STUDENT RESOURCE BOOK
(2020-21)
Part-I

Balwant Sheth School of Architecture
Center of Interior Environment and Design

Message from Officiating Vice-Chancellor

Welcome, and Congratulations on joining NMIMS! Today, you have joined an institution that has the legacy of developing some of the most successful professionals and organizational leaders.

NMIMS is ranked among India's top universities and has been awarded national accreditation at the highest level. The Management Schools of the University are globally accredited. You have joined the University that has a successful track record of growth. We believe in sustaining the quality, and the University offers a world-class learning experience. We strive towards excellence in all our endeavours. Our students and faculty have earned national and global recognition in the form of Awards and Fellowships. It's a University that has a growing research culture.

The three pillars of NMIMS are quality, employability, and excellence. All this has been achieved through a culture of dialogue, collaboration, and mutual trust. The innovativeness of the University is borne by many programs visualized in a value-driven manner compared to the conventional program designs. We have always believed in remaining relevant and, at the same time, engaging in knowledge generation and dissemination. NMIMS faculty today is an eclectic mix of young and not so young, having academic and industry experience, and those with national and/or foreign qualifications. It is this mix of faculty that you will have the opportunity to learn from. NMIMS ethos is to develop professionals who are socially sensitive and live in harmony with the environment.

NMIMS has a facilitative administrative and academic system. The Dean or Director of the Schools and Campus is the voice of NMIMS. There are appropriate channels and structures to respond to student grievances.

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

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

We would also like to have your support to maintain the University image and uphold its values. We value your feedback.

Dr. Ramesh Bhat

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1.0   About these guidelines:

1.1   These guidelines provide norms for daily functioning of the NMIMS and enable appropriate usage of infrastructure and effective academic deliveries for students.

1.2   This compilation of guidelines comes into effect from June 2020 onwards and supersedes all other guidelines in respect of matters therein.

1.3   These guidelines are applicable for all campuses schools under NMIMS deemed –to-be University located across the country.

1.4   This document of NMIMS is the last word on interpretation of any student guideline, rule or regulation. While efforts are made to ensure uniformity between these guidelines and the Rules & Regulations of NMIMS, in the event of any dispute, the Students Resource Book will prevail.

1.5   The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.

1.6   NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.

1.7   All disputes are subject to Mumbai jurisdiction only.

2.0   General guidelines:

Code of Conduct

2.1   Cleanliness of the premises must be maintained by everyone in the NMIMS at all points of time.

2.2   There is an acute shortage of parking space and the students are requested to park their vehicles outside the premises.

2.3   Any problem with regard to administrative facility, faculty, and classrooms etc., must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach the Assistant Registrar /Deputy Registrar/ Dean/Directors of the school/ Registrar, NMIMS.

2.4   In case of Lecture Cancellation, the course coordinator will inform said changes to class representative/ respective students through the Student Portal /email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty.

2.5   Use of cell phones on campus is **not** permitted. Any student found using the cell phone on campus will be penalized as per the regulations in force from time to time.

2.6   Classrooms are fitted with an LCD projectors / Smart Boards for the utility of the faculty and the student. In case a student requires an LCD / Smart Boards for his/her presentations, he/she must make a prior booking through course coordinator. Portable LCD's if required are allotted on first come first serve basis.

2.7   Mode of Communication to students is via Student Portal / email /Notice Board. Students are advised to check the Student Portal / email /Notice Board at least once a day, and not rely on rumour or hearsay in any matter.

2.8   All students are provided with an Identity Card, which they are required, to wear **mandatorily**. Entry is strictly through Identity Card and will be monitored by the NMIMS authorities. Penalty will be levied / action will be taken for non-compliance. If the student misplaces the original ID-Card, duplicate ID-card be issued from school by paying the prescribed fee. ID card is used for access control to NMIMS campus.

2.9   Student should make use of flap barriers (wherever deployed and operational) to enter/exit school premises. Finger Print plus ID cards is mandatory requirement. However, under the COVID-19 scenario and as per UGC guidelines to go touch less, students can enter/exit the premise by just showing their ID cards on biometric device. (Biometric is disabled to avoid touch for now)

2.10   Student must not use ID card for of any other student.

2.11   In case student forgot to carry ID card, they should approach security and complete the process to get the requested access. Any grievances related to ID Card should be raised to biometricregistration@svkm.ac.in

2.12   Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas in order to ensure the safety and welfare of everyone at NMIMS. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.

2.13   Any person resorting to physical fights will amount to ragging and appropriate action will be taken accordingly.

2.14   If any student during the tenure of studentship has police case on his/ her name, he/she is liable for appropriate action.

2.15   Any comments posted in social media, print attempting to bring disrepute to University will be viewed very seriously and will attract severe disciplinary action.

2.16   NMIMS has zero tolerance policy towards misbehaviour, discrimination of gender sensitivity, indulgence into unethical practices including possession and consumption of drugs, alcoholic drinks, harassment, violence, non-obedience, non-compliance and any action that will bring disrepute to the University etc. by any student.

2.17   University will reserve the rights to take action appropriately.

CODE OF CONDUCT	LINE OF ACTION
Alcohol and Other Drugs The unlawful possession, use, purchase, or distribution of alcohol , illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia—or the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed.	a. Suspension from attending college till pending enquiry. b. Rustication from the school / campus / hostel
Assault, Endangerment, or Infliction of Physical Harm Physical restraint, assault, or any other act of violence or use of physical force against any member of the campus, or any act that threatens the use of physical force.	Suspension from attending college till pending enquiry.
Banners, Chalkings, and Posters Defacing of Campus property by means of Banners, Chalking, and Posters.	Severe disciplinary action will be taken.
Bullying, Intimidation, and Stalking **Bullying.** Bullying includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended to cause physical or substantial emotional harm to another person or group. **Intimidation**. Intimidation is any verbal, written, or electronic threats of violence or other threatening behaviour directed toward another person or group that reasonably leads the person(s) in the group to fear for their physical well-being. **Stalking.** Stalking is engaging in a course of conduct, repeated acts or communication toward another person, including unauthorized following, which demonstrate either an intent to put another person in fear of bodily injury or cause the person substantial emotional distress.	a. Suspension from attending college till pending enquiry. b. Any person resorting to such act will amount to ragging and appropriate action will be taken accordingly.
Discrimination, Including Harassment, Based On a Protected Class Discrimination, including harassment, based on an individual's sex, race, colour, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability, or any other legally protected classification.	a. Suspension from attending college till pending enquiry. b. Rustication from the school / campus / hostel
Disorderly Conduct Excessive noise, which interferes with classes, College offices or other activities; Unauthorized entry into area or closed meeting. Conduct that restricts or prevents faculty, staff, or student employees from performing their duties, including interruption of meetings, classes, or events; Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others.	a. Abstain from attendance for the affective lecture / event.
False Representation Provide false information or make misrepresentation to any College office, forgery, alteration, or unauthorized possession or use of College documents,	a. Suspension from attending college till pending enquiry.

records, or instruments of identification, forged or fraudulent communications (paper or electronic mail).	b. Rustication from the school / campus / hostel
Fire Safety Tampering, interference, misuse, causing damage, and/or destruction of fire safety and fire prevention equipment	Severe disciplinary action will be taken.
Theft, Vandalism, or Property Damage Theft, negligent, intentional, or accidental damage to personal or College property	a. Suspension from attending college till pending enquiry. b. Rustication from the school / campus / hostel.
Unauthorized Entry or Access / Unauthorized Use of College Facilities or Services Unauthorized entry into or presence within enclosed College buildings or areas, construction sites, and student rooms or offices, even when unlocked, is prohibited.	a. Suspension from attending college till pending enquiry. b. Rustication from the school / campus / hostel
Weapons and Fireworks Possession or use of firearms including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment, knives etc. Possession or use fireworks, dangerous devices, chemicals, or explosives	a. Suspension from attending college till pending enquiry. b. Rustication from the school / campus / hostel
CODE OF CONDUCT	**LINE OF ACTION**
Alcohol and Other Drugs The unlawful possession, use, purchase, or distribution of alcohol , illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia—or the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed.	c. Suspension from attending college till pending enquiry. d. Rustication from the school / campus / hostel
Assault, Endangerment, or Infliction of Physical Harm Physical restraint, assault, or any other act of violence or use of physical force against any member of the campus, or any act that threatens the use of physical force.	Suspension from attending college till pending enquiry.
Banners, Chalkings, and Posters Defacing of Campus property by means of Banners, Chalking, and Posters.	Severe disciplinary action will be taken.
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communication toward another person, including unauthorized following, which demonstrate either an intent to put another person in fear of bodily injury or cause the person substantial emotional distress.	accordingly.
Discrimination, Including Harassment, Based On a Protected Class Discrimination, including harassment, based on an individual's sex, race, colour, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability, or any other legally protected classification.	c. Suspension from attending college till pending enquiry. d. Rustication from the school / campus / hostel
Disorderly Conduct Excessive noise, which interferes with classes, College offices or other activities; Unauthorized entry into area or closed meeting. Conduct that restricts or prevents faculty, staff, or student employees from performing their duties, including interruption of meetings, classes, or events; Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others.	a. Abstain from attendance for the affective lecture / event.
False Representation Provide false information or make misrepresentation to any College office, forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail).	c. Suspension from attending college till pending enquiry. d. Rustication from the school / campus / hostel
Fire Safety Tampering, interference, misuse, causing damage, and/or destruction of fire safety and fire prevention equipment	Severe disciplinary action will be taken.
Theft, Vandalism, or Property Damage Theft, negligent, intentional, or accidental damage to personal or College property	c. Suspension from attending college till pending enquiry. d. Rustication from the school / campus / hostel.
Unauthorized Entry or Access / Unauthorized Use of College Facilities or Services Unauthorized entry into or presence within enclosed College buildings or areas, construction sites, and student rooms or offices, even when unlocked, is prohibited.	c. Suspension from attending college till pending enquiry. d. Rustication from the school / campus / hostel
Weapons and Fireworks Possession or use of firearms including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment, knives etc. Possession or use fireworks, dangerous devices, chemicals, or explosives	c. Suspension from attending college till pending enquiry. d. Rustication from the school / campus / hostel

2.18 Discipline Norms and Penalty

2.18.1 A disciplinary committee constituted in each school, will look into all cases of indiscipline related to students. The committee comprises Chairperson / Head of the Department, one faculty member and one staff member. The committee will hear each case and recommend action to the Dean and to the University. On approval by

the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, refer part II of SRB.**

2.18.2 Woman Grievance Redressal committee constituted in each school comprises Chairperson / Head of the department, one lady member (from faculty or staff), and two more members of the school. The committee will address all related issues and recommend action to the Dean and the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, refer part II of SRB.**

2.18.3 NMIMS campus including premises of all schools/colleges and hostels are earmarked as non-smoking zones. Possession and Consumption of alcoholic beverages / toxic materials and your presence on the campus under the influence of alcohol/ toxic material/ addictive material is a serious offence. Defaulters will be punished depending on the gravity of act. Any student found consuming or in possession of any objectionable material will be rusticated from the hostel, school and the campus. Further after enquiry, the student's name will be struck off from the roll of the university. The maximum punishment can be rustication from school.

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

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

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

2.19 Dress Code:

NMIMS is a place which is visited by corporate leaders and international visitors. For this purpose, it becomes essential to adhere to broad guidelines for dress and appearance.

2.19.1 Students are required to be dressed decently (Half pants, shorts, short skirts, bathroom slippers are not allowed).

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

2.20 Punctuality

2.20.1 Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority to restrict late comers to enter in the classroom.

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

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

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

3.0 Attendance and leave of absence guidelines for all students:

3.1 General Guidelines

3.1.1 A student is required to monitor his /her own attendance regularly. All doubts regarding attendance should be clarified with concerned faculty within appropriate time (at the end of each class during recess or at the end of class hours of the day). If the student is marked absent even when present, he/she should immediately inform the concerned faculty by submitting a written application justifying his/her stand.

3.1.2 Attendance report of all the students would be displayed on notice board / Student Portal on monthly basis. If a student has any issue or find any discrepancy in his/her attendance, he/she should inform the office in writing regarding the same within 3 days of the publication of attendance record. No claim shall be entertained under any circumstances after that. No changes will be permitted once attendance reports are finalized.

3.1.3 For All absence, prior intimation through prescribed application form is to be given to Course Coordinator. In

emergent situations, intimation must be given to Course Coordinator on phone/ fax/ email within 24 hours of the absence. Any absence without written intimation will be treated as unauthorised and will be reflected in the records as such.

3.1.4 Parents of the students shall be intimated with attendance record of their ward if the student has less than 80% attendance on monthly basis through email/SMS. Students have to notify the office in case of change of any contact information of parents. Parents may be called to school to discuss the consequences of remaining absent.

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

3.1.6 If the student remains absent due to any medical issues he / she should submit medical certificate along with copy of all the medical reports to the office within 3 days of resuming the classes after medical leave. No certificate shall be entertained under any circumstances thereafter.

3.1.7 Final attendance of Trimester/Semester will be published on Student Portal / Notice board after end of classes. If the student has any issues regarding attendance will notify the Dean/Director campus in writing and the same will be placed before an appeal committee. The decision of the committee will be final.

3.2 Attendance rules for all schools (except SBM)

3.2.1 100% attendance in classes for each subject is desirable. However, for medical reasons/ personal reasons/ extra-curricular and co-curricular activities/ placement/ institutional work/ other activities etc. absence relaxation upto 20% may be allowed.

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

3.2.3 Exceptional cases for students having less attendance in any subject(s), will be dealt with on case to case basis by Dean/Director of the respective school by giving them an individual hearing. After giving hearing the, Dean/Directors of the respective schools may give them exemption upto 10% on case to case basis to enable them to reach upto 80%.After giving 10% exemption student attendance should reach 80% to be eligible to appear for Trimester/Semester End Examinations. Such students will be eligible to appear for the regular trimester/semester end term examination, subject to approval of exemption from attendance if has been granted from the Dean of respective School / Director of the respective campus.

3.2.4 After giving 10% exemption by respective Dean / Director if student attendance is below 80% in any subject, he/she has to take re-admission in same Trimester / Semester, in same year of the study / program of subsequent academic year by paying requisite fees as per prevailing rules of NMIMS and complete all requirements of the program.

3.2.5 Any genuine & exceptional case which needs special approval over and above the prescribed limits (including Dean's approval power) can be forwarded with Dean's /Director's comments to committee constituted at University level. The committee will make its recommendations to Vice Chancellor whose decision is final. The concerned students will be informed of University decision by respective Dean/Director.

3.2.6 Attendance requirement is briefly summarized hereunder;

100 % attendance in each subject is desirable

Attendance % (In each Subject/s)	Remarks
80% and above	Eligible to appear for Trimester/Semester End Examinations
Below 80%	Have to take re-admission in the same Trim/Sem same year of study in the subsequent academic year

4.0 Academic Guidelines

4.1 Credit Structure

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

Details	Credit	Equivalence in hrs. per week	Total Hours in a 15 weeks of Semester
Class room teaching	1 credit	1hour	15 hrs.
Lab/Tutorial/group/presentation work	1 credit	2 hours	30 hrs.
Lab / Tutorial (applicable for Technical Schools)	1 credit	1 hour	15 hrs.
Seminar	1 credit	2 hours	30 hrs.

(subject to schedule throughout semester)			
Project work& Dissertation	1 credit	2 hours	30 hrs.
Internship	1 credits	40 hours	

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

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

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

4.4 Term End examination is a compulsory component. The mode of the Term End Examination will depend on course learning objective.

4.5 Duration of examination
    4.5.1   Minimum duration of Mid –Term Examinations: 1 hr.
    4.5.2   Minimum duration of End-Term Examinations: 2 hrs.
    4.5.3   Examination duration can also be more than the above specified time as defined by respective schools. (refer Part II of SRB)

4.6 The internal evaluation marks once shared with the students and finalized cannot be changed subsequently.

4.7 For all the programs, the weightage for each component will be specified by the Faculty and will form an integral part of the course outline (as per specific requirement of school/programme). The Faculty has flexibility to formulate and implement evaluation system with weightage specified in course outline. While approving the courses, the HOD/Area-in-charge and the Dean/Director/ Associate Dean will ensure that the evaluation components and weightage points assigned to each component are fair.

4.8 For grading purpose, the weightage mentioned by the faculty in the course outline will be applied for each component of evaluation irrespective of the marks assigned to the said component for the examination.

4.9 The minimum number of students to offer a course/s will be decided by Dean/Director of respective schools on the basis of total number of students registered in that particular course/s.

4.10 Project Guidelines:
    4.10.1   From time to time Faculty may assign projects to students in their course.
    4.10.2   After submission, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS.
    For more details on Academic / Project guidelines, refer Part II for school specific inputs

5.0 Guidelines for Interdisciplinary Offerings: –

The interdisciplinary approach of selection of courses across different streams enables students to get the knowledge of other domains. The guidelines mentioned below are specifically related to courses offered under interdisciplinary offerings.

Home School – The students admitted to the school
Host School – Students enrolled for interdisciplinary course.[eg. Student of MPSTME (home school) enrolled for interdisciplinary course at SBM (Host school)].

5.1 The interdisciplinary offering of courses is applicable for Master's level programme or final year of 4/5 years' programmes.

5.2 The Master list **interdisciplinary courses** will be built from courses offered by SBM (Management), BSSA (Architecture), MPSTME (Engineering), SDSOS (Science), SPPSPTM (Pharmacy) & SOL (Law).

5.3 The students from all schools are allowed to choose maximum 2 courses (as applicable school wise) from master list as a credit courses in lieu of electives. The concerned school's Dean may allow students to choose interdisciplinary courses as an additional subject also.

5.4 The interdisciplinary courses will be offered in two sessions as follows:
Fall Session (July to November / December) and Winter Session (December/ January to March/ April).

5.5 The Term end examination of all offered courses, as per Master list, will be conducted after completion of the term. The date of final examination will also be mentioned in the time table. The timings of term end examination will be from 4.30 PM-7.30 PM.

5.6 The duration of each course will be of 45 hours which will be equivalent to 3 credits. The first 15 hours will cover the basic knowledge of that course and remaining 30 hours will cover the specialized knowledge.

5.7 The intake for each interdisciplinary course will be specified in master list. The enrolment of students to interdisciplinary courses will be opened via notice circulated by Home school.

5.8 The students have to register through Students portal only. The registration for enrolment of courses for **both** fall and winter sessions opens from **first week of April- first week of May** in **current** academic year for courses to be offered in **next** academic year.

5.9 The course outlines will be available on Students portal. Students may view them on **Community tab □ Academic year_____- Interdisciplinary Registration [Fall & Winter Session]**

5.10 The students cannot opt out of the course once the list is finalized and shared with host school. Only on an emergent situation and with prior approval from Dean, he/she will be permitted to de-register. **A student will not be allowed to opt out of the course where the registration is only 10.**

5.11 The course will be offered on the basis of number of students enrolled. If number of students enrolled are more than number of available seats, the selection of students will be on the basis of their CGPA of previous academic year.

5.12 The minimum number of enrolment of students in each courses should be 10.

5.13 For every course 10% of the seats are reserved for students of host school. The remaining seats will be filled with students from all schools on the basis of CGPA. The maximum number of students from each school for any course is 50 % of the total seats.

5.14 The classes will be conducted separately for interdisciplinary courses and will not be merged with existing classes scheduled at the host school.

5.15 Student can choose 1 course from fall session and 1 course from winter session. The students of following programme/ trimester/ Semester are eligible to choose course in lieu of elective course /additional course:

School	Programme	**Fall Session**	**Winter Session**
SBM	MBA - II year	Trim V	Trim VI
MPSTME	PG Programmes II/III Year	Sem III/V	Sem IV
	B.Tech. & MBA (Tech.) IV year	Sem VII	Sem VIII
BSSA	B.Arch. IV / V year	Sem VII/IX	-
SDSOS	PG Programmes II Year	Sem III	Sem IV
SPPSPTM *	PG Programmes IIYear	Sem III	Sem IV
	B.Pharm.& MBA.(Pharma Tech.) – IV year	Sem VII	Sem VIII
KPMSOL	B.A. LLB. , BBA LLB.	Sem VII	Sem VIII

* For SPPSPTM : The Interdisciplinary course is an additional credit course and hence this course may be exempted from PCI rules. The students may be given one chance to appear for the re-exam of the said course in the month of June.

5.16 The Attendance and Examination rules will be applicable as per your respective home school guidelines.

5.17 The time table will be shared 2 weeks prior to the commencement of classes.

5.18 The Master list of courses to be offered in an academic year will be intimated to the students well in advance.

6.0 Guidelines for CHOICE BASED CREDIT SYSTEM (CBCS):-

6.1 The CBCS offering is a concept which is in line with international academic system. The selection of CBCS courses across different streams will enable students to get the knowledge of other domains.

Home School – The students admitted to a school for a program.

Host School – Students enrolled for CBCS course.
(e.g. Student of MPSTME (home school) studying in SBM (Host school))

6.1.1 The CBCS offerings of courses will be opted from a UG Program to UG program and PG Program to PG Program across all schools.

6.1.2 UG & PG students should be offered courses where the grading system is same, i.e. Students studying in courses having absolute grading should be only offered courses where there is absolute grading & students studying in courses having relative grading should be only offered courses where there is relative grading.

    a. The UG students of 2nd to 4th year of the program should be offered CBCS courses from that respective year which has similar passing standards and grading.
    b. The UG students of 4th & 5th year can take CBCS courses of 3rd, 4th and 5th year program but no courses offered in PG program.
    c. The students of Pharmacy who follows PCI guidelines will be offered only add-on course.
    d. Students opting for a course from SPPSPTM can only take that course as an add-on course.

6.1.3 The UG students of 1st year and PG students of Term I of 1st year are not eligible to opt CBCS courses

6.1.4 If a Student from Semester/Trimester system takes a CBCS course from Trimester/Semester, the credits will be calculated according to Home School.

6.1.5 CBCS is Optional. Students may opt for the course from the bouquet of courses offered in CBCS in lieu of a course/s dropped (as defined in their school's course structure) or take the courses offered by their own Schools.

6.1.6 Students studying in the school where teaching/exam scheme is governed by statutory body, can take only extra credit courses as their grading pattern and passing standards are very different.

6.1.7 Students from each school will be allowed to choose course / s from the bouquet of CBCS courses in lieu of course / s that can be dropped as mentioned in their course structure.

6.1.8 The students are also allowed to choose CBCS courses as an additional subject for extra credits as a credit course or audit course.

6.1.9 However, no more than 1 course can be chosen per semester for extra credits.

6.1.10 **Credit Mapping**: Credits taken should be equal to or more than the credits dropped. E.g.
    a) One course of 4 credits can be taken in lieu of 4 credit course.
    b) One course of 4 credits can be taken in lieu of one course of 3 credits.
    c) Two courses of 2 credits can be taken in lieu of one course of 4 credits OR Two courses of 2 credit + 3 credit can be taken in lieu of one course of 4 credits.
    (In the selection process, if student is selected only for one course of 2 credits, then student cannot drop the subject of 4 credits).
    d) Where 2 or more than 2 courses are taken in lieu of single course dropped the credit of each individual course should be less than the credit of dropped course.

6.1.11 CBCS courses that the student opts for will follow the academic calendar of Host school.

6.1.12 Student should take CBCS course in the very semester / trimester, he/ she drops the course.

6.1.13 Bouquet of courses for both the terms will be displayed for students in student portal. The registration / cancellation will be open for CBCS Courses for the first Term from first week of June to fourth week of June, similarly for second term registration / Cancellation will be open from second week of November to fourth week of November.

6.1.14 If number of students enrolled are more than number of available seats, the selection of students will be on the basis of their CGPA of previous Academic year and availability of preference given by the student.

6.1.15 The eligible students list finalized by each school should not have students with live ATKT as on last day of registration.

6.1.16 Student will be given one-week window after commencement of the course to finalize their registration. The students cannot opt out of the course once the list is finalized and shared with host school. If cancellation is done after publishing final report of enrolled students, the transcript will show ABSENT for this subject.

6.1.17 Allocation of seats to each school will be decided automatically through the students portal by a formula arrived at which is on the basis of the number of seats offered by each school for CBCS.

6.1.18 The classes for such courses will be merged with existing classes conducted / scheduled at the host school.

6.1.19 The CBCS courses can be offered in a lecture mode/ workshop mode or any other pre- defined mode as mentioned in the course outline of the host School.

6.1.20 The timing of the classes to be conducted for CBCS course will be either in the morning between 7:00 AM to 9:00 AM or in the evening between 4:30 PM to 6:30 PM. The classes will be scheduled / conducted in host school as per date and timings mentioned in Time Table shared by host school.

6.1.21   The student's attendance in class, timetable, conduct of classes etc. will be completely managed by each host school academic office.

6.1.22   Any rescheduled lecture may have extra hours' class in a week (2 separate days), once approved by Dean and subject to availability of all the students.

6.1.23   The examination passing criteria will be as per Host School.

6.1.24   Grading system will be applicable as per host school.

6.1.25   Re-examination rules will be applicable as per home school.

6.1.26   The Term end examination of all offered courses, as per bouquet of courses, will be conducted by Host school after completion of all the lectures.

6.1.27   Progression rules will be of home school.

6.1.28   No Grace marks will be awarded for CBCS course. However, if CBCS is taken in lieu of a course dropped then CBCS course has to be included for alternate gracing and for count of failed subjects for deriving alternate grace rules.

6.1.29   For CBCS courses, ICA improvement in the next academic year is not permissible.

6.1.30   Re-exam rules will be applicable as per Home school but conduct will be done by Host school. i.e. if MPSTME/SPTM student opt for SOC module and fails, he will be allowed to appear in re-exam in next year according to his / her school rules but SOC student studying same CBCS subject together will not be allowed as ATKT rule is not applicable in SOC.

6.1.31   If student has opted CBCS course as an additional course and failed to pass this subject after re-examination, student can progress to the next year of the program but transcript will show 'F' grade for that course.

6.1.32   Re-examination will be conducted by Host School.

6.2   Passing and Grading criteria of CBCS courses:

CBCS course taken in lieu of a School course dropped:

6.2.1   The CBCS course taken in lieu of a course dropped from the student's School will be treated at par with the regular courses taken by the student. The passing standards and grading will be of host school. The grade received by a student in the CBCS course will be reflected and added to the student's CGPA.

6.2.2   If a student does not give the exam and remains absent an 'Absent' mark is indicated against the CBCS course taken in lieu of a dropped course. The overall grade for the student will be fail. The student will have to take a re-exam as per the School norms. Till such time 'Fail' will be indicated against his overall result.

6.2.3   If student fails even after taking the re- exam for a course taken in lieu of a course that the student may have dropped from his/her School, then 'F' is reflected on grade sheet against the CBCS course and the overall grade will be Fail for the term concerned and it will affect the student's progression.

6.2.4   In case the student has to repeat a year if the student fails to clear the re-examination then the student will have an option of taking the course of the home School or taking a CBCS course offered in the year of his readmission.

6.2.5   If a student has the option of repeating only the course he has failed in (as per the new passing standards for all batches from 2018-19 onwards) then he has the option of taking the same CBCS course he had failed in or the course of the home School, he had dropped.

6.2.6   If a student passes in CBCS course taken in lieu of a dropped course, then the grade and passing standards will be of host School and the CBCS course will be reflected in the student's CGPA.

6.2.7   A foot note will be displayed on the grade sheet as: '*Choice Based Credit System- course is opted in lieu of the dropped course', for those students who have opted for CBCS.

CBCS course taken as add on course:

6.2.8   The CBCS course taken as an add on course by the student over and above the regular courses of the student's School will be treated as extra credit courses. The passing standards and grading will be of host school. The grade received by a student in the CBCS add on course will not be added to the student's CGPA and not affect his/her progression. However, it will be displayed in the Student's transcript.

6.2.9   If a student does not give the exam and remains absent an 'Absent' mark is indicated against the CBCS course. However, this will not impact the student's progression and overall grade will be what students get in their School courses without taking into account the CBCS course.

6.2.10   If student fails, then 'F' is reflected on grade sheet against the CBCS course however this F will not impact the student's progression and overall grade will be what students get in their School course without taking into account the CBCS course. Even after re-exam of CBCS add on course if a student fails in the add on course the student will still progress as it will not be counted in his/her CGPA.

6.2.11   If a student passes in CBCS add on course the grade will be reflected against the CBCS course without being included in his/her CGPA.

6.2.12   A foot note will be displayed on the grade sheet as: *'Choice Based Credit System- additional course', for those students who have opted for CBCS.

7.0 Examination Guidelines:

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

7.1   Discipline in the Examination Hall

7.1.1   Students must know their Roll Number and Student No.

7.1.2   Students who are eligible to write the term end examination/re-examination should be present in the Examination Hall at least 30 minutes before the scheduled time of the commencement of the examination. All the students, who arrive in the examination hall after the scheduled time of the commencement, will not be permitted to appear for that examination. In exceptional circumstances, the student will necessarily have to get the approval of the Dean/Director of the respective school / Campus or person nominated by the Dean/Director in order to appear at the examination. Students who report late to the examination would be permitted to appear at the examination in exceptional circumstances only after they produce a written approval from the said authorities on application to be made by the student concerned. Such a student who has reported late will not be eligible for benefit of extra time due to late arrival as well as the loss of time in getting approval from the Dean of the school in such a case.

7.1.3   Students are not permitted to enter the examination hall after half an hour of the commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session.

7.1.4   Students, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination.

7.1.5   Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Supervisor's table or outside the examination hall, at their own risk. NMIMS will not be responsible for the safety and security of the same.

7.1.6   A student, who fails to attend an examination at the time and place published in the timetable, will be havean 'Absent' remark in the grade sheet. Opportunity for re-examination will be given according to the rules and regulations.

7.1.7   Students should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose on the answer-book.

7.1.8   Students are required to have and keep ready their Identity Cards issued by SVKM's NMIMS and they must produce these for verification by the room supervisor during the examination. Students not having the said identity card with them during the examination may be denied permission to appear for the examination.

7.1.9   Every student present must sign against his / her Student number on the attendance sheet provided by the Room Supervisor.

7.1.10 Students should specifically go through the instructions given on the top of the question paper and on the front page of the answer book. They are of utmost importance.

7.1.11 On the front page of the answer book the students should write only the name of the program, specialization/stream if any, trimester/semester details and course / subject for which examination is being held, number of supplementary sheets attached to the main answer book. Any extra writing on the front page or anywhere in the answer book will be treated as act of unfair means and will be dealt as per rules.

7.1.12 **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER**: If a student has any query as regards to the contents of the question paper, he should bring the same to the notice of the examination hall supervisor without disturbing others in the examination hall.

7.1.13 Students are forbidden to (i) bring any books, notes, scribbling papers, mobile phones, calculators, laptop, Bluetooth devices or any other similar devices/things unless specifically permitted. Any such material found in possession of the student will be confiscated (ii) smoke in the examination hall, (iii) bring eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other student, while the examination is in progress, and (v) take with them any answer-book, written or blank, while leaving the examination hall. All Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them. The supervisors/ authorized persons are authorized to frisk the students.

7.1.14 Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the University.

7.1.15 The answer books of the term-end examinations are bar coded and therefore, students should not write his/her name, Roll No., Student No. etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.

7.1.16 While underlining of answers for focusing attention is permitted, use of varied inks, except for illustrations and figures must be avoided. DO NOT use any symbol like encircling the question or using colour arrows for 'P.T.O'. These will all be considered as attempts to readily identify the specific answer-book.

7.1.17 Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets to the same. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer book out of the examination hall will be treated as against rules and appropriate action will be taken against such candidate/s.

7.1.18 Students should not write anything on the question-paper.

7.1.19 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited and will attract penalty.

7.1.20 If students want anything, they should approach the Room Supervisor without disturbing other students. However, they should not leave the examination hall on any account, without surrendering his/her answer book.

7.1.21 Students will not be allowed to leave the examination hall during the examination and especially during the last ten minutes. They should not leave their seats until answer-books from all students are collected by the Room Supervisor.

7.1.22 A student who disobeys any instructions issued by the Invigilator's / Room Supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the University.

7.1.23 Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination only after giving an undertaking in writing that the decision of the University in respect of the reported act of unfair means will be binding on them.

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

7.2.1 A student who may have a permanent or temporary physical disability may apply to NMIMS for appointing a scribe for the examinations.

7.2.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect (Annexure 7) with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.

7.3 In the following cases of students, the medical certificate of only Government Authorized Agencies would be accepted for Mumbai Campus namely:

a) Hearing Impaired Students: Ali Yavar Jung National Institute for the Hearing Handicapped.
b) Physically Challenged Students: All India Institute of Rehabilitation of Physically Handicapped

7.3.1 As regards the student from other campuses, the Government Authorized Agencies from those cities would be accepted.

7.3.2 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office of the University. The university will make arrangement alternatively if possible.

7.3.3 The scribe should be one grade junior in academic qualification than the student if from the same stream.

7.3.4 Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. E.g. for the examination of two hours, 20 minutes extra time will be allowed.

7.3.5 The Examination in Charge of the center will have powers to resolve issues, if any, in this regard. She/he will be authorized to make/ accept any last minute changes of scribe under exigencies.

7.3.6 The said student will sit in a separate room under supervision.

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

7.4.1 At the time of all written examinations, all L.D. students would be given permission to use a writer. In such a case, the student concerned should submit application in writing along with all the necessary documents well before the commencement of the first examination. Also such students would get 25% additional time for writing the examination.

7.4.2 These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams

7.4.3 Concession will be given for mistakes in spelling or mathematical calculations/graphs.

7.4.4 L.D students who have failed to pass a subject/s will be eligible for grace marks up to 3 per cent of the aggregate marks of the subjects in which he/she has appeared. These grace marks would be for one or more subjects.

7.4.5 In case of L.D students the medical certificate of only Government Authorized Agencies would be accepted. For Mumbai campus medical certificate from Sion Hospital / Nair Hospital only would be accepted also.

7.4.6 The said medical certificate must be produced at the beginning of the academic year to the admission dept.

Retrospective benefit will not be given to any student in case certificate is submitted after declaration of results.

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

7.5.1 If during the course of an examination, any candidate is found resorting to any of the following acts, he/she shall be deemed to have adopted unfair means at the examination. The adoption of unfair means by the candidates during the examinations is treated seriously and appropriate penalties are imposed after following the principles of natural justice.

7.5.2 The broad categories of Unfair Means resorted to by students of the University Examinations and the Quantum of Punishment for each category thereof: -

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1.	Possession of any copying Material (offence committed for first time)	Annulment of the performance of the student at the University Examination for the subject during the examination of which student was found with copying material in his/ her possession.
2.	Actual copying from the material in possession	Annulment of the performance of the student at the University Examination in full * This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 4, 5, 6, 7, 8 and 14 in addition to the one prescribed thereat.
3.	Possession of any copying Material (offence committed second time)	Annulment of the performance of the student at the University Examination in full
4.	Possession of another student's answer book or supplementary sheet	Exclusion of both the students from concerned University Examinations for one additional examination *
5.	Possession of another student's answer book or supplementary sheet and Actual evidence copying from that	Exclusion of both the students from concerned University Examination for three additional examinations *
6.	Mutual/ Mass copying	Exclusion of all the students from concerned University Examination for two additional examinations *
7.	Smuggling in or smuggling out of answer books as copying material	Exclusion of the student from concerned University Examination for three additional examinations *
8.	Smuggling in of answer books based on the question paper set at the examination	Exclusion of the student from concerned University Examination for four additional examinations *
9.	Smuggling in written answer book as copying material and forging the signature of supervisor	Student concerned to be rusticated from University
10.	Attempt to forge the signature of the supervisor on the answer book or supplementary sheet	Student concerned to be rusticated from University
11.	Interfering with or counterfeiting of University seal or answer books or office stationery used in the examination with the intention of misleading the authorities	Student concerned to be rusticated from University
12.	Answer book or supplementary sheet written outside the examination hall or any other insertion in the answer book	Student concerned to be rusticated from University
13.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination	Student concerned to be rusticated from University
14.	Using obscene language/ violent threats inside the examination hall by a student at the University examination to room supervisor/ any other authority	Student concerned to be rusticated from University
15.	Impersonation for a student or impersonation by a student in University or other examinations	Student concerned to be rusticated from University
16.	Revealing the identity in any form (Name, Roll	Annulment of the performance of the student at the

	No, G.R. No., religious invocation etc. in the main answer book and/ or supplementary sheet)	University Examination in the subject concerned during the examination of which the identity was revealed.
17.	Found something written on the body or on the clothes while in the examination	Annulment of the performance of the student at the University Examination in full.
18.	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed for the first time)	Annulment of the performance of the student at the University Examination for the subject during the examination of which student made an appeal
19	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed second time)	Annulment of the performance of the student at the University Examination in full.

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

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

Practical/Dissertation/Project Report Examination:
7.5.4 Student involved in malpractices at Practical/ Dissertation/ Project Report examinations including act of plagiarism, shall be dealt with as per the punishment provided for the theory examination.
7.5.5 The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

7.6 Examination Grievance Redressal Mechanism
(Providing Photo copies to the candidates and Revaluation)
The Grievance Redressal Mechanism as regards evaluation of answer books and timelines to be followed for the same would be as under:
7.6.1 The Grievance Redressal Mechanism will apply only to the 'term-end Examinations' of the University.
7.6.2 The above mechanism will **not apply to** practicals/ oral examinations/ viva/ projects/ MCQ's in online exams/assignments/ dissertation/ presentation/ field work etc.
7.6.3 The application for Redressal of Grievance can be made online only through the Student Portal. Applications made through offline mode would not be considered under any circumstances.
7.6.4 All the students will be informed the course/module-wise marks obtained by them in the 'Internal Continuous Assessment' and 'Term-end Examination' by the Examination Office, on the date of declaration of result of the examinations of the respective class/es. The date of declaration of result shall be the date on which examination result is made live on 'Student Portal' of the University**.**
7.6.5 Under the Grievance Redressal Mechanism, a student can apply for:
    a) **Verification of Answer book**: Under this process, on application of the student, the University verifies that (i) all the answers in the respective answer book are evaluated, (ii) marks have been allocated to each answer and carried forward to the first page of the answer book properly and (iii) totalling of the marks on the first page of the answer book has been carried out correctly.
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OR
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    b) **Re-evaluation of the Answer book:** Under this process, the student may (i) opt to first apply for the photocopy/ies of the answer book/s and subsequently apply for the re-evaluation of the said answer book/s after going through the answer book **OR** (ii) directly apply for the re-evaluation of his/her answer book/s without applying for photo copy of his/ her answer book.
7.6.6 After the result declaration on 'student portal', if a student is not satisfied with the marks awarded to him/her in the Term-end Examination/s, in any course/module, s/he may apply for the Grievance Redressal **within the prescribed number of days as per the example mentioned in the table below**:

Activity under Grievance Redressal Mechanism	Time Limit	Date of Declaration of Result Example: 12th October 2020
Application for Verification of Answer book/s	Within 3 days from the date of result declaration	Example: 15th October 2020
Application for Photocopy of the answer book/s	Within 2 days from the date of result declaration including holidays	Example: 14th October 2020
Receipt of the E-copy of Answerbook/s	Latest on the 2nd day from the date of result declaration including holidays (answer books will be sent by e mail link)	Example: 14thOctober 2020 (This will be immediate on application)
Application for Re-valuation of the answer book/s	**Within 3 days from the date of result declaration** including **holidays**	Example:15thOctober 2020

7.6.7 No application, received after the prescribed number of days as mentioned in the table above, shall be entertained for any reason whatsoever.

7.6.8 Soft copy/ies of answer books will be available for download on the result declaration page after payment of the fees. Else soft copy of the answer book will be sent by email to the student concerned.

7.6.9 Copies of the answer-book/s provided by the University are only for Grievance Redressal mechanism and do not have any evidentiary value.

7.6.10 Any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the University. The decision of the University shall be final in this regard.

7.6.11 **Application for Redressal of grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever. Also application will be deemed to be complete only after payment of requisite fee**.

7.6.12 The application received from the student for re-evaluation shall be placed before an external examiner for re-evaluation.

7.6.13 After following the process of re-evaluation under the Grievance Redressal, effect will be given to change in original marks on re-evaluation, if any, as under:

7.6.13.1 **If the marks of re-evaluation, increase or decrease by less than ten percent (10%)** There will be no change in the marks and original marks awarded to the candidate in the subject will be retained.

7.6.13.2 **If the marks of re-evaluation increase or decrease between 10.01% and 20%:**In such cases the marks originally awarded to the candidate in the subject shall be treated as null and void and the marks obtained by the candidate after re-evaluation shall be accepted as the marks obtained in that subject. Fractional marks if any shall be rounded off for the purpose of computing the ten percent (10%) difference in marks.

7.6.13.3 **If the marks of re-evaluation increase or decrease by more than 20%** A second revaluation of the said answer books shall be done by the examiner from the panel of examiners for the said subject and then **an average of the marks obtained in the first re-evaluation and marks obtained in the second re- evaluation shall be taken** and this shall be accepted by the University as the final marks for the said subject (fractional marks if any shall be rounded off to the next integer).

7.6.13.4 An answer book shall be sent for second revaluation to another senior examiner appointed by the Controller of Examinations in consultation with the Dean of the School or Chairperson of the Board of Studies of the University, if in the first revaluation, marks of a candidate are decreased below the passing marks or if a candidate obtains 'F' grade after the first revaluation or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.

The revised marks obtained by a candidate after re-evaluation, as accepted by the University shall be taken into account for the purpose of amendment of his results only and the said result shall be communicated to the student/s on the student portal. Students may note that after carrying out reevaluation, the marks obtained may increase or decrease or may not change.

7.6.14 The above difference in marks in percentage term shall be with reference to the maximum marks assigned for the term end examination of the respective subject.

7.6.15 The examiner/s for re-evaluation will be appointed by the Controller of Examinations from the panel of examiners provided by the Dean of the School duly approved by Pro Vice Chancellor and the Vice Chancellor of the University.

7.6.16 The revised marks obtained by a candidate after re-evaluation, as accepted by the University shall be taken into account for the purpose of amendment of his/her results only and the said result shall be communicated to the student/s by suitable means.

    7.6.16.1 The marks awarded by examiner/s in re-evaluation shall be final and binding on the student applicant and the original examiner.

    7.6.16.2 The whole process of Redressal of grievances shall be completed within a period of 15 working days from the date of receipt of application for Redressal of grievances.

    7.6.16.3 In any case, the photo copies of re-evaluated answer-books shall not be provided to the student/s.

7.6.17 The outcome of Revaluation process shall be final and binding on student.

Kindly refer Part II of SRB for rules of respective schools for Internal Continuous Assessment / Term End Evaluation, Grading system, Passing criteria, method of calculation of CGPA, Re-Examination, exceptional cases – medical etc.
(To download the examination related formats go to the website nmims.edu → School → Campus → Academics → Examination).

8 Library Rules and Regulations:

8.1   Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and with any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate NMIMS disciplinary procedures.

8.2   Access to the NMIMS Library is restricted to staff and students of the NMIMS who are in possession of a current valid identification card issued by NMIMS, and to such other persons as may be authorized by the Librarian.

8.3   Students are required to carry their NMIMS student ID-card and staff to carry their NMIMS staff identity card to get entry and to use the Library, and must produce this when required doing so by an authorized person. This card must be used only by the member to whom it is issued.

8.4   Bags, etc., are not allowed in the Library. For reasons of security, bags and other personal possessions should not be left unattended. The Library has no responsibility in case of damage to or theft of personal property.

8.5   Silence is required in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off, or set to silent mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to fine and /or suspension of student for 3 weeks.

8.6   The consumption of food and beverages (with the exception of bottled water) and the use of personal audio equipment are not permitted in the Library.

8.7   Photography, filming, video-taping and audio-taping in the Library is not allowed.

8.8   Humanly operated personal equipment should not be used without the prior permission of the Librarian.

8.9   Users are required to comply with copyright regulations as displayed by the photocopiers.

8.10   Data retrieved from the Library's electronic resources *may not be used* for purposes other than teaching, research, personal educational development, administration and management of NMIMS and development work associated with any of the aforementioned. *Use of the data is not permitted* for consultancy / services leading to commercial exploitation of the data / for work of significant benefit to the employer of students on industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.

8.11   The removal of any material from the Library must be properly authorized and recorded. Damage to or unauthorized removal of material constitutes a serious offence and may lead to a fine or to disciplinary action.

8.12   Borrowing entitlement: Two books for ten days. One-time renewal is possible if the book is not in demand. As Library is RFID enabled, Issue of the books will be done at self-check in kiosk only.

8.13   Fine of Rs.3.00 per day per book is levied on overdue books. Students can check their account details online in OPAC (Online Public Access catalogue) and also be notified overdue by email. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until such time as those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.

8.14   Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while payment is outstanding.

8.15   Students are required to wear smart casuals (Bermuda, half pants, Short skirts, Bathroom slippers are not allowed).

8.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the NMIMS are outstanding.

8.17 The award of a NMIMS qualification will be deferred until all books and other library materials have been returned and outstanding fines/charges paid.

8.18 For list of electronic resources / Databases refer annexure.

9 Placement Guidelines:

NMIMS is a premier University of the country, the B-School is in existence for over three decades and over the years it has earned recognition from industry & professional associations, corporates, peer group institutions and accreditation agencies. All these laurels and recognitions would have been incomplete without the support of the corporate world. Our alumni occupy senior positions in leading companies across sectors.

NMIMS is also a great place to recruit potential young managers and business leaders. Leading companies across sectors consider our students for recruitments/ internships. As we have cordial relations with the corporate world, many companies have supported us even during tough times. We would like to continue this mutually symbiotic relationship. Hence, it is expected that students understand this sentiment and behave responsibly at all times. Any untoward incident will jeopardize this association and have serious repercussions for placements and for the future.

Being a Deemed to be University of higher learning, the corporate world expects students to display high standards of knowledge, capability and excellence. Recruiters also look for serious candidates who are clear about their long-term plans, the sector they want to be and profile they want to undertake.

Placement assistance is offered to students of various programs across Schools & Campuses. It is the prerogative of the Schools & Campuses to decide, which of the programs this service should be offered.

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

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

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

The New Approach to Placements

The COVID 19 pandemic, has had far reaching consequences leading to an altogether new world of working for all of us. The need to maintain social distancing for the well-being of all concerned, necessitated to have Virtual/WFH internships. Our placement partners, swiftly switched the mode to remote, offered challenging projects, remote processes that entailed e-on-boarding of interns, virtual meetings, mentoring, reporting, networking, assessments, feedback and so on. The agility with which the entire task is being successfully carried out by the HR officials of companies is commendable.

This is a precursor to functioning of placements in the near future. However, the situation being unprecedented, dynamic & the uncertainties looming around, none can fathom-out the scenario that could pan out. So, in the right earnest, we all should embrace the agile way of working, have resilience, be innovative, network, co-partner, find mutually beneficial solutions to navigate through these uncertainties. This could also mean to compromise on the physical presence of stakeholders that could be offset to a certain extent by availing of tech solutions at work. All this is a completely different experience for all of us. However, as we manoeuvre our way through this uncharted territory, the safety and well-being of all stake holders should be paramount under any circumstances.

So, as of now, it seems that the approach to placements would remain the same, but much would depend on the economic condition, the new measures at work adopted by companies, campus placements demand, the job scenario etc. Crucial for us would be to network and support our industry partners to facilitate in identifying talent, devise systems and

procedures that would encompass stakeholders, network & learn from the industry of the knowledge and skill sets desired in the new setup, come closer to the beneficiaries & stakeholders, offer solutions and insights that would be of benefit, tweak our systems, procedures and offerings accordingly. The thoughts could be numerous. But the key, is to be agile and adopt innovative measures to tide over the situation and work together like never before for mutually beneficial synergies.

The Placement process typically involves –
- Batch Preparation
- Pre Placement Talks
- Internships/projects
- Final Placements

9.1 Batch Preparation:

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

a. Interactive sessions with alumni/industry experts in various profiles that help students to gain clarity on role/fit, understanding expectations of the company, future prospects - career evolution, right approach for cracking interviews, listen to first-hand experience & get a feel of life in a particular profile etc.
b. Interaction with seniors who have undergone internships in companies.
c. Assigning seniors or alumni as mentors to guide students.
d. Mock interviews with alumni/corporates to get a direct feedback from people in relevant industries.
e. Guest talks and workshops on various topics from corporates.
f. Resume building as per guidelines
g. Soft skills training etc.

9.1.1   Prior to the commencement of the selection process it is expected that students should be having a fair idea about their interest, sector, and specialization or at least have some long term vision of where they want to be and should direct their efforts accordingly. A bit of clarity will help students land a good internship/job.

9.1.2   Hence students should do a thorough research about the company, the business, the sector, other players in the sector, the financials, etc. and be prepared with a background and fact file prior to the process. Also some additional information – the number of interns/recruits in the past, whether the company has a PPO policy, the roles offered, the experience of seniors who interned with the company etc. will be of help.

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

9.1.4   Based on the guidelines, students will have to prepare their resume that would encapsulate info about academics, work experience, internship, co-curricular activities, extracurricular activities, projects, awards, achievements, hobbies etc.

9.2   Pre Placement Talk – PPT

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

9.3   Internships/Projects

9.3.1   The Placement Office makes all efforts to reach out for internships across varied sectors, companies and profiles. Based on ones' interests and capabilities one should seek internships. Choosing the correct company for internships and performing up to the mark is of utmost importance.

9.3.2   The Internships are not only a window to the corporate world but also a relationship building tool for NMIMS. It allows the companies to have a look at the talent at NMIMS, thereby strengthening Final Placements.

9.3.3   Internships are an integral part of the curriculum for securing the degree. It is a great learning platform for our students and goes a long way in shaping the learning obtained in the class room. This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.

School	Programme	Remarks
BSSA	B.Arch.	90 working days of practical training (Professional Practice) during the last semester of the B.Arch. Programme.

9.3.4   The project is expected to build on the theoretical learning with practical experience and help students to identify the gaps in their learning which they can attempt to fill in. They could also discover areas of interest and future career options.

9.3.5   Interactions during the internships both with other interns as well as employees help students to understand the expectations/needs of the organisation, the sector in general, to identify the gaps in their learning and in orienting oneself towards the sector and developing the required skill sets to emerge as the most suitable candidate.

9.3.6   Internships also hold a special significance as it is an apt mechanism for companies to spot bright talent early. Many companies have structured internship process which is used as a 'testing ground' to gain a direct understanding of the skill and ability of students leading to declaration of PPO's/PPI's. NMIMS too encourages candidates to work towards such offers that are based on internship performance.

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

9.3.8   While feedback from the company is sought, the internship is also evaluated by School that could involve faculty guide monitoring the performance; periodic report submissions, evaluations, Viva Voce etc.

9.4   Final Placements

9.4.1   Leading companies across sectors aspire to recruit students of NMIMS. Each company has its own set of characteristics or qualities that they look for in a candidate. Hence, the company devises the eligibility criteria and selection process accordingly.

9.4.2   The process of selection starts with inviting applications based on the eligibility, profile, project, stipend/compensation details shared by the company. The applications of applicants are then sent to companies. Students are required to check their emails/Placement Portal/Student Portal, etc. regularly for information updates.

9.4.3   Every effort will be made to facilitate the placement process. However, it is the effort of the student that gets him/her selected for the job. Not getting selected for internships or during final placements in the first few companies should not lead to panic. Students are advised not to switch profiles in anxiety or haste.

9.4.4   Companies could have one or multiple rounds for selection – case analysis, group discussion, group exercises, interviews etc. Reasons like location, family issues etc. should not be constraints to students. They are expected to be mobile and have the capability to adjust and adapt and respond to emergent situations successfully.

9.4.5   Students who wish to drop out of the placement process are expected to formally notify the Placement Office vide the 'Opted Out Form' mentioning the reason, which could be higher studies, entrepreneurship, family business, seeking placements on their own giving with the names of such companies and details. The reason being, to iron out any hitches that may crop up later as the Placement Office approaches many companies and would like to continue the cordial relationship with them.

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

10 Guidelines for the Use of Computing Facilities:

10.1   NMIMS invests significant resources in the provision of computing resources for the students. In order to ensure maximum availability, computing resources must be used in a responsible way. Students are responsible for ensuring that these resources are used in an appropriate manner. All inappropriate websites are blocked for student access. The list of blocked websites dynamically updated based on their defined global category. If any specific website requires to be accessed which is blocked with inappropriate, requesting to send email to networksupport@svkm.ac.in. We will check the content of the website and found appropriate for access, necessary access will be granted.

10.2   You are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in withdrawal of your rights to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of this document will be available with the Computer Centre.

10.3   The internet access to students will be as per the NMIMS policy. Any change request has to be routed through the Registrar in writing.

10.4   Food and/or beverages are allowed only in cafeteria. Food and/or beverages (except drinking water) will not be permitted in the Computer Centre. Smoking is not permitted in the Campus premises.

10.5   It is important to note that all the SVKM/NMIMS premises are deployed with CCTV surveillance equipment and all the areas of the premises recorded 24x7.

10.6 It is important to note that all SVKM/NMIMS is monitoring network 24x7. All actions and logs are stored and recorded. SVKM/NMIMS has all the rights to record all actions by student on the network and use appropriately.

10.7 The students of NMIMS are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aim, or that otherwise, acts against the interests of the NMIMS is prohibited. In the event of non-approved usage of the computing facilities, NMIMS reserves the right to withdraw access to computing facilities at any time.

10.8 Use of NMIMS computing facilities for students' commercial gain is prohibited.

10.9 Not to use/install third party software to bypass campus Network security policies. It is prohibited and may lead to further disciplinary action.

10.10 Students residing in college hostels not to touch or tamper WiFi routers and other network infrastructure installed at hostels. If any such incidents found, may lead to disciplinary action.

10.11 Computer Centre facility will be provided on priority to the students of the concerned programmes, where using Laptop is not compulsory.

10.12 Students are not allowed to connect personal pen drives/ Laptops to the systems/smart board installed in the classrooms.

10.13 **All students will be given NMIMS email id on Microsoft office 365** and internet authentication id. They are permitted to access internet in computer centre or on their own laptop through this id and password only. A action will be taken against if any misuse of internet and email Id is seen.

10.14 Students will get Microsoft email id for official email correspondence and to use MS Teams for online lectures and regular updates from University/School/College.

10.15 Students will get 1 TB of space of One Drive to store documents for education purpose.

10.16 Use of computing facilities is governed by various applicable IT Acts, laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the NMIMS.

10.17 It is student's responsibility to ensure that student's activities do not contravene these or any other laws.

10.18 Student using personal Laptop or any other devices for access campus infrastructure should have updated with latest operating system (Windows / Mac) and antivirus patches.

10.19 Students must comply with all requests or instructions issued by any Information Systems staff with respect to the use of NMIMS computing facilities.

10.20 Improper behaviour towards staff will result indisciplinary action.

10.21 NMIMS endeavours continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, students should lodge a written complaint in a Complaints Register available in Computer Lab. No action will be taken on any verbal complaint.

10.22 The Information Systems Group will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through notice boards/ email placed in the Computer Lab as well as Student Notice Boards/ emails/Students Portal. It is your duty to regularly check the notice boards/ email and plan your use of the facilities accordingly.

10.23 The failure of any element of the computing service will not be accepted as a valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.

10.24 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.

10.25 If any student comes across any security incidents, please contact reportsecurityincidents@svkm.ac.in

10.26 These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of Computing Facilities at NMIMS.

10.27 Use only own login id and password and don't allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for the purpose of assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to the NMIMS authorities if any breach of university regulations is suspected in connection with that use.

10.28 It is recommended a strong password must be at least 8 characters long. It should not contain any of your personal information – specifically your real name, user name, or even your company name. It must be very unique from your previously used passwords. It should not contain any word spelled completely.

10.29 Student must keep changing their passwords periodically.

10.30 Use of any faculty member user name and password to access IT infrastructure including smart boards is prohibited and may lead to disciplinary action.

10.31 You should not copy or share other's data resulting in data theft of any kind under IT Act.

10.32 Do not use or adopt any name or alias or user reference whether real or fictitious other than your own.

10.33 Request to be placed only for required resources or access rights that you need.

10.34 Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The NMIMS accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.

10.35 Removal, borrowing, connecting or disconnecting of any IT equipment is not permitted. Neither deliberately introduces any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility or network / campus, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.

10.36 Do not in any way cause any form of damage neither to the NMIMS IT facilities, nor to any of the accommodation or services associated with them.

10.37 Without permission of the account owner or system administrator, do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user

10.38 Do not initiate or perpetuate any chain email message. Do report immediately to 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.

10.39 You should not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.

10.40 Transmission of unsolicited commercial or advertising material on NMIMS network / Campus is prohibited.

10.41 Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form or medium.

10.42 Never monitor, read and disrupt network traffic inside the campus.

10.43 Do not make deliberate unauthorised access to facilities or services accessible via the NMIMS Local Area Network (LAN).

10.44 Appreciate staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.

10.45 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.

10.46 You must adhere to the terms and conditions of all licence agreements relating to IT facilities which you use including software, equipment, services, documentation and other goods.

10.47 You must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.

10.48 Students are prohibited from viewing any Pornographic material in computer Centre or on any other computer or IT system inside NMIMS campus or store child pornography, Playing Games, hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure appropriate disciplinary action will be taken.

10.49 You must obtain prior permission to use computers for commercial or outside work including the use of IT facilities to the substantial advantage of other bodies such as employers of placement students.

10.50 Students request related to additional Internet Bandwidth requirement for special access on events, request should reach IT helpdesk minimum 72 hours in advance.

10.51 Do not interfere with or change any hardware or software; if you do, appropriate action will be taken to make it right.

10.52 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.

10.53 Game software loading onto, or play games software on, the IT facilities unless required for academic purposes.

10.54 Neither admit any other person to computer facilities or other NMIMS premises when those facilities or premises are locked nor enter unless authorised to do so.

10.55 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.

10.56 You must immediately vacate any IT room when asked to do so by any person who has legitimately booked that room and must not leave processes running or files printing or otherwise interfere with the work of that person. Failure to cooperate gives that person the right to switch off the workstation that you are using.

10.57 *Important:* In the event, the guidelines are not followed and there is a consequent damage to any computing facility, NMIMS reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.

11 Feedback Mechanism:

11.1 NMIMS has a well-established online feedback mechanism through Student Portal for communication of perceptions. The components of this feedback mechanism are:

11.1.1 Feedback at the end of the third week of every trimester/Semester. Dean / Director /Programme

Chairperson/HOD will meet students personally, if applicable.

    11.1.2 Online Feedback through Students Portal is taken using a questionnaire preferably in the last session of every course in each trimester/Semester. This feedback is compiled and statistics are placed before each faculty member by the end of the trimester/Semester.

11.2 All students should get involved in this mechanism seriously as it truly helps the NMIMS improve the quality of services and teaching provided.

11.3 These are open ended questions in which student can reflect learning and teaching aspects of the course.

11.4 NMIMS uses feedback to improve the teaching learning process proactively.

11.5 While sharing the feedback to the faculty members, student's identity is kept confidential.

12 Mentoring Programme / 'Psychologist and a Counsellor':

12.1 Mentoring Programme:

Students (as applicable school wise) have been assigned faculty mentors whose role is to help assimilate the NMIMS culture, facilitate intelligent choice making regarding selection of courses and help in identification of resources needed by all students. Do meet your faculty mentor regularly as per their convenience and availability.

12.2 Psychologist and a Counsellor:

A counsellor is a non-judgmental friend who understands, ensures privacy and confidentiality and counsels you by giving choices so that you make the right decision. Counselling is based on realistic, structured and research based therapies.

Managing emotions is important to ensure all rounded progress in life. To learn something new, we need to break the old walls of myths and misconceptions. Visiting a counsellor helps us to relearn some more helpful, progressive, reality based thinking. Personal counselling is very important at every step in life even at the corporate level. What we think about situations affects our subconscious mind deeply which interferes with our present life and hinders our ability to lead a healthy life.

As normal human beings at any given time in life we could go through challenging times and have no one to share or guide us. We often do not share our issues with family or friends due to the fear of upsetting them. We worry that perhaps they may not understand or could become judgmental. At such times we recommend Personal Counselling.

    i. "I cannot concentrate or focus nor can I sleep, at times I get so scared that I go blank in my exams!"

    ii. "Since the time he left me I cannot put my attention to anything I will not be able to live anymore......... can't bear it if she is not in my life!"

    iii. "I have lost my confidence I feel worthless /hopeless; no one loves me. I don't want to live anymore"

    iv. Nobody understands what I am going through…. people become judgemental instead of understanding and supporting, whom to share it with?

    v. Where do I seek help? Who will be able to really help?

Have you had any of these repetitive thoughts or are you facing a rejection that you are not able to cope up with? Have you reacted very angrily first and then later realised that reacting to the event was not really needed and in the process you harmed the relations you had with your friends and family? You just do not know what went wrong then? Do not understand what triggered you?

Just as we would treat a sprain with some ointment, we try to heal our emotional pain on our own. At times when the sprain is not healing we visit the doctor and similarly one visits the counsellor sometimes when we are unable to clear our own emotional challenges. The counsellor needs to check how deep your wound is and usually you are helped by putting a plaster of protection (counselling). Sometimes the wound may have been too deep /chronic or your bone is broken it could also need psychiatric intervention and give appropriate help.

We may be unaware of the implications of our behaviour on others but it eventually could affect our relations in daily life at home, in class, or at work. When the past emotional situations are not dealt with therapeutically, we could develop unhealthy negative thoughts and feelings which we need to be aware of as they could again lead to complications and could affect our performance, decision making, logical thinking, studies, relationships, and career. This form of continued stress can gradually affect our body and physiological health causing hypertension, respiratory ailments, gastrointestinal disturbances, migraine and tension headaches, pelvic pain, impotence, frigidity, dermatitis, and ulcers.

The biggest myth is to believe that to be emotional is to be weak so often we push all our emotional issues under the blanket and then to avoid sleepless nights take up unhealthy habits like smoking, drinking, and substance abuse. We

do this hoping to feel better which lasts only for short term on the other hand creating long term damage and may lead to unhealthy dependency.

NMIMS wants to ensure holistic development of the students and therefore have appointed a team of psychologists and a counsellor.

For Mumbai Campus:Assisting Psychologists and Counsellors, Mr Joel Gibbs, Ms Nazneen Raimalwala And Ms Diksha Tyagi .

Location: Mr. Joel Gibbs, 8th floor faculty area, Cabin:-West-854 at NMIMS building, Call on 022-42332218 or email joel.gibbs@nmims.eduto book appointments.

Ms. Nazneen Raimalwala, 7th floor faculty area, Cabin:-732, in the Mithibai college building, call on 022-42332225 or email Nazneen.raimalwala@nmims.eduto book appointments.

Ms. Diksha Tyagi, for students studying at MPSTME Building, call on 02224350512 or email diksha.tyagi@nmims.edu for appointments

World health organisation and the U.S. National Library of medicine articles:
National library of Medicine: Psychosomatic disorders in developing countries: current…
www.ncbi.nlm.nih.gov/pubmed/16612204
WHO | Prevention of bullying-related morbidity and mortality: a …
www.ncbi.nlm.nih.gov/pubmed/16612204

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

13.1 Admission Cancellation procedure:

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

The Schedule of Refund Rules: If a student chooses to withdraw from the program of study in which he / she is enrolled, the institution shall follow the five-tier system given below for the refund of fees* remitted by the student.

Sr. No.	Percentage of Refund of Fees*	Point of time when notice of withdrawal of admission is received in the Higher Educational Institutions (HEI)
(1)	100%	15 days or more **before** the formally-notified last date of admission
(2)	90%	Less than 15 days **before** the formally-notified last date of admission
(3)	80%	15 days or less **after** the formally-notified last date of admission
(4)	50%	30 days or less, but more than 15 days, **after** formally-notified last date of admission
(5)	00%	More than 30 days **after** formally-notified last date of admission

In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.

Note: Candidates to refer Important Dates of the respective programme.

The above refund rules are as per University Grants Commission (UGC) notification on Refund of Fees and Non-Retention of Original Certificates of October, 2018 and are subject to revision as per UGC notification (as applicable). Please note the closure of admission/last date of admission as mentioned in the important dates of the respective programme.

13.2 Payment of fees:
13.2.1   The promoted students for the subsequent years are required to pay the fees as per the email received from Accounts department. Late fee will be levied if fee is not paid within the due date.
13.2.2   Non-payment of fees within the stipulated time including the late fee period will attract cancellation of the studentship from that program.
13.2.3   **Payment of Fees for the academic break:** If the student has informed the Dean regarding academic break

before the commencement of the relevant year and not paid the total fee for that year, then once the academic break is granted, student can pay the total fee (100%) prevalent at that time when he / she seeks re-admission.

13.2.4 If a student wants to take academic break after the commencement of the academic year, but he / she has not attended the classes and if the fee is not paid, then while seeking re-admission he/she has to pay the total fee (100%) plus 25% of the total fee as re-admission fee to continue his studentship.

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

Academic break	Fees to be paid at the time of admission after the academic break
• Informed before the commencement of the academic year.	100% total fee prevalent.
• Informed after commencement, not attended classes and fees not paid.	100% total fee + 25% readmission (prevalent).
• Informed during the semester / trimester fees not paid for current year.	100% total fee + 25% readmission (prevalent).
• Informed during the academic year and fees paid for that year.	25% of total fees as readmission fee prevalent that year.

13.3 Re-admission rules:

A student can seek re-admission in next academic year, in case he / she fails to fulfill the criteria mentioned under passing standards in SRB. For this purpose, he / she has to pay 25% of the total fee prevalent at that time for that programme.

Student can take re-admission in the said year of the programme only once. He/she can take re-admission in different years as long as total period of the programme does not exceed the validity period of that programme. For example, for MBA the validity period is 4 years and for MBA Tech. it is 7 years, so a student can take re-admission maximum two times but in different progressive years of the program. Admission to the subsequent years is subject to maximum duration permissible for completion of the programme (in years). Such admissions will be at the students' own risk of non-completion of the programme during the maximum permissible duration (in years).

Sr No.	Duration of the programme (in years)	Maximum duration permissible for completion the programme (in years)
1	2 years	4 years
2	3 years	5 years
3	4 years	6 years
4	5 years	7 years
5	6 years	8 years

If a student takes re-admission in a particular academic year and is not promoted again, either as per the passing standards of respective programme or any other reason as per academic rules, then the student will not be given second chance for re-admission. For more details, please refer **Part II of SRB.**

13.4 Academic break:
Following rules are applicable for all the schools of NMIMS.

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

13.4.1 The academic break can be granted to any student by respective Dean/Director of School/campus.

13.4.2 The maximum period for an academic break is one year only. (in executive programmes as of now it is upto two years). This will be based on Dean getting convinced of the reason for academic break.

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

13.5.1 Serious personal medical reasons involving hospitalization, if required and supported by documents.

13.5.2 Serious 'family' related issues.

13.5.3 Financial constraints.

13.5.4 In executive education, 'temporary transfer to other country / city'

13.5.5 Financial crisis/Maternity/ shift of duties/additional assignments at the work place applicable for executive programme participants only.

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

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

13.5.8 Payment of Fees for academic break: For details please refer point 13.2.

13.6 Submission of certificates / mark sheets:

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

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

13.7 Admission Deferment:

Following rules are applicable to all the Schools of NMIMS.

13.7.1 Eligibility for admission Deferment:

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

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

13.7.2 Who can apply:

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

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

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

13.7.3 Process for Admission deferment:

13.7.3.1 Deferred admission may only be granted to admitted in first year students who have paid the required non-refundable enrolment deposit.

13.7.3.2 The admission department will scrutinize all the applications and forward it with comments to concerned authorities for approval. The request to defer the offer of admission will be reviewed on case to case basis and will be granted depending on the reason stated along with the supporting documents. NMIMS decision with respect to this will be final and will not be challenged.

13.7.3.3 Offer of admission deferment, if not, taken in the subsequent year will lapse and the fee paid will not be refunded. Further, the applicant, if still wants to apply to NMIMS, has to undergo the admission process again as a fresh applicant.

13.7.3.4 The letter of deferment of admission will be issued by admission department to the applicant.

13.7.3.5 Students who are found to have applied to other colleges and institutes during their time away from NMIMS will have their admission revoked and fees will not be refunded.

13.7.3.6 Financial aid offers cannot be deferred. Students must reapply for financial aid.

13.7.3.7 Admitted 'Transfer' students are not eligible for deferred admission.

13.7.3.8 Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.

13.7.3.9 Deferment of admission is not applicable for the first year of the programme.

13.7.3.10 Once the programme has commenced, then even though the applicant may have not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

14.1 Meritorious students list (applicable for all schools except School of Business Management)
14.1.1 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.
14.1.2 Students who are participating in Student Exchange Program are also eligible for the meritorious students list. Such students will be shortlisted on the basis of the CGPA of all semesters/trimester completed at NMIMS.
14.1.3 Students obtaining F grades/ATKT/ appearing in the re- exams/ appearing in unfair means or any misconduct will be ineligible to be listed in the meritorious students list.

15 Students Portal (Learning Management System):
15.1 Student Portal is a Web-based learning management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.
15.2 URL: Access Portal through https://portal.svkm.ac.in/usermgmt/login
15.3 Login Policy: Default User ID is Student's SAP number and Password will be mailed by the Admin / Course Coordinator
15.4 Change Password: Students are recommended to change password after first login for safe surfing.
15.5 Email Update: Users need to change/update their email id & contact number for getting regular notification.
15.6 Course links: Your login will contain only current trimester/semester course list.
15.7 Announcements: Announcements related to course and other activities are published in Announcements section.
15.8 Library: It will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.
15.9 Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally.
15.10 Assignments / Assessments: Assignments can be uploaded and will be graded by faculty. Online score will be stored. All type of assessments can be conducted online.
15.11 Academic Content: Syllabus, SRB, Teaching Scheme, Class Time-table etc. can be uploaded.
15.12 Course Content: All course related reading materials (ppts/notes/videos/links) can be published.
15.13 Examination related content: Results and exam time table can be made available. Online examination is conducted on the portal. SAP education exam conducted online.
15.14 Admission Related content: Admission Notices can be published.
15.15 Assessment (Internal/External): Tests can be conducted on the Portal. Internal/External marks for respective courses will be published on Students Portal.
15.16 Faculty Feedback: Faculty Feedback is accepted online for respective trimester/semester.
15.17 Online Plagiarism: Student / Faculty can check Plagiarism through this feature.
15.18 Groups: can be created by faculty for assessments, File Exchange, Discussion Board etc. for their Courses.
15.19 Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss on topics related to their respective courses.
15.20 Hostel Application: Students can book Hostel through the portal (where online admissions are done)
15.21 Mobile Application: available for student attendance, assignment, survey, Display ICA marks, notification can be viewed.
15.22 Student service: Students are benefitted on students' portal for Name validations as required for mark sheet, photo upload, railway concession, bonafide certificate whenever required.
15.23 System Requirement: Works Best with Chrome. (version 64 and above)
15.24 Help – Assistance: mail to portal_app_team@svkm.ac.in or phone no: 022 - 42199993

16 Rules for participating in National/International Level Contests:
16.1 All contests have to be routed through Faculty in charge of Student Activity/HOD.
16.2 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
16.3 All student contests are classified as follows.
   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
16.4 The respective school heads will make the classification of contest in Grade A/B/C.
16.5 The classification of the contest will determine the selection, reimbursement and appraisal of the students.

16.6 Reimbursements (Applicable only for National Contest)

 16.6.1 Students going for GRADE A will be provided with 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from the contest destination.

 16.6.2 Students going for GRADE B and C contests will be provided 100% reimbursements for travel (Non A/C Sleeper class/ 3 tier) to and fro from contest destination, provided that they have won the contest (1st or 2nd place only).

 16.6.3 All reimbursements are subject to the approval of the head of the school and are hence subject to change.

 16.6.4 All reimbursements will be made only after the student has returned from the contest. All bills, tickets of the travel and copy of certificates will have to be retained and submitted.

 16.6.5 All students claiming the reimbursement will have to submit all details to the AR / DR of the school for processing through the accounts department.

16.7 Contest Winners:

 Any student who has won any contest is required to provide full details of the contest and award won to the faculty (video clip / photographs/reports etc.) within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals.

17. Guidelines for Awards and Scholarships

17.1 Each year there are several student awards and scholarships announced for different schools/programs of NMIMS (as applicable school wise). For details specific to school, kindly refer Part II.

17.2 Students are advised to apply for awards and participate in the process enthusiastically.

17.3 Students are also advised to keep a good performance track record if they wish to apply for these awards. Students obtaining F in any subject or with a record of misconduct or a record of low attendance will be automatically disqualified from the awards process.

17.4 Certificate of merit to be given by Dean's at school level.

18. Guidelines for Convocation

18.1 The Annual Convocation will be held for all Full Time and Part Time programs of NMIMS.

18.2 Only those students who have fulfilled the requirements of the program will be eligible to receive their degrees/diplomas at the Convocation. These requirements include migration certificate, attendance requirements, submission of all assignments and projects, clearance of all dues from various departments like accounts, hostel, library etc., and passing of all examinations and any other deliverables to the school/ NMIMS.

18.3 In case any student is found in-eligible to receive degree/diploma on any account, he/she may apply for consideration of his case at least 48 hours before the Annual Convocation. The decision of the management will be final and binding. No last minute requests for reconsideration will be entertained.

18.4 Students will be given a set of guidelines by school authorities and they are required to follow these guidelines for effective conduct of the event.

19. Roles and Responsibility of Class Representative and Student Council

 a. Class Representative

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

 i. Serving as sole point of contact between faculty & students
 ii. Co-ordinating the scheduling of lectures, assignments & formation of groups
 iii. Resolving student grievances
 iv. Relationship building & co-ordinating with CRs from other divisions
 v. CR's cannot cancel / Reschedule lectures directly with Faculty
 vi. Any additional responsibility assigned by school heads.

20. Student Council

NMIMS University Student Council (NUSC)

The Student Council is the apex student body of the University and has a representation from students across schools and campuses of NMIMS University. The primary objective of student council body at the University level of is to assimilate and integrate students of NMIMS from all the constituents and schools across various campuses in Mumbai and other locations and to provide the students with a platform to harness their creative activities. The NMIMS University Student Council (NUSC) promotes collective and constructive leadership within the student community.

The major roles and responsibilities of Students Council includes:

- Providing a holistic and integrative platform to encourage interaction between various streams and courses.
- Organizing a University Day, with the intent of executing and planning parallel activities and events across all schools and campuses.
- Organizing a University-level Cultural/ Sports festival, to encourage participation and assimilation for holistic development of all students.
- Promoting and publishing student success stories on social media platforms and forums to garner response for the various accolades and accomplishments.
- To organize activities which are in the larger interest of the student community.

From each school/campus two student council representative will constitute the NMIMS University Student Council (NUSC). The names of representatives are finalized by Dean/Director/Head of respective school. The NUSC comprises of four core positions, i.e.: President, Vice President, General Secretary, Treasurer, along with other council members representing schools and campuses across NMIMS University. The Core committee represents and coordinates with the council members for various activities and for every academic year are selected through a formal selection procedure (consisting of voting and personal interviews etc) involving the Faculty Advisor/ faculty members & existing Council members.

20.1 Student Council (School Level)

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

20.1.1 To serve as a formal communication channel between the students, faculty and administration.

20.1.2 To navigate all student-related activities at NMIMS and facilitate a better life on campus.

20.1.3 To spearhead the organisation & co-ordination of the Corporate Festival, the Cultural Festival, & other Events.

20.1.4 To assist all public relation activities and supervise student publications & newsletters at NMIMS

20.1.5 All the cell activities has to be routed through President of cell, General Secretary of Council (Budget and Release of Money), HOD/Dean/Director, Accounts Department – In case of Release of Money.

20.1.6 Communication and Invitations of events / guest lecturers / workshops etc. conducted by cells and council has to be informed to the HOD/Dean/Director, well in advance.

20.1.7 For the major events prior formal invitation to be given to all the senior management

20.1.8 To submit a trimester/semester report at the end of every trimester/semester to faculty In-charge.

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

21. Interface with Accounts:

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

21.2 **Re-examination Fees**:

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

21.3 **Re-Admission fees**:

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

21.4 **Re-Registration Fees**:

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

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

21.6 **Hostel Deposit Refund**:
Location: NMIMS Accounts Department
Procedure:
21.6.1   Please procure signature of Hostel in-charge on the receipt.
21.6.2   Submit signed Hostel Deposit Receipt to Accounts Department along with Application for Refund as per Annexure 9.
21.6.3   Please attach copy of cancelled cheque of your own account or parent's account. Same particulars of the bank account to which refund is to be send is to be mentioned on the Application for Refund form.
21.6.4   Please allow a period of 3 weeks for issue of the Refund.

21.7 **Library Deposit and Security Deposit Refund**:
Location: Course Coordinator
Procedure:
21.7.1   On completion of program (course), course coordinator would co-ordinate with all students for Student Bank account details (for NEFT Transfer). The same is required for refund of Library and Security Deposit
21.7.2   Please allow a period of 3 weeks for issue of the Refund through NEFT

21.8 **Duplicate Receipt**:
Location: NMIMS Accounts Department
Procedure:
21.8.1   Please fill the Application for Duplicate Fee Receipt and submit Rupees 100 per receipt to Accounts Department
21.8.2   Please allow a period of a week for issue of receipt

22. International Student Exchange Program Policy

22.1 Introduction

NMIMS Deemed-to-be-University has developed an extensive International Students Exchange Program in order to provide a cross cultural exposure and a global perspective to the students apart from classroom teaching. This is managed by Department of International Linkages of the University. The Exchange Program has become increasingly popular with the students and every year students get a chance to spend Semester/Trimesters at a partner Institute. With the dedicated efforts of the International Linkages department, efforts are ongoing to have larger number of students to avail of this unique opportunity in every school. Students at NMIMS also benefit from interacting with overseas students who visit us as part of NMIMS Inbound exchange program and International Immersions.

22.2 PREAMBLE

In a world that is increasingly interdependent, it is imperative for the NMIMS Deemed-to-be-University to have an internationalization agenda. This involves creation of a multi ethnic environment in our programs on our campus. This can happen only when students from different countries and communities join NMIMS programs.

This policy on internalization seeks to clarify the philosophy behind the NMIMS Deemed-to-be-University's Internationalization program and sets out the eligibility of students to apply for an international exchange program. It also sets out the selection criteria and guidelines for assessing applications and the expectations from the students going for the exchange program.
This policy also lays out the facilities for international students in our programs and also the expectations from them. We expect our foreign students to conduct themselves at par with other Indian students.

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

1. **The University Level:**
   - University of New South Wales, Australia
   - Charles Darwin University, Australia
   - Clark University, USA
   - University of California, Berkeley, USA – Summer Sessions
   - University of Texas at Dallas, USA
   - Illinois Institute of Technology, USA
   - The University of Missouri - Kansas City, USA
   - Florida International University, USA
   - Stony Brook University – USA
   - Columbia University School of Professional Studies – USA
   - St. Martin's University, Washington, USA
   - Kings College London, UK
   - Bristol University, UK
   - University of Leeds – UK
   - University of Jyvaskyla, Finland
   - University of Westminster, United Kingdom
   - Abdullah Gul University, Kayseri, Turkey
   - Virginia Tech. University, US

2. **School of Architecture (BSSA):**
   - University of Nebrija, Spain

Eligibility

Students are selected by respective Deans of Schools on a competitive basis that reflects the academic standing, motivation, seriousness of purpose, communication skills, social maturity and adaptability. International students coming to our campus are recommended by respective partner's university on merit basis and language proficiency in English.

All full time program students are eligible to apply for the exchange program if they have:
22.2.1   Completed the eligibility year of program as defined by respective Deans/Directors of school
22.2.2   Have a minimum CGPA of 2.25 and above as defined by respective Deans/ Directors of School.
22.2.3   Eligibility of International students coming to our campus recommended by the partner university should satisfy the eligibility criteria as per the memorandum of understanding signed between the Universities/ Schools.

22.3   Selection Criteria and Conditions
22.3.1   As defined by respective Deans/Directors of Schools
22.3.2   Defined by MoU between Partner University and NMIMS for incoming students

22.4   Cost and Expenses
Costs and expenses for participating in the exchange program are governed by the MOU signed by NMIMS and the host School.
In addition of the above, all students are required to pay for their:
22.4.1   Accommodation and daily living expenses including study materials
22.4.2   Travel Expenses
22.4.3   Passport and visa costs
22.4.4   Insurance cover
22.4.5   Any other incidental costs

22.5   Application procedure for students and Expectations from students
22.5.1   Students have to apply in specified application form as defined by respective Deans/ Directors of schools. Candidates with completed and accurate application will be interviewed by the International Linkages office. Successful candidates will then be nominated to the respective partner universities following which they have to complete the online application as instructions received from partner university via email.

22.5.2 The list of courses that a student intends to take up in the partner institute should be clearly mentioned. For those who wish to apply in more than one institute, the lists of the courses in each of these institutes should be mentioned.

22.5.3 Upon joining the partner institute, the courses the students intends to take up should be finalized and communicated for approval to the NMIMS School authorities

22.5.4 Students need to ensure that they do not get any fail grade in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.

22.5.5 Other criteria as defined by Deans/Directors of the Schools.

22.6 Code of Conduct

While abroad, the students are subjected to the rules and regulations of the host institution, the laws of the host country and the student code of conduct from NMIMS Deemed-to-be-University. Each student is an ambassador of NMIMS Deemed-to-be-University and should conduct in an appropriate manner at all times that is reflective of the code of conduct required by NMIMS and that of the overseas host institution.

22.7 Enclosures:

Undertaking to be given by student of NMIMS Deemed-to-be University's student going on International Immersion.

Note:

Schools to ensure that copy of Application Form compulsorily reaches Director- International Linkages department for records.

23. Safety Guide for Students on Floods, Fire and Earthquakes

NMIMS gives utmost importance to safety of its students. It prepares students for natural hazards.
The safety measures for some natural disasters such as 1) Floods, 2) Earthquakes and 3) Fire are highlighted briefly.

23.1 Floods:

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

Before Floods	During Floods	After Floods
• Identify and visit elevated areas in and around the Institute as places of refuge during a flood • Be aware of drainage channels, and other low-lying areas known to flood suddenly. Consult and involve local authorities in the institutes • Check out for the monsoon alerts for the heavy rains declared by the Municipal Corporation of Greater Mumbai • Do not travel long distances on dates indicated as 'Monsoon Alerts'. Contact the Institute if there is any pre planned activity or examination or any other important work on that day and try to adjust it on some other day • Keep locally available equipment such as ropes, battery, radio, plastic bottles and cans handy during rainy season. This can help you to plan your rescue • Prepare a food kit including emergency food items such as biscuits, snacks, drinking water and so on	• Evacuate to previously identified elevated areas • Don't try to save valuables. Your life is most precious • Disconnect electrical appliances. • Turn off utilities at the main switches of valves if instructed to do so • Don't touch electrical equipment if you are wet or standing in water • Do not walk through moving water. Six inches of moving water can make you fall • If you have to walk in water, walk where the water is not moving • Use a stick to check the firmness of the ground in front of you • Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage • Water may also be electrically charged from underground or downed power lines • Listen to the radio for advance information and advice. Don't spread rumors • Move vehicles to the highest ground nearby • Do not enter floodwaters by foot if you can avoid it • Never wander around a flooded area • Drink clean water	• Stay away from downed power lines, and report them to Security Officer • Leave the Institute / home only when authorities indicate it is safe • Stay out of any building if it is surrounded by floodwaters • Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations • Floors in the building will be slippery due to water and mud. Walk carefully on the slippery floor. • Wear appropriate footwear. Do not use slippers during rainy season • Watch out for loose flooring, holes and dislodged nails • Clean and disinfect everything that got wet • Discard any food items which may have got wet • Inform about the damaged drainage and sewage systems in and around the building to the authorities as soon as possible. These can be a major health hazard • First protect yourself and then help others.

23.2 Earthquake

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

Before Earthquake	During Earthquake	After Earthquake
• In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake. • Make sure your water heater and gas cylinder is secured and intact. This will ensure that it will not fall during an earthquake and hurt someone or start a fire. • Keep a torch and a mobile handy. • Keep the corridors in the hostel/house clear of furniture and other things, making movement easier.	**If you are at home or inside a building** • Do not rush to the doors or exits; never use the lifts; keep well away from windows, mirrors, chimneys and furniture. • Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or even under a bed. **If you are in the street** • Walk towards an open place in a calm and composed manner. Do not run and do not wander round the streets. • Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse. **If you are driving** • Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the vehicle.	**If you are at home or inside a building** • Expect aftershocks. Be prepared. Stay where you are and do not come out immediately. • Keep calm, switch on the radio/TV and obey any instructions you hear on it after you come out • Turn off the water, gas and electricity • Do not smoke and do not light matches or use a cigarette lighter. Do not turn on switches. There may be gas leaks or short-circuits. • If there is a fire, try to put it out. If you cannot, call the fire brigade. • If possible then contact fire brigade immediately. • Immediately clean up any inflammable products that may have spilled (alcohol, paint, etc). • Avoid places where there are loose electric wires and do not touch any metal object in contact with them. • Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth. • Eat something. You will feel better and more capable of helping others. • If the building is badly damaged, you will have to leave it. Collect water containers, food, and ordinary and special medicines (for persons with heart complaints, diabetes, etc.). • Help people who are injured. Provide them first aid. Do not move seriously injured people unless they are in danger. **If you are outside** • If you know that people have been buried, tell the rescue teams. Do not rush and do not worsen the situation of injured persons or your own situation. • Do not re-enter badly damaged buildings and do not go near damaged structures. • Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass. • Keep away from beaches and low banks of rivers. Huge waves may sweep in. • Keep updating yourself with latest information on earthquake through radio or T. V.

23.3 Fire

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

Before Fire	During Fire	After Fire
• Identify the fire hazards and where fires might start, e.g. laboratories, store room, kitchen and other such places. • Identify all the exit routes of the Institute. • Check the adequacy of firefighting apparatus and its maintenance.	• Do not panic. Shout loudly for help. • Do not run. • Do not waste time in collecting valuables. • Inform the fire brigade about the fire and alert neighbors. • If possible, use fire extinguisher. • Do not take shelter in toilet. • Shut all the doors behind you while leaving the room to prevent fire from spreading everywhere. • Do not use the lift to escape. • Use nearest means of escape and the staircase available. • Make exit to ground level instead of the terrace. • Report about your safe escape and any other information to the University authorities, fire brigade or police present at the site. *If trapped or stranded:* • Stay close to the floor level. • Cover the gaps of the door by any piece of cloth available. • Do not jump out of the building. • Signal or shout for help. • Stop, drop and roll on the ground and cover with blanket; pour water on the body • *Dial 101 or 22620 5301* for fire brigade • Give the fire officer detailed address, nature of the incident and the telephone number from which you are calling. Preferably, use landline. Keep down the receiver and wait at the same spot. Control Room will call back to verify the call. • Wait for the Fire Brigade to arrive and co-operate with the firefighters.	• Don't re-enter or permit anyone to enter the building, unless the fire officials have given permission to enter.

24. **University level : Anti- Ragging Committee / Women Grievance Redressal Cell / Internal Complaints Committee / University Student Grievance Redressal Cell / Ombudsman.**

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

Anti-Ragging Committees:

University		Designation	E-mail ID	Contact no.
	Name	**Designation**	**E-mail ID**	**Contact no.**
1.	Dr. Meena Chintamaneni	Chairperson	meena.chintamaneni@nmims.edu	022 42355555
2.	Mr. Paramanand Rajwar	Member	Paramanand.Rajwar@nmims.edu	022 42355558
3.	Mr. Venugopal	Member	venugopalk@nmims.edu	022 42355557
4.	Shri Harshad Shah	Member	harshad.shah@svkm.ac.in	022 42199999
5.	Mr. Samraj Dhasian	Member	Samraj.dhasian@nmims.edu	022 42355555
6.	Prof. Seema Mahajan	Member	seemam@nmims.edu	022 42355555
7.	Shri Rajendra K. Shah	Member	shahrk60@yahoo.com	022 42199999

	Balwant Sheth School of Architecture			
1.	Prof. Aparna Surve	Chairperson	Aparna.Surve@nmims.edu	9757427801
2.	Prof. Shriya Bhatia	Member	Shriya.bhatia@nmims.edu	9892138011
3.	Ms. Rita Mascarenhas	Member	rita.mascarenhas@nmims.edu	9833568564
4.	Ms. Nilam Patkar	Member	nilam.patkar@nmims.edu	9833103510
5.	Ms. Arushi Kejariwal	Member	arushikejariwal@gmail.com	8879212908

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

24.3 **Sexual harassment:** Sexual harassment on campus or outside campus is unlawful, as well as unethical, and will not be tolerated. All issues in this regard will be dealt with utmost urgency and stringent action will be taken against those involved. As per high court order a committee has been formed to look into all such complaints.
Internal Complaints Committee:
1. Prof. Sangita Kher, I/c Dean, ASMSOC – Chairperson
2. Dr. Ketan Shah, Associate Professor & HOD, MPSTME -- Member
3. Ms. Karuna Bhaya, Finance Officer. -- Member
4. Shri Nilesh Mohile, CAO, SVKM. -- Member
5. Ms. Seema Rawat, Assistant Professor, SBM. -- Member
6. Dr. Meena Chintamaneni, Registrar – Member Secretary
7. Majlis Legal Centre - NGO representative

24.4 University Student Grievance Redressal Committee :
1. Dr. Vaishali Kulkarni, Associate Dean, MPSTME – Chairperson
2. Dr. Alok Misra, Dean KPMSOL - Member
3. Dr. Paritosh Basu, Sr. Professor (Finance), SBM - Member
4. Prof. Amita Vaidya, Associate Dean, SAMSOE -- Member
5. Prof. Dhirendra Mishra, Assistant Professor (Mechanical), MPSTME - Member
6. Ms. Pallavi Rallan, Assistant Professor, ASMSOC – Member
7. Dy. Registrars concerned
8. Dr. Meena Chintamaneni, Registrar - Member Secretary

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

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

Sr. No.	Category	Sr. No.	Category	Sr. No.	Category
1	Potentially Liable	10	Proxy Avoidance	19	Gambling
2	Drug Abuse	11	Web Translation	20	extremist Groups
3	Occult	12	Phishing	21	Nudity And Risqué
4	Hacking	13	Plagiarism	22	Pornography
5	Illegal Unethical	14	Child Abuse	23	Tasteless
6	Racism and Hate	15	Controversial	24	Weapons
7	Violence	16	Abortion	25	Sex Education
8	Marijuana	17	Adult Materials	26	Alcohol
9	Folklore	18	Advocacy Organizations	27	Tobacco

Sr. No.	Category	Sr. No.	Category	Sr. No.	Category
28	Lingerie and Swimsuit	32	Multimedia Download	37	Web Hosting
29	Sports Hunting and war Games	33	Internet Radio and TV	38	Multimedia Search
		34	Potential Security Violating	39	Audio Search
30	Games	35	Malware	40	Video Search
31	Peer-to-peer File Sharing	36	Spyware	41	Spam URL

26. List of E resources

Sr. No.	Database	Sr. No.	Database	Sr. No.	Database
	LIBRARY DATABASE/ OPAC		**E-BOOKS DATABASES**		**COMPANY DATABASE**
1	Koha OPAC	15	E-brary		**LAW DATABASES**
	ELECTRONIC JOURNAL DATABASES	16	McGraw-Hill Access Engineering	30	Lexis Nexis
2	ProQuest Central	17	Pearson E-Books	31	Hein Online
3	EBSCO	18	PDF Drive	32	West Law
4	JSTOR	19	South Asia Archive	33	SCC Online
5	Science Direct	20	World eBook Library (WEL)	34	Manupatra
6	Economic and Political Weekly		**RESEARCH DATABASES**		**MARKETING DATABASES**
	ENGINEERING DATABASES	21	ISI Emerging Markets	35	TVADINDX
7	Springer	22	Frost & Sullivan	36	WARC
8	Science Direct	23	EViews 8		**ARCHITECTURE DATABASE**
9	ASME	24	CMIE: Economic Outlook	37	Buildofy
10	ASCE	25	SPSS: AMOS		**CASE STUDY DATABASE**
11	NPTEL	26	Euromonitor International: Passport	38	Harvard
12	IEL Online /IEEE	27	EPWRF India Time Series	39	Emerald emerging Market Cases
13	Gate Practice Software	28	Capital Market		**FINANCE LAB**
14	DELNET		**STATISTICAL DATABASE**	40	Bloomberg
		29	IndiaStat		**SWAYAM / NDL**
				41	SWAYAM
				42	National Digital Library
				43	**Consortiumfor Educational Communication(CEC)**

27. LIST OF HOLIDAYS FOR THE YEAR 2020

SR. NO.	OCCASION	DATE	DAY
	List of Holidays 2020 declared by the University		
1	New Year	01-Jan-20	Wednesday
2	Mahashivratri	21-Feb-20	Friday
3	Holi	10-Mar-20	Tuesday
4	Gudhi Padwa	25-Mar-20	Wednesday
5	Good Friday	10-Apr-20	Friday
6	Maharashtra Day	01-May-20	Friday
7	Ramzan-Id	25-May-20	Monday
8	Gopalkala	12-Aug-20	Wednesday
9	Independence Day	15-Aug-20	Saturday
10	Ganesh Chaturthi	22-Aug-20	Saturday
11	Anant Chaturdashi	01-Sep-20	Tuesday
12	Gandhi Jayanti	02-Oct-20	Friday
13	Diwali (Dhanteras)	13-Nov-20	Friday
14	Diwali (Narak Chaturdashi)	14-Nov-20	Saturday
15	Diwali (Bhaubeej)	16-Nov-20	Monday
16	Christmas	25-Dec-20	Friday

Classes /Lectures will be conducted, if required (except on the National Holiday i.e. January 26, 2020, August 15, 2020, May 01, 2020 & October 02, 2020)

28. NMIMS INFOLINE (for Mumbai Campus)(can be updated for Respective campuses)

Agency	Number
Disaster Management Cell of Municipal Corporation of Greater Mumbai	108
Police	
Police Help Line	100
Juhu Police Station	26184432 / 26183856
Vile Parle Police Station	26117307 / 26117317
Vile Parle-East, Police Station	26112813
D. N. Nagar, Andheri (W) Police Station	26303893 / 26304002 / 26303038
Andheri (E) Police Station	26831562 / 26842677
Santacruz Police Station	26492972 / 26487856
FireBrigade	
Fire Brigade Help Line	101
Andheri Fire Station	26205301
Bandra Fire Station	26435206
Ambulance	102 / 1298/1252
Hospitals	
Dr. Balabhai Nanavati Hospital	26182255 / 2626 7500
Dr. Cooper Hospital	26207254
Travel Agency	
V-explore	42705205/ 42705255
Chemist	
Dilip Drug House	26182255 / 2618 7038
Empire Chemists	26718970 / 2625 1238
Welcome	26111796
General Physician	
"Shri Vile Parle Kelavani Mandal" runs a dispensary which operates from 9:00 am to 6:00 pm. It is manned by two fully qualified Medical Officers in two shifts. Services of dispensary are available for attending to all emergency first aid and for OPD. This facility is available to all students, staff and faculty members of SVKM Institutions	Location: N.M. College Area, 2nd floor. Dr. Geeta Shah – 9820547571/ Dr.Goel-9869002653 /
Hostel(Contact – Mr. Venugopal)	
MKM Sanghvi Girls Hostel	022-26256382/ 83
Bansi Villa Girls Res.Flats	022-4235 5555 / 5557
Kalika Girls Res.Flats	022-4235 5555 / 5557
Sur Sagar Girls Res.Flats	022-4235 5555 / 5557
G. R. Jani Hostel Boys	022-42334056
Anand Hotel Premises Boys Res Flats	022-4235 5555 / 5557
Megha Villa Boys Hostel	022-4235 5555 / 5557

Part II

Balwant Sheth School of Architecture
Center of Interior Environment and Design

The Balwant Sheth School of Architecture was founded under the Gigantic umbrella NMIMS University, to create professionals with sensitive and creative minds and with the ability to make a difference and be the catalysts for the positive change in the field of Architecture. In this process, the NMIMS University has lent a robust support and resources to the institute by creating state of the-art- infrastructure, by appointing best faculty members, and by providing immaculate examination and administrative systems.

In the formative years of Bachelor of Architecture programme, through variety of hands-on exercises under 'Foundation Workshop' our students develop strong sense of intuitive creative processes of their own. In the later years they are introduced to world of multidisciplinary knowledge raging from cultural studies, visual studies, social sciences, sustainable design, advanced construction technology and digital design, as important tools for imagining holistic designs. All in all, the students are sensitised to various aspects of natural as well as human-centric systems and designs.

In the recent years, the school has also been exploring advanced tools of digital fabrication and material explorations and now in the process of setting up a state-of the art Fabrication lab in the coming year. Our newly launched Masters programme in Advanced Architecture has aspired to take a long leap into integrating Digital tools into data analysis, designing, fabrication and prototyping. Leading Experts from the field of Urban planning, Structural Engineering, Humanities, Environmental sustainability and Digital computation & fabrication have been brought together to nourish the thinking and the processes.

The B.A.(Hons.) Interior Environment and Design degree programme, looks at the built environment from inside out while taking into account the environment as in nature & sustainability. The spirit of foundation programme in formative stages of B.A. also remains hands-on and about developing intuitive design responses among students and in later stages engages with multidisciplinary design practices to create design who are multifaceted.

The institute would thus continue to evolve by challenging the set norms about building practices and transcend the boundaries set by itself from time to time and train our students to imagine a better world, dream about the future, investigate into the history & the place, observe the present and engage with the context with a deep sense of responsibility.

Prof. Aparna Surve
Dean - BSSA

1.0 Academic Calendar (2020-2021)

Bachelor of Architecture

Details	Program-Sem	Start date	End Date	No. of Days / No. of weeks (Excluding Sundays)
Semester I				
Orientation/Induction Program	B.Arch I Yr.	05 October 2020	10 October 2020	6 Days
Academic Instruction Duration (regular classes)	B.Arch I YR.	12 October 2020	30 January 2021	90 days 15 Weeks
Mid Term Test \ Internal Continuous Assessment (conducted in regular school hours)	B.Arch I YR.	19 October 2020	30 January 2021	---
Diwali Vacation	B.Arch I YR.	13 November 2020	16 November 2020	4 Days
Winter Vacation	B.Arch I Yr.	25 December 2020 & 01 January 2021		2 Days
Term End Exams	B.Arch I YR.	08 February 2021	13 February 2021	6 Days
Re-Exams	B.Arch I YR.	08 March 2021	20 March 2021	12 Days
Semester II				
Academic Instruction Duration (regular classes)	B.Arch I Yr.	15 February 2021	29 May 2021	90 days 15 Weeks
Mid Term Test \ Internal Continuous Assessment (conducted in regular school hours)	B.Arch I Yr.	22 February 2020	29 May 2021	---
Term End Exams	B.Arch I Yr.	07 June 2021	16 June 2021	9 Days
Re-Exams	B.Arch I Yr.	08 July 2021	17 July 2021	9 Days

Summer Vacation		17 June 2021	20 June 2021	4 Days
Convocation	---	N.A.	N.A.	---
Commencement of next Academic year (First Year)	B.Arch I Yr.	19 July 2021	---	---
Commencement of next Academic year	B.Arch II Yr.	21 June 2021	---	---

School Name: Balwant Sheth School of Architecture Campus: Mumbai
Program Name in Full: Master of Architecture

Academic Calendar for the Academic Year: 2020-2021

Details	Program-Sem	Start date	End Date	No. of Days / No. of weeks (Excluding Sundays)
Semester I				
Orientation/Induction Program	M. Arch I Yr.	03 August 2020	08 August 2020	6 Days
Academic Instruction Duration (regular classes)	M. Arch I YR.	10 August 2020	28 November 2020	90 days 15 Weeks
Mid Term Test \ Internal Continuous Assessment (conducted in regular school hours)	M. Arch I YR.	10 August 2020	28 November 2020	---
Term End Exams	M. Arch I YR.	07 December 2020	15 December 2020	8 Days
Diwali Vacation	M. Arch I YR.	11 November 2020	17 November 2020	7 Days
Re-Exams	M. Arch I YR.	04 January 2021	16 January 2021	12 Days
Semester II				
Academic Instruction Duration (regular classes)	M. Arch I Yr.	16 December 2020	08 April 2021	90 days 15 Weeks
Mid Term Test \ Internal Continuous Assessment (conducted in regular school hours)	M. Arch I Yr.	23 December 2020	08 April 2021	---
Winter Vacation	M. Arch I Yr.	26 December 2020	01 January 2021	7 Days
Term End Exams	M. Arch I Yr.	19 April 2021	30 April 2021	11 Days
Re-Exams	M. Arch I Yr.	14 June 2021	26 June 2021	12 Days

Summer Vacation	For Faculty	26 April 2021	05 June 2021	42 Days
	For Faculty	03 May 2021	12 June 2021	42 Days
	For Students	03 May 2021	12 June 2021	42 Days
Convocation	---	N.A.	N.A.	---
Commencement of next Academic year (First Year)	M.Arch I Yr.	19 July 2021	---	---
Commencement of next Academic year	M.Arch II Yr.	14 June 2021	---	---

SVKM's NMIMS

School Name: Centre of Interior Environment & Design Campus: Mumbai

Program Name in Full: B.A. (Honours) Interior Environment and Design
Academic Calendar for the Academic Year: 2020-2021

Details	Program-Sem	Start date	End Date	No. of Days / No. of weeks (Excluding Sundays)
Semester I				
Orientation/Induction Program	B.A. (Hons.) I Yr.	03 August 2020	08 August 2020	6 Days
Academic Instruction Duration (regular classes)	B.A. (Hons.) I Yr.	10 August 2020	28 November 2020	90 days 15 Weeks
Mid Term Test \ Internal Continuous Assessment (conducted in regular school hours)	B.A. (Hons.) I Yr.	10 August 2020	28 November 2020	---
Term End Exams	B.A. (Hons.) I Yr.	07 December 2020	15 December 2020	8 Days
Diwali Vacation	B.A. (Hons.) I Yr.	11 November 2020	17 November 2020	7 Days
Re-Exams	B.A. (Hons.) I Yr.	04 January 2021	16 January 2021	12 Days
Semester II				
Academic Instruction Duration (regular classes)	B.A. (Hons.) I Yr.	16 December 2020	08 April 2021	90 days 15 Weeks
Mid Term Test \ Internal Continuous Assessment (conducted in regular school hours)	B.A. (Hons.) I Yr.	23 December 2020	08 April 2021	---
Winter Vacation	B.A. (Hons.) I Yr.	26 December 2020	01 January 2021	7 Days
Term End Exams	B.A. (Hons.) I Yr.	19 April 2021	30 April 2021	11 Days
Re-Exams	B.A. (Hons.) I Yr.	14 June 2021	26 June 2021	12 Days

Summer Vacation	For Faculty	26 April 2021	05 June 2021	42 Days
	For Faculty	03 May 2021	12 June 2021	42 Days
	For Students	03 May 2021	12 June 2021	42 Days
Convocation	---	N.A.	N.A.	---
Commencement of next Academic year (First Year)	B.A. (Hons.) I Yr.	19 July 2021	---	---
Commencement of next Academic year	B.A. (Hons.) II, III Yr.	14 June 2021	---	---

2.0 Degree Courses of Architecture & B.A. (Honours) Interior Environment and Design *:

2.1 (a) Structure &**Duration of the Bachelor of Architecture (B. Arch.) Programme:** The Bachelor of Architecture programme shall be of minimum duration of 5 academic years i.e. 10 semesters based on semester pattern. The course should be completed within a period of maximum 8 years from the date of admission to the progamme, failing which the student will be debarred from the Bachelor of Architecture course. However, in special circumstances a candidate may be granted an extension of 1 year by the University to complete the program. This extension shall be given only once to the candidate.

2.2 (b) Structure & Duration and Stage of the Master of Architecture: Master of Architecture programme shall be of minimum duration of 2 academic years. i.e. 4 semesters based on semester pattern. The course should be completed within a period of maximum 4 years from the date of admission to the progamme, failing which the student will be debarred from the Master of Architecture

2.3 (c) Structure & Duration and Stage of the B.A. (Honours) Interior Environment and Design The B.A. (Hons.) Interior Environment and Design programme shall be of minimum duration of 3 academic years i.e. 6 semesters based on semester pattern. The course should be completed within a period of maximum 5 years from the date of admission to the progamme, failing which the student will be debarred from the B.A. (Honours) Interior Environment and Design course.

2.4 Re-Admission rules:

Sr. No.	Programme	Duration of the Programme (in years)	Maximum duration permissible for completion the programme (in years)
1	B.Arch.	5	8 (as per COA norms)
2	M.Arch.	2	4
3	B.A.(Hons) IED	3	5

In continuation to the re-admission rules explained in Part I of this SRB,

A student can seek re-admission in the next academic year, in case he / she fails to fulfill the criteria mentioned under passing standards in SRB. For this purpose, he / she has to pay 25% of the total fee prevalent at that time for that programme.

Student can take re-admission in the said year of the programme only once. He/she can take re-admission in different years as long as total period of the programme does not exceed the validity period of that programme. Admission to the subsequent years is subject to maximum duration permissible for completion of the programme (in years). Such admissions will be at the students' own risk of non-completion of the programme during the maximum permissible duration (in years).

Academic Guidelines:

i) Any changes in the course structure, course outlines and so on, will be communicated separately
ii) The Student will be taught each of these subjects according to the prescribed course outlines. The faculty, however, may circulate individualized session-wise detailed teaching plans to the students.
iii) In case of Lecture Cancellation, the course coordinator will inform said changes to class representative/ respective students through the portal / email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty.

Contact hours and credit details are as follows:

Details	Credit	Equivalence in hrs per week	Total Hours in a 15 weeks of Semester
Class room teaching	1 credit	1 hour	15 hrs
Lab/Tutorial/group/presentation work	1 credit	2 hours	30 hrs

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* The SRB reflects the adoption of COA Minimum Standards of Architectural Education, 2017 submitted to MHRD and wherever applicable COA (Minimum Standards of Architectural Education) Regulations, 1983 will be considered

Seminar (subject to schedule throughout semester)	1 credit	1 hours	15 hrs
Design Dissertation /Design thesis for B.Arch and B.A (Hons.)IED	1 credit	1 hour	15 hrs
Design Dissertation (B.Arch)	1 credit	1 hour	15 hrs
Design Thesis M.Arch.	1 credit	1 hour	15 hrs
	1 credit	2 hours	30 hours
Internship	1 credit	-	30 hours (90working days)

2.5 Course Structure of the B.Arch, M.Arch and B.A (Hons) IED

The courses comprises of following categories of subjects:

- Design Studios
- Technological Studies
- Theory Subjects
- Professional Studies
- Skill set development modules

Details of each subject is given in Section 5, 6 and 7

2.6 Degree certificate:

In order to receive the Degree Certificate, the student will have to pass in all the examination of all the years. The Degree of Bachelor of Architecture, Master of Architecture and B.A. (Honours) Interior Environment and Design will be conferred upon the candidate who has passed in all Internal Continuous Assessments and all Term End Examinations in all subjects, as per the school's passing criteria and in accordance to the provisions relating to each year's examinations. This includes Professional training as prescribed, duly certified by the concerned Architect/Designer and his firm as part of the course requirement for Bachelor of Architecture.

2.7 Duration of Academic year:

The Academic year for 2nd to 5th year B.Arch. and 2nd year of M.Arch. will start in month of June, date as declared by the school at the beginning of the previous academic year.

The Academic Year for 2nd and 3rd year B.A. (Honours) Interior Environment and Design will start in month of June, date as declared by the school at the beginning of the previous academic year.

The Academic year for 1st year B.Arch. M.Arch. and B.A. (Honours) Interior Environment and Design will start in month of July, date as declared by the school at the beginning of the Academic year.

3.0 Examination Guidelines regarding passing Bachelor of Architecture *, Master of Architecture and B.A. (Honours) Interior Environment and Design from Balwant Sheth School of Architecture (Internal Continuous Assessment / Term End Examination, Passing Criteria, Grading system, method of calculation of CGPA, Re-Examination, exceptional cases – medical etc.)

In continuation to the Examination Guidelines explained at Sl. No. 7.0 in Part I of this SRB:

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* The SRB reflects the adoption of COA Minimum Standards of Architectural Education, 2017 submitted to MHRD and wherever applicable COA (Minimum Standards of Architectural Education) Regulations, 1983 will be considered

3.1 Passing Criteria: (General)

3.1.1 A student who has passed in all the subjects (as per the criteria laid down herein under) of Semester I and Semester II examinations of the first year of the programme will be promoted to the second year of the concerned programme. Likewise, a student who has passed in all the subjects of Semester III and Semester IV examinations of the second year will be promoted to the third year of the concerned programme and so on.

A student who fails to pass in one or more subjects in Semester I he/she is required to appear for re-examination/s in those subjects immediately after the declaration of the results of each term end examination. The internal marks will be carried forward for the re-examination. A student has to submit an online re-examination form. Such students who fail to submit the form will not be allowed to appear for the re-examination. A student who has failed to fulfil the passing criteria of Semester I courses after re-examination, will need to seek readmission for the entire year in the next academic year and re-do all the courses that is both ICA and TEE.

3.1.2 Students who remain absent for re-examination will be treated as failed in that subject in which they have remained absent and hence they will have to take readmission for the entire year in the next academic year and re-do all the courses that is both ICA and TEE

3.1.3 The student shall be required to apply and pay the prescribed fees/charges for each subject of the re-examination before the commencement of the re-examination failing which the students will not be allowed to appear at the re-examination.

3.1.4 The same criteria regarding re-examinations as mentioned above shall be applied to Semester I and II of the First Year, Semester III and IV of the second year, Semester V and VI of the third year, Semester VII and VIII of the fourth year and Semester IX and X of the fifth year of the programme and also for admission to the first, second, third, fourth and fifth year of the programme.

3.2 Passing Criteria: (For each Subject)

3.2.1 Internal Continuous Assessment (ICA):

A student must secure in every subject a minimum of 45% of the total maximum marks allotted to the internal continuous assessment of each subject, in order to be declared as successful in every subject, of each of the semesters.

3.2.2 Semester-End Examination (SEE):

A student must secure in every subject a minimum of 45% of the total maximum marks allotted to the semester-end examination of each subject, in order to be declared as successful in every subject, of each of the semesters. In addition to the above passing criteria for each subject, a student should fulfill the following passing criterion also to be declared as having passed the semester concerned. A student must secure a minimum of 50% of aggregate marks out of the total marks for each semester.

In case a subject has evaluation component of only Semester End Examination or Internal Continuous Assessment, then in such case, the passing for such a subject shall be 45% of the total marks allocated to that subject. If a student fails to pass in any of such subjects she/he will have to appear for re-examination (in case of semester-end examination) which will be conducted immediately after the declaration of the results of each term end examination.

3.3 Non-fulfillment of Passing Criteria:

3.3.1 Applicable for the subjects which do not have written examination:

If a student gets less than the prescribed 45% marks allotted to the internal continuous assessment in a particular subject, such a student will be declared 'failed' in that subject in that academic year and therefore, will have to seek readmission for the entire year in the next academic year and re-do all the courses of ICA.

In case a student obtains at least 45% marks of the total marks allotted to the internal continuous assessment in a subject in the Internal Continuous Assessment, but fails to obtain minimum prescribed marks (i.e. 45%) in the Semester-end examination of that subject **or** fails to obtain at least 45% marks out of aggregate marks for the subject, then in both such circumstances, he/she will be required to appear at the re-examination which will be held **immediately after the declaration of the results of each term end examination and in such case his/her marks in internal continuous assessment will be carried forward and shall be added to the marks obtained by him/her at the re-examination in that subject.** If a student fails in the re-examination he/she shall be deemed to have failed in that subject and would be required to seek readmission for the entire year in the next academic year and re-do all the courses that is both ICA and TEE.

In case, the student fails even in the re-examination, which is so held, he/ she will have an option to seek readmission for the entire year in the next academic year and re-do all the courses, that is both ICA and TEE.

3.3.2 Applicable for subjects which have written examination:

- If a student gets less than the prescribed 45% marks allotted to the internal continuous assessment in a particular subject, such a student will be given only one and final chance to improve his/ her performance to secure the necessary prescribed minimum marks in the Internal Continuous Assessment (ICA) by way of re-doing all the required projects/ assignments, etc. for the said subject of that Semester as decided by the respective subject-teacher/s, **before the given Semester-end examination of that semester.** The modalities of the Internal Continuous Assessment shall be jointly decided by the subject teacher and the Dean/ In-charge of the School. **It is the sole responsibility of the student to comply with the above mentioned requirement before the end of each respective Semester.** If he /she fails to do so, he/she shall be declared failed in that subject in that academic year and therefore, will have to seek readmission in that year or quit the programme. A failure in the Internal Continuous Assessment after the said chance for improvement in the internal continuous assessment will imply that the student/s will not be allowed to keep terms in the next Semester, and will be required to seek re-admission in the next academic year for the same year of the programme concerned.

- In case a student obtains at least 45% marks of the total marks allotted to the internal continuous assessment in a subject in the Internal Continuous Assessment, but fails to obtain minimum prescribed marks (i.e. 45%) in the Semester-end examination of that subject **or** fails to obtain at least 45% marks out of aggregate marks for the subject, then in both such circumstances, he will be required to appear at the re-examination which will be held **immediately after the declaration of the results of each term end examination** and in such case his/her marks in the Internal Continuous Assessment will be carried forward and shall be added to the marks obtained by him/her at the re-examination in that subject.

In case a student **fails to obtain a minimum of 50% of aggregate marks out of the total marks for each semester as stated above,** then in such circumstances, he/ she will be required to appear at **the re-examination of all the subjects** which will be held **immediately after the declaration of the results of each term end examination** and in such case his/her marks in the Internal Continuous Assessment will be carried forward and shall be added to the marks obtained by him/her at the re-examination in that subject. This will be his/ her final chance. In case, a student fails to obtain a minimum of 50% of aggregate marks out of the total marks for each semester even after the said re-examination, such a student will have to seek readmission for the entire year in the next academic year and re-do all the courses, that is both ICA and TEE.

3.3.3 If a student has failed under any head in any subject (i.e. 'Internal Continuous Assessment' or 'Semester-End Examination' or 'aggregate'), he/ she shall be deemed to have failed in that subject.

3.3.4 A student who remains absent at semester-end examination/s or re-examination/s due to any reason in any subject shall be awarded 'Absent remark' in the subject/s in which he/ she has remained absent. All such students will be required to appear at the re-examination of the said subject which will be conducted **immediately after the declaration of the results of each semester end examination.** All students who fail to pass any subject even after the said re-examination will be required to take re-admission for the entire year in the next academic year and re-do all the courses, that is both ICA and TEE.

3.3.5 In order to receive the degree, the student will have to pass in all the examinations of all the subjects of all the years and also fulfill the criterion of securing 50% of the aggregate of marks for all semesters.

3.3(a) Grace Marks Rule only for B.Arch. & B.A. (Honours) Interior Environment and Design Programme
Following scheme of grace marks is applicable:
1. A candidate failing in one or more subjects will be given grace marks up to 2 percent of the marks on the aggregate marks of the subjects in which he/she has appeared, subject to maximum of 6 marks overall and in

individual subject not more than 3% of maximum marks allotted to the subject.

2. The subject/s in which grace marks will be given will be based on the data of the examination of the semester. The decision of the University in this matter will be final.

3. Alternatively, not more than 5 or 10 marks respectively per subject would be awarded, if following conditions are fulfilled:

    i. Candidate should have appeared in all the subjects taken together for the respective semester.

    ii. Candidate should have an aggregate percentage of marks at the examination exceeding the minimum percentage required for passing by at least 5 percent or 10 percent marks respectively.

    iii. Candidate should not have failed in not more than one head/subject of passing by not more than 5 or 10 marks respectively.

3.4 Grades: Objective system of assigning the Grades to each subject would be based on relative performance of students in the Division/ batch. The relative grading system will be followed for the same. Balwant Sheth School of Architecture of NMIMS follows the following 'letter grades' and corresponding 'grade points' system:

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

3.5 Method of calculation of letter grades and GPA/ CGPA:

3.5.1 For the calculation of grades for each course / subject, following guidelines are observed:

- Highest marks scored by student/s for course / subject will be taken into account for the batch/ group (in case of electives).
- Difference between the maximum marks and pass marks would be calculated.
- The said difference will be equally divided into slabs of nine letter grades (i.e. A+, A, and A-, B+, B and B-and C+, C and C-).
- Grading will be done on the basis of marks obtained by a student in each course / subject which will be fitted into the above slabs of letter grades.
- 'F' grade will be assigned to students**:**
  - who have obtained less than 50% marks out of the total marks for each semester
  - .who have obtained less than 45% marks out of the maximum marks allocated to the respective subject for the term end examination.
  - who have obtained less than 45% marks out of the maximum marks allocated to the respective subject for the internal continuous assessment.
  - Who have obtained less than 45% marks in aggregate allocated to the respective subject.

3.5.2 Calculation of GPA (Grade Point Average):

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

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

3.5.3 Calculation of CGPA (Cumulative Grade Point Average):

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

Here: C = Credit value assigned to a course / module

G = Grade point value assigned to a student for course / module corresponding to the Letter grade (refer table given at 3.6)

GPA = Grade Point Average shall be calculated for individual term.

CGPA = Cumulative Grade Point Average shall be calculated up to and including each term till date.

3.5.4 Duration and Stages of the Bachelor of Architecture (B. Arch.) Programme:

The Bachelor of Architecture programme shall be of minimum duration of 5 academic years i.e. 10 semesters. The course should be completed within a period of maximum 8 years from the date of admission to the progamme failing which the student will be debarred from the Bachelor of Architecture course.

3.5.5 Duration and Stage of the B.A. (Honours) Interior Environment and Design

The B.A. (Honours) Interior Environment and Design programme shall be of minimum duration of 3 academic years. i.e. 6 semesters. The course should be completed within a period of maximum 5 years from the date of admission to the progamme failing which the student will be debarred from the B.A. (Honours) Interior Environment and Design course.

3.5.6 Duration and Stage of the Master of Architecture

Master of Architecture programme shall be of minimum duration of 2 academic years. i.e. 4 semesters. The course should be completed within a period of maximum 4 years from the date of admission to the progamme failing which the student will be debarred from the Master of Architecture

3.6 Non-completion of assignments for Internal Continuous Assessment:

A student shall be permitted to appear for the Semester-end examination provided he/she has submitted all the projects/assignments etc. required for internal assessment of that subject within the stipulated time and has passed the Internal Continuous Assessment according to the passing criteria as stated above. In case, he/she fails to submit the same before the stipulated time, and he/she fails in the Internal Continuous Assessment, he/she will not be allowed to appear for the Semester-end examination and will be declared failed. The term of such student will, therefore, not be granted and he/she will then have to seek readmission in that year or quit the programme.

Note: The above rules of Passing Standards will be applicable to all the Years and Batches of Balwant Sheth School of Architecture and B.A. (Honours) Interior Environment and Design

Important: Formats of all kind of application forms related to examination can be directly downloaded from the link mentioned below. However, few important forms have been annexed to this book, in addition.

http://www.nmims.edu/examination/

4 Programme Guidelines: Bachelor of Architecture

4.1 In continuation to the components of evaluation explained at 4.5 of Academic guidelines in Part I of this SRB, the under-mentioned component will also be considered for evaluation:

'Evaluation of concepts through communication with the help of 2-dimensional /3-dimensional visualization at group and individual level.'
1-4 components from all aforesaid will be applicable for evaluation as per the specific nature of the subject. (In continuation of the requirement of No. of evaluation component mentioned at Sl. No. 4.5 in Part I of this SRB).

4.2 Minimum No. of students required to offer an Elective course in any semester of B.Arch. and B.A. (Honours) IED is 10.

4.3 Duration of term end written examination (In continuation with the duration of examination explained at 4.5 in Part I of this SRB) at Balwant Sheth School of Architecture may vary from 1 hr to 3 hrs depending upon the subjects and its associated weightage. The same shall be mentioned in the term end examination schedule / time table.

4.4 Course Structure, Credits Structure:

Programme: Bachelor of Architecture First Year – Semester I		
Name of the Module	Total no. of hours for the subject	Credit/s
Foundation Workshop	180	12
Digital Design	30	2
Graphics	37.5	2.5
Humanities	15	1
Advance Workshop	37.5	1.5
Building Construction	60	3
Structures	30	2
Elective (Any One) Wood Workshop/ Pottery/ Painting/Drawing The Language Of Architecture/Vernacular Crafts	30	2
Specialization Studio Cultural Studies (Value Added course as per dean's discretion)	0	0
Semester - II		
Architectural Design	112.5	7.5
Basic Design	52.5	2.5
Digital Design	45	2
Building Construction	60	3
Building Materials	22.5	1.5
Structures	30	2
History of Architecture	37.5	1.5
Elements of Architecture	37.5	1.5
Graphics	37.5	2.5
Elective (Any one) Wood Workshop/ Pottery/ Painting/Scriptures, Sculptures/ Drg. Painting/Canvas Painting/Drawing The Language Of Architecture/Vernacular Crafts	37.5	2.5
Specialization Studio Advance Workshop/ Cultural Studies/ Visual Studies/ Vernacular Architecture (Value Added course as per dean's discretion)	0	0
Design Research and Publications	0	0

Programme: Bachelor of Architecture Second Year – Semester III		
Name of the Module	Total no. of hours for the subject	Credit/s
Design Workshop	112.5	7.5
Interior Design	52.5	2.5
Digital Design	37.5	2.5
Building Construction	45	2
Building Materials	22.5	1.5
Structures	30	2
Climatology	30	2
Survey and Leveling	30	1
History of Architecture	15	1
Humanities	15	1
Graphics	30	1
Elective (Any one) Object Art/ Photography/ Printmaking/Drawing The Language Of Architecture/Vernacular Crafts	30	2
Specialization Studio Advance Workshop/ Modernism (Value Added course as per dean's discretion)	0	0
Semester IV		
Architectural Design	112.5	7.5
Digital Design	45	2
Building Construction	60	3
Building Materials	22.5	1.5
Structures	30	2
Services	45	2
History of Architecture	22.5	1.5
Theory of Design	37.5	2.5
Public Space Design	37.5	2.5
Elective (Any one) Object Art/ Photography/ Printmaking/ Set Designing/Drawing The Language Of Architecture/Vernacular Crafts	37.5	2.5
Specialization Studio Advance Workshop/ Modernism/Visual Studies/Traditional Crafts / Vernacular Interior/ Visual Communications/Drg. The Language of Architecture/ Vernacular Architecture/ Energy Efficient Buildings/ Architectural Expressions (Value Added course as per dean's discretion)	0	0
Design Research and Publications	0	0

Programme: Bachelor of Architecture Third Year – Semester V		
Name of the Module	Total no. of hours for the subject	Credit/s
Architectural Design	112.5	7.5
Building Construction	60	3
Working Drawings	60	3
Structures	30	2
Services	45	2
Quantity Surveying	30	1
History of Architecture	15	1
Theory of Design	30	2
Digital Design Studio	52.5	2.5
Elective (Any one) Art and Design/ Art Appreciation/ Advance Basic Design/Coding & Scripting/ Innovation Design	30	2
Specialization Studio Settlement Studies/ Advance Computation (Value Added course as per dean's discretion)	0	0
Design Research and Publications	0	0
Semester - VI		
Architectural Design	112.5	7.5
Landscape Design	37.5	2.5
Digital Design	45	2
Graphics	37.5	1.5
Building Construction	60	3
Working Drawings	60	3
Structures	30	2
Specifications	37.5	1.5
Bye Laws	37.5	1.5
Elective (Any one) Art and Design/ Art Appreciation/Advance Basic Design/Experimental Animation/Urbanisation/ City Painting /Coding & Scripting/ Innovation Design	37.5	2.5
Specialization Studio Settlement Studies/ Advance Computation/ Landscape History/ Visual Studies/ Conservation (Value Added course as per dean's discretion)	0	0

Programme: Bachelor of Architecture Fourth Year – Semester VII		
Name of the Module	Total no. of hours for the subject	Credit/s
Architectural Design	135	9
Urban Theory	45	2
Building Construction	45	2
Advance Structures	30	2
Advance Services	45	2
Professional Practice	30	2
Ecological Design	45	3
Design Research and Publications	30	2
Elective (Any one) Sustainable Architecture/ Sociology/ Sustainable Bldg. Skins/ Fractals in Nature/ Cultural study of Bldgs./Urban Sociology/Indian Aesthetics	30	2
Specialization Studio Architectural Journalism/ Urban Morphology (Value Added course as per dean's discretion)	0	0
Semester VIII		
Architectural Design	135	9
Urban Design	52.5	3.5
Building Construction and Materials	45	2
Advance Working Drawings	45	2
Professional Practice	37.5	2.5
Research Methodology	37.5	2.5
Advance Services	45	2
Elective (Any one) Sustainable Architecture/ Sociology/ Sustainable Bldg. Skins/ Fractals in Nature/ Cultural study of Bldgs./Urban Sociology/Indian Aesthetics	37.5	2.5
Specialization Studio Architectural Journalism/ Urban Morphology/ Advance Workshop/ Research Skills/ Alternative Technology/ Urban District Barcelona/ Product Design (Value Added course as per dean's discretion)	0	0
Design Research and Publications	0	0

Programme: Bachelor of Architecture Fifth Year – Semester IX		
Name of the Module	Total no. of hours for the subject	Credit/s
Design Dissertation	300	20
Allied Seminar	60	4
Elective (Any one) Conservation, Economics, Project / Construction Management/ Sociology/ Communication Skill/Writing in Architecture/Urban Sociology/Indian Aesthetics	30	2
Semester - X		
Design Dissertation	75	5
Professional Practice (Training)	720	24

Programme: Master of Architecture First Year – Semester I		
Name of the Module	Total no. of hours for the subject	Credit/s
Workshop Studio	150	10
Seminar I : Mapping and Visualisation	60	3
Seminar II : History, Theory and Criticism	60	3
Seminar III : Environment, Design and Analysis	60	3
Seminar IV : Collective Behaviour Studies	60	3
Elective I (Any one) (i) Advance Fabrication Techniques (ii) Digital Tools and Processing	60	3
Semester - II		
Design Studio	150	10
Seminar I: Mapping and Visualisation	60	3
Seminar II: History, Theory and Criticism	60	3
Seminar III: Environment, Design and Analysis	60	3
Seminar IV: Collective Behaviour Studies	60	3
Elective I (Any one) (i) Advance Fabrication Techniques (ii) Digital Tools and Processing	60	3
Second Year – Semester III		
Name of the Module	Total no. of hours for the subject	Credit/s
Design Studio	150	10
Seminar I: Urban Data Visualisation	60	3
Seminar II: Allied Technical Studies	60	3
Seminar III: Thesis Research	60	3
Elective I (Any One) (i) Critical Writing, (ii) Urban Morphology	60	3
Elective II (Any One) (i) Project Management (ii) Performative Building Skins	60	3
Semester - IV		
Design Thesis	330	19
Elective I (Any One) (i) Critical Writing (ii) Urban Morphology	60	3
Elective II (Any One) (i) Project Management (ii) Performative Building Skins	60	3

Programme: B.A. (Hons.) Interior Environment and Design First Year – Semester I		
Name of the Module	**Total no. of hours for the subject**	**Credit/s**
Foundation Workshop	135	9
Graphics	30	1.5
Material Studio	30	1.5
Theory of Structures	15	1
Seminar I - Humanities	30	2
Seminar II - Visual Studies	30	2
Seminar III - Elements of Design	30	2
Elective (Any one) Wood Workshop/ Pottery/Painting	30	2
Specialization Studio - Cultural Studies	22	0
Semester II		
Design Studio	105	7
Basic Design	30	1.5
Graphics	30	1.5
Digital Design	45	2
Construction	45	2
Materials	15	1
Seminar I - Humanities	30	2
Seminar II - Art Appreciation	30	2
Seminar III - Elements of Design	30	2
Elective (Any one) Wood Workshop/ Pottery/Painting	30	2
Specialization Studio - Vernacular Interior	22	0

Programme: B.A. (Hons.) Interior Environment and Design Semester - III		
Name of the Module	**Total no. of hours for the subject**	**Credit/s**
Design Studio	105	7
Product Design	30	1.5
Spatial Dynamics - Human Studies	30	1.5
Digital Design	45	2
Construction	45	2
Materials	15	1
Services	30	2
Seminar I - History of Art & Visual Culture	30	2
Seminar II - Theory of Design	30	2
Elective (Any one) Object Art/ Printmaking/ Typography/ Photography	30	2
Specialization Studio - Modernism	22	0
Semester – IV		
Design Studio	105	7
Furniture Design	45	2.5
Spatial Dynamics - Colour and Light	30	1.5
Digital Design	45	2
Construction	45	2
Materials	15	1
Services	30	2
Seminar I - History of Art & Visual Culture	30	2
Seminar II - Theory of Design	30	2
Elective (Any one) Object Art/ Printmaking/Typography/ Photography	30	2
Specialization Studio - Adaptive Reuse	22	0

Programme: B.A. (Hons.) Interior Environment and Design Semester - V		
Name of the Module	**Total no. of hours for the subject**	**Credit/s**
Advance Design Studio	105	7
Furniture Design	45	2
Digital Design	45	2
Working Drawing	45	2
Advance Construction and Materials	45	2
Codes and Estimation	15	1
Seminar I - Design Research	30	2
Seminar II - Environmental Studies	30	2
Elective (Any one) Project Management/ Cinema: Process and Product/ Journalism	30	2
Specialization Studio - Heritage Conservation	22	0
Semester - VI		
Design Thesis	135	9
Advance Computation	45	2
Working Drawing	45	2
Codes and Estimation	15	1
Seminar I - Professional Practice	30	2
Seminar II - Environmental Studies	30	2

5. **Brief description of the subjects in Bachelor of Architecture:**

5.1. SEMESTER I

5.1.1. Foundation Workshop:

Understand the relation between Nature, City and the Individual through a series of modules that expose the students to a variety of conditions in the built and natural environment around us.

5.1.2. Digital Design:

Ability to present in graphic form all elements of building design, using computer aided drafting software in 2D and 3D, use of rendering, presentation and modelling software packages.

5.1.3. Graphics

Ability to present in Graphic form all elements of building design- study of shades and shadows, textures, tones, colours, geometrical form, perspectives and projections, free hand drawing and rendering in different media

5.1.4. Humanities

Study of evolution of various styles of Architecture and methods of construction and influence of Art and culture on architecture through the ages in the world, with emphasis on Architecture of the Indian sub-continent.

5.1.5. Advance Workshop

Advance Workshop: Developing Skills to make building models with various materials such as wood, metal, acrylic, ability to make simple joints in timber, pipes and other materials.

5.1.6. Building Construction

Knowledge of various structural systems and methods of construction and detailing of buildings of medium complexity using natural and manmade materials including foundation, walls, roofs, staircase, joinery and finishes, culminating in the capacity to integrate the knowledge acquired to architectural design exercise for making working drawings for a three storied contemporary building and learning the skills of presenting these in the graphic form using both manual and electronic medium.

5.1.7. Structures

Introduction to Structures. Fundamentals of mechanics.

5.1.8. Elective:

Wood Workshop/ Pottery/ Painting/Drawing The Language Of Architecture/Vernacular Crafts

The intent is to expose the students to a variety of course options to strengthen their lateral thinking and learn allied skills such as Wood Workshop, Pottery and Painting, Drawing the language of Architecture and Vernacular Crafts.

5.1.9. Specialization Studio

Cultural Studies.

Cultural Studies: study of man and built environment, settlements and study of Art and culture through study tours/filed trips and documentation.

5.2. SEMESTER II

5.2.1. Architectural Design

Applying the knowledge gained in the Foundation Workshop, Design Methodologies and Skill sets to design buildings of medium complexity and present them in graphic form using both manual and electronic medium.

5.2.2. Basic Design

Developing Skills in Manual Presentation, use of various media for presentation, principals of two and three dimension compositions and principles of visual arts.

5.2.3. Digital Design

Ability to present in graphic form all elements of building design, using computer aided drafting software in 2D and 3D, use of rendering, presentation and modelling software packages.

5.2.4. Building Construction

Knowledge of various structural systems and methods of construction and detailing of buildings of medium complexity using natural and manmade materials including foundation, walls, roofs, staircase, joinery and finishes, culminating in the capacity to integrate the knowledge acquired to architectural design exercise for making working drawings for a three storied contemporary building and learning the skills of presenting these in the graphic form using both manual and electronic medium.

5.2.5. Building Materials

Knowledge of properties and behaviour of both natural and manmade building materials such as bricks, stones, metals, timber, steel and finishing materials in contemporary building. Effects of sun, rain, wind and other climatic and environmental conditions on various building materials and built environment and the science of design for creating effective human comfort conditions.

5.2.6. Structures

Understanding of basic theories and principles of Structural analysis and design of structural elements

5.2.7. History of Architecture

Study of sociology, economics and culture as applicable for design of human settlements

5.2.8. Elements of Architecture

Understanding and Appreciation of Principles and percepts of issues related to Architectural Design in theory and Practice. Appreciation of Architectural Spaces with respect to Man and his Behaviour

5.2.9. Graphics

Application and use of all the of previously learnt drafting techniques to best represent a built structure.

5.2.10. Elective

Wood Workshop/ Pottery/ Painting/ Scriptures, Sculptures/ Drg. Painting/ Canvas Painting/Drawing The Language Of Architecture/Vernacular Crafts

The intent is to expose the students to a variety of course options to strengthen their lateral thinking, such as Wood Workshop, Pottery, Painting, Scriptures, Sculptures, Drg/Painting, Canvas Painting, Drawing the language of Architecture and Vernacular Craft.

5.2.11. Specialization Studio

Advance Workshop/Cultural Studies/Visual Studies/Vernacular Architecture

Advance Workshop, Cultural Studies, Visual Studies, Vernacular Architecture: study of man and built environment, settlements and study of Art and culture through study tours/filed trips and documentation.

5.2.12. Design Research and Publications

It is a constructive feedback for the pedagogy of the school. It records the various researches and events through the course of the Academic year.

5.3. SEMESTER III

5.3.1. Design Workshop

To understand the importance of natural/biological/evolutionary systems in architecture and design through a process of intense research and analysis.

5.3.2. Interior Design

To understand the Historicity, Principles, Built-in and Movable Furniture, Interior Fittings and Furnishings, Colour Form and Texture in Interior Design.

5.3.3. Digital Design

Ability to present in graphic form all elements of building design, using computer aided drafting software in 2D and 3D, use of rendering, presentation and modelling software packages.

5.3.4. Building Construction

Knowledge of various structural systems and methods of construction and detailing of buildings of medium complexity using natural and manmade materials including foundation, walls, roofs, staircase, joinery and finishes, culminating in the capacity to integrate the knowledge acquired to architectural design exercise for making working drawings for a three storied contemporary building and learning the skills of presenting these in the graphic form using both manual and electronic medium

Knowledge of properties and behaviour of both natural and manmade building materials such as paints, varnish, roofing sheets and tiles, timber board-plywood, natural floor finishes, artificial floor finishes, concrete, concrete blocks, precast and cast in situ, precast concrete, plasticizer chemicals, membrane water proofing, plastics, polycarbonates, laminates, Ferro cement, fly ash etc. in contemporary building. Effects of sun, rain, wind and other climatic and environmental conditions on various building materials and built

5.3.5. Building Materials

Environment and the science of design for creating effective human comfort conditions.

5.3.6. Structures

Understanding of basic theories and principles of soil mechanics and masonry structures, concrete structures. Design of structural elements of trusses.

5.3.7. Climatology

Understanding of climate and its impact on architectural design, Fundamentals of climatology and environmental studies

5.3.8. Survey and Levelling

Understanding of various surveying and levelling instruments

5.3.9. History of Architecture

Basic knowhow of world history and drawing representation skills

5.3.10.   Humanities

Study of evolution of various styles of Architecture and methods of construction and influence of Art and culture on architecture through the ages in the world, with emphasis on Architecture of the Indian sub-continent.

5.3.11.   Graphics

Ability to present in Graphic form all elements of building design study of shades and shadows, textures, tones, colours, geometrical form, perspectives and projections, free hand drawing and rendering in different media. Introduction of new techniques of demonstrating sciography.

5.3.12.   Elective

Object Art/ Photography/ Printmaking/Drawing the Language of Architecture/Vernacular Crafts

The intent is to expose the students to a variety of course options to strengthen their lateral thinking, such as Object Art, Photography and Printmaking, Drawing the Language of Architecture, Vernacular Crafts

5.3.13.   Specialization Studio:

Advance Workshop/Modernism/Visual Studies/Traditional Crafts/Vernacular Interior/Visual Communications/Drg. The Language of Architecture/ Vernacular Architecture/Energy Efficient Building/Architectural Expression

Advance Workshop, Modernism: study of man and built environment, settlements and study of Art and culture through study tours/filed trips and documentation.

5.4. SEMESTER IV

5.4.1. Architectural Design
Applying the knowledge gained in the Workshop, Design Theories and Methodologies and Skill sets to design buildings of medium complexity and present them in graphic form using both manual and electronic medium.

5.4.2. Digital Design
Ability to present in graphic form all elements of building design, using computer aided drafting software in 2D and 3D, use of rendering, presentation and modelling software packages.

5.4.3. Building Construction
Knowledge of various structural systems and methods of construction and detailing of buildings of medium complexity using natural and manmade materials including foundation, walls, roofs, staircase, joinery and finishes, culminating in the capacity to integrate the knowledge acquired to architectural design exercise for making working drawings for a three storied contemporary building and learning the skills of presenting these in the graphic form using both manual and electronic medium.

5.4.4. Building Materials
Knowledge of properties and behaviour of both natural and manmade building materials such as paints, varnish, roofing sheets and tiles, timber board-plywood, natural floor finishes, artificial floor finishes, concrete, concrete blocks, precast and cast in situ, precast concrete, plasticizer chemicals, membrane water proofing, plastics, polycarbonates, laminates, Ferro cement, fly ash etc. in contemporary building. Effects of sun, rain, wind and other climatic and environmental conditions on various building materials and built environment and the science of design for creating effective human comfort conditions.

5.4.5. Structures
Acquiring knowledge of structural systems for various structural materials.

5.4.6. Services
Study, design and detailing for water supply system, drainage, sewage disposal, garbage disposal, electrification, illumination, air conditioning, fire hazard protection, acoustical treatment, rainwater harvesting etc. in buildings and building premises, disaster management systems, intelligent energy conservation systems, electronic security and surveillance systems for buildings.

5.4.7. History of Architecture
Study of sociology, economics and culture as applicable for design of human settlements.

5.4.8. Theory of Design
Understanding and Appreciation of the Principles and Precepts of issues related to Architectural Design in Theory and Practice. Appreciation of architectural spaces with respect to man and misbehavior.

5.4.9. Public Space Design
Application of design principles within public spaces and the interface between private and public.

5.4.10. Elective
Object Art/ Photography/ Printmaking/ Set Designing/Drawing the Language of Architecture/Vernacular Crafts
The intent is to expose the students to a variety of course options to strengthen their lateral thinking, such as Object Art, Photography, Printmaking, Set Designing, Drawing the Language of Architecture, Vernacular Crafts

5.4.11. Specialization Studio
Advance Workshop/Modernism/Visual Studies/Traditional Crafts/Vernacular Interior/Visual Communications/Drg. The language of Architecture/ Vernacular Architecture/Energy Efficient Buildings/Architectural Expressions
Advance Workshop, Modernism, Visual Studies, Traditional Crafts / Vernacular Interior, Visual Communications, Drg. The Language of Architecture, Vernacular Architecture, Energy Efficient Buildings, and Architectural Expressions: study of man and built environment, settlements and study of Art and culture through study tours/filed trips and documentation.

5.4.12. Design Research and Publications
It is a constructive feedback for the pedagogy of the school. It records the various researches and events through the course of the Academic year.

5.5. SEMESTER V

5.5.1. Architectural Design
Applying the knowledge gained in the Theory subjects, Design Methodologies and Skill sets to design buildings of medium complexity and present them in graphic form using both manual and Electronic medium.

5.5.2. Building Construction
Knowledge of various structural systems and methods of construction and detailing of buildings of medium complexity using natural and manmade materials including foundation, walls, roofs, staircase, joinery and finishes, culminating in the capacity to integrate the knowledge acquired to architectural design exercise for making working drawings for a three storied contemporary building and learning the skills of presenting these in the graphic form using both manual and electronic medium.

5.5.3. Working Drawings
This comprises of detailed drawings for preparation of Tender Documents. These drawings have to have all dimensions and required notes. Working drawings are also prepared with all Structural and Services details. They also need to be have specialized details such as sky lights, Roofing systems, Structural glazing etc.

5.5.4. Structures
Understanding of lateral loads, their effects on planning and design of structures, acquiring knowledge of framed structures.

5.5.5. Services
Study, design and detailing for water supply system, drainage, sewage disposal, garbage disposal, electrification, illumination, air conditioning, fire hazard protection, acoustical treatment, rainwater harvesting etc. in buildings and building premises, disaster management systems, intelligent energy conservation systems, electronic security and surveillance systems for buildings.

5.5.6. Quantity Surveying
Systems of calculating quantities and estimating for all trades involved in construction of medium complexity.

5.5.7. History of Architecture
Study of sociology, economics and culture as applicable for design of human settlements.

5.5.8. Theory of Design
Understanding and Appreciation of the Principles and Precepts of issues related to Architectural Design in Theory and Practice. Appreciation of architectural spaces with respect to man and his behavior.

5.5.9. Digital Design Studio
Advance Computation: Use of Scripting and digital prototyping software in the design process.

5.5.10. Elective
Art and Design/ Art Appreciation/ Advance Basic Design/Coding & Scripting/ Innovation Design
The intent is to expose the students to a variety of course options to strengthen their lateral thinking, such as Art and Design, Art Appreciation and Advance Basic Design, Coding & Scripting, Innovation Design

5.5.11. Specialization Studio
Settlement Studies/Advance Computation
Settlement Studies, Advance Computation: study of man and built environment, settlements and study of Art and culture through study tours/filed trips and documentation.

5.5.12. Design Research and Publications
It is a constructive feedback for the pedagogy of the school. It records the various researches and events through the course of the Academic year.

5.6. SEMESTER VI

5.6.1. Architectural Design

Applying the knowledge gained in the Theory subjects, Design Methodologies and Skill sets to design buildings of medium complexity and present them in graphic form using both manual and electronic medium.

5.6.2. Landscape Design

Applying the knowledge gained in the Foundation Workshop, Design Methodologies and Skill sets to design buildings of medium complexity and present them in graphic form using both manual and electronic medium.

5.6.3. Digital Design

Ability to present in graphic form all elements of building design, using computer aided drafting software in 2D and 3D, use of rendering, presentation and modelling software packages.

5.6.4. Graphics

Ability to present in Graphic form all elements of building design study of shades and shadows, textures, tones, colours, geometrical form, perspectives and projections, free hand drawing and rendering in different media.

5.6.5. Building Construction

Knowledge of various structural systems and methods of construction and detailing of buildings of medium complexity using natural and manmade materials including foundation, walls, roofs, staircase, joinery and finishes, culminating in the capacity to integrate the knowledge acquired to architectural design exercise for making working drawings for a three storied contemporary building and learning the skills of presenting these in the graphic form using both manual and electronic medium.

5.6.6. Working Drawings

This comprises of detailed drawings for preparation of Tender Documents. These drawings have to have all dimensions and required notes. Working drawings are also prepared with all Structural and Services details. They also need to be have specialized details such as sky lights, Roofing systems, Structural glazing etc.

5.6.7. Structures

Understanding of structural system of shell structures and special structures

5.6.8. Specifications

Writing specifications for materials and various items of work.

5.6.9. Bye Laws

Understand and implement local body building byelaws and submission procedures for approvals

5.6.10. Elective

Art and Design/ Art Appreciation/Advance Basic Design/Experimental Animation/Urbanisation/ City Painting /Coding & Scripting/ Innovation Design

The intent is to expose the students to a variety of course options to strengthen their lateral thinking, such as Art and Design, Art Appreciation, Advance Basic Design, Experimental Animation, Urbanisation, City Painting, Coding & Scripting, Innovation Design

5.6.11. Specialization Studio

Settlement Studies/Advance Computation/Landscape History/Visual Studies/Conservation

Settlement Studies, Advance Computation, Landscape History, Visual Studies, and Conservation: study of man and built environment, settlements and study of Art and culture through study tours/filed trips and documentation.

5.6.12. Design Research and Publications

It is a constructive feedback for the pedagogy of the school. It records the various researches and events through the course of the Academic year.

5.7. SEMESTER VII

5.7.1. Architectural Design
Design of complex buildings and campuses involving analytical studies of building and spaces from sociological, economic and cultural perspectives

5.7.2. Urban Theory
Evolution of settlement design, Classification of settlements, Planning methodologies, Contribution of prominent planners, urban planning policies, Urban renewal schemes and methodologies, Regional planning principles and methodologies

5.7.3. Building Construction
Study of advanced building construction methods and innovative architectural detailing with new materials such as plastics, metals, synthetic boards, glass, composite panels etc.

5.7.4. Advance Structures
Study of advanced building construction, structural systems and innovative architectural detailing with new materials such as plastics, metals, synthetic boards, glass, composite panels etc.

5.7.5. Advance Services
Study of advanced building services like HVAC, Water supply and disposal, Electrical, Acoustical, and Lighting related to complex building situations like high-rise, Complexes, Cities etc.

5.7.6. Professional Practice
Study of Office practice, Office administration, Accounting, Building Bye-laws, Tendering, Contracts and Arbitration, Valuation, professional conduct and ethics, Architects Act 1972, Role of COA, IIA and UIA, implementing a building contract.

5.7.7. Ecological Design
Buildings of all sizes and types are now being reconsidered in terms of how they provide natural airflow, daylighting, solar heating, and other natural means of meeting human needs. This course reviews the possibilities, with many case study examples.

5.7.8. Design Research and Publications
Research methodologies for urban mapping and recording / techniques of data compilation and presentation

5.7.9. Elective
Sustainable Architecture/ Sociology/ Sustainable Bldg. Skins/ Fractals in Nature/ Cultural study of Bldgs./Urban Sociology/Indian Aesthetics
The intent is to expose the students to a variety of course options to strengthen their lateral thinking, such as Sustainable Architecture, Advanced Services and Sociology, Urban Sociology, Indian Aesthetics

5.7.10. Specialization Studio
Architectural Journalism/Urban Morphology
Architectural Journalism, Urban Morphology: study of man and built environment, settlements and study of Art and culture through study tours/filed trips and documentation.

5.8. SEMESTER VIII

5.8.1. Architectural Design
Design of complex buildings and campuses involving analytical studies of building and spaces from sociological, economic and cultural perspectives.

5.8.2. Urban Design
Application of Urban Theory / Determinants of Urban form / Urban design vocabulary, Design principles and aesthetic legislations.

5.8.3. Building Construction and Materials

Study of advanced building construction methods and innovative architectural detailing with new materials such as plastics, metals, synthetic boards, glass, composite panels etc.

5.8.4. Advance Working Drawings

This comprises of detailed drawings for preparation of Tender Documents. These drawings have to have all dimensions and required notes. Working drawings are also prepared with all Structural and Services details. They also need to be have specialized details such as sky lights, Roofing systems, Structural glazing etc.

5.8.5. Professional Practice

Study of Office practice, Office administration, Accounting, Building Bye-laws, Tendering, Contracts and Arbitration, Valuation, professional conduct and ethics, Architects Act 1972, Role of COA, IIA and UIA, implementing a building contract.

5.8.6. Research Methodology

Understand and developing methodologies for Research in Architecture, Landscape, Urbanism, Sustainability and Conservation

5.8.7. Advance Services

Study of acoustics in the different building types, different materials and study of High rise structures, application of various services in high rise buildings and application in design.

5.8.8. Elective

Sustainable Architecture/ Sociology/ Sustainable Bldg. Skins/ Fractals in Nature/ Cultural study of Bldgs./Urban Sociology/Indian Aesthetics

The intent is to expose the students to a variety of course options to strengthen their lateral thinking, such as Sustainable Architecture, Advanced Services, Sociology, Sustainable Bldg. Skins, Fractals in Nature, Cultural study of Bldgs., Urban Sociology and Indian Aesthetics.

5.8.9. Specialization Studio

Architectural Journalism/Urban Morphology/Advance Workshop/Research Skills/Alternative Technology/Urban District Barcelona/Product Design

Architectural Journalism, Urban Morphology, Advance Workshop, Research Skills, Alternative Technology, Urban District Barcelona, Product Design: study of man and built environment, settlements and study of Art and culture through study tours/filed trips and documentation.

5.8.10. Design Research and Publications

It is a constructive feedback for the pedagogy of the school. It records the various researches and events through the course of the Academic year.

5.9. SEMESTER IX

5.9.1. Design Dissertation

Project selected by the student in the area of their interest and attempted after detailed analytical study of the chosen topic / subject. Individually synthesize content / conduct investigative research / co-ordinate all pertinent architectural and landscape issues with the design concept and objectives / theme based research on architectural and landscape project / collection and analyses of relevant data / analytical study report.

5.9.2. Allied Seminar

Project selected by the student in the area of their interest and attempted after detailed analytical study of the chosen topic / subject. Analytical studies integrating the different aspects from design, technology, urban studies through investigative research and studio discussions on a range of issues.

5.9.3. Elective

Conservation, Economics, Project / Construction Management/ Sociology/ Communication Skill/Writing in Architecture/Urban Sociology/Indian Aesthetics

The intent is to expose the students to a variety of course options to strange then their lateral thinking, such as Conservation, Economics, Project , Construction Management, Sociology and Communication Skills, Writing in Architecture, Urban Sociology, Indian Aesthetics

5.10. SEMESTER X

5.10. 1 Design Dissertation
Project selected by the student in the area of their interest and attempted after detailed analytical study of the chosen topic / subject. Individually synthesize content / conduct investigative research / co-ordinate all pertinent architectural and landscape issues with the design concept and objectives / theme based research on architectural and landscape project / collection and analyses of relevant data / analytical study report.

5.10.2. Professional Practice (Training)
Working in an Office Practice, Studying Office Administration, Accounting, Building Bye-laws, Tendering, Contracts and Arbitration, Valuation, Professional Conduct and Ethics, Architects Act 1972, Implementing and Executing Project at site.

6.   **Brief description of the subjects in Master of Architecture:**

6.10. SEMESTER I

6.10.1.   Workshop Studio
The First Semester is a formative platform structured by a Workshop Project in the city of Mumbai as a case study that introduce students to the Theoretical Background and Physical Mapping of the new strategies for the implementation of Information based design strategies to the built environment.

6.10.2.   Seminar I: Mapping and Visualization
Seminar is about the new tools of mapping and visualization. Visualization allows us to perceive relationships in large sets of interconnected data. While statistical techniques may determine correlations among the data, visualization helps us frame what questions to ask about the data.

6.10.3.   Seminar II: History, Theory and Criticism
The Seminar is focused on the conversation on contemporary architecture design. Theory and practice are contextualized in a way that is not limited to the study of the built environment but includes topics in allied fields. The seminar examines the contested terrain of architecture, landscape architecture, urban planning and design, with engineering, geography, sociology, and scientific, cultural, and historical disciplines.

6.10.4.   Seminar III: Environment Design and Analysis
In the light of continuing global pressure on the environment and more concerns about getting buildings to carbon neutral status, the seminar offers insights into the concept of human comfort and energy conscious design methodologies through theories and applied case studies.

6.10.5.   Seminar IV: Collective Behavior Studies
Evolution of settlement design, Classification of settlements, Planning methodologies, Contribution of prominent planners, urban planning policies, Urban renewal schemes and methodologies, Regional planning principles and methodologies

6.10.6.   Elective: Advance Fabrication Techniques
Digital Tools would be applied to design a structure prototype to be tested at full scale. The use of advanced digital technology for fabrication including laser cutting, CNC routing, 3d printing and robotic manufacturing would be imparted to construct and resolve the prototype through an iterative process.

6.10.7.   Elective: Digital Tools and Processing
Introduction to the software of Processing and Arduino. Built for the electronic arts and new media art, processing enables designers to visualize data pertaining to systems and environments. Arduino is a tool for making computers that can sense and control more of the physical world than your desktop computer. The Arduino programming language is an implementation of Wiring, a similar physical computing platform, which is based on the Processing multimedia programming environment.

6.11. SEMESTER II

6.11.1.   Design Studio

The studio would understand the design of systems in nature through evolutionary theories and biological studies. It would attempt to extract specific studies relating to performance including form, growth, resource management, energy efficiency, self-sufficiency etc. occurring in natural systems through case study research and analysis. These studies would tested to inquire about the future of habitability across scales from the Individual and the Collective through an iterative process using physical models and advanced digital technologies. The outcomes would be tested with full scale prototypes with specific parameters such as structure optimization, material management, environmental performance etc.

6.11.2.   Seminar I: Mapping and Visualization

Seminar is about the new tools of mapping and visualization. Visualization allows us to perceive relationships in large sets of interconnected data. While statistical techniques may determine correlations among the data, visualization helps us frame what questions to ask about the data.

6.11.3.   Seminar II: History, Theory and Criticism

The Seminar is focused on the conversation on contemporary architecture design. Theory and practice are contextualized in a way that is not limited to the study of the built environment but includes topics in allied fields. The seminar examines the contested terrain of architecture, landscape architecture, urban planning and design, with engineering, geography, sociology, and scientific, cultural, and historical disciplines.

6.11.4.   Seminar III: Environment Design and Analysis

In the light of continuing global pressure on the environment and more concerns about getting buildings to carbon neutral status, the seminar offers insights into the concept of human comfort and energy conscious design methodologies through theories and applied case studies.

6.11.5.   Seminar IV: Collective Behavior Studies

Evolution of settlement design, Classification of settlements, Planning methodologies, Contribution of prominent planners, urban planning policies, Urban renewal schemes and methodologies, Regional planning principles and methodologies.

6.11.6.   Elective I: Advance Fabrication Techniques

Digital Tools would be applied to design a structure prototype to be tested at full scale. The use of advanced digital technology for fabrication including laser cutting, CNC routing, 3d printing and robotic manufacturing would be imparted to construct and resolve the prototype through an iterative process.

6.11.7.   Elective I: Digital Tools and Processing

Introduction to the software of Processing and Arduino. Built for the electronic arts and new media art, processing enables designers to visualize data pertaining to systems and environments. Arduino is a tool for making computers that can sense and control more of the physical world than your desktop computer. The Arduino programming language is an implementation of Wiring, a similar physical computing platform, which is based on the Processing multimedia programming environment.

6.12. SEMESTER III

6.12.1.   Design Studio

The Studio understands the interrelationship between architecture and the city deepening students' understanding of the ways in which architecture can both inform and be informed by the urban fabric into which it is woven. The City would be reviewed as a live laboratory of experimentation constantly adapting to larger ecological, cultural and infrastructural frameworks. Through a full integration of design resources and analysis on various scales of operations (morphological and typological), strategies would be evolved through studio exercises to apply the research derived to architectural projects in live urban environments. The outcomes would be tested with full scale prototypes with specific parameters such as structure optimization, material management, environmental performance etc.

6.12.2.   Seminar I: Urban Data Visualization

The Seminar focuses on the unprecedented volume and diversity of data that is being collected and published in the cities. Through these data the Seminar explores the opportunities to visualize and analyze the operation of cities and anticipate the impact of their growth using computational methods and tools.

The Seminar will resolve methods to simulate urban data models.

6.12.3.   Seminar II: Allied Technical Studies

Innovative Structural Systems, Material Investigations along with advancements in digital modeling and computation have opened the discourse of Technical Studies to a vast array of possibilities.

This module encourages students to reflect on the relationship between building design and technology, the environment and the profession through an iterative critical examination of contemporary experimental projects / research and in studio exercises.

6.12.4.   Seminar III: Thesis Research

Students research a specific area of architectural interest that informs their design research, resulting in a thesis. This module supports the development of different research approaches through which students undertake their study, including: empirical data collection and analysis, humanities-based critical and historical analysis, iterative design research, and technical/scientific applications. The Studio will be focused on new processes and tools for design analysis and on proposals for transforming the way spaces are designed, built and renewed in order to ensure economic, social and environmental sustainability.

6.12.5.   Elective I: Critical Writing

The Elective would expose students to the writings of history and the ways in which social, political and cultural aspirations have shaped particular accounts of architectural and urban modernity. They would attempt to connect current debates and projects to a wider critical milieu and interpret the contemporary from historical and cross-disciplinary points-of-view and would investigate technologies of research, production and distribution of knowledge in relation to practices and public cultures in architecture.

6.12.6.   Elective I: Urban Morphology

This Elective covers theories about the form that settlements take and attempts a distinction between descriptive and normative theory by examining examples of various theories of city form over time. Case studies will highlight the origins of the modern city and theories about its emerging form, including the transformation of the nineteenth-century city and its organization. Through examples and historical context, current issues of city form in relation to city-making, social structure and physical design will also be discussed and analyzed.

6.12.7.   Elective II: Project Management

The Elective teaches concepts, tools and techniques employed in managing projects from their earliest stages of definition and development through to operations and maintenance. It would develop knowledge of project management techniques and of how to scope, plan and manage a project. Examine project management practice and the legal framework which governs the practice of project management.

6.12.8.   Elective II: Performative Building Skins

The Elective aims to develop a fundamental understanding of the relationship between the building skin, building performance (energy consumption) and indoor thermal and visual comfort. It would develop a critical awareness of performance issues related to skin systems, the opportunities for enhanced performance and core skills necessary to evaluate, determine and integrate appropriate skin technology.

6.13. SEMESTER IV

6.13.1.   Design Thesis

Design Thesis is the culmination of the curriculum and it tests the student's ability to synthesize and produce critical and rigorous architecture. Students would individually synthesize content / conduct investigative design research to produce a personal and original contribution to the discipline of architecture that advances the realm of architectural research and ideas rather than one that simply revisits existing paradigms.

6.13.2.   Elective I: Critical Writing

The Elective would expose students to the writings of history and the ways in which social, political and cultural aspirations have shaped particular accounts of architectural and urban modernity. They would attempt to connect current debates and projects to a wider critical milieu and interpret the contemporary from historical and cross-disciplinary points-of-view and would investigate technologies of research, production and distribution of knowledge in relation to practices and public cultures in architecture.

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7.   Brief Description of the Subjects in B. A. (Honours) Interior Environment and Design

7.11. SEMESTER I

7.11.1.   Foundation Workshop

Understand the relation between Nature, City and the Individual through a series of modules that expose the students to a variety of conditions in the built and natural environment around us. The course would include an introduction to Art, Design and Systems in Nature. Exercises such as Sketching Objects and Articles in Nature, Model–making, Film Workshop culminating into 3 dimensional Installations would orient and expose the students to the outline of the program.

7.11.2.   Graphics

Introduction to means of representation of ideas for Interior Design through various types of drawings: orthographic, axonometric, perspectives, freehand sketching and mixed media. Work will be done on site from existing structures as well as in the studio concentrating on concept development through drawing.

7.1.3. Material Studio

A tactile introduction to Physical Materials, its properties and possibilities. Students would be exposed to how to work with them, test their capabilities and experiment with Structures, Objects and Forms.
Materials would include Ceramics, Paper, Wood, Metals, Plaster, Plastics, Glass and Concrete.

7.11.3.   Theory of Structures

Understanding the basic structural concepts and behaviour of structural elements such as columns, beams, walls in concrete, steel and timber and relating the knowledge acquired to interior design. The Course Outcome would be to acquire knowledge for structural system for construction.

7.11.4.   Seminar I: Humanities

The Study of sociology, economics and culture as applicable for design of human settlements. The seminar would delve into the Understanding of Tradition and History, Culture and History, Stories and Folktales, Developments in early human societies with reflections on contemporary practices and rituals so to create a framework to understand the relation between the Human, Society and the Environment.

7.11.5.   Seminar II: Visual Studies

We live in an increasingly visual culture. New technologies and philosophies of vision influence how we see ourselves and our world, and how we think about seeing itself. Students would directly engage these developments through a multi-disciplinary course of study, connecting the theory, practice, and culture of seeing. How can theories and philosophies of vision enrich art, design, architecture, and communications? What if research into visual perception were shaped by the histories and cultures of seeing

7.11.6.   Seminar III: Elements of Design

Understanding and Appreciating the principles and precepts of elements that constitute an Interior Environment in Theory and Practice. Appreciation of Interior Spaces with respect to the Human and their Behaviour. Questions pertaining to what constitutes space? What constitutes enclosures? Spatial variations: Scale, Function, Light, Proportion, Traditional Elements of Interior Environments such as Floor, Wall, Ceiling, Mass / Void and Light / Texture / Material.

7.11.7.   Electives

The intent is to expose the students to a variety of elective course options to strengthen their lateral thinking processes such as Wood Workshop, Pottery and Painting. The skills acquired through the elective modules would strengthen their cognitive and abstraction abilities.

7.11.8.   Specialization Studio Cultural Studies

The studio would work on documentation and analysis of sites studied during study visits conducted to various parts of India. The study would lead to drawings and photographic documentations, analytical diagrams and publications at the end of the course.

7.12.   SEMESTER II

7.12.1. Design Studio

This course, the first in a sequence, explores design principles through design problems involving the unique fundamental framework for the Interior Environmental Design. The semester is arranged around several projects, providing access to the discipline from as many related perspectives. The project assignments require the student to visually and verbally convey clear design intent, think visually in two and three dimensions, formulate and develop abstract design concepts, discern relationships between design interventions and their physical and contextual setting and develop presentation skills to effectively communicate propositions and positions.

7.12.2. Basic Design

Developing Skills in Manual Presentation, use of various media for presentation, principals of two and three dimensional compositions and principles of visual arts. The studios would focus on presentation of complex geometries and tectonics, using various media for presentation, principals of two and three dimensional compositions and principles of visual arts.

7.12.3. Graphics

Introduction to means of representation of ideas for Interior Design through various types of drawings: orthographic, axonometric, perspectives, freehand sketching and mixed media. Work will be done on site from existing structures as well as in the studio concentrating on concept development through drawing.

7.12.4. Digital Design

The objective of this class is to learn basic digital techniques in spatial design. Students successfully completing this course should be able to develop sophisticated digital layouts with image processing software, create CAD based 2D architectural drawings and 3D models, and develop a 3D visualization of a design. In this course, we will also discuss the integration of 2D and 3D data, digital materials, as well as the basics of digital lighting and camera work.

7.12.5. Construction

Knowledge of various structural systems and methods of construction and detailing of medium complexity using natural and manmade materials including walls, partitions, ceilings, staircase, joinery and finishes, culminating in the capacity to integrate the knowledge acquired to design exercise for making working drawings and learning the skills of presenting these in the graphic form using both manual and electronic medium.

7.12.6. Materials

This class introduces the student to different building materials, their properties and characteristics. Knowledge of properties and behaviour of both natural and manmade building materials such as bricks, stones, metals, timber, steel and finishing materials in Interior Design. Through a series of full scale construction projects and material making processes, the student will be asked to explore these materials and their potential in the design of interior structures.

7.12.7. Seminar I: Humanities

The Study of sociology, economics and culture as applicable for design of human settlements. The seminar would delve into the Understanding of Tradition and History, Culture and History, Stories and Folktales, Developments in early human societies with reflections on contemporary practices and rituals so to create a framework to understand the relation between the Human, Society and the Environment.

7.12.8. Seminar II: Art Appreciation

Art Appreciation will encourage students to question the nature of art and its relevance to daily life; it will introduce students to the elements and principles of art, focusing their attention to explore a variety of perspectives and topics related from prehistoric to modern and contemporary art and design.

It is an introductory course designed to acquaint the student with the achievements of world art, with works that have inspired people of all cultures through time.

7.12.9. Seminar II: Elements of Design

Understanding and Appreciation of principles and precepts of issues related to Interior Environmental Design in theory and Practice. Appreciation of Interior Spaces with respect to the Human and their Behaviour. Development of architectural drawing relating to design theory, and the doctrines relating to site, orientation, proportion and decorum.

7.12.10. Electives

The intent is to expose the students to a variety of elective course options to strengthen their lateral thinking processes such as **Wood Workshop, Pottery** and **Painting**. The skills acquired through the elective modules would strengthen their cognitive and abstraction abilities.

7.12.11. Specialization Studio Vernacular Interior

The studio would work on documentation and analysis of sites studied during study visits conducted to various parts of India. The study would lead to drawings and photographic documentations, analytical diagrams and publications at the end of the course.

7.13. SEMESTER III

7.13.1. Design Studio

This course develops design principles from the first year and introduces students to methodological thinking in the relationship between context, scale and use. Real site situations are introduced and students develop individual design processes associating topological relationships between the interior and exterior, at multiple scales of interventions. Students will have the opportunity to explore design issues through both traditional and computer generated design.

7.13.2. Product Design

This is a workshop based studio that aims to understand the relation between the human and a product. Working with function, proportion and material students would sensitize to form, processes and performances to arrive at the development of prototypes their interactions with the human body.

7.13.3. Spatial Dynamics: Human Studies

The psychology of the user influences the design of the environment and the practice of interior environmental design. This course will explore issues of anthropometrics (the study of the characteristics of the human body), ergonomics (the application of anthropometric data to design), and proxemics (the study of the effect of cultural/psychological factors on design). During the semester the student will gather facts about the interaction of the environment and a user's culture, gender, stage of life cycle, and physical characteristics. These ideas will be implemented in the design and construction of a habitable object.

7.13.4. Digital Design

Continuing from the course in the previous semester, the course enhances the ability to present in graphic form all elements of building design, using computer aided drafting software in 2D and 3D, use of rendering, presentation and modeling software packages. Acquiring all necessary skills to work with drafting, modeling, rendering and presentation software to aid in the design studio.

7.13.5. Construction

Knowledge of various structural systems and methods of construction and detailing of buildings of medium complexity using natural and manmade materials including walls, roofs, staircase, joinery and finishes, culminating in the capacity to integrate the knowledge acquired to design exercise for making working drawings and learning the skills of presenting these in the graphic form using both manual and electronic medium.

7.13.6. Materials

This class furthers the study of different building materials, their properties and characteristics. Knowledge of properties and behaviour of both natural and manmade building materials such as bricks, stones, metals, timber, steel and finishing materials in Interior Design. Through a series of full scale construction projects and material making processes, the student will be asked to explore these materials and their potential in the design of interior structures.

7.13.7. Services

Study, design and detailing for water supply system, drainage, sewage disposal, garbage disposal, electrification, illumination, air conditioning, fire hazard protection, acoustical treatment, rainwater harvesting etc. in buildings and building premises, disaster management systems, intelligent energy conservation systems, electronic security and surveillance systems for buildings.

7.13.8. Seminar I: History of Art & Visual Culture

An Introduction to History of Art and Visual Culture in India and the World from dated history till the early 1900s. Areas of study will include an examination of interior design related issues that will be studied in the context of their social, political, technological, and economic circumstances, as they pertain to the design culture of the period.

7.13.9. Seminar II: Theory of Design

This seminar will examine the pluralism of this practice through weekly lectures that focus on varying criteria and aspects of design. The course will focus on the differences in the implementation of this practice in the past century. The lectures will include case studies of built and unbuilt architecture and design projects and theories pertaining to art and design, which will be contextualized through the common themes that are critical to understanding the practice.

7.13.10. Electives

The intent is to expose the students to a variety of elective course options to strengthen their lateral thinking processes such as **Object Art, Photography, Printmaking** and **Photography**. The skills acquired through the elective modules would strengthen their cognitive and abstraction abilities.

7.13.11. Specialization Studio Modernism

The studio would work on documentation and analysis of particularly Vernacular Interior sites studied during study visits conducted to various parts of India. The output would lead to drawings, photographic documentations, analytical diagrams and publications at the end of the course.

7.14.1. Design Studio
This course builds on the foundations gained in previous studio and course work by specifically furthering design development abilities. The studio will focus its attention on a project which requires the hypothetical remodeling of an existing building of some complexity for a proposed new use. The studio will require the integration of the student's emerging knowledge of site analysis, mapping & documentation, innovative tectonics and systems, applicable theoretical issues, relevant cultural precedents, and precise material investigation into a cohesive design agenda.

7.14.2. Furniture Design
The course would focus on the knowledge and skills related to all aspects of furniture design from design development to production of prototypes. During the course, students study presentations of materials, history, theories, and detailing of furniture.

7.14.3. Spatial Dynamics: Colour and Light
This course provides an introduction to the fundamental principles of color and light as it applies to spatial and visual perceptions in the built environment. It is an opportunity to study color theory in conjunction with light, lighting systems and the effect of light on color

7.14.4. Digital Design
Continuing from the course in the previous semester, the course enhances the ability to present in graphic form all elements of building design, using computer aided drafting software in 2D and 3D, use of rendering, presentation and modeling software packages. Acquiring all necessary skills to work with drafting, modeling, rendering and presentation software to aid in the design studio.

7.14.5. Construction
Knowledge of various structural systems and methods of construction and detailing of buildings of medium complexity using natural and manmade materials including walls, roofs, staircase, joinery and finishes, culminating in the capacity to integrate the knowledge acquired to design exercise for making working drawings and learning the skills of presenting these in the graphic form using both manual and electronic medium.

7.14.6. Materials
This class furthers the study of different building materials, their properties and characteristics. Knowledge of properties and behaviour of both natural and manmade building materials such as bricks, stones, metals, timber, steel and finishing materials in Interior Design. Through a series of full scale construction projects and material making processes, the student will be asked to explore these materials and their potential in the design of interior structures.

7.14.7. Services
Study, design and detailing for water supply system, drainage, sewage disposal, garbage disposal, electrification, illumination, air conditioning, fire hazard protection, acoustical treatment, rainwater
harvesting etc. in buildings and building premises, disaster management systems, intelligent energy conservation systems, electronic security and surveillance systems for buildings.

7.14.8. Seminar I: History of Art & Visual Culture
An Introduction to History of Art and Visual Culture in India and the World from history till the early 1900s. Areas of study will include an examination of interior design related issues that will be studied in the context of their social, political, technological, and economic circumstances, as they pertain to the design culture of the period.

7.14.9. Seminar II: Theory of Design
This seminar will examine the pluralism of this practice through weekly lectures that focus on varying criteria and aspects of design. The course will focus on the differences in the implementation of this practice in the past century. The lectures will include case studies of built and unbuilt architecture and design projects and theories pertaining to art and design, which will be contextualized through the common themes that are critical to understanding the practice.

7.14.10. Electives
The intent is to expose the students to a variety of elective course options to strengthen their lateral thinking processes such as **Object Art, Photography, Printmaking** and **Photography**. The skills acquired through the elective modules would strengthen their cognitive and abstraction abilities.

7.14.11. Specialisation Studio: Adaptive Reuse

The course studies selected theories, projects and movements from the modernist period and examines the characteristics and contexts of the period and its relation and effect on design and the built environment.

7.15. SEMESTER V

7.15.1. Advance Design Studio

Choice of stream based advanced design studios offered by the School. The streams offered would include:

Stream I: Set Design

The class seeks to examine set design within a studio environment that is as close as possible to that of the profession, allowing students the opportunity to work on numerous productions in the design roles within a performance space. Relevance will be attached to the exploration of visual solutions that are viscerally grounded in the text. Script analysis will be thorough and ongoing. Group participation in this process is essential. Students will be expected to read and research one to two plays per week. All sets will be modeled, with fluctuating levels of completion.

Stream II: Exhibition Design

A studio would focus on the varying aspects and viewpoints of Exhibition Design, with the objectives of introducing the student a comprehensive process through 1) content programming based on research and communication goals 2) experience design, development tools and collaboration. The application of these objectives will be the subject of the studio and specific assignments to create 3D experience spaces.

Stream III: Retail Design

The professional in charge of stores should be able to perceive and understand the strategies that companies develop in order to grow the market: strategies that spring from the values and image the company wants to communicate to customers that then reflect on products, retail spaces and communication. These aspects have to be, in turn, translated into a project or into a strategy by the store whereby the customer picks up on these values and recognizes products communicated through the media. The point of sale should therefore be an accurate and refined synthesis of those values that can interpret the company image. The new frontier is in fact the 'Concept Store', where new strategies for customer relationship introduce new features and services in the store. The professional involved must be able to interpret the brand image of the company in order to synthesize the choices of shop image with the strategies of visual merchandising, from careful investigation of current and future trends, in order to captivate the customer with the quality of the design.

Stream IV: Hospitality

Stream V: Interior Conservation

7.15.2. Furniture Design

The course would further on the knowledge and skills acquired in the previous semester to all aspects of furniture design from design development to production of prototypes. Advance understanding of structure, materials, details and prototyping shall be imparted during the course.

7.15.3. Digital Design

Building Information Modeling (BIM) is defined as a digital representation of physical and functional characteristics of a facility. Revit is one of the most comprehensive and widely used BIM programs in the world. The software closes the gap between 3D geometry and building component data. This course will introduce students to Revit utilizing a hands-on approach. The class will introduce the essential concepts of the software through weekly class lectures/ tutorials. Weekly assignments will allow students to use their knowledge to complete real-life design tasks. Hands-on exercises will also focus on software interface, creation of parametric families and creation of construction document sets.

7.15.4. Working Drawings

This course explores the principles of construction and design detailing. The student will detail the construction of a previously designed studio project. Finish materials, window treatments, light fixtures, and furniture will be selected. Construction methods and materials will be examined as well as the performance and appearance retention of finishes. Individual presentations will be made on a variety of traditional and nontraditional materials.

7.15.5. Advance Construction and Materials

The study of advanced construction methods and innovative detailing with new materials such as plastics, metals, synthetic boards, glass, composite panels etc. The course outcome would include acquiring all necessary skills to work with various materials and advance systems for construction and finishing.

7.15.6. Codes and Estimation

Codes introduces the student to an overview of building codes and its implementation through construction details as related to the study of Interior Environmental Design. It will provide focus on pertinent parts of local and national building codes that address issues affecting interior design such as egress, materials, planning, and accessibility. Estimation will introduce the method of writing specifications for materials and various items of work for a design project. The course will be applied to an earlier design studio project and a Bill of Quantities will be prepared based on the materials and sequence of works that need to be executed at a project site.

7.15.7. Seminar I: Design Research

This course is designed to assist students in identifying a thesis topic and respective design project through discussions that include studies of precedents, site related issues, program, and regulations. Through group discussion and individual guidance, outline proposals will be approved in principle, requiring each student to prepare a feasibility report for their proposed Design Thesis. This completed feasibility report will be submitted for evaluation at the end of the semester. Approved proposals will proceed to the next course in the sequence, where the proposal will be further refined, culminating in the design phase that will take place during the following semester.

7.15.8. Seminar II: Environmental Studies

In this course, students will be exposed to the latest in environmentally-aware and evidence-based design thinking, including strategies from cradle-to-cradle, bio mimicry, basophilic design, and living buildings. Readings and case studies will strengthen student's understanding of concepts, as they begin incorporating these strategies in specific design proposals.

7.15.9.   Electives

The intent is to expose the students to a variety of allied skill sets such as **Project Management, Cinema: Process and Product** and **Journalism**. The skills acquired through the elective modules would refine their technical abilities and enrich their theoretical base.

7.15.10.   Specialization Studio Heritage Conservation

7.16. SEMESTER VI

7.16.1. Design Thesis

Under the supervision of their thesis advisor, students are responsible for the preparation and completion of a fully articulated design proposal of their own choice, submitted at the end of the semester.

7.16.2. Advance Computing

This course will engage desktop making tools to foster familiarity with digital fabrication in the design of the Interior environment. The student will explore the generation of new tectonic forms through abstract geometrical principles. Components of interior architecture will be modeled and fabricated with rapid prototyping and CNC machines. Topics will vary from semester to semester. (Laser Cutter, CNC Routing and 3D printing/ Rhino 5.0 V. Windows + Grasshopper plug-in)

7.16.3. Working Drawing

This course would further the studies from the previous semester. The student will detail the construction of a previously designed studio project. Finish materials, window treatments, light fixtures, and furniture will be selected. Construction methods and materials will be examined as well as the performance and appearance retention of finishes. Individual presentations will be made on a variety of traditional and nontraditional materials.

7.16.4. Codes and Estimation

Codes introduce the student to an overview of building codes and its implementation through construction details as related to the study of Interior Environment and Design. It will provide focus on pertinent parts of local and national building codes that address issues affecting interior design such as egress, materials, planning, and accessibility. Estimation will introduce the method of writing specifications for materials and various items of work for a design project. The course will be applied to an earlier design studio project and a Bill of Quantities will be prepared based on the materials and sequence

of works that need to be executed at a project site.

7.16.5. Seminar I: Professional Practice

This seminar would include the study of office practice, office administration, accounting, tendering, contracts, valuation, professional conduct and ethics, role of IIID and other professional bodies and implementing a building contract. The student would acquire necessary knowledge for practice.

7.16.6. Seminar II: Environmental Studies

In this course, students will be exposed to the latest in environmentally-aware and evidence-based design thinking, including strategies from cradle-to-cradle, bio mimicry, basophilic design, and living buildings. Readings and case studies will strengthen student's understanding of concepts, as they begin incorporating these strategies in specific design proposals.

8. Guidelines for conduct of Architectural Thesis/Project and Practical Training for B.Arch.:

8.15.1. The practical training of 90 working days shall be carried out in the office of an experienced architect registered with the Council of Architecture or trained professional of the relevant field in Tenth Semester.

8.15.2. The practical training shall be supervised and evaluated by the institution.

8.15.3. The Architectural Thesis/Project will be initiated in the Ninth semester and completed up to tenth semester.

8.15.4. The candidate shall submit a synopsis of the Thesis Project and the institution will approve this before the candidate is allowed to proceed with the Thesis Project.

8.15.5. The Architectural Thesis/Project shall be prepared under the guidance of an experienced teacher/ qualified professional.

8.15.6. The institution shall conduct the internal evaluation stages for the Architectural Thesis/Project with the guide as a co-assessor.

8.15.7. A Jury comprising of an internal and external examiner and the guide shall conduct the final examination of the Architectural Thesis/Project in the institution up to the end of the Tenth semester as a University examination.

9. Guidelines for conduct of Design Thesis/Project for M.Arch.:

9.15.1. The Design Thesis/Project will be initiated in the Fourth semester and need to complete within the stipulated time.

9.15.2. The candidate shall submit a synopsis of the Thesis Project and the institution will approve this before the candidate is allowed to proceed with the Thesis Project.

9.15.3. The Design Thesis/Project shall be prepared under the guidance of an experienced teacher/ qualified professional.

9.15.4. The institution shall conduct the internal evaluation stages for the Design Thesis/Project with the guide as a co-assessor.

9.15.5. A Jury comprising of an internal and external examiner and the guide shall conduct the final examination of the Design Thesis/Project in the institution up to the end of the Fourth semester as a University examination.

10. Guidelines for conduct of Design Thesis/Project and Practical Training for B.A. (Honours) Interior Environment and Design:

10.15.1. The Design Thesis/Project will be initiated in the Sixth semester and need to complete within the stipulated time.

10.15.2. The candidate shall submit a synopsis of the Thesis Project and the institution will approve this before the candidate is allowed to proceed with the Thesis Project.

10.15.3. The Design Thesis/Project shall be prepared under the guidance of an experienced teacher/ qualified professional.

10.15.4. The institution shall conduct the internal evaluation stages for the Design Thesis/Project with the guide as a co-assessor.

10.15.5. A Jury comprising of an internal and external examiner and the guide shall conduct the final examination of the Design Thesis/Project in the institution up to the end of the sixth semester as a University examination.

11. Facilities:

All under listed facilities to be used as per rules, regulations and procedures of Balwant Sheth School of Architecture / NMIMS, issued from time to time. **Facilities made available are to be considered as privileges and not a right.**

11.15.1. Studios and Workshops:
Individual, internet enabled computer / laptops connected comfortable work spaces.

11.15.2. Lecture Hall and Audio-Visual Facilities:
Apart from Studios, AV facilities at various places on campus.

11.15.3. Library and resource Center:
In addition to university Library, BSSA is equipped with an extensive physical and electronic library.

11.15.4. Computer Lab:
All students have internet enabled individual connected computers / laptops in addition to a Comp Lab.

11.15.5. Workshop:
A modern workshop for wood, steel and clay is available, in addition, to the on campus sophisticated workshop of the other colleges. BSSA workshop to be used strictly under the presence and permission of In Charge workshop, Mr. Manohar Nagwekar and Mr. Sandip patil

11.15.6. Laser Cutting Machine& 3D Printing:
The Laser cutting& 3D Printing facility is available for the students of BSSA between 10.00 am to 5.00 pm for their model making, exhibition work etc., subject to the availability of machine operator. The machine to be used strictly under the supervision of machine operator only.
For availing laser cutting& 3D Printing facility student has to obtain permission from concerned faculty and the Dean BSSA in prescribed format (available with BSSA office) and submit the same to the office at least one day advance.

11.15.7. Plotter Printing facility:
The Plotter Printing facility is available in the school for student's Submission, Examination work etc. This facility is available strictly only for the students of the school between 8.00 am to 7.00 pm subject to availability of plotter operator and also under the supervision of operator only. Without operator students are not allowed to use the plotter machine.
Students are also required to submit the quantity of Plotter rolls required for various submissions / Jury etc, duly signed by the respective faculty and the Dean, at least 07 working days in advance.

11.15.8. Photo copy Facility for students
Xerox Machine in the library area is extended as a facility to the students. This can be used during library Timings. In case of any technical breakdown students are advised to approach 9th Floor for their Photo copying work. The Machine at 9th Floor is provided by the University for all its student.

11.15.9. Purchases of Services / Materials for Exhibitions, Workshops and any other authorized event:
If a student requires any material for exhibition, workshop or any other authorized event, they should submit detailed list of items to be purchased, to college authority with expected budget, proper justification and approval from faculty in charge (event) & Dean.
The above requirement should be submitted as per the expected expenditure in the following brackets:
- For expenditure up to 10,000/- --to be submitted 05 working days, in advance.
- For expenditure between 10,000/- to 50,000/-- to be submitted 10 working days, in advance.
- For expenditure above 50,000/- -to be submitted 01 Month, in advance.

Students are not to indulge in direct purchases and afterwards applying for reimbursement of the same.

12. Medical Facility:
Shri Vile Parle Kelavani Mandal" runs a dispensary which operates from 9:00 am to 6:00 pm at 2nd Floor, NM College building. It is manned by two fully qualified Medical Officers in two shifts during working days. Services of dispensary are available for attending to all emergency first aid and for OPD. Students can avail this facility for their medical and health requirements including periodic health check-ups and treatment / hospitalization in case of medical emergencies.

13. General Discipline and additional guidelines of BSSA/CIED:

13.15.1. Submission of Leave Application for Absence due to Medical Reasons:
Students are required to submit their medical leave application duly signed by their parents along with Medical Certificate for the days of medical absence within 02 working days after joining back the school post their absence due to medical reasons. Those staying in hostel can submit the same signed by their guardians. Application submitted after the above mentioned period will not be considered.

Students are advised to obtain acknowledgment of submission of such applications for future reference.

13.15.2. Extended Hours of Work in School:
Dean's permission in writing is required for extended hours of work for normal and Holidays. Permission Request containing list of students, reason for extended hours should be submitted to the Dean before 3.00 pm, (latest) on the day. All such requests should be recommended by the concerned faculty of the respective subject before seeking Dean's approval.

For Extended Hours, Minimum number of students in One Studio or Work place shall be Seven throughout the extended time. As far as possible, smaller groups should accumulate in one place and work. The students can decide to work in any place except the Library. From Each Group, One Student must take responsibility during the extended hours.

13.15.3. Consumptions of eatables in classrooms:
Consumption of food, snacks, beverages & any kind of eatables (except bottled water) in the classrooms are strictly prohibited. Students have to ensure that they do not leave eatables, left outs, used glasses / plates, food packages, etc in the classrooms. These are to be disposed in the dustbin provided in the corridor for the purpose and keep the classrooms in hygienic condition.

14. Rules regarding using of Desktops and Laptops:

BSSA, as a policy has included computer aided education in architecture. Dedicated Computers systems / laptops are provided to all the students which are equipped with net connectivity and required software for architecture education. For upkeep and maintenance an engineer is appointed.

However, apart from the guidelines for using computer facilities mentioned in Part I of this SRB, following are to be ensured by each student:

14.15.1. Students will ensure that the computers / Laptops / Scanner / Printer / other IT infrastructure (Including Accessories) allotted to each student or to the class collectively are not damaged.

14.15.2. All software runs smoothly.

14.15.3. No entertainment software including movie, games etc are either downloaded or stored on hard disk.

14.15.4. Users are responsible for saving their documents/ data on their personal storage device, school shall not be responsible for loss of data due to technical or any other reason.

14.15.5. Students should not alter programs or operating systems, change any control panel settings, and write virus programs. No password to be set by the students.

14.15.6. Student must inspect their computers at the beginning of class to see that they are in proper working order. Student should notify the Admin Staff immediately of any problems with equipment or software.

14.15.7. Student should also make sure their work area is clean and all materials have been returned to their proper place before leaving the Studio. Laptop/Desktop should be shut down and PUT OFF by every student before leaving the school.

14.15.8. Computers / Laptops and net connectivity are used only for education purpose.

14.15.9. Students will bear the cost of repairs / replacement for careless usages, damages arising due to their neglect or willful act. In case of loss of any computer peripherals the respective student will be held responsible.

14.15.10. Students to maintain the computers / Laptops / Scanners / Printers / IT Infrastructure with sensitivity.

14.15.11. Students are strictly not allowed to carry school provided laptops or any other IT product outside the BSSA premises or with themselves.

14.15.12. Actions as per the rules will be taken against the student found violating the above rules.

15. Attendance Deficiency

Students are not entitled automatically to make up tests / quizzes / vivas and any other form of evaluation when prior authorization has been obtained for absence from the class. In case of group discussion /presentations, students will not be allowed any marks for absence during the presentations / discussion even if the student has been granted authorized leave during the same. Absence from Term end examination/ re-examination for medical or any other reason shall be treated as failure. As all courses conducted by BSSA are full time courses, students will not be granted leave and / or any other exemptions to pursue any additional course of studies beyond which they are currently enrolled at BSSA/CIED. A student is required to monitor his / her own attendance. An updated attendance will be shared with the students via Student Portal or notice board/ e-mail etc. on a monthly basis. 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 in writing from the Dean. This applies even to those students who are representing the BSSA / University for social, cultural, and co-curricular events. Students are required to honor deadlines for submissions of projects, reports, assignments, forms and any other submission to BSSA / university or the faculty concerned. Do not approach faculty members and others in the University to change or extend deadlines.

16. Discipline Norms and Penalty:

In continuation to the Discipline Norms and Penalty explained at 2.13 in Part I of this SRB, the names of committee members are as follows:

Disciplinary Committee of BSSA/CIED:

Prof. Aparna Surve	Dean	Aparna.Surve@nmims.edu	9757427801
Prof. Vidya Raghu	Professor	Vidya.raghu@nmims.edu	9819204551
Ms. Rita Mascarenhas	Assistant Registrar	Rita.Mascarenhas@nmims.edu	9833568564
Mr. Sudhir Angwalkar	Member	Sudhir.angwalkar@nmims.edu	9820636381
Ms. Ketki Warkhe	Member	ketki.warkhe@nmims.edu	9969405769
Ms. Varsha Bhosle	Member	varsha.bhosle@nmims.edu	9167528308

Woman Grievance Redressal Committee of BSSA/CIED:

Prof. Aparna Surve	Dean	Aparna.Surve@nmims.edu	9757427801
Prof. Vidya Raghu	Professor	Vidya.raghu@nmims.edu	9819204551
Ms. Rita Mascarenhas	Assistant Registrar	Rita.Mascarenhas@nmims.edu	9833568564
Ms. Nilam Patkar	Member	nilam@nmims.edu	9833103510
Ms. Ketki Warkhe	Member	ketki.warkhe@nmims.edu	9969405769

17. People you should know:

University Administration

Name	Designation
Dr. Ramesh Bhatt	Vice Chancellor
Dr. Sharad Mhaiskar	Pro Vice Chancellor
Dr. Subhajyoti Ray	Pro Vice Chancellor
Dr. Meena Chintamaneni	Registrar
Mr. Manish Dalmia	Director (Marketing)
Ms. Khyati Bhatt	Joint Registrar (HR & Personnel)
Ms. Jayanti Ramesh	Joint Registrar (Admissions)
Ms. Vandana Kushte	Deputy Registrar (Academics)
Mr. Paramanand Rajwar	Deputy Registrar, Administration
Mr. Joel Gibbs & Ms. Nazneen Raimalwala	Counselling Psychologist & Clinical Psychologist
Mr. Shivanand Sadlapur	Librarian
Mr. Samir Singh	Software Development Team – Students Portal
Finance & Accounts	
Ms. Karuna Bhaya	Finance Controller
Ms. Varsha Oak	Addl. Finance Controller
Ms. Ermegilda Goes	Chief Accountant
Examinations	
Mr. Ashish Apte	Controller of Examinations
Ms. Shilpa Patil	Deputy Controller of Examinations
International Linkage	
Ms. Meena Saxena	Director, International Linkage

School Administration

Name	Designation
Prof. Aparna Surve	Dean
Ms. Rita Mascarenhas	Assistant Registrar
Ms. Nilam Patkar	Course Coordinator
Ms. Gauri Chile	Placement Coordinator
Mr. Sudhir Angwalkar	Coordinating Assistant
Mr. Manohar Nagwekar	Workshop Instructor
Mr. Sandeep Patil	Workshop Instructor
Ms. Neeta Dhawde	Assistant Librarian
Ms. Ketki Warkhe	Assistant
Ms. Parineeta D Souza	Assistant
Ms. Varsha Bhosle	Assistant
Mr. Suryakant Gawas	Computer Lab. Asst.
Mr. Manoj Patel	Computer Lab. Asst.
Ms. Lyaxmy Foss	Secretary to Dean
Mr. Subramani Devendra	Laser Cutting Operator

Part III

ANNEXURES

APPLICATION OF LEAVE OF ABSENCE
Balwant Sheth School of Architecture

NAME: _____ Date: _____

Email ID: _____ Mobile No. _____

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

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

Reason: -

I have missed more than 20 % sessions for the reasons as mentioned below and request you to consider this application for my attendance purposes on a special case basis (As per SRB). I understand that 20 % absence is permitted which includes sessions missed for all reasons (Personal, Medical etc.)

I also confirm that I have not missed any sessions for any other reasons. (If missed more than below mentioned sessions, student should specify the reason_____and if application with relevant documents have been submitted to Academic office (YES/NO)

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

To be filled by Students
(For Office use)

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

_____ _____
Checked by Course Coordinator (Signature) Verified by AR / DR (signature)

Approved by: ____Program Chairperson____ ____Dean -BSSA____

SVKM'S

NMIMS
Deemed-to-be UNIVERSITY

APPLICATION OF LEAVE OF ABSENCE
(All Schools except SBM)

Balwant Sheth School of Architecture
(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: -

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

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

To be filled by Students
(For Office use)

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

_____   _____
Checked by Course Coordinator (Signature)   Verified by AR / DR (signature)

_____
Approved by HOD/Associate Dean/Dean/Director
(School can update signatories as per school specifications)

APPLICATION OF LEAVE OF ABSENCE
Centre of Interior Environment and Design

NAME: _____ Date: _____

Email ID: _____ Mobile No. _____

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

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

Reason: -

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I have missed more than 20 % sessions for the reasons as mentioned below and request you to consider this application for my attendance purposes on a special case basis (As per SRB). I understand that 20 % absence is permitted which includes sessions missed for all reasons (Personal, Medical etc.)

I also confirm that I have not missed any sessions for any other reasons. (If missed more than below mentioned sessions, student should specify the reason_____and if application with relevant documents have been submitted to Academic office (YES/NO)

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

To be filled by Students
(For Office use)

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

Checked by Course Coordinator (Signature)   Verified by AR / DR (signature)

Approved by: Program Chairperson   Dean -BSSA

NMIMS
Deemed-to-be UNIVERSITY

APPLICATION OF LEAVE OF ABSENCE
(All Schools except SBM)

Centre of Interior Environment and Design
(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: -

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

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

To be filled by Students
(For Office use)

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

_____   _____
Checked by Course Coordinator (Signature)   Verified by AR / DR (signature)

_____
Approved by HOD/Associate Dean/Dean/Director
(School can update signatories as per school specifications)

SVKM's NMIMS DEEMED-TO-BE-UNIVERSITY
APPLICATION FORM FOR NMIMS STUDENTS FOR APPLYING FOR
STUDENT EXCHANGE PROGRAM

Name of School: _____

Name of the Student: _____

Name of the Program: _____

CGPA in the last trimester/semester attended at NMIMS_____.

Roll No._____Contact No._____Email ID _____

Passport No._____Issued at (place)_____Date of Expiry _____

Parents Name & Address:
Father's Name_____Mother's Name _____
Address_____
Phone No. (R)_____Mobile No. _____

Name of the place you are interested to go for student exchange program. Kindly give the priority by writing number 1,2,3,4 as per your choice. All places, seats are limited and will be offered subject to your performance in the selection process and the availability.

1. _____

2. _____

3. _____

4. _____

5. **Any other University as Mentioned in the Mail:** _____

Name of the Foreign Language you are acquainted with _____
If selected, I undertake to apply for Visa on my own initiative. I am also liable not to back out of the process.
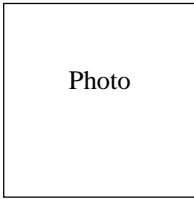
Signature of the Student_____Date _____

Enclosure: A hard copy of your C.V needs to be attached along with the application form.

SVKM's NMIMS Deemed-to-be-University

Vile Parle (W), Mumbai-400056.

Tel: 022-4235555

Photo

Website: www.nmims.edu

APPLICATION FORM

(applicable for incoming students under Student Exchange program)

1. Personal Information

Name of the Student: _____

First name   Middle name   Last name

Nationality _____ Gender ☐ M ☐ F Date of Birth_____ (d/m/y)

Passport No._____ Issued at (Place)_____ Date of Expiry _____

Local Address_____

Address_____

PhoneNo._____ Email1._____ Email2._____

Home University Details:

Name_____

Address _____

Phone no._____ Website _____

University ContactPerson_____ EmailID_____

Person to be contacted in case of emergency:

Name_____ Relation_____

Address_____

Phone No._____ Email ID _____

Do you have any relatives / friends/ contacts in India ? If yes, pl provide the details:

Name_____ Relation_____

Address_____

Phone No._____ Email ID _____

Medical Insurance details:

Insurer_____ PolicyNo._____ Contact person_____

Blood group_____ Vaccination Details _____

Any medical problem, which you would like to mention to us _____

2. Educational Qualification (Completed)

Examination	University / Board	No. of Years of Education	Year of Passing	Percentage / Grade

3. Details of any aptitude test taken: (GMAT, GRE, TOFEL, SAT, Any other)

Name of the Test_____ Score_____ Percentile Score_____

4. Program for which enrolled at home institution

Level: Bachelor ☐   Master ☐   Diploma ☐   Any other (Specify name) ☐

Name of the Program _____ Duration _____

Year: First year ☐ Second year ☐ Third Year ☐ Fourth year ☐ Fifth Year ☐

Sr. No.	Name of the subjects already cleared	Grades Obtained	Sr. No.	Name of the subjects already cleared	Grades Obtained
1			8		
2			9		
3			10		
4			11		
5			12		
6			13		
7			14		

5. NMIMS Course Choice (Final)

Exchange program at NMIMS for your: Trimester/Semester_____ Month_____ to_____ Year

Courses for Tri/Semester	Courses for Tri/Semester	Courses for Tri/Semester

6. Hostel Accommodation
Do you want NMIMS to arrange for your accommodation? Yes ☐ No ☐

Single occupancy accommodation ☐ Double occupancy accommodation ☐
Neighborhood flats are available on rent (approx Rs.30,000- 35000 per month) on sharing basis. Hostel accommodation will be given only if available. Food and Travel costs will be over and above this cost.

7. Declaration
I _____ declare that all information filled by me in this form is correct and I will complete
(First name   Middle name Last name)
all the requirements, with full engagements in the academic matters, like all other student in the NMIMS Deemed-to-be-University.

I undertake to keep the School informed about details of my all travels outside Mumbai and will abide by prescribed code of conduct by the NMIMS Deemed-to-be-University.

Signature of the Student:_____ Date _____

(Signature of Dean/Director/HOD)
CC. Director – International Linkages

APPLICATION FORM – NMIMS EXCHANGE STUDENTS
(applicable for Student Exchange)

Name of School: _____

Photo
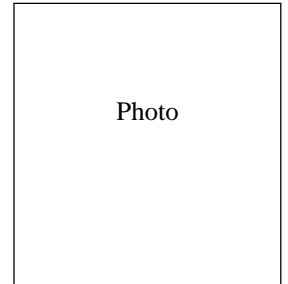
1. Personal Information
Name of the Student _____ Roll No._____

First name   Middle name   Last name

Nationality _____   Gender M ☐   F ☐   Date of Birth_____(d/m/y)
Passport No._____Issued at (Place)_____Date of Expiry _____

Local Address :
Name_____
Address _____

Phone No_____ Email _____

Permanent Address:
Name_____
Address _____

Phone no. (R)_____ Phone no. (M)_____

Person to be contacted in case of emergency:
Name_____Relation_____
Address_____

Phone No._____Email ID _____

Do you have any relatives / friends/ contacts at the Host University / Country? If yes, pl provide the details:
Name_____Relation _____
Address_____

Phone No._____Email ID _____

Medical Insurance details :
Insurer_____Policy No._____Contact person_____

Blood group_____Vaccination Details _____

Any medical problem, which you would like to mention to us:
_____

Any medication you have been prescribed to take: _____

2. School, Place & Duration for which selected from NMIMS Deemed-to-be University:
_____
Semester/ Trimester _____

Sr. No.	Name of the subjects opted for Exchange Program	Sr. No.	Name of the subjects opted for Exchange Program
1		6	
2		7	
3		8	
4		9	
5		10	

3. Declaration

I,_____student of Full Time_____(Program Name)

from batch of year_____and Roll No._____is going for International Student Exchange program in the

Semester/Trimester_____.

I have gone through the Student Exchange Policy document and Student Resource Book and have volunteered to join the exchange program of my own will and with the consent of my parents/ guardian. I will adhere to the rules and regulations of the host university. My parents/guardian are informed of the details of the program, the schedule and the code of conduct expected during the stay at the foreign institute and they are in full agreement with the terms of this exchange program. I undertake to keep my School /parents/guardian/family informed about details of my travel, my stay and my whereabouts and well-being during my stay.

I promise to uphold the values and honour of the NMIMS Deemed-to-be-University and fulfil my responsibilities as a student and treat everyone with dignity and respect. I hereby declare that I have clearly understood & will follow the instructions given from time to time and in case of a violation, not adhering to the expected code, I will be liable to suitable action as per SVKM'S NMIMS Deemed-to-be-University rules.

I declare that all information filled by me in this form are correct and will complete all the requirements, with full engagements in the academic matters, like all other student in the college campus.

I hereby agree to abide by the rules and regulations expected during the entire program.

_____   _____
Name & Signature of the student   Date

Mobile Phone Number:_____(Self)_____(Parents/Guardian)

_____

(Signature of Dean/Director/HOD)

CC. Director – International Linkages with Enclosures

Enclosures:
1. Photocopy of Passport
2. Photocopy of Visa
3. Photocopy of medical insurance
4. Ticket details – Photocopy of Ticket

UNDERTAKING
(applicable for Student Exchange)

To

SVKM'S NMIMS Deemed-to-be-University

School of _____

Mumbai

Sub: Travelling to a Foreign University as part of Foreign exchange program

I,_____student of Full Time_____(Course Name) from batch of year_____

and Roll No._____is going for foreign exchange program in the semester_____.

I have gone through the Student Exchange Policy document and Student Resource Book and have volunteered to join the exchange program of my own will and with the consent of my parents/ guardian. I will adhere to all rules and regulations of the host university. My parents/guardian are informed about details of the program, the schedule and the code of conduct expected during the stay at foreign institute and they are in full agreement with the terms of this exchange program. I undertake to keep my institute /parents/guardian/family informed about details of my travel, my stay and my whereabouts and well-being during my stay.

I promise to uphold the values and honour of the NMIMS Deemed-to-be-University and fulfil my responsibilities as a student and treat everyone with dignity and respect. I hereby declare that I have clearly understood & will follow the instructions given from time to time and in case of a violation, not adhering to the expected code, I will be liable to suitable action as per SVKM'S NMIMS Deemed-to-be-University rules.

I hereby agree to abide by the rules and regulations expected during the entire programme.

_____   _____
Name & Signature of the student   Date

_____   _____
Name & Signature of the Parent   Date

Mobile Phone Number:_____(Self)_____(Parents/Guardian)

Student Exchange Programme (for Visa Office)

(School Letter Head)

Dated_____.

To:

The Visa Section

The Indian High Commission

_____(City)

_____(Country)

Dear Sir/Madam,

This is to certify that Mr/Ms._____, Student of_____(Intl School) has been accepted as an exchange student into Semester/Trimester_____of our prestigious full-time program,_____(Program Name).

The teaching program for Semester/ Trimesters will be held from_____(Date) to_____(Date). The student will be attending classes with other full time students enrolled in the program and may also undertake some field projects in local companies on a non-remunerative basis.

We would request you to grant_____(Name) the necessary student's visa.

Thanking you,

Yours sincerely,

Dean

(School Name & Address)

(Phone no & email)

Student Exchange Programme (for Visa Application)

(School Letter Head)

Dated_____

To:

The Consul General of _____

_____Consulate/ Embassy

Mumbai, India

Dear Sir/Madam,

This is to certify that Mr/Ms_____is a _____year student of our _____

program. She/He has been selected to visit_____(Institute name) at_____(City),_____(Country)

campus as an exchange student during the spring/fall semester from_____(date) to_____(date).

We have no objection to Ms/Mr._____visiting_____(Country) and other states/countries in USA/Europe

(Pl strike). We request you to provide him with the required assistance and process his/her papers at your earliest convenience.

Thanking you,

Yours faithfully,

DEAN

(School Name & Address)

(Phone no & email)

UNDERTAKING For Foreign National Studying at NMIMS University

(Applicable for Student Exchange)

To

SVKM'S NMIMS Deemed-to-be-University

School of _____

Mumbai

Sub: Arrived from-------------------- Partner University Abroad as part of Students exchange program

I,_____student of--------------Partner University studying Full Time _____
(Course Name) from batch of year_____has Joined_____Course at-----------School through international student
exchange program in the semester/Trimester_____.

I have gone through the Student Exchange Policy document and Student Resource Book and have volunteered to join the exchange program of my own will and with the consent of my parents/ guardian. I will adhere to the rules and regulations laid down in the MoU between Partner University and NMIMS University. I undertake to keep my institute /parents/guardian/family informed about details of my travel, my stay and my whereabouts and well-being during my stay.

I will adhere to the local law of the country (India) and will not involve or encourage in any activity which may be a potential threat to the integrity, safety and solidarity of India during my stay in the country.

I promise to uphold the values and honour of the NMIMS Deemed-to-be-University and fulfil my responsibilities as a student and treat everyone with dignity and respect. I hereby declare that I have clearly understood & will follow the instructions given from time to time and in case of a violation, not adhering to the expected code, I will be liable to suitable action as per SVKM'S NMIMS Deemed-to-be-University rules.

I hereby agree to abide by the rules and regulations expected during the entire programme.

_____   _____

Name & Signature of the student   Date

Mobile Phone Number:_____(Self) _____

Note :

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

For Office use:

Approved by (Exam. Dept)

Date:_____

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

Dear Sir,

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

Name of the Student:_____Mobile No.:_____

Name of the School: _____

Name of Program:_____Roll No._____Student No.:_____

Academic Year:_____Trimester. /Semester: _____

Permanent /Temporary Physical Disability / Learning Disability

Details of Scribe being arranged by the undersigned

Name of the scribe: _____

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

Address and Contact No.:_____

_____

_____

Yours faithfully,

Signature of the Student   **Date**
Enclosed: Medical Certificate from a Registered Medical Practitioner with rubber stamp

Application for Duplicate Fee Receipt

Sir/Madam,

Kindly issue me Duplicate Fee receipt, since I have lost my Original Fee receipt.

Please find the particulars as under:

Fee Receipt: ☐   Year: _____ Hostel Fee Receipt: ☐   Year: _____

Name: _____
                (Surname)   (Name)   (Middle Name)

Course: _____ Academic Year: _____

Student Number _____ Roll No. _____

Thanking You,

Yours Faithfully,

_____
(Student's Signature)

– –

DUPLICATE FEE RECEIPTS WILL BE ISSUED AFTER 7 DAYS ON:

Office Remarks:

Receipt No: _____ Date: _____ for Rs.100/-

_____
(Receiver's Signature)

![NMIMS logo]

Annexure 9

APPLICATION FOR REFUND

Date: _____

• **Excess Fees** • **Excess Deposit** • **Hostel Deposit** (Please indicate as applicable)	
• **Student Number**	
• **Student Name**	
• **Student Address**	
• **Student Mobile contact number**	
• **School Name and Course (Program)**	

• **Student Bank account details**
   o **Type of account(Savings/Current)**
   o **Bank account number**
   o **IFSC code**
(Please attach a cancelled cheque)	

• **Email ID of the student**	

(**Signature of Student**)

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

_ _

Acknowledgement

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

Signature of Counter Staff, Stamp and Date

SVKM'S NARSEE MONJEE INSTITUTE OF MANAGEMENT STUDIES

APPLICATION FOR MIGRATION CERTIFICATE

1. Name: _____

2. Address for Correspondence: _____
   _____

3. Permanent address: _____ _____
   _____

4. Contact No. :(M)_____ (R)_____ Email Id:_____

5. Birth Date: _____

6. Date of leaving: _____

7. Details of the Examination passed from this university

Examinations	Year of passing	Roll no	Results

8. Name of the University where the student
   Proposes to register his / her name and the
   Name of the course.   _____

9. Name of the Institution where the
   Student proposes to join   _____

DECLARATION BY THE STUDENT

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

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

Date: _____   _____

Mumbai 400056   (Signature of the student)

Note :- Please attach **the Photocopy of Final Year Mark sheet & Degree Certificate** along with the application.

P.T.O.

FOR OFFICE USE

1. Whether the Migration Certificate was _____
   Issued to him / her before?
   If so, State the purpose for which it was obtained.

2. If the Migration Certificate was not utilized _____
   State the approximate date and the year when
   It was returned to the Institute for Cancellation.

3. Date on which Migration Certificate was issued _____
   By the Institution last attended by the applicant.

4. Other Particulars if necessary: _____

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

He / She has been a student of_____since,_____, 20
And left in_____20 .

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

(Signature of Head of the Dept)   _____

Place : _____

Date : _____

DETAILS OF MIGRATION CERTIFICATE ISSUED

Certificate No:_____   Date: _____

(Signature of the Person of In – Charge)

INSTRUCTION TO THE STUDENT
* The Prescribed fee of Rs. 300/- for Migration Certificate should invariably be sent along with application for Migration Certificate by Demand Draft drawn in favour of the SVKM's N.M.I.M.S. payable at Mumbai. The fees may be paid by cash in the Accounts Office along with the application.
* Fee for the Migration Certificate is accepted between 10.00 am to 5.00 pm on week days except on Sundays, Bank Holidays.

Clearance Certificate

Date: _____

Name: _____ Contact No. _____

Student SAP No. _____ Roll No. _____

Programme: _____ Semester / Trimester _____

Department	Name of the Concerned Person	Signature
	Head of the Dept. / Program Chairperson / Program Co-ordinator	
Library (Books)	Librarian / Person In-charge	
Hostel *Applicable only for Hostellers*	Dy. Registrar (Admn) / Person In-charge	
IT / Computer Centre	Director (IT) / Person In-charge	
Admissions	Jt. Registrar (Admission) / or Person In-charge	
Examinations	COE / Dy. COE / Person In-charge	
Accounts	Finance Controller / Additional Finance Controller / Person In-charge	

Course Coordinator   Assistant Registrar   Dean

Undertaking by Students (HBS Cases/ Articles)

"To make the students aware about use of Harvard Cases and Articles (water marked copy on Students Portal) and be aware of the **SVKM'S NMIMS regulations**, the following Undertaking Form is introduced which should be signed by **students**. The same should be submitted to the concerned **Department** on the day of starting of classes."

    I, Mr / Miss --- bearing login ID--------------------------joining for ------- trimester/semester for the academic year -------- in NMIMS School of -------------------- do hereby undertake and abide by the following terms, and I will bring the **ACKNOWLEDGEMENT** duly signed by me on the re-opening day, **…………………..** at the College.

- I will never Remove or alter or tamper with the authors' names, watermarks or HBP copyright notices or other means of identification or disclaimers as they appear in the Content digitally or otherwise.
- I will never Upload or distribute any part of the Content on any electronic network, including the Internet and the World Wide Web, other than as specified in the user agreement.
- I will not Make the Content available in any other form or medium or create derivative works without the written permission of **NMIMS/ HBP.**

- I will not be cause or involve to Publishing, distributing or making available the Content, works based on the Content or works which combine the Content with any other content, other than as permitted in the User Agreement

----

ACKNOWLEDGEMENT
I have gone through carefully the terms of the above undertaking and understand that following these are for own benefit and improvement. I also understand that if I fail to comply with these terms; will be liable to suitable action as per SVKM'S NMIMS rules and law. I undertake that I will strictly follow the above terms.

Signature: _____

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

Programme:……………………………………………………………………………………………

Roll Number:_____   Email ID: _____

For Office Use:
Date of Receipt:_____
Signature of Course Coordinator:

Annexure 14

Student Undertaking with respect to the Student Guidelines
(Submit this form to your Course Coordinator within 7 days from receipt of Student Resource Book)

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

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

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

Signature: _____

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

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

Roll Number:_____ Programme: _____

Email ID:_____ Contact Nos._____/_____

Address for Correspondence:
_____
_____
_____

Name of the parent_____ Contact Nos:_____/_____

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

Parent's email ID _____

For Office Use :

Date of Receipt:_____ Signature of Course Coordinator _____

NMIMS Anthem

We do what's right and not what's easy

We give our best shot each and every time We set the standard

We are the future

We are a part of this institute so fine

NMIMS NMIMS

NMIMS NMIMS

Respect the past

Create the future

Transcend horizons however far

We have what it takes

We make a great team

At NMIMS each one is a star

NMIMS NMIMS

NMIMS NMIMS