



STUDENT RESOURCE BOOK
Part II
(2024-25)
Anil Surendra Modi School of
Commerce
(Indore Campus)

Mr. Gaurav Moghe
Deputy Registrar, Indore

Dr. Anshuman Jaswal
Director, Indore



MESSAGE FROM DIRECTOR

Dear Friends,

On behalf of all members of School of Commerce Indore I welcome you all for joining the NMIMS family in Indore in the academic year 2024-25.

We are ranked the no. 1 business school in M.P. Although we have our presence in the region for last seven years, but our proven record of providing the best Management graduates to the society. We pride ourselves with putting efforts in delivering an excellent student experience that prepare you to be industry ready. We provide favorable environment to our faculty and students to combine their intellectual capacity and professional experience into real life applications and societal impacts. We aim, regularly, to help students liberate their potential, strengthen their skillsets, discover their passion and gain the confidence necessary to be positive agents of change in a rapidly-changing and increasingly complex world.

Our Faculty and Staff are dedicated towards creating a healthy and innovative teaching learning experience for our students. They are friendly, welcoming and supportive.

Attaining excellence as an academic institution is as much about emphasis on the program architecture and structure as about faculty quality and the teaching-learning process.

The Student Resource Book (SRB) is the vehicle through which we communicate to students the program architecture, curricula, academic guidelines & course rules & regulations. I am happy to release the SRB of the School of Commerce (SOC) at NMIMS, Indore for 2024-25.

The SRB is in three (3) parts:

Part 1: General Rules & Regulations

Part 2: School Specific Inputs of NMIMS Indore

Part 3: Annexures

NMIMS attaches great importance to 'values', which is woven into the DNA of the systems, policies and activities in the institute. We trust that each one of you who has been selected through a meritocratic process is a person committed to abiding values particularly those of honesty and integrity, sincerity, commitment, and teamwork which together with the right blend of competence will make you leaders in the years to come.

Wishing you all very best for a happy and fruitful two years.

Dr. Anshuman Jaswal
Director, Indore 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. 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

S. No.	Name	Designation	Email ID	Contact No.
1.	Dr. Anshuman Jaswal	Chairperson	anshuman.jaswal@nmims.edu	9810770435
2.	Mr. Gaurav P. Moghe	Member Secrty	gaurav.moghe@nmims.edu	9516611151
3.	Dr.Suman Chakraborty	Member	suman.chakraborty@nmims.edu	8904916912
4.	Dr. Vikas Khare	Member	vikas.khare@nmims.edu	9098216248
5.	Dr. Ashutosh Hajela	Member	ashutosh.hajela@nmims.edu	8305697711
6.	Dr. Rajeev Srivastava	Member	rajeev.srivastava@nmims.edu	9425759386
7.	Police Station	ACP	acp.gandhinagar.indore@mppolice.gov.in	7049108757
8.	NGO representative	NGO		
9.	Mr. Ajay Kumar Das	Parent	Ajay.das335@gmail.com	9826162605
10.	Ms. Unnati Chaurasia	Student Council	unnatichaurasia7@gmail.com	9893300915

1.3.2 Disciplinary Committee

S. No.	Name	Designation	Email ID	Contact No.
1.	Dr. Anshuman Jaswal	Convener	anshuman.jaswal@nmims.edu	9810770435
2.	Mr. Gaurav P. Moghe	Member Secretary	gaurav.moghe@nmims.edu	9516611151
3.	Dr.Suman Chakraborty	Member	suman.chakraborty@nmims.edu	8904916912
4.	Dr. Vikas Khare	Member	vikas.khare@nmims.edu	9098216248
5.	Dr. Ashutosh Hajela	Member	ashutosh.hajela@nmims.edu	8305697711
6.	Dr. Rajeev Srivastava	Member	rajeev.srivastava@nmims.edu	9425759386
7.	Dr. Akshay Joshi	Member	akshay.joshi@nmims.edu	9685048169
8.	Dr. Atul Kumar Vora	Member	atulkumar.vora@nmims.edu	9827209911
9.	Dr. Divya Gautam	Member	divya.gautam@nmims.edu	9893432083
10	Ms. Ritupriya Gurtoo	Member	ritupriya.gurtoo@nmims.edu	9302991132

1.3.3 Woman Grievance Redressal Committee

S. No.	Name	Designation	Email ID	Contact No.
1.	Dr. Anshuman Jaswal	Chairperson	anshuman.jaswal@nmims.edu	9810770435
2.	Dr. Shubhangi Jore	Member	shubhangi.jore@nmims.edu	9425066461
3.	Dr. Monica Bhatia	Member	monica.bhatia@nmims.edu	8889330770
4.	Dr. Nidhi Asthana	Member	nidhi.asthana@nmims.edu	9691238294
5.	Dr. Shruti Sharma	Member	shruti.sharma@nmims.edu	9893220288
6.	Dr. Shilpa Sankpal	Member	shilpa.sankpal@nmims.edu	9826178074
7.	Dr. Sopnamayee Acharya	Member	sopnamayee.acharya@nmims.edu	9827267412
8.	Ms. Ritupriya Gurtoo	Member	ritupriya.gurtoo@nmims.edu	9302991132
9.	Ms. Sunishtha Moghe	Member	sunishtha.moghe@nmims.edu	9302991132
10.	Mr. Premansh Sharma	Member Secretary	premansh.sharma@nmims.edu	9981014786

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

S. No.	Name	Designation	Email ID	Contact No.
1.	Dr. Anshuman Jaswal	Chairperson	anshuman.jaswal@nmims.edu	9810770435
2.	Mr. Gaurav .P. Moghe	Member Secretary	gaurav.moghe@nmims.edu	9516611151
3.	Dr. Suman Chakraborty	Member	suman.chakraborty@nmims.edu	8904916912
4.	Dr. Vikas Khare	Member	vikas.khare@nmims.edu	9098216248
5.	Dr. Ashutosh Hajela	Member	ashutosh.hajela@nmims.edu	8305697711
6.	Dr. Rajeev Srivastava	Member	rajeev.srivastava@nmims.edu	9425759386

1.3.5 Anti-Ragging Squad

S. No.	Name	Designation	Email ID	Contact No.
1.	Dr. Akshay Joshi	Member	akshay.joshi@nmims.edu	9685048169
2.	Dr. Shubhangi Jore	Member	Shubhangi.jore@nmims.edu	9425066461
3.	Dr. Dharmendra Sharma	Member	dharmendra.sharma@nmims.edu	9926498785
4.	Dr. Nidhi Asthana	Member	nidhi.asthana@nmims.edu	9691238294
5.	Dr. Shilpa Sankpal	Member	shilpa.sankpal@nmims.edu	9826178074
6.	Dr. Milind Patil	Member	milind.patil@nmims.edu	9425435700
7.	Prof. Rajneesh Dubey	Member	rajneesh.dubey@nmims.edu	9893102228
8.	Ms. Prachi Kotia	Member	prachi.kotia@nmims.edu	7389405626

1.3.6 Internal Complaints Committee:

S. No	Name	Designation	Email ID	Contact No.
1.	Dr. Anshuman Jaswal	Chairperson	anshuman.jaswal@nmims.edu	9810770435
2.	Mr. Premansh Sharma	Member Secretary	premansh.sharma@nmims.edu	9981014786
3.	Dr. Shubhangi Jore	Member	shubhangi.jore@nmims.edu	9425066461
4.	Dr. Nidhi Asthana	Member	nidhi.asthana@nmims.edu	9691238294
5.	Dr. Shilpa Sankpal	Member	shilpa.sankpal@nmims.edu	9826178074
6.	Ms. Sunishtha Moghe	Member	sunishtha.moghe@nmims.edu	9172130111

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. The University has a strong industry connect and a preferred choice for the corporate sector for talent. Companies view NMIMS as a great place to recruit potential young managers and business leaders. Placement Support is offered to various programs across Campuses and Schools. Leading companies across sectors consider our students for recruitments/ internships. Our esteemed alumni occupy senior positions in leading companies across sectors have always supported us in placements.

The Placement Office is an interface between NMIMS & the Industry for facilitating internships & recruitments opportunities for students. Efforts are made to market the programs with their merits.

Placement officials actively network with the corporate sector with an endeavour to get companies to open suitable job & internship profiles for the batch. They reach out to companies across sectors and locations for appropriate opportunities for students, showcasing brand NMIMS, the quality and diversity of the batch, provide timely customised services, continuous communication and offer support that would facilitate their participation in placements

Placement officials mentor & guide the Students Placement Committee who are actively involved in the activities, connecting with companies, meeting company officials for presentations, operational aspects and in coordinating various activities during the placement processes.

The placement guidelines are devised in the larger interest of the school and the batch, in consultation with students and faculty. Each of the Schools share with the batch, guidelines related to Resume, PPT, Internships, P.P.O.'s/PPI's, Final Placements etc. The school reserves the right to change, modify the guidelines in the best interest of the batch. Students are expected to abide by the guidelines during placement processes. In the event of non-conformance of the placement guidelines, the school reserves the right to initiate corrective action.

Generally, students of the post-graduate programs are keen to participate in placements. However, many from the under-graduate programs opt out or do not register for placements as they have alternative career plans. This approach acknowledges the diverse goals and aspirations of students and features the institution's commitment to supporting individual choices that align with personal interests and career aspirations. These paths include pursuing further higher studies, preparing for entrance exams of professional programs, preparing for civil services, defence forces, government offices etc., engaging in family business ventures, entrepreneurial endeavors etc.

Industry-Institute Connect

To optimise industry connect, effective interventions from the companies are sought so that students get to know of the opportunities available in the market, help to enhance their skill sets & then direct their efforts to seek profiles of their choice. Companies are encouraged to involve with the batch for campus engagement activities thereby deepening the association and leading to a symbiotic relationship between NMIMS and the Industry. Guest talks, competitions, seminars, workshops, soft skills training, technical training, etc. are a great value addition. These involvements bridge the gap between the expectations of recruiters and the knowledge & skill sets of students.

The Placement process typically involves

- 2.1** Batch Preparation
- 2.2** Pre-Placement Talks - PPT
- 2.3** Internships/Projects
- 2.4** Final Placements

2.1 Batch Preparation

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

- 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, the right approach for cracking interviews, listen to first-hand experience & get a feel of life in a particular profile, etc.
- Interaction with seniors who have undergone internships in companies.
- Assigning seniors or alumni as mentors to guide students.
- Mock interviews with alumni/corporates to get direct feedback from people in relevant industries.
- Guest talks and workshops on various topics from corporates.
- Resume building as per guidelines
- Technical, Soft skills training, etc.

Prior to the commencement of the selection process, it is expected that students have a fair idea about their interest, sector and specialisation and direct their efforts accordingly. This clarity will help students land a good internship/job.

Students are expected to research about company, the business, the sector, financials, other players in the sector, 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 P.P.O. policy, the experience of seniors who interned with the company etc. will be of help.

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

2.2 Pre-Placement Talk – PPT

PPT's are a medium wherein the company officials disseminate information regarding their company, the profile, the compensation etc. and clarify the queries of students.

2.3 Internships/Projects

- 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.

- The Internships are not only a window to the corporate world but also a relationship-building tool for NMIMS. It allows the companies to have a look at the talent at NMIMS, thereby strengthening Final Placements.
- 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 acclimatise themselves to the intricacies of the corporate world.
- The project is expected to build on the theoretical learning with practical experience and help students to discover areas of interest and future career options identify the gaps in their learning, which they can attempt to fill in.
- Interactions during the internships both with other interns as well as with employees help students to understand the expectations/needs of the organisation, the sector in general, to identify the gaps in their learning, in orienting oneself towards the sector and developing the required skill sets to emerge as the most suitable candidate.
- 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 P.P.O.s/PPI's. NMIMS too encourages candidates to work towards such offers that are based on internship performance.
- Pre Placement Offer (P.P.O.) 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 and should put in all efforts to convert the internship into an Offer.
- Internships are monitored and may be evaluated by a faculty guide, with periodic report submissions, evaluations, Viva Voce, etc.

2.4 Final Placements

- Leading companies across sectors aspire to recruit students of NMIMS. Companies devise the eligibility criteria and selection process and have their own set of characteristics or qualities that they look for in a candidate.
- The process of selection starts with inviting applications based on the eligibility, job description, compensation details etc. shared by the company. The profiles of interested students are shared with the recruiter.
- The placement process is facilitated by the Placement Team. However, it is the effort of the student that gets him/her selected for the job. Not getting selected in the first few companies should not lead to panic. Students are advised not to switch profiles in anxiety or haste.
- The selection process could be physical or virtual & there could be multiple rounds – 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.
- Students who wish to drop out of the placement process, 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 with company details etc.

At NMIMS, leading companies across sectors, compete to participate in placements offering coveted & niche profiles with matching packages to students across programs. Hence, students get a plethora of opportunities to choose from. The Placement Reports are uploaded on the NMIMS website and feature, names of recruiting companies, profiles offered in general,

placement statistics etc.

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.

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

Calculation of CGPA (Cumulative Grade Point Average):

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

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

Here:

C = Credit value assigned to a course /subject

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

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 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 (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	
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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	

7. Academic Calendars:

**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		28th Oct, 2024	3rd Nov, 2024	7 Days
Term End Exams	I, III, V	05 th Dec. 2024	13 th Dec. 2024	8 Days
Winter Vacation		26th Dec, 2024	01st 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
29/12/24
DR
(School)

R. K. Kulkarni
29/12/24
Director/Dean
(School)

V. S. Sandeep
29/12
DR-Academics
(NMIMS)

V. S.
11/3/24

R. M. J.
18/3/24
Controller of Examinations
(NMIMS)

8. LIST OF HOLIDAYS FOR THE YEAR 2024

SVKM'S NMIMS Deemed to be University

Calendar 2024		NMIMS (Mumbai, Navi Mumbai, Shirpur & Dhule)	NMIMS (Bangalore)	NMIMS (Hyderabad)	NMIMS (Indore)	NMIMS (Bhubaneswar)	NMIMS (Chandigarh)						
List of Holidays for the year 2024													
DATE	DAY	OCCASION	OCCASION	OCCASION	OCCASION	OCCASION	OCCASION						
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	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/Nami				
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												
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)

Note: For Employees whose weekly off is other than Sunday.

All those employees who are having weekly off other than Sunday and if the Holiday falls on Sunday not declared by the University then their w/o will be considered as Sunday for that week.

NGASCE Centres at campuses will follow holiday list declared for campuses as above.

9. People you should know :

School Administration

Name	Designation	Email ID
DIRECTOR		
Dr. Anshuman Jaswal	Director, Indore Campus	director.indore@nmims.edu
SCHOOL ADMINISTRATION		
Dr. Rajeev Srivastava	Program Chairperson & Associate Professor - Economics	rajeev.srivastava@nmims.edu
Dr. Atul Kumar Vora	Assistant Professor - Finance	atulkumar.vora@nmims.edu
Dr. Shilpa Sankpal	Assistant Professor - General Management	shilpa.sankpal@nmims.edu
Dr. Milind Patil	Assistant Professor - Finance	milind.patil@nmims.edu
Dr. Vipra Dhingra	Assistant Professor - Marketing	vippa.dhingra@nmims.edu
Dr. Sopnamayee Acharya	Assistant Professor - Quantitative Techniques	sopnamayee.acharya@nmims.edu
Dr. Shweta Dani	Assistant Professor - General Management	shweta.dani@nmims.edu
Dr. Makarand Wath	Assistant Professor - Marketing	makarand.wath@nmims.edu
Dr. Shoaib Alam Siddiqui	Assistant Professor - Finance	shoaib.siddiqui@nmims.edu
Dr. Arun Dev Pareek	Assistant Professor - Communication Skills	arun.pareek@nmims.edu
Dr. Kshitij Jangir	Assistant Professor - Finance	kshitij.jangir@nmims.edu

CAMPUS BOARDLINE

Name	Designation	Email ID	Contact No.
Ms. Priya Dubey	Receptionist	priya.dubey@nmims.edu	07312581500
DIRECTOR OFFICE			
Name	Designation	Email ID	Contact No.
Dr. Anshuman Jaswal	Director	director.indore@nmims.edu	07312581520

ACADEMIC ADMINISTRATION

1. Communication of Academic related matters – Time Table, Syllabus
2. Student Attendance related matters
3. Student Leave related matters – Medical Leave, Event Exemption etc.
4. Student Portal related matters
5. Bonafide Letter

Name	Designation	Email ID	Contact No.
Mr. Gaurav P. Moghe	Deputy Registrar	gaurav.moghe@nmims.edu	07312581515
Mr. Kapil Soner	Coordinator (Academics)	kapil.soner@nmims.edu	07312581504

EXAMINATION

1. Examination Portal
2. Exam related matters – Exam Time Table, Mark-sheet etc.

Name	Designation	Email ID	Contact No.
Mr. Hitesh Koshti	Asst. Registrar	hitesh.koshti@nmims.edu	07312581529
Mr. Rahul Jain	Coordinator (Exam)	rahul.jain@nmims.edu	07312581531

IT & BMS DEPARTMENT

1. Issue of ID Card & duplicate ID Card
2. Issue of NMIMS Email ID and Password Resetting
3. Issue of WiFi ID & Password

Name	Designation	Email ID	Contact No.
Mr. Nitesh Sharma	Asst. Manager - IT	nitesh.sharma@nmims.edu	07312581518
Mr. Vijendra Bhawsar	Desktop Engineer	vijendra.bhawsar@nmims.edu	07312581519
Mr. Banti Malviya	BMS Operator	banti.malviya@nmims.edu	07312581586

ACCOUNTS DEPARTMENT

1. Issuing Fee Structure
2. Handling Fee related matters
3. Handling payment of duplicate ID card

Name	Designation	Email ID	Contact No.
Mr. Jayram Kushwah	Assistant (Accounts)	jayram.kushwah@nmims.edu	07312581522

GENERAL ADMINISTRATION, TRANSPORT, HOSTEL

1. Event related matters
2. Transport related matters
3. Hostel related matters

Name	Designation	Email ID	Contact No.
Mr. Nishant Bansal	Admin Officer	nishant.bansal@nmims.edu	07312581516 / 6261777134
Mr. Dilraj Singh Jhala	Assistant (Admin)	dilraj.jhala@nmims.edu	07312581521
Mr. Devender Singh	Rector – Boys Hostel	rector.indore@nmims.edu	07312581550
Mr. Arvind Kaurav	Warden – Boys Hostel	wardenboyshostel.indore@nmims.edu	07312581550
Mrs. Anita Bajpai	Warden – Girls Hostel	wardengirlshostel.indore@nmims.edu	07312581555

SECURITY & MAINTENANCE DEPARTMENT			
Name	Designation	Email ID	Contact No.
Captain Jahan Singh	Security Officer	jahan.singh@nmims.edu	151526
Mr. Balbir Singh Tomar	Maintenance Engineer	balbir.tomar@nmims.edu	151523
Mr. Pradeep Tiwari	Maintenance Engineer	pradeep.tiwari@nmims.edu	151524

