



MBA (FAMILY BUSINESS & ENTREPRENEURSHIP) PROGRAMME 2022-23

STUDENTS'
INFORMATION
BOOKLET

VOLUME II



प्रार्थना

या कुन्देन्दु तुषारहार धवला या शुभ्र वस्त्रावृता ।
या वीणा वर दण्ड मण्डितकरा या श्वेत पद्मासना ॥
या ब्रह्माच्युत शंकर प्रभृतिभिः देवैः सदा वन्दिता ।
सा मां पातु सस्वती भगवती निःशेष जाड्यापहा ॥

श्लोक अर्थ - जो विद्या की देवी भगवती सरस्वती कुन्द के फूल, चन्द्रमा, हिमराशि और मती के हार की तरह धवल वर्ण की हैं और जो श्वेत वस्त्र धारण करती हैं, जिनके हाथ में वीणा-दण्ड शोभायमान है, जिन्होंने श्वेत कमलों पर आसन ग्रहण किया है तथा ब्रह्मा, विष्णु एवं शंकर आदि देवताओं द्वारा जो सदा पूजित हैं, वही सम्पूर्ण जड़ता और अज्ञान को दूर कर देने वाली माँ सरस्वती हमारी रक्षा करें ।

Meaning - Salutations to Devi Saraswati, Who is pure white like Jasmine, with the coolness of Moon, brightness of Snow and shine like the garland of Pearls; and Who is covered with pure white garments, Whose hands are adorned with Veena (a stringed musical instrument) and the boon-giving staff; and Who is seated on pure white Lotus, Who is always adored by Lord Brahma, Lord Acyuta (Lord Vishnu), Lord Shankara and other Devas, O Goddess Saraswati, please protect me and remove my ignorance completely.



Preamble

The Handbook for Students contains information about MBA(FB& E) offered by the Institute of Management.

It also contains a summary of the Rules and Regulations about the academic requirements and academic and personal conduct of the students at the University.

Further, the handbook carries the important information on registration, curriculum, grading system, academic standards, attendance norms and the like.

It is the responsibility of all the students to familiarize themselves with the rules and regulations of the Institute as well as of the University.

The students shall abide by these rules and shall, at all times, conduct themselves in a manner so as to bring credit to the University and enhance its prestige in society.

The University reserves the right to amend the rules and regulations mentioned in the Handbook without any prior notice.

The decision of the University shall be final on all matters. The students are advised to contact the Programme Office in case of any query/clarification.

This handbook is for the purpose of providing information to the students about the Programme. Hence, no claim can be made based on the information given in the book.

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MBA(FB & E)

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The Message from Director, Institute of Management

Greetings from the Institute of Management, Nirma University!

The business environment has become very complex and volatile due to rapid changes in economic, political, technological, competitive, regulatory and cultural factors which have led to a huge demand for managers with requisite knowledge and skills to handle and steer the organizations through turbulent situations. To be a successful manager, one has to be equipped with comprehensive knowledge of different facets of business and range of managerial skills which can be provided only by the well managed management programmes such as the Master of Business Management that Institute of Management, Nirma University offers.



This Programme is highly rigorous, comprehensive and practice-oriented by design & structure. Besides, the Programme is also designed to develop students as socially responsible citizens through participation in not only curricular but also in co-curricular & other activities that are socially oriented. The Programme has several unique features such as field courses on Industry orientation, close relationship with the corporate world in the delivery of the Programme, emphasis on development of soft skills, outcome based education and so on. Besides, we also offer other post graduate management programmes like Master of Business Administration, Master of Business Administration (HRM), Integrated B Tech (CSE)-MBA and Integrated BBA-MBA. Other than the above programmes, we also offer Ph.D. (Full time), Ph.D. (Part Time) and Executive Diploma Programme.

We recognize the challenge of nurturing future leaders as the prime purpose & objective of our Programme. To achieve this objective, we make untiring efforts to groom the students who are empowered with knowledge and skills capable of contributing significantly to their organizations; engaged and committed to their roles and responsibilities; entrepreneurial and willing to constantly seek new opportunities and try out new ideas and finally exhibit highest standards of ethical behaviour in both their professional and personal lives.

I am confident that you will enjoy the vibrant student life during the two years on the campus which boasts of world class sports facilities and a serene environment which is highly conducive for learning.

I wish you all the best for the journey you are embarking on and all your future endeavours as well.

With best wishes

Dr. Subir Verma

INSTITUTE OF MANAGEMENT (IMNU)

The Institute of Management, Nirma University (IMNU), earlier known as Nirma Institute of Management and now a constituent of the Nirma University, was established in the year 1996 with a view to promote excellence in management education and prepare young men and women to meet the challenges of the corporate world.

The Institute of Management has established itself as one of the leading B-schools in the country. The success of the Institute is reflected in all the B-School surveys conducted by various leading business magazines, such as Business World, The Pioneer, Business Standard, etc. have consistently rated the Institute among the top twenty B-schools in India.

Institute of Management is ranked as 5th Best Private B-School pan India and also listed in the A1 category among the top 30 B-Schools in the country by Business Standard and published in February 2022.

Ranked 29th Best B-School pan India and 14th among Top Private B-Schools in India by Business world published in January 2022.

Ranked 28th Best B-School overall and 15th among Top Private B-Schools in India by The Week published in November 2021.

Ranked 20th Best Private B-School pan India and published in India Today in November 2021.

Ranked 6th best B-School among Top Private B-Schools in India by CSR-GHRDC B-School Survey and published in Competition Success Review, November, 2021 issue.

Accreditation

The Institute of Management, Nirma University is a constituent Institution of Nirma University. Nirma University and Its constituent Institutions are accredited by National Assessment and Accreditation Council (NAAC), an autonomous institution of the University Grants Commission, Government of India with 'A+' grade.

Nirma University was awarded the Centre of Excellence (CoE) status by the Government of Gujarat in the International Conference of Academic Institutions, part of the Vibrant Gujarat Education Summit 2022.

The move would enhance the quality of education in the state by giving it a global touch and establishing excellent infrastructure for the students. The universities selected will be outside the purview of the Admission Committee and the Fee Regulatory Committee or some of the provisions of Gujarat Act No 2 of 2008.

Master of Business Administration Programme of Institute of Management was accredited by the National Board of Accreditation (NBA).

The institute also got international accreditation "South Asian Quality Assurance System (SAQS)" for five years by Association of Management Development Institutions in South Asia (AMDISA), an international association, and a "SAARC Recognized Body.

International Alliances

The Institute has signed MoUs for academic collaboration with the following Foreign Universities/National

Institutes:

- HOF University, Germany
- Florida Atlantic University, USA
- Han Yang University, South Korea
- Texas A&M University – Commerce, USA
- California State University, USA
- National Institute of Securities Markets (An educational initiative of SEBI)
- University Utara, Malaysia
- Coggin College of Business, North Florida University, USA
- Lake Forest Graduate School of Management, USA
- Skyline University College, Sharjah UAE

Outcome Based Education (OBE)

To remain in the top league of B-Schools, the Institute has introduced Outcome Based Education (OBE) by developing and nurturing a culture of excellence in teaching, training and research. OBE which is practiced by the leading B-schools is student/ learner centric as compared to the traditional form of education which has always been teacher-centric. Thus, the focus is to have a clear picture of what the students should be able to do at the end of their learning experience and thereby modifying the curriculum, instructions and assessment accordingly to ensure that the learning really takes place. Rubrics have been developed to assist faculties in rating qualities of learning outcomes. It is a document that articulates the expectations for an assessment component by listing the criteria or what counts, and describing levels of quality of performance from excellent to poor.

Assurance of Learning Standards is set which evaluates how well the course accomplishes the educational aims (learning goals) at the core of its activities. Measures of learning shall assure external constituents such as potential students, trustees, public officials, supporters and accreditors that the Institute meets its goals. This is followed by closing of the loop by the faculty submitting a detailed report on the learning process in his/her course which helps in review and continuous improvement of curriculum.

The emphasis is to shift from lower order thinking and learning (remembering, understanding and application) to higher order thinking and learning (analyzing, evaluating and creativity). The faculty sets challenging standards of performance to encourage students to be engaged deeply with the issues they are learning. Teachers strive to provide expanded (extended) opportunities for the learners, and believe that given appropriate opportunities, most students are capable of achieving high standards of performance.

Thus, personalized attention is given to the students by virtue of learning through frequent faculty-student interaction and small groups.

Academic Programmes

- **Master of Business Administration:** It is a two-year, full-time, residential Programme in management education. The aim of the programme is to mold future managers who would be business architects and contribute to the corporate world through their impeccable services and leadership.
- **Master of Business Administration (Family Business and Entrepreneurship):** It is a two-year, full-time, Programme in management education. The objective of the Programme is to impart and develop entrepreneurial skills in the students who are set to join their family businesses or intend to start new businesses. The Institute aims to create entrepreneurs who would contribute in building world-class business organizations and set examples in the business arena.
- **Integrated BBA-MBA :** It is five year integrated programme in Management is an innovative course that combines the undergraduate and postgraduate programmes – BBA & MBA. The first three years (under graduation period) comprise of nine terms (three terms in each year). The fourth and fifth years [the post-graduation period] will have a total of six terms, with three terms in each of the two years. The Programme provides an opportunity to exit at the end of third year.
- **MBA (HRM):** This is a two-year full-time residential programme that follows a trimester system. The programme design includes a field immersion of three weeks in each trimester of the first year and a summer internship at the end of the first year. Skill workshops focused on various themes within HRM are also incorporated into the course curriculum. The design is thus a blend of both conceptual as well as practical learning aimed at developing specialised human resource professionals Internationalism, Business Ethics and Information Technology are the concurrent themes running across courses in the programme.
- **Integrated B.Tech.(CSE)–MBA Programme.** It is a five years programme that will be jointly offered by Institute of Technology and Institute of Management of Nirma University. Students will learn technical and analytical skills during Phase I (first three years – nine terms) at Institute of Technology. The Phase II, fourth and fifth years (the post-graduation period), to be offered by Institute of Management will have a total of six terms. Here, the students will be able to sharpen their managerial skills with major specialisation in one of core management disciplines like Marketing, Finance, Operations, HR etc and minor specialisation in Information Management/ Business Analytics.

- **Ph. D. Programme:** The PhD Full time and Part Time Programme strives to prepare young men and women for challenging opportunities in the field of teaching, research and consultancy.
- **Executive Diploma Programme (EDP):** It is a unique Programme for executives in the middle of their careers. The Programme is spread over 33 Sundays and offered in different functional areas of management viz. Business Analytics, HRM, Finance, Marketing, International Business and Operations Management.

Other Programmes

- **Management Development Programmes:** The Institute conducts various management education programmes for working executives. These programmes are open as well as customized.
- **Faculty Development Programmes:** The Institute conducts development programmes for faculty members of Management as well as other disciplines in various areas.

