SVKM'S NMIMS Deemed-to-be UNIVERSITY

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

Academic Policy
(2024-25)
School of Business Management
Bengaluru

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1. INTRODUCTION

SBM recognizes that students are central to the Business School community, and so it elaborates the expectations associated with participation while at SBM. It is acknowledged that student participation is enhanced by an environment which promotes healthy lifestyle choices, encourages the highest personal and ethical standards, the development of a network of support for all students, and support of student representative organizations.

2. STUDENT EXPECTATIONS/SBM's RESPONSIBILITIES

2.1 Students as individuals can expect:

- To be treated with courtesy and respect;
- SBM to address the reasonable needs of all students regardless of gender, ethnicity, age, disability or background;
- To be able to communicate freely and to be able to voice alternative points of view in rational debate;
- To enjoy a study environment free from harassment, discrimination and bullying
- To be provided with a harmonious work and study environment in which concerns and complaints are addressed as quickly as possible.
- To have personal privacy respected. Students may expect that personally sensitive information will be requested only where necessary for The School's academic or administrative functions and that, once collected, it will be adequately protected against inappropriate or unauthorized access;
- To have access upon request to personal records, which the B School may hold about them, subject to relevant School access policies and procedures.

2.2 While participating in their education, students can expect:

- To be provided with accurate, timely and helpful information regarding their studies, and about enrolment and other administrative procedures that apply to them;
- To receive, at the beginning of each semester from the subject coordinator, an up-to-date course profile;
- That program and subject content will be up-to-date and informed by current scholarship in the discipline;
- That methods of teaching and learning will be sound and informed by pedagogy;
- To have reasonable access to teaching staff for individual consultation outside class times, in person or by other means (such as telephone or email);
- That evaluations of academic performance will reflect each student's true merit.
- That feedback on assessment will be recognized as a valuable part of the educative process. Items of progressive assessment should be marked promptly and returned to students with feedback and the mark or grade obtained.
- That copyright in any essay, assignment, thesis or dissertation produced will be recognized and that students' moral rights in relation to original academic work will be acknowledged in, for example, scholarly publications, academic presentations or teaching materials.
- That the facilities or equipment they use are safe and comply with the University's occupational health and safety guidelines.

2.3 As members of the B School community, students can expect:

- That rules, regulations and policies applicable to them are readily available and easily accessible
- To have their views heard at the most senior levels of the University, with representation on appropriate committees and involvement in appropriate processes.
- An opportunity to appraise the teaching performance of academic staff and to provide input into program planning and subject design.

SBM's EXPECTATIONS/STUDENT RESPONSIBILITIES

2.4 Consideration of other students as individuals are expected to:

- Treat other members of the SBM community with respect and courtesy;
- Treat other members of the SBM's community equitably.
- Respect the opinions of others and deal with disagreement by rational debate;
- Avoid conduct which disrupts the teaching, learning or research activities of other students and staff, or which interferes with others performing their duties; avoid conduct which might reasonably be perceived as discrimination, harassment or bullying or which is otherwise intimidating.

2.5 ACADEMIC CONDUCT AND INTEGRITY

While at SBM, students are expected to:

- Acquaint themselves with University policies and procedures relevant to their enrolment and studies and to observe the regulations, rules and policies of the University;
- Attend classes, maintain steady progress in subjects undertaken and submit required work on time (unless prevented from doing so by unforeseen or exceptional circumstances, which are communicated to the relevant staff member as soon as possible);
- Conduct themselves in a professional manner while undertaking placements,
- Incorporate feedback into their learning, make use of the assessment criteria with which they are provided, and be aware of rules and policies relating to assessment
- Maintain the highest standards of academic integrity in their work by:
  - ✓ Not cheating in examinations or other forms of assessment,
  - ✓ Not helping others to cheat in examinations or other forms of assessment,
  - ✓ Ensuring that they do not plagiarize the work or ideas of other persons,
  - ✓ Ensuring that the findings of their research are interpreted and presented appropriately and based on accurate data.

As members of the SBM community, students can be expected to:

- Participate actively in and contribute to SBM's decision-making bodies of which they are members, since students represent key constituency within SBM and provide useful perspectives on its operation;
- Provide fair and honest feedback on teaching performance and the presentation of subjects;
- Respect University property and the facilities, such as library, computing and other resources, which
- SBM provides support teaching and learning, so that these are available to fellow students;
- Avoid conduct which disrupts the teaching, learning or research activities of other students and staff, or which interferes with others performing their duties.

3. PROGRAMS OF SBM-NMIMS 2024-2025

MBA: The MBA Program is a two-year full-time programme spread over six trimesters leading to the degree in Master of Business Administration. It is the flagship programme of the School of Business Management, NMIMS Deemed-to-be University, Mumbai with a legacy of over 35 years. Many of our alumni occupy significant leadership positions in the corporate hierarchy while some have been successful entrepreneurs.

Students undergo a wide gamut of courses in the first year followed by an intensive focus on their areas of concentration in Year II. Annual seminars, guest lectures by eminent industry professionals, business simulation games, personal growth lab, psychological profiling, personality development workshops and an exhaustive array of opportunities to participate in case challenge competitions create an all-round holistic development of students.

To bridge the gap between theory and practice, students are required to spend six to eight weeks on a summer project between the first and the second year of the full-time MBA programme.

The pedagogical approach used here is participant-centred, case- based learning which is supplemented with lectures, problem-solving, in-class and out-of-class group activities, discussions, and simulations. The programme seeks to train students to become decision-makers with social sensitivity transformational leaders who will add value to business and society with integrity.

Code of Conduct for SBM Students

SBM students are covered by the SBM code of conduct. Students are the School's ambassadors and are required to display proactive and positive behaviour. SBM Students' behaviour must be based on the core values of:

a. Respect for others
b. Integrity
c. Empathy
d. Cooperation

- Students are responsible for maintaining appropriate professional and interpersonal behaviour on campus.
- Students must adhere to formal and professional email etiquette while corresponding with University/ SBM/ Faculty and Staff.
- Students are required to display appropriate and sensitive usage of Social Media and Mass Communication Tools across their student journey with SBM.
- Students are expected to have regular and disciplined interaction with Faculty Members, Staff and fellow & Fellow Student

- Students and graduates (alumni) are expected to uphold the highest standards of academic integrity. This means that material created by students as part of assignments, projects, case analysis; case notes should not be transmitted in any form to other students, either during or after the programme, as it is part of the School's IPR. This also applies to uploading any such material on public or private forums on the internet or mass communication platforms or P2P sharing platforms. Breach of the above guideline might result in punitive action against the individual.
- Students may take guidance and counselling from the faculty members, counsellors or staff on issues relating to acceptable and unacceptable behaviour.

Any breach in the expected code of conduct for students will lead to severe consequences including being referred to Disciplinary Committee. Adverse behaviour may impact consideration for Dean's list and scholastic awards, student leadership positions on campus, final placement and internship opportunities, amongst other possible actions by the School.

4. ACADEMIC GUIDELINES:

- The components of evaluation for any course of all the years of Full-Time programs/ Part Time would be as follows:
  - ✓ Class-participation / Individual presentation in class
  - ✓ Quizzes / Class test / Surprise test (announced/unannounced)
  - ✓ Individual assignment/ Group assignments/ presentations/ Decision sheets
  - ✓ Term papers and project reports
  - ✓ Mid-term examination
  - ✓ End-term examination
- The pattern of Term End Examination depends on course objective.
- Students are expected to complete all components specified for the courses wherever Term End
- Examination is specified candidates must attend the Term End Examination.
- Permission from the Dean is required if a candidate wants to remain absent for Mid Term or Term End Examination, such permissions will be granted only for extra ordinary circumstances.
- Duration of examination
  - ✓ Minimum duration of Mid –Term Examinations: 1.5 hrs.
  - ✓ Minimum duration of Term End Examination: 2 hrs.
  - ✓ A full 3 credit course will comprise of classroom teaching for 20 sessions of 90 mins each
  - ✓ A 1.5 credit course will comprise of class room teaching for 10 sessions of 90 mins each

The duration of Examination may be modified by the faculty members with a specific reason for extending the duration.
**** In case of faculty driven online examination, the duration of examination may vary. In such cases, prior intimation will be provided to the candidates from the program office through the coordinators.**

- Following course credits are specified by School of Business Management across programs.
  1. Full Credit course: 100 marks
  2. Half-credit course: 50 marks
- The total points for each course (with maximum what can be assigned) will be divided into Internal Continuous Assessment (ICA) and Term End Examination (TEE) (60:40 ICA: TEE ratio). Every full credit course must have at least 4 evaluation components out of 6 components mentioned in point 1.1. Every half credit course must have at least 3 evaluation components. For courses conducted through

  Workshop or project mode, evaluation components may vary and will be mentioned separately. For a full credit course of 100 marks for ICA has various components which may include the following:
  1. Class-participation/Review (books /reports/articles) (not more than 20 marks)
  2. Quizzes / Class test / Surprise test / Assignments (not more than 30 marks)
  3. Group /individual assignments / presentations / decision sheets / term papers / project reports (not more than 30marks)
  4. Term papers and project reports (not more than 30 marks)
  5. Mid-term examination (Wherever applicable) (not more than 30 marks & not less than 20 marks)
  6. Trimester-end Examination (not more than 40 marks and not less than 35 marks)
- Faculty members can develop courses with 100% ICA components. Prior intimation and approval from the Dean is mandatory for 100% ICA courses.

Please note, all components of ICA - midterm, dissertation, project submission and any other component will be scrutinized for similarity at the school level. All dispute and representations will be referred to the school level examination disciplinary committee headed by the Associate Dean Programs reporting to the Dean. Students who are found resorting to Unfair Means in any component of the TEE, would be dealt with as per University Examination Guidelines.

- School of Business Management follows the 'letter grades' and corresponding 'grade point's system as given in the table

Percentage of Marks		Grade	Points	Performance
90	100	O	10	Outstanding
80	89.99	A+	9	Excellent
70	79.99	A	8	Very Good
60	69.99	B+	7	Good
55	59.99	B	6	Above Average
50	54.99	C	5	Average
40	49.99	P	4	Pass
0	39.99	F	0	Fail
0	0	AB	0	Absent

- **Attendance Norms**

  SBM students are responsible for and are required to maintain 100% attendance across courses in their programme. **Please refer Part I for more details**

5. SUMMER INTERNSHIP:

1) Faculty may assign projects to students in their course.
2) Summer Internship applies only to Full Time MBA students. Final Projects/capstone projects and Class
3) Projects apply to all course/s programs and faculty concerned can assign project work to be undertaken.
4) Students are required to submit their final project report as per the dates (last date for submissions etc.) announced. Dean's approval will be required to submit the project report after deadlines.
5) Students are required to take six-eight weeks of summer training in any company as per dates announced intimated by the placement department -this is a compulsory component of the program.
6) Students are advised to be proactive and explore for options for summer placement with their resources as well in addition to the summer placement opportunities facilitated by SBM NMIMS Placement Department. The SBM NMIMS placement cell makes all the efforts possible to provide Summer Internship opportunities to as many students as possible.
7) The Summer Internship is always requiring submission of a Summer Project Report to the SBM within indicated deadlines. This submission is a part to the programme requirements. Summer Internship is a non-credit compulsory course, as an essential partial fulfilment of the requirements for award of MBA degree.
8) This project is subject to a review by the company guide assigned. It is the student's responsibility to facilitate that the guide sends this review to the Course Coordinator within the deadline given.
9) A Faculty guide will be assigned to each student based on the type/area of internship. It is mandatory for the students to meet their respective faculty guides before proceeding for internship and continue to remain in touch with them for regular updates and guidance throughout the internship. Students can take the initiative of establishing communication protocols with their faculty guides to ease contact during the summer internship. Any issues should be immediately brought to the notice of the faculty guide.
10) For all submission's students 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.
11) They will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc.

