STUDENT RESOURCE BOOK (2018-19)
Part-I

Balwant Sheth School of Architecture

Center for Interior Environment and Design

Congratulations!

You are one of the privileged student, who has been selected at NMIMS. You have joined the University which has been the education and training ground of some of the most distinguished and outstanding professionals, academic leaders and CEOs. You are also privileged, as you will have an outstanding learning environment built assiduously over the years by the faculty and staff. I am sure, NMIMS education will have a profound impact on your thinking and choices in life.

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

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

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

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

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

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

Please do spend some time and go through this information carefully so that you do not miss out any opportunity NMIMS may have to offer you. There is a Student Undertaking on the last page for your signature. It has 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. Hence whenever you wish to give one, do so to the appropriate authority including me in my capacity as Vice Chancellor at vc@nmims.edu

Dr. Rajan Saxena

Content

Student Guidelines
(With effect from June 2018)

1.0   About these guidelines:

1.1   These guidelines provide boundaries to the daily functioning of the NMIMS and enable effective delivery of infrastructure and academic services to the students.

1.2   This compilation of guidelines comes into effect from June 2018 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 at various places.

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

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

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

1.7   All disputes are subject to Mumbai jurisdiction only.

2.0   General guidelines:

Code of Conduct

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

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

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

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

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

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

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

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

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

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

2.11   If any student during the tenure of his studentship has police case on his/ her name is liable for appropriate action against him/ her.

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

2.13   **Discipline Norms and Penalty**

   2.13.1   A disciplinary committee constituted in each school will look into all cases of indiscipline related to students. The committee comprises of the Chairperson / Head of the Department, one faculty member, one staff member and one student. The committee will hear each case and recommend action to the Dean and to the University. On approval by the Vice Chancellor appropriate action will be initiated by the school. **For names of committee members at the school level, refer part II of SRB.**

   2.13.2   Woman Grievance Redressal committee constituted in each school comprises of the Chairperson / Head of the

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

2.13.3 NMIMS campus including premises of all schools/colleges and hostels are earmarked 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.

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

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

2.13.6 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.

2.14 **Dress Code:**

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

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

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

2.15 **Punctuality**

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

2.15.2 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 / Blackboard/ Notice board/ email. Record of attendance will be kept for action. The school/NMIMS reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated / displayed on the Student Portal / Blackboard/Notice Board/ email from time to time and / or remark on the transcript or any other decision by the management.

2.15.3 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.

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

2.16 NMIMS has zero tolerance policy towards misbehaviour, indulgence into unethical practices including possession and consumption of drugs, alcoholic drinks, harassment, violence, non-obedience, non-compliance etc. by any student.

3.0 Attendance and leave guidelines for all students:

3.1 **General Guidelines**

3.1.1 A student is required to monitor his /her own attendance 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/blackboard / Student Portal on weekly/monthly basis (as applicable school wise). If the student have 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 the 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 weekly/monthly basis (as applicable school wise) through email/phone call/ hard copy of the letter. Students have to notify the office in case of change of any contact information of parents. Parents will 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 they should submit medical certificate along with copy of all the medical reports to the office within 3 days of joining back 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 / Blackboard 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

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

3.2.2 Students, who are having attendance, in a Semester, in each subject, equal to or more than 80% are eligible to appear at the respective Semester term 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 Semester End Examinations. Such students will be eligible to appear for the regular 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 Students who are having attendance less than 80% in individual subject/s in a Semester and if the Dean of the respective School / Director of campus has not given exemption or even after giving 10 % exemption the attendance is less than 80%, the student have to take re-admission in the same Semester in the same year of study of subsequent academic year by paying requisite fees on pro-rata basis as per the prevailing rules of NMIMS and complete all the 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 Semester End Examinations
Below 80%	Have to take re-admission in the same Semester same year of study in the subsequent academic year

4.0 Academic Guidelines

4.1 Credit Structure

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

4.1.1 **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
Seminar work subject to Seminar is scheduled throughout the trimester	1 credit	2 hours	30 hrs
Project work& Dissertation	1 credit	2 hours	30 hrs
Internship	10 credits	-	400 hrs (for 10 weeks)

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

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

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

4.4 End-term examination is a compulsory component. The mode of the Term End Examination will be dependable on course learning objective.

4.5 Mid-term examinations are compulsory for compulsory courses in full time programs. However it is optional to have Mid-Term Examinations for Half credit/ Electives / Part Time and Weekend programs. The prior approval from Dean of respective school is required for absence from Mid-term/End-term examinations.

4.6 Duration of examination
    4.6.1   Minimum duration of Mid –Term Examinations : 1 hr
    4.6.2   Minimum duration of End-Term Examinations : 2 hrs
    4.6.3   Examination duration can also be more than the above specified time as defined by respective schools. (Examination Time-table will clearly have the duration against each subject)

4.7 For evaluation purpose total weightage points for each course will be considered instead of using marks. These weightage points would be as follows:
    4.7.1   Full Credit course.:   100 points
    4.7.2   Half-credit course: 50 points

Deviation, if any, from above mentioned evaluation schemes will be communicated separately.

4.8 The internal evaluation marks once shared and finalized cannot be changed subsequently.

4.9 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.

4.10 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.

4.11 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.

4.12 **Project Guidelines:**
    4.12.1 From time to time Faculty may assign projects to students in their course.
    4.12.2 After Submissions, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of NMIMS policies and will be dealt with as per rules of NMIMS.

4.13 **For more details on Academic / Project guidelines, refer Part II for school specific inputs**

5.0 Interdisciplinary Offerings – Guidelines
The interdisciplinary approach of selection of courses across different streams enables students to get the knowledge of other domain. The guidelines mentioned below are specifically related to courses offered under interdisciplinary offerings.

Home School – The students admitted to this school
Host School – Students studying interdisciplinary courses (eg. Student of MPSTME (home school) studying in SBM (Host school))

5.1 The interdisciplinary offering of courses are applicable for Master's level programme and/or 4th/5th year of programmes with duration of 4 years and above.
5.2 The Master list is built from courses offered by SBM (Business School), 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 also allow students to choose interdisciplinary courses as an additional subjects.
5.4 The courses from all schools in an academic year, as per the master list will be offered in two sessions as follows:
    5.4.1 Fall Session (IV week of July 2018 – III week of Nov 2018)
    5.4.2 Winter Session (I week of January 2019 – III week of March 2019)
5.5 The Term end examination of all offered courses, as per Master list, will be conducted after completion of the classes. 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 Each course in the master list have number of seats available against them. The enrollment of students to interdisciplinary courses will be opened via notice circulated by school.
5.8 The students have to register through Blackboard / student portal only. The registration for enrollment of courses for **both** fall and winter sessions opens from **last week of April 2018– Last week of May 2018** in **current** academic year for courses to be offered in **next** academic year.
5.9 The course outlines will be available on blackboard/ student portal. Students may view them on **Community tab ☐ Academic year 18-19- 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 On the basis of number of students enrolled, the course will be offered. 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 course is 10.

5.13 For every course 10% of the seats are reserved for students of each school (Host & Home). 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 I*/II Year	Sem I/ Sem III	Sem IV
	B. Pharm. & MBA.(Pharma Tech.) – IV year	Sem VII	Sem VIII
SOL	B.A. LLB. , BBA LLB.	Trim XI/XIII	Trim XII/XIV
SOE	M.Sc. Economics	Sem III	Sem IV

*From A.Y. 2018-19; 1st year students of core M.Pharm programme will be offered the ID courses for the fall and winter session. 2nd year students of M.Pharm + MBA will attend the classes & appear for exams in Sem III, however they will be booked to Sem IV since they get a combined grade sheet for Sem III & IV (along with major & minor project work).

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 Any further changes will be communicated separately via separate notice.

5.19 The Master list of courses offered is as mentioned below: (for Academic Year 2018-19)

Sr. No.	School	Name of the Module/ Course	Mode of Lectures	Total Hours	Total Credits	Day & Time	Venue	Number of Seats	ICA	TEE (University/School Examination)
									Examination Scheme (Weightage)	
1.	SBM	Sales & Marketing	L	45	3	Monday 4.30-7.30 pm	SBM, New Building	60	40	60
2.	SDSOS	Advanced Business Statistics	L	45	3	Tuesday 4.30-7.30pm	SDSOS, I Floor	40	40	60
3.	MPSTME	Smart Cities	L	45	3	Wednesday 4.30 – 7.30pm	MPSTME, Mumbai	60	100	0
4.	BSSA	Design Thinking	W	45	3	Thursday 4.30 – 7.30pm	BSSA, 5th Floor	40	40	10 + 50

The master table heading row: Name of the Programme : Interdisciplinary Courses | Year: 2018-19 | Fall Session (End July to Mid Nov)

Name of the Programme : Interdisciplinary Courses							Year:2018-19		Winter Session (I week of Jan to III week of March)		
Sr. No.	School	Name of the Module/ Course	Mode of Lectures	Total Hours	Total Credits	Day & Time	Venue	Number of Seats	Examination Scheme (Weightage)		
									ICA	TEE (University/School Examination)	
5.	SPPSPTM	Pharmaceutical Marketing	L	45	3	Tuesday & Thursday 4.30 - 6.30pm	SPPSPTM, 6 Floor	60	40	60	
6.	SOL	Introduction to Intellectual Property Rights	L	45	3	Monday & Wednesday 4.30 – 6.30pm	SOL, 8 Floor, Mumbai	60	40	60	

6.0 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.

6.1 **Discipline in the Examination Hall**

6.1.1   Students must know their Roll Number and Student No.

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

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

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

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

6.1.6   A student, who fails to attend an examination at the time and place published in the timetable, will be to have failed in that course due to absence. Opportunity for re-examination will be given according to the rules and regulations.

6.1.7   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.

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

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

6.1.10   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.

6.1.11   **On the front page of the answer book the students should write only the name of the program, specialization if any, trimester/semester details and course / subject for which examination is being held, number of supplementary sheets attached to the main answer book. Any extra writing on the front page**

or anywhere in the answer book will be treated as act of unfair means and will be processed as per rules.

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

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

6.1.14 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.

6.1.15 **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.**

6.1.16 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.

6.1.17 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.

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

6.1.19 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited.

6.1.20 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.

6.1.21 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.

6.1.22 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.

6.1.23 **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.**

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

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

6.2.2 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.

6.2.3 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

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

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

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

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

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

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

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

6.3.1　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.

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

6.3.3　Concession will be given for spelling mistakes or mathematical calculation.

6.3.4　L. D. students who have failed to pass will be eligible for 20 grace marks to pass the examination. These marks will be given by way of distribution for one subject or more subjects.

6.3.5　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.

6.3.6　The said medical certificate must be produced at the beginning of the academic year.

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

6.4.1　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.

6.4.2　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

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
11.	Interfering with or counterfeiting of University seal or answer books or office stationery used in the examination with the intention of misleading the authorities	Student concerned to be rusticated from University
12.	Answer book or supplementary sheet written outside the examination hall or any other insertion in the answer book	Student concerned to be rusticated from University
13.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination	Student concerned to be rusticated from University
14.	Using obscene language/ violent threats inside the examination hall by a student at the University examination to room supervisor/ any other authority	Student concerned to be rusticated from University
15.	Impersonation for a student or impersonation by a student in University or other examinations	Student concerned to be rusticated from University
16.	Revealing the identity in any form (Name, Roll No, G.R. No., religious invocation etc. in the main answer book and/ or supplementary sheet)	Annulment of the performance of the student at the University Examination in the subject concerned during the examination of which the identity was revealed.
17.	Found something written on the body or on the clothes while in the examination	Annulment of the performance of the student at the University Examination in full.
18.	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed for the first time)	Annulment of the performance of the student at the University Examination for the subject during the examination of which student made an appeal
19	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed second time)	Annulment of the performance of the student at the University Examination in full.

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

6.4.3 **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:
6.4.4 **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.**
6.4.5 **The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.**

6.5 **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:
6.5.1 The Grievance Redressal Mechanism will apply only to the 'term-end Examinations' of the University.
6.5.2 The above mechanism will **not apply to** practicals/ oral examinations/ viva/ projects/ MCQ's in online exams/assignments/ dissertation/ presentation/ field work etc.
6.5.3 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.

6.5.4 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.**

6.5.5 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 ensures 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.

<div align="center">**OR**</div>

    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.

6.5.6 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, she/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 9th October 2018	Processing fee (Subject to change from time to time)
Application for Verification of Answer book/s	Within 5 days from the date of result declaration	On or before 14th October 2018	Rs. 500/- per answer book
Application for Photocopy of the answer book/s	Within 2 days from the date of result declaration including holidays	On or before 11th October 2018	Rs. 500/- per answer book
Collection of the answer book/s from the School Examination Office	Latest on the 4th day from the date of result declaration (excluding holidays)	No later than 13th October 2018	N.A.
Application for Re-valuation of the answer book/s	Within 5 days from the date of result declaration including holidays	On or before 14th October 2018	Rs. 1000/- per answer book

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

6.5.8 The student concerned will have to appear in person and prove his/ her identity at the time of obtaining the photo copies from 'Examination Office' by showing his/ her University Identity card.

