



**STUDENT RESOURCE BOOK
(2023-24)**

Part-II

**NMIMS (Deemed-to-be)
UNIVERSITY**

**School of Commerce
Hyderabad Campus**

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Dr. Ashish Kumar Biswas
Program Chair

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Dr. Mahesh Kumar
Deputy Registrar

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Dr. Siddhartha Ghosh
Director

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Message from Director

Excellence is doing something extraordinarily well. We at NMIMS, strive to do the same-striving to bring excellence in the field of education.

Our vision at NMIMS, Hyderabad has been and continues to be, to provide the nation with good quality students who are industry ready and socially sensitive.

Narsee Monjee Institute of Management Studies, Hyderabad has been imbibing these human values across its various stakeholders through creation and spreading of knowledge in the field of management. Established in 2010, it is located in the most happening city of Hyderabad. The city which is known as the Education hub and the second largest city of IT exports of India, provides us a unique opportunity to understand the technical nuances of the organizations. Institute remains deeply rooted to its commitment on building a legacy of impacting quality of life in this region. Hyderabad campus started academic activities at Jadhcherla Campus from AY 2018-19. It is a 90-acre (the biggest of NMIMS family) sprawling campus with fully residential world class facilities, a CBSE school & Olympic standard sports complex in 26 acres will be unique feature of the campus. The first institute in Hyderabad to promote comprehensive learning environment that will have tag line “KG-to-Doctorate” in one campus.

After successful International Student Exchange programs, National Research conclaves and AICTE approval, it received AMBA accreditation in 2016, completed second cycle of AMBA accreditation process and awarded for straight 5-year accreditation, this is because of year-on-year efforts of creating world class academic environment in the campus.

As Innovation is essential to achieve progress in the modern world, we enjoy the flexibility to quickly respond to rapidly changing global socio-economic conditions and efficiently adapt the best practices of leading business schools, as we go beyond the regular academic curricula with emphasis on practice. In NMIMS, we are doing things uniquely, continuously improving & reinventing Management program, bringing it closer to international MBAs. Electives & Specializations have been made choice based basket system, some electives are truly integrated in nature among various areas, thus, providing more choices to students to go for their interests. Students have more opportunities from action learning programs driven by case-study method, business simulation and value added workshops, live projects and certification programs etc. Value added workshops from varied areas help students to develop critical thinking, analytics, communication, project management and leadership skills.

Students have been organizing the prestigious TEDx Event, Corporate Conclaves, CEO weeks, Model UN and regular guest lectures, Spic Macey musical concerts, independence-day celebrations and Coffees with Alumni. The Student Social Responsibility committee has contributed towards Chennai Flood Relief Fund & Orphan schools out of the earnings generated by them through a unique Money Mantra events. ‘We Care’ projects (known as Winter Internships) have been regarded very highly by social sector organizations in the city. Online e-newsletter ‘iNMs’ has been news sharing platform for students group. Institute’s mega event ‘NIRVAHANA’, inter B-School festival is a premiere event in which almost all IITs, IIMs, SPJAIN, MDI, IMT, Symbiosis, BIMTECH, XLRI, XIMB etc. have been participating regularly.

Our proactive faculty have been participating in national & international conferences, workshops, training programmes, FDPs on regular basis. They are encouraging and mentoring our students to do the same.

Let’s work together to create world class institution at Hyderabad campus.

Dr. Siddhartha Ghosh

Director,
NMIMS Hyderabad

1. Academic Guidelines/ General Inputs, Rules, Policies

1.1 Attendance Norms & School Policies:

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

- 1.1.1 The attendance reports will be available through student portal. Discrepancy (if any) to be informed by the student to the course coordinator concerned within 3 working days from the date when report has been uploaded. No changes will be permitted once attendance reports are finalized.
- 1.1.2 For ALL absence, prior intimation is to be given to the Course Coordinator concerned. In case of emergency, intimation must be given to Course Coordinator on phone/ email within 24 hours of the absence. Any leave without written intimation will be treated as unauthorized leave and will be reflected in the records as such.
- 1.1.3 Students must refrain from approaching the faculty members for attendance related issues and exemptions. They must submit an application to the course coordinator concerned for necessary approvals. Individual faculty members are not allowed to give exemptions.
- 1.1.4 For sanction of Authorised Leave up to 10%: Dean – School of Commerce. In absence of the Dean (School of Commerce), Registrar is the appropriate authority for Authorised Leave.
- 1.1.5 Classes are expected to begin on time. Late coming is not permitted. Faculties have the authority to close the doors of the classroom and debar latecomers from entering the classroom. They have also been advised to deal with students who habitually come late.
- 1.1.6 Students are required to be present for all events of the University and School of Commerce, including the Convocation, Orientation Ceremony, Sports Day, Republic Day, Independence Day, Guest Lectures, Compulsory Workshops, CEO Series, and other events as intimated on the notice board/ student portal. Record of attendance will be kept for disciplinary action wherever deemed necessary. The University reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated / displayed on the notice board from time to time and / or remark on the transcript or any other decision by the management.
- 1.1.7 Students are not entitled automatically to make up tests / quizzes / viva's and any other form of evaluation even when prior 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.
- 1.1.8 Students are required to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the University or the faculty concerned. Do not approach faculty members and others in the University to change or extend deadlines. The intimation of assignments, projects will also be sent to the parents on a regular basis so that parents can efficiently monitor their ward's academic activities.
- 1.1.9 Absence from examination / re-examination for medical or any other reason shall be treated as absent and for those who remained absent, school will not conduct any additional exam.
- 1.1.10 As all programs conducted by School of Commerce are full time programs, students will not be granted leave and / or any other exemptions to pursue any additional programs of studies beyond that for which they are currently enrolled at the School of Commerce.
- 1.1.11 Students are required to be in Hyderabad city on all days of the semester. If they are leaving the city on personal or institutional work, they are required to obtain prior permission from the Dean. This applies even to those students who are representing the University for social, cultural, and co-curricular events.
- 1.1.12 Students are not supposed to book their tickets for their home town till the exam gets over. Students should remain in Hyderabad and gets their doubts solved from the faculty, and if there are any pending internals, students should complete the same before the Term-End Examination.

1.2 Re-Admission rules:

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

Sr. no.	Name of the programme	Duration of the programme (in years)	Maximum duration permissible for completion the programme (in years)
1	B.B.A.	3	5
2	B.Com. (Hons.)	3	5

The program has to be completed as per maximum duration permissible as reflected in the above given chart. A student is eligible to repeat / take re-admission only once in any of the year and should complete within the maximum permissible span.

1.3 Discipline Norms and Penalty:

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

1.3.1 Anti-Ragging Committee

Name	Designation
Dr. Ashish Kumar Biswas	Chairperson
Prof (Dr) Paramita Mukherjee	Member (Female representative of student council team)
Dr. Surender Gade	Member
Dr. Swaroop Kotigari	Member
Sri L Ramesh Naik	Member (Police)
Sri Gajjala Surya Prakash	Member (Parent Representative)
Sri Ms. Farida Tampal	Member (NGO)

1.3.2 Disciplinary Committee

Name	Designation
Dr. Ashish Kumar Biswas	Chairperson
Prof (Dr) Paramita Mukherjee	Member
Dr. Surender Gade	Member
Dr. Shweta Kadam Dixit	Member
Dr. N Mahesh Kumar	Deputy Registrar

1.3.3 Woman Grievance Redressal Committee

Name	Designation
Prof (Dr) Paramita Mukherjee	Member
Dr. Padmapriya B	Member
Dr. Molly Chaturvedi	Member
Ms. Naga Swetha Burra	Member

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

Name	Designation
Dr. Siddhartha Ghosh	Chairperson
Dr. Ashish Kumar Biswas	Member
Dr. Chandrashekhhar Alladi	Member
Dr. Swaroop Kotigari	Member
Dr. Chandrakantha Awasthi	Member
Dr. N Mahesh Kumar	Deputy Registrar
Mr. Vara Satvikk Gajjallas	Member (Student Representative)

1.3.5 College Student Council:

Name	Designation
Dr. Ashish Kumar Biswas	Chairperson
Dr. Shweta Kadam	Member
Dr. Molly Chaturvedi	Member
Dr. N Mahesh Kumar	Deputy Registrar

1.3.6 Internal Unfair Means Enquiry Committee:

Name	Designation
Dr. Ashish Kumar Biswas	Chairperson
Dr. N Mahesh Kumar	Deputy Registrar
Prof (Dr) Paramita Mukherjee	Member

1.3.7 School Research Cell:

Name	Designation
Dr. Siddhartha Ghosh	Chairperson
Dr. Padmapriya B	Member
Prof (Dr) Paramita Mukherjee	Member
Dr. Ashish Kumar Biswas	Member

1.3.8 School Placement Cell:

Name	Designation
Dr. K R Swaroop	Member
Dr. Shweta Kadam	Member
Dr. Ashish Kumar Biswas	Member

1.3.9 Student Council Members:

Name	Designation
Dr. Ashish Kumar Biswas	Chairperson
Dr. Shweta Kadam	Member
Dr. Molly Chturvedi	Member
Dr. N Mahesh Kumar	Deputy Registrar

2. Placement Guidelines for Students, for courses offering placement:

The Placement process typically involves –

- 2.1 Batch Preparation
- 2.2 Pre Placement Talks
- 2.3 Internships/Projects
- 2.4 Recruitment Route:
 - (a) PPO/PPI
 - (b) Final Placements

2.1 Batch Preparation:

- The Comprehensive Batch Preparation Program is to enhance the suitability of candidates.
- Prior to the commencement of the selection process, it is expected that students should have a fair idea about their interest, sector and specialization; and/or at least have some long-term vision of where they want to be in future and should direct their efforts accordingly. Placement should not be considered as a backup option/arrangement as against any competitive exams or admissions to other institutes/universities in India or abroad. A bit of clarity will help students to focus their efforts and secure a good job / internship to begin their career path.
- 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 and get a feel of life in a particular profile.
- Interaction with seniors who have undergone internships in companies.
- Assigning seniors or alumni as mentors to guide students.
- Mock interviews with alumni/corporates to get a direct feedback from people in relevant industries.
- Guest talks and workshops on various topics from corporates.
- Resume building as per School of Commerce Hyderabad placement guidelines. Students should prepare their resumes in the prescribed University/College format and submit this to the Placement Office in stipulated time as instructed.
- Information on the resume should be correct, accurate and honest viz., the complete name of the program, CGPA – as it appears in the transcript, academic and corporate projects as approved by the University, contribution made as a part of various committees, clubs, cells etc. To note, Placement Office reserves the right to regulate such activities. Any discrepancy in the information shared/provided will lead to immediate expulsion of the candidate from future Placement Process.
- Soft skills training provided by the college.
- Further as part of the placement process, students are expected and must 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 interview 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 useful information.
- The Placement Office also involves companies in a number of Campus Engagement activities – contests, projects, workshops, seminars, and guest talks etc., that would benefit a larger number of students and help in promoting the excellent quality of the batch.

ELIGIBILITY CONDITIONS

- Assistance for Placements (internship and final placement) would be given to only those students that register with College Placement Assistance Office (PAO). For final placements, students need to register with the Placement Assistance Office (PAO) at the beginning of the academic year (July/August or as instructed by PAO each year).
- Final year students are eligible to participate in the placement activities if the student meets the requirements/eligibility criteria specified by the Company as well as Placement Assistance Office (PAO).
- Students who are interested in placements must participate in all technical and soft skill preparatory classes/sessions.

- Placement Assistance Office (PAO) does not allow the students to go for off- campus drives of the companies which are supposed to come through the Placement Assistance Office.
- Placement Assistance Office (PAO) does not allow the students to pay any amount to any agency/mediator for placements.
- Summer Internship is a prerequisite for Final Placement to qualify to register for Placements in Final Year.

2.2 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. However, not all companies conduct PPT and it is expected that students should read the job description provided and research about the company overall. However, it is observed that many leading companies conduct PPT and are therefore useful platform to gather additional information about prospective company. Students applying for Placement Opportunities are encourage to sincerely attending the PPT whenever it is scheduled. In addition, as the company officials invest time and effort to disseminate information, making such sessions interactive and seeking clarity will make the company representatives feel visiting the campus a worthwhile investment. Hence, students are encouraged to participate and ask relevant questions during such sessions. From Placement perspective, it is mandatory to all students who have registered for placements and apply to such opportunities to attend PPT sessions.

General Guidelines:

- As part of Placement Process, prospective companies are informed in detail of the various programs. The final decision rests with the company regarding the eligibility of program(s) for the profiles they have offered. Subsequently there would be no further negotiations related to program selected and all such decisions will be respected. Accordingly, the resumes of the students will be forwarded to prospective companies.
- The company will specify the process of selection/assessment for example, aptitude test, group discussion (GD), personal interview (PI), Case study etc.
- The selection process will be held in the college campus/online/premises of the company. However, in some cases, the student may have to go to the company's office for the same. A student will not be allowed to back out on any account if they do not agree to certain way of conducting the assessment.
- There may be situations where on spot decisions will have to be taken, the same shall be taken by the PAO under the guidance and instructions of the Placement Officer.
- In case of any disruptions caused in the placement process, the Placement Office reserves right to take disciplinary action (including debarring from placements) against the student(s).
- Students are not allowed to switch internships, whether taken via college or after opting out. Once an internship has been communicated to the college, it is the final internship.
- The students are expected to provide commitment to the organization in question and work as per the guidance provided by the company guide.
- If any student fails to attend any selection process, must submit an application regarding the same. If the reason found valid, supported with genuine documentary proofs and if approved by the competent authority the student will be given further chance to appear for other company processes.

The process of selection starts with inviting applications based on the eligibility, profile, project, stipend/compensation details shared by the company. The resumes applications of interested applicants are then shared with the companies. Once applied, shortlisted students are required to complete the entire recruitment process. Students are advised to check their emails/Placement Portal, etc. regularly for information updates and follow the procedure accordingly.

In all placement opportunities key features/elements related to job role is shared, students apply voluntarily after going through the initial information shared as placement opportunity alert. Once applied, students will be allowed/permitted to back out/withdraw from 2 PPT. A third absence will result in debarment of the placement process automatically.

2.3 Internships/Projects

UG Program

Program	Remarks
FYBBA FY B.Com. (Hons.)	Relevant Summer Internships for three weeks with an NGO after completion of Semester II is mandatory for creating social sensitivity among students.
SYBBA SY B.Com. (Hons.)	Relevant Summer Internships during summer vacation is mandatory for all students with a minimum of 240 hours (6-8 weeks with 1 company).

2.4 Recruitment Route:

- a) PPO/PPI: Pre Placement Offer (PPO) is an Offer given by the company to the intern acknowledging the excellent work done during the internship. Pre Placement Interview (PPI) is an opportunity given by the company to 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.

General Guidelines/policy related to PPO/PPI:

- As a placement policy, NMIMS encourages students to work towards PPOs / PPIs.
- Pre Placement Offers (PPO's)/ Pre Placement Interviews (PPI's) made by the companies are routed through the Placement Office.
- Students getting PPO/PPI offer directly from companies are required to convey the same to the Placement Cell via a formal letter or a mail to placements.hyd@nmims.edu Students found to be deliberately withholding such PPO/PPI offer, will be subject to disciplinary action.
- The student has to decide on acceptance within the time frame stipulated by the company. A formal letter of acceptance should be given to the Placement Office.
- If the candidate accepts the offer made, he/she has to sign out of the placements.
- The acceptance of the offer has to be communicated in writing to the Placement Cell. In case a student fails to inform the Placement Assistance Office before the stipulated date, he/she would be considered to have accepted the PPO and this will be final and binding upon the student.
- For a Pre Placement Interview (PPI), the student must appear for the same. Student refusing a PPI will not be allowed to appear for any further placement process. In case of a conversion to a PPO, the PPO policy would be applicable.
- PPOs / PPIs, which are officially communicated to the Placement Cell by the company, will be considered for the records. Only those students would be eligible to mention the same on their resumes. No other student can mention PPO/PPI of his or her own choice.
- PAO will try to ensure that all companies desiring to make a PPO offer do so at the earliest. However, any PPO offer after the student is already placed, Placement Cell will lead to automatic decline of the PPO.
- In case of declining of PPO, the student will not be allowed to participate in final placements with certain conditions as given below, but at no point of time will be allowed to go back to the PPO:
- Offers made by the companies during the placement process cannot be rejected. Thus, students are expected to make informed decisions about applying to companies.
- In case the student wants to reject the PPO one should convey so within the time frame stipulated by the Placement Office or by the company. A formal letter justifying the reason should be submitted to the Placement

Office for approval by the competent authority He/she will not be allowed to apply/participate in selection processes of the company whose PPO he/she has rejected.

- Students should be cautious if they intend to decline PPO's citing the reason of unsatisfactory CTC. In such cases the student then cannot appear for companies offering CTC that is less than or equal to the PPO CTC during Final Placements. (Cost to Company includes fixed, max variable, allowances, and incentives could vary as per the profile, work ex, etc. of the applicant. For certain companies, compensations offered can be benchmarked on the basis of past hiring's from NMIMS SOC Hyderabad).
- Rejection on basis of sector/location/ brand value of the company/work culture/profile mismatch is not applicable & will not be considered as valid reasons for rejection, as it is expected that students have consciously applied for internships to companies based on their interest and their skill sets.
- Conveying to the company in individual capacity during mid-reviews, final presentation or any other kind of interaction, disinterest in accepting PPI/PPO during the internship is not permitted. We value our relationship with companies and such cases will be dealt with strictly. This will be considered as PPO/PPI rejection and the above rules in this regard will be applicable.

While feedback from the company is sought, the internship is also evaluated by School that could involve faculty guide mentoring the performance; periodic report submissions, evaluations, Viva Voce, etc. The final decision regarding PPO/PPI shall rest with the Placement Officer.

- b) Final Placements: Companies coming in directly to offer job opportunities. Although the Final Placement process continues round the year however, companies visit campus in two phases – September to December and January to May.

The Placement Assistance Office, Hyderabad facilitates the process of final placements by creating an interface between the recruiters and the students. Student must honor the commitment made by SOC Hyderabad on their behalf. In the event of non-conformance to the placement rules and procedures, SOC Hyderabad reserves the right to initiate disciplinary action.

Efforts to market all programs with their merits are made by the Placement Assistance Office with the endeavor to get companies to recruit from multiple programs. However, the final call rests with the company regarding programs and this decision is honored by SOC Hyderabad. The selection process specified by the company will be followed.

General Guidelines/policy related to Final Placement:

- NMIMS's SOC Hyderabad follows '1 student 1 offer' policy. Each student is entitled to only one offer from campus.
- Leading companies across sectors aspire to recruit students of NMIMS. Each company has its own set of characteristics, requirements or qualities that they look for in a candidate. Hence, the company devises the eligibility criteria and selection process accordingly.
- The process of selection starts with inviting applications based on the eligibility, profile, project, stipend/compensation details shared by the company. The resumes applications of interested applicants are then sent to companies. Shortlisted students are required to complete the entire recruitment process. Students are advised to check their emails/Placement Portal, etc. regularly for information updates and follow the procedure accordingly. Once applied, students will be allowed to back out/withdraw from 2 PPT subsequent to showing interest and attending company presentation. A third absence will result in debarment of the placement process automatically.
- Companies would be encouraged to give spot offers. Once a student has been offered a job, he/she would be outside placement process and will not be able to take up any subsequent offers.
- The selection process will generally be held in the campus, however in some cases the student may have to go to the company's office for the same. Students will not be able to back out of the process on this account.
- 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.
- Companies could have one or multiple rounds for selection – case analysis, group discussion, group exercises, interviews etc. Reasons like location, family issues, work timings etc. should not be constraints to students. They

are expected to be mobile and have the capability to adjust, adapt and respond to emergent situations successfully.

- Students who wish to drop out of the placement process are expected to formally notify the Placement Office vide the 'Opt Out Form' mentioning the reason, which could be higher studies, entrepreneurship, family business, seeking placements on their own by providing 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.
- Once a student is selected, he is required to ACCEPT the offer after entering the formal selection process and required to take up the offer.
- In case a student fails to attend any selection process, he/she must submit an application regarding the same. If the reason is approved by the competent authority, the student will be given further chance to appear for other processes.
- In rare cases, if a student gets multiple job offers simultaneously (on one day), he or she will have to choose one offer and reject others on the spot.
- Placement information is confidential and any breach of confidentiality will lead to strict action.

CHOICE OF OPTING OUT

- A candidate can withdraw from the final placement process if he is keen to seek placement on his own. The student needs to submit the Opt Out Form duly completed with the names of such companies and other details where he is trying for placement. The reason being to iron out hitches that could crop up later. The Placement Cell approaches many companies and would like to continue the cordial relationship with them.
- Thus if one wants to opt out, he should do so before the entire process begins. However, if one has already applied to companies and awaiting further course of action, then the student will have to participate in the selection process if shortlisted and accept the offer if selected. After opting out, the student will not be allowed to reenter the final process at a later stage.
- Students who have opted out, have to follow the guidelines of PPT – Attendance Guidelines and are also in no way exempted from any of the submissions required for effective evaluation including reports, reviews etc.
- There are companies that have a structured internship in place and share the details beforehand while many give a general idea about the project. Students should be aware of the same before applying.
- Reasons like stipend, location, specific details about the project, family issues, etc. should not be constraints to students. Students are expected to be mobile, and have the capability to adjust and respond to emergent situations successfully.
- In case the student does not join the company he was selected for, or deliberately creates problems there, he will be liable for disciplinary action including debarment from Final Placements.

ABSENCE

- Attendance for the PPT is compulsory and absence will lead to disqualification of the student from applying to that company and in case of repeated violations, from the subsequent placement process.
- It is mandatory for a student to apply for a profile, based on the interest accumulated at the time of registrations. Example: Finance or Marketing. If a student fails to apply for 3 companies consecutively (not considering open profiles), it will be presumed that the student is not interested in placements and will be automatically debarred from the Placements Process.
- Student applying through the PAO for participation in a company selection process **MUST** complete the entire selection process.
- Students withdrawing from a placement process where the resumes have been dispatched to the company will be debarred from any further participation in the placement process of any other recruiter.
- In the event that a student does not attend the process as fixed by the company, he/she will be debarred from further participation in the placement process of any other recruiter. Canvassing in any form will disqualify the students. Students are also not allowed to contact the company directly demanding for a reply on their profile.
- SOC Hyderabad reserves its right to take any disciplinary action, if students do not honor their commitments or resort to unethical behavior. The PAO has the right to communicate with the employer/s if students do not adhere to the code of conduct.



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.

For any further query(ies) related to placement/internship of SOC Hyderabad, kindly email on :

placements.hyd@nmims.edu Or seek guidance from NMIMS Placement Department, Plot no.B4, Green Industrial Park, Polepally SEZ, TSIC, Jadcherla, Mahbubnagar, Dist. Telangana 509 301

To note: The above stated are general placement guidelines. Detailed and more specific guidelines will be provided to students before placement session starts.

3. Guidelines for International Student Exchange Program

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

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

1. University of Bristol UK
2. University of South Australia, Australia
3. University of Wollongong – Australia
4. University of California Riverside, USA
5. State University of New York at Albany, USA
6. Clark University, USA
7. University of Dallas – USA
8. HEC Lausanne, Switzerland
9. Excelia, France
10. The University of Queensland, Australia
11. The University of Leeds, UK
12. The University of Western Australia, Australia
13. Domus Academy, Milan, Italy

For more information, interested students can get in touch with the University International linkages department:

- Ms. Meena Saxena- Director, International Linkage - meena.saxena@nmims.edu
- Ms. Vaishali Khopte- Coordinator, International Linkages- vaishali.khopte@nmims.edu

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

Examination weightages and credits

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

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

Component	Marks
Unit Test / Project/ Assignment/ Presentation/ Weekly Tests / Case Study/ Quizzes / any other (School)	50
Final term/ semester-end examination (University)	50
100	

Semester-end-exam Passing Criteria for each Course:

- To pass in a particular subject in any of the semester end examination or semester end re-examination, student must secure a minimum of 40% marks of the total maximum marks of that subject, in the semester end examination.
- “F” Grade would be awarded, where marks obtained are less than 40% in aggregate or where the marks obtained in the semester end examination are less than 40% of the total maximum marks of the respective course.
- Students who obtain marks between 40 and 49.99 would be awarded ‘D’ grade (low pass). Please refer ‘Grading’ scheme given below.
- A student cannot have more than 2 ‘D’ grades during an academic year. A student having more than 2 ‘D’ grades will not be promoted to the next academic year of the programme. These ‘D’ grades would be computed after re-examination.
- For subjects, which has only Internal Continuous Assessment component, passing will be at 40%.
- There is no provision for award of grace marks to any student.

Non – fulfillment of Passing Criteria:

A student, who has failed to fulfil the passing criteria as given above, will be required to appear for **semester-end re-examination** which will be conducted immediately after declaration of results of the said regular semester-end examination. **The internal marks will be carried forward for the re-examination.** A student has to submit an online re-examination form available on students’ portal. 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).

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

Note: Remedial classes will be conducted by the faculty on demand, if number of students are more than 20. Otherwise, students can get their doubt clear from the faculty on one to one basis.

In case, the student fails even in the re-examination/s of either odd or even semesters, which are so held, he/ she will not be

promoted to the next year of the programme. Such student/s will have two choices to make. (1) He/ she can appear at the Term End Examination of the same year of the program in next academic year **OR** (2) seek re-admission for the said entire year. Students who have got any “F” grade or more than 2 ‘D’ grade/s and do not want to take re-admission, are allowed to appear for the Term End Examination in the subsequent academic year along with the students of next batch, depending on, in which semester he/she has failed or got D. For example: if a student gets more than 2 D, or any F grade in Semester - I, he/ she has to appear for the subsequent year Term End Examination of Semester-I whenever it is conducted, so is the case with Semester-II, by paying necessary re examination fees. In case of obtaining D or F grades even in this attempt, student will be given another re-examination chance to clear the same. It is the responsibility of such students to keep him/ her informed about such examination dates (time table). In this case, their Internal Continuous Assessment marks will be carried forward and they will be allowed only for Term End Examination. If, in any case, students feels that he/she wants to improve their ICA, because of which they have scored F or D, they are eligible to take re admission for the complete academic year. In case of re-admission, the earlier results will stand null & void. Students have to appear as fresh candidates for both ICA & TEE.

Progression to the subsequent year of the programme:

A student will be promoted to the subsequent year of the programme only when he/ she has no F grade and/ or not more than 2 D grades in the year after re-examination.

Grading System:

- The University follows a letter grading system leading to the award of a four-point Grade Point Average (GPA) for each term and Cumulative Grade Point Average (CGPA) for all the terms until date.
- ‘Letter grades’ and corresponding ‘grade points’ are as under:

Grade	Points	Class interval of marks	
A+	4	100%	85%
A	3.75	84.99%	81%
A-	3.5	80.99%	77%
B+	3.25	76.99%	73%
B	3	72.99%	69%
B-	2.75	68.99%	65%
C+	2.5	64.99%	61%
C	2.25	60.99%	57%
C-	2	56.99%	50%
D	1.5	49.99%	40%
F	0	39%	0

Calculation of GPA (Grade Point Average):

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

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

Calculation of CGPA (Cumulative Grade Point Average):

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

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

Here:

C = Credit value assigned to a course /subject

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

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

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

General Rules

- A student who remains absent from term/ semester examination/s due to any reason in any subject shall be marked as 'AB' in the result/ grade sheet/ transcript for the subject/s in which he/ she has remained absent. All such students will be allowed to appear at re-examination in the said subject. The said reexamination will be conducted immediately after the declaration of the respective term examination. A student who remains absent in the re-examination would not be able to avail of any further re-examination chance.
- In order to receive the degree, the student will have to pass in all the examinations of all the years
- The fees for re-examinations and re-admission will be decided by the University from time to time.
- In case of any disputes/differences, the decision of the University shall be final and binding on the students. If a student desires to institute any legal proceedings against the University, such legal proceedings shall be instituted only in the court at Mumbai in whose jurisdiction the application is submitted by the student and not in any other court.
- Modification in criteria/rules: On the recommendation of the Board of Studies of the School of Commerce and the Board of Examinations, the Academic Council shall have the sole discretionary right to modify all or any of the above criteria at any time without prior notice.

These rules would be applicable to all the students who took admission/ re-admission in and after the academic year 2022-2023.

5. List of E resources subscribed by NMIMS

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

6. Course Structures: 2023-24

BBA

Semester I

Sr. No.	Course Name	Area / Discipline	Credits
1	Financial Accounting	Accounting	4
2	Principles of Management	General Management	4
3	Quantitative Techniques – I	Quantitative Technique	4
4	Microeconomics	Economics	4
5	India Socio Political Economics System & Current Affairs	Economics and Current Affairs	4
6	Essentials of IT	IT	4

Semester II

Sr. No.	Course Name	Area / Discipline	Credits
1	Cost Accounting	Accounting	4
2	Quantitative Techniques – II	Quantitative Technique	4
3	Environmental Management & Corporate Social Responsibility	General Management	4
4	Principles of Marketing	Marketing	4
5	Effective Communications	Communications	4
6	Macroeconomics	Economics	4

Semester III

Sr. No.	Course Name	Area / Discipline	Credits
1	Banking and Insurance	Finance	4
2	Direct and Indirect Tax	Accounting	4
3	Retail Management	Marketing	4
4	Indian Economy in Global Scenario	Economics	4
5	Operations Research	Quantitative Techniques	4
6	Financial Statement Analysis	Finance	4

Semester IV

Sr. No.	Course Name	Area / Discipline	Credits
1	Organizational Behaviour and Human Resource Management	Human Resource Management	4
2	Financial Management	Finance	4
3	Management Accounting	Accounting	4
4	Business Law	Law	4
5	Research Methodology	Quantitative Technique	4
6	Advertising and Media	Marketing	4

Semester V

Sr. No.	Course Name	Area / Discipline	Credits
1	Strategic Management	General Management	4
2	Business Analytics	Quantitative Techniques	4
3	International Business & EXIM	General Management	4
4	Soft Skills	Soft Skills	Non Credit
Finance Electives			
5	Investment Analysis & Portfolio Management	Finance	4
6	Financial Markets & Institutions	Finance	4
7	Advanced Financial Management	Finance	4
Marketing Electives			
5	Consumer Behavior & Services Marketing	Marketing	4
6	Sales & Distribution Management	Marketing	4
7	Direct & Digital Marketing	Marketing	4

Semester VI

Sr. No.	Course Name	Area / Discipline	Credits
1	Operations & Supply Chain Management	Quantitative Techniques	4
2	Entrepreneurship & Business Plan	General Management	3
Finance Electives			
3	Forex & Risk Management in Derivatives	Finance	4
4	Equity Fund Management - Processes and Practices	Finance	4
5	Financial Planning & Wealth Management	Finance	4
6	Financial Modeling	Finance	4
Marketing Electives			
3	Customer Relationship Management and Rural Marketing	Marketing	4
4	Strategic Brand Management (Including Luxury Brands)	Marketing	4
5	Marketing Strategy	Marketing	4
6	Marketing Analytics	Marketing	4

B.Com (Hons.)

Semester I

Sr. No.	Course Name	Area / Discipline	Credits
1	Financial Accounting - I	Accounting	4
2	Cost Accounting	Accounting	4
3	Principles of Management	General Management	4
4	Business Communications	Communications	4
5	Microeconomics	Economics	4
6	Organizational Behaviour and Human Resource Management	Human Resource Management	4

Semester II

Sr. No.	Course Name	Area / Discipline	Credits
1	Financial Accounting - II	Accounting	4
2	Essentials of IT	IT	4
3	Quantitative Techniques	Quantitative Techniques	4
4	Principles of Marketing	Marketing	4
5	Macroeconomics	Economics	4
6	India Socio Political & Economic Systems & Current Affairs	Economics	4

Semester III

Sr. No.	Course Name	Area / Discipline	Credits
1	Financial Accounting - III	Accounting	4
2	Corporate Finance - I	Finance	4
3	Management Accounting	Accounting	4
4	Direct Taxes	Accounting	4
5	Business Law	Law	4
6	Consumer Behavior & Services Marketing	Marketing	4

Semester IV

Sr. No.	Course Name	Area / Discipline	Credits
1	Financial Accounting - IV	Finance	4
2	Corporate Finance - II	Finance	4
3	Financial Statement Analysis	Finance	4
4	Indirect Taxes	Accounting	4
5	Indian Economy in Global Scenario	Economics	4
6	Banking and Insurance	Finance	4

Semester V

Sr. No.	Course Name	Area / Discipline	Credits
1	Environment Management & Corporate Social Responsibility	General Management	4
2	Research Methodology	Operations	4
3	Strategic Management	General Management	4
4	Financial Markets & Institutions	Finance	4
5	Investment Analysis, Portfolio Management & Wealth Management	Finance	4
6	Financial Reporting Standards and Audit - I	Finance	4
7	Soft Skills	Soft Skills	Non Credit

Semester VI

Sr. No.	Course Name	Area / Discipline	Credits
1	Corporate & Information Technology Law	Law	4
2	Operations Management	Operations	4
3	Entrepreneurship	General Management	4
4	Financial Modeling	Finance	4
5	Financial Reporting Standards and Audit - II	Finance	4
6	Ethics & Governance	General Management	4

7. Academic Calendar

**SVKM's NMIMS
Academic Calendar for the Academic Year: 2023-2024**

**School Name: Anil Surendra Modi School of Commerce Campus: Mumbai
Applicable to Other Campus/s: Bengaluru, Navi Mumbai, Indore, Dhule, Hyderabad, Chandigarh**

**Program/s Name/s in Full: Bachelor of Business Administration, Bachelor of Commerce (Honours),
Bachelor of Science (Finance)**

Details	Semester	Start date	End Date	No. of Days/No. of weeks (Excluding Sundays/holidays)
Term I				
Orientation/Induction Program	I	15 th July 2023	19 th July 2023	4 Days ✓
Academic Instruction Duration (Regular Classes)	I, III, V	20 th July 2023	02 nd Dec. 2023	102 Days ✓
# Mid-Term Test \ Internal Continuous Assessment	I, III, V	14 th Sept. 2023	16 th Sept. 2023	3 Days
Diwali Vacation		10 th Nov 2023	16 th Nov 2023	7 Days ✓
Term End Exams	I, III, V	05 th Dec. 2023	14 th Dec. 2023	9 Days ✓
Winter Vacation		26 th Dec. 2023	01 st Jan. 2024	7 Days ✓
Re-Exams	I, III, V	12 th Feb. 2024	20 th Feb. 2024	8 Days
Term II				
Academic Instruction Duration (Regular Classes)	II, IV, VI	02 nd Jan. 2024	04 th May 2024	98 Days ✓
# Mid-Term Test \ Internal Continuous Assessment	II, IV, VI	14 th Mar. 2024	16 th Mar 2024	3 Days
Term End Exams	II, IV, VI	06 th May 2024	14 th May 2024	8 Days ✓
Re-Exams	II, IV, VI	02 nd July 2024	09 th July 2024	7 Days

Summer Vacation	For Faculty	27 th May 2024	07 th July 2024	42 Days ✓
	For Students	15 th May 2024	10 th July 2024	57 Days
Summer Internship (Second Year)	For Students	20 th May 2024	29 th June 2024	36 Days ✓
Summer Internship with NGO (First Year - Batch I)	For Students	20 th May 2024	08 th June 2024	18 Days
Summer Internship with NGO (First Year - Batch II)	For Students	10 th June 2024	29 th June 2024	18 Days
Convocation	Last Week of Jul. 2024 or the First Week of August 2024			Subject to Change
Commencement of First Year in next Academic year (AY 2024-25)	I, III, V	11 th July 2024	-----	

Regular Lectures will not be conducted during Mid Term Exams.

B. B. B.
DR 25/11/23
(School)

A. A. A.
25/11/2023
Director/Dean
(School)

S. S. S.
DR-Academics
(NMIMS)
14/12/23

M. M. M.
20/12/23
Controller of Examinations
(NMIMS)

8. HOLIDAY LIST – JANUARY 2023 - DECEMBER 2023

HOLIDAY LIST			
JAN 2023 TO DEC 2023			
Sr.No.	Occasion	Date	Day
1	Sankranti/Pongal	13-Jan-23	Friday
2	Sankranti/Pongal	14-Jan-23	Saturday
3	Republic Day	26-Jan-23	Thursday
4	Holi	07-Mar-23	Tuesday
5	Ugadi	22-Mar-23	Wednesday
6	Good Friday	07-Apr-23	Friday
7	Ramzan-Id	22-Apr-23	Saturday
8	Independence Day	15-Aug-23	Tuesday
9	Ganesh Chaturthi	19-Sep-23	Tuesday
10	Gandhi Jayanti	02-Oct-23	Monday
11	Dushera (Navami)	23-Oct-23	Monday
12	Dushera	24-Oct-23	Tuesday
13	Diwali	13-Nov-23	Monday
14	Diwali (Balipratipada)	14-Nov-23	Tuesday
15	Diwali (Bhaiduj)	15-Nov-23	Wednesday
16	Christmas	25-Dec-23	Monday
17	New Year	01-Jan-23	Sunday
18	Sankranti/Pongal	15-Jan-23	Sunday
Holidays falling on Sunday			
1	New Year	01-Jan-23	Sunday
Note: Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January 26, August 15, May 01 & October 02)			

9. People you should know:

Name	Designation
Dr. Siddhartha Ghose	Director
Dr. Ashish Kumar Biswas	Program Chair
Dr. Mahesh Kumar	Deputy Registrar
Mr. Ashish Pal	Deputy Director Placements
Mr. Venkanna Banoth	Exam Coordinator
Mr. Santhosh Basude	Computer Lab Assistant
Mr. Rikin Gandhi	Admin Assistant
Mr. Vasanth Rao	Library Assistant
Ms. Naga Swetha Burra	Sales Support Executive
Ms. Navya Nirudi	Junior Assistant
Mr. K Raja Govinda Achary	Academic Coordinator

School INFOLINE:

Agency	Number
Police	
Osmania University, Police Station, Hyderabad	27853570, 27853720
Fire Brigade	101
Doctors on Board (Health Emergency)	
Ambulance	108
Hospitals	
Yashoda Hospital	04045674567
Apollo Hospital	04027718888
Innova Multispecialty Hospitals, Tarnaka	04027007272/ 27006666, Ph. No: 9000991535
Padmavati Hospital, Tarnaka	04027007111/27016374
Hostel	
Tarnaka Hostel In charge Contact Details	For Boys: Mr. K. Vasanta Rao, 995972744
	For Girls: Ms. Naga Swetha Burra, 9346398466

Part III

ANNEXURES

APPLICATION OF LEAVE OF ABSENCE

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

NAME: _____ Date: _____

Email ID: _____ Mobile No. _____

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

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

Reason: -

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

Student's Signature: _____

Enclosures: _____

To be filled by Students

(For Office use)

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

Checked by Course Coordinator

Verified by AR / DR

Approved by Dean



LEAVE APPLICATION

SVKM'S NMIMS Anil Surendra Modi School of Commerce

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

Name of Student:

Programme: Year:

Division: SAP ID: Roll No.:

From: To:
(Date) (Date)

Reason for Leave:
.....

Submission Date

Late Submission Reason.....

Documents Submitted: Yes / No

Document Details:
.....

Signature of Student:

For office use only :

Application & Document Received Date:

Granted / Not Granted:
(Entered) (Date)

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

Dean Signature

SVKM'S NMIMS Anil Surendra Modi School of Commerce

EVENT ATTENDANCE FORM

Date: _____

Name of Club: _____

Name of Club Mentor: _____

Email id: _____ Contact no: _____

Name of Student Coordinator: _____

Email id: _____ Contact no: _____

Event Name: _____ Event Grade: _____

Place (Full address): _____

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

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

Faculty In-charge Signature

Approved by I/C Dean (Yes/No)

Note:

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



SVKM'S NMIMS Anil Surendra Modi School of Commerce

ATTENDANCE RECTIFICATION FORM

Date: _____

Name of Student: _____ SAP ID: _____

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

Subject Name: _____

Faculty Name: _____

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

Remark: _____

Student Signature: _____

E-mail Id: _____ Contact no: _____

Faculty Signature: _____

Approved by Dean: _____

OFFICE COPY

Student Undertaking with respect to the Student Guidelines (Submit this form to your Course Coordinator latest by 20th September 2023)

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

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

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

Signature: _____

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

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

Roll Number: _____ Programme: _____

Email ID: _____ Contact Nos. _____ / _____

Address for Correspondence:

Name of the parent _____ Contact Nos: _____ / _____

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

Parent's email ID _____

For Office Use :

Date of Receipt: _____ Signature of Course Coordinator _____