Similarity Index is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of SBM NMIMS policies and will be dealt with as per rules of SBM NMIMS.

- In case a student is not able to complete the summer internship, he or she will be interviewed by the Joint Director (Placement). Some likely conditions owing to which the internship may not be completed are as follows
  - ✓ Personal reasons including force majeure
  - ✓ Company Terminates the internship at an earlier date because the student is unable to complete the given task due to lack of interest
  - ✓ Company Terminates the internship at an earlier date because the student's work is far below expectations
  - ✓ Company terminates internship at an earlier date because of breach of confidentiality or plagiarism.
  - ✓ The student may be given an option to complete the academic requirement of summer internship by doing an industrial project. In ordinary circumstances, the student should complete the internship after the sixth
  - ✓ term. Besides this, the Joint Director (Placement) recommend that SBM take one or more of the following actions.

Sr. No	Possible actions by the institute
1	Debarment from receiving any scholastic award of the institute
2	Debarment from holding any official position in any SBM's student cell/body.
3	Debarment from Placement process till November 30th and his/her CV will show incomplete summer internship
4	Debarment from promotion to the next academic year

6. RESEARCH ASSISTANTSHIPS

SBM encourages MBA students to work with faculty members on research projects/consulting assignments. Applications are called for by the concerned faculties depending on the requirement, based on which, students can send in their expression of interest.

6.1. A limited number of research assistantships from time to time may be available for all students of Full Time MBA Programme.
6.2. There will be a notice from concerned faculty inviting applications from students to assist them in doing a research project for a stipulated period of time.
6.3. Students will be selected by the faculty under whom they wish to work.

7. ORIENTATION PROGRAM, FOUNDATION PROGRAMS AND OTHER ACTIVITIES AT SBM

7.1 Orientation Program: An important component of NMIMS SBM's mission is to use innovative approaches to develop socially responsible managers with global perspective for successful careers. Accordingly, the curriculum of two-year MBA program of the school has been designed so as to ensure the development of the following knowledge and skills sets among the students enrolled in the program,

- ✓ An understanding of global issues impacting organizations
- ✓ Critical thinking skills
- ✓ An integrated approach to decision making
- ✓ Effective communication skills and
- ✓ An understanding of Corporate Social Responsibility, ethical and sustainable business models

To lay the foundation for this curriculum, each year the incoming batch of students are taken through a Foundation Program which is held before they begin first-year trimester I. The program takes the students through sessions on various topics, themes, pedagogy, discussions and interactions. The objective is to

- ✓ Provide them with basic understanding of fields that are crucial in the program Help them develop foundation knowledge that will be essential during their MBA program
- ✓ Equip them with tools that enable them to begin with the program without getting overwhelmed

The sessions are a mix of seminars and individual sessions. These seminars are designed and delivered on topics and themes related to the broad structure of the curriculum and aligned to the mission of the school. The individual sessions are planned and designed to expose the students to the pedagogical tools and to equip them with the tools and skill sets required to cope better with the rigours of the two-year curriculum. For effective learning and its application, knowing and doing by students are equally important. Accordingly, the sessions, seminars as well as the individual sessions include synchronous and asynchronous components with respect to both knowing and doing.

7.2 We Care: Civic Engagement Internship is a compulsory component of the FTMBA program. The 21 days internship is designed to enable MBA students to examine the ground realities and acquaint themselves with the social issues faced by marginalized communities. The exposure facilitates the development of analytical skills among students to analyze the root causes, existing solutions, and cascading impacts of social issues on society and business. The internship helps to create abilities to be socially sensitive and inclusive. It develops students' skills to apply management logic and technical and critical thinking in proposing innovative solutions to social issues.

Students are placed in NGOs / social enterprises / CSR departments / Government Departments selected by the Jasani Centre for Social Entrepreneurship & Sustainability Management, SBM, NMIMS. They are placed majorly in their hometowns to facilitate better rapport with the internship organization. During the internship, students are expected to be in the field and devote 7 to 8 hours to work on the project(s) allotted to them. The home-based internship is not

permitted. Organizational and faculty mentors will supervise each student to facilitate the internship deliverables and integrate academic learning with practice.

To meet administrative expenses, a few NGOs charge fees for placing interns ranging from Rs 500/- to Rs.5000/- per candidate. The We Care internship office will inform the students well in advance in case the NGOs selected by them are charging fees. Please note these fees will not be borne by the institute.

7.2.1 The evaluation of the internship is based on the following criteria:

1. 100 percent attendance at internship organizations during the internship period.
2. Adherence to the code of conduct of our institute and internship organization
3. Securing certification of satisfactory completion of internship from internship organizations based on:
    a) Adherence to the instructions given by the organizational head/mentor
    b) Maintaining appropriate professional conduct during the internship with the placement organization and faculty mentor.
    c) Timely completion and submission of all the deliverables to the organizational mentor.
    d) Completion of all the fieldwork / project/s assigned by the internship organization before the last date of the internship.
4. Timely submission of the required information, weekly reports, and final report to the We Care office, organizational mentor, and faculty mentor. The final report should include in-text citations and end references in APA format. (Similarity Index should not exceed over 10 %. Students must use the Similarity Index check software recommended/ available at the institute. Reports having a similarity index above 10 % will not be acceptable.
5. Securing the Certificate of Completion from faculty mentors based on the following:
    a) Face-to-face/virtual meetings with the faculty mentor before and during the internship
    b) Timely submission of log sheets/weekly reports/ final report
    c) Viva-voce based on the final project report and We Care Rubric
6. Participation in the We Care Poster Presentation is compulsory.

7.2.2 <u>Code of Conduct:</u> <u>The We Care Code of Conduct governs the internship. The We Care Internship office will share detailed documents of the Code of Conduct will be shared by December 2023. In general, the Code of Conduct consists of the following features</u>:

1) This internship is part of the MBA academic program; hence, 100% attendance is mandatory.
2) Students must be self-motivated, self-disciplined, self-starters, and accommodative while working with their internship organizations.
3) Each intern must observe discipline, professional ethics, and timelines during the internship.
4) Students must respond to calls and emails from the We Care team, organizational mentors, and faculty mentors.
5) Students must establish contact with their respective internship organizations and faculty mentors well in advance. Adherence to instructions given by them is mandatory.
6) Students must take the initiative and be prompt in interacting with the organizational mentor.
7) Failure to adhere to the attendance requirement and We Care: Civic Engagement Internship-related deadlines will lead to strict action by the institute, including debarment from the placement process and/or promotion to the next academic year.
8) Interns are permitted to take sick or professional leave during the We Care internship duration after soliciting written permission from the respective internship organization, faculty mentor, or the We Care Internship Head. The absence should be covered by working extra hours in the internship organization.
9) Students should not attend any other personal/ professional work (corporate projects) or use social media for personal purposes during the office hours mandated by the internship organization.
10) Students must maintain their weekly reports and get them approved by the organizational mentor every week.
11) The We Care internship office will try to place students in their hometowns or the nearby vicinity. Suppose no credible organization is found in the hometown or its close vicinity; the We Care internship office will provide placement in an alternate location after discussing it with the student. The student will be placed in Bengaluru if suitable NGOs are not found in alternate locations.
12) At the end of the internship, students must submit their We Care Civic: Engagement internship report along with a similarity index check to their organizational mentors, faculty mentors, and the We Care internship office.
13) Attendance for poster presentations is compulsory.
14) Any grievances regarding the We Care: Civic Engagement Internship should be brought to the notice of the We Care internship office. The decision of the Head, We Care: Civic Engagement Internship, and Dean will be final.
15) Indiscipline behaviour by the student in any form related to the We Care: Civic Engagement Internship will be reported Dean's office for further action.

Students will have to face serious disciplinary action if they fail to comply with the internship norms designed by the institute. Some of the irresponsible actions or non-adherence to We Care Code of Conduct by students and disciplinary actions by institute are listed below:

Sr. No	Irresponsible Actions
1	Late submission / non-submission of student data form / preference form/information required for We Care placement
2	Remaining absent for We Care orientation workshop/other special workshops/meetings with Faculty mentor/organizational mentor, Poster Presentation, viva-voce Not responding to We Care emails/communication
3	Lack of punctuality and self-discipline during internship duration
4	Casual approach towards work allotted by organizational mentor or failure to deliver deliverables Non-submission of weekly report/submitting weekly reports to the institute without approval by the organizational mentor
5	Giving misleading information/intentionally hiding information from We Care office/faculty mentor/internship organization Attending personal/professional agendas (other than We Care) during the internship work hours Using social media during work hours Adverse comments / defaming University / Institute / We Care Office / We Care Internship / Internship organization on social media; Submitting reports with high similarity index

PS: The above actions are indicative. Depending on the involvement of the student in one or more irresponsible actions and the nature of indiscipline, one or more appropriate disciplinary actions would be levied by the institute against the defaulter student(s).

Disciplinary Actions by SBM

Sr. No	Possible actions by the institute
1	Debarment from receiving any scholastic award of the institute
2	Debarment from holding any official position in any SBM's student cell/body.
3	Debarment from Placement process till the end of Trim V
4	To complete fieldwork during the second year of the MBA program. Minimum 150 to maximum 300 hours. Number of hours to be allocated based on the nature of the default
5	Debarment from promotion to the next academic year

All Disciplinary actions and disputes regarding We Care will be dealt by Udyam Committee Mentor along with program chair and the Director.

7.3 Industry Visits

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

7.4 Guest Lectures

Speakers from Industry / Alumni are called to deliver guest lectures to full-time students. Attendance in guest lecture is mandatory.

7.5 Cultural Immersion

Cultural Immersion is an integral part of the orientation/ foundation program and is mandatory for students to attend. Since many of the students are from other cities, an introduction to Bengaluru where they will spend rest of their two years will help them to know their surroundings better is the objective of Bengaluru Darshan. It has been designed in a manner that the students can have some fun as they learn about the city which will be their home for the next two years, managing their finances as well as themselves, foster team bonding and introduce them to the shared decision-making approach.

7.6 Value Added Workshop/ Focused Learning Workshop

Value Added Compulsory Workshops/ Activities are integral part of curriculum and to be eligible for qualifying for MBA Degree, it is mandatory for full time MBA students to attend all Value-Added Compulsory Workshops/ Focused Learning Workshop. This will be in addition to your performance in credit courses. Workshops and for courses conducted in Workshop mode, an evaluation component is mandatory. Students registering for value added workshop must honor their commitment by attending the workshop.

8. COURSE OF INDEPENDENT STUDY (CIS)/RESEARCH PROJECT/SEMINAR PAPERS

Across the different programs at the school, SBM has dissertation and seminar papers that have to be taken up as part of the curriculum. There is also an option available to the students to pursue courses
of independent studies. The table below lists down such requirement/option across different programs.

Sr. No	Program	CIS/Dissertation/Research Project/Seminar Paper
1	MBA	CIS

8.1 Course Independent Study (CIS)Purpose

Course of Independent Study (CIS) allows students to pursue their interests in areas that are not covered in the regular bouquet of electives offered in the second year of the MBA programs.

A course of independent study is an exceptional instrument designed for advanced learning rather than serving as a substitute for regular courses. Such a course will necessitate high level of self- directed learning and may require students to study, conduct primary/ secondary research, and complete written examinations, reports, projects, research papers, presentations or similar assignments that are designed to measure competency in the stated educational objectives.

