as per rules of passing standards) will take place after the specific academic year ends but before the commencement of the next academic year. The maximum grade that a Participant, in such a case, can obtain for such course will be C +.

4.14.2 The written re-examination for all the participants of final years of all the programmes of SBM who have obtained 'D' or 'F' grade (as per rules of passing standards) will take place before convocation. The maximum grade that a participant, in such a case, can obtain for such course will be C +.

4.14.3 Improvement in the internal assessment will not be allowed for re-examination purpose.

4.14.4 If a student fails in project, one attempt is allowed to re-submit the project. However the re- submission should happen prior to re-examination scheduled for academic year.

4.14.5 Students submitting re-examination form will be awarded 'F' grade if he/she remains absent without prior approval of Director of the campus.



4.14.6 There will be only one re-examination for the candidates who wish to clear their 'F' or 'D' grades.

4.14.7 In case a student has to take re-exam at the end of 1st year courses pertaining to Trimester 1 to 3 and his/her promotion is subject to the results of the re-examination, the student may attend classes in the 2nd year subject to a written signed undertaken to be given as per the University norms.

4.15 General Rules:

4.15.1 Exceptional cases, approved by Director/ Chairperson PGP / Asst. Registrar (Academic)/ Examinations/ Program Coordinator in charge: (Self marriage/ long illness – Medical cases/ maternity/ out station or out of country posting (only in case of participant of PT Programmes), Death in immediate family) will be eligible to appear in re-examination (and for award of regular grade).

- For medical cases, he/she will have to necessarily produce a certificate from a Medical Practitioner along with required pathological reports and prescriptions before the commencement of the re-examination.
- For exceptional cases all necessary relevant documents (mention below) to be submitted before the commencement of the re-examination.
 - A letter from Senior officer of the company
 - Copy of Air – Ticket, Boarding Pass, Passport Stamping
 - Death Certificate of family member
 - Marriage Certificate / Wedding Card etc
- In case a Participant fails to fulfil conditions given above even after the re-examination/s he/she is expected to take re-admission as per the rules of SBM, NMIMS.
- In case a Participant fails to fulfil conditions given above even after the re-examination/s he/she is expected to take re-admission as per the rules of SBM, NMIMS.
- No further re-examination chance will be given to above mentioned exceptional cases.
- In order to receive the degree, diploma, certificate, the participant will have to clear in all the examinations of all the years. Participants should submit the completely filled in Clearance form (format enclosed).
- The fees for re-examinations and re-admission will be decided by NMIMS from time to time.

In case of any disputes/differences, decision of NMIMS shall be final and binding on the participants. If a participant desire to institute any legal proceedings against NMIMS, such legal proceedings shall be instituted only in courts at Mumbai in whose jurisdiction the application is submitted by the Participant and not in any other court.



4. LIST OF E-RESOURCES SUBSCRIBED BY NMIMS

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

5. COURSE STRUCTURES & GUIDELINES – MBA

| Master of Business Administration (MBA) SVKM'S NMIMS – School of Business Management First Year (2022 – 2023) | | | |
|--|--|--|--|
| Orientation (6 Days) | Trim I* | Trim II* | Trim III* |
| <ul style="list-style-type: none"> • Basic Mathematics and Statistics (15hrs) • Financial Accounting (15hrs) • Communication Skills (written, spoken) (9hrs) • Power of Excel (9hrs) • Case Method Learning (3hrs) | <ul style="list-style-type: none"> • Business Communication – I (3 credit) • Micro Economics (3 credit) • Financial Accounting (3 credit) • Marketing Management - I (3 credit) • Organizational Behaviour (3 credit) • Quantitative Methods – I (3 credit) • Information Systems for Management (3 credit) | <ul style="list-style-type: none"> • Business Communication – II (1.5 Credits) • Cost and Management Accounting (3 credit) • Macro Economics (3 credit) • Operations and Supply Chain Management (3 credit) • Marketing Management –II (3 credit) • Quantitative Methods – II (1.5 Credits) • Indian Ethos and Business Ethics (3 credit) | <ul style="list-style-type: none"> • Business Communication – III (1.5 Credits) • Legal Aspects of Business (3 credit) • Corporate Finance (3 credit) • Business Analytics (3 credit) • Human Resource Management (3 credit) • Strategic Management (3 credit) • Research Methodology (1.5 Credits) <p>WE CARE (3 WEEKS)</p> |
| Orientation: 36 Sessions of 90 minutes each | Credits: 21 Courses: 7 | Credits: 18 Courses: 7 | Credits: 18 Courses: 7 |
| * All courses except mentioned otherwise are of 3 credits. | | | |
| <p>Compulsory Workshops on topics of contemporary interest (students can choose at least two):</p> <ol style="list-style-type: none"> i. Business etiquette ii. At least one from following: <ul style="list-style-type: none"> • Creative/Design Thinking • Innovation • Learning through Films, Theatre & Literature • Indian Values in Management • One Foreign Language: French, Spanish Mandarin • Extended practical workshop on Yoga (30 hours) | | | |
| <p>Value Added Certifications (any one):</p> <ul style="list-style-type: none"> • SAS • SAP R3 • Six Sigma • Advanced Financial Modelling • Project Management • Suitable certification from Marketing/HR domain | | | |
| <p>Internships:</p> <ul style="list-style-type: none"> • We Care: Non-credit Rural Immersion/NGO project (3 weeks) • Summer Internship (8 Weeks) | | | |



| Master of Business Administration (MBA) SVKM'S NMIMS – School of Business Management Second Year (2022 – 2023) | | |
|---|--|--|
| Trimester IV | Trimester V | Trimester VI |
| i. Core: Industry Analysis ii. Elective 1 iii. Elective 2 iv. Elective 3 v. Elective 4 vi. Elective 5 | i. Core: Business Simulation ii. Elective 1 iii. Elective 2 iv. Elective 3 v. Elective 4 | i. Elective 1 ii. Elective 2 iii. Elective 3 iv. Elective 4 v. Elective 5: Entrepreneurship and Innovation |
| Core: 3 Credit Elective : 5*3 credit = 15 credit | Core: 3 Credit Elective : 4*3 credit = 12 Credit | Elective Core: 3 Credit Elective : 4*3 credit = 12 Credit |

| Serial No | Trimester | Subject Name | Credits | Specialization |
|------------------|------------------|--|----------------|-----------------------|
| 1 | Trim IV | Advanced Multivariate Techniques for Analytics | 3 | Analytics |
| 2 | Trim IV | Big Data Analytics and Its Application | 3 | Analytics |
| 3 | Trim IV | Data Analytics Tools and Techniques | 3 | Analytics |
| 4 | Trim IV | Financial Analytics - I | 3 | Analytics |
| 5 | Trim IV | Visual Analytics Tools & Techniques | 3 | Analytics |
| 6 | Trim IV | Advanced Financial Reporting & Analysis | 3 | Finance |
| 7 | Trim IV | Business Valuation | 3 | Finance |
| 8 | Trim IV | Commercial Bank Management | 3 | Finance |
| 9 | Trim IV | Financial Analytics - I | 3 | Finance |
| 10 | Trim IV | Financial Derivatives | 3 | Finance |
| 11 | Trim IV | Financial Statement Analysis | 3 | Finance |
| 12 | Trim IV | Investment Analysis & Portfolio Management (IAPM) | 3 | Finance |
| 13 | Trim IV | Project Appraisal and Financing | 3 | Finance |
| 14 | Trim IV | Industry Analysis | 3 | General Management |
| 15 | Trim IV | Learning & Development | 3 | Human Resources |
| 16 | Trim IV | Legal Framework of Industrial Relations | 3 | Human Resources |
| 17 | Trim IV | Selection and Recruitment | 3 | Human Resources |
| 18 | Trim IV | Strategic Human Resource Management | 3 | Human Resources |
| 19 | Trim IV | Big Data Analytics and Its Application | 3 | IT |
| 20 | Trim IV | Business Intelligence and Decision Support Systems | 3 | IT |
| 21 | Trim IV | Business Process Modelling & Management | 3 | IT |
| 22 | Trim IV | Knowledge Management | 3 | IT |
| 23 | Trim IV | Consumer Behaviour | 3 | Marketing |
| 24 | Trim IV | Customer Relationship Management | 3 | Marketing |
| 25 | Trim IV | Digital Marketing | 3 | Marketing |



| Serial No | Trimester | Subject Name | Credits | Specialization |
|-----------|-----------|--|---------|--------------------|
| 26 | Trim IV | Retail Management | 3 | Marketing |
| 27 | Trim IV | Sales and Distribution Management | 3 | Marketing |
| 28 | Trim IV | Logistics Management | 3 | Operations |
| 29 | Trim IV | Operations Strategy | 3 | Operations |
| 30 | Trim IV | Project Management | 3 | Operations |
| 31 | Trim IV | Six Sigma | 3 | Operations |
| 32 | Trim IV | Supply Chain Management | 3 | Operations |
| 33 | Trim IV | Total Quality Management | 3 | Operations |
| 34 | Trim IV | Corporate Sustainability | 3 | Strategy & GM |
| 35 | Trim IV | Corporate Turnaround | 3 | Strategy & GM |
| 36 | Trim IV | Econometrics | 3 | Strategy & GM |
| 37 | Trim IV | Global Strategic Management | 3 | Strategy & GM |
| 38 | Trim IV | International Business | 3 | Strategy & GM |
| 39 | Trim IV | Management Consulting | 3 | Strategy & GM |
| 40 | Trim V | Artificial Intelligence | 3 | Analytics |
| 41 | Trim V | Consumer Data-driven Decision Making | 3 | Analytics |
| 42 | Trim V | Data Analytics using Python | 3 | Analytics |
| 43 | Trim V | Financial Analytics II | 3 | Analytics |
| 44 | Trim V | Machine Learning Theory and Applications | 3 | Analytics |
| 45 | Trim V | Marketing Analytics | 3 | Analytics |
| 46 | Trim V | Financial Analytics II | 3 | Finance |
| 47 | Trim V | Financial Risk Management | 3 | Finance |
| 48 | Trim V | Fixed Income Securities & Debt Markets | 3 | Finance |
| 49 | Trim V | International Finance | 3 | Finance |
| 50 | Trim V | Investment Banking | 3 | Finance |
| 51 | Trim V | Strategic Cost Management | 3 | Finance |
| 52 | Trim V | Value Investing | 3 | Finance |
| 53 | Trim V | Wealth Management | 3 | Finance |
| 54 | Trim V | Business Simulation | 3 | General Management |
| 55 | Trim V | Career Management | 3 | Human Resources |
| 56 | Trim V | Compensation & Benefits | 3 | Human Resources |
| 57 | Trim V | HRM in Service Sector | 3 | Human Resources |
| 58 | Trim V | International Human Resource Management | 3 | Human Resources |
| 59 | Trim V | Mindful Leadership | 3 | Human Resources |
| 60 | Trim V | Organization Development & Change | 3 | Human Resources |
| 61 | Trim V | Performance Management | 3 | Human Resources |
| 62 | Trim V | Social Security Legislation | 3 | Human Resources |
| 63 | Trim V | Cloud Computing | 1.5 | IT |
| 64 | Trim V | Digital Transformation | 3 | IT |
| 65 | Trim V | Internet of Things Application | 3 | IT |
| 66 | Trim V | IT Strategy | 3 | IT |
| 67 | Trim V | Brand Management | 3 | Marketing |
| 68 | Trim V | Integrated Marketing Communications | 3 | Marketing |
| 69 | Trim V | Marketing Analytics | 3 | Marketing |
| 70 | Trim V | Pricing Strategies | 1.5 | Marketing |