ACADEMIC CALENDAR

ACADEMIC CALENDAR, MBA (FB&E), A.Y. 2022-23

DATE	DAY	FIRST YEAR	SECOND YEAR
June 20,2022	Monday	-	Registration & Commencement of Term IV
July 01 to 08,2022	Friday to Friday	Term Zero Classes	-
July 05, 2022	Tuesday	-	Submission of Ind. Visit Report
July 10, 2022	Sunday	Holiday -Bakri-Eid	Holiday -Bakri-Eid
July 11 to 16, 2022	Monday to Saturday	Registration & Induction Programme	
July 16, 2022	Saturday	-	Presentation : Summer Internship
July 18, 2022	Monday	Commencement of Term I classes	
July 22, 2022	Friday	-	Presentation : Industry Visit
August 06,2022	Saturday	-	Orientation : Business Plan
August 09,2022	Tuesday	Holiday -Muharam	Holiday -Muharam
August 11, 2022	Thursday	Holiday -Rakshabandhan	Holiday -Rakshabandhan
August 15, 2022	Monday	Independence Day	Independence Day
August 19, 2022	Friday	Holiday -Janmashtami	Holiday -Janmashtami
August 20,2022	Saturday	Fresher's Party	Fresher's Party
August 24,2022	Wednesday	-	Business Plan Title Registration
August 31, 2022	Wednesday	Holiday -Samvatsari/ Ganesh Chaturthi	Holiday -Samvatsari/ Ganesh Chaturthi
September 02 to 03, 2022	Friday to Saturday	Management Conclave	Management Conclave
September 10, 2022	Saturday	Talent Night	Talent Night
September 12 – 21, 2022	Monday to Wednesday	-	Term End Exam Term-IV
September 22,2022	Thursday	-	Commencement of Term-V
October 01, 2022	Saturday	Alumni Day	Alumni Day
October 2, 2022	Sunday	Holiday -Gandhi Jayanti	Holiday -Gandhi Jayanti

October 05, 2022	Wednesday	Holiday Dussehra	Holiday Dussehra
October 07, 2022	Friday	-	Submission : B Plan Proposal
October 10-13, 2022	Monday to Thursday	Term End Exam : Term-I	-
October 14, 2022	Friday	Commencement of Term-II	Presentation : B Plan Proposal
October 17-30, 2022	Monday to Sunday	Diwali Vacation	Diwali Vacation
November 08, 2022	Tuesday	Holiday- Guru Nanak jayanti	Holiday-Guru Nanak Jayanti
November 11, 2022	Friday	-	Submission : B Plan Draft Report
November 18-19, 2022	Friday to Saturday	Entrepreneurship Conclave	Entrepreneurship Conclave
December 02-03, 2022	Friday to Saturday	-	Presentation : B Plan Draft Report
December 23 to Jan 03, 2023	Friday to Tuesday		Term End Exam Term-V
December 25, 2022	Sunday	Christmas Day	Christmas Day
January 04, 2023	Wednesday	-	Commencement of Term-VI
January 05-07, 2023	Thursday to Saturday	NICOM – 2023	NICOM – 2023
January 12 -17, 2023	Thursday to Tuesday	Term End Exam Term-II	-
January 14, 2023	Saturday	Holiday-Makar Sankranti	Holiday-Makar Sankranti
January 16, 2023	Monday	-	Submission : B Plan Final Report
January 18,2023	Wednesday	Commencement of Term-III	
January 20 -21, 2023	Friday to Saturday	-	VIVA : B Plan Final Report
January 26,2023	Thursday	Republic Day	Republic Day
February 04, 2023	Saturday	Alumni Conclave	Alumni Conclave
February 09-10, 2023	Thursday to Friday	- x	VIVA : B Plan Final Report
February 18, 2023	Saturday	Holiday-Maha Shivratri	Holiday-Maha Shivratri
February 24-26, 2023	Friday to Sunday	Perspective & Richter 10	Perspective & Richter 10

March 08, 2023	Wednesday	Holiday-Dhuleti	Holiday-Dhuleti
March 27 to April - 05, 2023	Monday to Wednesday	-	Term End Exam: Term-VI
March 30, 2023	Thursday	Holiday-Ram-Navmi	Holiday-Ram-Navmi
April 10 to 17 2023	Monday to Monday	Term End Exam: Term-III	-
April 14, 2023	Friday	Holiday-Ambedkar Jayanti	Holiday-Ambedkar Jayanti
April – May 2023		Summer Internship	-
May – June 2023		Industry Orientation	
June 26,2023 (Tentative)	Monday	Commencement of Term IV	

PROGRAMME FEE STRUCTURE

MBA(FB & E) Programme, Batch 2022-24

The complete details of various Fees, Deposits, Advances, and other charges to be paid during the entire Programme are as follows:

Sl. No.	Description	Frequency	First Year Amount	Second Year Amount
1.	Tuition Fees*	Per Annum	399840/-	399840/-
2.	Examination fee	Per Annum	11000/-	11000/-
3.	Registration Fee	One Time	1000/-	---
4.	Eligibility Fees	One Time	1000/-	---
5.	Convocation Fees	One Time	-----	2500/-
6.	Alumni Fee	One Time	3000/-	----
7.	Refundable Security	One Time	13000/-	-----
8.	Student Activity Fee	Per Annum	16000/-	16000/-
9.	Books/Study Material Advance	Per Annum	20000/-	20000/-

Note:

1. The Tuition fee can be paid in two (equal) installments.
2. Books/Study Material will be charged on actual use basis. Refundable Security deposits will be refunded at the end of the programme.
3. Hostel Fee, Mess Fee, Electricity & Laundry Charges will be available separately, if required.
4. For Industrial Orientation (Field Course) of 3.0 Credit Hour, students need to pay charges separately. These charges are not included in the programme fees mentioned above.

SECTION I :

[A] TEACHING & EXAMINATION SCHEME OF MASTER OF BUSINESS ADMINISTRATION (FAMILY BUSINESS & ENTREPRENEURSHIP) PROGRAMME

1. Framework:

Duration of the Programme	: 2 Years
Duration of a Term	: 11-12 Weeks (approximately)
One Credit Hour	: 10 hours of classroom contact hours (10 Sessions of 60 minutes each)
Session Duration	: 60 minutes each
Credits Requirements	: 108 Credit
No. of Terms	: 6 Terms
Total Contact Hours	: 1080 (108*10)
Summer Internship	: 4-5 Weeks duration compulsory for Entrepreneurship specialization
Field Courses	: (1) Business Plan (Compulsory course) – 3.0 credits (2) Industrial Orientation/Visit (Compulsory course) – 3.0 credits
Programme Structure	: First Year – 54 credits <ul style="list-style-type: none"> • Core Courses : 54 credits Second Year – 54 credits <ul style="list-style-type: none"> • Field Courses : 6.0 credits • Specialization Elective Courses : 48 credits
Areas of Specializations	: (1) Family Business Management (2) Entrepreneurship
Specialization	: At least 18 credits of electives in a Specialization

2. Teaching-Learning Process

This Programme is targeted towards two distinct audiences:

- (a) The next generation of Family Business owners, and
- (b) Young graduates with no experience in business but who exhibit entrepreneurial ambitions.

2.1 Programme Outcomes for MBA (FB&E) Programme

After undergoing this programme, the student shall be able to:

1. Learn how to align vision and mission of the family business with the business processes
2. Understand significance of succession planning for family owned business
3. Make optimum utilization of available resources
4. Develop global orientation
5. Make effective and efficient business decisions
6. Fostering creative environment
7. Demonstrate abilities for risk taking and coping with ambiguity
8. Evaluate different business issues using an integrated approach
9. Use relevant conceptual frameworks and best practices
10. Develop functional and business management skills
11. Act as socially responsible business person
12. Develop ethical thinking and actions

MASTER OF BUSINESS ADMINISTRATION (FB&E) PROGRAMME TERM - I

Sr. No.	Course Code	Course Title	Teaching Scheme				Examination Scheme				
			L	LPW/ PW	T	C	Duration		Component Weightage		
							TEE	LPW/ PW	CE	LPW/ PW	TEE
1	MFB4CCEF01	Economic Analysis for Business Decisions	3	0	0	3	3 hours	-	0.60	0	0.40
2	MFB4CCEF02	Financial Reporting and Analysis	3	0	0	3	3 hours	-	0.60	0	0.40
3	MFB4CCOB01	Business Communication	3	0	0	3	3 hours	-	0.60	0	0.40
4	MFB4CCOB02	Organizational Behavior	3	0	0	3	3 hours	-	0.60	0	0.40
5	MFB4CCMM01	Marketing Concepts and Practices-I	3	0	0	3	3 hours	-	0.60	0	0.40
6	MFB4CCSM01	Family Business Management and Entrepreneurship	3	0	0	3	3 hours	-	0.60	0	0.40
		Total	18	0	0	18					

Term – II

Sr. No.	Course Code	Course Title	Teaching Scheme				Examination Scheme				
			L	LPW/ PW	T	C	Duration		Component Weightage		
							TEE	LPW/ PW	CE	LPW/ PW	TEE
1	MFB4CCIM01	Business Information Systems	1.5	0	0	1.5	2 hours	-	0.60	0	0.40
2	MFB4CCOQ01	Data Analytics for Entrepreneurs	3	0	0	3	3 hours	-	0.60	0	0.40
3	MFB4CCMM02	Marketing Concepts & Practices-II	1.5	0	0	1.5	2 hours	-	0.60	0	0.40
4	MFB4CCSM02	Succession Planning and Management	3	0	0	3	3 hours	-	0.60	0	0.40
5	MFB4CCSM09	Entrepreneurship Motivation Laboratory	3	0	0	3	3 hours	-	0.60	0	0.40
6	MFB4CCHR01	Managing Human Resources	3	0	0	3	3 hours	-	0.60	0	0.40
7	MFB4CCGM01	Government & Business	1.5	0	0	1.5	2 hours	-	0.60	0	0.40
8	MFB4CCEF03	Accounting for Decision Making	3	0	0	3	3 hours	-	0.60	0	0.40
		Total	19.5	0	0	19.5					

Term – III

Sr. No.	Course Code	Course Title	Teaching Scheme				Examination Scheme				
			L	LPW/ PW	T	C	Duration		Component Weightage		
							TEE	LPW/ PW	CE	LPW/ PW	TEE
1	MFB4CCEF04	Financial Management	3	0	0	3	3 hours	-	0.60	0	0.40
2	MFB4CCSM04	New Venture Creation	3	0	0	3	3 hours	-	0.60	0	0.40
3	MFB4CCGM02	Business Laws	3	0	0	3	3 hours	-	0.60	0	0.40
4	MFB4CCSM05	Strategic Management	3	0	0	3	3 hours	-	0.60	0	0.40
5	MFB4CCOB03	Organizational Change Management	1.5	0	0	1.5	2 hours	-	0.60	0	0.40
6	MFB4CCOQ02	Production & Operations Management	3	0	0	3	3 hours	-	0.60	0	0.40
		Total	16.5	0	0	16.5					

Term – IV

Sr. No.	Course Code	Course Title	Teaching Scheme				Examination Scheme				
			L	LPW/ PW	T	C	Duration		Component Weightage		
							TEE	LPW/ PW	CE	LPW/ PW	TEE
	MFB5CCSM07	Industrial Orientation/ Visit	-	3.0	-	3.0	-	-	-	1.0	-
	-	Electives*	3.0	-	-	9.0/ 18.0	2/3 hours	-	0.60	-	0.40

Term – V

Course Code	Course Title	Teaching Scheme				Examination Scheme				
		L	LPW/ PW	T	C	Duration		Component Weightage		
						TEE	LPW/ PW	CE	LPW/ PW	TEE
	Specialization Electives*	3.0	-	-	9.0/ 18.0	3 hours	-	0.60	0	0.40

Term – VI

Course Code	Course Title	Teaching Scheme				Examination Scheme				
		L	LPW/ PW	T	C	Duration		Component Weightage		
						TEE	LPW/ PW	CE	LPW/ PW	TEE
	Specialization Electives*	3.0	-	-	9.0/ 18.0	3 hours	-	0.60	0	0.40

* Refer to the section “Specializations” in this TES. The list of Specialization Electives from various academic areas is provided hereunder.

L: Lectures, P/T: Practicals/Tutorial, C: Credits
LPW: Laboratory / Project Work

TEE: Term End Examination
CE: Continuous Evaluation

SPECIALIZATIONS

The Institute shall offer Specializations in the following areas:

(1) Family Business Management

(2) Entrepreneurship

The actual number of specializations offered in the Programme shall depend on registration and available resources.

The students are required to take a minimum of 48 credits of elective courses in the second year. A student is required to take a minimum of 18 Credits of elective courses from any of the Area of specializations i.e. Entrepreneurship and Family Business Management. In addition, s/he needs to study another 30 Credit Hour Electives either the remaining courses of his/her specialization Area or from other management areas.

A pool/basket of elective courses will be offered to the students for selection. Each student has to select 48 Credits of elective courses across Term IV to VI from this pool/basket. The list of elective courses selected by each student will be finalized and notified before the commencement of Term IV. The actual number of courses offered in a particular year shall depend on registration and available resources. An elective course will be offered only if a minimum number of students opt for it.

A student is required to take a minimum of 9.0 credits of specialization elective courses and a maximum of 18.0 credits of specialization elective courses in each Term IV, V and VI and thus may balance the 48 credits of specialization elective courses. A student can opt for any ONE area of specialization.