CIS is a course that a student 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 student, which is made available under exceptional circumstances including the following:

8.1.1 The student has demonstrated through his/her past academic performance, a preparedness to pursue an advanced course of investigation in the area of his/her choice.

8.1.2 The course matter of study is relevant for his/her career aspirations within the overall academic objectives of the MBA Programme.

8.1.3 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

Guidelines

1) CIS courses at SBM are offered in the II year of the MBA program.
2) Students can pursue only 1 CIS course in a year in either of Term IV, V or VI.
3) CIS courses will be equivalent to a full (3.0) credit course. No 0.5 credit, 0.75 credit or 1.5 credit CIS are permitted.
4) The CIS Course can also be considered as part of required courses for concentration in an area. The grade obtained in the CIS will be taken into account for calculation of student's CGPA just like any other full credit course but will not be considered for arriving at decision to award any scholarship and/or medal.
5) The academic capability of the student (reflected in CGPA), ability to pursue advanced work (as endorsed by the Area) and the relevance of the area of study to the career of the student (as demonstrated or organized in the proposal) are the indicative criteria for allowing a CIS.
6) 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

Requirements

The following minimum criteria must be met to ensure overall outcome of the educational experience, success of the students and alignment to the Program learning objectives of SBM.

1) Students who wish to opt for CIS should have a minimum CGPA of 3.1
2) The CIS must include comprehensive objectives in written form.
3) The CIS must promote a high level of self-directed learning
4) Students must interact with the faculty-in- charge throughout the trimester
5) It is the responsibility of the students to communicate with the faculty and document the time spent on the CIS. Students are expected to be engaged in various CIS related activities for a minimum of 100 hours. These will include but not limited to in-class and out-of-class activities like reading, interaction with faculty, conducting primary research, analysis and interpretation, learning and use of databases and analytical software's and report writing.

Procedure

1) Eligible student(s) who wish to pursue a CIS will indicate such intent before bidding for their choice of electives for terms IV, V and VI. They will be responsible to make a good case as to why they should be permitted to pursue a CIS.
2) The preliminary proposals (in the prescribed format available with the Academic office) would be forwarded to the Area Chairpersons for their consideration and discussion at the area level.
3) 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 before the final registrations for term- IV begins.
4) 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 defense, panel of area members (3 members including the CIS guide) who would evaluate the course and the evaluation scheme.
5) Academic office will intimate to the concerned student the name of his/her faculty guide as approved by the Area. The student will have the option to withdraw from the CIS till his/her final registration for term-IV, V or VI open.
6) In case the CIS is not offered or the students choses to withdraw from the CIS, s/he will be required to take up another course of equivalent credit from the available courses during the final registration for the respective term.
7) The responsibility for getting the CIS going alongside the faculty guide is that of the student. The finalization of proposal, regular meetings with faculty guide and other course related interactions are left to the initiative of the student.
8) Students 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 IV or V).
9) Students have to submit the CIS report to the Academic office before the 'End-Term Examination' of the term in which the student undertakes the CIS.
10) No extension of time for submitting the report will be allowed.
11) On receipt of the report, the Academic office will get in touch with concerned Area Chairperson and the Guide to finalize the date for presentation by the student.

As part of the evaluation of the CIS, a presentation will have to be made to the Evaluation committee on the date specified. This presentation will be open to SBM faculty and MBA program students besides the faculty members of that area. In case the Evaluation Committee is not satisfied with the CIS Report and presentation, it reserves the right to ask the student to re-write a part or whole of the report. However, in this case, the student will be awarded a maximum grade of B+.

Milestones/ Deliverables

All CIS courses are expected to have the following milestones:

1. Expression of interest – This request to pursue CIS should be made before students chose electives for year II and should include (a) the proposed title and topic of study and the broad area of specialization to which it will 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); (b) relevance and importance of the course for the student.
2. Area level deliberation and Confirmation (including faculty- student interaction to work on feasibility and topic finalization) – should be conducted within 3 weeks of receiving the EOI.
3. Presentation for defence of Proposal– Objective, Methodology, Terms of reference, Time frame – during the 1st week of the trimester.
4. Interim Submission – Presentation to reflect the progress of the study as per the terms of reference and time frame in the proposal – between 4-6 weeks from the beginning of the trimester.
5. Final Report and Defence (Viva) – in the 9th week

9. RE-ADMISSION RULES & 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

**** Students admitting themselves with respective programs in SBM are responsible for submitting documents required for eligibility, transfer certificates, migration certificates, marks sheets etc. at appropriate time. This is mandatory for award of degree**

10. 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:

Sl No.	Name	Designation	Email ID	Contact No.
Anti-Ragging Committee:				
1	Dr. Kush Kalra	Chairperson	kush.kalra@nmims.edu	9711128466
2	Dr. A. Aparna	Member	Aparna.A@nmims.edu	9449010723
3	Dr. Awantika Rajauria	Member	awantika.rajauria@nmims.edu	9251009799
4	Prof. Sweta Sethia	Member	Sweta.Sethia@nmims.edu	9538015474
5	Dr. Deepak Sharma	Member	Deepak.Sharma@nmims.edu	8826955643
6	Dr. Prerona Baruah	Member	prerona.baruah@nmims.edu	7663046049
7	Dr. Mahammad Habeeb	Member	mahammad.habeeb@nmims.edu	9538515102
4	Dr. Lakshmi Prasanna	Member Secretary	plakshmi.prasanna@nmims.edu	8073727448
9	Police Station In charge	Sub Inspector	Sp-bangalorerural@kar.gov.in	080-27828595
10	Ms. Smita Ram	NGO Member	smita@rangde.in	9686114608
11	Ms. Asmita Parikh	Student Council member	ASMITA.PARIKH05@nmims.in	9307658650
12	Ms. Sunita Parikh	Parent	Sunitaparikh74@gmail.com	9371246483
Disciplinary Committee:				
1	Prof. Ramprrasadh Goarty	Chairperson	ramprrasadh.goarty@nmims.edu	9885300874
2	Dr. Santhosh Channappa	Member	santhosh.channappa@nmims.edu	9900376728
3	Dr. Mallika Srivastava	Member	Mallika.Srivastava@nmims.edu	9561122221
4	Ms. Kalashri. K. N	Member	kalashri.kn@nmims.edu	8792838912
5	Mr. Chandramohan Shahabad	Member Secretary	chandramohan.shahabad@nmims.edu	9967345501
Woman Grievance Redressal & Sexual Harassment Committee				
1	Dr. Sreeleakha. P	Chairperson	Sreeleakha.P@nmims.edu	9880302813
2	Dr. Sreelekha Kopparambil	Member	sreelekha.kopparambil@nmims.edu	7259240220
3	Dr. Santhosh Channappa	Member	santhosh.channappa@nmims.edu	9900376728
4	Dr. Tanmeet Sahiwal	Member	tanmeet.sahiwal@nmims.edu	9780581218
5	Prof. Ankita Kapoor	Member	ankita.kapoor@nmims.edu	7777014550
6	Dr. Revathy Muniyasamy	Member	muniyasamy.revathy@nmims.edu	9500990447
7	Prof. Anwesha Chattopadhyay	Member	anwesha.chattopadhyay@nmims.edu	9986727405
8	Dr. Samraggi Chakraborty	Member Secretary	samraggi.chakraborty@nmims.edu	7619182637
9	Ms. Smita Ram	NGO Member	smita@rangde.in	9686114608
10	Ms. Asmita Parikh	Student Council member	ASMITA.PARIKH05@nmims.in	9307658650
Student Grievance Redressal Committee (Institutional/Departmental/Collegiate)				
1	Dr. Barnabas. N	Chairperson	deepti.pathak@nmims.edu	8447817186
2	Dr. Deepti Pathak	Member	Barnabas.N@nmims.edu	9481475606
3	Prof. Anand Prakash	Member	anand.prakash@nmims.edu	8076832949
4	Dr. Lakshmi Prasanna	Member	plakshmi.prasanna@nmims.edu	8073727448
5	Prof. Sweta Sethia	Member	Sweta.Sethia@nmims.edu	9538015474
6	Dr. Tanaya Majumder	Member	Tanaya.Majumder@nmims.edu	8981329564
7	Ms. Kalashri. K. N	Member	kalashri.kn@nmims.edu	8792838912
8	Prof. Ameya Sapre	Member Secretary	ameya.s@nmims.edu	9826189896
Scheduled Caste/Scheduled Tribe Committee				
1	Dr. Prerona Baruah	Chairperson	prerona.baruah@nmims.edu	7663046049
2	Dr. Roudra Chakraborty	Member	roudra.chakraborty@sbm.nmims.edu	8861982725
3	Ms. Kalashri. K. N	Member	kalashri.kn@nmims.edu	8792838912
4	Ms. Kavyashree S	Member	Kavyashree.S@nmims.edu	8310361253
5	Prof. Sahhana Reddy	Member Secretary	sahhana.reddy@nmims.edu	9902299799

11. PLACEMENT GUIDELINES:

NMIMS is a premier University of the country and the B-School is in existence for over four decades. Over the years it has earned recognition from industry & professional associations, corporates, peer group institutions and accreditation agencies. All these laurels and recognitions would have been incomplete without the support of the corporate world. Our alumni occupy senior positions in leading companies across sectors. NMIMS is a great place to recruit potential young managers and business leaders. Leading companies across sectors consider our students for recruitments/ internships. As we have cordial relations with the corporate world, many companies have supported us even during tough times. We would like to continue this mutually symbiotic relationship. Hence, it is expected that students understand this sentiment and behave responsibly at all times. Any untoward incident will jeopardize this association and have serious repercussions for placements and for the future.

The corporate world expects students to display high standards of professional knowledge, capability and excellence. Recruiters also look for candidates who are clear about their long-term plans, the sector they want to be and profile they want to pursue.

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

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

Students are expected to maintain decorum and abide by the guidelines during placement processes. In the event of on-conformance to the placement guidelines, the School reserves the right to initiate corrective action. The Placement process typically involves –

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

11.1 Batch Preparation:

The Comprehensive Batch Preparation Program is to enhance the suitability of candidates and orient them to industry practices and expectations.

a. Interactive sessions with alumni/industry experts in various profiles that help students to gain clarity on role/fit, understanding expectations of the company, future prospects - career evolution, right approach for cracking interviews, listen to first-hand experience & get a feel of life in a particular profile etc.
b. Interaction with seniors who have undergone internships in companies
c. Assigning seniors or alumni as mentors to guide students
d. Mock interviews with alumni/corporates
e. Guest talks and workshops on various topics from corporates.
f. Resume building as per guidelines

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

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

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

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

11.2 Pre-Placement Talk – PPT

PPT's are a medium wherein the company officials disseminate information regarding the company, the profile, the compensation etc. and clarify the queries of students. The officials invest time and effort to share info and the interactive

session will make them feel visiting our campus was worth it. Hence students are requested to participate and ask relevant questions.

11.3 Internships/Projects

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

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

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

11.3.4 The project is expected to build on the theoretical learning with practical experience and help students to identify the gaps in their learning, which they can attempt to fill in. They could also discover areas of interest and future career options.

11.3.5 Interactions during the internships both with other interns as well as employees help students to understand the expectations/needs of the organization, the sector in general, to identify the gaps in their learning and in orienting oneself towards the sector and developing the required skill sets to emerge as the most suitable candidate.

11.3.6 Internships also hold a special significance as it is an apt mechanism for companies to spot bright talent early. Many companies have structured internship process which is used as a 'testing ground' to gain a direct understanding of the skill and ability of students leading to declaration of PPO's/PPI's. SBM, Mumbai too encourages candidates to work towards such offers that are based on internship performance.

11.3.7 Pre-Placement Offer (PPO) is an Offer by the company to the intern acknowledging the excellent work done during the internship. Pre-Placement Interview (PPI) is an opportunity by the company for the intern to be directly selected for the interview for final placements. Thus, the students should be careful in applying to the companies of their choice and should put in all efforts to convert the internship into an Offer.

11.3.8 While feedback from the company is sought, the internship is also evaluated by the School that could involve faculty guide monitoring the performance, periodic report submissions, evaluations, Viva Voce etc.

11.4 Final Placements

11.4.1 Leading companies across sectors aspire to recruit students of NMIMS. Each company has its own set of characteristics or qualities that they look for in a candidate. Hence, the company devises the eligibility criteria and selection process accordingly.

11.4.2 The process of selection starts with inviting applications based on the eligibility, profile, project, compensation details shared by the company. The profile of applicants are shared with the companies. Students are required to check their emails/Placement Portal, etc. regularly for information updates.

11.4.3 Every effort will be made to facilitate the placement process. However, it is the effort of the student that gets him/her selected for the job. Not getting selected during final placements in the first few companies should not lead to panic. Students are advised not to switch profiles in anxiety or haste.

11.4.4 Companies could have one or multiple rounds for selection – case analysis, group discussion, group exercises, interviews etc. Reasons like location, family issues etc. should not be constraints to students. They are expected to be mobile and have the capability to adjust, adapt and respond to emergent situations successfully.

11.4.5 Students who wish to drop out of the placement process are expected to formally notify the Placement Office vide the 'Opted Out Form' mentioning the reason, which could be higher studies, entrepreneurship, family business, seeking placements on their own wherein they have to share the name of company and details. The reason being, to iron out any hitches that may crop up later as the Placement Office approaches many companies and would like to continue the cordial relationship with them.

11.4.6 The Placement Office will share with the batch, guidelines related to Resume, PPT, Internships, PPO's/PPI's, Final Placements, Campus Engagements etc. and it is expected that students follow the same. The School reserves the right to change, modify the guidelines in the best interest of the batch.

Students are free to approach the Placement Office for any queries or guidance

12. STUDENT COUNCIL

The Student Council is the apex student body at NMIMS and represents the full-time students. The General Secretary, Cultural Secretary along with a team of executive members and course representatives support the President and share responsibility for each student body & activities on the campus.

The council for every academic year is selected through a formal selection procedure involving faculty group, Admin &existing Council members.

The major roles & responsibilities include:

- Serving as a formal communication channel between the students, faculty and the administration
- Navigating all student-related activities at NMIMS and facilitating a better life on the campus
- Spearheading the organization & co-ordination of 'Paragana' – The Corporate Festival, 'Euphoria'
- The Cultural Festival, & other SBM Events
- Assisting all public relation activities and supervising student publications & newsletters at NMIMS Communication Guidelines for Student Council and Cells
- All the cells, clubs, and committee events and activities have to be routed through the President of the cell, General Secretary of Council (Budget and Release of Money), Accounts Department (In case of Release of Money), Faculty-In-charge of the cell, Faculty-in-charge of Student Activity, Deputy Registrar (Academics/Admin) and the Dean, SBM.
- Communication and Invitations of events/guest lecturers/workshops etc. conducted by cells and council have to be informed to the faculties and the area concerned, Faculty-in-charge of Student Activity, Deputy Registrar (Academics) and Staff Coordinator well in advance.
- Formal invitations should be given to the Dean, SBM well in advance for all events/guest lectures/ workshops etc. (For the major events prior formal invitation to be given to all the senior management)
- These different student bodies will be required to submit a trimester report at the end of every trimester, which will be reviewed by the Faculty-In-charge of the cell as per the Events List submitted at the beginning of each trimester. Final consolidated report will be submitted by Student Council to Faculty-In-charge of Student Activity, Assistant Registrar (Academics) & Program Coordinator.

13. ALUMNI COMMITTEE SBM

The Alumni Committee of NMIMS was formed in the year 2012 and has been active since then. The Alumni Committee at SBM NMIMS is a student body working under the aegis of the NMIMS Business School Alumni Association and the institute. It strives to strengthen ties between SBM, NMIMS and its esteemed alumni community.

The Alumni Committee, and the School of Business Management, NMIMS have helped to form the "NMIMS Business School. It enables the alumni to extend their support for various activities related to institution building. The Alumni Association provides opportunities for the alumni to participate and contribute to the continued growth and development of the institute, thereby strengthening alumni- institute linkages.

The quality of alumni relations is a significant criterion by which success of the Institute is measured and at NMIMS we constantly strive to attain it.

A strong mechanism of communication has been setup with the alumni on a day-to-day basis which involves informing them about special achievements by our alumni, activities held at the institute, job postings regular database updating, invites to events, responding to their queries and so on.

The monthly e-newsletter, Aluminous, informs the alumni with the latest developments in the institute that make them feel connected to the institute in more than one way. The Committee involves the alumni in the admission process by having the alumni as panelist during the CD-PI process. Every year many Alumni have been invited to college to judge events and as speakers for seminars, thereby increasing the student interaction with our alumni**.**

The Alumni Committee under the guidance of NMIMS Business School Alumni Association has launched "Lead the Way" a mentorship program in the year 2012 with an aim to enhance the interaction of the alumni with students. The Alumni Committee also helps in organizing the following Alumni Meets across the globe:

- Bengaluru Meet – Annually
- Chapter Meets (Delhi, Bangalore, Chennai, Kolkata and Hyderabad)-Annually
- Coffee Meets "connecting over Coffee" (Mumbai, Delhi, Bangalore, Chennai, Kolkata and Hyderabad)- At least twice a year
- Guest Speaker talks for the Alumni- As required

14. EXCHANGE PROGRAM

14.1 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.

14.2 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 expectour 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:

School of Business Management (SBM):

- University of Texas at Dallas, USA
- Florida International University, USA
- Purdue University, USA
- Arizona State University – Thunderbird School of Global Management, USA
- 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
- Excelia France
- Univerrsity of Exeter, UK
- The University of Bristol, UK

14.3 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:

- Completed the eligibility year of program as defined by respective Deans/Directors of school
- Have a minimum CGPA of 2.25 and above as defined by respective Deans/ Directors of School.
- 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.

14.4 Selection criteria and conditions

14.4.1 As defined by respective Deans/Directors of Schools

14.4.2 Defined by MoU between Partner University and NMIMS for incoming students

14.5 Costs 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:

14.5.1 Travel Expenses
14.5.2 Accommodation and daily living expenses including study materials
14.5.3 Passport and visa costs
14.5.4 Insurance cover
14.5.5 Any other incidental costs

14.6 Application procedure for students and expectations from students

14.6.1 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.

14.6.2 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.

14.6.3 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

14.6.4 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.

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

14.7 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.

14.8 Enclosures:

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

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

14.9 School Level Inputs

14.9.1 Selection process and criteria

Participation of students at Partner Universities is approved by the International Linkages Office. Students who apply within the timeline given by the International Linkages Office will undergo an interview with the Faculty-In-Charge of International Linkages. Selection will depend on:

- Cumulative CGPA.
- Number of applications and availability of seats at the selected Partner Institute.
- Compatibility of courses at the Partner Institute with the individual student's programme.

The academic standing, motivation, seriousness of purpose, communication skills, social maturity and adaptability of the student.

14.9.2 Selection of courses at partner institutes

After students complete the selection process at NMIMS, they will be nominated to the selected exchange university. The exchange university will contact nominated students by email and ask them to complete an online application procedure within a prescribed time period. An important part of this process is the selection of courses at the exchange university. When selecting courses, students must remember the following:

- The courses selected, in terms of type of courses, number of courses and total classroom contact hours, must be in line with the students' NMIMS programme requirements.
- Students must select a minimum of 5 courses during their term abroad.
- The courses selected must total a certain minimum number of contact hours of classroom teaching. This minimum number will depend on the student's programme at NMIMS. For FTMBA Core students the minimum number is 150 hours. Students of other programmes must check with their course coordinator or programme chairperson for minimum number of contact hours. Hours spent by the students in project work are not included in the minimum number of contact hours.

- The courses selected cannot be the same as the courses the students have completed or plan to complete at NMIMS.
- The courses selected should be in accordance with the students' programme requirements at NMIMS and must have the approval of their course coordinator and programme chairperson at NMIMS. For guidance on this, students may contact their course coordinator or programme chairperson at NMIMS.
- Upon joining the exchange university and finalizing their course selections, students must immediately email the final list of courses to their course coordinator and programme chairperson at NMIMS with a copy marked to the International Linkages office

14.9.3 Expectations regarding academic grades and course-work

- Students must be extremely careful in fulfilling the academic requirements of their Host University. It is the student's responsibility to ensure that evaluations for every course are completed successfully. Students must meet Professors of every course they have taken to ensure that:

  (1) They fully understand the requirements of the course as well as the evaluation norms
  (2) Their submissions for every evaluation have been received on time.

- If a student brings back a failed grade, the Host University may not provide the opportunity for a re-submission or re-exam. In such a case, NMIMS will accept the grade as it is, and the student will have to repeat the year. Excuses such as "I was unaware that the assignment did not get uploaded/submitted" or "I was mistakenly accused of Similarity index" will not be accepted.
- In case there are any problems with or deviations in process for any course that students have taken at their Host University, students must inform NMIMS's International Linkages Office immediately with a copy marked to the administration of the host university and the professor teaching the course. Delay in informing and seeking approval from NMIMS's International Linkages Office may lead to negative consequences for the student.
- Students must also ensure that they do not get a failing grade in the trimester at NMIMS prior to the exchange programme. Students may not get an opportunity to appear for are-examination or it may delay their convocation.
- Students participating in the International Student Exchange Programme are eligible for the Director's list during their 2nd year, provided they were also in the Director's list for the 1st year. Such students will be shortlisted on the basis of the CGPA of two trimesters of the 2nd year.

15. SIMILARITY RULES FOR ALL PROGRAMS.

The similarity rules mentioned in 2.10 is applicable to all submissions leading to ICA components. All similarity instances in the Final examinations for all courses across programmes within SBM will be dealt with as per the unfair means of the university examination norms.

All submissions will be checked for similarity scores. Having similarity scores beyond acceptable limits is a serious offence, which is unethical and illegal. A similarity score of greater than 15% will attract penalty.

Note: All of the following are considered as plagiarism and is likely to have a high similarity score

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

16. EXAMINATION GUIDELINES (MBA PROGRAM)

16.1 EVALUATION & GRADING

The respective Course faculty would evaluate the performance of the students during the examination of the respective course. A student would undergo continuous assessment for each course in all the trimesters. Various components of such continuous assessment would be as decided by the respective course 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	Mid Term / Unit Test / Project/ Assignment/ Presentation/ Weekly Tests / Case Study/ Quizzes / any other (School)	60	**100**
	Final Term/ Trimester End Examination (University)	40	

16.2 PASSING STANDARDS FOR EACH COURSE (SUBJECT):

Trimester-end-exam Passing Criteria for each Course:

- Secure a minimum of 40% marks in the Term / Trimester / Semester end examination of that course and
- Secure a minimum of 40% aggregate marks out of the total marks (that is, internal continuous assessment plus assessment of the Term /Trimester / Semester end examination) allotted to the course.
- For a course which has only internal continuous assessment component, passing will be at 40%.

Students who fail to fulfil above passing criteria would be awarded 'F' grade.

