STUDENT RESOURCE BOOK

(2024-25) - Part II
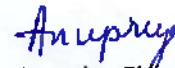
School of Liberal Arts
Navi Mumbai

The Student Resource Book Part II (2024-25) of School of Liberal Arts has been developed, verified and approved.
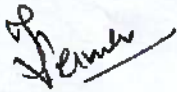
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Dr. Shubhasheesh Bhattacharya

Campus Director, Navi Mumbai

Message from Dean

Dear Students,

Welcome to an exciting journey into higher education.

Journey into discovering what you would like to do in your life. And preparing for it.

You have selected a School that is anchored in "liberal education."

Liberal education is a philosophy of undergraduate education as well as its specific technology.

As a philosophy, we aim to develop free and happy human beings who think for themselves,
And are responsible global citizens.

As a technology, we believe in an interdisciplinary and experiential approach to studies.

We believe in students learning core skills of perception, analysis, communication, and interpersonal relations, not just acquiring knowledge.

I am sure that you would find your journey at JDSOLA exciting, enriching, and valuable in achieving your dreams!

All the best.

(Dr. Achyut Vaze)

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

Content

1. **Any Academic/general inputs, Rules & Policies at the school level**

   1.1 Academic Guidelines:

   These Academic Guidelines are applicable for students of Jyoti Dalal School of Liberal Arts ("the School"), in addition to the guidelines applicable to NMIMS deemed to be a University, as given in Part I of this document.

   1.2 What is Liberal Education?

   Liberal education is defined as "an approach to undergraduate education that promotes the integration of learning across disciplines and between academic and experiential learning to develop learning outcomes essential for work, citizenship, and life."

   1.3 Program Validity:

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

Sr. No.	Name of the program	Duration of the program (in years)	Maximum duration permissible for completion of the program (in years)
1	B.Sc. (Honours) (Applied Psychology)	4	7

   1.4 "Desirable Student Attributes":

   The School is anchored in liberal education and pursues the concept of "Outcome Based Education (OBE)" or "Assurance of Learning (AOL)". The OBE is a continuous improvement process of teaching-learning activities at the School to follow specific pre-defined outcomes that the School expects its students to develop by the time they graduate.

   Twenty such "Desirable Student Attributes" have been identified by the School. These are:

   1.4.1. Curiosity and the spirit of inquiry
   1.4.2. Core skills of perception and analysis
   1.4.3. Critical thinking
   1.4.4. Creative thinking
   1.4.5. Independent thinking, free of dogma
   1.4.6. Effective communication
   1.4.7. Quantitative literacy
   1.4.8. Information literacy
   1.4.9. Problem-solving skills
   1.4.10. Acceptance of responsibility for one's ideas and actions
   1.4.11. Civic engagement, local and global
   1.4.12. Appreciation of local and global cultures
   1.4.13. Understanding diversity and being inclusive
   1.4.14. Interpersonal skills
   1.4.15. Capacity to work in teams and Leadership skills
   1.4.16. Capacity to work under uncertainty and a changing environment
   1.4.17. Capacity to earn a livelihood
   1.4.18. Commitment to core human values
   1.4.19. Commitment to life-long learning and growth
   1.4.20. Maturity and responsible citizenship.

1.5 How do we do it?

The School focuses primarily but not exclusively on Humanities and Social Sciences and select applied areas. The details of individual courses follow.
In addition, it uses a variety of innovative techniques to enable students to develop these attributes. Some of these techniques are:

1.5.1. Exposure to and appreciation of creative arts

1.5.2. Exposure to IT and frontier technology

1.5.3. Workshops for communication skills

1.5.4. Workshops for life & social skills

1.5.5. Experiential labs exploring self

1.5.6. Internship and NGO immersion

1.5.7. Organizing student activities and clubs

1.5.8. Exposure to regional and international cultural forms

1.5.9. Outbound training

1.5.10. Travel and Discover Programs

1.6 Academic Year:

1.6.1. The School offers a four-year study program leading to the degree of "B.Sc. (Applied Psychology)".

1.6.2. Each Academic Year is divided into two Semesters, approximately from July to December (Term I) and January to May (Term II). An Academic Calendar is issued at the beginning of each Academic Year.

1.7 Academic Credits:

1.7.1. One Academic "Credit" roughly reflects 15 "classroom" contact hours of learning or 30 "practical" hours of learning or a pro-rata combination thereof.

1.7.2. A student is expected to complete 21 Credits per Semester and 126 Credits over the six Semesters in three years and 168 Credits over the eight Semesters in four years, for the Liberal Arts course.

1.7.3. A student is expected to complete 173 Credits over the eight Semesters in four years, for the B.Sc. (Applied Psychology) Degree Program

1.8 Student Assessment (Internal & Examination):

1.8.1. The School has a system of Internal Continuous Assessment (ICA) as well as Term End Examination (TEE). The proportion of the ICA component in the total assessment may vary from 50% to 100% depending on the Course and its objectives, as declared in the Course Outline.

1.8.2. ICA includes elements such as test, assignment, viva/ presentation, class participation and quiz. For Courses with 100% ICA, there would typically be 4 to 5 assessment elements. For Courses with 50% ICA or less, there would be 2 to 3 assessment elements.

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

2.1 Examination weights 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 the Dean /Director of the school/ campus concerned.

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

2.2 PASSING STANDARDS FOR EACH COURSE (SUBJECT):

Semester-end-exam Passing Criteria for each Course:

To pass a particular course, in any of the Term /Trimester / Semester End examinations or re-examinations, 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 that has only an internal continuous assessment component, passing will be at 40%.

  Students who fail to fulfill the above passing criteria will be awarded an 'F' grade.

2.3 Non – fulfilment of Passing Criteria:

A student, who has failed to fulfill 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 the 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 (timetable). If, in any case, students feel that he/she wants to improve their ICA, they are eligible to take re-admission for the complete academic year. In case of re-admission, 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 organized 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.

2.4 Progression to the subsequent year of the program:

A student who has failed to fulfill 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 fulfill the passing criteria at the end of the academic year (Both 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.

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:

- 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 "F" grade, in the subsequent year. In such a case, the ICA marks of the course/s will be carried forward of the previous year in which the student had got "F" grade. The student will be required to pay only the re-examination fees. In case of obtaining F grades even in this attempt, 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.

3. Grading System

The University follows a letter grading system leading to the award of a Ten-Point Grade Point Average (GPA) for each term and Cumulative Grade Point Average (CGPA) for all the terms until date.

'Letter grades' and corresponding 'grade points' are as under:

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

Calculation of GPA (Grade Point Average):

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

$$GPA = \frac{\Sigma \, CG}{\Sigma \, C}$$

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.

$$CGPA = \frac{\Sigma \, CG}{\Sigma \, C}$$

Here:
C = Credit value assigned to a course /subject
G = Grade point value assigned to a student for course / subject corresponding to the letter grade (refer table given)
GPA = Grade point Average shall be calculated for individual term and referred to as Semester/ Trimester Grade Point Average. If a student has failed to fulfil passing standard under any head in any subject (i.e. 'Semester/ trimester End Examination' and/ or 'aggregate'), he/ she shall be deemed to have failed in that subject.

General rules

- A student who remains absent from 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 for re-examination in the said Course. A student who remains absent in the re-examination would not be able to avail any further re-examination chances.
- In order to receive the degree, diploma, or certificate, the student will have to pass all the examinations (Credit/Non-Credit) of all the years. Students 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.
- 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.
- The fees for re-examinations and re-admission will be decided by the University from time to time.
- In case of any disputes/differences, the decision of the University shall be final and binding on the students. If a student desires to institute any legal proceedings against the University, such legal proceedings shall be instituted only in court at Mumbai in whose jurisdiction the application is submitted by the student and not in any other court.
- Modification in criteria/rules: On the recommendation of the Board of Studies of the School and the Board of Examinations, the Academic Council shall have the sole discretionary right to modify all or any of the above criteria at any time without prior notice.

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

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

In case a student opts to take 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 (Liberals Arts), Under Graduate Certificate (L.A.) etc.,

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

Under Graduate Diploma (Liberals Arts), Under Graduate Diploma (L.A.) etc.,

Such students will be required to complete a 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 for the exit option after the third year, a general degree like BACHELOR OF SCIENCE (APPLIED PSYCHOLOGY) 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.

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Division for B.Sc. (Applied Psychology) as per the New Education Policy (NEP)

- Exit One Year - B.Sc. (Applied Psychology) UG Certificate Program
- Exit in Two years B.Sc. (Applied Psychology) UG Diploma Program
- Exit in Three Years B.Sc. (Applied Psychology) UG Degree Program
- Finishing Four Year Program UG Honours with Research Degree in B.Sc. (Applied Psychology)

The qualification criteria for entry in the fourth-year Honours with Research programme are 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 a single attempt.**

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

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4. **Programme: B.Sc. (Hons.) (Applied Psychology)**

   4.1   Course Structure & Guidelines:

- An indicative structure of Courses students needs to complete during their eight-semester four-year stay is given below

- The list remains subject to change depending on circumstances.

Semester 1

Sr. No.	Course Title	Credits
	Core Course	
1	Environmental Psychology	3
2	Systems & Theories of Psychology	3
3	Foundations of Psychology	3
4	Introduction to Education	4
5	Case Study Practical	3
6	English Communication	2
7	Indian Thought of Management	2
	Total:	20
	Total Credits to be completed:	20

Semester 2

Sr. No.	Course Title	Credits
	Core Course	
1	Introduction to Social Psychology	3
2	Research Methodology in Psychology	3
3	Basics of Statistics	4
4	Foundations of Personality	3
5	Psychological Foundation of Education	4
6	History & Case Presentation Practical	3
7	Understanding the Constitution of India	2
	Total:	22
	Total Credits to be completed:	22

Semester 3

Sr. No.	Course Title	Credits
	Core Course	
1	Physiological Psychology	3
2	Approaches & Introduction to Psychological Disorders	3
3	Foundations of Cognitive Psychology	3
4	Life Span Development	3
5	Child & Adolescent Psychology	4
6	Lifespan Development Practical	3
7	Communication & Presentation Skills	2
	Total:	21
	Total Credits to be completed:	21

Semester 4

Sr. No.	Course Title	Credits
	Core Course	
1	Counselling & Psychotherapy	4
2	Psychological Testing & Assessment	4
3	Industrial & Organizational Psychology	4
4	Learning & Teaching	4
5	Assessment & Social Experiment Practical	4
6	Language (Swayam/MOOC)	2
7	Entrepreneurship	2
	Total:	24
	Total Credits to be completed:	24

Semester 5

Sr. No.	Course Title	Credits
	Core Course	
1	Neuropsychology	4
2	Criminal Psychology	4
3	Health Psychology	3
4	Educational Guidance & Counselling	4
5	Neuro Forensic Practical	3
6	Sports Psychology/ Community Psychology	3
7	Summer Internship	3
	Total:	24
	Total Credits to be completed:	24

Semester 6

Sr. No.	Course Title	Credits
	Core Course	
1	Intelligence	4
2	Psychology of Gender Studies	3
3	Indian Psychology	3
4	Happiness & Positive Psychology	3
5	Sexuality & Relationships/ Addiction Psychology	3
6	Project Work	6
	Total:	22
	Total Credits to be completed:	22

Semester 7

Sr. No.	Course Title	Credits
	Core Course	
1	Advance Research Methodology	4
2	Advance Statistical Analysis	4
3	Seminar/Workshop	4
4	Defense Psychology/ Consumer Psychology	4
	Total:	16
	Total Credits to be completed:	16

Semester 8

Sr. No.	Course Title	Credits
	Core Course	
1	Psychology of Modern World	4
2	Evolutionary Psychology	4
3	Media Psychology	4
4	Research Dissertation	12
	Total:	24
	Total Credits to be completed:	24

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5. **Dean's List of Honour**

    5.1 Dean's Merit List for Excellence in academics and students' performance in organizing events for the school and in fields like social service, arts, and sports. The Dean forms a selection committee for the purpose.

6. **JDSOLA Student Council**

    6.1 The JDSOLA Student Council is the apex student body at the School and represents all full-time students of JDSOLA. The Council acts as a link between the student body and the School faculty and management. It is entrusted with the responsibility of initiating and organizing all student activities.

    6.2 At the beginning of every academic year, each Division of a class elects a Class Representative (CR) in an election conducted by the Program Office under the chairmanship of a Faculty Advisor. All Class Representatives jointly co-opt three more Members to join the Council. All members of the Council, including the co-opted ones elect amongst themselves, a President, Vice President, General Secretary, and Treasurer.

7. **Student Clubs:**

    7.1 Students are encouraged to join existing Student Clubs or come together and form new ones to take part in extra-curricular activities of their choice. They need to adopt a Constitution for the Club based on the template available with the Program Office.

    7.2 A list of all existing clubs and their student coordinators is available with the Directors office.

8. Discipline Norms and Penalty:

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

8.1.1 **Anti-Ragging Committee:**

S. No.	Name	Position	Email ID	Phone
1	Dr. Nitin Balwani	Convener	nitin.balwani@nmims.edu	7738748543
2	Dr. Mukund Madhav Tripathi	Co-Convener	mukundmadhav.tripathi@nmims.edu	9594939617
3	Dr. P. Manikandan	Member	p.manikandan@nmims.edu	9655494455
4	Dr. Preeti Gupta	Member	Preeti.gupta@nmms.edu	9928369701
5	Prof. Manisha Band	Member	manisha.band@nmims.edu	9370372743
6	Dr. Ishfaq Khoja	Member	Ishfaq.khoja@nmims.edu	7006846291
7	Dr. Jyoti Verma	Member	jyoti.verma@nmims.edu	9920350521
8	Prof. Arpita Sarkar	Member	arpita.sarkar@nmims.edu	9892928071
9	Ms. Anupriya Sharma	Member	anupriya.sharma@nmims.edu	9619723584
10	Mr. Rajiv Shejwal (Police Inspector)	Member	-	9594426999
11	Mr. Subhendu Sur	Parent Representative (Member)	subhendusur@hotmail.com	9552070909
12	Ms. Srishti Sur	Student Representative (Member)	srishti.sur216@nmims.in	9356650781
13	Ms. Bharathy Tahilliani	Founder, Kshamata Foundation & Member	bharathy@kshamata.org	9819754450

8.1.2 **Disciplinary Committee:**

S. No.	Name	Position	Email ID	Phone
1	Dr. Nitin Balwani	Convener	nitin.balwani@nmims.edu	7738748543
2	Prof. Manisha Band	Co-Convener	manisha.band@nmims.edu	9370372743
3	Dr. Mukund Madhav Tripathi	Member	mukundmadhav.tripathi@nmims.edu	9594939617
4	Dr. Preeti Gupta	Member	Preeti.gupta@nmms.edu	9928369701
5	Dr. Ishfaq Khoja	Member	Ishfaq.khoja@nmims.edu	7006846291
6	Dr. Jyoti Verma	Member	jyoti.verma@nmims.edu	9920350521
7	Prof. Arpita Sarkar	Member	arpita.sarkar@nmims.edu	9892928071
8	Ms. Anupriya Sharma	Member	anupriya.sharma@nmims.edu	9619723584

8.1.3 **Women Grievance Redressal & Sexual Harassment Committee:**

S. No.	Name	Position	Email ID	Phone
1	Prof. Manisha Band	Convener	manisha.band@nmims.edu	9370372743
2	Dr. Ritu Srivastava	Member	Ritu.srivastava@nmims.edu	8375845996
3	Dr. Jyoti Verma	Member	jyoti.verma@nmims.edu	9920350521
4	Ms. Anupriya Sharma	Member	anupriya.sharma@nmims.edu	9619723584
5	Ms. Karuna Garud	Member	Karuna.garud@nmims.edu	9769931970
6	Ms. Anupriya Agnihotri	Student Member	Anupriya.agnihotri104@nmims.edu.in	6390256264
7	Ms. Manasi Hajela	Student Member	Manasi.hajela678@nmims.edu.in	9565067913
8	Ms. Aarya Sawant	Student Member	Aarya.sawant119@nmims.edu.in	9930717771
9	Ms. Ritika Amaresh	Student Member	Ritika.amaresh107@nmims.edu.in	8079042025
10	Ms. Bharathy Tahilliani	Founder, Kshamata Foundation & Member	bharathy@kshamata.org	9819754450

8.1.4 **Student Grievance Redressal Committee:**

S. No.	Name	Position	Email ID	Phone
1	Dr. Nitin Balwani (SBM)	Convener	nitin.balwani@nmims.edu	7738748543
2	Dr. Mukund Madhav Tripathi (SOC)	Co-Convener	mukundmadhav.tripathi@nmims.edu	9594939617
3	Prof. Prashant Barsing (SBM)	Member	prashant.barsing@sbm.nmims.edu	9794258005
4	Dr. P. Manikandan (SOHM)	Member	p.manikandan@nmims.edu	9655494455
6	Prof. Ketan Chande (SOHM)	Member	ketan.chande@nmims.edu	9867503203
7	Prof. Mani Govil (SOC)	Member	mani.govil@nmims.edu	9819123146
8	Dr. Preeti Gupta (STME)	Member	Preeti.gupta@nmms.edu	9928369701
9	Prof. Asha Rawat (STME)	Member	Asha.rawat@nmims.edu	9004675627
10	Prof. Manisha Band (SOL)	Member	manisha.band@nmims.edu	9370372743
11	Prof. Neha Jain (SOL)	Member	Neha.jain@nmims.edu	9830489265
12	Dr. Ishfaq Khoja (SOE)	Member	Ishfaq.khoja@nmims.edu	7006846291
13	Dr. Hemangi Kelkar (SOE)	Member	Hemangi.kelkar@nmims.edu	9773927882
14	Dr. Jyoti Verma (SOMASA)	Member	jyoti.verma@nmims.edu	9920350521
15	Dr. Suresh Pathare (SOMASA)	Member	suresh.pathare@nmims.edu	9923694604
16	Prof. Arpita Sarkar (SOS)	Member	arpita.sarkar@nmims.edu	9892928071
17	Dr. Amani Kanugolu (SOS)	Member	Amani.kanugolu@nmims.edu	9591134342

9. List of E-resources subscribed by NMIMS:

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

10. **Approved Academic Calendars of all programs:**

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

School Name: Jyoti Dalal School of Liberal Arts   Campus: Mumbai
Program Name/s in Full: Bachelor of Arts (Liberal Arts)
                  Post Graduate Diploma in Forensic & Investigative Psychology (1 yr.)
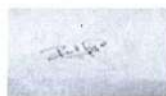   M. Sc. (Applied Psychology) (2 Years)
                  Bachelor of Science (Applied Psychology) Mumbai & Navi Mumbai Campus

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	Mon, 15th Jul, 2024	Sat, 20th Jul, 2024	6 Days
Academic Instruction Duration (Regular Classes)	I, III, V	Mon, 22nd Jul, 2024	Sat, 16th November, 2024	16 Weeks/ 102 Days
Non-Instructional Day (Mental Health Awareness Week) (Psych only)	I, III, V	Wed, 09th Oct, 2024	Thu, 10th Oct, 2024	2 Days
# Mid Term Test \ Internal Continuous Assessment	I, III, V	Mon, 02nd Sep, 2024	Sat, 07th Sep, 2024	6 Days
Term End Exams	I, III, V	Sat, 23rd Nov, 2024	Tue, 03rd Dec, 2024	9 Days
Re-Exams	I, III, V	Mon, 3rd Feb, 2025	Sat, 8th Feb, 2025	6 Days
Diwali Vacation		28th Oct, 2024	3rd Nov, 2024	7 Days

Details	Sem / Trim	Start date	End Date	No. of Days/Weeks
Term II				
Academic Instruction Duration (Regular Classes)	II, IV, VI	Mon, 09th Dec, 2024	Sat, 5th April, 2025	16 weeks/ 102 Days
# Mid Term Test \ Internal Continuous Assessment	II, IV, VI	Mon, 10th Feb, 2025	Sat, 15th Feb, 2025	6 Days
Non-Instructional Day (Psych Film Festival) (Psych only)	II, IV, VI	Thu, 06th Mar, 2025	Sat, 08th Mar, 2025	3 Days
Term End Exams	II, IV, VI	Sat, 12th Apr, 2025	Sat, 19th Apr, 2025	7 Days
Re-Exams	II, IV, VI	Mon, 09th Jun, 2025	Sat, 14th Jun, 2025	6 Days
Winter Vacation		26th Dec, 2024	01st Jan, 2025	7 Days

Details		Start date	End Date	No. of Days
Summer Vacation	For Faculty	Mon, 05th May, 2025	Sun, 15th Jun, 2025	42 Days
	For Students	Mon, 21st Apr, 2025	Fri, 27th Jun, 2025	54 Days
Convocation (For Final Year Students only)		2nd week of August, 2025		
Commencement of First Year in next Academic year (AY 2025-26)	I, III, V	Mon, 14th Jul, 2025	-------	

Regular Lectures will be conducted during the Mid Term Test: YES

CC/AR/DR
(School)

Director/Dean
(School)

DR-Academics
(NMIMS)

Controller of Examinations
(NMIMS)

11. LIST OF HOLIDAYS FOR THE YEAR 2024 (To be Campus Specific)

SVKM's NMIMS Deemed to be University

List of Holidays for the year 2024

DATE	DAY	NMIMS (Mumbai, Navi Mumbai, Shirpur & Dhule)	NMIMS (Bangalore)	NMIMS (Hyderabad)	NMIMS (Indore)	NMIMS (Bhubaneswar)	NMIMS (Chandigarh)
1/1/2024	Monday			1 New year			
15-Jan-24	Monday		1 Makar Sankranti	2 Sankranti/Pongal			
17-Jan-24	Wednesday						1 Guru Gobind Singh Parkash Purb
26-Jan-24	Friday	1 Republic Day	2 Republic Day	3 Republic Day	1 Republic Day	1 Republic Day	2 Republic Day
14-Feb-24	Wednesday					2 Basant Panchami	
8-Mar-24	Friday			4 Mahashivratri	2 Mahashivratri	3 Mahashivratri	3 Mahashivratri
25-Mar-24	Monday	2 Holi	3 Holi	5 Holi	3 Holi	4 Holi	4 Holi
29-Mar-24	Friday	3 Good Friday	4 Good Friday	6 Good Friday			5 Good Friday
30-Mar-24	Saturday				4 Rang Panchami		
1-Apr-24	Monday					5 Odisha Day	
9-Apr-24	Tuesday	4 Gudi Padwa	5 Ugadi	7 Ugadi			
11-Apr-24	Thursday	5 Ramzan-eid	6 Ramzan-eid	8 Ramzan-eid	5 Ramzan-eid		
17-Apr-24	Wednesday				6 Ram Navmi	6 Ram Navmi	
1-May-24	Wednesday	6 Maharashtra Day	7 Labor Day				
14-Jun-24	Friday					7 Pahili Raja	
15-Jun-24	Saturday					8 Raja Sankranti	
17-Jun-24	Monday			9 Bakri eid			
15-Aug-24	Thursday	7 Independence Day	8 Independence Day	10 Independence Day	7 Independence Day	9 Independence Day	6 Independence Day
19-Aug-24	Monday						7 Rakshabandhan
26-Aug-24	Monday				8 Janmasthami	10 Janmastami	8 Janmastami
27-Aug-24	Tuesday	8 GopalKala					
7-Sep-24	Saturday	9 Ganesh Chaturthi	9 Ganesh Chaturthi	11 Ganesh Chaturthi	9 Ganesh Chaturthi	11 Ganesh Puja	
16-Sep-24	Monday						9 Eid -e-Milad
17-Sep-24	Tuesday	10 Anant Chaturdashi					
2-Oct-24	Wednesday	11 Gandhi Jayanti	10 Gandhi Jayanti	12 Gandhi Jayanti	10 Gandhi Jayanti	12 Gandhi Jayanti	10 Gandhi Jayanti
10-Oct-24	Thursday					13 Maha Saptami	
11-Oct-24	Friday		11 Mahanavami, Ayudha Pooja			14 Maha Ashtami/Navmi	
12-Oct-24	Saturday	12 Dushera	12 Dushera	13 Dushera	11 Dushera	15 Vijaya Dashmi	11 Dushera
31-Oct-24	Thursday	13 Diwali (Narak chaturdashi)	13 Diwali (Narak chaturdashi)	14 Diwali (Narak chaturdashi)	12 Diwali (Narak chaturdashi)		12 Diwali (Narak chaturdashi)
1-Nov-24	Friday	14 Diwali (Laxmipujan)	14 Diwali (Laxmipujan)/ Karnataka Rajyothsava	15 Diwali (Laxmipujan)	13 Diwali (Laxmipujan)		13 Diwali (Laxmipujan)
2-Nov-24	Saturday	15 Diwali (Balipratipada)	15 Diwali (Balipratipada)		14 Diwali (Balipratipada)		14 Diwali (Govardhan Puja)
15-Nov-24	Friday				15 Gurunanak Jayanti		15 Gurunanak Jayanti
25-Dec-24	Wednesday	16 Christmas	16 Christmas	16 Christmas	16 Christmas	16 Christmas	16 Christmas
Holidays falling on Sunday							
14-Jan-24	Sunday			Sankranti/Pongal			
7-Jul-24	Sunday					1 Rath Yatra	

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

SVKM'S
NMIMS
Deemed-to-be UNIVERSITY

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

12. **People you should know**

School Administration

Sr. No	Name	Email ID / Contact Nos.	Details
1	Prof. Jyoti Verma	Jyoti.Verma@nmims.edu 022-35476557	Program chairperson, SOLA, NMIMS, Navi Mumbai
2	Ms. Anupriya Sharma	Anupriya.Sharma@nmims.edu 022-3547 6601	Deputy Registrar, Academics, NMIMS, Navi Mumbai
3	Prof. Arpita Sarkar	arpita.sarkar@nmims.edu 022-35476853	Faculty In-charge, SOLA, NMIMS, Navi Mumbai
4	Ms. Shweta Dhumal	Shweta.Dhumal@nmims.edu 022-3547 6602	Assistant, Academic Office, NMIMS, Navi Mumbai
5	Ms. Kavita Kadam	Kavita.Kadam@nmims.edu 022-3457 6580	Deputy Director, Placement, NMIMS, Navi Mumbai
6	Ms. Aarti Kundhadia	aarti.kundhadia@nmims.edu 022- 3547 6582	Placement Coordinator, NMIMS, Navi Mumbai
7	Ms. Amruta Kashelkar	Amruta.Kashelkar@nmims.edu 022-3547 6871	Assistant Librarian, NMIMS, Navi Mumbai
8	Ms. Vishakha Ramgir	vishakha.ramgir@nmims.edu 022-3547 6872	Library Assistant, NMIMS, Navi Mumbai
9	Mr. Amey Pawaskar	amey.pawaskar@nmims.edu 022-3547 6579	Administration Officer, NMIMS, Navi Mumbai
10	Ms. Karuna Garud	Karuna.Garud@nmims.edu 022-3547 6600	Assistant Registrar, Examination, NMIMS, Navi Mumbai
11	Mr. Kiran Patil	Kiran.Patil2@nmims.edu 022-3547 6607	IT Project & Network Engineer, NMIMS, Navi Mumbai
12	Ms. Deepti Patil	Deepti.Patil@nmims.edu 022-3547 6576	Accountant, NMIMS, Navi Mumbai

13. NMIMS INFOLINE (for Navi Mumbai Campus)

Agency	Number
Police	
Police Help Line	100
Kharghar Police station	022- 2774 2500
Traffic Help Line	022 - 77383 93839
Fire Brigade	
Fire Brigade Help Line	**101**
Ambulance	102/ 1062/ 1051 / 105711/ 1062/ **108**
Hospitals	
Fortis Hospital	080- 6621 4444, 96633 67253
Vijayashree Hospitals	080- 4906 8888