ELECTIVE COURSES

Given below is the list of Specialization Elective courses. The actual number of courses offered in a particular year shall depend on registration and available resources. An elective course will be offered only if a minimum number of students opt for it.

Specialization Electives

SPECIALIZATION: ENTREPRENEURSHIP		
Course Code	Courses Name	Credit Hours
MFB5SESM03	Case Study of Entrepreneurs	3.0
MFB5SEEF05	Direct Tax Planning for Business	3.0
MFB5SEEF12	Entrepreneurial Finance	3.0
MFB5SEMM08	Entrepreneurial Marketing	3.0
MFB5SEGM01	Export- Import Management	3.0
MFB5SEEF19	Management Control Systems	3.0
MFB5SESM08	Management of Technology and Innovation	3.0
MFB5SESM11	Social Entrepreneurship	3.0
MFT5SESM16	Corporate Entrepreneurship	3.0
MFB5SESM18	Start-up Funding Strategies	3.0
MFB5SESM20	Strategic Management of Innovation	3.0

SPECIALIZATION: FAMILY BUSINESS MANAGEMENT

MFB5SEEF05	Direct Tax Planning for Business	3.0
MFB5SEEF12	Entrepreneurial Finance	3.0
MFB5SEMM08	Entrepreneurial Marketing	3.0
MFB5SEGM01	Export- Import Management	3.0
MFB5SEEF19	Management Control Systems	3.0
MFB5SESM08	Management of Technology and Innovation	3.0
MFB5SESM09	Managing a Growing Organization	3.0
MFT5SESM16	Corporate Entrepreneurship	3.0
MFB5SESM19	Application of Strategic Framework for SMEs	3.0
MFB5SESM15	Business Development Strategies	3.0
MFB5SESM20	Strategic Management of Innovation	3.0

Non-Specialization Courses. The under mentioned Electives are not considered for any specializations.

AREA: ECONOMICS & FINANCE

MFB5SEEF01	Bank Management	3.0
MFB5SEEF02	Behavioral Economics	3.0
MFB5SEEF04	Derivatives and Risk Management	3.0
MFB5SEEF05	Direct Tax Planning for Business	3.0
MFB5SEEF06	Econometrics for Finance	3.0
MFB5SEEF08	Economic Thought	3.0
MFB5SEEF09	Economics of Business Strategy	3.0
MFB5SEEF11	Economics of Innovation and Entrepreneurship	3.0
MFB5SEEF12	Entrepreneurial Finance	3.0
MFB5SEEF14	Financial Statement Analysis	3.0
MFB5SEEF15	Insurance	3.0
MFB5SEEF16	International Finance	3.0
MFB5SEEF17	Investment and Portfolio Management	3.0
MFB5SEEF18	Investment Banking	3.0

MFB5SEEF19	Management Control Systems	3.0
MFB5SEEF20	Management of Financial Services	3.0
MFB5SEEF21	Mergers and Acquisitions	3.0
MFB5SEEF22	Project Planning and Control	3.0
MFB5SEEF23	Public Policy Analysis	3.0
MFB5SEEF24	Stochastic Calculus in Finance	3.0
MFB5SEEF25	Strategic Cost Management	3.0
MFB5SEEF26	Strategic Financial Management	3.0
MFB5SEEF27	Valuation	3.0
MFB5SEEF29	Working Capital Management	3.0
MFB5SEEF30	Investor Psychology and Behavioral Finance	3.0
MFB5SEEF31	Economics of Financial Markets	3.0
MFB5SEEF32	Financial Analytics	3.0
MFB5SEEF33	Financial Planning and Wealth Management	3.0
AREA: GENERAL MANAGEMENT		
MFB5SEGM01	Export- Import Management	3.0
MFB5SEGM02	International Business	3.0
MFB5SEGM03	International Logistics	3.0
MFB5SEGM04	International Trade	3.0
AREA: MARKETING		
MFB5SEMM02	Business-to-Business Marketing	3.0
MFB5SEMM03	Consumer Behaviour	3.0
MFB5SEMM05	Customer Relationship Management	3.0
MFB5SEMM06	Digital Marketing	3.0
MFB5SEMM07	Direct Marketing	3.0
MFB5SEMM11	Integrated Marketing Communication	3.0
MFB5SEMM12	International Marketing	3.0
MFB5SEMM13	Internet Marketing	3.0

MFB5SEMM15	Marketing Models	3.0
MFB5SEMM20	Retail Marketing	3.0
MFB5SEMM22	Rural Marketing	3.0
MFB5SEMM23	Sales & Distribution Management	3.0
MFB5SEMM24	Services Marketing	3.0
MFB5SEMM26	Strategic Brand Management	3.0
MFB5SEMM28	Advanced Marketing Research	3.0
MFB5SEMM29	Contagion Marketing	3.0
MFB5SEMM30	Franchising	3.0
MFB5SEMM31	Corporate Communication and Social Marketing	3.0
MFB5SEMM32	Innovation and Product Management	3.0
MFB5SEMM33	Qualitative and Quantitative Research in Marketing	3.0
MFB5SEMM34	Return on Marketing Investment	3.0
MFB5SEMM35	Strategic Marketing	3.0
MFB5SEMM36	Event and Entertainment Marketing	3.0
MFB5SEMM37	Marketing Simulation	3.0
MFB5SEMM38	Sports Management	3.0
AREA: HUMAN RESOURCE MANAGEMENT		
MFB5SEHR01	Compensation Management	3.0
MFB5SEHR04	Global Business Leadership	3.0
MFB5SEHR05	Human Resource Analytics	3.0
MFB5SEHR07	International Human Resource Management	3.0
MFB5SEHR09	Leadership and HRM in SMEs	3.0
MFB5SEHR10	Learning & Development for New Age Entrepreneurs	3.0
MFB5SEHR11	Organization Development & Change Management	3.0
MFB5SEHR12	Performance Management	3.0
MFB5SEHR13	Recruitment and Selection	3.0
MFB5SEHR14	Reward and Performance Management in Family Managed Enterprises	3.0
MFB5SEHR15	Strategic Human Resource Management	3.0
MFB5SEHR16	Training and Development	3.0

MFB5SEHR17	Competency Mapping and Assessment	3.0
MFB5SEHR18	Employee Relationship Management	3.0
MFB5SEHR20	Instruments For Human Resource Management	3.0
AREA: INFORMATION MANAGEMENT		
MFB5SEIM01	E-Business Management	3.0
MFB5SEIM02	Enterprise Resource Planning	3.0
MFB5SEIM03	Technology Enabled Operations Management	3.0
AREA: OPERATIONS MANAGEMENT & QUANTITATIVE TECHNIQUES		
MFB5SEOQ01	Data Analytics and Data Mining	3.0
MFB5SEOQ02	Descriptive Analytics	3.0
MFB6SEOQ03	Infrastructure Management	3.0
MFB5SEOQ04	Lean Six Sigma	3.0
MFB5SEOQ08	Predictive Analytics	3.0
MFB5SEOQ09	Project Management	3.0
MFB5SEOQ10	Statistical Techniques in Quality Control	3.0
MFB5SEOQ12	Supply Chain Management	3.0
MFB5SEOQ14	Total Quality Management	3.0
MFB5SEOQ16	Operations Management in Services and Distribution	3.0
MFB5SEOQ17	Operations strategy and strategic outsourcing	3.0
AREA: STRATEGIC MANAGEMENT AND ENTREPRENEURSHIP		
MFB5SESM03	Case Study of Entrepreneurs	3.0
MFB5SESM04	Corporate Governance	3.0
MFB5SESM05	Creativity and Innovation	3.0
MFB5SESM08	Management of Technology and Innovation	3.0
MFB5SESM09	Managing a Growing Organization	3.0
MFB5SESM11	Social Entrepreneurship	3.0
MFB5SESM14	Strategizing Corporate Social Responsibility	3.0
MFB5SESM16	Business Development Strategies	3.0

MFT5SESM17	Corporate Entrepreneurship	3.0
MFB5SESM18	Management of Strategic Alliance	3.0
MFB5SESM19	Start-up Funding Strategies	3.0
MFB5SESM20	Application of Strategic Framework for SMEs	3.0
MFB5SESM21	Strategic Management of Innovation	3.0
MFB5SESM22	Strategy Execution	3.0
MFB5SESM16	Business Simulation	3.0
MFB5SESM13	Managing Lean and agile Startups	3.0
AREA: ORGANIZATIONAL BEHAVIOUR & COMMUNICATION		
MFB5SEOB01	Coaching and Counseling	3.0
MFB5SEOB02	Management of Co-operation and Conflict	3.0
MFB5SEOB04	Personality Development & Business Etiquette	3.0
MFB5SEOB05	Power, Influence and Leadership	3.0
MFB5SEOB06	Psychometric Testing	3.0
MFB5SEOB08	Transactional Analysis	3.0
MFB5SEOB10	Art of Negotiation	3.0
MFB5SEOB11	Stress and Coping	3.0
MFB5SEOB12	Diversity and Inclusion at Workplace	3.0

SUMMER PROJECT/INTERNSHIP:

At the end of the 3rd Term, all students opting for Entrepreneurship Specializations are required to do summer project/internship for 4-5 weeks with an Industrial, Business or Service organization. The conditions of successfully completing the Programme shall not be deemed to have been satisfied unless a student does summer project/internship.

Each student shall be required to submit a project report to the Institute for the work undertaken by him/her during this period within two weeks of the commencement of the 4th Term. He/she will also have to submit a copy of the report to the organization guide. The report will be assessed by both the organization guide and internal advisor in terms of Satisfactory or Unsatisfactory.

Note: The summer internship is optional for the students opting for Family Business Specialization

SECTION II : ACADEMIC REGULATIONS & POLICY

[A] ACADEMIC REGULATIONS

Academic Regulations will be circulated separately at a later date.

[B] OTHER ACADEMIC POLICY

1. REGISTRATION

The students admitted to the MBA Programme are required to carry out the following processes:

- Enrolment with Nirma University
- Submission of Eligibility Certificate
- Registration with the Institute
- **Enrollment Certificate**

The students admitted to the MBA Programmes, at the Institute of Management, are required to enroll at the Nirma University also. Hence, the students have to apply, in the prescribed format, for enrollment with the University at the time of the registration.

- **Eligibility Certificate**

The students, who have graduated from Universities and Institutions other than Nirma University, are required to apply and obtain an Eligibility Certificate from Nirma University. These students shall apply in the prescribed format to the Executive Registrar of Nirma University along with the requisite documents viz. migration/transfer certificate from the University/ Board or any other examining body they intend to leave, and also pay the prescribed fee for issue of certificate of eligibility.

Provided, however, that: The Executive Registrar may issue a provisional certificate of eligibility, if he is satisfied that the applicant is prima-facie eligible for admission to this University. Such certificate shall entitle a student for admission to this University on his/her own risk and subject to the condition that he/she obtains a final certificate of eligibility before the end of the First Term in which the student is provisionally admitted to at the University.

However, obtaining of the eligibility certificate does not guarantee admission to the respective Programmes. If the Director General, NU is satisfied that the student admitted in a Programme is unable to submit provisional eligibility certificate before his admission for the reasons beyond his control, he may allow the student to attend the classes for a period which he determines and on production of the provisional eligibility certificate directs that the said eligibility certificate shall have retrospective effect from the date on which the student commenced to attend the concerned Programme so that the days on which such student kept attendance before the issuance of the certificate can be taken into account.

If the Director General, NU is satisfied for the delay on part of the student in applying for final eligibility certificate was not due to fault of his own, he may condone such delay and grant reasonable extension for which the Director General will be the sole judge for the production of the final Eligibility Certificate.

2. MENTORING

Mentoring assists and supports the academic and professional development of the 'mentee' through timely interventions: formal and/or informal. The mentoring policy has been designed to complement other policies and/or activities to ensure that students achieve their full potential. It reflects the institutional belief in the development of all students. The policy aims that mentoring shall be a formal, safe non-judgmental relationship that facilitates a wide range of interactions between mentor and mentee(s) to harness the mentee's full potential in learning, research and extension activities. The role of the faculty is that of a mentor/guide/counsellor. The faculty members are appointed as mentors of the students admitted to the programmes. The students are welcome to approach their faculty mentors with any personal or academic problems they may face during their stay at the Institute. The students may also look towards the faculty mentors for advice in choosing elective courses and for any other issues.