16.3 GRADING SYSTEM

16.3.1 The following would be the letter grading system leading to the award of a seven-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:

Percentage of Marks		Grade	Points	Performance
90	100	O	10	Outstanding
80	89.99	A+	9	Excellent
70	79.99	A	8	Very Good
60	69.99	B+	7	Good
55	59.99	B	6	Above Average
50	54.99	C	5	Average
40	49.99	P	4	Pass
0	39.99	F	0	Fail
0	0	AB	0	Absent

16.3.2 **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 and credit value assigned, to each respective course by the sum of credits assigned to all the courses for the related term.

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

16.3.3 **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 and credit value assigned to each respective course by the sum of credits assigned to all the courses upto and including the related term.

Here:

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

C = Credit value assigned to a course/ module

G = Grade point value assigned to a student for course 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.

16.4 RE – EXAMINATIONS:

16.4.1 Re-Examination will be conducted immediately after declaration of results of trimester end final examination for the students, who may have obtained any number of 'F' grade (credit/non-credit) course, or whose result is treated as "null and void" due to involvement in adoption of Unfair Means.

16.4.2 Only one re-examination will be conducted for each course immediately after declaration of results of final examination and there will not be further re-examination for whatsoever reason, Internal continuous assessment marks will be carried forward for the re-examination.

16.4.3 The maximum grade that a student, in such a case, can obtain for such course will be 2 Grades lower than the actual grade which would have been obtained by the student (except where the student would have obtained "C" and "P" Grades in the re-examination attempt).

16.4.4 In case a student obtains "F" Grade in credit or non-credit courses, in regular final examination, the same must be cleared by appearing in the re-examination.

16.4.5 Improvement in the internal continuous assessments will not be allowed for re-examination purpose

16.4.6 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.

16.4.7 A student has to submit an online re-examination application available on student's SAP portal. A student who does not fill in online re-examination form will be denied permission to appear at the examination.

16.4.8 Students submitting re-examination form will be awarded 'AB/ 'F grade if he/ she remains absent.

16.4.9 The result of the re-examination will be treated as final and binding on the students.

16.4.10 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.

16.5 RE – EXAMINATIONS/ EXEMPTION / EXCEPTIONAL CASES

16.5.1 Absence in the final regular examination due to exceptional circumstances (long illness – Medical cases / maternity / Death in immediate family / Self marriage), approved by Dean / Director will be eligible to appear in re-examination (and for award of regular grade).

16.5.2 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.

16.5.3 For exceptional cases, all necessary relevant documents to be submitted before the commencement of the re-examination.

- **a.** Copy of Air – Ticket, Boarding Pass, Passport Stamping.
- **b.** Death Certificate of family member
- **c.** Marriage Certificate / Wedding Card etc.

16.5.4 In case a student fails to fulfil passing/ progression criteria after the re-examination/s, he/she will be required to take re-admission as per the rules of SBM, NMIMS.

16.5.5 No further re-examination chance will be given to above mentioned exceptional cases.

16.6 NON-FULFILMENT OF PASSING CRITERIA:

Student who obtains "F" grades after the re-examination attempt **at any time during the academic year** should take re-admission as per the rules of SBM, NMIMS.

16.7 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 Second year also of the program by the student concerned:

- He/ she should have no "F" grade in any of the first/second year courses after re-examination at the end of each academic year.
- His/ her total cumulative grade should not be less than 5.5 at the end of the first year and also at the end of program (to be calculated after re-examination)

16.8 GENERAL RULES

16.8.1 A student who remains absent from term end examination/s due to any reason in any course shall be marked as 'AB' in the result/ grade sheet/ transcript for the course/s in which he/ she has remained absent. All such students will be allowed to appear at re-examination in the said course. A student who remains absent in the re-examination would not be able to avail any further re-examination chances.

16.8.2 A student has to submit an online re-examination application available on student's SAP portal. A Student who fails to apply online and does not pay the requisite re-examination fee will not be allowed to appear for the reexamination. It is the sole responsibility of the students to keep track of the re-examination application window. No notice will be given by the University to the students for the same.

16.8.3 In order to receive the degree, diploma, certificate, the student will have to clear all the examinations of all the years. Student should ensure that he/she has cleared his/her all dues from the respective departments like Admission, Accounts, Library, Hostel, etc. Also, mandatory admission documents are submitted.

16.8.4 Grievance Redressal: In case a student is not satisfied with the result/ grade received by him/her in a particular course, he/ she may follow the 'Grievance Redressal Procedure' as given in part I of student resource book in case he/ she desires.

16.8.5 The fees for re-examinations and re-admission will be decided by the University from time to time.

16.8.6 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.

16.8.7 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.

These rules would be applicable to all the students who took admission / readmission in and after the academic year 2024-2025.

16.9 Project Guidelines

16.9.1 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

16.9.2 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.

16.9.3 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.

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.

17. List of E resources subscribed by NMIMS

Sr. No.	Database	Sr. No.	Database
	LIBRARY SOFTWARE		
1.	Koha	16.	ISI Emerging Markets
	GRAMMAR/PLAGIARISM CHECK SFT.	17.	SPSS: AMOS
2.	Grammarly	18.	STATA
3.	Turnitin		**COMPANY DATABASE**
	ELECTRONIC JOURNAL DATABASES	19.	Capitaline AWS
4.	EBSCO		**STATISTICAL DATABASE**
5.	JSTOR	20.	IndiaStat
6.	Co-Design		**LAW DATABASES**
7.	Current Science	21.	Law & Literature
8.	Ergonomics in Design	22.	Live Law
9.	The Design Journal		**CASE STUDY DATABASE**
	ENGINEERING DATABASES	23.	Harvard Business School Publishing
10.	DELNET		**FINANCE LAB**
11.	NPTEL	24.	Bloomberg
	E-BOOKS DATABASES		**SWAYAM / NDL**
12.	E-brary	25.	National Digital Library
13.	Pearson E-Books	26.	SWAYAM
	RESEARCH DATABASES	27.	Consortium for Educational Communication (CEC)
14.	CMIE: Prowess IQ		
15.	EViews 8		

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Course Structure, Guidelines for Electives, Research Proposals and Capstone Projects

	SVKM'S NMIMS – School of Business Management Master of Business Management (MBA) First Year (2024 - 2025)		
	Trim I	**Trim II**	**Trim III**
	• Ethical Issues in Management (1.5) • Microeconomics (3) • Managerial Communication I (3) • Financial Accounting and Analysis (3) • Marketing Management 1 (3) • Organizational Behaviour 1(3) • Statistical Inference for Decision Making (3)	• Contract, Competition and Consumer Laws (1.5) • Industry and Competitive Landscape Analysis (1.5) • Macroeconomics (3) • Managerial Communication II (1.5) • Management Accounting for Decision Making (1.5) • Business Research Methods (1.5) • Marketing Management 2 (1.5) • Organizational Behaviour 2 (3) • Modelling & Optimization for Business Decisions (3) • Storytelling with Data (1.5)	• Corporate Sustainability (3) • Strategic Management (3) • Business Communication & Analysis (1.5) • Corporate Finance (3) • Human Resource Management (1.5) • Technology Enablers of Digital Business (3) • Production & Operations Management (3) **Elective: Any one of the following** • Financial Markets and Modelling (3) • Sales and Channel Management (3) • Data Analytics for Business (3)
Non Credit Workshops	• Group Process Lab (Compulsory workshop - 4 hours) • Interview Skills (NC Compulsory workshop)- 3 Hours	• Applied Behavioural Design for Problem-solving (NC Interest-based workshop) -3 Hours • Speech Neutralisation for Global Audience (NC Interest-based workshop)- 3 Hours	• Negotiations Skills & Processes (Compulsory workshop -7 hours) • Train your Brain (NC Optional Workshop – 3 hours) • Development Sector in India: Stakeholders, Skillsets, and Opportunities (NC Compulsory workshop)- 3 Hours • We- Care
Total Credits	19.5	19.5	21
Total Courses	7	10	8
Year total Credits	60		

- Additional MOOC may be Mandatory for a few courses.
- Summer Internship: Non Credit Compulsory Course
- However, the candidate needs to satisfactorily complete the project as an essential partial fulfillment of the requirements for award of MBA degree
- Figures in bracket represent number of credits. Each full credit will be of 20 sessions, each session of 90 mins. Areas may have essential workshop**s/ MOOC** which will be compulsory for students concentrating in those areas.

SVKM's NMIMS School of Business Management
Bengaluru, Hyderabad, Navi Mumbai & Indore
Full Time MBA - Second Year – 2024-25

Name of the School: School of Business Management Common for Bangalore, Hyderabad, Navi Mumbai & Indore Campus			
Proposed structure of Master *of Business Administration (MBA)*			
Batch 2023-25			
S.No	**Course Name**	**Credits**	**Area**
Trimester IV			
	Compulsory Course		
1	Business Simulation	3.0	General Management
	Elective Courses		
2	Games of Strategy	3.0	Business Environment & Strategy
3	Global Strategic Management	3.0	Business Environment & Strategy
4	International Business	3.0	Business Environment & Strategy
5	Management Consulting	3.0	Business Environment & Strategy
6	Advanced Financial Statement Analysis	3.0	Finance
7	Business Valuation	3.0	Finance
8	Commercial Bank Management	3.0	Finance
9	Financial Derivatives	3.0	Finance
10	Financial Econometrics	3.0	Finance
11	Investment Analysis and Portfolio Management	3.0	Finance
12	Learning & Development	3.0	Human Resources & Behavioural Sciences
13	Legal Framework of Industrial Relations	3.0	Human Resources & Behavioural Sciences
14	Recruitment and Selection	3.0	Human Resources & Behavioural Sciences
15	Total Rewards	3.0	Human Resources & Behavioural Sciences
16	Business Process Modelling and Management	3.0	IT/Analytics
17	Financial Econometrics	3.0	IT/Analytics
18	Multivariate Data Analysis	3.0	IT/Analytics
19	Story Telling with Data	3.0	IT/Analytics
20	Consumer Behaviour	3.0	Marketing
21	Digital Marketing	3.0	Marketing
22	Integrated Marketing Communication	3.0	Marketing
23	Pricing Strategies	3.0	Marketing
24	Product Strategy	3.0	Marketing
25	Operations Strategy	3.0	Operations & Data Science
26	Project Management	3.0	Operations & Data Science
27	Supply Chain Management	3.0	Operations & Data Science
28	Total Quality Management	3.0	Operations & Data Science
	Total	**18**	

Note 1: Student can select any 5 elective (totalling to 15 credits) courses from the list of electives offered above (i.e. 1 comp + 5 Elect: 3+15=18 Credits)

Note 2: Students who have opted for 'Financial Econometrics' from the Finance stream, cannot opt for 'Financial Econometrics' from the IT/Analytics stream and vice versa.

Trimester V			
	Elective Courses		
1	Business Strategies for the New Economy	3.0	Business Environment & Strategy
2	Corporate Turnaround	3.0	Business Environment & Strategy
3	Entrepreneurship	3.0	Business Environment & Strategy
4	Mergers, Acquisitions and Corporate Restructuring	3.0	Business Environment & Strategy
5	Financial Analytics	3.0	Finance
6	Financial Risk Management	3.0	Finance
7	Fixed Income Securities & Debt Markets	3.0	Finance
8	International Finance	3.0	Finance
9	Investment Banking	3.0	Finance
10	Value Investing	3.0	Finance
11	Wealth Management	3.0	Finance
12	Organization Development & Change	3.0	Human Resources & Behavioural Sciences
13	Performance Management at Work	3.0	Human Resources & Behavioural Sciences
14	People Analytics	3.0	Human Resources & Behavioural Sciences
15	Wage-related and Social Security legislation	3.0	Human Resources & Behavioural Sciences
16	Data-Centric Machine Learning for Managers	3.0	IT/Analytics
17	Financial Analytics	3.0	IT/Analytics
18	Marketing Analytics	3.0	IT/Analytics
19	People Analytics	3.0	IT/Analytics
20	Marketing Analytics	3.0	Marketing
21	Retail Management	3.0	Marketing
22	Services Marketing	3.0	Marketing
23	Strategic Brand Management	3.0	Marketing
24	Logistics Management	3.0	Operations & Data Science
25	Service Operations Management	3.0	Operations & Data Science
26	Strategic Sourcing & E- Procurement	3.0	Operations & Data Science
27	Technology Driven Excellence in Value Chain	3.0	Operations & Data Science
	Total	**12**	

Note 1: Student can select any 4 elective (totalling to 12 credits) courses from the list of electives offered above

Note 2: Students who have opted for 'Financial Analytics' from the Finance stream, cannot opt for 'Financial Analytics' from the IT/Analytics stream and vice versa

Note 3 : Students who have opted for 'Marketing Analytics' from the Marketing stream, cannot opt for 'Marketing Analytics' from the IT/Analytics stream and vice versa

Note 4 : Students who have opted for 'People Analytics' from the Human Resources & Behavioural Science stream, cannot opt for 'People Analytics' from the IT/Analytics stream and vice versa

Trimester VI			
	Elective Courses		
1	Enterprise Risk Management	3.0	Business Environment & Strategy
2	Managing Growth	3.0	Business Environment & Strategy
3	Strategic Performance Management and Control	3.0	Business Environment & Strategy
4	Alternative Investment Markets	3.0	Finance
5	Behavioural Finance	3.0	Finance
6	Corporate Tax Planning	3.0	Finance
7	Private Equity	3.0	Finance
8	Strategic Financial Management	3.0	Finance
9	Emotional Intelligence at Work	3.0	Human Resources & Behavioural Sciences
10	Social Psychology and Organizational Effectiveness	3.0	Human Resources & Behavioural Sciences
11	Talent Management	3.0	Human Resources & Behavioural Sciences
12	Artificial Intelligence for Managers	3.0	IT/Analytics
13	Consumer Data Analytics	3.0	IT/Analytics
14	Operations and Supply Chain Analytics	3.0	IT/Analytics
15	Retail Analytics	3.0	IT/Analytics
16	Business Marketing	3.0	Marketing
17	Customer Relationship Management	3.0	Marketing
18	Marketing Strategy	3.0	Marketing
19	Sustainable Marketing	3.0	Marketing
20	Green Supply Chain Management	3.0	Operations & Data Science
21	Innovation Management	3.0	Operations & Data Science
22	Operations and Supply Chain Analytics	3.0	Operations & Data Science
	Total	**12**	

Note 1: Student can select any 4 elective (totalling to 12 credits) courses from the list of electives offered above

Note 2: Students who have opted for 'Operations and Supply Chain Analytics' from the Operations Data Science stream, cannot opt for 'Operations and Supply Chain Analytics' from the IT/Analytics stream and vice versa

Guidelines for Selection of Courses

I. Students in the Second year of the FT MBA Program can choose elective courses from the list of electives offered (trimester wise). Based on the selection of electives, students will be placed in **ANY ONE** of the following categories:

a) **MBA General Management**
b) **MBA with Concentration in any one**
   1) **Business Environment & Strategy**
   2) **Finance**
   3) **Human Resources & Behavioural Sciences**
   4) **IT/Analytics**
   5) **Marketing**
   6) **Operations & Data Sciences**

II. The degree awarded will be MBA. The concentration, if any, will be reflected only on the grade sheet/transcript. Students must adhere to the nomenclature given by SBM-NMIMS and use the same in all communication with the outside world.

III. A student must accumulate **42 credits** in the Second Year across trimesters IV, V, and VI. Please note that one full course is of 3 credits having 20 sessions of 90 minutes each and similarly, one-half course is of 1.5 credits equal to 10 sessions of 90 minutes each. Term-wise number of courses which you need to select are as follows:

Trim IV : 1 Compulsory Course* + 5 Elective Courses (Total Credits:18)
Trim V : 4 Elective Courses (Total Credits: 12)
Trim VI : 4 Elective Courses (Total Credits: 12) AND
**CAPSTONE® Business Simulation (3 credit)*

IV. Students are required to choose credit courses, trimester wise, from the 6 areas mentioned below and from the area wise list of electives (given separately as Annexure I)

1. Business Environment & Strategy
2. Finance
3. Human Resources & Behavioural Sciences
4. IT/Analytics
5. Marketing
6. Operations & Data Sciences

V. For **MBA General Management**, student should choose minimum 2 full-credit electives from at least 5 different areas out of the six areas (listed above in Point IV) across the year in Trim IV, V & VI.

VI. For **MBA with Concentration in** Business Environment & Strategy, Finance, Human Resources & Behavioural Sciences, IT/Analytics, Marketing & Operations & Data Sciences, student should choose a **minimum of 6 elective courses** (18 Credits) from the respective areas across the year in Trim IV, V & VI. The area may conduct Workshops which will be mandatory requirement for the concentration opted.

VII. Compulsory courses will not be considered for elective credit calculation as indicated in Points V and VI.

VIII. Students can take a **maximum of 9 elective courses** (equivalent to 27 Credits) from any one particular area during the Second year.

IX. Students are required to choose their electives for all the Trimesters (IV, V & VI) on or before 24th March 2024. A complete list of electives available for Year II during Academic Year 2024-25 is available in Annexure I.

X. For an elective to be offered during a particular trimester, it should have at least 20 student registrations.

XI. The **maximum capacity per division per course is 65 students**. A course may have more than one division subject to student interest however the exact number depends on operational and organizational factors. Students will be informed in advance about these details.

XII. Students can opt for **ONE Audit course per trimester** from the available courses from the elective pool in addition to the mandatory number of electives. The grade earned will be reflected on the transcript, but will not impact CGPA calculation or concentration completion requirement. Details of available audit courses will be communicated before commencement of each trimester.

XIII. It is the student's responsibility to ensure adherence to the guidelines mentioned here for earning their MBA in General Management/Concentration, failing which the degree may not be granted.

XIV. The summer internship will be treated as a non-credit compulsory course. The candidate needs to satisfactorily complete this as per pre-decided norms, as an essential partial fulfillment of the requirements for award of MBA Degree.

XV. For students planning to visit foreign universities as part of the **international exchange-program**, following additional guidelines will apply:

i. It is mandatory to complete concentration electives at SBM campus
ii. No elective similar in nomenclature or content should be opted for at the Foreign University
iii. Elective Form (reflecting electives opted for in the foreign university) once filled up at Foreign University should be returned as early as possible to Faculty-in-Charge (International Relations-SBM)

XVI. The School of Business Management reserves the right to make changes in the above.

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Academic Calendars

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SVKM's NMIMS
Academic Calendar for the Academic Year : 2024-2025

School Name : School of Business Management Campus: Mumbai
Applicable to Other Campuses: Navi Mumbai, Indore, Bengaluru, Hyderabad
Program Name : Master Of Business Administration – First Year

Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holi days)
Term I: 3 June 2024 to 24 August 2024				
Orientation/Induction Program	I	3 June 2024 (Monday)	8 June 2024 (Saturday)	6 Days
Academic Instruction Duration (Regular Classes)	I	10 June 2024 (Monday)	17 August 2024 (Saturday)	60 Days
Ignite	I	13 July 2024 (Saturday)	14 July 2024 (Sunday)	2 Days
# Mid Term Test Internal Continuous Assessment	I	17 July 2024 (Wednesday)	20 July 2024 (Saturday)	4 Days
Parichay	I	2 August 2024 (Friday)	4 August 2024 (Sunday)	3 Days
Term End Exams	I	21 August 2024 (Wednesday)	24 August 2024 (Saturday)	4 Days
Re-Exams	I	14 October 2024 (Monday)	19 October 2024 (Saturday)	6 Days
Term II : 26 August 2024 to 30 November 2024				
Academic Instruction Duration (Regular Classes)	II	26 August 2024 (Monday)	23 November 2024 (Saturday)	67 Days
Arcadia (Intra Sports)	II	4 October 2024 (Friday)	6 October 2024 (Sunday)	3 Days
# Mid Term Test Internal Continuous Assessment	II	3 October 2024 (Thursday)	7 October 2024 (Monday)	4 Days
Paragana	II	17 October 2024 (Thursday)	20 October 2024 (Sunday)	4 Days
Diwali Vacation	II	**28 October 2024 (Monday)**	**3 November 2024 (Sunday)**	7 Days
Term End Exams	II	26 November 2024 (Tuesday)	30 November 2024 (Saturday)	5 Days
Re-Exams	II	17 January 2025 (Friday)	23 January 2025 (Thursday)	6 Days
Term III : 2 December 2024 to 29 March 2025				
Academic Instruction Duration (Regular Classes)	III	2 December 2024 (Monday)	22 March 2025 (Saturday)	66 Days

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Details	Trim	Start date	End Date	No. of Days (Excluding Sundays/holi days)
Winter Vacation	III	26 December 2024 (Thursday)	1 January 2025 (Wednesday)	7 Days
University Day	III	13 January 2025 (Monday)		1 Day
Samarthya	III	10 January 2025 (Friday)	12 January 2025 (Sunday)	3 Days
# Mid Term Test Internal Continuous Assessment	III	15 January 2025 (Wednesday)	18 January 2025 (Saturday)	4 Days
We Care	III	27 January 2025 (Monday)	21 February 2025 (Friday)	23 Days (Including 2 Days travelling – 20th & 21st Feb'2025)
We Care (Poster Presentation)	III	1 March 2025 (Saturday)		1 Day
#Euphoria	III	8 March 2025 (Saturday)	9 March 2025 (Sunday)	2 Days
Term End Exams	III	25 March 2025 (Tuesday)	29 March 2025 (Saturday)	5 Days
Summer Internship & Break	III	1 April 2025 (Tuesday)	31 May 2025 (Saturday)	61 Days
Re-Exams	III	11 June 2025 (Wednesday)	14 June 2025 (Saturday)	4 Days

Summer Vacation	For Faculty	14 April 2025 (Monday)	25 May 2025 (Sunday)	6 weeks (42 Days)
Commencement of next Academic year (2025-26) (Second Year)	IV	9 June 2025 (Monday) – Tentative	-------	-------
Commencement of First Year in next Academic year (AY 2025-26)	I	2 June 2025 (Monday) - Tentative	-------	-------

* **Some of the sessions/events of the Foundation Program - Preparatory Skill Building course sessions, Mumbai Darshan, Student Council Interaction will continue into the first week of the trimester.**

 # 1 Regular Lectures will be conducted during Mid Term Exams and all the events

 # 2 Student oriented events mentioned selectively. However, the student council would have separate communication for the said event dates.

- **Although time-tables schedule lectures on weekdays, rescheduled lectures may be conducted on weekends.**
- **Mid-term exams and end term examinations are subject to rescheduling including Sundays.**

Deputy Registrar
SBM

Associate Dean
SBM

Dean
SBM

DR-Academics
NMIMS

COE
NMIMS

16 MAR 2024

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SVKM's NMIMS
Academic Calendar for the Academic Year : 2024-25
School Name : School of Business Management, Campus: Bengaluru
Applicable to Other Campus/s: Hyderabad, Indore & Navi Mumbai
Program/s Name/s in Full : Master of Business Administration - II Year

Details	Sem / Trim	Start Date	End Date	No. of Days / No. of weeks (Excluding Sundays/holidays)
Term I				
Academic Instruction Duration (regular classes)	Trim IV	10-Jun-24	20-Aug-24	61 Days
# Mid term Test/ICA	Trim IV	19-Jul-24	22-Jul-24	4 Days
Summer Internship Presentation & Viva	Trim IV	26-Jul-24	27-Jul-24	2 Days
Submission of ICA Marks	Trim IV	20-Aug-24		
Term End Exams	Trim IV	21-Aug-24	31-Aug-24	10 Days
Re- Exam Week	Trim IV	15-Oct-24	21-Oct-24	6 Days
Term II				
Academic Instruction Duration (regular Classes)	Trim V	02-Sep-24	25-Nov-24	63 Days
# Mid term Test/ICA	Trim V	14-Oct-24	17-Oct-24	4 Days
# Placement Week	Bengaluru	04-Nov-24	09-Nov-24	6 Days
	Navi Mumbai	1st Sept 2024 onwards		
	Indore	04-Nov-24	14-Nov-24	10 Days
	Hyderabad	21-Oct-24	26-Oct-24	6 Days
Vacation (Diwali)	Trim V	28-Oct-24	03-Nov-24	7 Days
Submission of ICA Marks	Trim V	25-Nov-24		
Term End Exams	Trim V	26-Nov-24	07-Dec-24	11 Days
Re- Exam Week	Trim V	20-Jan-25	25-Jan-25	5 Days
Term III				
Academic Instruction Duration (regular Classes)	Trim VI	09-Dec-24	27-Feb-25	62 Days
Vacation (Winter)	Trim VI	26-Dec-24	01-Jan-25	7 Days
# Mid term Test/ICA	Trim VI	17-Jan-25	20-Jan-25	4 Days
Submission of ICA Marks	Trim VI	27-Feb-25		
Term End Exams	Trim VI	28-Feb-25	10-Mar-25	9 Days
Re- Exam Week	Trim VI	31-Mar-25	05-Apr-25	5 Days
Summer Vacation	**For Faculty**	14-Apr-25	25-May-25	**42 Days**
Graduation Day 2022-24	**Bengaluru**	**Navi Mumbai**	**Hyderabad**	**Indore**
	12-Apr-25	12-Apr-25	12-Apr-25	11-Apr-25
Commencement of next Academic year (AY 2025-26) (First Year)	Trim I	02-June-2025 (Tentative)		

Note: # Regular Classes will be conducted simultaneously with the Mid-Term Examination & Placement week for the MBA Programs.
a) Although time-tables schedule lecture on weekdays, rescheduled lectures may be conducted on weekends.
b) Mid-term exams and end term examinations are subject to rescheduling including Sundays.

AR/DR/JR (School) | Director Bengaluru | Director I/C Hyderabad | Director Navi Mumbai | Director Indore

Dean Academics (NMIMS) | Controller of Examinations (NMIMS)

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LIST OF HOLIDAYS FOR THE YEAR 2024 – NMIMS (Bengaluru)

Sl. No.	OCCASION	DATE
1	Makar Sankranti	Monday, 15 January, 2024
2	Republic Day	Friday, 26 January, 2024
3	Holi	Monday, 25 March, 2024
4	Good Friday	Friday, 29 March, 2024
5	Ugadi	Tuesday, 9 April, 2024
6	Ramzan-Id	Thursday, 11 April, 2024
7	Labor Day	Wednesday, 1 May, 2024
8	Independence Day	Thursday, 15 August, 2024
9	Ganesh Chaturthi	Saturday, 7 September, 2024
10	Gandhi Jayanti	Wednesday, 2 October, 2024
11	Mahanavami, Ayudha Pooja	Friday, 11 October, 2024
12	Dussehra	Saturday, 12 October, 2024
13	Diwali (Narak chaturdashi)	Thursday, 31 October, 2024
14	Kannada Rajyotsava/ Diwali (Laxmipujan)	Friday, 1 November, 2024
15	Diwali (Balipratipada)	Saturday, 2 November, 2024
16	Christmas	Wednesday, 25 December, 2024

Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January26, August15, May 01& October 02)

21. STUDENT COMMITTEES AND CLUBS

21.1 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 Committee	Name of Club
Student Council	Intuito (Analytics Club)
Academic Committee	Finance Club (Mudra)
Alumni Committee (Insignia)	HR Club (Hriday)
CSR Committee (Udyam)	Marketing Club (Margene)
Cultural Committee (Rang)	
Placement Committee	
PR Committee	
Sports Committee (Lakshya)	
Entrepreneurship Committee (Equinox)	

21.2 Office Bears are elected by the members of respective committees /clubs.

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

21.4 Student Council:

21.4.1 There are six (6) student council appointed by the institute to:

a) Coordinate the activities of the various committees and clubs.
b) Mentor the UG Program committees/clubs.
c) Act as a bridge between students and the Management.

21.4.2 Students interested in becoming a member of student council are requested to offer the candidature by the outgoing student council member. Student Council are selected by the Director and the Faculty body on the basis of,

a) Voting done by the President / Vice-President of Committee and Clubs.
b) Interview with the Director and Faculty body.

21.4.3 Two Student Council members will be nominated by the Director to the apex Student Council of the University.

21.5 Standard Operating Procedure (SOP) for Conduct of Events by Students' Committees and Clubs in MBA program.

21.5.1 NMIMS, Bangalore lays considerable emphasis on Committee/Club activities of Students. The underlying premise on which Committees/Clubs have been built into the academic system are that:

a) the activities conducted by Committee/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.

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

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

21.5.4 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 student's 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 are made.

21.5.5 Every committee/ 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.

21.5.6 Every Committee/Club at NMIMS, Bangalore shall follow the following guidelines/steps for conduct of events:

a) The members of the respective committee/club shall, at the outset, plan the activities/events' schedule for the year and make a tentative budget. This shall be presented before the end of July to a panel comprising the Director, Mentor of the committee/ club; Deputy Registrar and Asst. Registrar (Academic Administration) 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 preparing 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, Committee/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, Bangalore 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/committee events and submitted to the Deputy Registrar Administration (Mr. Vishnu Bhat)

h) Procurement of Food and Snacks to be decided by Committee/Club in consultation with the Deputy Registrar Administration (Mr. Vishnu Bhat). General guideline is that, Food and Snacks are to be procured from the NMIMS Cafetaria (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 (Mr. Vishnu Bhat/Mr. Rajesh S)

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 Deputy Registrar (See Annexure "Event review report"

m) CSR committee should work towards Swatch Bharat and Swatch Campus

21.5.7 Event Proposal Steps: All student committees must seek approval of their mentor followed by Director for all events organized. An Event Proposal has to be submitted to the panel before the end of July. Upon approval, the clubs/committees will then be allowed to upload posters of the event for Website requires approval from Ms. Shradha Pattnaik (Website In-Charge) and Director. For putting up posters on campus approval from Deputy Registrar (Mr. Vishnu Bhat) to be taken. The clubs/committees to book equipment and venue(s) for the event in consultation with Deputy Registrar (Mr. Vishnu Bhat) and Maintenance Department (Mr. Niranjan. M).

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

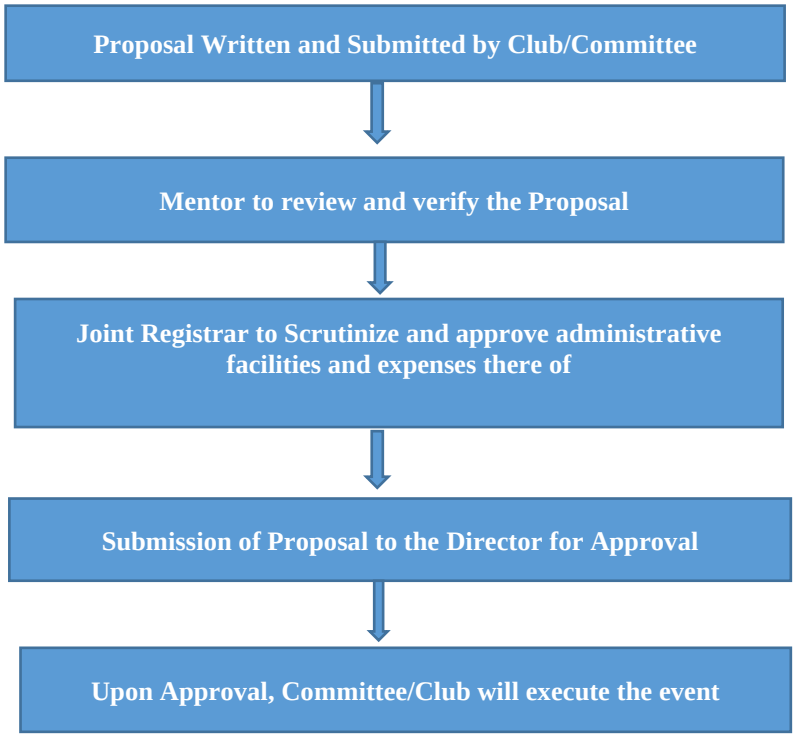
- Signature of club/committee president *(Prepared/Checked by)* & mentor *(Endorsed by)*
- Any other relevant information

See Annexure 14 "EVENT PROPOSAL FORM" to submit the event proposal

Attachment required with the proposal

- Event Booking Form (See Annexure 15- Event Booking Form)
- Budget sheet
- Poster design (if any)

Event Proposal Approval Process Diagram



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

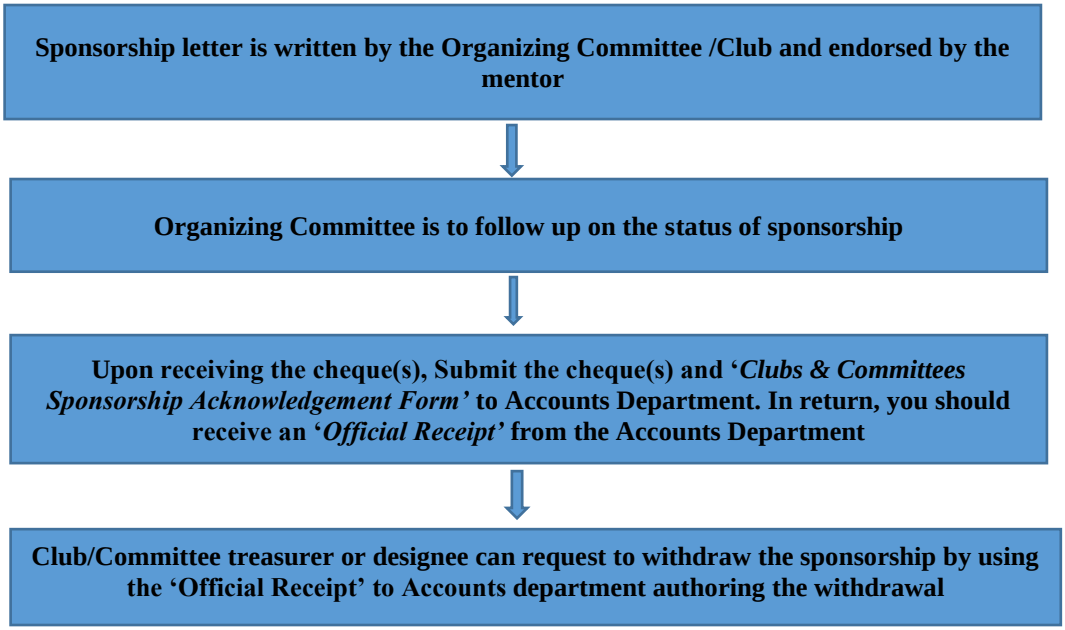
- ✓ Clubs/Committees must submit a draft copy of the poster attached to an Event Proposal for approval.
- ✓ All posters must contain the name, date, time and place of the event in English.
- ✓ Banners relating to advertising sponsorship shall be displayed for a maximum of month from the date of event.
- ✓ 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.

21.5.9 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 "**NMIMS Bengaluru**" and to be delivered to:

Lakshmipura Village, Jigani Hobli, Anekal Taluk,
Kalkere, Bannerghatta Road, Bangalore – 560083, Karnataka

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.

External Sponsorship (Financial) Request Process Diagram



21.5.10 At the end of each event conducted by Committee/Club a full set of Photographs to be submitted to IT Administrator (Mr. Pankaj Panigrahi) & Marketing department (Ms. Shradha Pattnaik).

22. SBM STUDENT AWARDS

SBM recognizes and appreciates the value that the students as future leaders bring to their peer group and the School community in an important way. With this perspective, SBM has instituted several award categories for the students of SBM as follows. Award descriptions and criteria will be separately shared with the students during the programme.

List of Awards

Sr. No.	Awards
1	Academic Excellence Award in Master of Business Administration
2	Outstanding Contribution to the Institution in Master of Business Administration

23. PEOPLE YOU SHOULD KNOW

School Administration

Name	Designation	Contact Details	Telephone
Mr. Shailesh Patel	Chairman, Local Management Committee		080-25126000
Dr. Narayani Ramachandran	Director	Narayani.Ramachandran@nmims.edu	080-25126025
Faculty			
Dr. N Barnabas	Professor (Marketing)	Barnabas.N@nmims.edu	080-25126061
Dr. A Aparna	Associate Professor (QT)	Aparna.A@nmims.edu	080-25126050
Dr. P. Sreeleakha	Associate Professor (HR/OB)	Sreeleakha.P@nmims.edu	080-25126043
Dr. Neha Chhabra Roy	Assistant Professor (Finance)	Neha.ChhabraRoy@nmims.edu	080-25126069
Dr. Deepak Sharma	Associate Professor (HR/OB)	Deepak.Sharma@nmims.edu	080-25126113
Prof. Ramprrasadh Goarty	Assistant Professor (Business Analytics)	ramprrasadh.goarty@nmims.edu	080-25126106
Dr. Santhosh Channappa	Assistant Professor (Economics)	santhosh.channappa@nmims.edu	080-25126047
Dr. Mallika Srivastava	Associate Professor (Marketing)	Mallika.Srivastava@nmims.edu	080-25126046
Dr. Roudra Chakraborty	Assistant Professor (Business Analytics)	roudra.chakraborty@sbm.nmims.edu	080-25126084
Dr. Sreelekha Kopparambil	Assistant Professor (Communication)	sreelekha.kopparambil@nmims.edu	080-25126085
Prof. Harsh Vardhan	Adjunct Faculty (Strategy)	Harsh.Vardhan@nmims.edu	080-25126054
Prof. Janaki Anant B	Adjunct Associate Professor (Business Strategy & IS)	Harsh.Vardhan@nmims.edu	080-25126048
Dr. Neelima Sudhir Watve	Adjunct Faculty (General Management)	Neelima.Watve@nmims.edu	080-25126081
Academic Administration:			
Mrs. Kalashri K N	Assistant Registrar (Academics)	kalashri.kn@nmims.edu	080-25126040
Mrs. Bakalavati Babaleshwar	Course Coordinator (MBA)	Bakalavati.Babaleshwar@nmims.edu	080-25126035
Mrs. A Devi	Assistant Registrar (Exam)	A.Devi@nmims.edu	080-25126053
Ms. Kavyashree	Coordinator (Exams)	Kavyashree.S@nmims.edu	080-25126122
Mr. Mansoor Ahmed	Assistant (Exams)	mansoor.ahmed@nmims.edu	080-25126072
Ms. Bhuvana C R	Assistant (Exams)	bhuvana.cr@nmims.edu	080-25126133
Ms. Gitanjana Paul Choudhury	Counsellor (Psychologist)	gitanjana.paulchoudhury@nmims.edu	080-25126023
Placement:			
Mr. Ekalavya Baruah	Deputy Director, Placements	Ekalavya.Baruah@nmims.edu	080-25126031
Mr. Sangram Wadkar	Assistant Director, Placements	sangram.wadkar@nmims.edu	080-25126115
Mrs. Lily Sarkar	Jr. Placement Executive	Lily.Sarkar@nmims.edu	080-25126041
Mr. Shekar	Placement Executive	Shekar.S@nmims.edu	080-25126075
Mr. Joseph Joy	Placement Coordinator	joseph.joy@nmims.edu	080-25126076
General Administration:			
Mr. Chandramohan Shahabad	Joint Registrar	chandramohan.shahabad@nmims.edu	080-25126073
Mr. Vishnu Bhat	Deputy Registrar & Rector Hostel	Vishnu.Bhat@nmims.edu	080-25126021
Mr. Rajesh S.	Administration Officer	Rajesh.S@nmims.edu	080-25126030
Mr. Niranjan	Maintenance Engineer	Niranjan@nmims.edu	080-25126022
Mr. Rajarama Kalkura M	Assistant	Rajarama.Kalkura@nmims.edu	080-25126078
Mrs. Rajeshwari V	Reception Cum Telephone Operator	V.Rajeshwari@nmims.edu	080-25126000
Mrs. Sowmya Arjun	Secretary to Director	sowmya.arjun@nmims.edu	080-25126032
Mr. Srinivasa K	Security Officer	srinivasa.k@nmims.edu	080-25126083
Admission:			
Mr. Nitesh Balraju	Student Counsellor	Nitesh.Balraju@nmims.edu	080-25126020
Marketing:			
Ms. Shradha Pattnaik	Marketing Executive	shradha.pattnaik@nmims.edu	808-25126074
Accounts:			
Mr. Mallikarjunaiah C R	Assistant Accountant	Mallikarjunaiah.CR@nmims.edu	080-25126024

Mr. Ramachandra	Assistant Accountant	Ramachandra.S@nmims.edu	080-25126027
Mr. Shivraj Kumar M	Assistant Accountant	Shivraj.M@nmims.edu	080-25126034
Library:			
Mr. Vasantha D.	Senior Assistant Librarian	Vasanta.D@nmims.edu	080-25126057
Mr. Srinivas Murthy	Library Assistant	Srinivas.Murthy@nmims.edu	080-25126068
Mr. Bheemashankar	Library Assistant	bheemashankar@nmims.edu	080-25126051
Mr. Ameet Kumar R Joshi	Library Assistant	AmeetKumar.Joshi@nmims.edu	080-25126071
IT Administration:			
Mr. Vijaya Kumar R	IT Project Engineer	RVijaya.Kumar@nmims.edu	080-25126039
Mr. Pankaj Kumar Panigrahi	IT System Admin	Pankaj.Panigrahi@nmims.edu	080-25126029
Mr. Rupesh Kumar	Laboratory Assistant (Computer)	Rupesh.Kumar@nmims.edu	080-25126028
Mr. Nagaraj H	IT Lab Assistant	nagaraja.h@nmims.edu	080-25126078

24. NMIMS INFOLINE (for Bangalore Campus)

Agency	Number
Police	
Police Help Line	**100 /103**
Bannerghatta police station	080-2782 8595
Traffic Help Line	1095/ 080-2294 3030/ **131**
Harassed by Auto Drivers?	080-25588444 / 555
Commissioner of police	22260707 / 22942215 / 22943399
Fire Brigade	
Fire Brigade Help Line	**101**
Central Fire control Room	22942999 / 22251780
Fire & Safety service	22265276
Ambulance	102/1062/1051 /105711/1062/**108**
Hospitals	
Fortis Hospital	080-66214444, 9663367253
Vijayashree Hospitals	080 4906 8888
Travel Agency	
Cabs Group	080-41713366
Chemist	
Careongo Pharmacy	089998 08080
Divyasree Medicals	080 4096 9299
Hostel	
Mr. Shiv Sharma (Boys and Girls Hostel)	9663068526, 8770776731

SVKM'S
NMIMS
Deemed-to-be UNIVERSITY

ANNEXURES

Annexure 1

Expression of Interest for Course of Independent Studies

Project Proposal: Course of Independent Study

(i) Name of the student:

(ii) SAP id.:

(iii) Roll no.:

(iv) Trimester in which you intend to pursue a CIS course:

(v) Broad area:

(vi) Proposed Title of the Research Proposal:

(vii) Introduction of the proposed study (approx. 200 words)

(viii) Major existing international and national research work reviewed (approx. 300 words)

(ix) Identification of Research gap (approx. 200 words)

(x) Expected Outputs such as papers, report, book, document, dataset etc. (100 words)

(xi) Relevance of the proposed study for the student (approx. 300 words)

(xii) Terms of reference and time frame of deliveries (approx. 200 words)

Declaration

I hereby declare that the proposal and its contents are entirely original and as per the standard practice.

Signature of the Candidate
Place:

Date:

Annexure 2

Application for Bonafide Certificate

Date: _____

Photo

To,
The Dean
School of Business Management
SVKM's NMIMS University
Mumbai

Sub: Regarding Bonafide Certificate

Sir / Madam,

I am student of your Institute and studying in Trim__ Div.__ for the academic year_____.

My personal details are as follows –

1) SAP ID. _____Roll No. _____

2) Name in full: _____

(Surname) (Self Name) (Father's Name)

3) Class:_____Div.:_____Program: _____

4) Reason for Requirement of certificate

_____

_____

_____

Please issue me a bonafide certificate as early as possible. Thanking You

Yours sincerely

Annexure 3

EVENT PROPOSAL FORM

1. Event Name: _____

2. Committee/Club Name: _____

3. Objective: _____

4. Involved parties: _____

5. Date, Time and Venue: _____

6. Proposed Itinerary

Time	Itinerary
	Arrival of guests
	Event starts
	Prize giving ceremony
	Event ends

7. Total Budget

Prepared By	Primary Approval By,	Checked By,	Final Approval By,
----------	----------	----------	----------
President Committee/Club	Mentor Committee/Club	Dy. Registrar	Director

Annexure 4

EVENT BOOKING FORM

Event Name: _____

Committee/Club Name: _____

Event Type: _____

Venue: _____

Date of Event: _____ Start Time: _____ End Time: _____

VIP List: _____

Equipment Requested

Location		
Items Available	**Quantity (Max)**	**Quantity required**
Table		
Chair		
Plastic Chair		
Round Table		
Others		

Name of the Committee/Club President: ----------

Signature: ---------- Date: ----------

Deputy Registrar (Administration) Approval: ----------

Annexure 5

CLUBS/COMMITTEES SPONSERSHIP ACKNOWLEGEMENT FORM

Club/Committee:
Event Title:
Event Date:

Submitted By:
Designation:
Contact No:

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: ----------

Annexure 6

EVENT REVIEW REPORT

Event Name	
Committee/Club Name	
Event Date	
Event Venue	
Event time	From To

Event Details	
1	Please summarsize the event's activities
2	How many students participated in the event?
3	Was this open to general public?
4	Have Purpose and objectives of the event met?
5	What are the problems faced while organising the event?
6	Was the event conducted within the approved budget? Excess/Deficient, if any
7	Was there revenue generated by the event? Yes/No. If yes, how much?
8	Give suggestions to improve the event, if it needs to be organised in the future
9.	Geo Tag Photographs (compulsory)
10.	If any

Committee/Club
President Signature with Date

Committee/Club
Mentor Signature with Date