6.5.9 As an exception to the aforesaid process of collection of answer book/s, scanned image of the respective answer book/s will be sent to the email ID (registered with NMIMS) of the applicant student or photo copy/ies will be handed over to a person authorized (in writing) by the student concerned - only during the time when the results of final/ re-examinations of final terms (e.g. Sem II/ IV, Trim III/ VI etc.) are declared and when the students are not expected to be on campus/ city. The Photo-copies would be authenticated by the 'Examination Office' by way of a rubber stamp and initials of competent authority. Photo copies shall not be sent by post or by courier.

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

6.5.11 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.

6.5.12 **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**.

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

6.5.14   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:

6.5.14.1 **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.

6.5.14.2 **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.

6.5.14.3 **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).

6.5.14.4 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.

6.5.15   **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.**

6.5.16   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.

6.5.17   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.

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

6.5.17.2 The change of marks, if any, shall be communicated to the student applicant and a revised 'Grade Sheet' shall be issued to him/ her only on surrendering the original grade sheet to the Examination Office.

6.5.17.3 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.

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

6.5.18   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)

7.0 Library Rules and Regulations:

7.1 **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.**

7.2 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.

7.3 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.

7.4 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.

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

7.6 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.

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

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

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

7.10 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.

7.11 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.

7.12 Borrowing entitlement: Two books for ten days. One time renewal is possible if the book is not in demand.

7.13 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.

7.14 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.

7.15 Students are required to wear smart casuals (Barmudas, Half pants, Short skirts, Bathroom slippers are not allowed).

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

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

7.18 For list of electronic resources / Databases refer annexure.

8.0 Placement Guidelines:

NMIMS is a premier University of the country and the Business School is in existence for over three decades. Our alumni occupy senior positions in leading companies across sectors. Over the years NMIMS 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.

It is also a great place to recruit potential young managers and business leaders. Leading companies across sectors consider our students for recruitments/ internships.

NMIMS has a cordial relationship with the corporate world and 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 relationship and have serious repercussions for placements and for the future.

NMIMS as a premier University of higher learning and 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 Placement process typically involves –
- Batch Preparation
- Pre Placement Talks
- Internships/projects
- Final Placements

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

8.2 **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.

8.3 Internships/Projects

8.3.1 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.

8.3.2 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.

8.3.3 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	Programs	Remarks
BSSA	B. Arch. & M.Arch.	100 days internship during the last semester of the program
CIED	B.A. (Honours) Interior Environment and Design	First Year 30 Days. Second Year 60 days. Third Year 90 days.

8.3.4 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.

8.3.5 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.

8.3.6 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.

8.3.7 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.

8.3.8 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.

8.4 Final Placements

8.4.1 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.

8.4.2 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/Blackboard/Student Portal, etc. regularly for information updates.

8.4.3 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.

8.4.4 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.

8.4.5 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.

9.0   Guidelines for the Use of Computing Facilities:

9.1   NMIMS invests significant resources in the provision of computing resources for the students. In order to ensure maximum availability, computing resources must be used in a responsible way. The students are responsible for ensuring that these resources are used in an appropriate manner. The list of websites which are blocked for use at NMIMS and at the Hostels is given in the annexure.

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

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

9.4   Food and/or beverages 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.

9.5   **Provision of Computing Resources:**

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

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

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

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

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

9.5.6   Law: Your use of the 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.

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

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

      9.5.7.1   Improper behaviour towards staff will result in disciplinary action.

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

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

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

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

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

9.6.1   Do not use others user login id and password, nor allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for the purpose of assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to the NMIMS authorities if any breach of university regulations is suspected in connection with that use.

9.6.2   Do not copy or share other's data resulting in data theft of any kind under IT Act.

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

9.6.4   Do not request resources or access rights that you do not need.

9.6.5   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.

9.6.6   Do not remove, borrow, connect or disconnect any IT equipment without permission.

9.6.7   Do not deliberately introduce 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.

9.6.8   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.

9.6.9   Do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user or of a system administrator without that person's permission.

9.6.10   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.

9.6.11   Do not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material.

9.6.12   Do not transmit unsolicited commercial or advertising material on NMIMS network / Campus.

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

9.6.14   Do not monitor, read and disrupt network traffic inside the campus.

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

9.6.16   Do not waste staff effort or networked resources, including time on end systems accessible via LAN and the effort of staff involved in the support of those systems.

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

9.6.18   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.

9.6.19   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.

9.6.20   Students are prohibited from viewing any Pornographic material in computer Centre or on any other computer or IT system inside the NMIMS campus or storing child pornography, Playing Games, Hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure e.g. Projector cables. Disciplinary action will be taken by NMIMS if the Student is found guilty.

9.6.21   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.

9.6.22   Do not interfere with or change any hardware or software; if you do, you may be charged for having it put right.

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

9.6.24   Do not load games software onto, or play games software on, the IT facilities unless required for academic purposes.

9.6.25   Do not admit any other person to computer facilities or other NMIMS premises when those facilities or premises are locked and do not enter unless authorised to do so.

9.6.26   Do not smoke, eat or drink, and do ensure that consumable products including food and drink are stowed away at all times, in any computer room or near any public access IT facilities.

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

9.6.28   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.

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

10.0 Feedback Mechanism:

10.1 The NMIMS has a well-established online feedback mechanism (through Student Portal / Blackboard) for communication of your perceptions. The components of this feedback mechanism are:

    10.1.1 Oral Feedback at the end of the third week of every trimester/Semester. Dean / Director /Programme Chairperson/HOD will meet students personally, if applicable.

    10.1.2 Online Feedback 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.

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

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

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

11.0 Mentoring Programme / 'Psychologist and a Counsellor':

11.1 **Mentoring Programme:**

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

11.2 **Psychologist and a Counsellor:**

    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 he is not in my life!"

    iii. "I have lost my confidence I often compare myself with others and feel I am not as good as them"

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

    v. Who will be able to really help?

Have you had such incidents where you are not able to cope up with the situation?

Or have reacted very harshly and then later realised that reacting to the situation was not really needed and in the process you damaged the understanding you had with your friends and family? But you just do not know what went wrong then? Do not understand what triggered?

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

Just as we visit the doctor for the sprain but in case it turns into a fracture we may have to visit an orthopaedic surgeon for an operation of the broken bone /fracture similarly for few mild issues we visit a psychologist and a counsellor and for the same unattended long term issue which may have become chronic we may be asked to take an psychiatric intervention as medicines would also help in creating relaxation and balance. Education alone does not allow us to progress unless we learn to manage our emotions and remove the myths and misconcepts of visiting a counsellor (learnt in the past) instead relearn some more helpful and progressive facts.

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

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

NMIMS does care about the students and thus have appointed a full time 'Counselling psychologist and a counsellor', Mr. Joel Gibbs available on the 8th floor, Cabin:-West-854 and a "Clinical Psychologist and Counsellor" Ms. Nazneen Raimalwala available on the 8th floor, Cabin:-West-855, NMIMS University, at the Mumbai campus for all the students.

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 …

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

12.1 Admission Cancellation procedure :
For cancellation of admission, the student needs to submit the application for cancellation of his 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 of fees will be as follows as per UGC rule Dec 2016:
If a student chooses to withdraw from the program of study in which he / she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the student.

Sr. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to HEI
(1)	100%	15 days before the formally-notified last date of admission
(2)	80%	Not more than 15 days after the formally-notified last date of admission
(3)	50%	More than 15 days but less than 30 days after formally-notified last date of admission
(4)	00%	More than 30 days after formally-notified last date of admission

*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)
In case of (1) in the table above, the deduction will be 10% of the aggregate fees as processing charges from the refundable amount. Aggregate fees is inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit.
Note: The above refund rules are subject to revision as per UGC notification (as applicable).
Candidates to refer Important Dates of the respective program.

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

Academic break	Fees to be paid at the time of admission after the academic break
• 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.

12.3 **Re-admission rules:**

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. 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. 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 the student takes re-admission in a particular academic year and is not promoted again, either as per the passing standards of the respective programme or any other reason as per academic rules, then the student will not be given second chance for re-admission. However such a student can re-appear at the subsequent examinations of the said year without keeping the terms (i.e. re-admission) by taking a drop and only appearing for the examinations.

For programme wise details, kindly refer Part II of SRB.

12.4 **Academic break :**

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

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

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

12.4.1.1.1.1 **Eligibility:**

Academic break can be granted to any student for any of the following reasons:
   (i) Serious personal medical reasons involving hospitalization, if required and supported by documents.
   (ii) Serious 'family' related issues.
   (iii) Financial constraints.
   (iv) In executive education, 'temporary transfer to other country / city'
   (v) Financial crisis/Maternity/ shift of duties/additional assignments at the work place applicable for executive programme participants only.

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

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

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

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

12.6 **Admission Deferment:**
The following rules are applicable to all the Schools of NMIMS.

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

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

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

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

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

12.6.3 **Process:**
12.6.3.1 Deferred admission may only be granted to admit first year students who have paid the required non-refundable enrolment deposit.
12.6.3.2 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.
12.6.3.3 Offer of admission deferment, if not, taken in the subsequent year will lapse and the fee paid will not be refunded. Further, the applicant therein, if still wants to apply to NMIMS, have to undergo the admission process again as fresh applicant.
12.6.3.4 The letter of deferment of admission will be issued by admission department to the applicant.
12.6.3.5 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.
12.6.3.6 Financial aid offers cannot be deferred. Students must reapply for financial aid.
12.6.3.7 Admitted 'Transfer' students are not eligible for deferred admission.
12.6.3.8 Deferrals are not automatic and, if granted, a non-refundable deposit is required to hold a place in the following year's entering class.
12.6.3.9 Deferment of admission is not applicable for the first year of the programme.
12.6.3.10 Once the programme has commenced, then even though the applicant have not attended the classes, still he/she will not be 'eligible' for 'admission deferment'.

13.0 Dean's list / Meritorious students:

13.1 Dean's List (Applicable only for School of Business Management)

13.1.1 10 % of the batch on the basis of highest yearly CGPA will be under Dean's List and will get a certificate at the end of each year.

13.1.2 Students who are participating in Student Exchange Program (for 2nd year) are also eligible for the Dean's list subject they were also in the dean's list of 1st year. Such students will be shortlisted on the basis of the CGPA of two trimesters of 2nd year.

13.1.3 Students obtaining D grades/ F grades/ appearing in the re- exams in the current academic year will be ineligible to be listed in the Dean's List of the current academic year as well as in the Dean's list of the next year(s).

13.2 Meritorious students list (applicable for all schools except School of Business Management)

13.2.1 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.

13.2.2 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.

13.2.3 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.

14.0 Blackboard (Learning Management System):

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

14.1 URL: Access Blackboard through http://blackboard.svkm.ac.in

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

14.3 Change Password: Students are recommended to change password after first login for safe surfing.

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

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

14.6 Faculty Announcements: Announcements related to course and other activities is published in Announcements section.

14.7 Online Library: Online Library database is available through Blackboard; it will be a single gateway for all library data like Question Papers, Syllabus, Notices, etc.
Remote Access to Databases: Remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally.

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

14.9 Academic Resources: All Academic Information & News is published on blackboard.

14.10 Examination Report: All Examination Grade & Report will be published on Blackboard

14.11 Faculty Feedback: Faculty Feedback is accepted online through Blackboard trimester/semester wise.

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

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

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

14.15 Groups: Students can create group for online by faculty for Blogs, File Exchange, Collaboration, Discussion Board scope for their courses.

14.16 Student Discussion Board / Chat: This tool can be used by students and faculty to interact and discuss on topics related to their respective courses.

14.17 Collaborate (Ultra Experience): Blackboard Collaborate is a real-time video conferencing tool that lets faculty member add files, share applications, and use a virtual whiteboard to interact. Collaborate Ultra, opens with any available browser, and does not require any software to be installed to join a session.

14.18 Blackboard Mobile: Users can access Blackboard through their smart phones. Download Blackboard Learn app and search for institute by typing 50I5VV.

14.19 Responsive Web Design: Blackboard's responsive design ensures a great experience on all devices (smartphones and tablets) and screen sizes—with no loss of functionality.

14.20 System Requirement: Latest browser version.
Check browser compatibility: https://help.blackboard.com/node/13392

14.21 Help – Assistance: Online assistance is available on front page of portal.
URL: https://help.blackboard.com/node/13376
YouTube Channel: https://www.youtube.com/playlist?list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU

15.0 Student 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 has been mailed to all. Mails have been sent to the email ids available in the SAP.

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 Online Library: Online Library database is available through Blackboard; 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 which will be graded by faculty and online score will be stored. 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 (ppt/notes/videos/links) can be published.