3. POLICY OF CANCELLATION OF ADMISSION AND THE REFUND OF FEE

The University guidelines, regarding refund of Fees, are as follows:

- For all cancellation requests received after 30th June 2022 and within one month of commencement of academic year: if the said seat is not filled due to non-existence of any waiting list or for any other statutory reasons, then the fee paid for the semester / term will not be refunded
- From the 2nd Semester onwards, in case of cancellation of admission on the request of the student, he/she shall be liable to pay the fees of the respective Semester of his /her study.

4. ATTENDANCE

Rules and Procedure for Grant of Leave (of Absence)

The Institute requires 100% attendance and punctuality in the classes and other activities by the students. However, if Leave is required for genuine reasons, the students are allowed to take Leave upto 15% of the total classes in a course. For that, the students need to submit Leave Forms (in the prescribed form) in the Programme Office before availing Leave or within 48 hours of resuming classes if not able to submit in advance due to sickness/emergency. The prescribed format of Leave Application is given at – Appendix- I) and be available in the Programme Office.

If the Leave is not approved, the Programme Monitoring Committee shall impose penalty which may range from Term not granted as given in academic regulation, a monetary fine, Additional

assignments to compensate for the missed sessions. or any other penalty deemed appropriate. No Leave will be granted for absence beyond 15% in ordinary circumstances.

Note: the students need to submit a duly filled leave forms along with suitable supporting documents for every session they absent irrespective of reason of absence.

Loss of Evaluation/Assessment of CE Components due to Absence

The Institute will not be responsible if a student loses any component of assessment on account of his/her Leave or absence. The concerned course faculty may consider the requests for substitute quizzes or tests only if the student has taken Leave for genuine reasons with prior permission of the competent authorities.

5. FEEDBACK AND FAIRNESS

The faculty shall show the answer books to students and also inform them about the marks awarded.

- The grievance of a student regarding marks shall be taken sympathetically, and the student shall be given a fair chance to state his/her viewpoint. If the grievance is genuine, it shall be redressed immediately. If the faculty feels he/she needs time to reconsider his/her decision, the student shall be informed accordingly.
- Any grievance related to the assessment is to be reported orally to the course faculty by the aggrieved student. It is expected that most of the grievances shall be redressed at this level. The time duration for redressed of grievance, at this stage, is one week.
- In case the student is not satisfied with the response given by the course faculty, he/she may then report the matter in writing to the Programme Chairperson with a copy to the deputy Registrar who then shall deal the matter as per the procedure given in Students' Information Booklet, Volume I (Mechanism for Redressal of Students' Grievances).

6. REEVALUATION POLICY

The student must apply in prescribed format for re-evaluation within 5 working days after showing of Answer-book or date of result notification. The students may contact to examination cell, institute of Management for more information.

Re-evaluation is permitted only in SEE/SPE examination of theory course only. Re-evaluation is not permitted for examination (oral and written) of CE, LPW, PW and Practical Course including the Studio work, Dissertation, etc. Student shall abide by the revised result even if it is adverse. A student can apply for re-evaluation of his own answer books only. Re-evaluation Fee shall be refunded in case of change in original awarded marks as result of revaluation process. Application received after the due date, incomplete application or application submitted without prescribed

fees shall not be entertained. Till such time as the result of re-evaluation of answer book/s applied for is communicated to the applicant, the original result of the applicant.

7. Break of Study

- A student will be allowed to take a break of one academic year during the Programme due to justified reason with the approval of the Director General, Nirma University.
- A student needs to apply and get a written approval for a break in studies.

[C] SCHOLASTIC AWARD OF MEDALS

Every year, at the Annual Convocation or any other convocation, the following medals will be awarded to the student concerned who becomes eligible for such medal as per the conditions prescribed here below:

The following medals are instituted:

MASTER IN BUSINESS MANAGEMENT(FAMILY BUSINESS & ENTREPRENEURSHIP)

1. One Gold Medal for the Overall Scholastic Performance shall be awarded for MBA (Family Business Entrepreneurship) programme to the student who secures 1st position in the programme.

The overall Cumulative Grade Point Average (CGPA) earned at the end of Final Year of programme will be considered.

2. Gold Medal for the Best Student of the Programme is replaced by new guidelines for outstanding achievement as mentioned herewith as Annexure 1
3. One Gold Medal for the Scholastic Performance in each area of specializations shall be awarded to the student who secures 1st position in the concerned area on the basis of Cumulative Grade Point Average (CGPA) of the concerned specialization provided he / she maintains the overall minimum CGPA prescribed.

The existing areas of specializations are as under:

1. Family Business Management
2. Entrepreneurship

Nirma Education and Research Foundation Medals

Nirma Education and Research Foundation medals will be awarded to the students who secure 2nd and 3rd rank amongst all the students in the MBA programme.

The overall Cumulative Grade Point Average (CGPA) earned at the end of Final Year of programme will be considered.

Conditions:

The above medals will be awarded subject to the fulfillment of following conditions, in addition to the conditions mentioned above for respective programme:

1. Pass and Earn all the credits of all courses of all the Semesters/ Terms (Trimesters) including supplementary and prerequisite courses of the programme with first attempt within stipulated time of the programme.
2. Securing highest CPI/ CGPA/ PGPA with minimum CPI/ CGPA/ PGPA 7.00 and above.
3. No punitive action of any kind is taken against the students for using unfair means at any examination (except warning) or any indiscipline behaviour amounting to major penalty.
4. Minimum Five Pass out students in a Programme will be required for consideration of award of Medal.

Annexure - 1

GUIDELINES FOR AWARD OF GOLD MEDAL FOR OUTSTANDING ACHIEVEMENT

1. If student get the prize(s) / trophies for his/her outstanding achievement at National or International level in the areas like Sports / Cultural / Research / Social / Educational or any such kind of other areas will get consideration for award of said medal.
2. There should not have been any kind of punitive action taken against the student for use of unfair means at any examination (Except warning) or any indiscipline behaviour amounting to major penalty.
3. Nomination of such student will be made by the Head of the Institution concerned with full details of the student to the Deputy Registrar (Examination).
4. There will be a screening committee consisting of the Director General (Chairman), all Head of Institutes, Executive Registrar, Chief Operating Officer and Dy. Registrar (Examination) as member secretary; who will put the proposal of nomination received from the HOI before the committee.
5. On recommendation of the committee constituted at Sr. No. 4 and approval of the President, the said medal will be awarded to the student during Convocation.

SECTION III: GENERAL RULES AND REGULATIONS

1. Dress Code

Wearing of formal dress is compulsory on all Monday while being in the Academic Block covering Classrooms, Library, Reading Room, Faculty Rooms & Admin Office from 08.45AM to 9.30PM irrespective of whether one has a class or not. A formal dress for the boys is shirt with tie and trousers or formal suit with proper footwear. For girls, the formal dress is Sari / Western Formals (with Jacket) and proper footwear.

On other days, the students are expected to follow an appropriate and decent dress code with proper footwear. The students must wear formal dress on all special occasions, lectures, conferences, conclaves, etc.

2. Conduct/Behavior in Class

- Students are expected to be in the classroom at least five minutes before commencement of the class. Un-punctuality is not acceptable.
- Students are required to follow the prescribed dress code in all time in academic building.
- Students are expected to come prepared in the class by reading of the scheduled chapters / cases/research papers/articles given in the course outline for the session. The students could be asked to leave the class if they are not found prepared for the session and marked absent.
- Use of mobile phones in the class rooms, corridors and inside the academic blocks is strictly prohibited. Violation of this rule would invite penalty as given in the Students' Information Booklet.
- Students are expected to behave in a responsible manner and not to indulge in chatting amongst themselves while the class is in progress.
- Activities like video shooting, photography, playing musical instruments and listening to radio and tape recorders are prohibited in the academic blocks.
- Carrying of eatables/drinks in classrooms/auditorium is strictly prohibited.
- Any indiscipline or misbehavior in class would warrant disciplinary action as per the rules.

Disciplinary Rules to be observed in the Hostel: All students shall have to observe the discipline rules in the hostel at all times as given in the Information Book.

Seating Plan in the Classroom

The First year students are required to sit in the classroom as per their Roll Numbers marked on benches, unless an alternative seating plan is announced by the Programme Office to facilitate identification of the students and assessment for classroom participation.

Identity Cards

All students will be issued Photo Identification (ID) Cards of the Institute of Management as a proof of their admission at the Institute. The Identity Cards will be required to taking books from the library, and also to avail other facilities. The students are to wear their Identity Cards all the time while in the classes as well as in the Campus. In case of loss of the Identity Card, a new card will be issued on payment of Rs. 250/-.

3. Text Books/Course Materials

The course faculty prescribes Text book (s) for each course. The books will be procured by the Institute. All students are required to collect the prescribed text books as informed by the Programme Office. The students will have to pay for all the prescribed books even if they do not collect the books unless special permission is obtained from the competent authority.

- The Institute will provide additional reading materials, if specified by the course instructor.
- The additional expenditure would be recovered from students.
- The students will have to collect books/reading materials from the materials room on the date and time specified by the Programme Office.
- The Institute emphasizes Participant-centered Learning and hence relies on the Case Method as one of its major pedagogy. It has a license from Harvard Business Publishing for using their cases and technical notes for a certain cost per student.

5. Others

Opening of Bank Account

It is mandatory for all the students to open an account in the Kalupur Co-operative Commercial Bank located at the University Campus to facilitate the financial transactions.

Pan Card

All the students are expected to have Pan Card. They should provide the Pan Card number to the Admin Office. If any of the students does not have a PAN Card, he/she is required to give the pan card No. of his/her parent.

Aadhar Card

All the students are required to have Aadhar Card and provide the Aadhar Card number to the Admin Office.

Subscription to Business Newspaper and Magazine

The Institute encourages that students should subscribe to business newspapers and business magazines. The Institute will arrange for the delivery of the newspapers/business magazines in the hostels at concessional rates.

Celebration

In case the students wish to organize celebration or hold a party inside the campus, they have to take prior written permission from the Director.

SECTION V: LIBRARY RESOURCES AND COMPUTING FACILITY

LIBRARY RESOURCE CENTRE (LRC)

Introduction

The IMNU library easily qualifies to be one of the best business libraries in India. A library with 4733 Sq. ft. and 109 seating facility is built on a very strong technology framework, the library subscribes to a host of databases that provide digital access to the world of scholarly and business information from your desktops / laptops and other web enabled devices through the campus LAN network. The University campus is Wi-fi enabled. The library resources can be accessed from

Automation

The library has been automated using KOHA – open source software. The software facilitates automated circulation (issue-return) of books and speedy access to bibliographic, location and availability of information of the books in the library. We also have the facility of web catalogue.

Services

Reading Facilities, Reference, Photocopying, Circulation, Computerized Information Search, Library Orientation Program, Newspapers, Clipping, New Arrivals, Current Awareness Services, Selective Dissemination Services, Case Study, Inter-Library Loan

The Library has a Must-Read collection, Harvard Books Corner for the BBA-MBA students

Institutional Membership:

- Vikram Sarabhai Library [IIM-A Library]
- AIRC (American Information Resource Centre), Mumbai
- MANLIBNET (Management Library Network)
- DELNET (Developing Library Network)

Resources:

Resource	Number
Books	43235
E-Books	63617

Periodicals	149 + 9920
Databases	14
Newspapers	17
Electronic Media	1748
Audio Cassettes	136
Video Cassettes	333
Photo Albums	393
Bound Volumes	5583
PhD Thesis	76

Databases

Library at the Institute has several databases through which one can access data, general information, company information, and journal articles over a large time span. All databases are IP authenticated and accessible outside the campus through remote access link e

- **EBSCO - Business Source Ultimate:** Business students learn about accounting, finance, banking, marketing, management and much more with one comprehensive package that also includes full text of journals found in key subject indexes.

In addition to accessing essential full-text journals, business students can delve into case studies, country economic reports and company profiles, as well as interviews with executives and analysts – the key players whose roles they are studying to fill.

Contents covered:

6811 = Total number of journals & magazines indexed and abstracted (3804 are peer-reviewed)

5337 = Total number of journals & magazines in full text (2782 are peer-reviewed)

- **ELSEVIER Science Direct:** We subscribe to Business, Management & Accounting package (72 Journals). The backfiles of this package is available right from 1995.
- **EMERALD:** 23 Marketing e-Journal Package has been subscribed in management library.
- **JSTOR:** JSTOR offers a high-quality, interdisciplinary archive to support scholarship and teaching. It includes archives of over one thousand leading academic journals across the humanities, social sciences, and sciences, as well as select monographs and other materials valuable for academic work. The entire corpus is full-text searchable, offers search term highlighting, includes high-quality images, and is interlinked by millions of citations and references.

The archive is unique in terms of scale, content, and the significant use it receives. It is recognized specifically for:

- Offering a unique, interlinked aggregation of scholarly works
- Facilitating interdisciplinary and historical research
- Long-term preservation
- Exemplary standards for digitization and completeness
- Interfaces and functionality that support academic use
- Highly reliable access

Today, academic journals comprise the majority of the content in the archive. Journals are always included from volume 1, issue 1 and include previous and related titles. The most recently published issues (past 3-5 years) are not available.

- **OUP e-Bundle:** Oxford University Press's e-Bundle consists of 37 top journals of Business & Economics.
- **Sage Journals Collection:** Sage package consisting of 122 e-Journals of Management & Organizational Study has been added to the collection
- **Bloomberg Terminal:** This is the recent addition to our Library Resource Centre. It enables professionals in the financial service sector and other industries to access Bloomberg Professional Services through which users can monitor and analyze real-time financial market data and place trades on the electronic trading platform. In an academic set up it helps future professionals to integrate theory with real world practice by empowering them with datasets and exposing them to global economic scenarios.
- **SCOPUS:** SCOPUS is the largest abstracting and indexing database of peer-reviewed literature. Scopus features tools that allow researchers to efficiently track, analyses and visualize research easily and at the level of detail they choose. Scopus offers researchers a quick, easy and comprehensive resource to support their research needs in the scientific, technical, medical and social sciences fields and in the Arts and Humanities also
- **INDIASTAT.COM:** Authentic and exhaustive socio-economic statistical information about India, it provides a million of statistical tables.
- **ISI Emerging Markets:** The database provides a variety of information on companies, sectors and industry. The list of data providers would give us a specific idea of the contents covered.

- **EPWRF:** Times Series Data: On-line Data Series Modules Subscribed by us are-
 - National Accounts Statistics of India
 - Domestic Product of States of India
 - Price Indices
 - Agricultural Statistics
 - Wage Rates in Rural India
 - Annual Survey of Industries
 - Industrial Production Series
 - Power Sector Statistics
 - External Sector Statistics
 - Monetary Statistics
 - Financial Markets
 - Banking Statistics
 - Insurance Statistics
 - Finances of the Government of India
 - Finances of State Governments
 - Combined Government Finances
 - Health Statistics
 - Educational Statistics
- **Ace Equity:** ACE Equity Database is an extensive database of financial as well as non-financial information of listed Indian companies. It also contains price related data. It is updated regularly.
- **Ace Mutual Funds:** ACE Mutual Funds Database is mainly used by distributors and for research. This database has the feasibility to generate reports. It covers all schemes of AMCs and they are properly classified as well as categorized. Basic Details and essential information of all schemes is properly culled from the offer documents and is properly altered whenever there is a change made by the Fund house. All portfolio details whether Company, Asset, Industry, Rating and Maturity Profile, coverage of NAV and dividend details, etc. are fully updated regularly.
- **Prowess IQ:** Prowess IQ is an interactive querying system to find companies from the Prowess database. The Prowess database consists of the financial performance of Indian companies. The database contains information on all listed companies and a larger set of unlisted companies.

- **Springer e-books collection:** Institute of Management Library has purchased e-Books (Business and Economics e-Books Package) of Springer e Books Collection. One can access the e- books of Springer (617 E-Books - 2005, 2006 and 2007) from anywhere in the campus.
- **JSTOR Academic e-book:** Institute of Management Library has purchased e-Books of JSTOR e-Books Collection. Mainly subject covered: Science and Technology, Architecture and Art, Law, Criminology Etc., Business Management, LIS, Sociology, Multi Discipline.

Guidelines for Library Use

- Silence should be maintained in the library premises.
- Students can borrow a maximum of 10 books for PG and 5 books for UG for the duration of 14 days.
- Students are entitled to renew books (max. twice) depending upon the demand of particular books.
- An overdue charge of Rs. 2/- per day will be charged on late return of books.
- Books will be issued on producing the Identity card.
- The students should make an entry in the computer kept at the entrance.
- Books should be checked for missing pages or damage before issue. The students will be held responsible for any damage/missing pages found and the penalty would be at the discretion of the librarian.
- Library resources like reference books, periodicals, bound volumes, annual reports, CDs, audio/video cassettes are to be referred within the library premises.
- Issued books/Personal Books, files, notes and other personal belongings are not allowed to be brought into in the library.
- Defaulting on the above rules will lead to termination of library membership.
- Mobile Phone is to be switched off within the library premises.

Library Hours

	Monday to Friday	1st, 3rd & 5th Saturday	2nd & 4th Saturday & Sunday
Opening - Closing Hours	8.45 am to 10.00 pm	8.45 am to 10.00 pm	9.00 am to 4.30 pm
Circulation Hours	8.45 am to 9.45 pm	8.45 am to 9.45 pm	9.15 am to 4.30 pm
Library Reading Room	8.45 am to 10.00 pm		

Access to the library resources on intranet: The digital library resources can be accessed from the campus wide network at <https://mancomlibrary.nirmauni.ac.in/>

Access to the library Resources outside Campus:

- Library web-opac can be accessed outside Nirma University to check the availability of library print resources at <http://librarysearch.nirmauni.ac.in>
- Library Databases can be accessed remotely at <http://elibrary.nirmauni.ac.in>

COMPUTING FACILITIES

Hardware: Servers and Desktops/Laptops

Presently the Institute of Management campus houses various high end servers like Moodle LMS Server, Data Server, Internet log/report server, Firewall/proxy server, LAN and Wi-Fi authentication servers, three Library databases/web servers and approximately more than 250+ computer systems/laptops clients (including Faculty Members, Officers, Staff members, IM Computer Lab) with other peripherals like DVD/CD readers/writers, digital scanners, fingerprint scanners, laser printers, multimedia, UPS, etc. All the computer systems are on the fiber Gigabit Campus Area Network. They are also connected to 1.5 Gbps [with plan of increase to 2.5 Gbps] fiber optic leased line for Internet connectivity. Hostel rooms have been provided LAN facility so as to enable the students to use Internet/Intranet round the clock. The University Campus has Wi-Fi facility scattered throughout all the buildings.

Software: System Software, Applications Softwares and Utilities

MS Windows 2019 Server, MS Windows 2012 Server, MS Windows 2003 Server, MS Windows XP, MS Windows Vista, MS Windows 7, MS Windows 8, MS Windows 10, MS Windows 11, MS Office 2021 LTSC Suite MS Office 2019 Suite, MS Office 2013 Suite, MS Office 2016 Suite, MS Office 2010 Suite, MS Visual Studio 6.0, SPSS 23.0 (Statistical Analysis and Decision Making), Tally 6.3(Accounting Package), Vivo 12 (Qualitative Data Analysis Package)

Nirma University Learning Management System: Cloud based Moodle

Learning Management System (LMS-Moodle) Cloud platform is used to effectively manage sign ups/registration, users, students, courses, online content, tutors, supervisors, calendars, hours, groups, access, notifications, communication/messages, certificates and reports.

Nirma University Gigabit Campus Area Network

Campus LAN, Intranet/Internet Connectivity and Wireless Connectivity: A state-of-the-art gigabit network with 40 Gbps fiber backbone connects every corner of the Institute and Hostels. More than 1000 computer systems are connected under the network. Layer 3 and Layer 2 manageable switches are used for better management and security. Every student and faculty member has a networked personal computer or laptop at his/her disposal. High-speed servers (Moodle LMS Server, Data Server, Email Services, 1 Firewall Server, 1 WI-FI Authentication Server, 2 Library Servers) running on a variety of platforms to suit all kinds of requirements, support the entire network. A 1.5 Gbps dedicated optic fiber Internet leased line connected to high end Firewall providing security and internet access. Main Computer Lab: Computing facilities for the students include a well-equipped lab. The Main Computer Lab, is available to all students and faculty members and provides access to various Analytical Processing tools like SPSS, application packages like MS Office, various operating systems, electronic mail, and the Internet/Intranet. The lab is equipped with over 70+ Windows-based computers and High speed Laser printers.

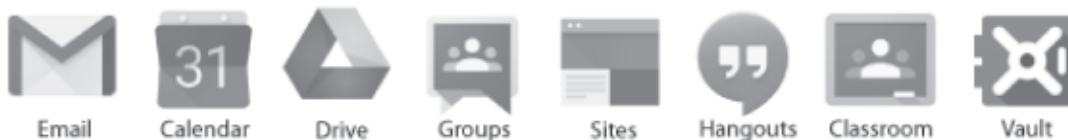
Internet/Intranet Facilities

All the computers/laptops (Computer Lab, three Hostel buildings, Canteen, Mess, Faculty Members, Administrative officers, staff members, Library etc.) are connected to Internet Proxy/Firewall Server. The Proxy/Firewall/UTM Server is connected to 1.5 Gbps dedicated optic fiber Internet leased line. Internet surfing, E-Mail Service is available round the clock at hostel.

Nirma University Wi-Fi Facility

A secure wireless service is available across our all campus buildings, classrooms, laboratories and cafeteria. University Campus is having 1.5 Gbps dedicated optic fiber Internet leased line facility. The University has a 24X7 Wi-Fi facility in the campus buildings available to the faculty members and students laptops. This facility is available on every student personal laptop and is provided free of charge. The students can avail a free Wi-Fi on their laptops and Wi-Fi uses a secured web browser based authentication. More than 250+ high performance WiFi AP's are deployed to provide internet/WiFi even at the outdoors and open spaces.

Nirma University E-Mail and Collaborations Services



Google Core Apps

"Gmail" is a web-based e-mail service that allows an organization to run its email system using Google's systems.

"Google Calendar" is a web-based service for managing personal, corporate/organizational, and team calendars. It provides an interface for users to view their calendars, schedule meetings with other users, see availability information, and schedule rooms and resources.

"Google Contacts" is a web-based service that allows users to import, store, and view contact information, and create personal groups of contacts that can be used to email many people at once.

"Google Docs", "GoogleSheets", "GoogleSlides", "Google Forms" are web-based services that enable users to create, edit, share, collaborate, draw, export, and embed content on documents, spreadsheets, presentations, and forms.

"Google Drive and Shared Drives" provides web-based tools enabling users to store, transfer, and share files, and view videos.

"Google Groups" is a web-based service that allows users and website owners to create and manage collaborative groups and mailing lists.

"Google Sites" allows an users to create websites to publish internally within a company or publish externally.

"Google Tasks" is a web-based service that enables users to create, edit and manage their tasks.

"Classroom" is a web-based service that allows users to create and participate in classroom groups. Using Classroom, students can view assignments, submit homework, and receive grades from teachers.

"Google+" is a web-based service that allows users to share links, videos, pictures, collections, and other content with others within the same G Suite domain, and to view and interact with content shared with them by others within that same domain.

"Google Meet" Google Meet is a video conferencing app. It is the business-oriented version of Google's Hangouts platform and is suitable for businesses of all sizes. The solution enables users to make video calls with up to 100 users per high-definition video meeting. The app allows users to join pre-scheduled meetings from calendar events, choose a link, enter meeting code and even dial in from their phones if the invitation includes a phone number. Google Meet integrates with G Suite versions of Google Calendar and Gmail and shows the complete list of participants and scheduled meetings. It shows a "join" button for users to connect to the meeting and provides options to mute and turn off the video during the meeting.

General Rules:

- Misuse of Internet/E-Mail/Wireless Access service will invite strict disciplinary action.
- Use of the Internet/Wireless Access/Computing facilities/Printing services must comply with the law of Institute/University, Government and all other concern regulatory authorities.
- Use of the Internet/Wireless Access/Computing facilities/Printing must not interfere with any other user's usage. Detection of any such incident will lead to disciplinary action.
- User is not entitled to use computing facilities/services those he/she has not been authorized to use.
- User must not access any program or data which he/she has not been specifically authorized for the use.
- User must not use or copy any data or program belonging to other users without their explicit and specific permission.
- User must not use Institute/University Internet/Wireless Access/Computing facilities/Printing services to harass, defame, libel, slander, intimidate, impersonate or otherwise abuse another person. In such cases legal action will be taken against user(s).
- User must not use Institute/University Internet/Wireless Access/Computing facilities/Printing services for the creation, collection, storage, downloading or displaying of any offensive, obscene, indecent or menacing images, data or material capable of being resolved into such. (There may be certain legitimate exceptions for academic purposes which would require the fullest disclosure and special authorizations)
- Users must not use the Institute/University Internet/Wireless Access/Computing facilities/Printing services to conduct any form of commercial activity without explicit permission. Use of "computing services" for commercial work may be governed by software licenses constraints and users should verify that the intended use is permissible under the terms of those licenses with their local IT Support Staff.
- Users must not use the Institute/University Internet/Wireless Access/Computing facilities/Printing services to disseminate mass (unsolicited) mailings.
- Users must not install, use or distribute software on his/her laptop for which he/she has not had a licenses or permission.
- In general, use of Institute/University "Internet/Wireless Access/Computing facilities/Printing services" is available to users for study, research, academic work and administrative purpose of the Institute.

- Any kind of Peer-to-peer (P2P) file sharing programs, illegal software, pirated apps, circumventing bandwidth Softwares, bypassing network/firewall filter softwares, as well as violating copyright and licensing rules, use up an excessive amount of bandwidth that consequently hinders the use of network resources for purposes of priority. For this reason, it is strictly forbidden to use the "peer-to-peer" file sharing programs and above mentioned any illegal software - even if they are used inside the campus network. Such usage includes, but is not limited to, the following programs:

KaZaA, iMesh, eDonkey2000, Gnutella, Napster, Aimster, Madster, FastTrack, Audiogalaxy, MFTP, eMule, Overnet, NeoModus, Direct Connect, Acquisition, BearShare, Gnucleus, GTK-Gnutella, LimeWire, Mactella, Morpheus, Phex, Qtella, Shareaza, XoLoX, OpenNap, WinMX, DC++, BitTorrent etc..

- If the use of the computing and networking facilities is proven to be incompatible with the educational and scholarly missions of the Institute/University and law of Government, and if the user has been proven to behave irresponsibly, inappropriately and illegally in a manner displaying disruptive and inappropriate conduct that endanger the efficiency, integrity, safety and continuity of networking services; and if the user breaches the rules and regulations set forth in this document, one or more of the following disciplinary actions may be taken as a reasonable response to eliminate threatening and abusive behaviour;
- The user may be warned verbally or with a written notification.
- Local and/or off-campus network access privileges may be restricted, for a specified term or indefinitely.
- Local and/or off-campus network access privileges may be suspended, modified or withheld for a specified term or indefinitely.
- The user codes and user accounts on the central server systems may be terminated for a specified term or indefinitely.
- Disciplinary mechanism of Institute/University such as investigation or prosecution may be initiated by the academic or administrative disciplinary proceedings/committee.

Judicial proceedings may be started,

Any suitable disciplinary action as decided by the authority.

-Depending on the severity misconduct, the magnitude of the resulting damage (on the resources and persons/organizations), recurrence of the misconduct

For the usage of Computer Lab of Institute of Management

- Students should make an entry in the log register.
- Students should not change properties/configuration of the client machines.
- Students should keep silence and observe discipline while working.
- Students should not leave rough papers on desks.
- Students should not eat or drink in the computer Centre.
- Students should switch off lights, fans, computer systems etc. before leaving the lab

Nirma University IT Policy has to be followed and will be applied to all students of Institute of Management. Please refer to the following link:

https://nirmawebsite.s3.ap-south-1.amazonaws.com/wp-content/uploads/2019/01/wifirr_12112014_122414PM.pdf

SECTION VI: STUDENTS' CLUBS & COMMITTEES

The Institute believes in developing the students as owner-managers right at the campus while they are still students. The students are considered active partners in managing the Institute in its activities viz. conferences, training programs, guest lectures, seminars, and cultural programs. It is ensured that they play an active role rather than remain passive recipients. The students are thus provided an opportunity to demonstrate their management skills developed during their two years of learning MBA program, by initiating and organizing different co-curricular and extracurricular activities with the basic support from the Institute. This culture inculcates the spirit of independence and leadership in the students. The students get involved in these activities not merely for the learning value but also for the pleasure that comes with the experience of a job well done. The students recognize their talents and skills in the process and get inspiration to develop themselves further.

Here is a mention of action groups actively involved in the institute's activities are:

- **Student Advisory Committee (SAC):** This committee is concerned with the overall interests of the students and the Institute, and provides a direct link between students and the administration.
- **Kaizen Committee:** As the name indicates, this committee identifies innovation for the betterment of the Institute and smoothening the functional procedures.
- **Hostel Committee:** The hostel committee, comprising of about ten students, is concerned with helping the warden in the smooth functioning of the hostel. The members are responsible for bringing any problems faced by the inmates of the hostel to the concerned authorities.
- **Mess Committee:** The mess committee, consisting of about five students, is responsible for the smooth running of the mess. They coordinate with the mess contractor in deciding the menu, monitoring the quality of the food and hygiene of the mess and its surroundings.
- **Cultural Committee:** This committee organizes all the social and cultural activities of the Institute.
- **Sports Committee:** This committee organizes all the sports events on the campus -the major one being the "Nirma Championship League", a seven days sports tournament.
- **Co-curricular Committee:** This committee organizes activities like conclaves, Institute Lecture Series, etc.
- **Students Welfare Committee:** The Committee regulates and coordinates various activities related to the students.

CO-CURRICULAR ACTIVITIES

The students are encouraged to plan and organize various co-curricular activities on their own with basic support from the Institute. Such an atmosphere inculcates the spirit of leadership and an understanding of several aspects of management. They undertake such activities not merely for learning but also for the pleasure that comes with the experience of a job well accomplished. The students recognize their talents and skills in the process and get inspired to develop themselves further. The students are also nominated to participate in the co-curricular activities organized by other leading business schools. The major activities organized by the students every year on the campus are

International Conferences (NICOM)

Intending to provide an opportunity for the faculties and students to interact with eminent scholars from India and abroad, the Institute has been organizing at least one International Conference every year since its inception. The next International Conference, NICOM-2023 is scheduled on the theme “Technology, Agility, and Transformation: Neo-Business Paradigms and Practices” from January 5-7, 2023.

Conclaves

The Institute nurtures the culture of learning beyond the classroom with the help of various activities and platforms. It facilitates bringing industry to the classroom through a series of Conclaves wherein experts from different fields share their experiences with the students. This helps the students stay up-to-date with the new & emerging industry practices. The conclaves are also meant to be a platform for idea generation and stimulation of novel management thoughts. The institute organizes the Management conclave 'Utkrishta', Family Business & Entrepreneurship Conclave, and Alumni Conclave. The management conclave emphasizes the functional domain in the area of Finance, Marketing, HR, and Operations. The eminent speakers from the corporates are invited to deliver a talk about practices in the corporate environment.

Institute Public Lecture and CEO Lecture Series

Industry exposure of the students is also facilitated through a series of guest lectures from the industry experts throughout the year. The Institute organizes Institute Lecture Series wherein eminent persons are invited to speak on the topics of contemporary interests. The Institute also organizes the Institute's CEO Lecture series.

Institute Seminar Series

The Institute regularly organizes at least, two lectures a month under its Seminar Series. These lectures are held on various management themes delivered by academia, industry experts, sr. alumni and prominent Government officials.

Co-curricular Students' Activities

The Institute also strongly believes in the experiential learning of its students. The students are exposed to hands-on training through the platforms of various functional area clubs. These students managed clubs meet weekly and organize workshops, training programs, interactive games, competitions, guest lectures, Perspective- Students' Academic Conference, Industry Visits, Club Activities, etc. throughout the year to fulfill the insatiable need of the budding managers.

EXTRA-CURRICULAR ACTIVITIES

Extra-Curricular Clubs and Committees aim at providing rejuvenating experience to the students on the campus. The extra-curricular activities also provide a platform for the students for implementing and testing various management lessons that they learn in the class. These activities also offer opportunities to the students for keeping their hobbies alive. The Institute actively supports sports activities such as Cricket, Volleyball, Badminton, Basketball, and Athletics over its sprawling playgrounds. Apart from this, the students are also encouraged to avail the facilities of a fully-featured Gymnasium.

Process for Participating in Extra-Curricular and Extra Co-curricular Activities:

- Prior sanction from the Student Activity Chairperson has to be obtained before applying for participation at any event outside the campus in the prescribed format available in the programme office.
- Students require to submit the leave form for the same.
- Students can participate in a maximum of "4" events outside the campus, this is to facilitate participation from a greater number of students.
- The institute has a right to deny permission to a student to participate in an event outside the campus on grounds of a high level of absenteeism; poor academic performance; disciplinary probation etc.
- In case a large number of students apply for participation in an event, a selection procedure will be set up by the Students Activity Committee.

Attendance in Extra-Curricular Activities

Participation in Co-Curricular & Extra Curricular Activities like seminars, conclaves, conferences, lecture series, etc. helps not only in enhancing the knowledge of students related to contemporary developments but also enables the holistic development of students' personalities. We sincerely solicit the active presence of students in all such activities for the overall well-being of students including placements. These activities also result in augmenting the institute's brand.

The students need to attend a minimum of 80% of the above activities each year (i.e. in 1st year & 2nd year) failing which they will be withheld from the final placement irrespective of the reasons for absence.

SOCIAL ACTIVITIES

Nirmaan - A Social Initiative: Nirmaan is a noble initiative that was undertaken by a group of students, and was founded in October 2009. It has been established to provide education to the underprivileged children of the laborers working in and around the campus. In a short span, it has been successful in making these children a part of the life of the students of IMNU. Nirmaan L is working with other major organizations like IIM-A (Prayaas), MICA, and NGOs like Manav Sadhna through events like Sanidhya.

Committees

The students' body organizes a wide range of extra-curricular activities that not only make the campus life vibrant but also act as a window to reach out to management students across the country.

Student Advisory Committee: The Student Advisory Committee (SAC) acts as a bridge between the students and the administration. The SAC is the only committee whose members are elected by the students themselves and, in a way, are the representatives of the batch. The objective of the SAC is to make sure that the management and the students understand each other's needs and work together as a team for the betterment and growth of the Institute.

Student Welfare Committee: The Students' Welfare Committee is the head of all student extra-curricular and co-curricular activities on the campus. It acts as an interface between the institute's administration and the students to sort out matters concerning student welfare.

Kaizen Committee: The Kaizen committee works for continuous improvement of the brand IMNU. Major work areas of this committee include alumni relationship building, facilitation in admissions, and internal process improvements. The major tasks undertaken by the Kaizen Committee include publishing the monthly Alumni Newsletter, Mentorship Program for the upcoming batches, organizing Alumni Gettogethers, IMNU Merchandise, Hall-of-Fame, and organizing seminar series by industrial experts.

Media and Corporate Communication Committee: The Media Committee acts as a representative of IMNU to the outside world to help to improve the visibility of the IMNU brand. The Media Committee covers all the happenings, events, and seminars that take place inside the IMNU campus and portrays them through various media including the press, the IMNU blog, and the official accounts of IMNU on Facebook and Twitter. The Media Committee plays a pivotal role in the branding of planet IMNU.

SUDENTS' CLUBS (at IMNU)

The following clubs are currently functioning at the Institute:

News Junction: Members of this club compile important daily news related to various spheres like business, politics; sports, etc., and send it to all the students and faculty/staff members in the form of an email. The news is selected from various portals. Besides, the students are encouraged to send a brief write-up (original ideas) on some contemporary topic by organizing an "Opinion of the Month" contest periodically,

Clique (IT Club): Clique aims to spread the excitement about the converging world of information technology, communications, and media industries. It also aims to create career opportunities and help educate the IMNU community about the new digital economy.

Finesse (Finance Club): The objective of the Club is two folds- (1) to inform club members about all aspects of modern-day finance; and (2) to provide them with information about the world's premier financial institutions. The Finance Club provides students the insights on all aspects of international capital markets including venture capital, merchant banking, investment banking, sales and trading, portfolio management, corporate treasury, accounting, and commercial banking.

Imprints (HRM Club): The purpose of the club is (1) to bring together students interested in the field of Human Resource Management, (2) to help them develop interpersonal skills needed in the corporate, and, (3) to encourage them to meet professionals who work in the field of Human Resource Management. This club is designed to help students learn more about Human resources and what Human Resource Professionals do.

Niche (Marketing Club): The Marketing Club aims to provide opportunities for the members to develop marketing skills undertake marketing exercises and meet marketing professionals. The club provides a platform for the members to interact and share knowledge and experience in the field of marketing.

Optimus Club - The Operations and Supply Chain Club

The club endeavors to facilitate sharing of knowledge in fields related to Operations and Supply Chain Management through Guest Lectures, Live Projects, Quizzes, Case Studies, and Simulation games.

Swayam (Family Business and Entrepreneurship Club): The club aims to provide opportunities to the members and interested students to develop entrepreneurial skills and help polish their abilities to prepare them to face the challenges of the business world. It also helps them to set up a business by providing all possible information. The club also organizes business quizzes, business plan competitions, and seminars on current issues.

Chehre - The Dramatics Club: Chehre is the theatre and dramatics club of the Institute where students get an opportunity to showcase their creativity and talent. Chehre organizes workshops on movie making where participants are taught the basics of the trade.

Fiesta (Music Club): Fiesta is the youngest club at IMNU. Club Fiesta was initiated to address a bunch of needs of the students, namely, relaxation, fun, learning, and creativity. It is the Dance and Music Club of IMNU. The club organizes Workshops (Latin, Hip-hop, Freestyle, Guitar, Keyboard, etc.), and Lectures by prominent exponents of music and dance.

Sumantra (The Book Club): Sumantra promotes extra-curricular reading by conducting reviews of management books, fiction as well as other non-fiction books. Authors of popular Management books are also invited to talk about their books. The club regularly conducts a meeting that consists of students volunteering to give book reviews, author introductions, games, and quizzes. The club also brings out a newsletter that contains book reviews, poems, articles, essays, and other fun reading material that is relevant to literature. Club Sumantra organizes two major events every year - A Drop of Ink [English Poem Recitation] and Shabdanjali [Hindi Poem Recitation]. Sumantra also organized a book review session at the Nirma International Conference on Management in January 2009.

Xquizit (The Quiz Club): The Quizzing club of IMNU is conceptualized as a platform to sharpen the business knowledge and quizzing acumen of IMNU students. The club, in its year of conception, organized quizzes on the following themes: Mixed bag, Sports, Logos & Punch Lines, New Year bonanza, and also Movies, Business, Marketing, etc.

PRATIKRITI – (Photography Club): The Pratikriti club of IMNU is conceptualized to promote photography and appreciate the creative work of photographers at IMNU’ and also to provide the students a stage to showcase their work.

Expressions (The Fun Club): Expressions Club provides a platform for the students for expressing themselves creatively. The Club organizes events intending to forge enduring bonds between seniors and juniors. Expressions Club organizes ‘Showdown- War of the Sections’ which is an icebreaking event for the first-year students. ‘Roomies’ is an annual event organized by Expressions. At Perspective 2018, the Club organized ‘Bizzine’ – an event that attracted teams from B-Schools across India. It also has a page– “Memories are precious” for the outgoing batch to treasure lasting memories of times spent at IMNU through open testimonials.

Kaarwan (The Public Speaking Club): The Kaarwan club of IMNU organizes Public speaking events to help students overcome their stage fright and improve their command of the English language.

Reimbursement and Academic Exemption Policy

The Institute believes in developing the students as owner - managers’ right at the campus while

they are still students. The students are considered as active partners in managing the Institute in its activities viz. conferences, training programmes, guest lectures, seminars, cultural programmes. The students are thus provided an opportunity to demonstrate their management skills developed during their learning years at the institute. This culture inculcates the spirit of independence and leadership in the students. The students get involved in these activities not merely for the learning value but also for the pleasure that comes with the experience of a job well done. Participation in Co-Curricular & Extra Curricular Activities like seminar, conclave, conference, lecture series etc. helps not only in enhancing knowledge of students related to contemporary developments but also enables holistic development of student's personality.

Students of Institute of Management, Nirma University will be eligible for reimbursement of expenses incurred for participation in any external co-curricular activities subject to conditions. The detail Reimbursement and Academic Exemption Policy is mentioned in website and available at admin office.

ALUMNI ASSOCIATION

All the students graduating from Nirma University are automatically eligible for membership in the Alumni Association of Nirma University. It is advised that all the students graduating from the Institute become a member of the Alumni Association.

Alumni Association provides opportunities for alumni to stay connected with their alma mater. In fulfilling its commitment to strengthening relations with alumni, the Institute organizes several activities every year such as Alumni meetings in different cities, Conclaves and Lectures, an e-bulletin named Sapience, and Alma Connect web-portal (<http://imnu.almaconnect.com.>), etc.

* Students are considered alumni-only after the award of their degrees.

Students' Activities (Co-Curricular) Committee
sac.im@nirmauni.ac.in
Prof. Parag Rijwani, Overall Coordinator

Club	Email ID	Faculty Advisor 2022-23
1. 'Sumantra' –The Book Club	sumantra.im@nirmauni.ac.in	Prof. Khyati Desai
2. 'Niche' – Marketing Club	niche.im@nirmauni.ac.in	Prof. Mayank Bhatia / Prof. Sandip Trada
3. 'Imprints' – HR Club	imprintz.im@nirmauni.ac.in	Prof. Ruchika Sharma
4. 'Finesse' – Finance Club	finesse.im@nirmauni.ac.in	Prof. Nirmal Soni / Prof. Aditya Sharma
5. 'Clique' – IT Club	clique.im@nirmauni.ac.in	Prof. Balakrishnan Unny
6. 'Optimus' – Operations Club	optimus.im@nirmauni.ac.in	Prof. Praneti Shah
7. 'Swayam' – Entrepreneurship Club	swayam.im@nirmauni.ac.in	Prof. Punit Saurabh/ Prof. Ansita Aggarwal
8. Kaizen	kaizen.im@nirmauni.ac.in	Prof. Parag Rijwani Prof. Balakrishnan Unny Dr. Indranil Banerji Mr. Neeraj Arora

Students' Activities (Extra-Curricular) Committee
Prof. Bhavesh Patel/ Prof. Himanshu Chauhan-Overall Coordinators

Committee/ Club	Email ID	Faculty Advisor 2022-23
1. Student welfare committee	studentwelfare.im@nirmauni.ac.in	Prof. Bhavesh Patel and Prof. Himanshu Chauhan
2. Cultural Committee	cultcomm.im@nirmauni.ac.in	Prof. Bhavesh Patel / Prof. Himanshu Chauhan
3. Sports Committee	sportzzzcomm.im@nirmauni.ac.in	Prof. Harsh Pratap Singh
4. Music [Fiesta Club]	clubfiesta.im@nirmauni.ac.in	Prof. Punit Saurabh
5. Chehre - The Dramatics Club	chehre.im@nirmauni.ac.in	Prof. Praneti Shah
6. News Junction	newsjunction.im@nirmauni.ac.in	Prof. Ruchika Sharma

7. PRATIKRITI- Photography Club	pratikriti.im@nirmauni.ac.in	Prof. Punit Saurabh
8. Social Activities	studentwelfare.im@nirmauni.ac.i	Prof. Tripura Joshi
9. Xquizit -The Quiz Club	xquizit.im@nirmauni.ac.in	Prof. Aditya Sharma
10. Expressions- The Fun Club	expressions.im@nirmauni.ac.in	Prof. Meeta Munshi
11. Kaarwan The Public Speaking Club	karwaan.im@nirmauni.ac.in	Prof. Shahir Bhatt
12. Website, Media & Corporate communication Committee	mediacomm.im@nirmauni.ac.i	Prof. Tejas Shah
13. Placecomm – Placement Committee	placecomm.im@nirmauni.ac.in	Prof. Sapna Parashar
14. Hostel Committee	hostelcomm.im@nirmauni.ac.in	Prof. Nikunj Patel
15. Mess Committee	messcomm.im@nirmauni.ac.in	Prof. Nikunj Patel
16. Sparsh -The management Newsletter Committee	sparsh.im@nirmauni.ac.in	Prof. Ruchika Sharma
17. ERT Capital	ertcapital.im@nirmauni.ac.in	
18. Nirman	nirmaan.im@nirmauni.ac.in	Prof. Ansita Aggarwal

SECTION VII: INSTITUTE COMMITTEES

ANTI RAGGING COMMITTEES

Monitoring Cell of Anti Ragging Measures

At the University Level, there is a Monitoring Cell of Anti-Ragging Measures, which is chaired by the Director General of the University. The cell consists of all the Head of Institutions, Chief Operating Officer and Executive Registrar of the University as members and the Chief Warden [Hostels] as Member Secretary. This body coordinates with the constituent Institutions of the University in implementing the Anti-Ragging measures and achieving its objectives.

Institution Level Committees

There are three committees constituted at the Institutions under the University. These three committees are; Anti-Ragging Committee (Institute Level Statutory Committee), Anti Ragging Squad and Mentoring Cell (Ragging)

1. Anti-Ragging Committee (Institute Level Statutory Committee)

This is an Institute Level Statutory Committee with Director of the Institute as Chairperson, two Senior Faculty Members, Chief Warden [Hostels], representatives of civil and police administration, local media, non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students and non-teaching staff as members.

This committee ensures compliance with the provisions of Regulations of Anti-Ragging.,

2. Anti-Ragging Squad

The Squad consists of one senior faculty member as Co-coordinator and the Chief Warden [Hostels] as Co-coordinator. The committee consists of warden, teaching and non-teaching staff and students' representatives as its members. The squad makes surprise visits at hostels and spots vulnerable to incidences of ragging on the campus.

3. Mentoring Cell (Ragging)

The cell is headed by a Senior Faculty member and consists of teaching staff as well as Students' representatives. The Mentoring Cell promotes the objective of Anti-Ragging among the students.

Help Line No(s).

National Anti-Ragging Helpline : 1800-180-5522 [24x7 toll free]

Institutional Level Helpline:

1.	Prof. Nikunj Patel	Chief Warden	9825674507
2.	Prof. Nina Muncherji	Co-coordinator	9825070085
3.	Prof. Parag Rijwani	Co-coordinator	9898002772
4.	Prof. Amola Bhatt	Co-coordinator	9825191485
5.	Prof. Hardik Shah	Co-coordinator	9278533499
6.	Prof. Balakrishnan Unny	Co-coordinator	8758868169
7.	Prof. Tejas Shah	Co-coordinator	9879426499
8.	Mr. Bharatbhai Joshi	Warden	9099025979
9.	Mrs. Rita Barot	Warden	9099025969
10.	Mr. Sanjay Purohit	Warden	9825303474

Anti-Ragging Committee (Institute Level Statutory Committee)

1	Prof. Subir Verma	Chairman
2	Prof. Nikunj Patel	Coordinator
3	Prof. Hrudanand Misra	Co-coordinator
4	Prof. Hardik Shah	Co-coordinator
5	Prof. Nina Muncharji	Co-coordinator
6	Prof. Parag Rijwani	Co-coordinator
7	Prof. Amola Bhatt	Co-coordinator
8	Prof. Balakrishnan Unny	Co-coordinator
9	Prof. Tejas Shah	Co-coordinator
11	Assistant Registrar (IMNU)	Member
12	Mr. N. R. Vaghela, Police Inspector, Sola Police Station	Member (Rep. of Police)
13	Mr. Nilesh Dholakia (Journalist), Indian Express	Member (Rep. of Media)
14	Ms. Madhvi Mehta (Pratham)	Member (Rep. of NGO)
15	Mr. Gopalkrishna	Member [SO, NU]
16	Mr. N S Jhala	Member [SO, NU]
17	Rep. of Students (To be decided)	Member
18	Rep. of Parents (To be decided)	Member

Anti-Ragging Mentoring Cell

1	Prof. Nikunj Patel	Co-ordinator
2	Prof. Bhavesh Patel	Co-coordinator
3	Prof. Himanshu Chauhan	Co-coordinator
4	Prof. Hrudanand Misra	Member
5	Prof. Hardik Shah	Co-coordinator
6	Prof. Balakrishnan Unny	Co-coordinator
7	Prof. Nina Muncharji	Co-coordinator
8.	Prof. Parag Rijwani	Co-coordinator
9.	Prof. Amola Bhatt	Co-cordinator
10	Mr. Indranil Banerjee	Member
11	Senior Student Representatives	Member

Anti-Ragging Squad

1.	Prof. Nikunj Patel	Coordinator
2.	Assistant Registrar	Member
4	All Faculty & Staff Members	Members
5	Hostel Wardens	Members
6	Students' Representatives	Members

PREVENTION / PROHIBITION OF DRUG MENACE

In pursuance of the law of the land against the use & possession of Narcotics-Drugs, Nirma University has taken various measures to prevent the use of drugs/alcohol by the students on campus. These measures include:

- (1) Formation of Anti-Drug Squad at the Institute level as well as University level as is done in case of Ragging.
- (2) Formation of Anti-Drug Squads of the students' volunteers at Hostels and the Institute.
- (3) Carrying out regular as well as surprise visits in Hostels and other places.
- (4) Organizing various awareness programmes to educate the students about the ill effects of the use of drugs as well as the penalties for violation of the laws.
- (5) Displaying of Anti-Drugs posters at prominent places for awareness of the students.
- (6) Organizing a session in Induction Programme against the use and possession of drugs/alcohol.
- (7) Obtaining undertaking from the students against the use and possession of drugs/alcohol.

MECHANISM FOR REDRESSAL OF STUDENTS' GRIEVANCES

STUDENT GRIEVANCE REDRESSAL COMMITTEES (SGRC):

Institutional Student Grievance Redressal Committee (ISGRC)

In pursuance of UGC (Redressal of Grievances of Students) Regulation, 2019 the Institutional Student Grievance Redressal Committee (ISGRC) is as per following.

No.	Name of Member	Position
1.	Prof. Subir Verma	Chairperson
2.	Shri Ashish Desai	Member
3.	Prof. Rajesh Jain	Member
4.	Prof. Samik Shome	Member
5.	To be decided later	Student representative

The student will submit the application of Grievance or appeal to the Institute level committee or University level committee, as the case may be, through the Head of Department and Head of Institute concerned.

EQUAL OPPORTUNITY CELL (EOC) COMMITTEE AT INSTITUTE

The Cell is set up with an aim to ensure equality and equal opportunities to the disadvantaged group through proper implementation of policies, skills and programmes. The Cell will work under the guidance of University level Advisory Committee and follow the framework and guidelines prepared by the Advisory Committee.

Equal Opportunity Cell		
1	Director	Chairperson
2	Prof. Ashwini Awasthi	Member
3	Prof. Parag Rijwani	Member
4	Prof. Meeta Munshi	Member
5	Prof. Himanshu Chauhan	Coordinator, Students' Activity
6	Prof. Bhavesh Patel	Coordinator, Students' Activity
7	Prof. Mahesh K.C.	Faculty Advisor
8	Assistant Registrar	Member Secretary

SECTION IX: IMPORTANT CONTACT DETAILS

No	Place	Building	Contact Person	Contact Details	
				Email ID	Ext.
1.	Director	M Block	Prof. Subir Verma	director.im@nirmauni.ac.in	602
2.	Additional Director	E Block	Prof. Hrudanand Misra	addldirector.ugsim@nirmauni.ac.in	9852
3.	Assistant Registrar	M Block	Mr. Digant Mandavia	ar.im@nirmauni.ac.in	606
4.	PROGRAMME CHAIRPERSONS				
	MBA, 2022-24 Batch	M Block	Prof. Parag Rijwani	chair.mba@nirmauni.ac.in	638
	MBA, 2021-23 Batch	M Block	Prof. Balakrishnan Unny	chair.mba@nirmauni.ac.in	621
	MBA (FB&E)	M Block	Prof. Tejas Shah	chair.mbafbe@nirmauni.ac.in	619
	MBA (HRM)	M Block	Prof. Hardik Shah	chair.mbahrm@nirmauni.ac.in	660
	MBA Phase of Integrated BBA-MBA	M Block	Prof. Nina Muncherji	chair.imba@nirmauni.ac.in	635
	Ph.D	IMNU	Prof. Samik Shome	samik@nirmauni.ac.in	696
	EDP & MDP	IMNU	Prof. Sapna Parasar	Mdp.im@nirmauni.ac.in	645
5.	AREA CHAIRPERSONS				
	Econometrics & Finance	M Block	Prof. M. Mallikarjun	chair.ef@nirmauni.ac.in	632
	Human Resource Management	E Block	Prof. Poonam Chhaniwal	chair.hr@nirmauni.ac.in	9853
	Information Management	M Block	Prof. Nityesh Bhatt	chair.im@nirmauni.ac.in	634
	Marketing	M Block	Prof. Pradip Kautish	chair.mkt@nirmauni.ac.in	623
	OB and Communication, General Management	M Block	Prof. Nina Muncherji	chair.ob@nirmauni.ac.in	635
	Strategy and Entrepreneurship, International Business	M Block	Prof. Shahir Bhatt	chair.sme@nirmauni.ac.in	654
	OM & QT	M. Block	Prof. Chetan Jheveri	chair.omqt@nirmauni.ac.in	648
6.	PROGRAMME OFFICE				
	MBA Programme office	M Block	Mr. Mihir Pandit	mba.im@nirmaui.ac.in	605
	MBA(FB&E)	M Block	Mr. Vishal Sutharia	mbafbe.im@nirmauni.ac.in	608
	MBA(HRM)	M Block	Ms. Arpita katuwa	mbahrm.im@nirmauni.ac.in	605
	MBA Phase of Integrated BBA-MBA	M Block	Ms. Arpita katuwa	imba.im@nirmauni.ac.in	605
7.	Librarian	M Block	Ms. Monita Shastri	lib.im@nirmauni.ac.in	661
8.	Campus Recruitment Cell (CRC)	M Block	Mr. Indranil Benarjee	placement.im@nirmauni.ac.in	631
9.	IMNU Account section	Admin Office	Mr. Mahesh Solanki	Mahesh@nirmauni.ac.in	613

1.	Account Section	M Block	Palak Shah	accounts@nirmauni.ac.in	673
2.	Academic Section	M Block	Dr. Ravindra Sen	dy_registrar.nu@nirmauni.ac.in	680
3.	Health Center	Health Center	Dr. Rajesh B. Patel	healthcentre.nu@nirmauni.ac.in	9222
4.	Counsellor	M Block	Dr. Sapna Bhatt	sapna.bhatt@nirmauni.ac.in	-
5.	Transport section	Transport office	Mr. Shaileshbhai Patel	transport@nirmauni.ac.in	152
6.	Alumni Association	M Block	Mr. Indranil Benarjee	alumni.im@nirmauni.ac.in	631
7.	IMNU Admission Office	Admin office	Mr. Maqsd Shaikh	Admissions.im@nirmauni.ac.in	604
8.	Equal Opportunity Cell	M Block	Prof. Mahesh K. C.	maheshkc@nirmauni.ac.in	640
9.	Student Welfare	ID Block	Dr. Bhavesh Parekh	studentwelfare.im@nirmauni.ac.in	557
10.	Bank	K Block	Branch Manager	Kalupurbank@nirmauni.ac.in	152
11.	Anti-Ragging Committee	M Block	Dr. Nikunj Patel	nikunj@nirmauni.ac.in	628
12.	Anti-Drug Committee	M Block	Dr. Nikunj Patel	nikunj@nirmauni.ac.in	628
22.	Hostel Chief Warden	M Block	Dr. Nikunj Patel	chief.warden@nirmauni.ac.in	628
23.	Hostel H1 Warden	H1 Hostel	Mr. Sanjay Purohit	sanjay.purohit@nirmauni.ac.in	9248
24.	Hostel H2 Warden	H2 Hostel	Ms. Rita Barot	rita.barot@nirmauni.ac.in	9250
25.	Hostel H3 Warden	H3 Hostel	Mr. Bharatkumar Joshi	bharat.joshi@nirmauni.ac.in	9249
26.	Hostel H4 Warden	H4 Hostel	Ms. Kamini K patel	kamini.kapatel@nirmauni.ac.in	9248

Nirma University, Institute of Management

APPLICATION FORM FOR THE ALUMNI MEMBERSHIP

1. Name _____

2. Contact Address _____

3. Telephone (Off) _____
(Res) _____
Mobile _____
4. Email Id : _____
5. Institution/Organization serving in _____

6. Alumni Association Membership Number: _____

Two latest
stamp size
photographs

I hereby certify the above person is a member of our alumni association

Signature with Date
(President /Secretary, Alumni Association)

I am aware of and undertake to abide by the rules for Alumni Membership. Enclosed is a Demand Draft / Cheque _____ dated _____ for Rs _____ drawn in favour of the Institute of _____.

Date

Place

Signature

For Official Use only

The Annual Membership is granted for the period from _____ to _____

Librarian

Nirma University, Institute of Management**UNDERTAKING**

I _____ S/O / D/O: _____

_____ am a regular student of the programme _____

(Roll No _____) admitted in the year _____, do hereby undertake the following;

1. That I hereby declare that on my own will & wish I participate in all the educational outdoor visit as part of the curriculum of various courses.
2. That I will be traveling and undertaking the Educational Tours at my own risk & responsibility and in case of any accident / mishap I will not hold the Institute/University responsible for the consequences.
3. That I would seek permission of my parent / guardian for going for the tours.
4. That while on tour I will fully cooperate with faculty incharge and abide by instruction given.
5. That I will strictly follow the guidance / rules / regulations whatever Institute/University has framed for the successful conduct of the tours.
6. That I will not include/involve myself in any misbehaviour act amounting to indiscipline while I am on the tours.

Signature of the Student

UNDERTAKING FROM PARENTS / GUARDIANS

I, _____ Father/Mother/Guardian
of Mr./Ms. _____ who is student of _____ Institute
of _____, Nirma University hereby declares the following in respect of my ward.

1. I permit my child / ward named above to go on the Educational Tours / Visit as per Academic requirements of the programme.
2. That my child / ward shall abide by the rules and regulations of Institute/University during the tour/visit.

Dated: _____

Counter Sign of the Parent/ Guardian
Mobile No. of Parent/Guardian _____

For Office Purpose only

Verified by Student Section _____

Dated: - _____

Signature _____

Nirma University, Institute of Management**FORM OF MEDICAL FITNESS CERTIFICATE****(To be produced at the time of reporting at the institute)**

I / Dr. _____ (Name & Designation) posted in
 _____ (Name of Hospital & Place) certify that I have
 carefully examined _____ (Name of Candidate) S/o. D/o.
 Shri _____ whose photograph attested by me
 is affixed-here with. As a result of his/her medical examination, I have diagnosed nothing that may
 prevent him/her pursuing under graduate/post graduate degree courses.

I have to further report that;

He/She has no disease or mental or bodily infirmity making him/her unfit or likely to make
 him/her unfit in the near future for visits / training / internships / projects etc. at industries, and
 active out door duty, as professional.

Mark of identification: _____

Hence the candidate is fit for admission to professional course.

Signature of Candidate

Signature of Medical Officer

Seal of Designation and Hospital

Dated:

Photograph of
 candidate duly
 attested by the
 Medical Officer





**Institute of Management
Nirma University**

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