



SVKM'S NMIMS
School of Commerce Navi Mumbai

STUDENT RESOURCE BOOK

2024-25

Prepared & Verified by:

A handwritten signature in blue ink, appearing to read 'Shweta', written over a horizontal line.

Ms. Shweta Gotal
Academic Coordinator

A handwritten signature in blue ink, appearing to read 'Anupriya', written over a horizontal line.

Ms. Anupriya Sharma
Dy. Registrar

Approved by:

A handwritten signature in blue ink, appearing to read 'M. Madhav', written over a horizontal line.

Dr. Mukund Madhav Tripathi
Asso. Dean School of Commerce

A handwritten signature in blue ink, appearing to read 'Shubhasheesh', written over a horizontal line.

Dr. Shubhasheesh Bhattacharya
Campus Director



STUDENT RESOURCE BOOK
Part II
(2024-25)

School of Commerce
(Navi Mumbai Campus)



Message from Dean

SVKM's NMIMS Anil Surendra Modi School of Commerce (ASMSOC) was established in 2007 with the purpose of imparting undergrad education. In the last 17 years, the school has grown in terms of programs, students, and recognition.

The school's main objective is to impart domain knowledge and focus on developing competencies among students so that they can embark on managerial career paths and assume a leading role in the corporate world.

M.Sc. Finance program was started in Mumbai in 2017, and this year, we have initiated two new programs -

1. B.B.A. (FinTech)
2. Ph.D. program in Commerce

The school is adopting the National Education Policy (N.E.P.) 2020. The policy highlights a unique combination of theory, skill development, value addition, and practical knowledge.

For students' holistic development, the school has always emphasised on curricular, co-curricular and extra-curricular activities, making the students better leaders, who have good communication skills, interpersonal skills, and the ability to assume responsibility.

Internship with an N.G.O. at the end of the first year and Corporate Internship at the end of the second year, have become credit courses, for which students will be evaluated.

Consistently in the last few years, India Today has ranked the school as the Best School for the B.B.A. program and last year, they ranked the School as the Best Emerging college of this Century.

The undergrad programs have been initiated across various campuses, now we have our presence in Bengaluru, Navi Mumbai, Indore, Hyderabad, and Chandigarh.

We at NMIMS see to it that, every school that we start, makes progress where we can contribute to the best for the student community and the country at large.

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

Prof. Sangita Kher
I/C Dean



Dear Students,

Welcome to NMIMS Navi Mumbai Campus!

We are proud to host eight schools and a vibrant community of approximately 3,000 students. Our aim is to cultivate competent, ethical and sensitive managers & leaders who would be able to contribute significantly for the industry, nation-building, and for the society.

At NMIMS Navi Mumbai, we put in our humble efforts to address industry and societal challenges through our rigorous educational programs. Our students benefit from intensive classroom training led by highly qualified faculty, augmented by sessions from industry experts. Additionally, seminars, guest lectures, co-curricular activities and extra-curricular activities enrich the students' learning experiences, providing them with hands-on opportunities to organize and participate in these events.

Our approach extends beyond conventional education. We emphasize adaptability, resilience, and the importance of continuous learning and change. Our educational process encourages the application of emotional intelligence, critical thinking, and problem-solving skills. Our teaching methodology balances lectures, case studies, student presentations, and research with modern educational techniques. Summer internships allow students to apply their classroom knowledge in real-world settings, bringing fresh and innovative ideas to organizations and reinforcing their learning.

NMIMS Navi Mumbai is dedicated to developing highly trained leaders and managers for the current and future needs of business and industry. The success of our programs is evident in the excellent placement records of our students, and many of our students get selected for higher education in some of the well-known global universities, which stands as a testament to the quality of our education. Our full-time faculty members are actively involved in research, case writing, and publications, contributing significantly to the academic growth of our students. We are grateful for the support from industry professionals who assist in curriculum development, teaching, and placement. We continuously strive to keep our programs relevant to the evolving needs of industry and society.

Our campus in Kharghar (Navi Mumbai), is located in the lap of the nature. This place is full of greenery plus small hills around. Our campus is equipped with state-of-the-art labs, a well-stocked library, and other facilities that create a conducive learning environment. Comfortable hostels, cafeteria, and various amenities ensure an enjoyable and liveable campus life. Service of doctor, nurse and counsellor/ psychologist is available in campus.

Focussing on following important points will be helpful to the students:

- **Study well** (so that you can do well and pass all courses to get promoted to next year).
- **Attendance** (less than required percentage of attendance will lead to debarment from examination, as per our university rules).
- **Read and follow the SRB rules well, maintain discipline...** that will be helpful.
- **Stay happy, take care of your health**, exercise regularly, nurture some HOBBIES, learn & develop Life-Skills, stay on RIGHT Path, be a life-long-learner and add VALUE for yourself every day.

We wish you a transformative experience at NMIMS Navi Mumbai, so that you can contribute meaningfully for yourself, for the industry, for society, and for the nation at large.

With Best Wishes,

Shubhasheesh Bhattacharya (Ph. D)
Director,
NMIMS Navi Mumbai Campus

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1. Academic Guidelines/ General Inputs, Rules, Policies:

1.1 General Guidelines:

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

- 1.1.1** The attendance reports will be available through the student portal. Discrepancy (if any) is to be informed by the student to the course coordinator concerned within 3 working days from the date when the report has been uploaded. No changes will be permitted once attendance reports are finalised.
- 1.1.2** For ALL absences, prior intimation is to be given to the Course Coordinator concerned. In case of an emergency, intimation must be given to the Course Coordinator by phone/ 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.
- 1.1.3** Students must refrain from approaching the faculty members for attendance-related issues and exemptions. They must submit an application to the course coordinator concerned for necessary approvals. Individual faculty members are not allowed to give exemptions.
- 1.1.4** For sanction of Authorised Leave up to 10%: Dean – School of Commerce. In the absence of the Dean (School of Commerce), The Registrar is the appropriate authority for Authorised Leave.
- 1.1.5** Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority to close the doors of the classroom and debar latecomers from entering the classroom. They have also been advised to deal with students who habitually come late.
- 1.1.6** Students are required to be present for all events of the University and School of Commerce, including the Convocation, Orientation Ceremony, Sports Day, Republic Day, Independence Day, Guest Lectures, Compulsory Workshops, C.E.O. Series, and other events as intimated on the notice board/ student portal. Record of attendance will be kept for disciplinary action wherever deemed necessary. The University reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory will be taken seriously and will be communicated/displayed on the notice board from time to time and / or remark on the transcript or any other decision by the management.
- 1.1.7** Students are not entitled automatically to make up tests/quizzes/viva's and any other form of evaluation even when prior authorisation has been obtained for absence from the class. In case of group discussion/presentations, students will not be allowed any marks for absence during the presentations/discussion even if the student has been granted authorised leave during the same.
- 1.1.8** Students are required to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the University or the faculty concerned. Do not approach faculty members and others in the University to change or extend deadlines. The intimation of assignments, projects will also be sent to the parents on a regular basis so that parents can efficiently monitor their ward's academic activities.

- 1.1.9** Absence from examination / re-examination for medical or any other reason shall be treated as absent and for those who remained absent, school will not conduct any additional exam.
- 1.1.10** As all programs conducted by School of Commerce are full time programs, students will not be granted leave and / or any other exemptions to pursue any additional programs of studies beyond that for which they are currently enrolled at the School of Commerce.
- 1.1.11** Students are required to be in Mumbai city on all days of the semester. If they are leaving the city on personal or institutional work, they are required to obtain prior permission from the Dean. This applies even to those students who are representing the University for social, cultural, and co-curricular events.
- 1.1.12** Students are not supposed to book their tickets for their home town till the exam is over. Students should remain in Mumbai and get their doubts solved by the faculty, and if there are any pending internals, students should complete the same before the Term-End Examination.

1.2 Program Validity / Readmission Rules:

In continuation to the readmission rules explained in Part I of this S.R.B., the maximum duration permissible for completion of the Programme (in years) is mentioned in the table below:

(School has to fill this table as per approved existing/offered Programme and its duration)

Sr. No.	Name of the Programme	Duration of the Programme (in years)	Maximum duration permissible for completion the Programme (in years)
1	BBA (Hons)	4	7
2	B.Sc. (Hons) (Finance)	4	7
3	B. Com (Hons)	4	7

The program has to be completed as per the maximum duration permissible, as reflected in the above chart. A student can repeat/take readmission only once in any year and should complete within the maximum permitted span.

1.3 Discipline Norms and Penalty:

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

1.3.1 Anti-Ragging Committee

Name	Designation
Dr. Nitin Balwani	Convener
Dr. Mukund Madhav Tripathi	Co-Convener
Dr. P. Manikandan	Member
Dr. Preeti Gupta	Member
Prof. Manisha Band	Member
Dr. Jyoti Verma	Member
Prof. Arpita Sarkar	Member
Ms. Anupriya Sharma	Memberss
Mr.Rajiv Shejwal (Police Inspector)	Member
Mr. Subhendu Sur	Parent Representative (Member)
Ms. Srishti Sur	Student Representative (Member)
Ms. Bharathy Tahilliani	Founder, Kshamata Foundation & Member

1.3.2 Disciplinary Committee

Name	Designation
Dr. Nitin Balwani	Convener
Prof. Manisha Band	Co-Convener
Dr. Mukund Madhav Tripathi	Member
Dr. Preeti Gupta	Member
Dr. Ishfaq Khoja	Member
Dr. Jyoti Verma	Member
Prof. Arpita Sarkar	Member
Ms. Anupriya Sharma	Member

1.3.3 Woman Grievance Redressal Committee

Name	Designation
Prof. Mani Govil	Convener
Dr. Veerma Puri	Member
Dr. Hemangi Kelkar	Member
Prof. Variza Negi	Member
Ms. Anupriya Sharma	Member

1.3.4 Collegiate Student Grievance Redressal Committee / Departmental Student Grievance Redressal Committee / Institutional Student Grievance Redressal Committee.

Name	Designation
Prof. Manisha Band	Convener
Dr. Ritu Srivastava	Member
Dr. Jyoti Verma	Member
Ms. Anupriya Sharma	Member
Ms. Karuna Garud	Member
Ms. Anupriya Agnihotri	Student Member
Ms. Manasi Hajela	Student Member
Ms. Aarya Sawant	Student Member
Ms. Ritika Amaresh	Student Member
Ms. Bharathy Tahilliani	Founder, Kshamata Foundation & Member
Ms. Bharathy Tahilliani	Founder, Kshamata Foundation & Member
Ms. Anupriya Sharma	Member
Ms. Karuna Garuds	Member

1.3.5 College Student Council:

Name	Designation
Prof. Prashant Barsing	Convener
Dr. Nitin Balwani	Member
Prof. Aditya Kasar	Member
Prof. Manisha Band	Member
Prof. Mani Govil	Member
Prof. Bimal Kumar Ekka	Member
Ms. Srishti Sur	President (SOC)

1.3.6 Internal Unfair Means Enquiry Committee:

Name	Designation
Prof. Manisha Band	Convener
Dr. Ritu Srivastava	Member
Dr. Jyoti Verma	Member
Ms. Anupriya Sharma	Member

1.3.7 School Research Cell:

Name	Designation
Dr. Jinal Shah	Convener
Dr. Bharath Supra	Member
Dr. Mukund Madhav Tripathi	Member

1.3.8 School Placement Cell:

Name	Designation
Ms. Kavita Kadam	Convener
Dr. Nitin Balwani	Member
Dr. Rakhi Raturi	Member
Prof. Jignesh Thakkar	Member
Ms. Aarti Kundhadia	Member
Ms. Sangeeta Naikodi	Member

1.3.9 Student Council Members:

Name	Designation
Ms. Srishti Sur	President (SOC)
Mr. Arjun Ranganathan	Vice President (SOC)

2. PLACEMENT GUIDELINES:

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

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

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

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

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

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

11.1 Batch Preparation:

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

- a. Interactive sessions with alumni/industry experts in various profiles that help students to gain clarity on role/fit, understanding expectations of the company, future prospects - career evolution, right approach for cracking interviews, listen to first-hand experience & get a feel of life in a particular profile etc.
 - b. Interaction with seniors who have undergone internships in companies
 - c. Assigning seniors or alumni as mentors to guide students
 - d. Mock interviews with alumni/corporates
 - e. Guest talks and workshops on various topics from corporates.
 - f. Resume building as per guidelines
- 11.1.1 Prior to the commencement of the selection process it is expected that students should be having a fair idea about their interest, sector, specialization & preferably have a long term vision of where they want to be and should direct their efforts accordingly. A bit of clarity will help students land a good internship/job.
- 11.1.2 Hence students should do a thorough research about the company, the business, the sector, other players in the sector, the financials etc. and be prepared with a background and fact file prior to the process. Also some additional information – the number of interns/recruits in the past, whether the company has a PPO policy, the roles offered, the experience of seniors who interned with the company etc. will be of help.
- 11.1.3 The Placement Office also involves companies in a number of Campus Engagement activities – contests, projects, workshops, seminars, guest talks etc. that benefit students and also help us in promoting the excellent quality of the batch.
- 11.1.4 Based on the guidelines, students will have to prepare their resume that would encapsulate info about academics, work experience, internship, co-curricular activities, extracurricular activities, projects, awards, achievements, hobbies etc.

11.2 Pre-Placement Talk – PPT

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

11.3 Internships/Projects

- 11.3.1 The Placement Office makes all efforts to reach out for internships across varied sectors, companies and profiles. Based on ones' interests and capabilities one should seek internships. Choosing the correct company for internships and performing up to the mark is of utmost importance.
- 11.3.2 The Internships are not only a window to the corporate world but also a relationship-building tool for School of Commerce (SOC) students. It allows the companies to have a look at the talent at School of Commerce, thereby strengthening Final Placements.
- 11.3.3 Internships are an integral part of the curriculum for securing the degree. It is a great learning platform for our students and goes a long way in shaping the learning obtained in the classroom. This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.
- 11.3.4 The project is expected to build on the theoretical learning with practical experience and help students to identify the gaps in their learning, which they can attempt to fill in. They could also discover areas of interest and future career options.
- 11.3.5 Interactions during the internships both with other interns as well as employees help students to understand the expectations/needs of the organization, the sector in general, to identify the gaps in their learning and in orienting oneself towards the sector and developing the required skill sets to emerge as the most suitable candidate.
- 11.3.6 Internships also hold a special significance as it is an apt mechanism for companies to spot bright talent early. Many companies have structured internship process which is used as a 'testing ground' to gain a direct understanding of the skill and ability of students leading to declaration of PPO's/PPI's., Mumbai campus too encourages candidates to work towards such offers that are based on internship performance.
- 11.3.7 Pre-Placement Offer (PPO) is an Offer by the company to the intern acknowledging the excellent work done during the internship. Pre-Placement Interview (PPI) is an opportunity by the company for the intern to be directly selected for the interview for final placements. Thus, the students should be careful in applying to the companies of their choice and should put in all efforts to convert the internship into an Offer.
- 11.3.8 While feedback from the company is sought, the internship is also evaluated by the School that could involve faculty guide monitoring the performance, periodic report submissions, evaluations, Viva Voce etc.

11.4 Final Placements

- 11.4.1 Leading companies across sectors aspire to recruit students of NMIMS. Each company has its own set of characteristics or qualities that they look for in a candidate. Hence, the company devises the eligibility criteria and selection process accordingly.
- 11.4.2 The process of selection starts with inviting applications based on the eligibility, profile, project, compensation details shared by the company. The profile of applicants are shared with the companies. Students are required to check their emails/Placement Portal, etc. regularly for information updates.
- 11.4.3 Every effort will be made to facilitate the placement process. However, it is the effort of the student that gets him/her selected for the job. Not getting selected during final placements in the first few companies should not lead to panic. Students are advised not to switch profiles in anxiety or haste.
- 11.4.4 Companies could have one or multiple rounds for selection – case analysis, group discussion, group exercises, interviews etc. Reasons like location, family issues etc. should not be constraints to students. They are expected to be mobile and have the capability to adjust, adapt and respond to emergent situations successfully.
- 11.4.5 Students who wish to drop out of the placement process are expected to formally notify the Placement Office vide the ‘Opted Out Form’ mentioning the reason, which could be higher studies, entrepreneurship, family business, seeking placements on their own wherein they have to share the name of company and details. The reason being, to iron out any hitches that may crop up later as the Placement Office approaches many companies and would like to continue the cordial relationship with them.
- 11.4.6 Students are expected to submit their offer letter to placement department for institute’s records.
- 11.4.7 The Placement Office will share with the batch, guidelines related to Resume, PPT, Internships, PPO’s/PPI’s, Final Placements, Campus Engagements etc. and it is expected that students follow the same. The School reserves the right to change, modify the guidelines in the best interest of the batch.

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

3 Guidelines for the International Student Exchange Program

International Collaborations

NMIMS Deemed-to-be-University has developed extensive International Collaborations with the dedicated efforts of the International Linkages department, aiming to provide a unique International opportunity for students across NMIMS Campuses. As part of this initiative, NMIMS students benefit from partner universities with Streamlined Admission Processes, Tuition Fee discounts, Application Fee waivers, Scholarships, and direct contact with the university representative. Additionally, Students at NMIMS also benefit from interacting with overseas students who visit us as part of the NMIMS Inbound exchange program and International immersion.

To aggressively pursue the internalisation agenda, NMIMS has signed MOU's with leading Universities. MOU's applicable for NMIMS School of Commerce are follows:

- University of California Riverside, U.S.A.
- State University of New York at Albany, U.S.A.
- Clark University, U.S.A.
- University of Dallas – U.S.A.
- Domus Academy, Italy
- University of Essex, UK
- University of Exeter, U.K.
- The University of Leeds, UK
- University of Bristol UK
- University of South Australia, AUS
- University of Wollongong, AUS
- The University of Queensland, AUS
- The University of Western Australia, AUS
- University of Canterbury, New Zealand
- Monash University, Australia
- Santa Clara University, California, U.S.A.
- The Bloch School of Management, University of Missouri- Kansas City, U.S.A.

For more information, interested students can contact the International Linkages Department:

- Ms. Saloni Mehta- Manager, International Linkages (U.S. and Canada Region) – saloni.mehta@nmims.edu
- Ms. Shweta Patil- Manager, International Linkages (Asia and Europe Region) - shweta.patil@nmims.edu

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

Examination weightages and credits

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

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

Component	Marks
I.C.A. Components: Mid Term / Unit Test / Project/ Assignment / Presentation/ Weekly Tests / Case Study/ Quizzes / any other (School)	50
TEE / SEE – Term /Trimester / semester-end examination (University)	50
Total	100

PASSING STANDARDS FOR EACH COURSE (SUBJECT):

Semester-end-exam Passing Criteria for each Course:

To pass in a particular course, in any of the Term /Trimester / Semester End examinations or re-examination, a student must fulfill all of the following criteria:

- Secure a minimum of 40% marks in the Term /Trimester / Semester-end examination of that course and
- Secure a minimum of 40% aggregate marks out of the total marks (that is, internal continuous assessment plus the assessment of the Term /Trimester / Semester end examination) allotted to the course.
- For a course which has only an internal continuous assessment component, passing will be at 40%. However, if there is a term-end examination for such courses, it is necessary to secure 40% marks in the term-end examination in the course.

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

Non – fulfillment of Passing Criteria:

A student, who has failed to fulfil the passing criteria as given above, will be required to appear for term / trimester / semester-end re-examination which will be conducted immediately after declaration of results of the said regular term / trimester / semester-end examination. **The internal continuous assessment marks will be carried forward for the term / trimester / semester-end re-examination.**

To be eligible to appear for term / trimester / semester-end re-examination, a student has to submit an

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

It is the responsibility of such students to keep him/ her informed about such examination dates (time table). If, in any case, students feels that he/she wants to improve their I.C.A., they are eligible to take re admission for the complete academic year. In case of readmission, the earlier results will stand null & void and student cannot claim the credits of the course/s passed earlier. Students have to appear as fresh candidates for both Internal Continuous Assessment & Term End Examinations.

Only one re-examination will be conducted for each course immediately after declaration of results of final examination and there will not be any further re-examination for whatsoever reason.

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

Note: Remedial classes will be conducted by the faculty on demand, if number of students are more than 10. Otherwise, students can get their doubts cleared from the faculty on one to one basis.

Progression to the subsequent year of the Programme

A student who has failed to fulfil the passing criteria of odd semesters courses after re-examination, will be allowed to attend the classes and appear at the examination/ re-examination of even semesters.

However, a student who fails to fulfil the passing criteria at the end of the academic year (Both the semesters) will not be permitted to progress to the next year of the program.

A student will be promoted to the subsequent year of the Programme only when he/ she has no F grade at the end of the year after eligible re-examination/s.

Progression to the subsequent year of the Programme

In case, the student fails even in the re-examination/s of either odd or even semesters, which are so held, he/ she will not be promoted to the next year of the Programme. Such student/s will have the following options:

1. To seek readmission in the subsequent year for the entire academic year

Or

Appear for the Term-end examination of the course/s in which the student has got an “F” grade, in the subsequent year. In such a case, the I.C.A. marks of the course/s will be carried forward of the previous year in which the student had got an “F” grade. The student will be required to pay only the re-examination fees. In case of obtaining F grades even in this attempt, the student will be given another re-examination chance to clear the same. In total, year-back students will have only two re-exam attempts during the academic year.

Grading System:

- The University follows a letter grading system leading to the award of a Ten-Point Grade Point Average (G.P.A.) for each term and Cumulative Grade Point Average (CGPA) for all the terms until date.
- 'Letter grades' and corresponding 'grade points' are as under:

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

Calculation of G.P.A. (Grade Point Average):

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

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

Calculation of CGPA (Cumulative Grade Point Average):

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

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

Here:

C = Credit value assigned to a course /subject

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

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

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

General rules:

These rules would be applicable to all the students who took admission/ re admission in and after the academic year 2024-25.

- 3.1.1 A student who remains absent from trimester / semester examination/s due to any reason in any Course shall be marked as 'AB' in the result/ grade sheet/ transcript for the Course/s in which he/ she has remained absent. All such students will be allowed to appear at re-examination in the said Course. A student who remains absent in the re-examination would not be able to avail any further re-examination chance.
- 3.1.2 In order to receive the degree, diploma, certificate, the student will have to pass all the examinations (Credit/Non-Credit) of all the years. Student should ensure that he/she has cleared his/her all dues from the respective departments like Admission, Accounts, Library, Hostel, etc. Also, mandatory admission documents are submitted.
- 3.1.3 Grievance Redressal (Revaluation/Verification of answer books): In case a student is not satisfied with the result/ grade received by him/her in a particular Course, he/ she may follow the 'Grievance Redressal Procedure' as given in part I of student resource book in case he/ she desires.
- 3.1.4 The fees for re-examinations and readmission will be decided by the University from time to time.
- 3.1.5 In case of any disputes/differences, decision of the University shall be final and binding on the students. If a student desires to institute any legal proceedings against the University, such legal proceedings shall be instituted only in court at Mumbai in whose jurisdiction the application is submitted by the student and not in any other court.
- 3.1.6 Modification in criteria/rules: On the recommendation of the Board of Studies of the School and the Board of Examinations, the Academic Council shall have the sole discretionary right to modify all or any of the above criteria at any time without prior notice.

Exit Options available to the student/s as per National Education Policy - 2020:

In case a student opts to takes exit either at the end of the first year or at the end of the second year, the following certificate / diploma will be awarded to such students provided he/she earns required credits as per National Education Policy and also completes mandatory internship/s:

- (1) Exit at the end of the first year: (As an example)

Under Graduate Certificate (Business Administration), Under Graduate Certificate (B.B.A.) etc.,

- (2) Exit at the end of the second year: (As an example)

Under Graduate Diploma (Business Administration), Under Graduate Diploma (B.B.A.) etc.,

Such student will be required to complete compulsory internship to be eligible for award of the above certificate/diploma after the exit. **The exit option should be informed by the student concerned before the commencement of the even semester of the Programme.**

Students who wish to continue the third year will be awarded a Bachelor's degree. If the student opts

the exit option after third year, general degree like Bachelor of Business Administration will be awarded without mention of any minor.

Thus the student will have an option to pursue the fourth year of the Programme (Honours). Such students will be required to exercise this option before the commencement of the even semester of the third year.

The qualification criteria for entry in the fourth year Honours with Research programme is as under:

- 1) Minimum CGPA of 7.5 on a scale of 10.00 at the end of the third year.**
- 2) The said student should have passed examinations of all the course/s in single attempt.**

Students who opt for open electives which have Satisfactory and Non-Satisfactory criteria, obtaining Satisfactory remark is mandatory before degree is awarded to such students.

5. List of E-resources subscribed by NMIMS

Sr. No.	Database	Sr. No.	Database
	LIBRARY SOFTWARE		RESEARCH DATABASES
1	Koha-OPAC	21	ISI-Emerging Markets
	GRAMMAR/PLAGIARISM CHECK SFT.		COMPANY DATABASE
2	Grammarly	22	Capitaline A.W.S.
3	Turnitin		STATISTICAL DATABASE
	ELECTRONIC JOURNAL DATABASES	23	Indiastat
4	EBSCO	24	EPWRF India Time Series
5	JSTOR		LAW DATABASES
6	ProQuest	25	Hein Online
7	Current Science	26	Manupatra
8	Ergonomics in Design	27	Westlaw India
9	Information Design Journal	28	Live Law
10	Communication Art		FINANCE LAB
11	Economic and Political Weekly (E.P.W.)	29	Bloomberg
12	The Design Journal		SWAYAM / NDL
	ENGINEERING DATABASES	30	National Digital Library
13	ASME Digital Collection	31	SWAYAM
14	IEEE		
15	DELNET		
16	Science Direct		
17	Springer		
	E-BOOKS DATABASES		
	e-KUMBH		
18	E-brary		
19	Pearson E-Books		
20	U.G.C. e-books		

6. Course Structures

Bachelor of Business Administration (Honours)

Semester - I			
S.No.	Course Name	Credits	Nature of Course
1.1	Principles of Management	2	Major
1.2	Financial Accounting	4	Major
1.3	Quantitative Techniques - I	4	Open Electives
1.4	Essentials of I.T.	2	Skill Enhancement Courses
1.5	Advanced Excel	2	Vocational Skill Courses
1.6	Personal Finance	2	Ability Enhancement Courses
1.7	Indian Knowledge System	2	Indian Knowledge System
1.8	Indian Management Thoughts	2	Value Education Courses
1.9	Yoga and Positive Psychology	2	Co-Curricular Activities
	Total	22	

Semester - II			
S.No.	Course Name	Credits	Nature of Course
2.1	Cost Accounting	3	Major
2.2	Principles of Marketing	3	Major
2.3	Quantitative Techniques - II	4	Open Electives
2.4	Organisational Behaviour and Human Resource Management	2	Minor
2.5	Soft Skills	2	Skill Enhancement Courses
2.6	Corporate Communications	2	Ability Enhancement Courses
2.7	Environmental Management and Business Ethics	4	Value Education Courses
2.8	Internship with an N.G.O.	2	Community Engagement Service
	Total	22	

Semester - III			
S.No.	Course Name	Credits	Nature of Course
3.1	Financial Statement Analysis	4	Major
3.2	Retail Management	4	Major
3.3	Microeconomics	4	Minor
3.4	Services Marketing	2	Open Electives
3.5	Direct and Indirect Taxes	3	Vocational Skill Courses
3.6	Operations Research	3	Ability Enhancement Courses
3.7	Sports Psychology	2	Co-Curricular Activities
	Total	22	

Semester - IV			
S.No.	Course Name	Credits	Nature of Course
4.1	Financial Management	4	Major
4.2	Management Accounting	4	Major
4.3	Macroeconomics	4	Minor
4.4	Advertising and Media	2	Open Electives
4.5	Research Methodology	3	Skill Enhancement Courses
4.6	Business Law	3	Ability Enhancement Courses
4.7	Corporate Internship	2	On the Job Training
	Total	22	

Semester - V			
S.No.	Course Name	Credits	Nature of Course
5.1	Strategic Management	4	Major
5.2	International Business	2	Major
5.3	Business Analytics	4	Vocational Skill Courses
5.4	NSS Activities (S.R.F.)	2	Community Engagement Service
	Finance Specialization		
5.5	Investment Analysis and Portfolio Management	4	Major
5.6	Advanced Financial Management	4	Minor
5.7	Financial Markets and Institutions	2	Minor
	Marketing Specialisation		
5.5	Sales and Distribution Management	4	Major
5.6	Consumer Behaviour and Neuromarketing	4	Minor
5.7	Digital Marketing	2	Minor
	Total	22	

Semester - VI			
S. No.	Course Name	Credits	Nature of Course
6.1	Operations and Supply Chain Management	4	Major
6.2	Entrepreneurship and Business Plan	4	Field Project
	Finance Specialization		
6.3	Forex and Risk Management in Derivatives	4	Major
6.4	Financial Planning and Wealth Management	4	Minor
6.5	Equity Fund Management	4	Major
6.6	Financial Modeling	2	Major
	Marketing Specialisation		
6.3	Customer Relationship Management	4	Minor
6.4	Strategic Brand Management	4	Major
6.5	Marketing Analytics	2	Major
6.6	Marketing Strategy	4	Major
	Total	22	

Finance Specialization

Semester - VII			
S. No.	Course Name	Credits	Nature of Course
7.1	Portfolio Management	4	Major
7.2	Derivatives and Risk Management Models	4	Major
7.3	Project and Infrastructure Finance	4	Major
7.4	Introduction to Technology in Finance	2	Major
7.5	Advanced Research Methodology	4	Minor
7.6	Research Project	4	Research Project
	Total	22	

Semester - VIII			
S.No.	Course Name	Credits	Nature of Course
8.1	Strategic Financial Management	4	Major
8.2	Mergers and Acquisitions	4	Major
8.3	Analytics in Finance	4	Major
8.4	Behavioural Finance	2	Major
8.5	Research Project	8	Research Project
	Total	22	

Marketing Specialisation

Semester - VII			
S. No.	Course Name	Credits	Nature of Course
7.1	International Marketing	2	Major
7.2	Logistics and Supply Chain Management	4	Major
7.3	Marketing Information System	4	Major
7.4	B2B Marketing	4	Major
7.5	Marketing Research	4	Minor
7.6	Research Project	4	Research Project
	Total	22	

Semester - VIII			
S. No.	Course Name	Credits	Nature of Course
8.1	Product Management and Design Thinking	2	Major
8.2	Fashion and Luxury Marketing	2	Major
8.3	Data Visualisation and Predictive Marketing	4	Major
8.4	Rural Marketing	2	Major
8.5	Event Management	4	Major
8.6	Research Project	8	Research Project
	Total	22	

Bachelor of Commerce (Honours)

Semester - I			
S. No.	Course Name	Credits	Nature of Course
1.1	Financial Accounting - I	3	Major
1.2	Cost Accounting	3	Major
1.3	Principles of Management	2	Open Electives
1.4	Principles of Marketing	2	Open Electives
1.5	Soft Skills	2	Skill Enhancement Courses
1.6	E-Commerce	2	Vocational Skill Courses
1.7	Personal Finance	2	Ability Enhancement Courses
1.8	Corporate Communications	2	Ability Enhancement Courses
1.9	Indian Management Thoughts	2	Value Education Courses
1.10	Yoga and Positive Psychology	2	Co-Curricular Activities
	Total	22	

Semester - II			
S. No.	Course Name	Credits	Nature of Course
2.1	Financial Accounting - II	3	Major
2.2	Management Accounting	3	Major
2.3	Quantitative Techniques	4	Open Electives
2.4	Digital Marketing	2	Minor
2.5	Essentials of I.T.	2	Skill Enhancement Courses
2.6	Indian Knowledge System	2	Indian Knowledge System
2.7	Environmental Management and Business Ethics	4	Value Education Courses
2.8	Internship with an N.G.O.	2	Co-Curricular Activities
	Total	22	

Semester – III			
S. No.	Course Name	Credits	Nature of Course
3.1	Financial Accounting - III	3	Major
3.2	Corporate Finance - I	2	Major
3.3	Financial System Analysis	3	Major
3.4	Microeconomics	4	Minor
3.5	Consumer Behavior	2	Open Electives
3.6	Advanced Excel and Python	3	Vocational Skill Courses
3.7	Company Law	3	Ability Enhancement Courses
3.8	Sports Psychology	2	Co-Curricular Activities
	Total	22	

Semester – IV			
S. No.	Course Name	Credits	Nature of Course
4.1	Business Valuation	2	Major
4.2	Corporate Finance - II	3	Major
4.3	Direct Taxes	3	Major
4.4	Macroeconomics	4	Minor
4.5	International Business	2	Open Electives
4.6	Operations Research	3	Skill Enhancement Courses
4.7	Business Law	3	Ability Enhancement Courses
4.8	Corporate Internship	2	On the Job Training
	Total	22	

Semester - V			
S. No.	Course Name	Credits	Nature of Course
5.1	Financial Markets and Institutions	4	Major
5.2	Financial Reporting Standards and Audit - I	3	Major
5.3	Indirect Taxes	3	Major
5.4	Indian Economy in Global Scenario	4	Minor
5.5	Research Methodology	2	Minor
5.6	Investment Analysis and Portfolio Management	4	Vocational Skill Courses
5.7	NSS Activities (S.R.F.)	2	Community Engagement Service
	Total	22	

Semester - VI			
S. No.	Course Name	Credits	Nature of Course
6.1	Financial Planning and Wealth Management	4	Major
6.2	Financial Reporting Standards and Audit - II	3	Major
6.3	Financial Modeling	3	Major
6.4	Operations and Supply Chain Management	4	Minor
6.5	Forex and Risk Management in Derivatives	4	Major
6.6	Entrepreneurship and Business Plan	4	Field Project
	Total	22	

Semester - VII			
S. No.	Course Name	Credits	Nature of Course
7.1	Financial Accounting - IV	2	Major
7.2	Corporate and Technology Law	4	Major
7.3	Data Visualisation Analytics	2	Major
7.4	Introduction to Technology in Finance	2	Major
7.5	Corporate Taxation	4	Major
7.6	Advanced Research Methodology	4	Minor
7.7	Research Project	4	Research Project
	Total	22	

Semester - VIII			
S. No.	Course Name	Credits	Nature of Course
8.1	Introduction to International Taxation	2	Major
8.2	Sustainability and Reporting	2	Major
8.3	Project Management	4	Major
8.4	Accounting Software	2	Major
8.5	Marketing of Financial Services	4	Major
8.6	Research Project	8	Research Project
	Total	22	

Bachelor of Science (Honours) (Finance)

Semester - I			
S. No.	Course Name	Credits	Nature of Course
1.1	Business Accounting and Analysis	3	Major
1.2	Financial Markets and Institutions	3	Major
1.3	Quantitative Techniques - I	4	Open Electives
1.4	Soft Skills	2	Skill Enhancement Courses
1.5	Personal Finance	2	Vocational Skill Courses
1.6	Corporate Communications	2	Ability Enhancement Courses
1.7	Indian Knowledge System	2	Indian Knowledge System
1.8	Indian Management Thoughts	2	Value Education Courses
1.9	Yoga and Positive Psychology	2	Co-Curricular Activities
	Total	22	

Semester - II			
S. No.	Course Name	Credits	Nature of Course
2.1	Corporate Finance - I	3	Major
2.2	Financial Statement Analysis	3	Major
2.3	Quantitative Techniques - II	4	Open Electives
2.4	Principles of Management	2	Minor
2.5	Essentials of I.T.	2	Skill Enhancement Courses
2.6	Advanced Excel	2	Ability Enhancement Courses
2.7	Environmental Management and Business Ethics	4	Value Education Courses
2.8	Internship with an N.G.O.	2	Co-Curricular Activities
	Total	22	

Semester - III			
S. No.	Course Name	Credits	Nature of Course
3.1	Business Valuation	4	Major
3.2	Corporate Finance - II	4	Major
3.3	Microeconomics	4	Minor
3.4	Business Policy and Strategic Management	2	Open Electives
3.5	Direct and Indirect Taxes	3	Vocational Skill Courses
3.6	Operations Research	3	Ability Enhancement Courses
3.7	Sports Psychology	2	Co-Curricular Activities
	Total	22	

Semester - IV			
S. No.	Course Name	Credits	Nature of Course
4.1	Financial Reporting Standards and Analysis - I	4	Major
4.2	Debt Markets	4	Major
4.3	Macroeconomics	4	Minor
4.4	Company Law	2	Open Electives
4.5	Financial Modeling	3	Skill Enhancement Courses
4.6	Research Methodology	3	Ability Enhancement Courses
4.7	Corporate Internship	2	On the Job Training
	Total	22	

Semester - V			
S. No.	Course Name	Credits	Nature of Course
5.1	Investment Analysis and Portfolio Management	3	Major
5.2	Derivatives and Risk Management	4	Major
5.3	International Finance	3	Major
5.4	Financial Reporting Standards and Analysis - II	3	Minor
5.5	Indian Economy in Global Scenario	3	Minor
5.6	Business Analytics	4	Vocational Skill Courses
5.7	NSS Activities (S.R.F.)	2	Community Engagement Service
	Total	22	

Semester - VI			
S.No.	Course Name	Credits	Nature of Course
6.1	Financial Planning and Wealth Management	4	Major
6.2	Alternate Investment Markets	4	Major
6.3	Marketing of Financial Services	2	Major
6.4	Business Decision Making	4	Minor
6.5	Applied Econometrics	2	Major
6.6	Introduction to Technical Analysis	2	Major
6.7	Research Applications in Finance (Capstone Project)	4	Research Project
	Total	22	

Semester - VII			
S.No.	Course Name	Credits	Nature of Course
7.1	Portfolio Management	4	Major
7.2	Contemporary Application of Derivatives	4	Major
7.3	Project and Infrastructure Finance	4	Major
7.4	Introduction to Technology in Finance	2	Major
7.5	Advanced Research Methodology	4	Minor
7.6	Research Project	4	Research Project
	Total	22	

Semester - VIII			
S.No.	Course Name	Credits	Nature of Course
8.1	Strategic Financial Management	2	Major
8.2	Mergers and Acquisitions	4	Major
8.3	Analytics in Finance	2	Major
8.4	Behavioural Finance	2	Major
8.5	Sustainable Finance	2	Major
8.6	Financial Risk Management	2	Major
8.7	Research Project	8	Research Project
	Total	22	

7. Academic Calendar

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

School Name : Anil Surendra Modi School of Commerce, Campus: Mumbai
Program Name/s in Full : Bachelor of Business Administration, Bachelor of Commerce (Honours),
Bachelor of Science (Finance)

Applicable to Other Campus/s	
Name of the Campus : Bengaluru, Navi Mumbai	
Program Name/s : Bachelor of Business Administration, Bachelor of Commerce (Honours), Bachelor of Science (Finance)	
Name of the Campus : Hyderabad, Indore, Chandigarh	
Program Name/s : Bachelor of Business Administration, Bachelor of Commerce (Honours)	
Name of the Campus : Dhule	
Program Name/s : Bachelor of Business Administration	

Details	Sem / Trim	Start date	End Date	No. of Days/Weeks (Excluding Sundays/holidays)
Term I				
Orientation/Induction Program (First Year of the Program)	I	13 th July 2024	19 th July 2024	6 Days
Academic Instruction Duration (Regular Classes)	I, III, V	15 th July 2024	04 th Dec. 2024	108 Days
# Mid Term Test \\ Internal Continuous Assessment	I, III, V	12 th Sept. 2024	14 th Sept. 2024	3 Days
Diwali Vacation		28 th Oct, 2024	3 rd Nov, 2024	7 Days
Term End Exams	I, III, V	05 th Dec. 2024	13 th Dec. 2024	8 Days
Winter Vacation		26 th Dec, 2024	01 st Jan, 2025	7 Days
Re-Exams	I, III, V	04 th Feb. 2025	11 th Feb. 2025	7 Days
Term II				
Academic Instruction Duration (Regular Classes)	II, IV, VI	02 nd Jan. 2025	5 th May 2025	100 Days
# Mid Term Test \\ Internal Continuous Assessment	II, IV, VI	6 th Mar. 2025	8 th Mar 2025	3 Days
Term End Exams	II, IV, VI	8 th May 2025	17 th May 2025	9 Days
Re-Exams	II, IV, VI	01 st July 2025	08 th July 2025	7 Days

Summer Vacation	For Faculty	26 th May 2025	06 th July 2025	42 Days
	For Students	18 th May 2025	12 th July 2025	56 Days
Summer Internship (Second Year)	For Students	26 th May 2025	12 th July 2025	48 Days
Summer Internship with NGO (First Year - Batch I)	For Students	26 th May 2025	13 th June 2025	19 Days
Summer Internship with NGO (First Year - Batch II)	For Students	16 th June 2025	05 th July 2025	20 Days
Convocation (For Final Year Students only)	Last Week of Jul. 2025 or the First Week of August 2025			Subject to Change
Commencement of First Year in next Academic year (AY 2025-26)	I, III, V	12 th July 2025	-----	

Regular Lectures will be conducted during Mid Term Test : NO

B. S. Joshi
DR
(School) 29/12/24

R. S. Joshi
Director/Dean 29/12/24
(School)

V. S. Joshi
1/3/24

Vandana
DR-Academics
(NMIMS) 29/12

R. S. Joshi
Controller of Examinations
(NMIMS) 29/12/24

8. LIST OF HOLIDAYS FOR THE YEAR 2024

HOLIDAY LIST			
JAN 2024 TO DEC 2024			
Sr. No.	Occasion	Date	Day
1	Republic Day	26-Jan-24	Friday
2	Holi	25-Mar-24	Monday
3	Good Friday	29-Mar-24	Friday
4	Gudi Padwa	09-Apr-24	Tuesday
5	Ramzan-eid	11-Apr-24	Thursday
6	Maharashtra Day	01-May-24	Wednesday
7	Independence Day	15-Aug-24	Thursday
8	GopalKala	27-Aug-24	Tuesday
9	Ganesh Chaturthi	07-Sep-24	Saturday
10	Anant Chaturdashi	17-Sep-24	Tuesday
11	Gandhi Jayanti	02-Oct-24	Wednesday
12	Dushera	12-Oct-24	Saturday
13	Diwali (Narak Chaturdashi)	31-Oct-24	Thursday
14	Diwali (Laxmipujan)	01-Nov-24	Friday
15	Diwali (Balipratipada)	02-Nov-24	Saturday
16	Christmas	25-Dec-24	Wednesday

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

9. People you should know :

School Administration

Name	Designation
Dr. Shubhasheesh Bhattacharya	Campus Director
Dr. Mukund Madahv Tripathi	Associent Deansss
Ms Anupriya Sharma	Deputy Registrar (Academic Admin)
Ms. Kavita Kadam	Deputy Director (Placements)
Ms. Karuna Garud	Assistant Registrar (Examination)
Ms. Shweta Gotal	Course Coordinator
Mr. Amey Pawaskar	Admistration officer
Ms. Sneha Patankar	Assistant (Examination)
Ms. Sangeeta Naikodi	Placement Executive
Mr. Pushkala Iyer	Secretary to I/C Director
Ms. Sujata Patil	Computer Lab. Assistant
Ms. Nikita Madvi	Computer Lab. Assistant

10. List of Awards (Provisional List)

10.1 Certificate of Merit & Medals to Best Students for consistent academic performance and co-curricular activities.

10.2 10 % of the batch on the basis of highest CGPA during the entire period of Programme will be under meritorious students list and will get a certificate at the time of Convocation, subject to guidelines mentioned above as per Part I point 8.10, under the heading "Dean's List/Meritorious students list".

Part III

ANNEXURES

APPLICATION OF LEAVE OF ABSENCE

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

NAME: _____ Date: _____

Email ID: _____ Mobile No. _____

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

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

Reason: -

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

Student's Signature: _____ **Enclosures:** _____

To be filled by Students

(For Office use)

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

Checked by Course Coordinator

Verified by AR / DR

Approved by Dean

LEAVE APPLICATION

SVKM'S NMIMS School of Commerce

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

Name of Student:

Programme: Year:

Division: SAP ID: Roll No.:

From: To:

(Date) (Date)

Reason for Leave:

.....

Submission Date

Late Submission Reason.....

Documents Submitted: Yes / No

Document Details:

.....

Signature of Student:

For office use only :

Application & Document Received Date:

Granted / Not Granted:

(Entered) (Date)

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

Dean Signature

SVKM'S NMIMS School of Commerce

EVENT ATTENDANCE FORM

Date: _____

Name of Club: _____

Name of Club Mentor: _____

Email id: _____ Contact no: _____

Name of Student Coordinator: _____

Email id: _____ Contact no: _____

Event Name: _____ Event Grade: _____

Place (Full address): _____

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

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

Faculty In-charge Signature

Approved by I/C Dean (Yes/No)

Note:

1. This form should be **filled by faculty in-charge only** and should be submitted to school admin office prior to the date of event.

2. It is mandatory to attach participant's details including Class, Division, Roll No., No. of days missed by student and Lecture missed details.

3. **Event Grades:** **GRADE A:** National and International level contests of very high repute

GRADE B: National level contests of high repute

GRADE C: Local and National level contests

SVKM'S NMIMS School of Commerce
ATTENDANCE RECTIFICATION FORM

Date: _____

Name of Student: _____ SAP ID: _____

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

Subject Name: _____

Faculty Name: _____

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

Remark: _____

Student Signature: _____

Email Id: _____ Contact no: _____

Faculty Signature: _____

Approved by Dean: _____



OFFICE COPY

Student Undertaking with respect to the Student Guidelines
(Submit this form to your Course Coordinator latest by 20th September 2024)

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

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

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

Signature: _____

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

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

Roll Number: _____ Programme: _____

Email ID: _____ Contact Nos. _____ / _____

Address for Correspondence:

Name of the parent _____ Contact Nos: _____ / _____

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

Parent's email I.D. _____

For Office Use :

Date of Receipt: _____ Signature of Course Coordinator _____