15.13 Examination related content : Results and exam time table can be made available.

15.14 Admission Related content : Admission Notices can be published.

15.15 Internal assessment: Internal marks for respective courses can be published.

15.16 Faculty Feedback: Faculty Feedback is accepted online for respective trimester/semester.

15.17 Online Plagiarism: Student / Faculty can check Plagiarism value 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 System Requirement: Works Best with Chrome. (version 64 and above)

15.21 Help – Assistance: mail to portal@svkmmumbai.onmicrosoft.com or Call toll free no. 1800-1025-136

16.0 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.

16.3.1   GRADE A: National and International level contests of very high repute.

16.3.2   GRADE B: National level contests of high repute.

16.3.3   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 staff co-ordinator for processing through the accounts department.

16.7   Contest Winners

16.7.1   Any student who has won any contest is required to provide full details of the contest and award won to the faculty within 7 days of winning the contest. Any student failing to submit details of contest won within 7 days will not be considered for appraisals.

16.8   **For additional information as specific to school, kindly refer Part II.**

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 an F in any subject or with a record of misconduct or a record of low attendance will be automatically disqualified from the awards process.

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

19.1 **Class Representative**

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

19.1.1 Serving as sole point of contact between faculty & students

19.1.2 Co-ordinating the scheduling of lectures, assignments & formation of groups

19.1.3 Resolving student grievances

19.1.4 Relationship building & co-ordinating with CRs from other divisions

19.1.5 CR's cannot cancel / Reschedule lectures directly with Faculty

19.1.6 Any additional responsibility assigned by school heads.

19.2 **Student Council**

19.2.1 **NMIMS University Student Council (NUSC)**

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 NUSC (NMIMS University Student Council) promotes collective and constructive leadership within the student community.

The major roles and responsibilities includes:

- Providing a holistic and integrative pedestal to encourage interaction between various streams and courses.
- Promoting and publishing success stories on social media platforms and forums to garner response for the various accolades and accomplishments.
- 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 and Sports festival, to encourage participation and assimilation for holistic development of all students.

The NUSC is comprising of President, Vice President, General Secretary, Treasure, and Members representing schools and campuses. From each school/campus 2 student council representative will constitute University Student Council. The names of representatives can be finalized by Dean/Director/Head of respective school.

19.2.2 **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:

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

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

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

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

19.2.2.5 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.

19.2.2.6 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.

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

19.2.2.8 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.

20. Interface with Accounts:

20.1 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.

20.2 **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.

20.3 **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.

20.4 **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.

20.5 **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.

20.6 **Hostel Deposit Refund**:
Location: NMIMS Accounts Department
Procedure:
20.6.1   Please procure signature of Hostel in-charge.
20.6.2   Submit signed Hostel Deposit Receipt to Accounts Department along with Refund Format.
20.6.3   Please allow a period of 3 weeks for issue of the Refund Demand Draft.

20.7 **Library Deposit and Security Deposit Refund**:
Location: Course Coordinator
Procedure:
20.7.1   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
20.7.2   Please allow a period of 3 weeks for issue of the Refund through NEFT

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

21. **International Student Exchange Program Policy**

21.1   **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. 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 International Linkages department in place, efforts are underway 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.

21.2   **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 Schools have signed MOUs with leading Universities and Schools as given below:

A.   **The University Level:**
- Charles Darwin University, Australia
- Latrobe University, Australia
- University of Erlangen-Nurnberg, Germany
- University of Jyvaskyla, Finland
- University of Westminster, United Kingdom
- St. Martin's University, Washington, USA
- University of New South Wales, Australia
- Western Sydney University, Australia
- Kings College London, UK

B. **The School of Architecture (BSSA):**
- University of Nebrija, Spain
- Institute for Advanced Architecture of Catalonia (IAAC), Barcelona, Spain

21.3 **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:

21.3.1 Completed the eligibility year of program as defined by respective Deans/Directors of school

21.3.2 Have a minimum CGPA of 2.75 and above.

21.3.3 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.

21.4 **Selection Criteria and Conditions**

21.4.1 As defined by respective Deans/Directors of Schools

21.4.2 Defined by MoU between Partner University and NMIMS for incoming students

21.5 **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:

21.5.1 Accommodation and daily living expenses including study materials

21.5.2 Travel Expenses

21.5.3 Passport and visa costs

21.5.4 Insurance cover

21.5.5 Any other incidental costs

21.6 **Application procedure for students and Expectations from students**

21.6.1 Students have to apply in specified application form (See Annexure "Application Form for NMIMS Students for Applying for Student Exchange Program" in SRB) to their respective Schools. Those selected after required assessment at their School's end have to fill another detailed form (See Annexure "Application Form – NMIMS Exchange Students") Incoming students should submit specified application form (APPLICATION FORM – EXCHANGE STUDENTS-Incoming) to respective school 2 months before the semester/trimester start date.

21.6.2 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.

21.6.3 Upon joining the partner institute the courses the students intends to take up should be finalized and communicated to the NMIMS School authorities (Refer Annexure of SRB)

21.6.4 Students need to ensure that they do not get any degrade (Grade-Fail) in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.

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

21.7 **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.

21.8 **Enclosures:**

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

21.8.2 Application Form:

a) For Applying for Student Exchange by NMIMS Deemed-to-be-University Students

b) For NMIMS Deemed-to-be University's student (Only for Short listed Students)

c) For International Exchange Students on arrival

21.8.3 Visa Form for NMIMS and International Students.

21.9 **Application and Admission procedure for International Students-Incoming from Partner University:**

21.9.1 Students from Partner University need to submit the application in prescribed form (APPLICATION FORM – EXCHANGE STUDENTS-Incoming and Passport copy) duly attested by the partner university officer in charge two months before the arrival to NMIMS.

21.9.2 Respective school will issue an exchange acceptance letter to the student after scrutinizing the application. The exchange acceptance letter should be countersigned by the Director- International Linkages department (ILD).

21.9.3 On acceptance of students by the school, International Linkages department of University will issue Visa invitation letter address to Indian Embassy/consulate in your country.

21.9.4 On arrival, the student will report to the respective school and the school will direct the student to ILD for FRRO registration process with Ministry of External Affairs Government of India. The respective school will arrange for living in Mumbai familiarization session. The Students are requested to handover prescribed undertaking form (UNDERTAKING For Foreign National Studying at NMIMS University) with a copy of passport with Visa page to International Linkages Department for record purpose.

21.9.5 Respective schools will complete the joining process and issue temporary student Identity card.

21.9.6 On completion of the course the assessment details will be forwarded to University registrar through International Linkages department for course completion and credit transfer certificate.

21.9.7 Attendance and exit details will be provided by the respective school to the ILD to complete the FRRO process.

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

Online application form to be prepared and uploaded on the NMIMS website.

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

Introduction

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

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

22.1 **Floods:**

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

Precautions to be taken in case of Floods[1] are given in the 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	• 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	• 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.

Before Floods	During Floods	After Floods
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	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	• 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.

22.2 Earthquake

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

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

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

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

Before Earthquake	During Earthquake	After Earthquake
• In hostel or at home keep heavy objects on lower shelves so they will not fall on you during an earthquake. • Make sure your water heater and gas cylinder is secured and intact. This will ensure that it will not fall during an earthquake and hurt someone or start a fire. • Keep a torch and a portable transistor radio handy. • Keep the corridors in the hostel/house clear of furniture and other things, making movement easier.	• 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. **B) 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. **C) If you are driving** Stop the vehicle away from buildings, walls, slopes, electricity wires and cables, and stay in the	**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. **B) 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

Before Earthquake	During Earthquake	After Earthquake
	vehicle.	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.

22.3 **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. (There are **six exit routes** in UPG building) • Check the adequacy of fire fighting apparatus and its maintenance.	• Do not panic. Shout loudly for help. • Do not run. • Do not waste time in collecting valuables. • Do not panic. • Inform the fire brigade about the fire and alert neighbors. • 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.

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

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

Anti-Ragging Committees:

University				
	Name	**Designation**	**E-mail ID**	**Contact no.**
1.	Dr. Meena Chintamaneni	Chairperson	meena.chintamaneni@nmims.edu	022 42355555
2.	Mr. 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				
	Prof. T. M. Chhaya	Chairperson	Tm.chhaya@nmims.edu	9920233882
	Ms. Janki Shah	Member	Janki.Shah@nmims.edu	9820878810
	Ms. Rita Mascarenhas	Member	rita.mascarenhas@nmims.edu	9833568564
	Ms. Nilam Patkar	Member	nilam.patkar@nmims.edu	9833103510
	Mr. Vivan Sanghavi	Member	Vivansanghvi01@gmail.com	9920281370
Hostels				
1.	Shri Bhupesh Patel	Chairperson	bhupesh.patel@svkm.ac.in	98200 20700
2.	Shri Harshad H. Shah	Member	harshad.shah@svkm.ac.in	98202 93814
3.	Shri Rajubhai Shah	Member	rajendra.shah@svkm.ac.in	98190 36555
4.	Prof. Seema Mahajan	Member	seemam@nmims.edu	9820341341
5.	Dr. Meena Chintamaneni	Member	meena.chintamaneni@nmims.edu	4235 5550
6.	Mr. Samraj Dhasian	Member	Samraj.dhasian@nmims.edu	022 42355555

23.2 **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

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

23.4 **Student Grievance Redressal – Ombudsman:** The Ombudsman shall exercise power to hear grievances of those who are not satisfied with decision of NMIMS Grievance Redressal Committee. The Ombudsman would be required to dispose cases within one month of the receipt for speedy redress of grievances. On conclusion of the proceeding, the Ombudsman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide

such relief as may be desirable to the effected party. Mr. Justice S. S. Parkar has been appointed as Ombudsman at NMIMS University. For more details kindly refer AICTE regulations on Ombudsman.

Student's Grievance Redressal Cell
1. Dr. N. T. Rao, Dean, MPSTME – Chairperson
2. Dr. Paritosh Basu, Sr. Professor (Finance), SBM - Member
3. Prof. Amita Vaidya, Associate Dean, SAMSOE -- Member
4. Prof. Dhirendra Mishra, Assistant Professor (Mechanical), MPSTME - Member
5. Ms. Pallavi Rallan, Assistant Professor, ASMSOC – Member
6. Dy. Registrars concerned
7. Dr. Meena Chintamaneni, Registrar - Member Secretary

Please visit the website for more details on "The Sexual Harassment of Women at Workplace, Prevention, Prohibition and Redressal Act 2013" & "Women Grievance Redressal Cell Policy".

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

Sr. No.	Category	Sr. No.	Category
1	Potentially Liable	22	Pornography
2	Drug Abuse	23	Tasteless
3	Occult	24	Weapons
4	Hacking	25	Sex Education
5	Illegal Unethical	26	Alcohol
6	Racism and Hate	27	Tobacco
7	Violence	28	Lingerie and Swimsuit
8	Marijuana	29	Sports Hunting and war Games
9	Folklore	30	Games
10	Proxy Avoidance	31	Peer-to-peer File Sharing
11	Web Translation	32	Multimedia Download
12	Phishing	33	Internet Radio and TV
13	Plagiarism	34	Potential Security Violating
14	Child Abuse	35	Malware
15	Controversial	36	Spyware
16	Abortion	37	Web Hosting
17	Adult Materials	38	Multimedia Search
18	Advocacy Organizations	39	Audio Search
19	Gambling	40	Video Search
20	extremist Groups	41	Spam URL
21	Nudity And Risqué		

List of E resources (In library)

LIBRARY DATABASE/ OPAC
1. Koha OPAC

E-JOURNALS DATABASES
2. ProQuest Central
3. Science Direct :Pharmacology Collection
4. EBCSO
5. Economic and Political Weekly
6. JSTOR
7. JGATE (Social Sc. & Management)

COMPANY DATABASE
8. Capitaline

RESEARCH DATABASES

18. ISI Emerging Markets
19. AMOS-SPSS
20. Frost & Sullivan
21. Euromonitor Passport
22. CMIE: Economic Outlook
23. EPWRF India Time Series
24. Eviews 8

LAW DATABASES
9. Manupatra
10. Hein Online
11. LexisNexis
12. SCC Online

MARKETING DATABASES
13. TVADINDX
14. WARC

E-BOOKS
15. E-brary
16. PDF Drive
17. Pearson e-books

CONSORTIUM FOR EDUCATIONAL COMMUNICATION

ENGINEERING DATABASES
25. ASCE
26. NPTEL

STATISTICS DATABASE
27. IndiaStat

ARCHITECTURE DATABASE
28. Buildofy

CASE STUDY DATABSE
29. Harvard Business School Publishing

FINANCE LAB
30. Bloomberg

SWAYAM / NDL
31. SWAYAM
32. National Digital Library

25. LIST OF HOLIDAYS FOR THE YEAR 2018

NMIMS (Mumbai)		
OCCASION	**DATE**	**DAY**
New Year	1-Jan-18	Monday
Republic day	26-Jan-18	Friday
Holi	2-Mar-18	Friday
Good Friday	30-Mar-18	Friday
Maharashtra Day	1-May-18	Tuesday
Ramzan-Id	16-Jun-18	Saturday
Independence Day	15-Aug-18	Wednesday
GopalKala	3-Sep-18	Monday
Ganesh Chaturthi	13-Sep-18	Thursday
Gandhi Jayanti	2-Oct-18	Tuesday
Dussehra	18-Oct-18	Thursday
Diwali (Narak Chaturdashi)	6-Nov-18	Tuesday
Diwali (Laxmi Pujan)	7-Nov-18	Wednesday
Diwali (Balipratipada)	8-Nov-18	Thursday
Diwali (Bhaubeej)	9-Nov-18	Friday
Christmas	25-Dec-18	Tuesday

Classes/Lectures will be conducted, if required (except on the National Holiday i.e January 26, 2018, August 15, 2018, May 01, 2018 & October 02, 2018)

26. NMIMS INFOLINE (for Mumbai Campus)

Agency	Number
Disaster Management Cell of Municipal Corporation of Greater Mumbai	108
Police	
Police Help Line	100
Juhu Police Station	26184432 / 26183856
Vile Parle Police Station	26117307 / 26117317
Vile Parle-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
Fire Brigade	
Fire Brigade Help Line	101
Andheri Fire Stations	2620 5301
Bandra Fire Station	2643 5206
Ambulance	102 / 1298/1252
Hospitals	
Dr. Balabhai Nanavati Hospital	26182255 / 2626 7500
Cooper Hospital	26207254
Travel Agency	
V-explore	42705205/ 42705255
Chemist	
Dilip Drug House	26182255 / 2618 7038
Empire Chemists	26718970 / 2625 1238
Rajani Medical Store's	9702784739/26171871
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 /
Criticare Clinic Plot no. 38/39 , Main Gulmohar Road, JVPD Scheme, Opposite Copper Chimney, Andheri (W), Mumbai- 400049	26286644/ 88/ 002 6775 6600
Hostel (Contact – Mr. Venugopal- 4235 5557)	
G. R. Jani Hostel Boys	022-42334056
MKM Sanghvi Girls Hostel	022-26256382/ 83
Bansi Villa Girls Res.Flats	022-4235 5555 / 5557
Kalika Girls Res.Flats	022-4235 5555 / 5557
Sur Sagar Girls Res.Flats	022-4235 5555 / 5557
Vishwananak Boys Res Flats	022-4235 5555 / 5557

Part II

Balwant Sheth School of Architecture
Center for Interior Enviornment and Design

Message from Dean

Dean Student,

The Balwant Sheth School of Architecture started with the conviction to create a process-driven system rather than a product-driven system. While the product may keep changing, a good process never changes, but evolves with time.

Our first results of this approach, batches from 2012 till 2018 graduated last seven years and have been well received in a variety of domains, be it large city, urban architecture firms or younger firms involved in experimental design projects that span between built and virtual realms.

Encouraged with this approach and direction, two more programmes under the SVKM- NMIMS brand name are on the drawing board.

- **M. Arch: Master of Architecture:** A two year Masters Degree Program recognized by Council of Architecture.
- **B.A. (Honours) Interior Environment and Design:** Three Year undergraduate Programme recognized by NMIMS University.

We've laid great emphasis on the Design, Research and Publication (DRP Cell), wherein all the students' works, the frequent offsite studios, analysis and inferences are documented and preserved. Through the DRP, the faculty encourages students' active participation in serious national and international level Design and Concept competitions. The Cell is already reaping its fruits. Exhibiting Mumbai urbanism in Barcelona International Seminar, National Housing concept wins to the most recent one that comes to mind is BSSA's prominent presence at the Kala Ghoda Arts Festival. We've also won two first place finishes in national sustainability programs. Columbia University Masters Class conducted a joint City Installation with BSSA recently.

The DRP Cell is every student and professor's platform to promote concepts and to engage with their students on several levels.

With Experience, we are enlarging academic platforms in Design, Technology, Humanities, Transient Urbanism and sustainable strategies.

I'd like to conclude with hopes for a Bright and Proactive Future for Design Professionals...

For generations, we've constantly been told what not to do....and, in the process, lost sight of what we can do. This is especially alarming since the younger generation is being dragged into negative issues that should not concern them. Youth, fortunately, is self-motivated and have an incredible sense of positive direction. We must encourage this positivity.

History is an ever evolving Process....and Solution to Future Lies in History.

Prof. Trilochan Chhaya
Dean - BSSA

1.0   Academic Calendar (2018-2019)

B.Arch. Programme

Details	Program	Start date	End Date	Remarks
Semester I, III, V, VII, IX				
Academic Instruction Duration (regular classes)	B.Arch I Yr. B.Arch II/III/IV/V Yr.	16th July 2018 11th June 2018	6th October 2018	Subjects Other than Design
			13th October 2018	For Design Subject
Mid Term	B.Arch I Yr. B.Arch II/III/IV/V Yr.	16th July 2018 11th June 2018	6th October 2018	Subjects Other than Design
			13th October 2018	For Design Subject
Term End Exams	B.Arch All Yrs.	20 October 2018	3rd November 2018	
Diwali Vacation	B.Arch All Yrs.	5th November 2018	10th November 2018	
Re-Exams Term I	B.Arch All Yrs.	13th December 2018	24th December 2018	
Semester II, IV, VI, VIII, X				
Academic Instruction Duration (regular classes)	B.Arch All Yrs.	12th November 2018	30th March 2019	Subjects Other than Design
			10th April 2019	For Design Subject
Submission of ICA	B.Arch All Yrs.	-	30th March 2019	Subjects Other than Design
			10th April 2019	For Design Subject
Christmas Vacation	B.Arch All Yrs.	25th December 2018	1st January 2019	
Term End Exams	B.Arch All Yrs.	18th April 2019	30th April 2019	
Re-Exams Term II	B.Arch All Yrs.	3rd June 2019	8th June 2019	
Summer Vacation	B.Arch All Yrs.	1st May 2019	9th June 2019	
Convocation	B.Arch V Yr.	last week of July or 1st week of August 2019		
Commencement of next year	B.Arch II/III/IV/V Yrs.	10th June 2019	------	
Commencement of next year	B.Arch I Yr.	15th July, 2019		

B.A. (Honours) Interior Environment and Design Programme

Details	Program	Start date	End Date	Remarks
Semester I				
Academic Instruction Duration (regular classes)	B.A.(Honours) Interior Environment and Design First Year.	16th July 2018	6th October 2018	Subjects Other than Design
			13th October 2018	For Design Subject
Submission of ICA	B.A.(Honours) Interior Environment and Design First Year.	-	6th October 2018	Subjects Other than Design
			13th October 2018	For Design Subject
Term End Exams	B.A.(Honours) Interior Environment and Design First Year.	20 October 2018	3rd November 2018	
Vacation	B.A.(Honours) Interior Environment and Design First Year.	5th November 2018	10th November 2018	Diwali Vacation
Re-Exams Term I	B.A.(Honours) Interior Environment and Design First Year.	13th December 2018	24th December 2018	
Semester II				
Academic Instruction Duration (regular classes)	B.A.(Honours) Interior Environment and Design First Year.	12th November 2018	30th March 2019	Subjects Other than Design
			10th April 2019	For Design Subject
Submission of ICA	B.A.(Honours) Interior Environment and Design First Year.	-	30th March 2019	Subjects Other than Design
			10th April 2019	For Design Subject
Christmas Vacation	B.A.(Honours) Interior Environment and Design First Year.	25th December 2018	1st January 2019	
Term End Exams	B.A.(Honours) Interior Environment and Design First Year.	18th April 2019	30th April 2019	
Re-Exams Term II	B.A.(Honours) Interior Environment and Design First Year.	3rd June 2019	8th June 2019	
Summer Vacation	B.A.(Honours) Interior Environment and Design First Year.	1st May 2019	9th June 2019	
Convocation	B.A.(Honours) Interior Environment and Design First Year.	N.A.		
Commencement of next year	B.A.(Honours) Interior Environment and Design Second Year	10th June 2019	------	
Commencement of next year	B.A.(Honours) Interior Environment and Design First Year	15th July, 2019		

Master of Architecture

Details	Program	Start date	End Date	Remarks
Semester I				
Orientation Programme	M.Arch First Year	8th October, 2018	-	
Academic Instruction Duration (regular classes)	M.Arch First Year.	9th October, 2018	05th January, 2019	
Submission of ICA	M.Arch First Year.	15th October, 2018	05th January, 2019	
Term End Exams	M.Arch First Year.	14th January, 2019	19th January, 2019	
Diwali Vacation	M.Arch First Year.	5th November, 2018	11th November, 2018	
Re-Exams Term I	M.Arch First Year.	18th February, 2019	23rd February, 2019	
Semester II				
Academic Instruction Duration (regular classes)	M.Arch First Year.	21st January, 2019	20th April, 2019	
Submission of ICA	M.Arch First Year.	4th February, 2019	20th April, 2019	
Term End Exams	M.Arch First Year.	29th April, 2019	04th May, 2019	
Re-Exams Term II	M.Arch First Year.	3rd June, 2019	8th June, 2019	
Summer Vacation	M.Arch First Year.	05th May, 2019	9th June, 2019	
Commencement of next year	M.Arch Second Year.	10th June, 2019	------	
Commencement of next year	M.Arch First Year.	15th July, 2019		

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

2.1   Structure of Years and Semester:

The Degree course shall be termed Bachelor of Architecture **(B.Arch).** The course leading to the degree of Bachelor of Architecture shall be a five year course based on yearly pattern.   Each year will have semester system, i.e.

1st year shall have Semesters I & II
2nd year shall have Semesters III & IV
3rd year shall have Semesters V & VI
4th year shall have Semesters VII & VIII
5th year shall have Semesters IX & X

The Degree course shall be termed as B.A. (Honours) Interior Environment and Design. The course leading to the degree, shall be a three year full time course based on yearly pattern. Each year will have semester system. i.e.

1st year shall have Semesters I & II
2nd year shall have Semesters III & IV
3rd year shall have Semesters V & VI

Post Graduate course:

The Post Graduate course shall be termed **Master of Architecture (M.Arch).** The course leading to the degree of Master of Architecture shall be 2 year course based on yearly pattern. Each year will have semester system. i.e.

1st year shall have Semesters I & II
2nd year shall have Semesters III & IV

2.2 **Structure of Course and subjects:**

The course comprises of following categories of syllabus:
- Architecture Design
- Design &Technology
- Theory
- Design –Workshops 1st and 2nd year
- Study Tour- Documentations and Exhibitions for all years

2.3   Academic Stages for B.Arch.

The Academic Course will have two stages as follows:

Stage-I:
- The First Year Examination in architecture will be called the FIRST YEAR EXAMINATION IN ARCHITECTURE.
- The Second Year Examination in architecture will be called the SECOND YEAR EXAMINATION IN ARCHITECTURE.
- The Third Year Examination in architecture will be called the THIRD YEAR EXAMINATION IN ARCHITECTURE.

The first stage mentioned above must be completed within five years of taking admission to the Bachelor of Architecture course. A student failing the requirement will be debarred from the Bachelor of Architecture course.

Stage-II:
- The Fourth Year Examination in architecture will be called the FOURTH YEAR EXAMINATION IN ARCHITECTURE.
- The Fifth Year Examination in architecture will be called the FIFTH YEAR EXAMINATION IN ARCHITECTURE.

The second stage mentioned above must be completed within three years of entering the fourth year of the Bachelor of Architecture course. A student failing the requirement will be de-barred from the Bachelor of Architecture course.

2.3 (a) Academic Stage of B.A. (Honours) Interior Environment and Design

The Academic Course will have the following:

- The First Year Examination in Interior Environment and Design will be called the FIRST YEAR EXAMINATION in B.A. (Honours) Interior Environment and Design

- The Second Year Examination in Interior Environment and Design will be called the SECOND YEAR EXAMINATION in B.A. (Honours) Interior Environment and Design.
- The Third Year Examination in Interior Environment and Design will be called the THIRD YEAR EXAMINATION in B.A. (Honours) Interior Environment and Design.

2.4 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, B.A. (Honours) Interior Environment and Design and Master of Architecture 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.

2.5 Duration of Academic year:
The Academic year for 2nd to 5th year B.Arch and 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.

All year end final **(TEE)** exams of B.Arch. M.Arch. and B.A. (Honours) Interior Environment and Design would be concluded between 1st to 4th weeks of April. The school will be closing on 1st May. During this time, all students' attendance is compulsory. All pending documentations, Exhibitions will be completed by the students.

Examination Guidelines for Bachelor of Architecture Master of Architecture and B.A. (Hon.) Interior Environment and Design

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. 6 in Part I of this SRB:

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.

3.1.2 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 be allowed to attend the classes and appear at the examination/re-examination of Semester II (and so on).