| Serial No | Trimester | Subject Name | Credits | Specialization |
|-----------|-----------|---|---------|-----------------|
| 71 | Trim V | Services Marketing | 3 | Marketing |
| 72 | Trim V | Advanced Supply Chain Management | 3 | Operations |
| 73 | Trim V | Lean Enterprise | 3 | Operations |
| 74 | Trim V | Service Operations | 3 | Operations |
| 75 | Trim V | Strategic Sourcing & E-Procurement | 3 | Operations |
| 76 | Trim V | Advance Strategy | 1.5 | Strategy & GM |
| 77 | Trim V | Enterprise Risk Management | 3 | Strategy & GM |
| 78 | Trim V | Mergers, Acquisitions and Corporate Restructuring | 3 | Strategy & GM |
| 79 | Trim VI | Analytics for Pharma & Healthcare | 3 | Analytics |
| 80 | Trim VI | HR Technology and Analytics | 3 | Analytics |
| 81 | Trim VI | Operations & Supply Chain Analytics | 3 | Analytics |
| 82 | Trim VI | Retail Analytics | 3 | Analytics |
| 83 | Trim VI | Alternative Investment Markets | 3 | Finance |
| 84 | Trim VI | Behavioral Finance | 3 | Finance |
| 85 | Trim VI | Corporate Tax Planning | 3 | Finance |
| 86 | Trim VI | Insurance Management | 3 | Finance |
| 87 | Trim VI | Private Equity | 3 | Finance |
| 88 | Trim VI | Emotional Intelligence and Developing Competencies for Organizational Performance | 3 | Human Resources |
| 89 | Trim VI | HR Technology and Analytics | 3 | Human Resources |
| 90 | Trim VI | Social Psychology and Organizational Effectiveness | 3 | Human Resources |
| 91 | Trim VI | Talent Management | 3 | Human Resources |
| 92 | Trim VI | New Models for Enterprise Architecture | 3 | IT |
| 93 | Trim VI | Systems for Social Enterprises | 3 | IT |
| 94 | Trim VI | Business Marketing | 3 | Marketing |
| 95 | Trim VI | E-Commerce | 3 | Marketing |
| 96 | Trim VI | Green Marketing | 1.5 | Marketing |
| 97 | Trim VI | Marketing Implementation | 3 | Marketing |
| 98 | Trim VI | Marketing Strategy | 3 | Marketing |
| 99 | Trim VI | Product Strategy | 3 | Marketing |
| 100 | Trim VI | Rural Marketing | 3 | Marketing |
| 101 | Trim VI | Green Supply Chain Management | 3 | Operations |
| 102 | Trim VI | Operations & Supply Chain Analytics | 3 | Operations |
| 103 | Trim VI | Operations Consulting | 3 | Operations |
| 104 | Trim VI | Technology Management | 3 | Operations |
| 105 | Trim VI | Environmental Management Systems | 3 | Operations |
| 106 | Trim VI | Innovation & Entrepreneurship | 3 | Strategy & GM |
| 107 | Trim VI | Management Control Systems | 3 | Strategy & GM |
| 108 | Trim VI | Management of Family Business | 1.5 | Strategy & GM |
| 109 | Trim VI | Management of Public and Private Partnership | 1.5 | Strategy & GM |
| 110 | Trim VI | Managing Growth | 3 | Strategy & GM |
| 111 | Trim VI | Personal Mastery and Leadership | 3 | Strategy & GM |

6.1 Guidelines for Selection of Elective Courses

- 6.1.1** In the Second year students can choose elective courses from the list of electives offered (trimester wise) and on the basis of their selection of courses, student will be placed in one of the following categories:
- MBA General Management
 - MBA with specialization in any one particular area – from Marketing, Finance, Analytics, Operations, IT, Strategy & GM and Human Recourse Management.
- 6.1.2** The degree awarded will be MBA, however, the specialization if any, will be reflected only on the grade sheet/ transcript. Students must adhere to the nomenclature given and use the same in all the communications with the outside world.
- 6.1.3** For **MBA General Management**, a student shall choose minimum 2 electives (6 credits) from at least 3 different areas out of five areas mentioned above in point no. I. (over Trim IV, V and VI)
- 6.1.4** For **MBA with specialization in any one particular area** a student shall choose **minimum 6** courses to qualify for concentration/specialization from any one particular area out of the five areas mentioned above in point no. I. (over Trim IV, V and VI). If he/she so desires more electives up to max of 12 can be selected.
- 6.1.5** A student must take a total of Seventeen Courses (48 Credits) (including 3 Compulsory Course) in trim IV, V, and VI in the 2nd year.
- Trim IV: 1 Compulsory Course + 5 elective Courses (Total 6 Courses; 1 x 3 + 5 x 3)
Trim V: 1 Compulsory Course + 4 elective Courses (Total 5 Courses; 1 x 3 + 4 x 3)
Trim VI: 1 Compulsory Elective Course + 4 elective Courses (Total 5 Courses; 5 x 3)
- 6.1.6** The summer internship will be treated as a as a non-credit compulsory course. However, the candidate needs to **satisfactorily** complete the project including Viva as an essential partial fulfilment of the requirements for award of MBA. If the internship/viva performance is unsatisfactory, the students shall be asked to resubmit the project report and repeat viva.
- 6.1.7** The minimum enrolment for an elective is 10 and the maximum enrolment for an elective is 65.
- 6.1.8** In case the number of students opt for a particular elective course exceed 60, the final selection will be based on prescribed conditions given by the academic administration.
- 6.1.9** The student will have to fill his elective choice for all the Trimester (IV, V & VI) together. The selection need to be completed by 20th March 2023.



6.1.10 Students are allowed to make only 3 changes to their initial elective selections in a year, maximum two at a time (over Trim IV, V & VI) as per the dates specified in the table below:

| Trimester | Dates for change of electives |
|------------------|--|
| IV | 25 th April 2023 |
| V | 2 nd & 3 rd July 2023 |
| VI | 2 nd & 3 rd October 2023 |

A student will not be allowed to move out of the course if the registration is only 10.

6.1.11 Since possible combinations of courses are numerous, institute may not be able to schedule classes for certain course combinations with few students given the limited time slots. In such situations the few students may be asked to opt for other course combinations.

6.2 Guidelines for Non Credit Course in MBA Program:

Regarding the non-credit courses which are scheduled in Trim-4, Trim 5 & Trim 6. Those who are sincerely interested to take a non-credit course are requested to fill the form as and when circulated by the academic administrative staff. It's expected that whoever is choosing the extra module must write the exams, failure of which result will come as incomplete. Subsequent withdrawal of name after conveying the decision to join the module is not allowed. Attendance is as per our standard norms. However, consideration will be made if sessions clash with your elective subjects.

6.2.1 Students need to pay Rs.1000/- for non-credit courses in the accounts department and submit a copy of the receipt to course coordinator as per the due date communicated by academic administration.

6.2.2 It is fully a choice of the student to decide whether or not she/he wants to opt for the extra non-credit course.

6.2.3 In case the student chooses to do an extra non-credit course, the subject name and the grade/marks obtained will appear on the mark sheet.

6.2.4 In such cases, the score obtained in the extra non-credit course will NOT be taken into account while calculating the CGPA. However, He/she should have no "F" grade in any of the second-year courses and not more than 2 Ds in the second-year courses, including the extra non-credit course.



7. APPROVED ACADEMIC CALENDAR OF ALL PROGRAMS

➤ **MASTER OF BUSINESS ADMINISTRATION**

SVKM's NMIMS

School Name : SBM - Campus: Bengaluru, Navi Mumbai, Indore, Hyderabad

Program Name in Full: Master of Business Administration

Academic Calendar - Year I - Batch 2022-24

Academic Year : 2022-23

| Details | Program | Start Date | End Date | No. of Days (Excluding Sundays) |
|--|--------------|------------------------------|------------------------------|---------------------------------------|
| Trimester I | | | | |
| Opening day /Preparation & Orientation/Foundation | MBA | Thursday, June 09, 2022 | Wednesday, June 15, 2022 | 6 |
| Academic Instruction Duration (regular classes) | MBA | Monday, June 13, 2022 | Saturday, September 03, 2022 | 67 |
| Mid Term Exam | MBA | Monday, July 25, 2022 | Saturday, July 30, 2022 | 6 |
| Term End Exams | MBA | Monday, September 05, 2022 | Saturday, September 10, 2022 | 6 |
| Re- Exam Week | MBA | Monday, October 31, 2022 | Saturday, November 05, 2022 | 6 |
| Trimester II | | | | |
| Academic Instruction Duration (regular Classes) | MBA | Monday, September 12, 2022 | Saturday, December 03, 2022 | 60 |
| Mid Term Exam | MBA | Monday, October 17, 2022 | Thursday, October 20, 2022 | 6 |
| Vacation (Diwali) | MBA | Friday, October 21, 2022 | Thursday, October 27, 2022 | 7 |
| Term End Exams | MBA | Monday, December 05, 2022 | Saturday, December 10, 2022 | 6 |
| Re- Exam Week | MBA | Friday, January 27, 2023 | Tuesday, January 31, 2023 | 5 |
| Trimester III | | | | |
| Academic Instruction Duration (regular Classes) | MBA | Monday, December 12, 2022 | Saturday, March 25, 2023 | 62 |
| Vacation (Winter) | MBA | Monday, December 26, 2022 | Sunday, January 01, 2023 | 7 |
| Mid Term Exam | MBA | Saturday, January 21, 2023 | Wednesday, January 25, 2023 | 5 |
| We Care | MBA | Wednesday, February 01, 2023 | Tuesday, February 21, 2023 | 21 |
| Term End Exams | MBA | Monday, March 27, 2023 | Saturday, April 01, 2023 | 6 |
| Summer Internship | MBA | Monday, April 03, 2023 | Sunday, May 28, 2023 | 8 weeks |
| Re- Exam Week | MBA | Thursday, June 01, 2023 | Monday, June 05, 2023 | 5 |
| Summer Vacation | For Students | Monday, May 29, 2023 | Wednesday, May 31, 2023 | 3 |
| | For Faculty | Monday, April 24, 2023 | Sunday, June 04, 2023 | 42 Days |
| Commencement of Second Year in next Academic year (AY 2023-24) | Trim IV | Tuesday, June 06, 2023 | | |

Director/Dean
Bangalore

Director/Dean
Navi Mumbai

Director/Dean
Hyderabad

Director/Dean
Indore

AR-Academic
Bangalore
Date: 06 April 2022

DR-Academic
(NMIMS)

Controller of Examinations
(NMIMS)



SVKM's NMIMS

School Name : SBM - Campus: Bengaluru, Navi Mumbai, Indore, Hyderabad

Program Name in Full: Master of Business Administration

Academic Calendar - Year II - Batch 2021-23

Academic Year : 2022-2023

| Details | Program/ Campus | Start Date | End Date | No. of Days (Excluding Sundays) |
|---|--------------------|------------------------------|------------------------------|---------------------------------------|
| Trimester IV | | | | |
| Academic Instruction Duration (regular classes) | MBA | Tuesday, June 07, 2022 | Saturday, August 20, 2022 | 65 ✓ |
| Finaliation of ICA Marks & Attendance | MBA | Saturday, August 20, 2022 | | |
| Term End Exams | MBA | Monday, August 22, 2022 | Saturday, September 03, 2022 | 13 |
| Re- Exam Week | MBA | Saturday, October 15, 2022 | Thursday, October 20, 2022 | 6 |
| Trimester V | | | | |
| Academic Instruction Duration (regular Classes) | MBA | Monday, September 05, 2022 | Saturday, December 03, 2022 | 67- |
| Placement Week | Bangalore | November 2022 | | |
| | Navi Mumbai | Tuesday, November 01, 2022 | Monday, November 07, 2022 | |
| | Indore | Thursday, October 13, 2022 | Thursday, October 20, 2022 | |
| | Hyderabad | | | |
| Vacation (Diwali) | MBA | Friday, October 21, 2022 | Thursday, October 27, 2022 | 7 ✓ |
| Finalisation of ICA Marks & Attendance | MBA | Sunday, December 04, 2022 | | |
| Term End Exams | MBA | Monday, December 05, 2022 | Saturday, December 17, 2022 | 13 |
| Re- Exam Week | MBA | Wednesday, February 10, 2023 | Monday, February 15, 2023 | 6 |
| Trimester VI | | | | |
| Academic Instruction Duration (regular Classes) | MBA | Monday, December 19, 2022 | Saturday, March 11, 2023 | 67 ✓ |
| Vacation (Winter) | MBA | Monday, December 26, 2022 | Sunday, January 01, 2023 | 7 ✓ |
| Finaliation of ICA Marks & Attendance | MBA | Sunday, March 12, 2023 | | |
| Term End Exams | MBA | Monday, March 13, 2023 | Saturday, March 25, 2023 | 12 |
| Re- Exam Week | MBA | Thursday, April 20, 2023 | Tuesday, April 25, 2023 | 5 |
| Summer Vacation | For Faculty | Monday, April 24, 2023 | Sunday, June 04, 2023 | 42 Days ✓ |
| Graduation Day 2021-23 | Bangalore | Navi Mumbai | Hyderabad | Indore |
| | 22-04-2023 | 19-04-2023 | 29-04-2023 | 20-04-2023 |
| Commencement of First Year in next Academic year (AY 2023-24) | Trim I | Thursday, June 08, 2023 | | |

Director/Dean
Bangalore

Director/Dean
Navi Mumbai

Director/Dean
Hyderabad

Director/Dean
Indore

AR-Academic
Bangalore
Date: 06 April 2022

DR-Academics
(NMIMS)

Controller of Examinations
(NMIMS)

8. VALUE ADDED COMPULSORY WORKSHOPS/ACTIVITIES (MBA PROGRAM):

8.1. Soft Skills Course at NMIMS Indore

Becoming a good Manager, calls for an appropriate blend of IQ & EQ. IQ Inputs are provided by faculty in the knowledge sessions in various subjects in the classroom. The Soft Skill course is aimed at building EQ through a combination of appropriate skills and attitude.

The Soft Skills course is conducted to enhance personality traits, social graces, communication, and personal habits and to develop the right attitude towards life. It thus complements IQ and meets the occupational requirements demanded when a participant enters the corporate world.

The Soft Skills course is a bridge between the knowledge orientation of an MBA participant and the saleable product that is offered to the corporate world through placements. The place ability and the probability of good placement is therefore dependent to a considerable extent on the Soft Skills repertoire of the participant. Hence, it is a compulsory course and has to be taken with utmost seriousness. The course has been designed with certain milestones, deliverables by participants and progressive assessments. If a participant does not successfully clear the milestones, he/ she will not be eligible for final placements. The following rules/guidelines shall apply to participants of the MBA Program with respect to the Soft Skills course:

- Participants are required to be present at the Soft Skills venue whether at campus or outside as per the schedule given. Students walking late, will not be given attendance and will be treated as 'absent' for the scheduled session.
- Although Soft Skills is a non-credit course, attendance is compulsory like any other credit course and is subject to a minimum attendance of 80%. Those who do not secure 80% of attendance, will not be eligible for:
 - Promotion from 1st year to 2nd year.
 - Successfully passing the II year and consequently the MBA program.
- Oral feedback and a behavioural track record for each participant in every trimester will be shared with all participants both online and through the notice board.
- The components of evaluation for behavioural track record will include:
 - Class participation/ individual presentation
 - Personality traits
 - Competencies on skills and concepts of the workshops undergone
- All the classes, activities, exercises will culminate in (a) two (2) assessment workshops in the 1st year and (b) two (2) assessment workshops in the 2nd year. These will be graded like any other credit course. The basis for grading is attached.
- For successfully clearing the Soft Skills course, a participant shall earn a minimum grade of 'C' based on the individual assessment in each of the workshops. A participant not getting a minimum 'C' grade in the 1st year will not be promoted to the 2nd year. If a participant does not get a minimum of 'C' grade during the 2nd year, during the first two trimesters, he/ she will not be eligible for placement assistance by NMIMS.
- The details of the content of the workshop and the basis for assessment are given in **Annexure 10**



8.2 Outbound Training (OBT):

Extensively used by the Corporate and Academic World in India and overseas, the Outbound Training Method enables learning and experiencing challenges in an unfamiliar terrain. Creative activities, nature trails, interactive exercises are woven together to enhance team building, inculcate leadership and delegation abilities as well as learn about the latent facets of one's own personality. The Outbound Training Program works on the principles of experiential learning, and challenges one to take risks and operate out of one's comfort zone, thereby providing enough data for self as well as group development and leadership. The debrief sessions are included to provide feedback to the Participants by the facilitators and complete the learning experience.

8.3 We Care / Udyam's Prayas

- 8.3.1** *We Care* can be a unique, participant-motivated initiative which aspires to heighten and implement the societal values of the participants enrolled in the FT-MBA programme, NMIMS. Through **partnering with local non-for-profit organizations** and engaging in meaningful group volunteer projects, *We Care* will provide opportunities for Participants to gain both knowledge and management tools relevant to corporate citizenship and community engagement, preparing Participants for the modern challenges in the global business environment. Most importantly, *We Care* will provide access for participant involvement and social action.

Objective *We Care* are as follows

- Engage participants in activities for the benefit of the community.
- Cultivate civic virtue and social responsibility among young Participants

- 8.3.2** We Care Internship/Program is a value-added **Compulsory course**. It is linked to the 1.5 credit course on '**Community Awareness & Responsibility as an Executive (CARE)**' in Trim 3, and the output from the 'We Care' program in the form of a report will be seen/discussed by the faculty taking up the course.

8.3.3 Participants will not be promoted to the second year, if:

- They fail to do this internship of complete 21 days, for any reason
- The completion of the project is marked as incomplete / unsatisfactory from the NGO's end

8.4 Industry Visits

Participants may be taken to different companies manufacturing and Service sector companies in and around Indore. The objective is to make them aware of the different processes used and obtain a better insight into the workings of different sectors.

8.5 Guest Lectures

Speakers from Industry / Alumni are called to deliver guest lectures to full time participants. It is mandatory for each participant to attend all sessions.

Value Added Compulsory Workshops/ Activities are an integral part of the curriculum and to be eligible for qualifying for MBA, it is mandatory for full time participants to attend all Value Added Compulsory Workshops/ Activities. This will be in addition to performance in credit courses.

9. COURSE OF INDEPENDENT STUDY (CIS):

- 9.1.** NMIMS may offer a scheme for course of Independent study for MBA and PGDM (Exec.) program as a part of elective courses on the express fulfilment of the candidate's emulated in this section. CIS courses are exceptional instruments designed for advanced learning rather than serving substitutes for regular courses. The academic capability of the Participant (reflected in CGPA), ability to pursue advanced work (as endorsed by the CIS Guide) and the relevance of the area of study to the career of the Participant (as demonstrated or organized in the proposal) are the indicative criteria for allowing CIS courses. A CIS must follow the primary course on offer. A CIS cannot be taken up on a course that is going to be covered in the subsequent courses. The CIS comprises an investigation together with a written report and interpretation thereof on a course accepted and approved by the area in charge.
- 9.2.** CIS is a course that a Participant co-designs and pursues under the guidance of a designated instructor to explore an area or course of knowledge that is not adequately covered through the normal elective courses on offer. By this very logic, a CIS is a privilege and not a right for the intending Participant, which is made available under exceptional circumstances including the following:
- 9.2.1.** The Participant has demonstrated through his/her past academic performance, a preparedness to pursue an advanced course of investigation in the area of his/her choice.
- 9.2.2.** The course matter of study is relevant for his/her career aspirations within the overall academic objectives of the MBA /PGDM Ex. Programme.
- 9.2.3.** The course matter is not adequately covered in the choice of elective courses on offer. The relevant area approves the offering of the CIS and a faculty member from within the area is willing and available to help with the design, delivery and evaluation of CIS.
- 9.3.** The Participant(s) who wish to pursue a CIS will indicate such intent right at the time of exercising his/her choice of elective courses for the entire year. They will be responsible to make a good case why they should be permitted to pursue a CIS. Their request for CIS (preliminary proposal) at this stage should include the following:
- 9.3.1.** Proposed Title
- 9.3.2.** What you wish to study and under what area of specialisation does your topic belong (Please note that even where the CIS is cross-functional in nature, it has to belong to one primary area for guidance and evaluation)
- 9.3.3.** Why do you think it is important for you to undertake this course
- 9.3.4.** Why do you think it is not covered under any elective(s) even when it is so important?
- 9.4.** A prescribed application form for CIS will be available in the Academic Office. Please complete this form and enclose your preliminary proposal and submit it to the Academic office before submitting your final choice of electives for Trim IV, V and VI for MBA.



- 9.5. These preliminary proposals would be forwarded to the Area Chairpersons for their consideration and discussion at the area level. The Area Chairperson will intimate the approval of CIS proposals together with the name of the faculty guide to the Academic office as soon as possible but definitely before the final registrations for Trim-IV/V begins.
- 9.6. The area Chairperson will also provide to Academic office the timeline for the course in terms of stages like submission of final proposal, submission of course report, date of oral defence, panel of area members (3 members including the CIS guide) who would evaluate the course and the evaluation scheme.
- 9.7. Academic office will intimate to the concerned Participant the name of his/her faculty guide as approved by the area. The Participant would have the option to take up the CIS or not till his/her final registration for term-IV or term-V is open.
- 9.8. The responsibility for getting the CIS going alongside the faculty guide is that of the Participant. The finalization of proposal and meetings with faculty guide and other course related interactions are also left to the initiative of the Participant.
- 9.9. Three copies of the CIS Report must be submitted to the Academic Office. If any Participant fails to submit his/her CIS Report on or before the stipulated deadline for submission, no extension will be granted and a grade of 'F' will be awarded. A Participant will also be required to give a formal presentation before an Evaluation Committee on the date specified. This presentation will be attended by SBM faculty and MBA Participants. In case the Evaluation Committee is not satisfied with the CIS Report and presentation, it reserves the right to ask the Participant to re-write a part or whole of the report. In such cases the maximum of grade that will be awarded to the participant is B+. A CIS course will have two (2) evaluation components i.e.
- a) CIS report
 - b) End Term Exam
- 9.10. The grade obtained in the CIS is taken into account for calculation of Participant's CGPA just like any other 3 /1.5 credit course.
- 9.11. A Participant cannot have more than one Course of Independent Study under any circumstances. The CIS Course can also be considered as part of required courses for concentration in an area and will not be considered for arriving at decision to award any scholarship and/or medal.
- 9.12. Step-wise process of Course of Independent study (CIS)**
- 9.12.1. A Participant can take up only one CIS in lieu of an elective.
- 9.12.2. In MBA Programme – II year, CIS can be pursued in term IV and V only. No CIS can be carried out during VI term. In PGDM (Exec.) Programme CIS can be pursued in Trim V.
- 9.12.3. First year Participants, who wish to take up a CIS in second year, should submit their proposal to the Academic office.
- 9.12.4. The Area, if satisfied with the proposal, will nominate a faculty for the respective CIS keeping into consideration the area of interest expressed by the Participants and area of expertise of the faculty.



- 9.12.5. The Area may reject the proposal or may propose amendment to the proposal and ask the Participant concerned to resubmit the proposal.
- 9.12.6. The entire exercise of acceptance of the proposal and nominating faculty for the CIS should be completed and communicated to the Academic office by the Area Chairperson. The dates will be announced by Academic office.
- 9.12.7. Participants who do not receive any communication by said dates should contact the Academic office immediately.
- 9.12.8. Participants carrying out CIS should circulate a reading list, duly approved by the guide, to all the Area members (with a CC to Academic office) within 7 days from the beginning of the respective term (term 4 or 5).
- 9.12.9. Participants have to submit the CIS report to the Academic office before the 'end term examination' of the term in which the Participant undertakes the CIS.
- 9.12.10. No extension of time for submitting the report will be allowed.
- 9.12.11. On receipt of the report, the Academic office will get in touch with concerned Area Chairperson and the Guide to finalize a date for presentation by the Participant.
- 9.12.12. As part of the evaluation of the CIS, a presentation will have to be made to the expert panel. Presentation once made will be final. No Participants will be allowed to make presentation more than once.

10. INFRASTRUCTURE

- 10.1. The participants are permitted to access appropriate resources including classrooms, libraries, laboratories and other academic facilities necessary for quality education. [UGC rules and regulations for fitness of universities and colleges for Grants under section 12 B of the UGC Act 1956, Private University Regulation, Deemed University Regulation].
- 10.2. The participants are entitled to reasonable access to sports and recreation facilities, avenues for literary, aesthetic and other extra-curricular pursuits.
- 10.3. NMIMS Indore has a tie up with a Psychologist-Counsellor and a Doctor who is available on call and a hospital/clinic for periodic health check-up and treatment/hospitalization in case of medical emergencies.
- 10.4. The participants are provided a reasonable access to adequate, clean and hygienic hostel/residence accommodation that provides basic amenities including recreational facilities.



11. STUDENT COMMITTEES AND CLUBS

11.1. Participants are entitled to forming committees and directly elect their representatives. The following committees have a President, Vice President and Treasurer as office-bearers. The committees /clubs which are currently functional are given below.

| Name of Club | Name of Club |
|-------------------------------------|--|
| BRANDWISER – The Marketing Club | ICARUS – The Cultural Club |
| DRAVYA – The Finance Club | ALPHALETE – The Sports Club |
| ELAN – The HR Club | SAMARTHAN – The Social Responsibility Club PR Club |
| PRODENCIA – The Operations Club | JAGRUTI – The Literary Club |
| UKRITI – The E-ship Club | AALOCHAK – The Review Club |
| PR Club – The Public Relations Club | MANTRANA – The Research & Consulting Club |

11.2. Office Bearers are elected by the members of respective committees /clubs.

11.3. Members of each committee/club are elected by due process which is spearheaded by the 2nd year office bearers.

11.3.1 NMIMS, Indore lays considerable emphasis on Club activities of Students. The underlying premise on which Clubs have been built into the academic system are that:

- a) the activities conducted by Club is a platform for students to learn administration through the non-classroom mode.
- b) they offer students a platform to interact with Corporate Executives
- c) they enable NMIMS to showcase student talent to corporates.

Hence it is recommended that students take maximum advantage of this platform.

11.3.2 Every student shall be a member of at least one Club. Students are free to opt for membership of more than one Club.

11.3.3 The nomenclature, Committee pertains to the activities in which a large cross-section of students are interested or impacted, such as, Placement, Public Relations, Cultural and Sports. The nomenclature Club denotes activities of different academic areas like Marketing, Finance, Human Resources, Operations, Strategy, Entrepreneurship and Research.

11.3.4 Every committee/ club has members from the 2nd year and 1st year. At the beginning of the academic year, in June, the 2nd year members of each committee/club make a marketing pitch with presentations to the incoming 1st year students. After hearing out the presentations of all the committees/clubs, the incoming students opt-in their preferences with the committees/clubs. They are then interviewed by the 2nd year student members of the respective committee/club for their suitability and accordingly selection of 1st year members is made.

11.3.5 Every club is governed by a student body composed of 3 office bearers- President, Vice President and Treasurer. These positions are elected by the outgoing 2nd year members and the 1st year members of the committee. All the office bearers are from the 2nd year.

11.3.6 Every Club at NMIMS, Indore shall follow the following guidelines/steps for conduct of events:



- a) The members of the respective club shall, at the outset, plan the activities/events' schedule for the year and make a tentative budget. This shall be presented to a panel comprising the Director, Mentor of the club; Deputy Registrar and the two Student Moderators.
- b) The institute has entered into long-term contracts with various vendors for hotel accommodation, food, sound system, banners, gifts etc. Hence, every committee/club shall be prepare the budget in consultation with the Administration department comprising, Deputy Registrar (Administration); Administration Officer and Maintenance Engineer for arriving at the costs of :
 - i. sound and projector system
 - ii. food expenses
 - iii. banners
 - iv. travel costs of guests, if any etc.,
- c) The budget for an event shall be submitted to the mentor at least 4 weeks prior to the date of an event. The mentor shall scrutinize the same, make changes wherever necessary.
- d) While making the budget, Club members shall compare the budget for the current with the budget and actuals for the previous year. In this regard they shall get the data from the Accounts department.
- e) The budget shall be submitted to the Director for final approval. The student committee shall meet the Director along with the mentor of the Committee/Club. The general principle for conduct of events is that 50% of the budget shall be financed through corporate sponsorship and the balance 50% by NMIMS. The objective of getting corporate sponsorship is to get corporates to campus and enhance the visibility of NMIMS, Indore amongst the corporate community which in turn helps in placements. All budget estimates above Rs 1 lakh need the approval of the Office Bearers (OB) which is a body of Trustees in Mumbai and this requires 2 to 3 weeks. Hence, the 4 weeks lead period for submission of budget estimates is sacrosanct.
- f) The events shall be conducted strictly within the budget. No overruns will be allowed.
- g) Attendance sheet should be signed by participants for all club events and submitted to the Admin Department.
- h) Procurement of Food and Snacks to be decided by Club in consultation with the Admin Department. General guideline is that, Food and Snacks are to be procured from the NMIMS Cafeteria (on special rate basis).
- i) If the sponsorship amount is linked with advertisement banners inside the campus, the number of days to be displayed shall depend on the sponsorship amount. This will be decided on a case to case basis in consultation with Administration Department.
- j) All bills should be presented in one excel sheet with total, separately from the Budget sheet.
- k) Any group work room/Class room/seminar hall used for any activity/rehearsal purpose has to be returned to 'as is where is condition' after the event.



- l) Event review report must be submitted to the Assistant Registrar
- m) CSR committee should work towards Swachh Bharat and Swachh Campus

11.3.7 Event Proposal Steps: All student committees must seek approval of their mentor followed by Director for all events organized.

The Event Proposal should consist of:

- Name of the event:
- Theme (*if any*):
- Objectives of the event:
- Date, time & venue (*Ensure that Venue is available before submitting Proposal*)
- Number of attendees
- Itinerary of the event
- Organizing committee list (*name, student ID, contact number & email address*)
- VVIP/VIP list (*if any*)
- Budget of the event
- Signature of club/committee president (*Prepared/Checked by*) & mentor (*Endorsed by*)
- Any other relevant information

See Annexure 14 “EVENT PROPOSAL FORM” to submit the event proposal

Attachment required with the proposal

- Budget sheet
- Poster design (if any)

11.3.8 Guidelines for Posters: Student committees may use posters to advertise their event if the following guidelines are adhered to:

- ✓ Clubs/Committees must submit a draft copy of the poster attached to an Event Proposal for approval.
- ✓ All posters must contain the name, date, time and place of the event in English.
- ✓ Banners relating to advertising sponsorship shall be displayed for a maximum of month from the date of event.
- ✓ Posters should not portray pictures or caricatures of political or religious icons and slogans.
- ✓ No commercial logos or trade names should appear in posters unless approved by Director.

11.3.9 Events Sponsorship: A Club/Committee who has engaged sponsorship from external parties are required to fill in the ‘Clubs & Committees Sponsorship Acknowledgement Form’ (See Annexure Clubs & Committees Sponsorship Acknowledgement Form). All cheques are made payable to “SVKM’s NMIMS.

The name of the receiver (Name of Person in-charge & club/Committee) must be written clearly at the back of the cheque(s). Organizing committee is to follow up with the sponsor on the delivery of the cheque(s) to the NMIMS. GST certificate and PAN number of the sponsorer is to be shared with Accounts dept. while submitting the cheque.

11.3.10 At the end of the each event conducted by Committee/Club a full set of Photographs to be submitted to Asst. Registrar Admin.



12. LIST OF HOLIDAYS FOR THE YEAR 2022

| List of Holidays for the year 2022 - NMIMS (Indore) | | | |
|--|-------------|------------|------------------------|
| Sl No. | DATE | DAY | OCCASION |
| 1 | 01-Jan-22 | Saturday | New Year |
| 2 | 26-Jan-22 | Wednesday | Republic Day |
| 3 | 01-Mar-22 | Tuesday | Mahashivratri |
| 4 | 18-Mar-22 | Friday | Holi |
| 5 | 22-Mar-22 | Tuesday | RangPanchami |
| 6 | 15-Apr-22 | Friday | Good Friday |
| 7 | 03-May-22 | Tuesday | Ramzan-Id |
| 8 | 11-Aug-22 | Thursday | Raksha Bandhan |
| 9 | 15-Aug-22 | Monday | Independence Day |
| 10 | 18-Aug-22 | Thursday | Janmashtami |
| 11 | 31-Aug-22 | Wednesday | Ganesh Chaturthi |
| 12 | 05-Oct-22 | Wednesday | Dussehra |
| 13 | 24-Oct-22 | Monday | Narak Chaturdashi |
| 14 | 25-Oct-22 | Tuesday | Diwali |
| 15 | 26-Oct-22 | Wednesday | Diwali (Balipratipada) |
| 16 | 08-Nov-22 | Tuesday | Guru Nanak Jayanti |

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.

13. PEOPLE YOU SHOULD KNOW:

| Name | Designation | Email ID |
|---------------------------------|--|--|
| DIRECTOR | | |
| Dr. Prachi Gharpure | Director, Indore Campus | director.indore@nmims.edu |
| SCHOOL ADMINISTRATION | | |
| Dr. Sameer Pingle | Associate Dean – SBM & Associate Professor (HR & OB) | sameer.pingle@nmims.edu |
| Dr. Niranjana Shastri | Associate Professor (Finance) | niranjana.shastri@nmims.edu |
| Dr. Shubhangi Jore | Associate Professor (QT) | shubhangi.jore@nmims.edu |
| Dr. Akshay Joshi | Assistant Professor (Business Strategy) | akshay.joshi@nmims.edu |
| Dr. Ramzan Sama | Assistant Professor (Marketing) | ramzan.sama@nmims.edu |
| Mr. Niranjana Rajpurohit | Assistant Professor (HR/OB) | niranjana.rajpurohit@nmims.edu |
| Mr. Meetesh Jha | Adjunct Faculty (Business Communication) | meetesh.jha@nmims.edu |
| Dr. Rajeev Srivastava | Associate Professor (Economics), SOL | rajeev.srivastava@nmims.edu |



| PLACEMENT | | |
|---------------------------------|-----------------------------|--|
| Mr. Rudresh Agaskar | Deputy Director, Placements | rudresh.agaskar@nmims.edu |
| Mr. Harsh Khanna | Placement Executive | harsh.khanna@nmims.edu |
| ACADEMIC ADMINISTRATION | | |
| Mr. Gaurav Pradeep 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 |
| Mr. Nishant Sharma | Maintenance Engineer | nishant.sharma@nmims.edu |
| IT DEPARTMENT | | |
| Mr. Nitesh Sharma | IT Network/Project Engineer | nitesh.sharma@nmims.edu |
| Mr. Banti Malviya | BMS Operator | banti.malviya@nmims.edu |

14. 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 |



ANNEXURES



| 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 / Honararium 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 | Honararium 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: -----