PLACEMENT			
Name	Designation	Email ID	Contact No.
Mr. Rudresh Agaskar	Joint Director, Placements	rudresh.agaskar@nmims.edu	07312581506
Mr. Harsh Khanna	Asst. Director Placements	harsh.khanna@nmims.edu	07312581507
Mr. Abhijeet Nayak	Placement Executive (Law)	abhijeet.nayak@nmims.edu	07312581508

ADMISSION DEPARTMENT			
<ol style="list-style-type: none"> 1. Admission related matter 2. Admission cancellation related matter 3. Document collection – Original Transfer Certificate & Original Migration Certificate 4. Change/update in Personal Data 			
Name	Designation	Email ID	Contact No.
Mr. Virendra Kanojiya	Admission Counsellor	virendra.kanojiya@nmims.edu	07312581505

LIBRARY			
Name	Designation	Email ID	Contact No.
Mr. Yogesh Kawale	Assistant Librarian	yogesh.kawale@nmims.edu	07312581517
Ms. Kumari Vandana	Library Assistant	kumari.vandana@nmims.edu	Ext. 1617
Ms. Anjana Saxena	Library Assistant	anjana.saxena@nmims.edu	Ext. 1617

NMIMS INFOLINE (for Indore Campus)

Agency	Number
Police	
Police Help Line	100
Fire Brigade	
Fire Brigade Help Line	101
Ambulance	
	102 & 108
Hospitals	
Sri Aurobindo Hospital, Bhawarsala Indore	07314231012
Rajshree Apollo Hospital , Vijay Nagar, Indore	07312445566
Bombay Hospital , Vijay Nagar, Indore	07312558866
CHL Hospital, LIG square Anoop Nagar Indore	07316622222/07312549090
Chemist	
Sri Aurobindo Pharmacy	07314231012
Rohan Chemist, Vijay Nagar, Indore	07312571778
Hostel & Transport Department	
Mr. Nishant Bansal	9826471177

1. List of Awards (Provisional List)

- 1.1 Certificate of Merit & Medals to 1st, 2nd and 3rd Rank holders for each program
- 1.2 Best Students for consistent academic performance.
- 1.3 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".
- 1.4 Outstanding contribution by the student for the academic year.
- 1.5 Outstanding contribution by the student in extracurricular and co-curricular activities.

Part III

ANNEXURES

APPLICATION OF LEAVE OF ABSENCE

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

NAME: _____ Date: _____
 Email ID: _____ Mobile No. _____
 Programme: _____ Trimester/Semester _____ Roll No. : _____ Div: _____
 Leave Period: From: _____ to _____ No. of Days missed: _____
 Reason: -

I have missed more than 20 % sessions for the reasons as mentioned below and request you to consider this application for my attendance purposes on a special case basis (As per 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 Anil Surendra Modi School of Commerce

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

Name of Student:

Programme: Year:

Division: SAP ID: Roll No.:

From: To:
 (Date) (Date)

Reason for Leave:

Submission Date

Late Submission Reason.....

Documents Submitted: Yes / No

Document Details:

Signature of Student:

For office use only :

Application & Document Received Date:

Granted / Not Granted:
 (Entered) (Date)

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

Dean Signature

Annexure 3

SVKM'S NMIMS Anil Surendra Modi School of Commerce

EVENT ATTENDANCE FORM

Date: _____

Name of Club: _____

Name of Club Mentor: _____

Email id: _____ Contact no: _____

Name of Student Coordinator: _____



Email id: _____ Contact no: _____

Event Name: _____ Event Grade: _____

Place (Full address): _____

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

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

Faculty In-charge Signature

Approved by I/C Dean (Yes/No)

Note:

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

SVKM'S NMIMS Anil Surendra Modi School of Commerce**ATTENDANCE RECTIFICATION FORM**

Date: _____

Name of Student: _____ SAP ID: _____

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

Subject Name: _____

Faculty Name: _____

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

Remark: _____

Student Signature: _____

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 _____