



STUDENT RESOURCE BOOK

(2023-24) – Part II

**School of Commerce
(Bengaluru Campus)**

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**Dr. Narayani Ramachandran
Deputy Director, NMIMS Bangalore**

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Message from Dean

SVKM's NMIMS Anil Surendra Modi School of Commerce (ASMSOC) imparts undergraduate & post graduate management education through its BBA, B.Com. (Hons.), B.Sc. Finance, M.Sc. Finance programs. The main objective of the school is to impart domain knowledge, and focus on developing competencies so that students can embark on managerial career paths and assume leading role in the corporate world. The courses offer high employability for the student community. We at ASMSOC are engaged constantly in updating our curriculum as per the needs of the industry and changing global economic scenario. Innovative pedagogy helps the students to meet the industry expectations from an entry level graduate.

At ASM SOC, we bring a unique combination of theory and practice, our program emphasizes not only on the development of analytical skills but also on in-depth application of concepts, tools and techniques to a wide range of situations faced by managers. The curriculum will help students to gain an integrated perspective across functional areas.

The curricular, co-curricular and extra-curricular activities imparted at school, make them better leader who have good communication skills, interpersonal skills and ability to assume responsibility. The live projects, experiential learning and corporate interface for various activities make them ready for real world challenges. The corporate internship at the end of the second year and an internship with NGO at the end of first year will make students better decision maker with social sensitivity.

We are happy to inform you that India Today special issue on Best Colleges in India has ranked our BBA program as the second best in India and ASMSOC as the first best emerging college of the century.

NMIMS University has initiated the UG program across various campuses, now we have presence in Bengaluru, New Mumbai, Indore, Dhule, Hyderabad and Chandigarh.

The M.Sc. Finance program commenced from 2017. The case based learning method as its chief pedagogical tool to bring to the classroom real world scenarios. This program will help to create high quality middle level managers in functional areas.

Wishing you, all the best, during your tenure at SVKM's NMIMS Anil Surendra Modi School of Commerce and School of Commerce at your respective campuses.

Prof. Sangita Kher
I/C Dean



Dear Esteemed Students,

A hearty welcome to NMIMS Bangalore, an institution known for its dynamism and excellence in education. As you step into our vibrant campus, nestled across locations - the main campus at Bannerghatta, you embark on a journey that promises to be transformative and enriching. It is a privilege to have you join us, becoming an integral part of our legacy.

At NMIMS Bangalore, we take immense pride in our distinguished programs. This longevity also provides us with a strong network of alumni who are excited to engage with and guide new students, fostering a culture of mentorship and collaboration.

Our commitment to your holistic development is unwavering. Throughout your tenure, we strive to offer an unforgettable blend of academic rigor and extra-curricular engagement. The dedicated faculty ensure the academic aspect is robust, while our diverse Clubs and Committees open doors to a wide range of extracurricular pursuits. These avenues for exploration are designed to mold well-rounded individuals who are not only proficient in their chosen fields but are also equipped with the skills and perspectives necessary to thrive in a dynamic world.

As testament to our dedication, the excellence of our students shines through. The growth trajectory of NMIMS Bangalore is steadfast. We are committed to expanding our horizons, creating new opportunities, and enhancing our academic offerings. Our focus on education and overall development remains paramount, ensuring that every student undergoes a transformative journey during their time with us. As you navigate the halls of NMIMS Bangalore, you'll find an environment that nurtures creativity, critical thinking, and ethical leadership, preparing you to excel in your future endeavors.

Your presence here is a testament to your aspirations and dedication. We encourage you to embrace this chapter fully, immerse yourself in the plethora of opportunities that await, and contribute wholeheartedly to the NMIMS legacy. Together, we shall continue to elevate Brand NMIMS Bangalore and shape a brighter future.

Here's to a rewarding and enriching journey ahead!

Warm regards,

A handwritten signature in black ink, appearing to read "R. Singh", written over a horizontal line.

Director, NMIMS Bangalore

1. Academic Guidelines/ General Inputs, Rules, Policies

1.1 Attendance Norms & School Policies:

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

- 1.1.1 The attendance reports will be available through student portal. Discrepancy (if any) to be informed by the student to the course coordinator concerned within 3 working days from the date when report has been uploaded. No changes will be permitted once attendance reports are finalized.
- 1.1.2 For ALL absence, prior intimation is to be given to the Course Coordinator concerned. In case of emergency, intimation must be given to Course Coordinator on phone/ email within 24 hours of the absence. Any leave without written intimation will be treated as unauthorized leave and will be reflected in the records as such.
- 1.1.3 Students must refrain from approaching the faculty members for attendance related issues and exemptions. They must submit an application to the course coordinator concerned for necessary approvals. Individual faculty members are not allowed to give exemptions.
- 1.1.4 For sanction of Authorised Leave up to 10%: Dean – School of Commerce. In absence of the Dean (School of Commerce), Registrar is the appropriate authority for Authorised Leave.
- 1.1.5 Classes are expected to begin on time. Late coming is not permitted. Faculties have the authority to close the doors of the classroom and debar latecomers from entering the classroom. They have also been advised to deal with students who habitually come late.
- 1.1.6 Students are required to be present for all events of the University and School of Commerce, including the Convocation, Orientation Ceremony, Sports Day, Republic Day, Independence Day, Guest Lectures, Compulsory Workshops, CEO Series, and other events as intimated on the notice board/ student portal. Record of attendance will be kept for disciplinary action wherever deemed necessary. The University reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated / displayed on the notice board from time to time and / or remark on the transcript or any other decision by the management.
- 1.1.7 Students are not entitled automatically to make up tests / quizzes / viva's and any other form of evaluation even when prior authorization has been obtained for absence from the class. In case of group discussion / presentations, students will not be allowed any marks for absence during the presentations / discussion even if the student has been granted authorized leave during the same.
- 1.1.8 Students are required to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the University or the faculty concerned. Do not approach faculty members and others in the University to change or extend deadlines. The intimation of assignments, projects will also be sent to the parents on a regular basis so that parents can efficiently monitor their ward's academic activities.
- 1.1.9 Absence from examination / re-examination for medical or any other reason shall be treated as absent and for those who remained absent, school will not conduct any additional exam.
- 1.1.10 As all programs conducted by School of Commerce are full time programs, students will not be granted leave and / or any other exemptions to pursue any additional programs of studies beyond that for which they are currently enrolled at the School of Commerce.
- 1.1.11 Students are required to be in Mumbai city on all days of the semester. If they are leaving the city on personal or institutional work, they are required to obtain prior permission from the Dean. This applies even to those students who are representing the University for social, cultural, and co-curricular events.
- 1.1.12 Students are not supposed to book their tickets for their home town till the exam gets over. Students should remain in Mumbai and gets their doubts solved from the faculty, and if there are any pending internals, students should complete the same before the Term-End Examination.

1.2 Re-Admission rules:

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

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

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

1.3 Discipline Norms and Penalty:

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

SI No.	Name	Designation	Email ID	Contact No.
1.3.1 Anti-Ragging Committee:				
1	Dr. Deepak Sharma	Chairperson	Deepak.Sharma@nmims.edu	8826955643
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	Prof. Gavin Dsouza	Member	gavin.dSouza@nmims.edu	9623498669
6	Dr. Prerona Baruah	Member	prerona.baruah@nmims.edu	7663046049
7	Dr. Kush Karla	Member Secretary	kush.karla@nmims.edu	9711128466
8	Ms. Smita Ram	NGO Member	smita@rangde.in	9686114608
9	Police Station In charge	Sub Inspector	Sp-bangalorerural@kar.gov.in	080-27828595
10	Ms. Mahima Guwalani	Student Council member	mahima.guwalani366@nmims.edu.in	9893783723
11	Ms. Tripti Singh	Parent	triptidpjaipur@gmail.com	9784624000
1.3.2 Disciplinary Committee:				
1	Prof. Dileep Menon	Chairperson	dileep.menon@nmims.edu	9447661998
2	Prof. Tanaya Majumder	Member	Tanaya.Majumder@nmims.edu	8981329564
3	Prof. Anand Prakash	Member	anand.prakash@nmims.edu	8076832949
4	Ms. Kalashri. K. N	Member	kalashri.kn@nmims.edu	8792838912
5	Mr. Vishnu Bhat	Member	Vishnu.Bhat@nmims.edu	9449984692
6	Mr. Chandramohan Shahabad	Member Secretary	chandramohan.shahabad@nmims.edu	9967345501
1.3.3 Woman Grievance Redressal / Sexual Harassment Committee				
1	Dr. Tanmeet Sahiwal	Chairperson	tanmeet.sahiwal@nmims.edu	9780581218
2	Dr. Mallika Srivastava	Member	Mallika.Srivastava@nmims.edu	9561122221
3	Prof. Ramprasad Goarty	Member	ramprasadh.goarty@nmims.edu	9885300874
4	Dr. Sreeleakha. P	Member	Sreeleakha.P@nmims.edu	9880302813
5	Dr. Priyam Ghosh	Member	priyam.ghosh@nmims.edu	8100760744
6	Prof. Revathy Muniyasamy	Member	muniyasamy.revathy@nmims.edu	9500990447
7	Prof. Anvesha Chattopadhyay	Member	anvesha.chattopadhyay@nmims.edu	9986727405
8	Dr. Samraggi Chakraborty	Member Secretary	samraggi.chakraborty@nmims.edu	7619182637
9	Women member from a NGO			
1.3.4 Student Grievance Redressal Committee (Institutional/Departmental/Collegiate)				
1	Dr. Mallika Srivastava	Chairperson	Mallika.Srivastava@nmims.edu	9561122221
2	Dr. Barnabas. N	Member	Barnabas.N@nmims.edu	9481475606
3	Prof. Anand Prakash	Member	anand.prakash@nmims.edu	8076832949
4	Dr. Sindhu Palonnath mana	Member	sindhu.palonnathmana@nmims.edu	9892828504
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

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

The Placement process typically involves –

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

2.1 Batch Preparation:

- The Comprehensive Batch Preparation Program is to enhance the suitability of candidates.
- Prior to the commencement of the selection process, it is expected that students should have a fair idea about their interest, sector and specialization; and/or at least have some long-term vision of where they want to be in future and should direct their efforts accordingly. Placement should not be considered as a backup option/arrangement as against any competitive exams or admissions to other institutes/universities in India or abroad. A bit of clarity will help students to focus their efforts and secure a good job / internship to begin their career path.
- Interactive sessions with alumni/industry experts in various profiles that help students to gain clarity on role/fit, understanding expectations of the company, future prospects - career evolution, right approach for cracking interviews, listen to first-hand experience and get a feel of life in a particular profile.
- Interaction with seniors who have undergone internships in companies.
- Assigning seniors or alumni as mentors to guide students.
- Mock interviews with alumni/corporates to get a direct feedback from people in relevant industries.
- Guest talks and workshops on various topics from corporates.
- Resume building as per School of Commerce (SOC) placement guidelines. Students should prepare their resumes in the prescribed University/College format and submit this to the Placement Office in stipulated time as instructed.
- Information on the resume should be correct, accurate and honest viz., the complete name of the program, CGPA – as it appears in the transcript, academic and corporate projects as approved by the University, contribution made as a part of various committees, clubs, cells etc. To note, Placement Office reserves the right to regulate such activities. Any discrepancy in the information shared/provided will lead to immediate expulsion of the candidate from future Placement Process.
- Soft skills training provided by the college.
- Further as part of the placement process, students are expected and must do a thorough research about the company, the business, the sector, other players in the sector, the financials, etc., and be prepared with a background and fact file prior to the interview process. Also some additional information – the number of interns/recruits in the past, whether the company has a PPO policy, the roles offered, the experience of seniors who interned with the company etc. will be useful information.
- The Placement Office also involves companies in a number of Campus Engagement activities – contests, projects, workshops, seminars, and guest talks etc., that would benefit a larger number of students and help in promoting the excellent quality of the batch.

ELIGIBILITY CONDITIONS

- Assistance for Placements (internship and final placement) would be given to only those students that register with College Placement Assistance Office (PAO). For final placements, students need to register with the Placement Assistance Office (PAO) at the beginning of the academic year (July/August or as instructed by PAO each year).
- Final year students are eligible to participate in the placement activities if the student meets the requirements/eligibility criteria specified by the Company as well as Placement Assistance Office (PAO).
- Students who are interested in placements must participate in all technical and soft skill preparatory classes/sessions.

- Placement Assistance Office (PAO) does not allow the students to go for off- campus drives of the companies which are supposed to come through the Placement Assistance Office.
- Placement Assistance Office (PAO) does not allow the students to pay any amount to any agency/mediator for placements.
- Summer Internship is a prerequisite for Final Placement to qualify to register for Placements in Final Year.

2.2 Pre Placement Talk(PPT)

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

General Guidelines:

- As part of Placement Process, prospective companies are informed in detail of the various programs. The final decision rests with the company regarding the eligibility of program(s) for the profiles they have offered. Subsequently there would be no further negotiations related to program selected and all such decisions will be respected. Accordingly, the resumes of the students will be forwarded to prospective companies.
- The company will specify the process of selection/assessment for example, aptitude test, group discussion (GD), personal interview (PI), Case study etc.
- The selection process will be held in the college campus/online/premises of the company. However, in some cases, the student may have to go to the company's office for the same. A student will not be allowed to back out on any account if they do not agree to certain way of conducting the assessment.
- There may be situations where on spot decisions will have to be taken, the same shall be taken by the PAO under the guidance and instructions of the Placement Officer.
- In case of any disruptions caused in the placement process, the Placement Office reserves right to take disciplinary action (including debarring from placements) against the student(s).
- Students are not allowed to switch internships, whether taken via college or after opting out. Once an internship has been communicated to the college, it is the final internship.
- The students are expected to provide commitment to the organization in question and work as per the guidance provided by the company guide.
- If any student fails to attend any selection process, must submit an application regarding the same. If the reason found valid, supported with genuine documentary proofs and if approved by the competent authority the student will be given further chance to appear for other company processes.

The process of selection starts with inviting applications based on the eligibility, profile, project, stipend/compensation details shared by the company. The resumes applications of interested applicants are then shared with the companies. Once applied, shortlisted students are required to complete the entire recruitment process. Students are advised to check their emails/Placement Portal, etc. regularly for information updates and follow the procedure accordingly.

In all placement opportunities key features/elements related to job role is shared, students apply voluntarily after going through the initial information shared as placement opportunity alert. Once applied, students will be allowed/permitted to back out/withdraw from 2 PPT. A third absence will result in debarment of the placement process automatically.

2.3 Internships/Projects

UG Program

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

2.4 Recruitment Route:

- a) PPO/PPI: Pre Placement Offer (PPO) is an Offer given by the company to the intern acknowledging the excellent work done during the internship. Pre Placement Interview (PPI) is an opportunity given by the company to the intern to be directly selected for the interview for final placements. Thus, the students should be careful in applying to the companies of their choice and should put in all efforts to convert the internship into an Offer. Thus, the seriousness of this cannot be overstated.

General Guidelines/policy related to PPO/PPI:

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

- Rejection on basis of sector/location/ brand value of the company/work culture/profile mismatch is not applicable & will not be considered as valid reasons for rejection, as it is expected that students have consciously applied for internships to companies based on their interest and their skill sets.
- Conveying to the company in individual capacity during mid-reviews, final presentation or any other kind of interaction, disinterest in accepting PPI/PPO during the internship is not permitted. We value our relationship with companies and such cases will be dealt with strictly. This will be considered as PPO/PPI rejection and the above rules in this regard will be applicable.

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

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

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

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

General Guidelines/policy related to Final Placement:

- NMIMS's SOC follows '1 student 1 offer' policy. Each student is entitled to only one offer from campus.
- Leading companies across sectors aspire to recruit students of NMIMS. Each company has its own set of characteristics, requirements or qualities that they look for in a candidate. Hence, the company devises the eligibility criteria and selection process accordingly.
- The process of selection starts with inviting applications based on the eligibility, profile, project, stipend/compensation details shared by the company. The resumes applications of interested applicants are then sent to companies. Shortlisted students are required to complete the entire recruitment process. Students are advised to check their emails/Placement Portal, etc. regularly for information updates and follow the procedure accordingly. Once applied, students will be allowed to back out/withdraw from 2 PPT subsequent to showing interest and attending company presentation. A third absence will result in debarment of the placement process automatically.
- Companies would be encouraged to give spot offers. Once a student has been offered a job, he/she would be outside placement process and will not be able to take up any subsequent offers.
- The selection process will generally be held in the campus, however in some cases the student may have to go to the company's office for the same. Students will not be able to back out of the process on this account.
- Every effort will be made to facilitate the placement process. However it is the effort of the student that gets him/her selected for the job. Not getting selected for internships or during final placements in the first few companies should not lead to panic. Students are advised not to switch profiles in anxiety or haste.
- Companies could have one or multiple rounds for selection – case analysis, group discussion, group exercises, interviews etc. Reasons like location, family issues, work timings etc. should not be constraints to students. They are expected to be mobile and have the capability to adjust, adapt and respond to emergent situations successfully.
- Students who wish to drop out of the placement process are expected to formally notify the Placement Office vide the 'Opt Out Form' mentioning the reason, which could be higher studies, entrepreneurship, family business, seeking placements on their own by providing the names of such companies and details. The reason being, to iron out any hitches that may crop up later as the Placement Office approaches many companies and would like to continue the cordial relationship with them.
- Once a student is selected, he is required to ACCEPT the offer after entering the formal selection process and required to take up the offer.
- In case a student fails to attend any selection process, he/she must submit an application regarding the same. If the reason is approved by the competent authority, the student will be given further chance to appear for other

processes.

- In rare cases, if a student gets multiple job offers simultaneously (on one day), he or she will have to choose one offer and reject others on the spot.
- Placement information is confidential and any breach of confidentiality will lead to strict action.

CHOICE OF OPTING OUT

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

ABSENCE

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

Each of the Schools will be sharing to the batch, guidelines related to Resume, PPT, Internships, PPO's/PPI's, Final Placements, etc. and it is expected that students follow the same. The School reserves the right to change, modify the guidelines in the best interest of the batch. Students are free to approach the Placement Office for any queries or guidance.

For any further query(ies) related to placement/internship of SOC, kindly email on :

placements.ug@nmims.edu Or seek guidance from Placement Office, SVKM's Narsee Monjee Institute of Management Studies (NMIMS) Lakshimpura village, Jigani Hobli, Bannerghatta Main Road Bangalore – 560083

To note: The above stated are general placement guidelines. Detailed and more specific guidelines will be provided to students before placement session starts.



3. Guidelines for International Student Exchange Program

NMIMS Deemed-to-be-University has developed an extensive International Students Exchange Program in order to provide a cross cultural exposure and a global perspective to the students apart from classroom teaching. This is managed by 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.

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

1. University of Bristol UK
2. University of South Australia, Australia
3. University of Wollongong – Australia
4. University of California Riverside, USA
5. State University of New York at Albany, USA
6. Clark University, USA
7. University of Dallas – USA
8. HEC Lausanne, Switzerland
9. Excelia, France
10. The University of Queensland, Australia
11. The University of Leeds, UK
12. The University of Western Australia, Australia
13. Domus Academy, Milan, Italy

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

- Ms. Meena Saxena- Director, International Linkage - meena.saxena@nmims.edu
- Ms. Vaishali Khopte- Coordinator, International Linkages- vaishali.khopte@nmims.edu

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

Examination weightages and credits

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

A student would undergo continuous assessment for each course/subject in all the semesters. Various components of such continuous assessment would be as decided by the respective course/ subject teacher/ faculty and approved by Dean

/Director of the school concerned.

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

Semester-end-exam Passing Criteria for each Course:

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

Non – fulfillment of Passing Criteria:

A student, who has failed to fulfil the passing criteria as given above, will be required to appear for **semester-end re-examination** which will be conducted immediately after declaration of results of the said regular semester-end examination. **The internal marks will be carried forward for the re-examination.** A student has to submit an online re-examination form available on students’ portal. Such students who fail to submit the form will not be allowed to appear for the re- examination. A student who has failed to fulfil the passing criteria of Semester I courses after re-examination, will be allowed to attend the classes and appear at the examination/ re-examination of Semester II (and so on).

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

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

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

Progression to the subsequent year of the programme:

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

Grading System:

- The University follows a letter grading system leading to the award of a four-point Grade Point Average (GPA) for each term and Cumulative Grade Point Average (CGPA) for all the terms until date.
- ‘Letter grades’ and corresponding ‘grade points’ are as under:

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

Calculation of GPA (Grade Point Average):

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

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

Calculation of CGPA (Cumulative Grade Point Average):

Cumulative Grade Point Average up to and including a term will be computed by dividing the sum of product of grade point of each course / subject and credit value assigned to each respective course by the sum of credits assigned to all the courses / subjects up to and including the related term till date.

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

Here:

C = Credit value assigned to a course /subject

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

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

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

General Rules

- A student who remains absent from term/ semester examination/s due to any reason in any subject shall be marked as 'AB' in the result/ grade sheet/ transcript for the subject/s in which he/ she has remained absent. All such students will be allowed to appear at re-examination in the said subject. The said reexamination will be conducted immediately after the declaration of the respective term examination. A student who remains absent in the re-examination would not be able to avail of any further re-examination chance.
- In order to receive the degree, the student will have to pass in all the examinations of all the years
- The fees for re-examinations and re-admission will be decided by the University from time to time.
- In case of any disputes/differences, the decision of the University shall be final and binding on the students. If a student desires to institute any legal proceedings against the University, such legal proceedings shall be instituted only in the court at Mumbai in whose jurisdiction the application is submitted by the student and not in any other court.
- Modification in criteria/rules: On the recommendation of the Board of Studies of the School of Commerce and the Board of Examinations, the Academic Council shall have the sole discretionary right to modify all or any of the above criteria at any time without prior notice.

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

5. List of E resources subscribed by NMIMS

Sr. No.	Database	Sr. No.	Database	Sr. No.	Database
	LIBRARY SOFTWARE		RESEARCH DATABASES		FINANCE LAB
1.	Koha	17.	CMIE: Economic Outlook	32.	Bloomberg
	GRAMMAR/PLAGIARISM CHECK SFT.	18.	CMIE: Prowess IQ		SWAYAM / NDL
2.	Grammarly	19.	EViews 8	33.	National Digital Library
3.	Turnitin	20.	ISI Emerging Markets	34.	SWAYAM
	ELECTRONIC JOURNAL DATABASES	21.	SPSS: AMOS	35.	Consortium for Educational Communication (CEC)
4.	EBSCO	22.	STATA		
5.	JSTOR		COMPANY DATABASE		
6.	Co-Design	23.	Capitaline AWS		
7.	Current Science		STATISTICAL DATABASE		
8.	Ergonomics in Design	24.	IndiaStat		
9.	Design and Culture	25.	EPWRF India Time Series		
10.	Design for Health		LAW DATABASES		
11.	The Design Journal	26.	<u>American Journal of International Law</u>		
12.	Design Issue	27.	<u>International Legal Materials</u>		
	ENGINEERING DATABASES	28.	Law & Literature		
13.	DELNET	29.	Live Law		
14.	NPTEL		MARKETING DATABASES		
	E-BOOKS DATABASES	30.	WARC		
15.	E-brary		CASE STUDY DATABASE		
16.	Pearson E-Books	31.	Harvard Business School Publishing		

6. Course Structures: 2023-24

BBA

Semester I

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

Semester II

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

Semester III

Sr. No.	Course Name	Area / Discipline	Credits
1	Banking and Insurance	Finance	4
2	Direct and Indirect Tax	Accounting	4
3	Retail Management	Marketing	4
4	Indian Economy in Global Scenario	Economics	4
5	Operations Research	Quantitative Techniques	4
6	Financial Statement Analysis	Finance	4

Semester IV

Sr. No.	Course Name	Area / Discipline	Credits
1	Organizational Behaviour and Human Resource Management	Human Resource Management	4
2	Financial Management	Finance	4
3	Management Accounting	Accounting	4
4	Business Law	Law	4
5	Research Methodology	Quantitative Technique	4
6	Advertising and Media	Marketing	4

Semester V

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

Semester VI

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

B.Com (Hons.)

Semester I

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

Semester II

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

Semester III

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

Semester IV

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

Semester V

Sr. No.	Course Name	Area / Discipline	Credits
1	Environment Management & Corporate Social Responsibility	General Management	4
2	Research Methodology	Operations	4
3	Strategic Management	General Management	4
4	Financial Markets & Institutions	Finance	4
5	Investment Analysis, Portfolio Management & Wealth Management	Finance	4
6	Financial Reporting Standards and Audit - I	Finance	4
7	Soft Skills	Soft Skills	Non Credit

Semester VI

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

B.Sc. Finance

Semester I

Sr. No.	Course Name	Area / Discipline	Credits
1	Business Accounting & Analysis	Accounting	4
2	Corporate Communications	Communications	4
3	Financial Markets & Institutions	Finance	4
4	Microeconomics	Economics	4
5	Principles of Management	General Management	4
6	Quantitative Techniques - I	Quantitative Technique	4

Semester II

Sr. No.	Course Name	Area / Discipline	Credits
1	Management Accounting	Accounting	4
2	Macroeconomics	Economics	4
3	Principles of Marketing	Marketing	4
4	IT Applications	IT	4
5	Quantitative Technique - II	Quantitative Technique	4
6	Corporate Finance - I	Finance	4

Semester III

Sr. No.	Course Name	Area / Discipline	Credits
1	Business Policy and Strategic Management	General Management	4
2	Corporate Finance -II	Finance	4
3	Debt Markets	Finance	4
4	Financial Statement Analysis and Business Valuation	Finance	4
5	Operations Research	Operations	4
6	Organizational Behaviour and Human Resource Management	Human Resource	4

Semester IV

Sr. No.	Course Name	Area / Discipline	Credits
1	Financial Modeling	Finance	4
2	Alternate Investment Markets	Finance	4
3	Banking and Insurance	Finance	4
4	Research Methodology	Operations	4
5	Indian Economy in Global Scenario	Economics	4
6	Financial Reporting Standards and Analysis - I	Finance	4

Semester V

Sr. No.	Course Name	Area / Discipline	Credits
1	Business Analytics	Analytics	4
2	Corporate & Business Law	Law	4
3	Derivatives and Risk Management	Finance	4
4	Environmental Management and Corporate Governance	General Management	4
5	International Finance	Finance	4
6	Investment Analysis & Portfolio Management	Finance	4
7	Soft Skills	Soft Skills	

Semester VI

Sr. No.	Course Name	Area / Discipline	Credits
1	Financial Reporting Standards and Analysis - II	Finance	4
2	Marketing of Financial Services	Finance	4
3	Direct & Indirect Tax	Accounting	4
4	Financial Planning & Wealth Management	Finance	4
5	Applied Econometrics	Economics	2
6	Technical Analysis	Finance	2
7	Capstone Project	Project	1

7. Academic Calendar

SVKM's NMIMS
Academic Calendar for the Academic Year: 2023-2024

School Name: Anil Surendra Modi School of Commerce Campus: Mumbai
Applicable to Other Campus/s: Bengaluru, Navi Mumbai, Indore, Dhule, Hyderabad, Chandigarh

Program/s Name/s in Full: Bachelor of Business Administration, Bachelor of Commerce (Honours),
Bachelor of Science (Finance)

Details	Semester	Start date	End Date	No. of Days /No. of weeks (Excluding Sundays/holidays)
Term I				
Orientation/Induction Program	I	15 th July 2023	19 th July 2023	4 Days ✓
Academic Instruction Duration (Regular Classes)	I, III, V	20 th July 2023	02 nd Dec. 2023	102 Days ✓
# Mid-Term Test \ Internal Continuous Assessment	I, III, V	14 th Sept. 2023	16 th Sept. 2023	3 Days
Diwali Vacation		10 th Nov 2023	16 th Nov 2023	7 Days ✓
Term End Exams	I, III, V	05 th Dec. 2023	14 th Dec. 2023	9 Days ✓
Winter Vacation		26 th Dec. 2023	01 st Jan. 2024	7 Days ✓
Re-Exams	I, III, V	12 th Feb. 2024	20 th Feb. 2024	8 Days
Term II				
Academic Instruction Duration (Regular Classes)	II, IV, VI	02 nd Jan. 2024	04 th May 2024	98 Days ✓
# Mid-Term Test \ Internal Continuous Assessment	II, IV, VI	14 th Mar. 2024	16 th Mar 2024	3 Days
Term End Exams	II, IV, VI	06 th May 2024	14 th May 2024	8 Days ✓
Re-Exams	II, IV, VI	02 nd July 2024	09 th July 2024	7 Days
Summer Vacation	For Faculty	27 th May 2024	07 th July 2024	42 Days ✓
	For Students	15 th May 2024	10 th July 2024	57 Days
Summer Internship (Second Year)	For Students	20 th May 2024	29 th June 2024	36 Days ✓
Summer Internship with NGO (First Year - Batch I)	For Students	20 th May 2024	08 th June 2024	18 Days
Summer Internship with NGO (First Year - Batch II)	For Students	10 th June 2024	29 th June 2024	18 Days
Convocation	Last Week of Jul. 2024 or the First Week of August 2024			Subject to Change
Commencement of First Year in next Academic year (AY 2024-25)	I, III, V	11 th July 2024	-----	

Regular Lectures will not be conducted during Mid Term Exams.

B. B. B.
DR 25/11/23
(School)

H. H. H.
25/11/2023
Director/Dean
(School)

S. S. S.
14/12/23
DR-Academics
(NMIMS)

M. M. M.
20/1/23
Controller of Examinations
(NMIMS)

8. HOLIDAY LIST – JANUARY 2023 - DECEMBER 2023

	NMIMS (Mumbai)	Calendar 2023	
	OCCASION	DATE	DAY
1	Republic Day	26-Jan-2023	Thursday
2	Holi	07-Mar-2023	Tuesday
3	Ugadi	22-Mar-2023	Wednesday
4	Good Friday	07-Apr-2023	Friday
5	Ramzan-Id	22-Apr-2023	Saturday
6	Labor Day	01-May-2023	Monday
7	Independence Day	15-Aug-2023	Tuesday
8	Ganesh Chaturthi	18-Sep-2023	Tuesday
9	Gandhi Jayanti	02-Oct-2023	Monday
10	Mahanavami, Ayudha Pooja	23-Oct-2023	Monday
11	Dushera	24-Oct-2023	Tuesday
12	Kannada Rajyothsava	01-Nov-2023	Wednesday
13	Diwali	13-Nov-2023	Monday
14	Diwali (Balipratipada)	14-Nov-2023	Tuesday
15	Diwali (Bhaubeej)	15-Nov-2023	Wednesday
16	Christmas	25-Dec-2023	Monday

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

9. People you should know:

Name	Designation
Mr. Shailesh Patel	Chairman, Local Management Committee
Dr. Narayani Ramachandran	Director
Faculty	
Prof. Khushboo Garg	Assistant Professor
Prof. Preeti Ravikiran	Adjunct Faculty
Prof. Sweta Sethia	Assistant Professor
Prof. Natasha Menon	Assistant professor
Prof. Basavaraja P.M.	Assistant Professor & PGP Chairperson (B.Sc Finance)
Prof. Pradeep S.	Adjunct Faculty
Prof. Tanaya Majumder	Assistant professor
Dr. Dileep Menon	Assistant professor & PGP Chairperson (B.Com (Hons))
Prof. Awantika Rajauria	Assistant professor
Prof. Gavin D'souza	Assistant Professor & PGP Chairperson (BBA)
Prof. Muniyasamy Revathy	Assistant Professor
Dr. Priyam Ghosh	Assistant professor
Dr. Palaniappan Sellappan	Assistant professor
Dr. Kavitha Desai	Associate Professor
Prof. Abhisheel Jaiswal	Assistant professor
Prof. Banantika Datta	Assistant professor
Dr. Deepti Pathak	Associate Professor
Dr. shreya Chakraborty	Assistant professor
Academic Administration:	
Mrs. Kalashri K N	Assistant Registrar (Academics)
Mrs. Parul Srinivas	Course Coordinator (Academics)
Mr. Nagendra Prasad	Course Coordinator (Academics)
Mrs. A Devi	Assistant Registrar (Exam)
Ms. Kavyashree	Assistant (Exams)
Mr. Mansoor Ahmed	Assistant (Exams)
Ms. Gitanjana Paul Choudhury	Counsellor (Psychologist)
Placement:	
Mr. Ekalavya Baruah	Deputy Director, Placements
Mr. Sangram Wadkar	Assistant Director, Placements
Mrs. Lily Sarkar	Jr. Placement Executive
Mr. Shekar	Placement Executive
Mr. Joseph Joy	Placement Coordinator
General Administration:	
Mr. Chandramohan Shahabad	Joint Registrar
Mr. Vishnu Bhat	Deputy Registrar & Rector Hostel
Mr. Rajesh S.	Administration Officer
Mr. Niranjana	Maintenance Engineer
Mr. Rajarama Kalkura M	Assistant
Mrs. Rajeshwari V	Reception Cum Telephone Operator
Mrs. Archana Myagerimath	Secretary to Director
Mr. Srinivasa K	Security Officer
Admission:	
Mr. Nitesh Balraju	Student Counsellor
Marketing:	
Ms. Shradha Pattnaik	Marketing Executive
Accounts:	
Mr. Mallikarjunaiah C R	Assistant Accountant
Mr. Ramachandra	Assistant Accountant
Mr. Shivraj Kumar M	Assistant Accountant
Library:	
Mr. Vasantha D.	Senior Assistant Librarian
Mr. Srinivas Murthy	Library Assistant

Mr. Bheemashankar	Library Assistant
Mr. Ameet Kumar R Joshi	Library Assistant
IT Administration:	
Mr. Vijaya Kumar R	IT Project Engineer
Mr. Pankaj Kumar Panigrahi	IT System Admin
Mr. Rupesh Kumar	Laboratory Assistant (Computer)
Mr. Nagaraj H	IT Lab Assistant

10. 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	
Carengo Pharmacy	089998 08080
Divyasree Medicals	080 4096 9299
Hostel	
Mr. Shiv Sharma (Boys and Girls Hostel)	9663068526, 8770776731

Part III

ANNEXURES



Annexure 1

APPLICATION OF LEAVE OF ABSENCE

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

NAME: _____ Date: _____

Email ID: _____ Mobile No. _____

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

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

Reason: -

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

Student's Signature: _____

Enclosures: _____

To be filled by Students

(For Office use)

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

Checked by Course Coordinator _____

Verified by AR / DR _____

Approved by Dean _____



Annexure 2

LEAVE APPLICATION

SVKM'S NMIMS Anil Surendra Modi School of Commerce

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

Name of Student:

Programme: Year:

Division: SAP ID: Roll No.:

From: To:
(Date) (Date)

Reason for Leave:
.....

Submission Date

Late Submission Reason.....

Documents Submitted: Yes / No

Document Details:
.....

Signature of Student:

For office use only :

Application & Document Received Date:

Granted / Not Granted:
(Entered) (Date)

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

Dean Signature



SVKM'S NMIMS Anil Surendra Modi School of Commerce

EVENT ATTENDANCE FORM

Date: _____

Name of Club: _____

Name of Club Mentor: _____

Email id: _____ Contact no: _____

Name of Student Coordinator: _____

Email id: _____ Contact no: _____

Event Name: _____ Event Grade: _____

Place (Full address): _____

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

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

Faculty In-charge Signature

Approved by I/C Dean (Yes/No)

Note:

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



Annexure 4

SVKM'S NMIMS Anil Surendra Modi School of Commerce

ATTENDANCE RECTIFICATION FORM

Date: _____

Name of Student: _____ SAP ID: _____

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

Subject Name: _____

Faculty Name: _____

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

Remark: _____

Student Signature: _____

E-mail Id: _____ Contact no: _____

Faculty Signature: _____

Approved by Dean: _____



Annexure 5
OFFICE COPY

Student Undertaking with respect to the Student Guidelines (Submit this form to your Course Coordinator latest by 20th September 2023)

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

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

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

Signature: _____

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

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

Roll Number: _____ Programme: _____

Email ID: _____ Contact Nos. _____ / _____

Address for Correspondence:

Name of the parent _____ Contact Nos: _____ / _____

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

Parent's email ID _____

For Office Use :

Date of Receipt: _____ Signature of Course Coordinator _____