3.1.3 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 re-admission for the respective subject/s of the programme in which they have failed. All such students will not be promoted in the next year of the programme.

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 II and III Semester IV of the second year, Semester V and Semester VI of the third year, Semester VII and Semester VIII of the fourth year and Semester IX and Semester 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 50% 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 in that year of the programme in the following year 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/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 require to seek re-admission.

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 complete semester/ s concerned or only for the subjects in which he/ she has obtained 'F' grade. This means;

1. He/ she should take re admission in the semester/ subject concerned in which he/ she has obtained 'F' grade. In this case, the student concerned will have to attend the classes in the subject in which he/ she has obtained 'F' grade, complete his internal assessments afresh and appear at the semester-end examination. Usual attendance norms need to be fulfilled by the student concerned.
2. Re admission rules as regards fees would be same in such cases.

3.3.2 **Applicable for the 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.

3.3.3 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 take re admission in the next academic year for the same year of the programme.

3.3.4 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.

3.3.5 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 term end examination.** All students who fail to pass any subject even after the said re-examination will be required to take re-admission in the same year of the programme in which he/she has failed.

3.3.6 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**:**
  - o who have obtained less than 50% marks out of the total marks for each semester
  - o .who have obtained less than 45% marks out of the maximum marks allocated to the respective subject for the term end examination.
  - o who have obtained less than 45% marks out of the maximum marks allocated to the respective subject for the internal continuous assessment.

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.

3.6 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 Bachelor of Architecture programme shall comprise two stages:

Stage 1: The first 3 years (6 semesters) shall be the first stage of the programme. The first stage should be completed within a period of maximum 5 years from the date of admission to the programme, failing which, **the student will be debarred from the Bachelor of Architecture course**.
Stage II: The second stage of the programme shall be 2 academic years (4 semesters). The second stage should be completed within a period of maximum 3 years only after the completion of Stage I of the programme, failing which, **the student will be debarred from the Bachelor of Architecture course**.

In order to obtain the B. Arch. Degree, a student has to successfully complete both the stages as mentioned above.

3.6(a) 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. 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.

3.6(b) 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/

3 **Programme Guidelines: Bachelor of Architecture**

4.1 In continuation to the components of evaluation explained at 4.2 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. 4.3 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 4.6 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 and Evaluation Scheme (2018-19):

Sr. No.	Subject	Class Room Teaching / Studio	Project Work (A)	Tutorials (B)	Total Credits	Total Hours	ICA (Internal Continuous Assessment)	TEE (Internal Examiner)	TEE (External Examiner)	Total Marks (weightage)
	Name of the Programme: B.Arch.					**Year: I**				**Semester: I**
		Credits					Evaluation Scheme (weightage % wise)			
1.	Foundation Workshop	9			9	135	50%	–	50% FWE	450
2.	**Elective**									
a.	Wood Workshop	1.5			1.5	22.5	50%	–	50% Viva	50
b.	Pottery	1.5			1.5	22.5	50%	–	50% Viva	50
c.	Painting	1.5			1.5	22.5	50%	–	50% Viva	50
3.	Digital Design	2			2	30	50%	50% Viva	–	50
4.	Graphics	2.5			2.5	37.5	50%	–	50% Jury	50
5.	Humanities	1			1	15	50%	–	50% Exam	50
6.	Specialization Studio	Value Added (Specialization Studios are short term topics on skill building, specific analysis, Data management or Documentation etc. Such short term studios would be spread over the semester with Dean's prior approval.								
a.	Advance Workshop									
b.	Cultural Studies									

FWE: Foundation Workshop Exhibition
EXAM: Written Examination

Value Added Subjects include:
1. Open Studio
2. Study Tour

Value Added Subjects include:
1. Open Studio
2. Study Tour

Sr. No.	Subject	Class Room Teaching/ Studio	Project Work (A)	Tutorials (B)	Total Credits	Total Hours	ICA (Internal Continuous Assessment)	TEE (Term End Examination) Internal Examiner	TEE (Term End Examination) External Examiner	Total Marks (weightage)
	Name of the Programme : B.Arch.								Year: I Semester: II	
1.	Architectural Design	7.5			7.5	112.5	40%	10%	50% Jury	450
2.	Basic Design	1.5	1		2.5	52.5	50%	-	50% Viva	150
3.	**Elective**							–		
a.	Wood Workshop	2.5			2.5	37.5	50%	–	50% Viva	50
b.	Pottery	2.5			2.5	37.5	50%	–	50% Viva	50
c.	Painting	2.5			2.5	37.5	50%	–	50% Viva	50
d.	Scriptures, Sculptures	2.5			2.5	37.5	50%	–	50% Viva	50
e.	Drg/Painting	2.5			2.5	37.5	50%	–	50% Viva	50
f.	Canvas Painting	2.5			2.5	37.5	50%	–	50% Viva	50
4.	Digital Design	1		1	2	45	50%	50% Viva	-	50
5.	Building Construction	2		1	3	60	50%	–	50% Viva	200
6.	Building Materials	0.5		1	1.5	37.5	50%	–	50% Viva	50
7.	Structures	1		1	2	45	50%	–	50% Viva	150
8.	History of Architecture	0.5		1	1.5	37.5	50%	–	50% Jury	50
9.	Elements of Architecture	0.5		1	1.5	37.5	50%	50% Viva	-	50
10.	Design Research and Publications									
11.	Specialization Studio									
a.	Advance Workshop	Value Added (Specialization Studios are short term topics on skill building, specific analysis, Data management or Documentation etc. Such short term studios would be spread over the semester with Dean's prior approval.								
b.	Cultural Studies									
c.	Visual Studies									
d.	Vernacular Architecture									

Sr. No.	Subject	Credit				Total Hours	Evaluation Scheme (weightage % wise)			Total Marks (weightage)
		Class Room Teaching/ Studio	Project Work (A)	Tutorials (B)	Total Credits		ICA (Internal Continuous Assessment)	TEE (Term End Examination)		
								Internal Examiner	External Examiner	

Name of the Programme : B.Arch.   Year: II   Semester: III

Sr. No.	Subject	Class Room Teaching/ Studio	Project Work (A)	Tutorials (B)	Total Credits	Total Hours	ICA	Internal Examiner	External Examiner	Total Marks
1.	Design Workshop	7.5			7.5	112.5	50%	-	50% DWE	450
2.	Interior Design	1.5	1		2.5	52.5	50%	-	50% Viva	100
3.	**Elective**									
a.	Object Art	2			2	30	50%	-	50%Viva	50
b.	Photography	2			2	30	50%	-	50%Viva	50
c.	Printmaking	2			2	30	50%	-	50%Viva	50
4.	Digital Design	2.5			2.5	37.5	50%	-	50% Jury	50
5.	Building Construction	1		1	2	45	50%	-	50% Viva	200
6.	Building Materials			1	1	30	50%	-	50% Viva	50
7.	Structures	2.5			2.5	37.5	50%	-	50% Viva	150
8.	Climatology	2			2	30	50%	50% Viva	-	50
9.	Survey and Leveling			1	1	30	50%	-	50% Viva	50
10.	History of Architecture	1			1	15	50%	-	50% Jury	50
11.	Humanities	1			1	15	50%	-	50% Exam	50
12.	Specialization Studio	Value Added (Specialization Studios are short term topics on skill building, specific analysis, Data management or Documentation etc. Such short term studios would be spread over the semester with Dean's prior approval.								
a.	Advance Workshop									
b.	Modernism									

DWE: Design Workshop Exhibition
EXAM: Written Examination

Value Added Subjects include:
1. Open Studio
2. Study Tour

Sr. No.	Subject	Credit				Total Hours	Evaluation Scheme (weightage % wise)			Total Marks (weightage)
		Class Room Teaching / Studio	Project Work (A)	Tutorials (B)	Total Credits		ICA (Internal Continuous Assessment)	TEE (Term End Examination)		
								Internal Examiner	External Examiner	
1.	Architectural Design	7.5			7.5	112.5	40%	10%	50% Jury	450
2.	**Elective**									
a.	Object Art	2.5			2.5	37.5	50% -	-	50% Viva	50
b.	Photography	2.5			2.5	37.5	50%	-	50% Viva	50
c.	Printmaking	2.5			2.5	37.5	50%	-	50% Viva	50
d.	Set Designing	2.5			2.5	37.5	50%	-	50% Viva	50
3.	Digital Design	1		1	2	45	50%	-	50% Jury	50
4.	Graphics	1.5		1	2.5	52.5	50%	50% Viva	-	50
5.	Building Construction	2		1	3	60	50%	-	50% Viva	200
6.	Building Materials	0.5		1	1.5	37.5	50%	-	50% Viva	50
7.	Structures	1		1	2	45	50%	-	50% Viva	150
8.	Services	2		1	3	60	50%	-	50% Viva	200
9.	History of Architecture	1.5			1.5	22.5	50%	-	50% Viva	50
10.	Theory of Design	2.5			2.5	37.5	50%	-	50% Jury	100
11.	Design Research and Publications									
12.	Specialization Studio									
a.	Advance Workshop									
b.	Modernism									
c.	Visual Studies									
d.	Traditional Crafts / Vernacular Interior			Value Added (Specialization Studios are short term topics on skill building, specific analysis, Data management or Documentation etc. Such short term studios would be spread over the semester with Dean's prior approval.						
e.	Visual Communications									
f.	Drg. The Language of Architecture									
g.	Vernacular Architecture									
h.	Energy Efficient Buildings									
I.	Architectural Expressions									

Name of the Programme: B.Arch.   Year: II   Semester: IV

Value Added Subjects include:
1. Open Studio   2. Study Tour

Sr. No.	Subject	Credit			Total Credits	Total Hours	Evaluation Scheme (weightage % wise)			Total Marks (weightage)
		Class Room Teaching / Studio	Project Work (A)	Tutorials (B)			ICA (Internal Continuous Assessment)	TEE (Term End Examination)		
								Internal Examiner	External Examiner	
1.	Architectural Design	6.5			6.5	97.5	40%	10%	50% Jury	750
2.	**Elective**									
a.	Art and Design	2			2	30	50%	-	50% Jury	50
b.	Art Appreciation	2			2	30	50%	-	50% Viva	50
c.	Advance Basic Design	2			2	30	50%	-	50% Jury	50
3.	Digital Design	0.5		1	1.5	37.5	50%	50% Viva	-	50
4.	Building Construction	1.5		1	2.5	52.5	50%	-	50% Viva	200
5.	Working Drawings	1.5	1		2.5	52.5	40%	10%	50%Viva	250
6.	Structures	0.5	1		1.5	37.5	50%	-	50% Viva	150
7.	Services	1	1		2	45	50%	-	50% Viva	200
8.	Quantity Surveying			1	1	30	50%	50% Viva	-	100
9.	History of Architecture	1			1	15	50%	-	50% Project	50
10.	Theory of Design	2			2	30	50%	-	50% Viva	150
11.	Design Research and Publications	Value Added (Specialization Studios are short term topics on skill building, specific analysis, Data management or Documentation etc. Such short term studios would be spread over the semester with Dean's prior approval.								
12.	Specialization Studio									
a.	Settlement Studies									
b.	Advance Computation									

Name of the Programme : B.Arch. Year: III Semester: V

Value Added Subjects include:
1. Open Studio
2. Study Tour

Sr. No.	Subject	Class Room Teaching / Studio	Project Work (A)	Tutorials (B)	Total Credits	Total Hours	ICA (Internal Continuous Assessment)	TEE (Term End Examination) Internal Examiner	TEE (Term End Examination) External Examiner	Total Marks (weightage)
	Name of the Programme : B.Arch.							**Year: III**	**Semester: VI**	
1.	Architectural Design	7.5			7.5	112.5	40%	10%	50% Jury	750
2.	Landscape Design	2.5			2.5	37.5	50%	-	50% Viva	150
3.	**Elective**									
a.	Art and Design	2.5			2.5	37.5	50%	-	50% Jury	50
b.	Art Appreciation	2.5			2.5	37.5	50%	-	50%Viva	50
c.	Advance Basic Design	2.5			2.5	37.5	50%	-	50% Jury	50
d.	Experimental Animation	2.5			2.5	37.5	50%	-	50% Jury	50
e.	Urbanisation	2.5			2.5	37.5	50%	-	50%Viva	50
f.	City Painting	2.5			2.5	37.5	50%	-	50% Jury	50
4.	Digital Design	1		1	2	45	50%	50% Viva	-	50
5.	Graphics	0.5		1	1.5	37.5	50%	-	50% Jury	50
6.	Building Construction	1.5		1	2.5	52.5	50%	-	50% Viva	200
7.	Working Drawings	2.5	1		3.5	67.5	40%	10%	50%Viva	250
8.	Structures	1	1		2	45	50%	-	50% Exam	150
9.	Specifications	0.5		1	1.5	37.5	50%	-	50% Exam	100
10.	Bye Laws	0.5		1	1.5	37.5	50%	-	50% Exam	50
11.	Design Research and Publications									
12.	Specialization Studio									
a.	Settlement Studies					Value Added (Specialization Studios are short term topics on skill building, specific analysis, Data management or Documentation etc. Such short term studios would be spread over the semester with Dean's prior approval.				
b.	Advance Computation									
c.	Landscape History									
d.	Visual Studies									
e.	Conservation									

EXAM: Written Examination
Value Added Subjects include:
1. Open Studio 2. Study Tour

Sr. No.	Subject	Credits				Total Hours	Evaluation Scheme (weightage % wise)			Total Marks (weightage)
		Class Room Teaching / Studio	Project Work (A)	Tutorials (B)	Total Credits		ICA (Internal Continuous Assessment)	TEE (Term End Examination)		
								Internal Examiner	External Examiner	
1.	Architectural Design	6.5			6.5	97.5	40%	10%	50% Jury	750
2.	Urban Theory	1	1		2	45	50%	-	50% Exam	200
3.	**Elective**									
a.	Sustainable Architecture	2			2	30	50%	-	50% Viva	50
b.	Advance Services	2			2	30	50%	-	50% Viva	50
c.	Sociology	2			2	30	50%	-	50% Viva	50
4.	Building Construction	1		1	2	45	50%	-	50% Viva	200
5.	Advance Structures	2			2	30	50%	-	50% Viva	150
6.	Advance Services	2			2	30	50%	-	50% Viva	200
7.	Professional Practice	2			2	30	50%	-	50% Exam	100
8.	Design Research and Publications	Value Added (Specialization Studios are short term topics on skill building, specific analysis, Data management or Documentation etc. Such short term studios would be spread over the semester with Dean's prior approval.								
9.	Specialization Studio									
a.	Architectural Journalism									
b.	Urban Morphology									

Name of the Programme : B.Arch.   Year: IV   Semester: VII

EXAM: Written Examination
Value Added Subjects include:
1. Open Studio
2. Study Tour

Sr. No.	Subject	Credits			Total Credits	Total Hours	Evaluation Scheme (weightage % wise)			Total Marks (weightage)
		Class Room Teaching / Studio	Project Work (A)	Tutorials (B)			ICA (Internal Continuous Assessment)	TEE (Term End Examination)		
								Internal Examiner	External Examiner	

Name of the Programme : B.Arch.   Year: IV   Semester: VIII

Sr. No.	Subject	Class Room Teaching/Studio	Project Work (A)	Tutorials (B)	Total Credits	Total Hours	ICA	Internal Examiner	External Examiner	Total Marks
1.	Architectural Design	8.5			8.5	127.5	40%	10%	50% Jury	750
2.	Urban Design	1.5	1		2.5	52.5	50%	-	50% Jury	200
3.	**Elective**									
a.	Sustainable Architecture	2.5			2.5	37.5	50%	-	50% Viva	50
b.	Advance Services	2.5			2.5	37.5	50%	-	50% Viva	50
c.	Sociology	2.5			2.5	37.5	50%	-	50% Viva	50
d.	Sustainable Bldg. Skins	2.5			2.5	37.5	50%	-	50% Viva	50
e.	Fractals in Nature	2.5			2.5	37.5	50%	-	50% Viva	50
f.	Cultural study of Bldgs.	2.5			2.5	37.5	50%	-	50% Viva	50
4.	Building Construction and Materials	2			2	30	40%	10%	50% Viva	200
5.	Advance Working Drawings	2			2	30	40%	10%	50% Viva	250
6.	Professional Practice	2.5			2.5	37.5	50%	-	50% Exam	100
7.	Research Methodology	2.5			2.5	37.5	50%	-	50% Jury	50
8.	Design Research and Publications									
9.	Specialization Studio									
a.	Architectural Journalism									
b.	Urban Morphology						Value Added (Specialization Studios are short term topics on skill building, specific analysis, Data management or Documentation etc. Such short term studios would be spread over the semester with Dean's prior approval.			
c.	Advance Workshop									
d.	Research Skills									
e.	Alternative Technology									
f.	Urban District Barcelona									
g.	Product Design									

EXAM: Written Examination

Value Added Subjects include:
 1. Open Studio   2. Study tour

Sr. No.	Subject	Class Room Teaching / Studio	Project Work (A)	Tutorials (B)	Total Credits	Total Hours	ICA (Internal Continuous Assessment)	TEE Internal Examiner	TEE External Examiner	Total Marks (weightage)
1.	Design Dissertation	16			16	240	40%	10%	50% Jury	700
2.	**Elective**									
a.	Conservation	2			2	30	50% -	-	50% Jury	50
b.	Economics	2			2	30	50% -	-	50% Exam	50
c.	Project / Construction Management	2			2	30	50% -	-	50% Viva	50
d.	Sociology	2			2	30	50% -	-	50% Jury	50
e.	Communication Skill	2			2	30	50% -	-	50% Viva	50

Name of the Programme : B.Arch. Year: V Semester: IX

EXAM: Written Examination
Value Added Subjects include:
1. Open Studio 2. Study Tour

Name of the Programme : B.Arch. Year: V Semester: X

Sr. No.	Subject	Class Room Teaching / Studio	Internship (A)	Tutorials (B)	Total Credits	Total Hours	ICA (Internal Continuous Assessment)	TEE Internal Examiner	TEE External Examiner	Total Marks (weightage)
1.	Design Dissertation	5			5	75	40%	10%	50% Jury	700
2.	Professional Practice (Training)		16		16	640	-	-	100% Viva	350

Value Added Subjects include:
1. Open Studio 2. Study Tour

CENTRE OF INTERIOR ENVIRONMENT AND DESIGN

Course Structure, Credit Structure & Evaluation Scheme (2018-19)

Programme: B.A. (Honours) Interior Environment and Design

	Name of the Programme: B.A.(Honours) IED						Year: I			Semester: I
Sr. No.	Subject	**Credits**			Total Credits	Total Hours	**Evaluation Scheme** (weightage % wise)			Total Marks (weightage)
		Class Room Teaching / Studio	Project Work (A)	Tutorials (B)			ICA (Internal Continuous Assessment)	TEE (Term End Examination)		
								Internal Examiner	External Examiner	
1.	Foundation Workshop	8.5			8.5	127.5	40%	10% Jury	50% Jury	800
2.	Graphics	2.5			2.5	37.5	50%	-	50% Viva	50
3.	Theory of Structures	1			1	15	50%	-	50% Viva	50
4.	Seminar I - Humanities	1.5			1.5	22.5	50%	-	50% Viva	50
5.	Seminar II - Visual Studies	1.5			1.5	22.5	50%	-	50% Viva	50
6.	Seminar III - Elements of Design	1.5			1.5	22.5	50%	-	50% Viva	50
7.	**Elective** a. Wood Workshop b. Pottery c. Painting	1.5			1.5	22.5	50%	-	50% Viva	50
8.	Specialization Studio - Cultural Studies	2			0	22	Value Added			
	Total Credits				18	292				

Value Added Subjects include:
1. Open Studios
2. Study Visits

		Credits					Evaluation Scheme (weightage % wise)				
Sr. No.	Subject	Class Room Teaching/ Studio	Project Work (A)	Tutorials (B)	Total Credits	Total Hours	ICA (Internal Continuous Assessment)	TEE (Term End Examination)			Total Marks (weightage)
									Internal Examiner	External Examiner	
1.	Design Studio	7			7	105	40%		10% Jury	50% Jury	700
2.	Basic Design	1	2		2	45	40%		10% Jury	50% Jury	100
3.	Graphics	1	2		2	45	50%		-	50% Viva	50
4.	Digital Design	1	2		2	45	50%		-	50% Viva	50
5.	Construction	1	2		2	45	50%		-	50% Viva	50
6.	Materials	1			1	15	50%		-	50% Viva	50
7.	Seminar I - Humanities	2			2	30	50%		-	50% Viva	50
8.	Seminar II - Art Appreciation	2			2	30	50%		-	50% Viva	50
9.	Seminar III - Elements of Design	2			2	30	50%		-	50% Viva	50
10.	**Elective** a.Wood Workshop b. Pottery c. Painting	2			2	30	50%		-	50% Viva	50
11.	Specialization Studio - Vernacular Interior	2			0	22	Value Added				
	Total Credits				**24**	**442**					

Value Added Subjects include:
1. Open Studios
2. Study Visits

Sr. No.	Subject	Credit				Total Hours	Evaluation Scheme (weightage % wise)			Total Marks (weightage)
		Class Room Teaching/ Studio	Project Work (A)	Tutorials (B)	Total Credits		ICA (Internal Continuous Assessment)	TEE (Term End Examination)		
								Internal Examiner	External Examiner	
1.	Design Studio	7			7	105	40%	10% Jury	50% Jury	700
2.	Product Design	1	1		1.5	30	40%	10% Jury	50% Jury	100
3.	Spatial Dynamics - Human Studies	1	1		1.5	30	50%	-	50% Viva	50
4.	Digital Design	1	2		2	45	50%	-	50% Viva	50
5.	Construction	1	2		2	45	50%	-	50% Viva	50
6.	Materials	1			1	15	50%	-	50% Viva	50
7.	Services	2			2	30	50%	-	50% Viva	50
8.	Seminar I - History of Art & Visual Culture	2			2	30	50%	-	50% Viva	50
9.	Seminar II - Theory of Design	2			2	30	50%	-	50% Viva	50
10.	**Elective** a. Object Art b. Printmaking c. Typography d. Photography	2			2	30	50%	-	50% Viva	50
11.	Specialization Studio - Modernism	2			0	22	Value Added			
	Total Credits				**23**	**412**				

Name of the Programme: B.A.(Honours) IED   Year: II   Semester: III

Value Added Subjects include:
1. Open Studios
2. Study Visits

Sr. No.	Subject	Class Room Teaching / Studio	Project Work (A)	Tutorials (B)	Total Credits	Total Hours	ICA (Internal Continuous Assessment)	TEE (Term End Examination)		Total Marks (weightage)
		Credit					Evaluation Scheme (weightage % wise)			
								Internal Examiner	External Examiner	

Name of the Programme: B.A.(Honours) IED — **Year: II** — **Semester: IV**

Sr. No.	Subject	Class Room Teaching / Studio	Project Work (A)	Tutorials (B)	Total Credits	Total Hours	ICA	Internal Examiner	External Examiner	Total Marks
1.	Design Studio	7			7	105	40%	10% Jury	50% Jury	700
2.	Furniture Design	1	1		1.5	30	40%	10% Jury	50% Jury	100
3.	Spatial Dynamics - Colour and Light	1	1		1.5	30	50%	-	50% Viva	50
4.	Digital Design	1	2		2	45	50%	-	50% Viva	50
5.	Construction	1	2		2	45	50%	-	50% Viva	50
6.	Materials	1			1	15	50%	-	50% Viva	50
7.	Services	2			2	30	50%	-	50% Viva	50
8.	Seminar I - History of Art & Visual Culture	2			2	30	50%	-	50% Viva	50
9.	Seminar II - Theory of Design	2			2	30	50%	-	50% Viva	50
10.	**Elective** a.ObjectArt b.Printmaking c.Typography d.Photography	2			2	30	50%	-	50% Viva	50
11.	Specialization Studio - Adaptive Reuse	2			0	22	Value Added			
	Total Credits				**23**	**412**				

Value Added Subjects include:
1. Open Studios
2. Study Visits

Sr. No.	Subject	Class Room Teaching / Studio	Project Work (A)	Tutorials (B)	Total Credits	Total Hours	ICA (Internal Continuous Assessment)	TEE (Term End Examination) Internal Examiner	TEE (Term End Examination) External Examiner	Total Marks (weightage)
	Name of the Programme: B.A.(Honours) IED						**Year: III**		**Semester: V**	
1.	Advance Design Studio	7			7	105	40%	10% Jury	50% Jury	700
2.	Furniture Design	1	1		1.5	30	40%	10% Jury	50% Jury	100
3.	Spatial Dynamics - Acoustics	1	1		1.5	30	50%	-	50% Viva	50
4.	Digital Design	1	2		2	45	50%	-	50% Viva	50
5.	Working Drawing	1	2		2	45	50%	-	50% Viva	50
6.	Advance Construction and Materials	1	2		2	45	50%	-	50% Viva	50
7.	Codes and Estimation	1			1	15	50%	-	50% Viva	50
8.	Seminar I - Design Research	2			2	30	50%	-	50% Viva	50
9.	Seminar II - Environmental Studies	2			2	30	50%	-	50% Viva	50
10.	Seminar III - Traditional Arts and Crafts	2			2	30	50%	-	50% Viva	50
11.	**Elective** a.Project Management b.Cinema: Process and Product c. Journalism	2			2	30	50%	-	50% Viva	50
12	Specialization Studio - Heritage Conservation	2			0	22	Value Added			
	Total Credits				**25**	**457**				

Value Added Subjects include:
1. Open Studios   2. Study Visits

Name of the Programme: B.A.(Honours) IED					Year: III		Semester: VI		
Sr. No.	Subject	Credit				Total Hours	Evaluation Scheme (weightage % wise)			Total Marks (weightage)
		Class Room Teaching / Studio	Project Work (A)	Tutorials (B)	Total Credits		ICA (Internal Continuous Assessment)	TEE (Term End Examination)		
								Internal Examiner	External Examiner	
1.	Design Thesis	9			9	135	40%	10% Jury	50% Jury	900
2.	Advance Computation	1	2		2	45	50%	-	50% Viva	50
3.	Working Drawing	1	2		2	45	50%	-	50% Viva	50
4.	Codes and Estimation	1			1	15	50%	-	50% Viva	50
5.	Seminar I - Professional Practice	2			2	30	50%	-	50% Viva	50
6.	Seminar II - Environmental Studies	2			2	30	50%	-	50% Viva	50
	Total Credits				18	300				

Value Added Subjects include:
1. Open Studios
2. Study Visits

		Credits					Evaluation Scheme (weightage % wise)			
Sr. No.	Subject	Class Room Teaching / Studio	Project Work (A)	Tutorials (B)	Total Credits	Total Hours	ICA (Internal Continuous Assessment)	TEE (Term End Examination)		Total Marks (weightage)
								Internal Examiner	External Examiner	
1.	Workshop Studio	7	-	-	7	105	40%	10% Jury	50% Jury	750
2.	Seminar I: Mapping and Visualisation	1	2	-	2	45	40%	10% Viva	50% Viva	50
3.	Seminar II: History, Theory and Criticism	2	-	-	2	30	40%	10% Viva	50% Viva	50
4.	Seminar III: Environment, Design and Analysis	2	-	-	2	30	40%	10% Viva	50% Viva	50
5.	Seminar IV: Collective Behaviour Studies	2	-	-	2	30	40%	10% Viva	50% Viva	50
	Total Credits				**15**	**240**				

Name of the Programme: Master of Architecture   **Year: I**   **Semester: I**

Value Added Subjects include:
1. Open Studios
2. Study Visits

Sr. No.	Subject	Credits				Total Hours	Evaluation Scheme (weightage % wise)			Total Marks (weightage)
		Class Room Teaching/ Studio	Project Work (A)	Tutorials (B)	Total Credits		ICA (Internal Continuous Assessment)	TEE (Term End Examination)		
								Internal Examiner	External Examiner	
1.	Design Studio	7	-		7	105	40%	10% Jury	50% Jury	750
2.	Seminar I: Mapping and Visualisation	1	2		2	45	40%	10% Viva	50% Viva	50
3.	Seminar II: History, Theory and Criticism	2	-		2	30	40%	10% Viva	50% Viva	50
4.	Seminar III: Environment, Design and Analysis	2	-		2	30	40%	10% Viva	50% Viva	50
5.	Seminar IV: Collective Behaviour Studies	2	-		2	30	40%	10% Viva	50% Viva	50
	Total Credits				**15**	**240**				

Name of the Programme: Master of Architecture   Year: I   Semester: II

Value Added Subjects include:
1. Open Studios
2. Study Visits

5. **Brief description of the subjects listed in B. Arch the First Stage of the Course:**
(In continuation to 4.13 of Academic guidelines in Part I of this SRB)

5.1 **Architectural design:**
Applying the knowledge gained in other subjects and theory of design methodology to design of building of medium complexity e.g. Residences, Schools, Colleges, Public Buildings, Dispensaries, Hospitals, Shops, Offices, Industries, Buildings for Recreation and Entertainment, etc., and present them in graphic form using both manual and electronic medium.

5.2 **Architectural graphics skills – manual and computer:**
Ability to present in graphic form all elements of building design – study of shades and shadows, textures, tones, colors, geometrical form, perspectives and projections, free hand drawing and rendering in different media, computer aided drafting skills in 2D and 3D, use of rendering, presentation and modeling software packages.

5.3 **Building construction technology:**
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 **Structural design and systems:**
Understanding the structural concepts and behavior of structural elements, simple calculations for columns, beams, frames, footings, slabs, walls in concrete, steel and timber and relating the knowledge acquired to architectural design.

5.5 **Basic design and visual arts:**
Developing skills in manual presentation techniques, use of various media for presentation, principles of two dimensional and three dimensional compositions, principles of design etc.

5.6 **History of architecture, art and culture:**
Study of evolution of various styles of architecture and methods of construction and influence of art and culture on architecture though the ages in the world, with emphasis on architecture of the Indian Sub-continent and the region in which the institution is located, study of Indian culture related to architectural design.

5.7 **Building services and equipments:**
Study of and design and detailing for water supply, 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.

5.8 **Workshop practice and site exposure:**
Developing skills to make building models with various materials such as card-board, wood, plastics, plaster of Paris and metals, ability to make simple joints in timber, pipes and other materials, basic electrical circuits. Exposure to building construction practices on site of various items of work from foundation to roof and finishes, Market survey for different building materials.

5.9 **Building materials and sciences:**
Knowledge of properties and behavior 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.

5.10 **Surveying and leveling:**
Understanding of various survey and leveling instruments, carrying out surveys of land of medium complexity and preparation of survey plans.

5.11 **Estimation, costing and specifications writing:**
Systems of taking out quantities and estimating for all trades involved in construction of medium complexity, writing specifications for materials and various items of work.

5.12 **Climatology, environmental studies and landscape:**
Understanding of Climate and its impact on architectural design, fundamentals of climatology and environmental studies. Understanding of Landscape elements like trees, shrubs, plants, water, rocks and development of landscape planning and application in architectural design.

5.13 Humanities:

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

5.14 Human settlements and vernacular architecture:

Man and Environment: Biological and behavioral responses to human settlements; Design for living, natural and built-environment, Vernacular architecture.

Human settlements during ancient, medieval and modern periods in India. Europe and other parts of the world. Ancient texts and treatises on settlement and area planning in India, characteristics of human settlements built by Muslims and Hindu rulers in India.

5.15 Theory of design:

Understanding and appreciation of principles and percept's of issues related to architectural design in theory and practice. Appreciation of architectural spaces with respects to man and his behavior.

5.16 Computer applications in architecture (Non Graphic):

Developing skills in non-graphics applications of computer as required for architectural profession and office Management, such as word processing, spreadsheets, power point presentations, databases, etc.

5.17 Working Drawings (part 1):

This comprises of detailed drawings which are based on Tender drawings. These drawing have to have all dimensions required for Execution. Working drawing are also prepared in coordination with Structural and Services drawings. They also need to be coordinated with specialized vendors' drawings such as sky lights, Roofing systems, Structural glazing etc.

5.18 Group subjects of specialization:

The names and topics for elective are suggestive. BSSA may add many more elective and alter the list as per local requirements and resources. For Non-specialization the subjects could be mix from groups below as offered by institute to suite its philosophy.

5.18.1 Interior architecture:
- Theory of Interior Design
- Visual Arts
- Advance basic design
- Vernacular Interiors
- Traditional Crafts
- Contemporary Crafts
- Furniture design

5.18.2 Eco architecture:
- Horticulture
- Soil Studies
- Theory of Landscape Design
- Landscape Construction
- Street Furniture Design
- Ecology
- Plant Morphology

5.18.3 Construction technology:
- Advance workshop
- Basics of Management
- Site Management
- Advance Surveying and leveling
- PERT / CPM Techniques
- Low cost materials
- Design of Services
- Basic Accounting

6 Brief Description of the Subjects Listed in B. Arch the Second Stage of the Course:

6.1 Project (Thesis):

A major project selected by the students in the area of their interest and attempted after detailed analytical study of the chosen topics/subject. The project is to be done under faculty guidance and presented in a graphic form, model, computer generated graphics and report. In this project the student is expected to individually synthesize all that is learnt in the previous semesters, conduct investigative research through library and other resources, co-ordinate all pertinent architectural issues with the design concept and objectives to reach a viable solution for the resolution of the selected problem. Thesis may also be on theme-based research on architectural projects involving collection and analysis of relevant data presented as an analytical study report.

6.2 Architectural design:

Design of complex buildings and campus involving analytical studies of building and spaces from sociological, economic and cultural points of view. The topics can be universities, industrial estates, housing schemes etc.

6.3 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.

6.4 Advanced 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.

6.5 Advanced structural design and systems:

Design of complex building structures like domes, shells, retaining walls etc. Study of structural systems like Bulk active structures, Form active structures, Vector active structures, Surface active structures, Cable structures, Arches, Vaults and Domes, Shells, Membranes structures, Pneumatic structures, Folded plates, Pre stressed concrete, Space frames etc.

6.6 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.

6.7 Research skills and project introduction:

Research in Architecture, Scientific methods with special emphasis on Architectural research, presentation methodologies, Evaluation, report writing. Introduction to the Architectural Thesis Project and preparation of synopsis.

6.8 Building bye laws and codes of practices:

Study of building controls standards, bye laws and codes of practices prevalent in different development authorities and municipalities in India.

6.9 Working Drawings (part 2):

Advanced stage of details like finishes, flooring patterns, furniture layouts, false ceiling, etc.

6.10 Professional Training:

Minimum of 14-15 weeks.

6.11 Electives:

6.11.1 Housing:

Housing survey and methodologies. Factors effecting housings. Housing Demand, Policies, Slums, Typologies, Finance, Agencies etc. Housing case studies. Post Occupancy Evaluation.

6.11.2 Urban design:

Historicity, Determinants of urban form, urban Design vocabulary, Imagability concepts, Design principles, Aesthetic legislation, Case studies.

6.11.3 Interior design:

Historicity, Principles, Built-in and movable furniture, Interior fittings and furnishings, Color, form, texture and lighting in interiors, Materials used in interiors, Buildings services related to interiors.

6.11.4 Construction management:

Objectives and functions, management tools, PERT, CPM, Other scientific methods, Line of Balance, Inspection and quantity controls, Safety in construction.

6.11.5 Landscape design:

Man and nature, Ecology, Historical background, Environmental impact assessment, National environmental

policy, Biodiversity, Contemporary landscape design, Site-structure relationship Case studies.

6.11.6 Urban and regional planning:
Evolution of settlement design, Classification of settlement, Planning methodologies, Contribution of prominent planners, Urban planning policies, Urban renewal schemes and methodologies, Regional planning principles and methodologies, Constraints and factors of consideration for regional plans.

6.11.7 Architectural conservation:
History and theory of conservation, Philosophy of conservation, Values and Ethics, Cultural heritage, Conservation methods, Classifications, Management of historic sites, Studies of various charters. Role of INTACH, UNESCO, ECOMOS and other organizations.

6.11.8 Disaster management:
Study of building designs to resist. Earthquake, Fire, Flood, Cyclone, Avalanche and other natural disasters. Post disaster problem resolutions.

6.11.9 Architectural journalism:
Structure of Architectural journals, Writing descriptive and analytical reports, Editing write ups,Photo journalism, Book reviews, Page compositions, The public process. Electronic media.

6.11.10 Theatre/Film set design:
History of set and backdrop design for performance, Theme based design strategies, Period and   modern sets, Technology applications.

6.11.11 Expert systems – Advanced computing:
Networking, Web design, 3-D modelling, Rendering through software, walk through.

6.11.12 Marketing skills:
Building materials market – demand and supply systems. Bulk and retail marketing, Materials promotion   and survey.

6.11.13 Building systems integration:
System and Sub-systems in buildings, analysis of sub-systems and relationship and sub-system.
Building systems in different building typologies, Optimizations and sub-system.

6.11.14 Visual communication:
Visual communication in architecture, built forms and environment, Way finding in architecture and spaces between built environments.

6.11.15 Sustainable architecture:
Sustainability – Principles and methods, Energy conscious design ecological balance conservation of natural resources, Solar passive architecture, re-cycling.

6.11.16 Energy conscience Architecture:
Use of energy in buildings, Conserving energy, Solar passive and solar active systems, wind energy,   Biomass energy, Re-cycling.

6.11.17 Intelligent building:
Control systems for various building services, Types of controllers. Preparation of necessary drawings for installing control systems, Integrated building management system, Remote monitoring and management, Home automation, Development in service control systems.

6.11.18 Modular coordination:
Importance of modular coordination in contemporary design and construction and its application in building industry.

6.11.19 Art in Architecture:
Role of art in history of world architecture, Symbiotic relationship of art and architecture, application of different art forms in architecture. Works of different artists and architects that reflect the inter relationship.

6.11.20 Environmental studies:
Environmental factors effecting human habitat such as climate, environmental pollutions, environmental degradation, green cover etc., at the micro and macro scales.

All disciplines as stated above may not be simultaneously offered by the school and are at the discretion of the Dean.

6 (a)   Brief Description of the Subjects Listed in B. A. (Honours) Interior Environment and Design of the Course:

6.1 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.

6.2 Graphics

Introduction to means of representation of ideas for Interior Design through various types of drawings: orthographics, axonometrics, 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.

6.3 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.

6.4 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.

6.5 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?

6.6   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.

6.7   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.

6.8   Specialization Studio

b.   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.

6.9 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.

6.10 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.

6.11 Graphics

Introduction to means of representation of ideas for Interior Design through various types of drawings: orthographics, 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.

6.12 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.

6.13 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.

6.14 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.

6.15 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.

6.16 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. \

6.17 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.

6.18 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.

6.19 Specialization Studio

a. 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.

6.20 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.

6.21 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 sensitise to form, processes and performances to arrive at the development of prototypes their interactions with the human body.

6.22 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.

6.23 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.

6.24 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.

6.25 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.

6.26 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.

6.27 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.

6.28 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.

6.29 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.

6.30 Specialization Studio
a. Vernacular Interior

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.

6.30 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.

6.31 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.

6.32 Spatial Dynamics: Human Studies II

Sensory perception defines how we experience the built. How do we as designers move beyond the ocularcentric design methods that dominate contemporary practice and reactivate the entire body as a receptor of space? Through hand building, drawing, and writing, this course will explore the haptic connection between making and sensory observation. The course will investigate within and beyond the five senses and begin to interpret pressure, balance, rhythm, movement, warmth, and more as tools for embodying space.

6.33 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.

6.34 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.

6.35 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.

6.36 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.

6.37 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.

6.38 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.

6.39 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.

6.40 Specialisation Studio: Modernism

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.

6.41 Advance Design Studio

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

6.42 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.

6.43 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.

6.44 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 synthesise 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.

6.45 Stream IV: Hospitality

6.46 Stream V: Interior Conservation

6.47 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.

6.48 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.

6.49 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.

6.50 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.

6.51 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.

6.52 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.

6.53 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.

6.54 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, biomimicry, biophilic 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.

6.55 Seminar III: Traditional Arts and Crafts

Students would be exposed to arts and crafts from various regions of India. These would strengthen their understanding of Indian arts and aesthetics through history and their influence on design at various scales. Crafts would expose them to the use of traditional materials and building techniques, their possibilities and performances and the cultural and social contexts that they are set in.

6.56 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.

6.57 Specialization Studio
a. Heritage Conservation

6.57 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.

6.58 Spatial Dynamics: Acoustics

A study of acoustics as it relates to the relationship between the built environment and sound; predicting and designing for the acoustic performance of spaces, and executing acoustic measurements.

6.59 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)

6.60 Working Drawings

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.

6.61 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.

6.62 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.

6.63 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.

6.64 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, biomimicry, biophilic 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.

6.65 Seminar III: Traditional Arts and Crafts

Students would be exposed to arts and crafts from various regions of India. These would strengthen their understanding of Indian arts and aesthetics through history and their influence on design at various scales. Crafts would expose them to the use of traditional materials and building techniques, their possibilities and performances and the cultural and social contexts that they are set in.

6.65 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.

6.66 Specialization Studio

a. Adaptive Reuse

This course approaches the subject of adaptive reuse through the understanding of the rules and methods of design interventions. Analysis and synthesis regarding construction methods, structure, use, scale and the regulations pertaining to existing structures will be explored. It will be based upon case studies of completed projects in adaptive reuse to demonstrate the principles of design and construction within the context of existing structures. Through this course, students develop an understanding for the design process necessary in implementation of adaptive reuse in the design profession.

6.12 Guidelines for conduct of Architectural Thesis/Project and Practical Training:

6.12.1 The practical training of 100 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 stage II.

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

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

6.12.4 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.

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

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

6.12.7 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.

6.12 (a) Guidelines for conduct of Design Thesis/Project and Practical Training for B.A. (Honours) Interior Enviornment and Design:

6.12.1 The practical training of 90 days shall be carried out in the office of an experienced Architect/Interior Designer or trained professional of the relevant field.

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

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

6.12.4 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.

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

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

6.12.7 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.

7.0 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.**

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

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

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

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

7.5 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.

7.6 Laser Cutting Machine:
The Laser cutting 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 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.

7.7 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.

7.8 Xerox 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 Xeroxing work. The Machine at 9th Floor is provided by the University for all its student.

7.9 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.

7.10   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.

8.0   General Discipline and additional guidelines of BSSA/CIED:

8.1   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.

8.2   Extended Hours of Work in School:

8.2.1   Dean's permission in writing is required for extended hours of work for normal and Holidays.

8.2.2   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.

8.2.3   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.

8.3   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.

8.4   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:

8.4.1   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.

8.4.2   All software runs smoothly.

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

8.4.4   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.

8.4.5   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.

8.4.6   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.

8.4.7   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.

8.4.8   Computers / Laptops and net connectivity are used only for education purpose.

8.4.9   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.

8.4.10   Students to maintain the computers / Laptops / Scanners / Printers / IT Infrastructure with sensitivity.

8.4.11 Students are strictly not allowed to carry school provided laptops or any other IT product outside the BSSA premises or with themselves.

8.4.12 Actions as per the rules will be taken against the student found violating the above rules.

8.5 Attendance Deficiency

8.5.1 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.

8.5.2 Absence from Term end examination/ re-examination for medical or any other reason shall be treated as failure.

8.5.3 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.

8.5.4 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.

8.5.5 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.

8.5.6 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.

9.0 Discipline Norms and Penalty:

In continuation to the Discipline Norms and Penalty explained at 2.12 in Part I of this SRB, the names of committee members are as follows:

9.1 Disciplinary Committee of BSSA/CIED:

Prof. TM Chhaya	Chairperson	TM.Chhaya@nmims.edu	9920233963
Ms. Rita Mascarenhas	Member	Rita.Mascarenhas@nmims.edu	9833568564
Mr. Atrey Chhaya	Member	atrey.chhaya@nmims.edu	9819749858
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

9.2 Woman Grievance Redressal Committee of BSSA/CIED:

Prof. TM Chhaya	Chairperson	TM.Chhaya@nmims.edu	9920233963
Ms. Dipal Chhaya	Member	dipal.chhaya@nmims.edu	9819749172
Ms. Rita Mascarenhas	Member	Rita.Mascarenhas@nmims.edu	9833568564
Ms. Nilam Patkar	Member	nilam.patkar@nmims.edu	9833103510
Ms. Ketki Warkhe	Member	Ketki.warkhe@nmims.edu	9969405769

10.0 Re-admission rules of BSSA/CIED: In continuation to the re-admission rules mentioned at 12.3 in Part I of this SRB, the re-admission rules for Bachelor of Architecture and B.A. (Honours) Interior Environment and Design are as follows:

A student can seek re-admission in the next academic year of B. Arch and B.A. (Honours) Interior Environment and Design programme subject to following conditions, in case he / she fails to fulfil the criteria mentioned under the passing standards of this SRB. For this purpose, he / she has to pay 25% of the fee prevalent at that time for that programme.

Conditions for B.Arch:

The first stage of the B. Arch course which is of 03 Academic years or 06 semesters must be completed within five years of taking admission to the Bachelor of Architecture course. A student failing the requirement will be debarred from the Bachelor of Architecture course.

The second stage of the B. Arch course which is of 02 Academic years or 04 semesters including the practical training must be completed within three years of entering the fourth year of the Bachelor of Architecture course. A student failing the requirement will be debarred from the Bachelor of Architecture course.

11.0   People you should know:

University Administration

Name	Designation
Dr. Rajan Saxena	Vice Chancellor
Dr. Sharad Y. Mhaiskar	Pro-Vice Chancellor
Dr. Meena Chintamaneni	Registrar
Ms. Shobha Pai	Director (Placements)
Ms. Vandana Kushte	Deputy Registrar (Academics)
Ms. Anjali Barmukh	Deputy Registrar (Admissions)
Ms. Khyati Bhatt	Deputy Registrar (HR & Personnel)
Mr. Paramanand Rajwar	Deputy Registrar, Administration
Mr. Ashish Tambe	Public Relation Officer
Ms. Meeta Shah	Psychologist & Counsellor
Mr. Shivanand Sadlapur	Librarian
Mr. Sohel Qureshi	LMS Blackboard
Finance & Accounts	
Ms. Karuna Bhaya	Finance Controller
Ms. Varsha Oak	Addl. Finance Controller
Ms. Ermegilda Goes	Chief Accountant
Examinations	
Mr. Ashish Apte	Controller of Examinations
Ms. Shilpa Patil	Deputy Controller of Examinations
International Linkage	
Ms. Meena Saxena	Director, International Linkage

School Administration

Name	Designation
Mr. Trilochan Chhaya	Dean
Ms. Rita Mascarenhas	Assistant Registrar
Ms. Nilam Patkar	Course Coordinator
Mr. Sudhir Angwalkar	Coordinating Assistant
Mr. Manohar Nagwekar	Workshop Instructor
Ms. Neeta Dhawde	Assistant Librarian
Ms. Ketki Warkhe	Assistant
Ms. Parineeta D Souza	Assistant
Ms. Varsha Bhosle	Assistant
Mr. Suryakant	Computer Lab. Asst.
Mr. Manoj	Computer Lab. Asst.
Ms. Lyaxmy Foss	Secretary to Dean
Mr. Subramani Devendra	Laser Cutting Operator

Part III

ANNEXURES

APPLICATION OF LEAVE
(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: -

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

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

To be filled by Students
(For Office use)

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

Checked by Course Coordinator (Signature):

Approved by

Prof. T.M. Chhaya
Dean

APPLICATION OF LEAVE
(CENTER FOR 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: -

[   ]

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

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

To be filled by Students
(For Office use)

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

Checked by Course Coordinator (Signature):

Approved by

Prof. T.M. Chhaya
Dean

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
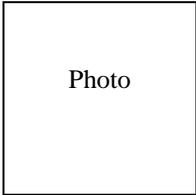
Photo

Website: www.nmims.edu

APPLICATION FORM – EXCHANGE STUDENTS-INCOMING

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, BSSA)
CC. Director – International Linkages

APPLICATION FORM – NMIMS EXCHANGE STUDENTS

Photo

 Name of School: _____
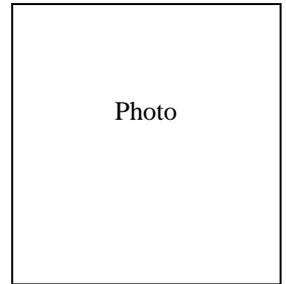
1. Personal Information
Name of the Student _____ Roll No._____
                                    First name   Middle name   Last name

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, BSSA)

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

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 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 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

Mobile Phone Number: _____ (Self) _____ (Parents/Guardian)

Student Exchange Programme (Visa Application)

(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 he 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 (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 papers at your earliest convenience.

Thanking you,

Yours faithfully,

DEAN

(School Name & Address)

(Phone no & email)

UNDERTAKING For Foreign National Studying at NMIMS University

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) _____

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)

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

_ _

Acknowledgement

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

Signature of Counter Staff, Stamp and Date

APPLICATION FOR MIGRATION CERTIFICATE

1. Name: _____

2. Address for Correspondence: _____
   _____
   _____

3. Permanent address: _____
   _____
   _____

4. Contact No. :(M) _____ (R) _____ 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.

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: _____

Programme: _____

Roll No: _____

Department	Name of the Concerned Person	Signature
Library (Books)	Ms. Neeta Dhavde Asst Librarian, BSSA	
Hostel *Applicable only for Hostellers*	Mr. Venugopal or In charge Hostel	
IT / Computer Centre	Mr. Suryakant/Mr. Manoj Computer Lab Asst, BSSA	
Admissions	Ms. Anjali Barmukh Deputy Registrar (Admission) / or Person Incharge	
Examinations	Mr. Ashish Apte - COE / Ms. Shilpa Patil - Deputy COE / Person Incharge	
Accounts	Ms. Karuna Bhaya / Person Incharge	

Ms. Nilam Patkar   Prof. T.M. Chhaya

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 Blackboard) 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

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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:

Student Undertaking with respect to the Student Guidelines
(Submit this form to your Course Coordinator latest by ------)

I, _____ have read the Student Guidelines of SVKM'S NMIMS, School of ---------------------- enclosed carefully and have understood its contents and their ramifications. I will always uphold the values and honour of the school of------------------------, NMIMS. I promise to fulfil my responsibilities as a student and a human being and treat my colleagues, Staff and Faculty with dignity and respect. I hereby declare that I will follow the Student Guidelines and in case of a violation, consent to action, in accordance with the Management's decision. I hereby agree to abide by the rules and regulations of SVKM'S NMIMS in my role as a participant of this program. I agree that NMIMS has the right to make any changes as it may deem fit in terms of the program content, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines, etc. I also agree that in case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants. These changes would be made if UGC / Statutory bodies make changes from time to time.

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

Signature: _____

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

Date of Birth: (dd/mm/yy) _____

Programme:
o   _____

Roll Number: _____Email ID: _____

Address for Correspondence:
_____
_____
_____

Contact Phone Numbers:
Office: Residence: Mobile:

For Office Use:

Date of Receipt:

Signature of Course Coordinator: