

STUDENT RESOURCE BOOK (2016-17)

Part-I

School of Law

LL.M.

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Message from Vice Chancellor

Congratulations!

You are one of the privileged student, as you now join NMIMS. You joined the University which has been the education and training ground of some of the most distinguished and outstanding professionals, academic leaders and CEOs. You are also privileged, as you will have an outstanding learning environment built assiduously over the years by the faculty and staff. I am sure, you will have an experience which will influence your life.

As a University, we value the intellect you bring along to the program. I am sure you will play an important role in generating new ideas that will transform human lives and the society.

Over the years, NMIMS has grown to being a multi-faculty and multi-campus university. This today has enabled university to innovate and encourage the growth of holistic education at the undergraduate level. It has also encouraged the University to offer interdisciplinary courses at the Master's level. The University is committed to building more flexible structures in Academic Programs, delivery models and assessment technology. We are also committed to engage with you in multiple ways, using classroom and non-classroom activities and technology.

The legacy of this University is built on four pillars, namely **Innovation, Market Responsiveness, Discovery and Employability**. Also ethos of 'giving' combined with 'integrity' is engrained in NMIMS. Hence, one of the key character of NMIMS graduate is social sensitivity.

The faculty at the schools represents an eclectic mix of Industry and Academic experience in National & International environment. They are known in their respective fields for knowledge, industry interaction, research and consultancy work. They are carefully chosen and complement each other as a team. Proactive measures have enhanced Schools partnership with industry through Research, Consultancy, Management Development and other extension programs including student projects. Social Entrepreneurship Cell epitomizes NMIMS belief in developing socially responsible citizens.

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

The student resource book is to guide you on rules and regulations of University and will help you to navigate your journey here at NMIMS. During your stay at NMIMS, we would like to ensure clarity and transparency in our communication with you. The Student Resource Book has been divided into three parts. Part I comprises University information & rules and regulations that you would need to know, Part II has school specific details for your effective and smooth interaction with the school and Part III has annexures. Also listed are facilities provided in the institution.

Please do spend some time and go through this information carefully so that you do not miss out any opportunity NMIMS may have to offer you. There is a Student Undertaking on the last page for your signature and to be handed over to your course coordinator by the last date.

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

Dr. Rajan Saxena

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Student Guidelines
(With effect from June 2016)

1.0 About these guidelines:

- 1.1 These guidelines provide boundaries to the daily functioning of the NMIMS and enable effective delivery of infrastructure and academic services to the students.
- 1.2 This compilation of guidelines comes into effect from June 2016 onwards and supersedes all other guidelines in respect of matters therein.
- 1.3 These guidelines are applicable for all **on** campus schools under NMIMS deemed –to-be University.
- 1.4 This document of the NMIMS is the last word on interpretation of any student guideline, rule or regulation. While efforts are made to ensure uniformity between these guidelines and the Rules & Regulations of NMIMS, in the event of any dispute, the Students Resource Book will prevail.
- 1.5 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
- 1.6 NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.
- 1.7 All disputes are subject to Mumbai jurisdiction only.

2.0 General guidelines:

Code of Conduct

- 2.1 Cleanliness of the premises must be maintained by everyone in the NMIMS at all points of time.
- 2.2 There is acute shortage of parking space and the students are requested to park their vehicles outside the premises.
- 2.3 Any problem with regard to administrative facility, faculty, and classrooms etc, must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach the Assistant Registrar /Deputy Registrar/ Dean/Directors of the school/ Registrar, NMIMS.
- 2.4 In case of Lecture Cancellation, the course coordinator will inform said changes to class representative/ respective students through the Blackboard / email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty.
- 2.5 Use of cell phones on campus is **not** permitted. Any student found using the cell phone on campus will be penalized as per the regulations in force from time to time.
- 2.6 Most classrooms are fitted with an LCD projector for the utility of the faculty and the student. In case a student requires an LCD for his/her presentations, he/she must make a prior booking through course coordinator. LCD's are allotted on first come first serve basis.
- 2.7 Mode of Communication to students is via Blackboard / email /Notice Board. Students are advised to check the Blackboard / email /Notice Board at least once a day, and not rely on rumour or hearsay about any matter.
- 2.8 All students are provided with an Identity Card, which they are required, to wear **mandatorily**. Entry is strictly through Identity Card and will be monitored by the NMIMS authorities. Penalty will be levied / action will be taken for non-compliance. If the student misplaces the original I-Card, duplicate card be issued from school by paying the penalty.
- 2.9 Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas in order to ensure the safety and welfare of everyone in our NMIMS. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.
- 2.10 Any person resorting to physical fights will amount to ragging and appropriate action will be taken accordingly.
- 2.11 If any student during the tenure of his studentship has police case on his/ her name is liable for appropriate action against him/ her.

2.12 Discipline Norms and Penalty

- 2.12.1 A disciplinary committee constituted in each school will look in to all cases of indiscipline related to students. The committee comprises of the Chairperson / Head of the Department, one faculty member, one staff member and one student. The committee will hear each case and recommend action to the Dean and to the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, kindly refer part II of SRB**
- 2.12.2 Woman Grievance Redressal committee constituted in each school comprises of the Chairperson / Head of the department, one lady member (from faculty or staff), and two more members of the school. The committee will address all related issues and recommend action to the Dean and the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, kindly refer part II of SRB.**
- 2.12.3 Ours is a **non-smoking** campus (School & Hostel). Possession and Consumption of alcoholic beverages / toxic materials and your presence on the campus under the influence of alcohol/ toxic material/ addictive material is

a serious offence. Defaulters will be punished depending on the Act. Any student found consuming or in possession of any objectionable material will be rusticated from the hostel, school and the campus. Further, after enquiry, the student's name will be struck off from the roll of the university. The maximum punishment can be rustication from school.

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

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

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

2.13 **Dress Code:**

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

2.13.1 Students are required to wear smart casuals for classroom purposes (Half pants, short skirts, Bathroom slippers are not allowed).

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

2.14 **Punctuality**

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

2.14.2 Students are required to be present for all events of school/ NMIMS University, including the Convocation, Sports Day, Republic Day, Independence Day, guest lectures, compulsory workshops, CEO Series, and other events as intimated on the Blackboard/ notice board/ email. Record of attendance will be kept for action. The school/NMIMS reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated / displayed on the Blackboard/notice board/ email from time to time and / or remark on the transcript or any other decision by the management.

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

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

2.15 NMIMS shall not tolerate any act of indiscipline, misbehaviour, indulgence into unethical practices including possession and consumption of use of drugs, alcoholic drinks, harassment if any, violence, non obedience, non compliance etc by any student.

3.0 **Attendance and leave guidelines for all students:**

3.1 **General Guidelines**

3.1.1 A student is required to monitor his /her own attendance. The attendance reports will be shared on monthly basis and discrepancy (if any) to be informed by the student to the concerned course coordinator within 3 working days from the date when report has been shared. No changes will be permitted once attendance reports are finalized.

3.1.2 For ALL absence, prior intimation through prescribed leave application form is to be given to the Course Coordinator. In emergent situations, intimation must be given to Course Coordinator on phone/ fax/ email within 24 hours of the absence. Any leave without written intimation will be treated as unauthorised leave and will be reflected in the records as such.

3.1.3 Students must refrain from approaching the visiting and full time faculty members for attendance related issues and exemptions. They must submit an application to the coordinator concerned for necessary approvals.

3.2 **Attendance rules for all schools (except SBM)**

3.2.1 100% attendance in classes for each subject is desirable. However for medical reasons/ personal reasons/ contest/ placement/ institutional work/ other activities etc. absence upto 20% may be allowed.

3.2.2 Students, who are having attendance, in a trimester/Semester, in each subject, equal to or more than 80% are eligible to appear at the respective Trimester/Semester term end examinations.

3.2.3 Exceptional cases for students having attendance between 70% to 79.9% in any subject(s), will be dealt with on case to case basis by Dean/Directors of the respective schools. Such students will be eligible to appear for

the regular trimester/semester end term examination, subject to approval of exemption from attendance is granted from the Dean of respective School / Director of the respective campus.

- 3.2.4 Students who are having attendance less than 80% in individual subject/s in a Trimester/Semester and if the Dean of the respective School / Director of campus has not given exemption, have to take re-admission in the same Trimester/Semester in the same class of subsequent academic year by paying requisite fees on prorata basis as per the prevailing rules of NMIMS and complete all the requirements of the program.

100 % attendance in each subject is desirable

Attendance % (In each Subject/s)	Remarks
80% and above	Eligible to appear for Trimester/Semester End Examinations
70% to 79.9% (10% Exemption)	Eligible to appear for Trimester/Semester End Examinations subject to approval of exemption granted from the Dean of respective School / Director of the respective campus /Associate Dean
Below 80% (Not eligible for exemption)	Have to take re-admission in the same Trim/Sem same class in the subsequent academic year

4.0 Academic Guidelines

4.1 Credit Structure

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

4.1.1 **Trimester Pattern:** For trimester pattern Programs the credit details are as follows :

Details	Credit	Equivalence in hrs
Class room teaching	1 credit	10 hrs
Lab/Tutorial/group/presentation work	1 credit	20 hrs
Seminar work subject to Seminar is scheduled throughout the trimester	1 credit	20 hrs
Project work	1 credit	20 hrs
Internship	1 credit	40 hrs (per week)
Research paper/ dissertation	1 credit	20 hrs

4.1.2 **Semester Pattern:** For Semester pattern Programs the credit details are as follows:

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

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

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

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

- 4.4 End-term examination is a compulsory component. The mode of the Term End Examination will be dependable on course learning objective.
- 4.5 Duration of examination
 - 4.5.1 Minimum duration of End-Term Examinations : 2 hrs
 - 4.5.2 Examination duration can also be more than the above specified time as defined by respective schools. (refer Part II of SRB)
- 4.6 The internal evaluation marks once shared and finalized cannot be changed subsequently.
- 4.7 The minimum number of students to offer a course/s will be decided by Dean/Director of respective schools on the basis of total number of students registered in that particular course/s.
- 4.8 Project Guidelines:
 - 4.8.1 From time to time Faculty may assign projects to students in their course.
 - 4.8.2 After Submissions, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS.
- 4.9 **For more details on Academic / Project guidelines, kindly refer Part II for school specific inputs**

5.0 Examination Guidelines:

Any breach of the following requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as "misconduct", and would be dealt with, under Disciplinary procedure of NMIMS. Severe penalty would be imposed on the students who are found to be involved in the adoption of unfair means in the examinations.

5.1 Discipline in the Examination Hall

- 5.1.1 Students must know their Roll Number and Student No.
- 5.1.2 Students who are eligible to write the term end examination/re-examination should be present in the Examination Hall at least 30 minutes before the scheduled time of the commencement of the examination. All the students, who arrive in the examination hall after the scheduled time of the commencement, will not be permitted to appear for that examination. In exceptional circumstances, the student will necessarily have to get the approval of the Dean of the respective school / person nominated by the Dean in order to appear at the examination. Students who report late of the examination would be permitted to appear at the examination in exceptional circumstances only after they produce a written approval from the Dean of the school or the person nominated by the Dean on application to be made by the student concerned. Such a student who has reported late will not be eligible for benefit of extra time due to late arrival as well as the loss of time in getting approval from the Dean of the school in such a case.
- 5.1.3 Students are not permitted to enter the examination hall more than half an hour after the commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session.
- 5.1.4 Students, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination.
- 5.1.5 Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Supervisor's table, at their own risk. NMIMS will not be responsible for the safety and security of the same.
- 5.1.6 A student, who fails to attend an examination at the time and place published in the timetable, will be deemed to have failed in that course. Opportunity for re-examination will be given according to the rules and regulations.
- 5.1.7 Students should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose on the answer-book.
- 5.1.8 Students are required to have their Identity Cards issued by SVKM's NMIMS and they must produce these for verification by the room supervisor during the examination. Students not having the said identity card with them during the examination may be denied permission to appear for the examination.
- 5.1.9 Every student present must sign against his / her Student number on the attendance sheet provided by the Room Supervisor.
- 5.1.10 Students should specifically go through the instructions given on the top of the question paper and on the front page of the answer book. They are of utmost importance.

- 5.1.11 **On the front page of the answer book the students should write only the name of the program, specialization if any, trimester/semester details and course / subject for which examination is being held, number of supplementary sheets attached to the main answer book. Any extra writing on the front page or anywhere in the answer book will be treated as act of unfair means and will be processed as per rules.**
- 5.1.12 **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:** If a student has any query as regards contents of the question paper, he should bring the same to the notice of the examination hall supervisor without disturbing others in the examination hall.
- 5.1.13 Students are forbidden to (i) bring any books, notes, scribbling papers, pagers, mobile phones, laptop or any other similar devices/things unless specifically permitted. Any such material found in possession of the student will be confiscated (ii) smoke in the examination hall, (iii) bring eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, and (v) take with them any answer-book, written or blank, while leaving the examination hall. Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them. The supervisors/ authorized persons are authorized to frisk the students.
- 5.1.14 Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the University.
- 5.1.15 **The answer books of the term-end examinations are bar coded and therefore, students should not write his/her name, Roll No., Student No. etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.**
- 5.1.16 While underlining of answers for focusing attention is permitted, use of varied inks, except for illustrations and figures must be avoided. DO NOT use any symbol like encircling the question or using colour arrows for 'P.T.O'. These will all be considered as attempts to readily identify the specific answer-book.
- 5.1.17 Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets to the same. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer book out of the examination hall will be treated as against rules and appropriate action will be taken against such candidate/s.
- 5.1.18 Students should not write anything on the question-paper.
- 5.1.19 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited.
- 5.1.20 If students want anything, they should approach the Room Supervisor without disturbing other students. However, they should not leave the examination hall on any account, without surrendering his/her answer book.
- 5.1.21 Students will not be allowed to leave the examination hall during the examination and especially during the last ten minutes. They should not leave their seats until answer-books from all students are collected by the Room Supervisor.
- 5.1.22 A student who disobeys any instructions issued by the Senior / Room Supervisor or who is guilty of rude or disobedient behavior is liable for disciplinary action to be taken against him / her by the University.
- 5.1.23 **Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination only after giving an undertaking in writing that the decision of the University in respect of the reported act of unfair means will be binding on them.**

5.2 **Grace Marks Rule**

- 5.2.1 For all undergraduate Programs and other integrated Programs (12+ or 10+), the following 'scheme of grace marks' is applicable;
 - 5.2.1.1 "A candidate failing in one or more subjects will be given grace marks up to 2 per cent of the marks on the aggregate marks of the subjects in which he/ she has appeared, subject to maximum of 6 marks overall and in individual subject not more than 3% of maximum marks allotted to the subject.
 - 5.2.1.2 The subject/s in which grace marks will be given will be based on the data of the examination of the semester/trimester. The decision of the University in this matter will be final.
 - 5.2.1.3 Alternatively, not more than 5 or 10 marks respectively per subject would be awarded, if following conditions are fulfilled:
 - a) Candidate should have appeared in all the subjects taken together for the respective trimester / semester.
 - b) Candidate should have an aggregate percentage of marks at the examination exceeding the minimum percentage required for passing by at least 5 percent or 10 per cent marks respectively.
 - c) Candidate should not have failed in not more than one head/ subject of passing by not more than 5 or 10 marks respectively.
 - 5.2.1.4 The above rule will also be made applicable to re-examinations to all the students from the academic year 2016-17 irrespective of the year of admission.

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

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

- 5.3.1 A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations.
- 5.3.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (Annexure 7) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.
- 5.3.3 In the following cases of students, the medical certificate of only Government Authorized Agencies would be accepted for Mumbai Campus namely:
 - a) Hearing Impaired Students: Ali Yavar Jung National Institute for the Hearing Handicapped.
 - b) Physically Challenged Students: All India Institute of Rehabilitation of Physically Handicapped
- 5.3.4 As regards the student from other campuses, the Government Authorized Agencies from those cities would be accepted.
- 5.3.5 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office of the University. The university will make arrangement alternatively if possible.
- 5.3.6 The scribe should be one grade junior in academic qualification than the student if from the same stream.
- 5.3.7 Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. E.g. for the examination of two hours, 20 minutes extra time will be allowed.
- 5.3.8 The Examination in Charge of the center will have powers to resolve issues if any in this regard. S/he will be authorized to make/ accept any last minute changes of scribe under exigencies.
- 5.3.9 The said student will sit in a separate room under supervision.

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

- 5.4.1 At the time of all written examinations, all L.D. students would be given permission to use a writer. In such a case, the student concerned should submit application in writing along with all the necessary documents well before the commencement of the first examination. Also such students would get 25% additional time for writing the examination.
- 5.4.2 These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams
- 5.4.3 Concession will be given for spelling mistakes or mathematical calculation.
- 5.4.4 L. D. students who have failed to pass will be eligible for 20 grace marks to pass the examination. These marks will be given by way of distribution for one subject or more subjects.
- 5.4.5 In case of L.D students the medical certificate of only Government Authorized Agencies would be accepted. For Mumbai campus medical certificate from Sion Hospital / Nair Hospital would be only accepted.

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

- 5.5.1 If during the course of an examination, any candidate is found resorting to any of the following acts, he/she shall be deemed to have adopted unfair means at the examination. The adoption of unfair means by the candidates during the examinations is treated seriously and appropriate penalties are imposed after following the principles of natural justice.
- 5.5.2 The broad categories of Unfair Means resorted to by students of the University Examinations and the Quantum of Punishment for each category thereof:-

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1.	Possession of any copying Material (offence committed for first time)	Annulment of the performance of the student at the University Examination for the subject during the examination of which student was found with copying material in his/ her possession.
2.	Actual copying from the material in possession	Annulment of the performance of the student at the University Examination in full * This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 4, 5, 6, 7, 8 and 14 in addition to the one prescribed thereat.
3.	Possession of any copying Material (offence	Annulment of the performance of the student at the

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
	committed second time)	University Examination in full
4.	Possession of another student's answer book or supplementary sheet	Exclusion of both the students from concerned University Examinations for one additional examination *
5.	Possession of another student's answer book or supplementary sheet and Actual evidence copying from that	Exclusion of both the students from concerned University Examination for three additional examinations *
6.	Mutual/ Mass copying	Exclusion of all the students from concerned University Examination for two additional examinations *
7.	Smuggling in or smuggling out of answer books as copying material	Exclusion of the student from concerned University Examination for three additional examinations *
8.	Smuggling in of answer books based on the question paper set at the examination	Exclusion of the student from concerned University Examination for four additional examinations *
9.	Smuggling in written answer book as copying material and forging the signature of supervisor	Student concerned to be rusticated from University
10.	Attempt to forge the signature of the supervisor on the answer book or supplementary sheet	Student concerned to be rusticated from University
11.	Interfering with or counterfeiting of University seal or answer books or office stationery used in the examination with the intention of misleading the authorities	Student concerned to be rusticated from University
12.	Answer book or supplementary sheet written outside the examination hall or any other insertion in the answer book	Student concerned to be rusticated from University
13.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination	Student concerned to be rusticated from University
14.	Using obscene language/ violent threats inside the examination hall by a student at the University examination to room supervisor/ any other authority	Student concerned to be rusticated from University
15.	Impersonation for a student or impersonation by a student in University or other examinations	Student concerned to be rusticated from University
16.	Revealing the identity in any form (Name, Roll No, G.R. No., religious invocation etc. in the main answer book and/ or supplementary sheet)	Annulment of the performance of the student at the University Examination in the subject concerned during the examination of which the identity was revealed.
17.	Found something written on the body or on the clothes while in the examination	Annulment of the performance of the student at the University Examination in full.
18.	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed for the first time)	Annulment of the performance of the student at the University Examination for the subject during the examination of which student made an appeal
19	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed second time)	Annulment of the performance of the student at the University Examination in full.

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

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

Practical/Dissertation/Project Report Examination:

- 5.5.4 **Student involved in malpractices at Practical/ Dissertation/ Project Report examinations shall be dealt with as per the punishment provided for the theory examination.**
- 5.5.5 **The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.**

5.6 Examination Grievance Redressal Mechanism

(Providing Photo copies to the candidates and Revaluation)

- 5.6.1 The Grievance Redressal Mechanism will apply only to the theory papers of the 'Semester / Trimester-end Examinations' of the University.
- 5.6.2 The above mechanism will not apply to practicals/ oral examinations/viva/ projects/MCQ's in online exams/ assignments/ dissertation/ presentation/ field work/ internal continuous assessments etc.
- 5.6.3 The prescribed application form for redressal of grievance regarding valuation can be obtained from the University Website. (Refer Annexure as specimen)
- 5.6.4 All the students will be informed the course-wise marks obtained by them in the 'Internal Continuous Assessment' and 'Semester /Trimester-end Examination' by the Examination Office, **on the date of declaration of result, of the examinations of the respective class/es.**
- 5.6.5 In case a student is not satisfied with the marks awarded to him/her in the theory paper in any course of the 'Semester / Trimester-end Examination', s/he may approach the 'School Examination Office', along with a signed application in prescribed format either for obtaining the **photocopies of the answer-book/s**, for each course separately, **within three working days** or for **verification of marks within seven working days** from the date of result declaration. In no case, a student is permitted to apply for both verification of marks and for photocopy of the answer-book.
- 5.6.6 For verification of marks, student has to submit his application as mentioned above along with Rs. 500/- per answer-book. The photocopy will be supplied to the student on payment of Rs.500/- per answer-book. **No application, received after three working days from the date of result declaration, shall be entertained for any reason whatsoever.**
- 5.6.7 **Within a period of three working days** after receipt of the application for photo copy of answer-book/s, Examination Office will arrange to provide only to the student concerned in person, a photo copy of the answer-book of the related course for which application has been made. The student concerned will have to appear in person and prove his/ her identity at the time of obtaining the photo copies from 'Examination Office' by showing his/ her Identity card. **Under no circumstances, photo copy will be handed over to any other person, even if duly authorized by the student.** The Photo-copy would be authenticated by the 'Examination Office' by way of a rubber stamp and initials of competent authority. Also, photo copy shall not be sent by post or by courier.
- 5.6.8 The University will provide photo copies of the answer-books only for redressal mechanism and not for any other purpose. The student should not part with these photo copies received by him. He should ensure that such copies are not transferred to any other person for any reason whatsoever.
- 5.6.9 Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the University. The decision of the Board of Examinations shall be final in this regard. The penalty for such an unfair act could be ranging from (i) cancellation of his/ her appeal before the redressal committee or revoking unconditionally even if the appeal would be favourably considered (ii) Not allowing the student to appear at examination/s for a stipulated period of maximum up to two consecutive examinations (iii) Cancellation of his/ her result of the examination for which the student has applied for resolution of his/ her grievance.
- 5.6.10 In case, after going through the copy of answer-book, if the student is still not satisfied with the marks awarded to him/ her by the original examiner, he/ she shall apply for re-evaluation of the answer book to the Examination Office of the University **within two working days** from the date of receipt of photo copy from the Examination Office. Incomplete application forms in any respect shall be rejected unconditionally.
- 5.6.11 The applicant student will have to submit his/ her complete application for re-evaluation within a period of two working days from the date of receipt of photo copies from Examination Office along-with a fee of Rs. 1,000/- per subject / course to the Examination Office. Incomplete application will be rejected forthwith and fees paid will not be refunded in any case.
- 5.6.12 **Application for Redressal of Grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever.**
- 5.6.13 The application received from the student for revaluation shall be placed before an external examiner for re-evaluation.
- 5.6.14 After following the process of revaluation under Grievance Redressal, effect may be given to the change in original marks on revaluation, as under:-
 - 5.6.14.1 The marks obtained after revaluation shall be accepted by the University, if the marks assigned to the

answer book as a result of revaluation, increase or decrease by ten percent (10%) or more than the marks originally obtained by the candidate in the paper without any grace marks (wherever applicable), and in such cases the marks originally obtained by the candidate in the paper shall be treated as null and void and the marks obtained by the candidate after revaluation shall be accepted as the marks obtained in that paper. Fractional marks if any shall be rounded off for the purpose of computing the ten percent (10%) difference in marks.

Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the University, if the candidate gets benefit of passing the subject/examination or change of class or grade in that paper or in the overall result at the said examination with or without grace marks under the provisions of relevant rule.

- 5.6.14.2 Notwithstanding what is contained in (5.6.14.1) above, where the difference between the marks originally obtained by the candidate in the answer book with corrections, if any, made during the process of revaluation without any grace marks (wherever applicable) and the marks obtained after revaluation will be accepted upto and including twenty percent (20%) of the maximum marks assigned to that paper (fractional marks if any shall be rounded off for the purpose of computing 20%). If the difference between the marks originally obtained by the candidate in the paper, if any, made during the process of revaluation without any grace marks, and marks obtained after revaluation increase or decrease by more than twenty percent (20%) of the maximum marks assigned to that paper, a second revaluation of the said answer books shall be done by a third examiner from the panel of examiners for the said subject. In such an event, the average marks of the first and second revaluations shall be accepted by the University as the final marks for the said subject and communicated to the candidate.
- 5.6.14.3 An answer book shall be sent for second revaluation to another senior examiner appointed by the Controller of Examinations in consultation with the Dean of the School or Chairperson of the Board of Studies of the University, if in the first revaluation, marks of a candidate are decreased below the passing marks or if a candidate obtains 'F' grade after the first revaluation or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.
- 5.6.14.4 The revised marks obtained by a candidate after revaluation, as accepted by the University shall be taken into account for the purpose of amendment of his results only and the said result shall be communicated to the student/s.
- 5.6.15 The marks awarded by such external examiner/s in revaluation shall be final and binding on the student applicant and the original examiner.
- 5.6.16 The change of marks/grades, if any, shall be communicated to the student applicant and a revised 'Grade Sheet' shall be issued to him/ her only on surrendering the original grade sheet to the Examination Office.
- 5.6.17 The whole process of redressal of grievances shall be completed within a period of 15 working days from the date of receipt of application for redressal of grievances.
- 5.6.18 In any case, the photo copies of re-evaluated answer-books shall not be provided to the student/s.

Kindly refer Part II of SRB for rules of respective schools for Internal Continuous Assessment / Term End Evaluation, Grading system, Passing criteria, method of calculation of CGPA, Re-Examination, exceptional cases – medical etc.

(To download the examination related formats go to the website nmims.edu → School → Campus → Academics → Examination)

6.0 Library Rules and Regulations:

- 6.1 Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and with any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate NMIMS disciplinary procedures.
- 6.2 Access to the NMIMS Library is restricted to staff and students of the NMIMS who are in possession of a current valid identification card issued by NMIMS, and to such other persons as may be authorized by the Librarian.
- 6.3 Students are required to carry their NMIMS student card and staff to carry their NMIMS staff identity card to get entry and to use the Library, and must produce this when required doing so by an authorized person. This card must be used only by the member to whom it is issued.
- 6.4 Bags, etc, are not allowed in the Library. For reasons of security, bags and other personal possessions should not be left unattended. The Library has no responsibility in case of damage to or theft of personal property.
- 6.5 Silence is required in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off, or set to silent ring mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to fine and /or suspension of student for 3 weeks.
- 6.6 The consumption of food and beverages (with the exception of bottled water) and the use of personal audio equipment

- are not permitted in the Library.
- 6.7 Photography, filming, video-taping and audio-taping in the Library is not allowed.
 - 6.8 Mans operated personal equipment should not be used without the prior permission of the Librarian.
 - 6.9 Users are required to comply with copyright regulations as displayed by the photocopiers.
 - 6.10 Data retrieved from the Library's electronic resources *may not be used* for purposes other than teaching, research, personal educational development, administration and management of NMIMS, and development work associated with any of the aforementioned. *Use of the data is not permitted* for consultancy or services leading to commercial exploitation of the data, or for work of significant benefit to the employer of students on industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.
 - 6.11 The removal of any material from the Library must be properly authorized and recorded. Damage to, or unauthorized removal of, material constitutes a serious offence and may lead to a fine or to disciplinary action.
 - 6.12 Borrowing entitlement: Two books for ten days. One time renewal is possible if the book is not in demand.
 - 6.13 Fine of Rs.3.00 per day per book is levied on overdue books. Students can check their account details online in OPAC (Online Public Access catalogue) and also be notified overdue by email. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until such time as those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.
 - 6.14 Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while payment is outstanding.
 - 6.15 Students are required to wear smart casuals (Barmudas, Half pants, Short skirts, bathroom slippers are not allowed)
 - 6.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.
 - 6.17 The award of a NMIMS qualification will be deferred until all books and other library materials have been returned and outstanding fines/charges paid.
 - 6.18 For list of electronic resources / Databases refer annexure.

7.0 Batch Preparation:

- 7.1.1 The Comprehensive Batch Preparation Program is to enhance the suitability of candidates.
 - 7.1.1.1 Interactive sessions with alumni/industry experts in various profiles that help students to gain clarity on role/fit, understanding expectations of the company, future prospects - career evolution, right approach for cracking interviews, listen to first-hand experience & get a feel of life in a particular profile etc.
 - 7.1.1.2 Interaction with seniors who have undergone internships in companies.
 - 7.1.1.3 Assigning seniors or alumni as mentors to guide students.
 - 7.1.1.4 Mock interviews with alumni/corporates to get a direct feedback from people in relevant industries.
 - 7.1.1.5 Guest talks and workshops on various topics from corporates.
 - 7.1.1.6 Resume building as per guidelines
 - 7.1.1.7 Soft skills training etc.
- 7.1.2 Prior to the commencement of the selection process it is expected that students should be having a fair idea about their interest, sector, and specialisation or at least have some long term vision of where they want to be and should direct their efforts accordingly. A bit of clarity will help students land a good internship/job.
- 7.1.3 Hence students should do a thorough research about the company, the business, the sector, other players in the sector, the financials, etc. and be prepared with a background and fact file prior to the process. Also some additional information – the number of interns/recruits in the past, whether the company has a PPO policy, the roles offered, the experience of seniors who interned with the company etc. will be of help.
- 7.1.4 The Placement Office also involves companies in a number of Campus Engagement activities – contests, projects, workshops, seminars, guest talks etc. that would benefit a larger number of students and also help in promoting the excellent quality of the batch.
- 7.1.5 Based on the guidelines, students will have to prepare their resume that would encapsulate info about academics, work experience, internship, co-curricular activities, extracurricular activities, projects, awards, achievements, hobbies etc.

7.2 Pre Placement Talk – PPT

PPT's are a medium wherein the company officials disseminate information regarding the company, the profile, the compensation etc. and clarify the queries of students. The company officials invest time and effort to disseminate info and the interactive session will make them feel visiting our campus was worth it. Hence students are requested to participate and ask relevant questions.

7.3 Internships/Projects

- 7.3.1 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.
- 7.3.2 The Internships are not only a window to the corporate world but also a relationship building tool for NMIMS. It allows the companies to have a look at the talent at NMIMS, thereby strengthening Final Placements.
- 7.3.3 Internships are an integral part of the curriculum for securing the degree. It is a great learning platform for our students and goes a long way in shaping the learning obtained in the class room. This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.
- 7.3.4 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.
- 7.3.5 Interactions during the internships both with other interns as well as employees help students to understand the expectations/needs of the organisation, the sector in general, to identify the gaps in their learning and in orienting oneself towards the sector and developing the required skill sets to emerge as the most suitable candidate.
- 7.3.6 Internships also hold a special significance as it is an apt mechanism for companies to spot bright talent early. Many companies have structured internship process which is used as a 'testing ground' to gain a direct understanding of the skill and ability of students leading to declaration of PPO's/PPI's. NMIMS too encourages candidates to work towards such offers that are based on internship performance.
- 7.3.7 Pre Placement Offer (PPO) is an Offer by the company to the intern acknowledging the excellent work done during the internship. Pre Placement Interview (PPI) is an opportunity by the company for the intern to be directly selected for the interview for final placements. Thus, the students should be careful in applying to the companies of their choice and should put in all efforts to convert the internship into an Offer. Thus, the seriousness of this cannot be overstated.
- 7.3.8 While feedback from the company is sought, the internship is also evaluated by School that could involve faculty guide monitoring the performance; periodic report submissions, evaluations, Viva Voce etc.

7.4 Final Placements

- 7.4.1 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.
- 7.4.2 The process of selection starts with inviting applications based on the eligibility, profile, project, stipend/compensation details shared by the company. The applications of applicants are then sent to companies. Students are required to check their emails/blackboard regularly for information updates.
- 7.4.3 Every effort will be made to facilitate the placement process. However it is the effort of the student that gets him/her selected for the job. Not getting selected for internships or during final placements in the first few companies should not lead to panic. Students are advised not to switch profiles in anxiety or haste.
- 7.4.4 Companies could have one or multiple rounds for selection – case analysis, group discussion, group exercises, interviews etc. Reasons like location, family issues etc. should not be constraints to students. They are expected to be mobile and have the capability to adjust and adapt and respond to emergent situations successfully.
- 7.4.5 Students who wish to drop out of the placement process are expected to formally notify the Placement Office vide the 'Opted Out Form' mentioning the reason, which could be higher studies, entrepreneurship, family business, seeking placements on their own giving with the names of such companies and details. The reason being, to iron out any hitches that may crop up later as the Placement Office approaches many companies and would like to continue the cordial relationship with them.
- 7.4.6 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.

8.0 Guidelines for the Use of Computing Facilities:

- 8.1 NMIMS invests significant resources in the provision of computing resources for the students. In order to ensure maximum availability, computing resources must be used in a responsible way. The students are responsible for ensuring that these resources are used in an appropriate manner. The list of websites which are blocked for use at NMIMS and at the Hostels is given in the annexure.
- 8.2 You are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in withdrawal of your rights to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of the document will be available with the Computer Centre.

- 8.3 The internet access to students will be as per the NMIMS policy. Any change request has to be routed through the Registrar in writing.
- 8.4 Food and/or beverages (except drinking water), smoking will not be permitted in the Computer Centre.
- 8.5 **Provision of Computing Resources:**
- 8.5.1 The students of NMIMS are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aims, or that otherwise, acts against the interests of the NMIMS is prohibited. In the event of non-approved usage of the computing facilities, NMIMS reserves the right to withdraw access to computing facilities at any time.
- 8.5.2 Use of NMIMS computing facilities for students' commercial gain is prohibited.
- 8.5.3 Computer Centre facility will be provided on priority to the students of the concerned Programs, where using Laptop is not compulsory.
- 8.5.4 Students are not allowed to connect personal pen drives/ Laptops to the systems installed in the classrooms.
- 8.5.5 **All students will be given NMIMS email id** and internet authentication id. They are permitted to access internet in computer centre or on their own laptop through this id and password only. The action will be taken against if any misuse of internet.
- 8.5.6 Law: Your use of the computing facilities is governed by various applicable laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the NMIMS.
- 8.5.6.1 It is student's responsibility to ensure that student's activities do not contravene these or any other laws.
- 8.5.7 Authority of Information Systems Staff: Students must comply with all requests or instructions issued by any Information Systems staff with respect to the use of NMIMS computing facilities.
- 8.5.7.1 Improper behaviour towards ~~its~~ staff will result in disciplinary action.
- 8.5.8 Levels of Service: NMIMS endeavours continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, the students should lodge a written complaint in the Complaints Register available in the Computer Lab. No action will be taken on any verbal complaint.
- 8.5.9 The Information Systems Group will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through the notice boards/ email placed in the Computer Lab as well as the Student Notice Boards/ emails. It is your duty to regularly check the notice boards/ email and plan your use of the facilities accordingly.
- 8.5.10 The failure of any element of the computing service will not be accepted as a valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.
- 8.5.11 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.
- 8.6 These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of Computing Facilities at NMIMS.
- 8.6.1 Do not use others user login id and password, nor allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for the purpose of assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to the NMIMS authorities if any breach of university regulations is suspected in connection with that use.
- 8.6.2 Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.
- 8.6.3 Do not request resources or access rights that you do not need.
- 8.6.4 Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The NMIMS accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.
- 8.6.5 Do not remove, borrow, connect or disconnect equipment without permission.
- 8.6.6 Do not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
- 8.6.7 Do not in any way cause any form of damage neither to the NMIMS IT facilities, nor to any of the accommodation or services associated with them.
- 8.6.8 Do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user or of a system administrator without that person's permission.
- 8.6.9 Do not initiate or perpetuate any chain email message. Do report immediately to 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.
- 8.6.10 Do not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.
- 8.6.11 Do not transmit unsolicited commercial or advertising material.

- 8.6.12 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.
- 8.6.13 Do not monitor network traffic-
- 8.6.14 Do not make deliberate unauthorised access to facilities or services accessible via the NMIMS Local Area Network (LAN).
- 8.6.15 Do not waste staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.
- 8.6.16 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
- 8.6.17 You must adhere to the terms and conditions of all licence agreements relating to IT facilities which you use including software, equipment, services, documentation and other goods.
- 8.6.18 You must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.
- 8.6.19 Students are prohibited from viewing Pornographic material in computer Centre or on any other computer, Playing Games, Hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure e.g. Projector cables. Disciplinary action will be taken by NMIMS if the Student is found guilty.
- 8.6.20 You must obtain prior permission to use computers for commercial or outside work including the use of IT facilities to the substantial advantage of other bodies such as employers of placement students.
- 8.6.21 Do not interfere with or change any hardware or software; if you do, you may be charged for having it put right.
- 8.6.22 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
- 8.6.23 Do not load games software onto, or play games software on, the IT facilities unless required for academic purposes.
- 8.6.24 Do not admit any other person to computer facilities or other NMIMS premises when those facilities or premises are locked and do not enter unless authorised to do so.
- 8.6.25 Do not smoke, eat or drink, and do ensure that consumable products including food and drink are stowed away at all times, in any computer room or near any public access IT facilities.
- 8.6.26 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
- 8.6.27 You must immediately vacate any IT room when asked to do so by any person who has legitimately booked that room and must not leave processes running or files printing or otherwise interfere with the work of that person. Failure to cooperate gives that person the right to switch off the workstation that you are using.
- 8.6.28 Important: In the event that the guidelines are not followed and there is a consequent damage to any computing facility, NMIMS reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.

9.0 Feedback Mechanism:

- 9.1 The NMIMS has a well-established online feedback mechanism (through **Blackboard**) for communication of your perceptions. The components of this feedback mechanism are:
 - 9.1.1 Oral Feedback at the end of the third week of every trimester/Semester. Dean / Directors /Programme Chairpersons/HOD will meet students personally.(if applicable)
 - 9.1.2 Online Feedback is taken using a questionnaire in the last session of every course in each trimester/Semester. This feedback is compiled and statistics are placed before each faculty member by the end of the trimester/Semester.
- 9.2 All students should get involved in this mechanism seriously as it truly helps the NMIMS improve the quality of services and teaching provided.
- 9.3 These are open ended questions in which student can reflect learning and teaching aspects of the course.
- 9.4 While sharing the feedback to the faculty members, student's identity is kept confidential.

10.0 Mentoring Programme / 'Psychologist and a Counsellor':

- 10.1 **Mentoring Programme:**
Students (as applicable school wise) have been assigned faculty mentors whose role is to help assimilate the NMIMS culture, facilitate intelligent choice making regarding selection of courses, help in identification of resources needed by all students. Do meet your faculty mentor regularly as per their convenience and availability.
- 10.2 **Psychologist and a Counsellor:**
"Have you had any incidents where you reacted very harshly and then later realised that reacting to the situation was not really needed and in the process you damaged the understanding you had with your friends and family? But you just do not know what went wrong then? Do not understand what triggered?"- Example case

As normal social human beings at any given time in life we could go through difficult times and are confused as well as not able to share our difficulties with others fearing their judging. At such times we recommend, personal Counselling.

Personal counselling is very important at every step in life even at the corporate levels. There could be a situation in our lives when we are not able to cope with, example of a simple case given above. Such situations affect our subconscious mind deeply which interferes our present conscious life and could not allow us to lead a healthy life. Consciously, we do not realise the implications of our behaviour on others but it eventually could affect our events and relations in daily life at home, in class, or at work. When the past emotional situations not dealt with therapeutically, we could develop unhealthy negative thoughts and feelings which we need to be aware of like, "I have no one to whom I can share my personal issues, am I happy? Am I feeling lonely?, having sleepless nights?", such thoughts could again lead to further anxiety and can release harmful hormones; which could affect our performance, decision making, logical thinking, studies, relationships, career, and gradually affect our physiological health like hypertension, respiratory ailments, gastrointestinal disturbances, migraine and tension headaches, pelvic pain, impotence, frigidity, dermatitis, and ulcers

A counsellor is a non-judgemental friend who understands, ensures privacy and confidentiality of the client and counsels you by giving choices so that you make the right decision. Counselling is based on realistic, structured and research based study. NMIMS has a full time 'Psychologist and a counsellor' available on the 8th floor, Cabin:-West-855, NMIMS University, at the Mumbai campus for all the students.

- 10.3 World health organisation and the U.S. National Library of medicine articles :
National library of Medicine: [Psychosomatic disorders in developing countries: current...
www.ncbi.nlm.nih.gov/pubmed/16612204](https://pubmed.ncbi.nlm.nih.gov/16612204)
[WHO | Prevention of bullying-related morbidity and mortality: a
Students involved in bullying are at a significant risk of experiencing a wide spectrum of psychosomatic symptoms, running away from home ...
www.who.int/entity/bulletin/volumes/88/6/10-077123/en/ - 36k](https://www.who.int/entity/bulletin/volumes/88/6/10-077123/en/)

11.0 Guidelines for Admission Cancellation / Payment of fees / Re-admission / Academic Break / Submission of Documents / Admission Deferment

11.1 Admission Cancellation procedure :

For cancellation of admission, the student needs to submit the application for cancellation of his seat alongwith original fee receipt to the admission department (if cancellation is before commencement of the programme). If the cancellation is after commencement of the programme, the said application to be submitted to the respective Dean for further process.

Refund Rules if Commencement of Programme & Closure of Admission date is same:

1. Till the date of commencement of the Program.	Rs.1000/- will be deducted as administrative charges
2. Cancellation after the official closure of admission.	Cancellation made after the official closure of admission fees will NOT be refunded.

Refund Rules if Commencement of Programme & Closure of Admission date is different:

1. Till the date of commencement of the Program.	Rs.1000/- will be deducted as administrative charges
2. After the commencement of Program but before the close of the admission	Rs.1000 + Proportionate fees i.e. one tenth of the fees for every completed month or part thereof, if the seat vacated by the candidate is filled. If the seat remains vacant/unfilled, fees will NOT be refunded.
3. Cancellation after the official closure of admission.	Cancellation made after the official closure of admission, fees will NOT be refunded.

11.2 Payment of fees:

- 11.2.1 The promoted students for the subsequent years are required to pay the fees as per the email received from Accounts department. Late fee will be levied if the fee is not paid within the due date.
- 11.2.2 Non-payment of fees within the stipulated time including the late fee period will attract cancellation of the studentship from that programme.
- 11.2.3 **Payment of Fees for the academic break:** If the student has informed the Dean regarding academic break before the commencement of the relevant year and not paid the total fee for that year, then if his academic break is granted, he can pay the total fee (100%) prevalent at that time when he seeks re-admission.
- 11.2.4 If a student wants to take academic break after the commencement of the academic year, but he has not attended the classes and if the fee is not paid, then while seeking re-admission he has to pay the total fee (100%) plus 25% of the total fee as re-admission fee to continue his studentship.

- 11.2.5 If the student has paid the total fee for the entire year and then sought the academic break after commencement of that academic year in the middle of semester / trimester again, then he has to pay 25% of the total fee prevalent at that time, towards re-admission in subsequent year.

Academic break	Fees to be paid at the time of admission after the academic break
<ul style="list-style-type: none"> Informed before the commencement of the academic year. 	100% total fee prevalent.
<ul style="list-style-type: none"> Informed after commencement, not attended classes and fees not paid. 	100% total fee + 25% readmission (prevalent).
<ul style="list-style-type: none"> Informed during the semester / trimester fees not paid for current year. 	100% total fee + 25% readmission (prevalent).
<ul style="list-style-type: none"> Informed during the academic year and fees paid for that year. 	25% of total fees as readmission fee prevalent that year.

11.3 Academic break :

The following rules are applicable for all the school of NMIMS.

After commencement of any programme, if a student wants to take a break for certain valid reason, then he can do so as per the following norms –

The academic break can be granted to any student by respective Deans of School and the maximum period for an academic break is one year only. (in executive Programs as of now it is upto two years). This will be based Dean getting convinced of the reason for academic break.

11.3.1 Eligibility:

Academic break can be granted to any student for any of the following reasons:

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

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

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

11.4 Submission of certificates / marksheets:

A student has to submit all the relevant documents / certificates / marksheets as per the offer letter issued by NMIMS. Non-submission of such mandatory documents after the stipulated time declared by admission department will lead to cancellation of admission of concerned student and the admission fees will NOT be refunded.

If the student has submitted documents and found discrepancy during verification, the admission would be cancelled and fees will be forfeited.

11.5 Admission Deferment:

The following rules are applicable to all the Schools of NMIMS.

11.5.1 Eligibility :

Only those candidates who have paid the full fee or got an approval for part payment can apply for admission deferment.

The candidate has to submit an application for 'admission deferment' in admission department **before** commencement of that programme stating the reasons for admission deferment. Admission deferment can be approved only for one year.

11.5.2 Who can apply :

- Serious medical illness.
- Serious family related reasons.

- Candidate not able to organize funds.
- Candidate's work related commitments, overseas assignments (over 6 months)

The application needs to be submitted to admission department, alongwith all the supporting documents for 'Admission Deferment' consideration.

An applicant who fails to obtain confirmation from Admission office of his/her deferment of admission will be deemed to have forfeited his/her position and will be deregistered from the course admitted to.

11.5.3 **Process:**

- 11.5.3.1 Deferred admission may only be granted to admitted first year students who have paid the required non-refundable enrolment deposit.
- 11.5.3.2 The admission department will scrutinize all the applications and forward it with comments to concerned authorities for approval. The request to defer the offer of admission will be reviewed on case to case basis and will be granted depending on the reason stated alongwith the supporting documents. NMIMS decision with respect to this will be final and will not be challenged.
- 11.5.3.3 Offer of admission deferment, if not, taken in the subsequent year will lapse and the fee paid will not be refunded. Further, the applicant therein, if still want to apply to NMIMS, have to undergo the admission process again as fresh applicant.
- 11.5.3.4 The letter of deferment of admission will be issued by admission department to the applicant.
- 11.5.3.5 Students who are found to have applied to other colleges and institutes during their time away from NMIMS will have their admission revoked and fees will not be refunded.
- 11.5.3.6 Financial aid offers cannot be deferred. Students must reapply for financial aid.
- 11.5.3.7 Admitted 'Transfer' students are not eligible for deferred admission.
- 11.5.3.8 Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.
- 11.5.3.9 Deferment of admission is not applicable for the first year of the programme.
- 11.5.3.10 Once the programme has commenced, then even though the applicant have not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

12.0 **Blackboard (Learning Management System):**

Blackboard Learn+ is a Web-based learning management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.

12.1 **System Requirement:** Latest browser with Java installed on your PC.

Check browser compatibility:

https://enus.help.blackboard.com/Learn/9.1_Older_Versions/9.1_SP_14/Student/015_Browser_Support

Test/install Java: <http://java.com/en/download/help/testvm.xml>

12.2 **URL:** Access Blackboard through <http://blackboard.svkm.ac.in>

12.3 **Login Policy:** Default User ID and Password is Student's SAP number.

12.4 **Change Password:** Students are advised to change password after first login for safe surfing.

12.5 **Email Update:** Users need to change/update their email id for getting regular notification

12.6 **Course links:** Your login will contain only current trimester/semester course list.

12.7 **Faculty Announcements:** Announcement related to course and other activities will be published in Announcement section.

12.8 **Online Library:** Online Library database is available through Blackboard; it will be a single gateway for all data access.

Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally through user ID and password.

12.9 **Assignment / Assessment:** Assignments can be uploaded in Blackboard which will be graded by faculty and online score will be stored. Assessment will be conducted via Test (selective), survey, etc online.

12.10 **Academic Resources:** All Academic Information & News will be published on blackboard.

12.11 **Examination Report:** All Examination Grade & Report can be published on Blackboard

12.12 **Faculty Feedback:** Faculty Feedback will be accepted online through Blackboard trimester-semester wise.

12.13 **Course Content:** Soft copy of reading material and teaching plan are uploaded by faculties for review and references.

12.14 **Safe Assign:** Online Plagiarism check will be performed via this section.

12.15 **Course Co-ordinator Announcement:** Single link to display, notice related to program like course calendar, SRB, schedule, etc.

12.16 **Groups:** Students can create group for online -Blogs, File Exchange, Collaboration, Discussion Board scope for their courses.

12.17 **Student Discussion Board / Chat:** This tool will act as a bridge between students & faculties to interact among themselves regarding the courses.

- 12.18 **Blackboard Mobile:** Users can access Blackboard through their smart phones. Download Blackboard Learn app and search for institute by typing **45L1UY**.
- 12.19 **Help – Assistance:** Online assistance is available on front page of portal.
URL: https://en-us.help.blackboard.com/Learn/9.1_Older_Versions/9.1_SP_14/Student
YouTube Channel:
<https://www.youtube.com/watch?v=36kDE4lvRml&list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU>

13.0 Rules for participating in National/International Level Contests:

- 13.1 All contests have to be routed through Faculty In charge of Student Activity/HOD.
- 13.2 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
- 13.3 All student contests are classified as follows.
- 13.3.1 GRADE A: National and International level contests of very high repute.
- 13.3.2 GRADE B: National level contests of high repute.
- 13.3.3 GRADE C: Local and national level contests
- 13.4 The respective school heads will make the classification of contest in Grade A/B/C.
- 13.5 The classification of the contest will determine the selection, reimbursement and appraisal of the students.
- 13.6 Reimbursements (Applicable only for National Contest)
- 13.6.1 Students going for GRADE A will be provided with 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from the contest destination.
- 13.6.2 Students going for GRADE B and C contests will be provided 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from contest destination, provided that they have won the contest (1st or 2nd place only).
- 13.6.3 All reimbursements are subject to the approval of the head of the school and are hence subject to change.
- 13.6.4 All reimbursements will be made only after the student has returned from the contest. All bills, tickets of the travel and copy of certificates will have to be retained and submitted.
- 13.6.5 All students claiming the reimbursement will have to submit all details to the staff co-ordinator for processing through the accounts department.
- 13.7 Contest Winners
- 13.7.1 Any student who has won any contest is required to provide full details of the contest and award won to the faculty within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals.
- 13.8 **For additional information as specific to school, kindly refer Part II.**

14.0 Guidelines for Awards and Scholarships

- 14.1 Each year there are several student awards and scholarships announced for different school/programs of NMIMS (if applicable). For details specific to school, kindly refer Part II.
- 14.2 Students are advised to apply for awards and participate in the process enthusiastically.
- 14.3 Students are also advised to keep a good performance track record if they wish to apply for these awards. Students obtaining an F in any subject or with a record of misconduct or a record of low attendance will be automatically disqualified from the awards process.
- 14.4 Certificate of merit to be given by Dean's at school level.

15.0 Guidelines for Convocation

- 15.1 The Annual Convocation will be held for all Full Time and Part Time programs of NMIMS.
- 15.2 Only those students who have fulfilled the requirements of the program will be eligible to receive their degrees/diplomas at the Convocation. These requirements include migration certificate, attendance requirements, submission of all assignments and projects, clearance of all dues from various departments like accounts, hostel, library etc., and passing of all examinations and any other deliverables to the school/ NMIMS.
- 15.3 In case any student is found in-eligible to receive degree/diploma on any account, he/she may apply for consideration of his case at least 48 hours before the Annual Convocation. The decision of the management will be final and binding. No last minute requests for reconsideration will be entertained.
- 15.4 Students will be given a set of guidelines by school authorities and they are required to follow these guidelines for effective conduct of the event.

16.0 Roles and Responsibility of Class Representative and Student Council

- 16.1 **Class Representative**
The Class Representative serves as a link between his/her division, the faculty & administration. The CRs for each division are selected by class vote for students who wish to nominate themselves for the post. The major roles & responsibilities include:
- 16.1.1 Serving as sole point of contact between faculty & students

- 16.1.2 Co-ordinating the scheduling of lectures, assignments & formation of groups
- 16.1.3 Resolving student grievances
- 16.1.4 Relationship building & co-ordinating with CRs from other divisions
- 16.1.5 CR's cannot cancel / Reschedule lectures directly with Faculty
- 16.1.6 Any additional responsibility assigned by school heads.

16.2 Student Council

The Student Council is the apex student body at every school and represents the full-time students. The Vice-President, General Secretary, Cultural Secretary along with a team of executive members and course representatives support the President and share responsibility for each student body & activity on campus. The Council for every academic year is selected through a formal selection procedure involving faculty /Admin heads of School & existing Council members. The major roles & responsibilities include:

- 16.2.1.1 To serve as a formal communication channel between the students, faculty and administration
- 16.2.1.2 To navigate all student-related activities at NMIMS and facilitate a better life on campus
- 16.2.1.3 To spearhead the organisation & co-ordination of the Corporate Festival, the Cultural Festival, & other Events.
- 16.2.1.4 To assist all public relation activities and supervise student publications & newsletters at NMIMS
- 16.2.1.5 All the cell activities has to be routed through President of cell, General Secretary of Council (Budget and Release of Money), HOD/Dean/Directors, (Accounts Department - In case of Release of Money)
- 16.2.1.6 Communication and Invitations of events / guest lecturers / workshops etc. conducted by cells and council has to be informed to the HOD/Dean/Directors well in advance.
- 16.2.1.7 For the major events prior formal invitation to be given to all the senior management
- 16.2.1.8 To submit a trimester/semester report at the end of every trimester/semester to faculty In charge.

For more school specific details, kindly refer Part II of SRB.

17.0 Interface with Accounts:

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

17.2 Re-examination Fees:

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

17.3 Re-Admission fees:

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

17.4 Re-Registration Fees:

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

17.5 Concession in fees:

Concession in fees shall be granted to economically weaker section and backward class students depending on the merit of the case of individual student.

17.6 Hostel Deposit Refund:

Location: NMIMS Accounts Department

Procedure:

- 17.6.1 Please procure signature of Hostel in-charge
- 17.6.2 Submit signed Hostel Deposit Receipt to Accounts Department along with Refund Format
- 17.6.3 Please allow a period of 3 weeks for issue of the Refund Demand Draft

17.7 Library Deposit and Security Deposit Refund:

Location: Course Coordinator

Procedure:

- 17.7.1 On completion of program (course), course coordinator would co-ordinate with all students for Student Bank account details (for NEFT Transfer). The same is required for refund of Library and Security Deposit
- 17.7.2 Please allow a period of 3 weeks for issue of the Refund through NEFT

17.8 Duplicate Receipt:

Location: NMIMS Accounts Department

Procedure:

17.8.1 Please fill the Application for Duplicate Fee Receipt and submit Rupees 100 per receipt to Accounts Department

17.8.2 Please allow a period of a week for issue of receipt

18.0 Safety Guide for Students on Floods, Fire and Earthquakes

Introduction

Mumbai is vulnerable to various natural and manmade disasters such as fire and industrial accidents, floods, chemical (transport and handling), biological, and nuclear hazards, earthquake, cyclones, landslides, bomb blasts, terrorism, riots and tidal surge due to its geographic conditions, industrial growth, increasing population density and squatter settlements have increased Mumbai's vulnerability to disasters.

The safety measures for a few disasters such as 1) Floods, 2) Earthquakes and 3) Fire in Mumbai are highlighted briefly in this document.

18.1 Floods:

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

Precautions to be taken in case of Floods¹ are given in the Table 1 below.

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

Before Floods	During Floods	After Floods
<ul style="list-style-type: none">• Identify and visit elevated areas in and around the Institute as places of refuge during a flood• Be aware of drainage channels, and other low-lying areas known to flood suddenly. Consult and involve local authorities in the institutes• Check out for the monsoon alerts for the heavy rains declared by the Municipal Corporation of Greater Mumbai• Do not travel long distances on dates indicated as 'Monsoon Alerts'. Contact the Institute if there is any pre planned activity or examination or any other important work on that day and try to adjust it on some other day• Keep locally available equipments such as ropes, battery, radio, plastic bottles and cans handy during rainy season. This can help you to plan your rescue• Prepare a food kit including emergency food items such as biscuits, snacks, drinking water and so on	<ul style="list-style-type: none">• Evacuate to previously identified elevated areas• Don't try to save valuables. Your life is most precious• Disconnect electrical appliances.• Turn off utilities at the main switches of valves if instructed to do so• Don't touch electrical equipment if you are wet or standing in water• Do not walk through moving water. Six inches of moving water can make you fall• If you have to walk in water, walk where the water is not moving• Use a stick to check the firmness of the ground in front of you• Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage• Water may also be electrically charged from underground or downed power lines• Listen to the radio for advance information and advice. Don't spread rumors• Move vehicles to the highest ground nearby• Do not enter floodwaters by foot if you can avoid it• Never wander around a flooded area• Drink clean water	<ul style="list-style-type: none">• Stay away from downed power lines, and report them to Security Officer• Leave the Institute / home only when authorities indicate it is safe• Stay out of any building if it is surrounded by floodwaters• Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations• Floors in the building will be slippery due to water and mud. Walk carefully on the slippery floor.• Wear appropriate footwear. Do not use slippers during rainy season• Watch out for loose flooring, holes and dislodged nails• Clean and disinfect everything that got wet• Discard any food items which may have got wet• Inform about the damaged drainage and sewage systems in and around the building to the authorities as soon as possible. These can be a major health hazard• First protect yourself and then help others.

18.2 Earthquake

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

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

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

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

Before Earthquake	During Earthquake	After Earthquake
<ul style="list-style-type: none"> • In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake. • Make sure your water heater and gas cylinder is secured and intact. This will ensure that it will not fall during an earthquake and hurt someone or start a fire. • Keep a torch and a portable transistor radio handy. • Keep the corridors in the hostel/house clear of furniture and other things, making movement easier. 	<p>A) If you are at home or inside a building</p> <ul style="list-style-type: none"> • Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture. • Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or even under a bed. <p>B) If you are in the street</p> <ul style="list-style-type: none"> • Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets. • Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse. <p>C) If you are driving</p> <ul style="list-style-type: none"> • Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle. 	<p>A) If you are at home or inside a building</p> <ul style="list-style-type: none"> • Expect aftershocks. Be prepared. Stay where you are and do not come out immediately. • Keep calm, switch on the radio/TV and obey any instructions you hear on it after you come out • Turn off the water, gas and electricity • Do not smoke and do not light matches or use a cigarette lighter. Do not turn on switches. There may be gas leaks or short-circuits. • If there is a fire, try to put it out. If you cannot, call the fire brigade. • If possible then contact fire brigade immediately. • Immediately clean up any inflammable products that may have spilled (alcohol, paint, etc). • Avoid places where there are loose electric wires and do not touch any metal object in contact with them. • Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth. • Eat something. You will feel better and more capable of helping others. • If the building is badly damaged, you will have to leave it. Collect water containers, food, and ordinary and special medicines (for persons with heart complaints, diabetes, etc.). • Help people who are injured. Provide them first aid. Do not move seriously injured people unless they are in danger. <p>B) If you are outside</p> <ul style="list-style-type: none"> • If you know that people have been buried, tell the rescue teams. Do not rush and do not worsen the situation of injured persons or your own situation. • Do not re-enter badly damaged buildings and do not go near damaged structures. • Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass. • Keep away from beaches and low banks of rivers. Huge waves may sweep in. • Keep updating yourself with latest information on earthquake through radio or T. V.

18.3 Fire

Greater Mumbai is greatly diversified and practically has every type of fire risk. Precautions to be taken in case of fire are given in the Table 3 below:

Before Fire	During Fire	After Fire
<ul style="list-style-type: none"> • Identify the fire hazards and where fires might start, e.g. laboratories, store room, kitchen and other 	<ul style="list-style-type: none"> • Do not panic. Shout loudly for help • Do not run. • Do not waste time in collecting valuables. • Do not panic. • Inform the fire brigade about the fire and alert neighbors. 	<ul style="list-style-type: none"> • Don't re-enter or permit anyone to enter the building, unless the fire officials

Before Fire	During Fire	After Fire
<p>such places)</p> <ul style="list-style-type: none"> Identify all the exit routes of the Institute. (There are six exit routes in UPG building) Check the adequacy of fire fighting apparatus and its maintenance. 	<ul style="list-style-type: none"> If possible, use fire extinguisher. Do not take shelter in toilet. Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere. Do not use the lift to escape. Use nearest means of escape and the staircase available. Make exit to ground level instead of the terrace. Report about your safe escape and any other information to the University authorities, fire brigade or police present at the site. <p><i>If trapped or stranded:</i></p> <ul style="list-style-type: none"> Stay close to the floor level. Cover the gaps of the door by any piece of cloth available. Do not jump out of the building. Signal or shout for help. Stop, drop and roll on the ground and cover with blanket; pour water on the body Dial 101 or 22620 5301 for fire brigade Give the fire officer detailed address, nature of the incident and the telephone number from which you are calling. Preferably, use landline. Keep down the receiver and wait at the same spot. Control Room will call back to verify the call. Wait for the Fire Brigade to arrive and co-operate with the firefighters. 	<p>have given permission to enter.</p>

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

- 19.1 **Ragging:** Ragging of fellow students in any form is strictly prohibited inside and outside the campus. Any student/s found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished as per the rules. Ragging often ends up in sexual or physical harassment for the victim. The institute maintains a zero tolerance policy towards ragging. All issues in this regard will be dealt with utmost urgency and stringent action will be taken against those involved. To help students, Committees have been formed at School level and University level.

Anti-Ragging Committees:

University				
	Name	Designation	E-mail ID	Contact no.
1.	Dr. Meena Chintamaneni	Chairperson	meena.chintamaneni@nmims.edu	022 42355555
2.	Mr. Vinaykumar Singh	Member	vinaykumar.singh@nmims.edu	022 42355558
3.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
4.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
5.	Mr. Sunil Monteiro	Member	Sunil.Monteiro@nmims.edu	022 42355555
6.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
7.	Shri Rajendra K. Shah	Member	shahrk60@yahoo.com	022 42199999
School of Law				
1.	Dr. Rhishikesh Dave	Chairperson	rhishikesh.dave@nmims.edu	42355555
2.	Ms. Nazima Munshi	Member	nazima.munshi@nmims.edu	42355555
3.	Ms. Thaira Shaikh	Member	thaira.shaikh@nmims.edu	42355555
Hostels				
1.	Shri Bhupesh Patel	Chairperson	bhupesh.patel@svkm.ac.in	98200 20700
2.	Shri Harshad H. Shah	Member	harshad.shah@svkm.ac.in	98202 93814
3.	Shri Rajubhai Shah	Member	rajendra.shah@svkm.ac.in	98190 36555
4.	Prof. Seema Mahajan	Member	seemam@nmims.edu	9820341341
5.	Dr. Meena Chintamaneni	Member	meena.chintamaneni@nmims.edu	4235 5550
6.	Mr. Sunil Monteiro	Member	Sunil.Monteiro@nmims.edu	4235 5558

19.2 Women Grievance Redressal Cell:

- Prof. Sangita Kher, I/C Dean, ASMSOC - Chairperson
- Dr. Ketan Shah, Associate Professor and HOD, MPSTME – Member
- Ms. Karuna Bhaya, Finance Officer – Member

4. Shri Nilesh Mohile, CAO, SVKM – Member
5. Ms. Seema Rawat, Assistant Professor, SBM – Member
6. Dr. Meena Chintamaneni, Registrar – Member Secretary
7. Majlis Legal Center - NGO representative

- 19.3 **Sexual harassment:** Sexual harassment on campus or outside campus is unlawful, as well as unethical, and will not be tolerated. All issues in this regard will be dealt with utmost urgency and stringent action will be taken against those involved. As per high court order a committee has been formed to look into all such complaints.

Sexual Harassment Internal Complaints Committee:

1. Prof. Sangita Kher, I/c Dean, ASMSOC– Chairperson
2. Dr. Ketan Shah, Associate Professor & HOD, MPSTME -Member
3. Ms. Karuna Bhaya, Finance Officer- Member
4. Shri Nilesh Mohile, Chief Administrator, SVKM- Member
5. Ms. Seema Rawat, Assistant Professor, SBM- Member
6. Dr. Meena Chintamaneni, Registrar – Member Secretary
7. Majlis Legal Centre- NGO representative

- 19.4 **Student Grievance Redressal – Ombudsman:** The Ombudsman shall exercise power to hear grievances of those who are not satisfied with decision of NMIMS Grievance Redressal Committee. The Ombudsman would be required to dispose cases within one month of the receipt for speedy redress of grievances. On conclusion of the proceeding, the Ombudsman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the effected party. Mr. Justice S. S. Parkar has been appointed as Ombudsman at NMIMS University. For more details kindly refer AICTE regulations on Ombudsman.

Student's Grievance Redressal Cell

1. Dr. Meena Chintamaneni, Registrar – Chairperson & Member Secretary
2. Dr. Paritosh Basu, Sr. Professor (Finance), SBM - Member
3. Prof. Amita Vaidya, Associate Dean, SAMSOE - Member
4. Prof. Dharendra Mishra, Assistant Professor (Mechanical), MPSTME - Member
5. Ms. Pallavi Rallan, Assistant Professor, ASMSOC – Member
6. Dy. Registrars concerned

Please visit the website for more details: “The Sexual Harassment-Women-Workplace Act” & “Women Grievance Redressal Cell Policy”.

20.0 The list of websites categories which are blocked for use at NMIMS and at Hostels owned by NMIMS

Sr. No.	Category
1	Potentially Liable
2	Drug Abuse
3	Occult
4	Hacking
5	Illegal Unethical
6	Racism and Hate
7	Violence
8	Marijuana
9	Folklore
10	Proxy Avoidance
11	Web Translation
12	Phishing
13	Plagiarism
14	Child Abuse
15	Controversial
16	Abortion
17	Adult Materials
18	Advocacy Organizations
19	Gambling
20	extremist Groups
21	Nudity And Risqué

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

List of E resources (In library)

Sr. No.	Database
	LIBRARY DATABASE/ OPAC
1	LibSys OPAC
	ELECTRONIC JOURNAL DATABASES
2	ProQuest Central
3	EBCSO
4	JSTOR
5	Science Direct
6	Bentham Science Publishers
	ENGINEERING DATABASES
7	IEL Online /IEEE
8	Springer
9	ASME
10	J-Gate
11	Science Direct
12	ASCE
	E-BOOKS DATABASES
13	E-brary
14	McGraw-Hill
15	Pearson E-Books

	RESEARCH DATABASES
16	ISI Emerging Markets
17	CRISIL
18	Frost & Sullivan
19	CMIE: Economic Outlook
	COMPANY DATABASES
20	CMIE-Prowess 4
21	Capital Market
	STATISTICAL DATABASES
22	CEIC Database
23	IndiaStat
	LAW DATABASES
24	Manupatra
25	West Law
	MARKETING DATABASE
26	TAM
27	TVADINDX
28	WARC
	Directory
29	Cabell's Directory

LIST OF HOLIDAYS FOR THE YEAR 2016**SVKM's NMIMS (Deemed-to-be-University)**

NMIMS (Mumbai Campus)		
List of Holidays for the year 2016		
OCCASION	DATE	DAY
Republic day	26-Jan-16	Tuesday
Chhatrapati Shivaji Jayanti	19-Feb-16	Friday
Mahashivratri	07-Mar-16	Monday
Holi	24-Mar-16	Thursday
Good Friday	25-Mar-16	Friday
Gudhi Padwa	08-Apr-16	Friday
Ramzan-Id	06-Jul-16	Wednesday
Independence Day	15-Aug-16	Monday
Raksha Bandhan	18-Aug-16	Thursday
Gopalkala	25-Aug-16	Thursday
Ganesh Chaturthi	05-Sep-16	Monday
Anant Chaturdashi	15-Sep-16	Thursday
Dussehra	11-Oct-16	Tuesday
Diwali (Narak Chaturdashi)	29-Oct-16	Saturday
Diwali (Balipratipada)	31-Oct-16	Monday
Diwali (Bhaubeej)	1-Nov-16	Tuesday

Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January 26, 2016, August 15, 2016 May 01, 2016 & October 02, 2016)

21.0 NMIMS INFOLINE (for Mumbai Campus)

Agency	Number
Disaster Management Cell of Municipal Corporation of Greater Mumbai	108
Police	
Police Help Line	100
Juhu Police Station	26184432 / 26183856
Vile Parle Police Station	26117307 / 26117317
Vile Parle (E) Police Station	26112813
D. N. Nagar, Andheri (W) Police Station	26303893 / 26304002 / 26303038
Andheri (E) Police Station	26831562 / 26842677
Santacruz Police Station	26492972 / 26487856
Fire Brigade	
Fire Brigade Help Line	101
Andheri Fire Stations	2620 5301
Bandra Fire Station	2643 5206
Ambulance	102 / 1298/1252
Hospitals	
Dr. Balabhai Nanavati Hospital	26182255 / 2626 7500
Cooper Hospital	26207254
Travel Agency	
V-explore	42705205/ 42705255
Chemist	
Dilip Drug House	26182255 / 2618 7038
Empire Chemists	26718970 / 2625 1238
Welcome	26111796
General Physician	
Shri Vile Parle Kelavani Mandal” runs a dispensary which operates from 9:00 am to 6:00 pm. It is manned by two fully qualified Medical Officers in two shifts. Services of dispensary are available for attending to all emergency first aid and for OPD. This facility is available to all students and staff members of SVKM Institutions	Location: N.M. College Area, 2 nd floor. Dr.Goel-9869002653
Criticare Clinic Plot no. 38/39 , Main Gulmohar Road, JVPD Scheme, Opposite Copper Chimney, Andheri (W), Mumbai- 400049	26286644/ 88/ 002 6775 6600
Hostel (Contact - Mr. Venugopal- 4235 5557)	
G. R. Jani Hostel Boys	022-42334056
MKM Sanghvi Girls Hostel	022-26256382/ 83
Bansi Villa Girls Res. Flats	-
Kalika Girls Res. Flats	-
Vraj Kamal Girls Res. Flats	-
Sur Sagar Girls Res. Flats	-
Krishna- Boys Res. Flats	-
Vishwananak Boys Res. Flats	-
Sai Suraj-Boys Res. Flats	-

Part II

School of Law

Message from Dean

I welcome you all to the School of Law, NMIMS an institution aspiring to be the Centre of Excellence for imparting quality Legal Education in the world of global education. School of Law endeavors to nurture among its learners all those qualities that legal professionals are required to develop, to meet the ever increasing demand and ever changing needs of the legal industry. With the contemporary curriculum and outcome based pedagogy, School of Law is committed to provide an over-all development of future legal professionals with well-equipped skills, positive attitude and self-confidence to cope up with the challenges that arise in the complex legal arena. The outcome of this mission has been encouraging, as demonstrated by the enthusiastic response of learners eager to become a part of the Law School fraternity. The programs offered at the School are highly rigorous, comprehensive and practical oriented. Well qualified, experienced and diversified faculty with global exposure, excellent infrastructure and well planned learners support system will surely groom the learners in the right direction to succeed in the legal professional world. The School of Law is on its way to establish Research Centers and have academic collaborations with National and International professional institutions, which will provide learners with diverse opportunities to acquire knowledge of complex legal issues. Keeping in view the advancement of Science and Technology, the specializations and elective courses in emerging and contemporary areas of Law are designed to equip the learners handle legal issues arising as a result of such developments. Concurrently, courses on subjects like Critical Thinking, Legal Writing, and Moot Court etc. will provide essential skills and advantage to be a successful legal professional.

Rhishikesh Dave (Ph.D)
Dean-SOL

1. Academic Calendar

SVKM's NMIMS
School of Law-PG Program
Academic Calendar 2016 – 17

Details	Start Date	End Date
Trimester I		
Orientation & Commencement of Regular Classes	8 th August, 2016	22 nd October, 2016
Term End Exam	24 th October, 2016	27 th October, 2016
Diwali Vacations	29 th October, 2016	5 th November, 2016
Trimester II		
Commencement	7 th November, 2016	14 th January, 2017
Christmas Vacations	25 th December, 2016	1 st January, 2017
Term End Exam	21 st January, 2017	27 th January, 2017
Trimester III		
Commencement	30 th January, 2017	8 th April, 2017
Term End Exam	15 th April, 2017	21 st April, 2017
Dissertation submission		1 st July, 2017
Presentation		11 th July-14 th July, 2017
Viva		25 th July-30 th July, 2017
Repeat Exam	01st June Onwards	

2. Academic/general inputs, Rules Policies at school level

2.1 General Guidelines:

1. The use of cell phones in class rooms is strictly prohibited. Strict action would be taken against students using cell phones in the class room or even keeping cell phones on silent mode. At the first instance of violation of this rule, the cell phone would be confiscated and would be returned only after a written apology. On subsequent repetition, the student would be **contributing rupees 5000/-as fine to the Student's Relief Fund**. On every repetition the sum would be doubled. **However, a student may be allowed to use a cell phone after seeking special permission from concerned faculty, for a specific period of time and for academic purpose only.**
2. The LCD projector in the classroom can be handled by students only in the presence of a faculty or any such authority. The class would collectively bear the losses for repairing the damaged LCD in case of the concerned student not accepting his/her fault. All other furniture has to be used in proper manner. Any damage to furniture will result into collecting fine.
3. All official communication will be done only through Black Board, therefore all students should visit the Black Board regularly before and after the classes, while entering and leaving the campus, so as not to miss any urgent notification. It will not be available by any other source of communication.
4. Misconduct of any sort from any student would be dealt with strictly. Any student resorting to any indecent, unruly behaviour or causing disturbance, annoyance or raising voice for any reason which results in irritating or disturbing any other person, shall be considered as 'misconduct' and would be dealt with accordingly.
5. Students are expected to come in decent professional attire on all days of the week. It will be compulsory to wear uniform every Friday and Saturday. No attendance will be granted to students for not wearing the uniform on Friday and Saturday.

Uniform: White Shirt- Black Trouser-Black Blazer/Suit-Black Tie

6. Students are requested to once again refer to SRB point number 2.14.4 and remember: "that the deadline for the submission of projects, presentations and/or date declared for viva shall be final under all circumstances. Under exceptional circumstances, written request from a parent may be considered with the deduction of 2 marks with every passing day". Students would be expected to get a letter from their parents for not seeking such condonation in future. The students have to follow the project policy attached here with.
7. All doubts regarding attendance should be cleared with concerned faculties at appropriate time (at the end of each class/ during recess or at the end of class hours of the day). If a student is marked 'Absent' even when present, s/he should immediately inform the concerned faculty and submit a written application justifying his/her stand. 'Attendance Report' of all the students in a class would be displayed on the Notice Board as well as Black Board fortnightly and also at the end of every month. Students are therefore requested to carefully read and follow guidelines under SRB 3.1.1, Part 1, failing to do so, no changes in the Attendance Register would be entertained and the contents in the Attendance Register would be considered as correct and final for all purposes.
8. If students require any of the classrooms after the regular lectures, a written permission has to be taken by the concerned student to occupy the classroom. If case of any damage in the classroom during that period the concerned student has to bear the consequences.

3. Committee Members

3.1 Disciplinary Committee:

Members			
Asst. Prof. Nazima Munshi	Faculty Member	Nazima.munshi@nmims.edu	9819124121
Asst. Prof. Shrikant Aithal	Faculty Member	Shrikant.aithal@nmims.edu	9930353953
Asst. Prof. Nadisha Vazirani	Faculty Member	Nadisha.vazirani@nmims.edu	9224226146
Asst. Prof. Sunil George	Faculty Member	Sunil.george@nmims.edu	9619577725
Asst. Prof. Rakesh Nambiar	Faculty Member	Rakesh.Nambiar@nmims.edu	9890065598
Ms. Thaira Shaikh	Staff Member	Thaira.shaikh@nmims.edu	9819368002

3.2 Woman Grievance Redressal Committee

Members			
Dr. Rhishikesh Dave	Dean	Rhishikesh.dave@nmims.edu	9582840642
Asst. Prof Nazima Munshi	Faculty Member	Nazima.munshi@nmims.edu	9819124121
Asst. Prof. Nadisha Vazirani	Faculty Member	Nadisha.vazirani@nmims.edu	9224226146
Asst. Prof. Vrinda Mohan	Faculty Member	Vrinda.mohan@nmims.edu	9763541007
Asst. Prof. Rakesh Nambiar	Faculty Member	Rakesh.Nambiar@nmims.edu	9890065598
Ms. Astha Tahmankar	Practicing Lawyer	advastha@gmail.com	9967108844
Ms. Thaira Shaikh	Staff Member	Thaira.shaikh@nmims.edu	9819368002

4. Duration of the Programme

4.1 The duration of the programme shall be One Year in three trimesters with minimum of 30 contact hours in each week and twelve weeks for each of the three terms include class room teaching.

4.2 The breakup of the 30 Contact hours per week shall be as follows:

- 9 Hrs. - Lecture
- 11 Hrs. - Research Work
- 10 Hrs. - Teaching Assistant

4.3 The entire programme shall be spread evenly for the duration of the programme, with not more than 9 credits in each trimester.

4.4 Each of the trimester shall be of a working duration of 12 weeks.

5. The Course Structure/Curriculum

5.1 The course structure/curriculum for One-Year LL.M. shall have the following components:

- i) Foundation/Compulsory Papers (3 papers of three credits each)
- ii) Optional/Specialization Papers (6 papers of two credits each)
- iii) Dissertation (three credits)

6. Foundation/Compulsory Papers

6.1 The Foundation Course consists of the following three subject/papers, which should be completed in the first trimester:

- A. Research Methods and Legal Writing
- B. Comparative Public Law/Systems of Governance
- C. Law and Justice in a Globalizing World

6.2 Optional/Specialization Papers: The Centre of Post-Graduate legal Studies (CPGLS) of NMIMS shall announce the specialization offered at the beginning of admission process before each academic year.

7. Teaching Process

7.1 Teaching methods include

- tutorials,

- seminars,
- fieldwork,
- Clinics and
- Other such activities.

8. Evaluation of Students

8.1 NMIMS shall evaluate students broadly based on the following criteria:

Criteria	Weightage
Continuous evaluation by the teacher(s) of the course.	50 %
Evaluation through a trimester examination.	50 %
Total	100 %

9. Continuous Evaluation shall consist of:

- Seminar /Presentation
- Teaching Assistance (This shall be as assigned by the concerned faculty)

10. Examination

10.1 NMIMS shall hold examinations for awarding LL.M. Degree as far as possible according to the following scheme:

- Trimester End Examinations

10.2 The schedule of examination shall be notified by NMIMS along with academic calendar in the first week of every trimester.

11. Grades and Divisions

11.1 School of Law of NMIMS University follows the following 'letter grades' and corresponding 'grade points' system:

Grade	Grade Point
A+	4.00
A	3.75
A-	3.50
B+	3.25
B	3.00
B-	2.75
C+	2.50
C	2.25
C-	2.00
F	0.00

11.2 Method of calculation of letter grades and GPA/ CGPA

- (a) **FACTORIZATION:** In order to ensure uniformity of evaluation and reduce variation in evaluation between different faculty members, factorization of marks would be carried out for courses wherever the number of students appearing for the examination in the said course is more than 30 and number of faculties evaluating the answer books in the course concerned are more than one.

The formula for carrying out such factorization would be as under:

- (i) The Average marks given by a faculty for a course (internal continuous assessment + trimester end examination) for a group of students shall be calculated for each course for a batch.

Average marks awarded by a faculty to a group of students (one or more division) for a particular course = Sum of total marks awarded to all students assessed by the faculty for a course divided by number of students in the said group / batch.

- (ii) Grand Average Marks given by all faculty members who evaluated answer books (internal continuous assessment + trimester end examination) shall be calculated for each course for a batch.

Grand Average marks= Total marks awarded by all faculty members to all students for a particular subject divided by number of students in the said cohort.

- (iii) 'Factor Score' for each faculty, using Individual faculty average and grand average obtained above would be calculated.

Factor Score= Grand average divided by Individual faculty average.

- (iv) Factorization will be done by multiplying the factor score of the respective faculty with the aggregate marks assigned by the said faculty to the individual student whose answer books were evaluated by him/her for each course.

- (v) If the marks obtained by the student after factorization are in decimal, the marks will be rounded to the next higher integer.

- (vi) Gracing and grading will be applied as per present scheme on the factorized marks computed as above.

- (b) **DOUBLE EVALUATION:** Wherever for a course the number of students appearing for the examination is less than 31, factorization will not be applicable irrespective of the number of faculties evaluating the answer books of the course concerned. In such cases, where factorization is not applied, double evaluation or 100% moderation will be carried out. The first evaluation will be performed by the course teacher of the course concerned and the second evaluation of all the answer books or 100% moderation will be carried out by an external course expert selected from the panel approved as per the norms prescribed and in force at that moment. The simple average of the marks allotted by the Internal Course Teacher and the External Subject Expert will be treated as the marks allotted to the student in the course concerned. If the average mark obtained by the student is in decimal, the same shall be converted to the next higher integer. This average mark will be considered for awarding the grace marks if eligible and grade and declaring the result of the student.

- (c) **DOUBLE EVALUATION:** Wherever the number of examiners evaluating answer books of a course is only one, irrespective of the number of students appearing for the examination in the course concerned, factorization will not be applicable and double evaluation or 100% moderation will be carried out. The first evaluation will be performed by the course teacher of the course concerned and the second evaluation of all the answer books or 100% moderation will be carried out by an external course expert selected from the panel approved as per the norms prescribed and in force at that moment. The simple average of the marks allotted by the Internal Course Teacher and the External Subject Expert will be treated as the marks allotted to the student in the course concerned. If the average mark obtained by the student is in decimal, the same shall be converted to the next higher integer. This average mark will be considered for awarding the grace marks if eligible and grade and declaring the result of the student. There shall be no factorization of marks in such a case.

For the calculation of grades, the following guidelines are observed –

1. Highest marks/ factorized marks scored by a student (derived as above) as the case may be for a course / subject will be taken into account for the batch/ group (in case of electives).
2. Difference between the maximum marks/ factorized marks as the case may be and pass marks would be calculated.
3. The said difference will be equally divided into slabs of nine letter grades (i.e. A+, A, and A-, B+, B and B-and C+, C and C-).
4. Grading will be done on the basis of marks/ factorized marks as the case may be obtained by a student in each course / subject which will be fitted into the above slabs of letter grades.
5. “F” grade will be assigned to students;
 - (a) Who have obtained less than one third or 50% marks (as the case may be) out of the maximum marks allocated to the respective subject / course for the internal continuous assessment.
 - (b) Who have obtained less than one third or 50% marks (as the case may be) out of the maximum marks allocated to the respective subject / course for the term end examination.
 - (c) Who have obtained marks less than minimum passing marks out of aggregate (Internal Continuous Assessment + Term end examination).

After following the above evaluation processes, the factorized / average marks will be rounded to the next integer. The process of awarding ‘grace marks’ as per rules already approved by Academic Council shall be followed. Thereafter, grading will be carried out as per the present practice.

The process of factorization and the grading pattern will be implemented irrespective of the year of admission of the students concerned with effect from the Academic Year 2016-17.

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

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

Calculation of CGPA (Cumulative Grade Point Average):

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

Here:

C = Credit value assigned to a course/ module

G = Grade point value assigned to a student for course/ module corresponding to the letter grade (refer table given on page no. 36))

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

11.4 Promotion Rules:

- a. A student who fails to pass in one or more subjects/courses in Trimester I will be “allowed to keep terms” and will be permitted to attend lectures and appear at trimester-end examinations of Trimester II. Again, a student who fails in one or more subjects/courses in Trimester II will be “allowed to keep terms” and will be permitted to attend lectures and appear at trimester-end exams of Trimester III. This means that students will be allowed to keep terms for the second and third trimester during the course of study, irrespective of the number of failures in any number of subjects/courses of the first and second trimesters of that academic year.
- b. Such students who fail to pass in one or more subjects/courses will be allowed to appear at only one re-examination in all the ‘failed subjects/courses’ of all the three trimesters which will be held after the end of Trimester III of that academic year. The said re-examination will normally commence as mentioned in the academic calendar. The University reserves right to make changes in this, which would be informed to the students.
- c. Students who remain absent for any examination or re-examination will be treated as failed in the respective subject/course in which they have remained absent.
- d. The student shall be required to pay the prescribed fees/charges for each subject/course of the re-examination before the commencement of the re-examination failing which the student will not be allowed to appear at the re-examination.
- e. In case a student fails to pass in any one or more course/subject/s of any of the three trimesters of the programme even after the re-examination, he/ she shall be deemed to have failed in the programme. **He/ she will then be required to seek re-admission, as a regular student.** He/ she will also be required to pay the prescribed fees/charges at the time of seeking re-admission in the concerned program as per the rules prescribed by the University for the same from time to time.
- f. Those students, who pass in the re-examination, will be awarded, ‘Normal Grade’ for the subjects passed in such re-examination.

11.5 Passing Criteria:

a. Internal Continuous Assessment (ICA)

The students would be given Project, Assignment, Presentation and Viva during the course of the trimester. In the Internal Continuous Assessment (ICA) examinations for each subject/course, a student must secure a minimum of **one third** marks out of the total maximum marks allotted to the ICA in order to be declared successful.

The ICA will be conducted through:

- (1) Seminar & Presentation
- (2) Teaching Assistance

Seminar & Presentation :- Each student has to prepare a research paper on the subject allotted by the faculty as per the project guidelines. The marking scheme will be as under:-

Project phase*	Date	Marks
Synopsis	as per notified schedule	03
Consultation at various phases	as per notified schedule	03
Rough draft along with revised synopsis	as per notified schedule	04
Final submission	as per notified schedule	10
Presentation		05
Viva Voce		05
	Total	30

Teaching Assistance :- Student will be allotted a subject taught at undergraduate level of their choice. They have to assist faculty member teaching that subject. Assistance will be in the form of:

- 1) Research
- 2) Teaching in Class
- 3) Any other academic help required by faculty member.

Assessment will be done based on their performance that will be evaluated by the concerned faculty and CGPLS on following criteria.

- 1) Classes taught - 10 marks
- 2) Research work - 05 marks
- 3) Any other academic work - 05 marks

The student will maintain a record of all the activities done which will be counter signed by the faculty in-charge. The format will be provided at the beginning of the Trimester.

AND

b. Trimester-End Examination (TEE)

A student must secure a minimum **one third** out of the total maximum marks allotted to each subject/course in the trimester-end examination, in order to be declared as successful in that subject/course.

AND

c. Aggregate Passing

A minimum of 50% of aggregate marks out of the total marks (i.e. aggregate of ICA and TEE) allotted to each subject/s.

Thus to pass, in each subject of all the trimester-end examination / re-examination, a student must secure:

- A minimum **one third** marks allotted out of the total maximum marks to the internal continuous assessment examination in that subject/course,
- A minimum **one third** marks out of the total maximum marks allotted to that subject/course in the trimester – end examination and
- A minimum of 50% of aggregate marks out of the total marks (i.e., internal continuous assessment plus the trimester end examination) allotted to the course/subject/s.

d. Dissertation

The dissertation is to be carried out as per the Dissertation Policy that will be notified at the end of the Second Trimester.

11.6 Non-fulfilment of Passing Criteria

1. If a student obtains less than the prescribed **one third** marks out of the total maximum marks allotted to the Internal Continuous Assessment in a particular subject/course, such student will be given only one and final chance to improve his/her performance to secure the necessary prescribed minimum marks in the internal continuous assessment by way of re-doing all the required projects/ assignments, etc. for that trimester as decided by the respective subject/course-teachers, before the related trimester-end examination. The modalities of the internal continuous assessment shall be jointly decided by the subject/course teacher and the Dean/ in-charge of the School of Law. It is the sole responsibility of the student to comply with the above requirement before the end of each trimester. If he/ she fails to do so, he/ she shall be declared failed in that subject/course in that academic year and shall have to seek re-admission as a regular student in that year of the programme in the next academic year or quit the programme.
2. In case a student fails to obtain the minimum prescribed marks in the trimester end examination and/or in the aggregate of a particular subject/course as mentioned above, s/he will be required to appear at the re-examination which will be conducted after the third trimester. For such students the marks obtained in the Internal Continuous Assessment of that respective subject/s will be carried forward. There will not be any additional re-examination under any circumstances.
3. If a student has failed under any head in any subject/course (i.e. 'Internal Continuous Assessment' or 'Trimester-End Examination' or 'aggregate'), he/ she shall be deemed to have failed in that subject/course.

4. A student who remains absent from trimester-end examination/s due to any reason in any subject/course shall be awarded 'F' grade in the subject/course/s in which he/ she has remained absent. All such students will be allowed to appear at the re-examination in the said subject/course to be conducted at the end of the year. In such cases, the ICA marks of the respective subject/s will be carried forward.
5. In order to receive the degree, the student will have to pass in all the course/subject of the program.

11.7 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	LL.M.	1	2

12. Course Structures for the batch admitted in the Academic yr. 2016-17

LL.M (Corporate Law) - One Year Program

Trimester	Compulsory Courses	No. Of Hrs	Credits	Internal Marks	External Marks	Total Marks
I	Research Methodology	30	3	50	50	100
	Comparative Public Law	30	3	50	50	100
	Law and Justice in a Globalizing World	30	3	50	50	100
II	Corporate Finance and Governance	20	2	50	50	100
	Merger and Acquisition	20	2	50	50	100
	Law of Bankruptcy	20	2	50	50	100
	Law in Securities	20	2	50	50	100
III	Public International Trade Law	20	2	50	50	100
	Banking and Insurance Laws	20	2	50	50	100
	Dissertation		3	200		200
	Total		24	650	450	1100

LL.M (Intellectual Property Law) - One Year Program

Trimester	Compulsory Courses	No. Of Hrs	Credits	Internal Marks	External Marks	Total Marks
I	Research Methodology	30	3	50	50	100
	Comparative Public Law	30	3	50	50	100
	Law and Justice in a Globalizing World	30	3	50	50	100
II	International IP Law and Policy	20	2	50	50	100
	Patent Law	20	2	50	50	100
	Copyright Law	20	2	50	50	100
	Trademarks Law	20	2	50	50	100
III	Industrial Designs & Geographical Indicators	20	2	50	50	100
	Emerging Area in Intellectual Property Law	20	2	50	50	100
	Dissertation		3	200		200
	Total		24	650	450	1100

13. Project Policy

Project Policy to be effective w. e. f Academic Year (2016-17)

1. Project to be carried out as per the Project Writing Guidelines of School of Law, NMIMS University. It is a compulsory component of each course.

2. The Project writing shall include any of the following methods:

- a. Research Project
- b. Moot Court
- c. Case Comment
- d. Article Writing

The method for each course will be decided by the faculty in-charge.

3. The research project/case comment /article writing will be in the following phases:

- * Submission of Synopsis/abstract
- * Consultation
- *Final Draft & Synopsis
- * Submission of final Project/article/case comment

(Please note: Kindly refer the General Notes section for complete bifurcation of the above)

Phase I: Submission of Synopsis /Abstract

.This Phase will begin at the beginning of the trimester as shall be notified by the authorities when students will get their topics along with the course module.

.The students are required to prepare synopsis as per project guidelines and submit the same on or before the date to be notified by the authorities.

.Synopsis should include:

0 Title

0 Statement of Problem

0 Objectives

0 Review of Literature

0 Methodology (including data collection method, if empirical)

0 Research Questions

0 Hypothesis

0 Tentative Chapterization

In case of abstract submission it should not be of more than 200-300 words and should contain five key words that are found in the article to be submitted, in case of article writing.

Phase II: Consultation

1. During the consultation the respective faculty will evaluate the synopsis and give comments to the students for improvement that is to be incorporated by the students.
2. The feedback shall be given with respect to the synopsis presentation that shall be made by the concerned students
3. The consultation should be done in the free slots/substitution class and not during scheduled class hours.
4. The faculty shall be required to maintain the details in the following format to keep a record of the suggestions given and ensure that it is incorporated by the students in his /her work:

Sr. No	Name of the student	Title	Synopsis submission		Feedback given	Rough Draft submission		Final Draft submission	
			Approved (Date)	Not Approved (Date & Reason)		Approved (Date)	Not Approved (Date & Reason)	Approved (Date)	Not Approved (Date & Reason)

5. There shall be suggestions on the tentative chapterization and the contents with respect to the chapters along with the recent problems and issues that the subject matter of research is facing at the moment.

Phase III: Submission of Final Draft along with revised synopsis (3-4 pages)

1. After inputs received at phase II and approval of synopsis Phase I by concerned faculty, the students shall prepare the final submission according to the discussion /guidance/inputs received.
2. Before making the final submission the rough draft submission along with revised synopsis should be done.
3. If the rough draft is not approved by the concerned faculty, the student will not be allowed to proceed for the final submission.
4. The faculty members need to ensure that all the suggestions /inputs to given students during consultation are properly incorporated in the rough submission

5. Analysis and the conclusion should be checked at this stage to ensure that they are in accordance with the objectives of the study.

Phase IV: Submission of Final Project

1. Once the Rough draft is approved, the students shall make the final submission in accordance with the discussions/suggestions/corrections received in the previous phases.
2. Final project submissions will be done in accordance with the prescribed time schedule
3. It should also be ensured that before the final submission of the project, **a soft copy of the same should be forwarded** to concerned faculty for checking plagiarism.

GENERAL NOTES

*Late submissions will not be entertained under any circumstances. Students who fail to submit synopsis/consult/rough /final project within the stipulated time will be marked zero in that particular component.

*All submissions shall be done in soft as well as hard copy

(* Consultation with the faculty will be mandatory for all the phases)

People you should know

University Administration

Name	Designation
Dr. Rajan Saxena	Vice Chancellor
Dr. Debashis Sanyal	Pro Vice Chancellor
Dr. Meena Chintamaneni	Registrar
Ms. Shobha Pai	Director (Placements)
Ms. Varuna Saksena	Deputy Registrar (Academics)
Ms. Anjali Barmukh	Deputy Registrar (Admissions)
Ms. Khyati Bhatt	Deputy Registrar (HR & Personnel)
Mr. Vinay Kumar Singh	Deputy Registrar, Administration
Mr. Ashish Tambe	Public Relation Officer
Ms. Meeta Shah	Psychologist & Counsellor
Mr. Shivanand Sadlapur	Librarian
Mr. Ketan Shah / Mr. Sujeet Chowdhary	LMS Blackboard
Finance & Accounts	
Ms. Karuna Bhaya	Finance Controller
Ms. Varsha Oak	Addl. Finance Controller
Ms. Ermegilda Goes	Chief Accountant
Examinations	
Mr. Ashish Apte	Controller of Examinations
Ms. Alka Shukla	Deputy Controller of Examinations
International Linkage	
Mr. Maju Jacob	Director, International Linkage
Ms. Ila Pathak Jha	Executive, International Linkage

School Administration

Name	Designation
Prof. Dr. Rhishikesh Dave	Dean SOL-IIPS
Ms. Thaira Shaikh	Coordinator
Ms. Sneha Mohite	Assistant
Ms. Sabah Khan	Assistant
Mr. Vinod Raval	Office Administrator

Part III

ANNEXURES

APPLICATION OF LEAVE
(All Schools except SBM)

School of Law
(10% additional exemption in attendance range of 70% -79.9%)

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) To be Filled by Students	No. of Class held during leave period	Class attended during said period	Exemption (s)	Attendance as on date:

Checked by Course Coordinator (Signature):

Approved by

HOD/Associate Dean/Dean/Director **(School can update signatories as per school specificati**

Application for availing the facility of a Scribe/Writer during Examinations
(To be submitted 7 days prior to the commencement of Examination)

For Office use:

Approved by (Exam. Dept)

Date: _____

To,
The Controller of Examination
SVKM's NMIMS (Deemed-to-be University)
Vile Parle (W), Mumbai 400056

Dear Sir,

I wish to avail the facility of a Scribe/Writer during the Examination as per the below mentioned details:

Name of the Student: _____ Mobile No.: _____

Name of the School: _____

Name of Program: _____ Roll No. _____ Student No.: _____

Academic Year: _____ Trimester. /Semester: _____

Permanent /Temporary Physical Disability / Learning Disability

Details of Scribe being arranged by the undersigned

Name of the scribe: _____

Educational Qualification (with proof - Identity card of the current academic year): _____

Address and Contact No.: _____

Yours faithfully,

Signature of the Student

Date

Enclosed: Medical Certificate from a Registered Medical Practitioner with rubber stamp

APPLICATION FORM FOR OBTAINING THE PHOTOCOPY OF THE ANSWER BOOKS
(To be filled in on or before the last date as per rules)

For Office use:

Approved by (Exam. Dept) & Fees Amt.:	Accounts Dept Sign.:
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To,
The Controller of Examination
SVKM's NMIMS (Deemed-to-be University)
Vile Parle (W),
Mumbai 400056.

Dear Sir,

I wish to obtain the photocopies of my answer book/s as per the following details. I hereby submit fees of
Rs. _____/- (Rs.500/- per subject/course).

I undertake that I will use the photocopies of the answer book/s only for the purpose of Redressal Mechanism and not for any other purpose. I also undertake that I will not part with the said photocopy/ies. I fully understand that any deviation from the guidelines in this regard will be treated as an act of adoption of unfair means.

Name of the Student: _____ Student No.: _____
School: _____ Roll No.: _____
Name of the Program: _____ Trim/Sem: _____
Academic Year: _____ Programme Year: _____
Email ID: _____ Mobile No. : _____
Address: _____

Subject name/s for which photocopies are required:

1. _____
2. _____
3. _____
4. _____
5. _____

Payment Details: _____ Amount Paid on Date: _____

Yours faithfully,

Name and Signature of the Student

APPLICATION FOR REDRESSAL OF GRIEVANCE REGARDING VALUATION OF ANSWER-BOOKS
(Separate form to be filled in for each subject/course)

(To be filled on or before the last date as per rules)

For Office use:

Approved by (Exam. Dept) & Fees Amt.:	Accounts Dept Sign.:
--	----------------------

To,
The Controller of Examinations,
SVKM's NMIMS,
Vile Parle (W),
Mumbai – 400 056

Dear Sir,

I wish to apply for the revaluation of the answer-book(s) in the subjects mentioned below: I hereby submit fees of f Rs. _____/- (Rs. 1000/- per subject/course).

Subject: _____

Name of the Student: _____ Student No.: _____

School: _____ Roll No.: _____

Name of the Program: _____ Trim/Sem: _____

Academic Year: _____ Programme Year: _____

Email ID: _____ Mobile No.: _____

Address for Correspondence:

Payment Details: _____ Amount Paid on Date: _____

Yours faithfully,

Name and Signature of the Student

Enclosed: Question Paper Copy

APPLICATION FOR REFUND

Date: _____

<ul style="list-style-type: none"> • Excess Fees • Excess Deposit • Hostel Deposit (Please indicate as applicable)	
• Student Number	
• Student Name	
• Student Address	
• Student Mobile contact number	
• School Name and Course (Program)	
<ul style="list-style-type: none"> • Student Bank account details <ul style="list-style-type: none"> ○ Type of account(Savings/Current) ○ Bank account number ○ IFSC code (Please attach a cancelled cheque) 	
• Email ID of the student	

(Signature of Student)

Attachments Required

- Excess Fees/Excess Deposit Refund
 - Excess Fees/Excess Deposit - Original Receipt of Excess Fees/Excess Deposit along with photocopy of Fees Receipt/Deposit Receipt
- Hostel Deposit Refund
 - Original Hostel Deposit Receipt signed by Hostel-in-charge & DR Administration.
- Library Deposit
 - Please procure "NO DUES STAMP"

Acknowledgement

Received Refund application from _____ (Student name) towards
 _____ (Specify type of Refund) on _____ (Date)

Signature of Counter Staff, Stamp and Date

APPLICATION FOR MIGRATION CERTIFICATE

1. Name: _____
2. Address for Correspondence: _____

3. Permanent address: _____

4. Contact No. :(M) _____ (R) _____
5. Birth Date: _____
6. Date of leaving: _____
7. Details of the Examination passed from this university

Examinations	Year of passing	Roll no	Results

8. Name of the University where the student
 Proposes to register his name and the
 Name of the course. _____
9. Name of the Institution where the
 Student proposes to join _____

DECLARATION BY THE STUDENT

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

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

Date: _____

 (Signature of the student)

Mumbai 400056

P.T.O.

FOR OFFICE USE

1. Whether the Migration Certificate was _____
Issued to him / her before?
If so, State the purpose for which it was obtained.
2. If the Migration Certificate was not utilized _____
State the approximate date and the year when
It was returned to the Institute for Cancellation.
3. Date on which Migration Certificate was issued _____
By the Institution last attended by the applicant.
4. Other Particulars if necessary: _____

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

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

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

(Signature of Head of the Dept)

Place : _____

Date : _____

DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No: _____

Date: _____

(Signature of the Person in – Charge)

INSTRUCTION TO THE STUDENT

* The Prescribed fee of Rs. 250/- for Migration Certificate should invariably be sent along with application for Migration Certificate by Demand Draft drawn in favour of the SVKM's N.M.I.M.S. payable at Mumbai. The fees may be paid by cash in the Accounts Office along with the application.

* Fee for the Migration Certificate is accepted between 10.00 am to 5.00 pm on week days except on Sundays, Bank Holidays.

Clearance Certificate

Date:

Name:

Programme:

Roll No:

Department	Name of the Concerned Person	Signature
Library (Books)	Person Incharge	
Hostel <i>Applicable only for Hostellers</i>	Person Incharge	
IT / Computer Centre	Person Incharge	
Admissions	Deputy Registrar (Admission) / or Person Incharge	
Examinations	COE / Deputy COE	
Accounts	Finance Controller / Additional Finance Controller / Person In charge	

Course Coordinator

Assistant Registrar

Student Undertaking with respect to the Student Guidelines
(Submit this form to your Course Coordinator latest by 20th August, 2016)

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) _____

Programme:

○ _____

Roll Number: _____ Email ID: _____

Address for Correspondence:

Contact Phone Numbers:

Office:

Residence:

Mobile:

For Office Use:

Date of Receipt:

Signature of Course Coordinator: