



**STUDENTS'  
INFORMATION  
BOOKLET  
VOLUME II**

**MBA  
&  
MBA(HRM)  
PROGRAMME  
2022-24**





## 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 Master of Business Administration Programme 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 MBA Programme. Hence, no claim can be made based on the information given in the book.

**Prof. Parag Rijwani**  
Chairperson,  
MBA –Batch 2022-24

**Prof. Balakrishnan Unny R.**  
Chairperson,  
MBA–Batch 2021-23

**Prof. Hardik Shah**  
Chairperson,  
MBA(HRM)

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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.



The Master of Business Administration (MBA) is the flagship Programme of Institute of Management, Nirma University. The 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 Managing Social Projects, Skill-based general elective courses to groom students to be industry ready, co-partnership with corporate for course design and delivery, 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 (HRM), Master of Business Administration (Family Business & Entrepreneurship), Integrated B Tech (CSE)-MBA and Integrated BBA-MBA. Other than the above programmes, we also offers 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 a serene environment that is highly conducive for learning and self-development.

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 CALENDER, MBA, A.Y. 2022-23

DATE	DAY	FIRST YEAR	SECOND YEAR
June 20,2022	Monday	-	Registration & Commencement of Term IV
June 24,2022	Friday	-	Last Date for Submission of SIP report
July 01 to 08,2022	Friday to Friday	Term Zero Classes	-
July 10, 2022	Sunday	Holiday -Bakri-Eid	Holiday -Bakri-Eid
July 11 to 16, 2022	Monday to Saturday	Registration & Induction Programme	-
July 18, 2022	Monday	Commencement of Term I classes	-
July 20 - 22, 2022	Wednesday - Friday	-	Summer Internship Project (SIP) Presentation
July 25- 29, 2022	Monday - Friday	-	Pre-Placement Visit
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 31, 2022	Wednesday	Holiday -Samvatsari/ Ganesh Chaturthi	Holiday -Samvatsari/ Ganesh Chaturthi
September 02 to 03, 2022	Friday to Saturday	Management Conclave	Management Conclave
September 09, 2022	Friday	MSP Orientation	-
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 10-13, 2022	Monday to Thursday	Term End Exam : Term-I	-
October 14, 2022	Friday	Commencement of Term-II	-
October 17-30, 2022	Monday to Sunday	Diwali Vacation	Diwali Vacation
November 08, 2022	Tuesday	Holiday-Guru Nanak jayanti	Holiday-Guru Nanak's Jayanti
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 18,2023	Wednesday	Commencement of Term-III	
January 26,2023	Thursday	Republic Day	Republic Day
February 04, 2023	Saturday	Alumni Conclave	Alumni Conclave
February 18, 2023	Saturday	Holiday-Maha Shivratri	Holiday-Maha Shivratri
February 27, 2023	Monday	Submission of MSP Reports	-
February 24-26, 2023	Friday to Sunday	Perspective & Richter 10	Perspective & Richter 10
March 17-18, 2023	Friday to Saturday	MSP Presentation	-
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 18 to June 23, 2023	Tuesday to Friday	Summer Internship	-
June 26,2023	Monday	Commencement of Term IV (Tentative)	

## ACADEMIC CALENDAR

## ACADEMIC CALENDAR, MBA (HRM), A.Y. 2022-23

DATE	DAY	FIRST YEAR	SECOND YEAR
June 20,2022	Monday	-	Registration & Commencement of Term IV
June 24,2022	Friday	-	Last Date for Submission of SIP report
July 01 to 08,2022	Friday - Friday	Term Zero Classes	-
July 10, 2022	Sunday	Holiday -Bakri-Eid	Holiday -Bakri-Eid
July 11 to 16, 2022	Monday - Saturday	Registration & Induction Programme	-
July 18, 2022	Monday	Commencement of Term I classes	-
July 22, 2022	Friday	-	Summer Internship Project (SIP) Presentation
July 25- 29, 2022	Monday - Friday	-	Pre-Placement Visit
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 29,2022	Monday	Field Work I orientation	-
August 31, 2022	Wednesday	Holiday -Samvatsari/ Ganesh Chaturthi	Holiday -Samvatsari/ Ganesh Chaturthi
September 02 to 03, 2022	Friday - Saturday	Management Conclave	Management Conclave
September 05-27, 2022-	Monday - Tuesday	Field Work I	-
September 09 - 15, 2022	Friday - Thursday	-	Value Added Workshop I
September 10, 2022	Saturday	Talent Night	Talent Night
September 16 - 21, 2022	Friday - 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 03, 2022	Monday	Fieldwork I consolidation Workshop	-
October 05, 2022	Wednesday	Holiday Dussehra	Holiday Dussehra
October 10-13, 2022	Monday - Thursday	Term End Exam : Term-I	-
October 14, 2022	Friday	Commencement of Term-II	-
October 17-30, 2022	Monday - Sunday	Diwali Vacation	Diwali Vacation
November 05, 2022	Saturday	Fieldwork I Report Submission	
November 08, 2022	Tuesday	Holiday- Guru Nanak jayanti	Holiday-Guru Nanaks Jayanti
November 11, 2022	Friday	Fieldwork I Presentation & Viva	-
November 28- Dec 03, 2022	Monday-Saturday	Skill Wokshop I	-
November 29- Dec 03, 2022	Tuesday – Saturday	-	Value Added Workshop 2
December 12, 2022	Monday	Field Work II Orientation	-
December 21- 23, 2022	Wednesday - Friday	End Term Exam Term-II	-
December 26– Jan 17, 2023	Monday - Tuesday	Field Work II	-
December 25, 2022	Sunday	Christmas Day	Christmas Day
December 26 - 28, 2022	Monday - Wednesday		Term End Exam Term-V
January 04, 2023	Wednesday	-	Commencement of Term-VI
January 05-07, 2023	Thursday to Saturday	NICOM – 2023	NICOM – 2023
January 14, 2023	Saturday	Holiday-Makar Sankranti	Holiday-Makar Sankranti
January 18,2023	Wednesday	Field Work – II Consolidation / Field Work III Orientation / Commencement of Term-III	-
January 19- Feb 15, 2023	Thursday – Wednesday	Field Work III	-

January 26,2023	Thursday	Republic Day	Republic Day
February 03, 2023	Friday	Field Work II Report Submission	-
February 04, 2023	Saturday	Alumni Conclave	Alumni Conclave
February 13- 17, 2023	Monday-Friday	-	Value Added Workshop 3
February 17, 2023	Thursday	Field Work II Presentation & Viva	-
February 18, 2023	Saturday	Holiday-Maha Shivratri	Holiday-Maha Shivratri
February 20, 2023	Monday	Field work III Consolidation	
February 24-26, 2023	Friday to Sunday	Perspective & Richter 10	Perspective & Richter 10
February 27- Mar 03, 2023	Monday – Friday	Skill workshop 2	-
March 04, 2023	Saturday	Field Work III Report Submission	-
March 08, 2023	Wednesday	Holiday-Dhuleti	Holiday-Dhuleti
March 13, 2023	Monday	Field Work III Presentation & Viva	-
March 27 to April - 01, 2023	Monday to Saturday	-	Term End Exam: Term-VI
March 30, 2023	Thursday	Holiday-Ram-Navmi	Holiday-Ram-Navmi
April 10 to 13, 2023	Monday to Thursday	End Term Exam: Term-III	-
April 14, 2023	Friday	Holiday-Ambedkar Jayanti	Holiday-Ambedkar Jayanti
April 18 to June 23, 2023	Tuesday to Friday	Summer Internship	-
June 26,2023 (Tentative)	Monday	Commencement of Term IV	-



## PROGRAMME FEE STRUCTURE

### MBA & MBA(HRM) 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	4,99,800/-	4,99,800/-
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.	Placement Registration Fee	One Time	----	7000/-
8.	Refundable Security	One Time	13000/-	-----
9.	Student Activity Fee	Per Annum	16000/-	16000/-
10.	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 shared separately

## SECTION I :

# [A] TEACHING & EXAMINATION SCHEME OF MASTER OF BUSINESS ADMINISTRATION 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	: 8-10 weeks at the end of the first year
Field Courses	: (1) Managing Social Project (MSP) (Compulsory course) (2) Summer Internship ( 06 Credits)
Programme Structure	: First Year – 57 credits <ul style="list-style-type: none"> <li>• Core Courses : 51 credits</li> <li>• Specialization Elective Courses : 06 credits</li> </ul> Second Year – 51 credits <ul style="list-style-type: none"> <li>• Specialization Elective Courses : 45 credits</li> <li>• Summer Internship – 06 Credits</li> </ul>
Specializations Areas	: <ul style="list-style-type: none"> <li>• Marketing</li> <li>• Finance</li> <li>• Operations Management</li> <li>• Digital Transformation and Analytics (DnA)</li> <li>• International Business (Minor Specialization only)</li> </ul>
Specialization Option	: A Student may opt for either of the following: <ul style="list-style-type: none"> <li>• Specialization in one area as Major, OR</li> <li>• Specialization in one Area as Major; and Minor in another, OR</li> <li>• No specialization at all</li> </ul>
Major	: At least 24 credit hours of electives in an area of Specialization
Minor	: At least 15 credit hours of electives in an area of Specialization

## 2. Teaching-Learning Process

### 2.1 Programme Outcomes for MBA Programme

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

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

1. Evaluate different business issues using an integrative approach
2. Communicate effectively in different contexts
3. Demonstrate leadership, teamwork, and social skills
4. Analyze business environment for effective decision making
5. Use relevant conceptual frame works and best management practices
6. Develop functional and general management skills
7. Develop global orientation
8. Demonstrate creativity, risk-taking ability and cope with ambiguity
9. Act as an ethical & socially responsible management professional.

### MASTER OF BUSINESS ADMINISTRATION 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	MFT4CCEF02	Financial Accounting and Reporting	1.5	0	0	1.5	2 hours	-	0.60	0	0.40
2	MFT4CCEF01	Economic Analysis for Business Decisions	3	0	0	3	3 hours	-	0.60	0	0.40
3	MFT4CCMM01	Marketing Management-I	3	0	0	3	3 hours	-	0.60	0	0.40
4	MFT4CCOB02	Organizational Behaviour	3	0	0	3	3 hours	-	0.60	0	0.40
5	MFT4CCOQ02	Data Analytics for Managers	3	0	0	3	3 hours	-	0.60	0	0.40
6	MFT4CCOB01	Communication for Managers*	1.5*	0	0	-	-	-	1.0	0	0
7	MFT4CCOQ01	Operations Management-I	1.5	0	0	1.5	2 hours	-	0.60	0	0.40
8	MFT4CCSM03	Business Ethics and Corporate Social Responsibility	1.5	0	0	1.5	2 hours	-	0.60	0	0.40
		<b>Total</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>16.5</b>					

\* The Course will be spread over 2 terms (term I & II) and 3.0 Credits will be awarded on successful completion of the examination components, at the end of Term II.

**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	MFT4CCEF04	Corporate Finance – I	3	0	0	3	3 hours	-	0.60	0	0.40
2	MFT4CCEF03	Macroeconomics	3	0	0	3	3 hours	-	0.60	0	0.40
3	MFT4CCEF05	Accounting for Decision Making	3	0	0	3	3 hours	-	0.60	0	0.40
4	MFT4CCMM02	Marketing Management-II	1.5	0	0	1.5	2 hours	-	0.60	0	0.40
5	MFT4CCOQ03	Operations Research	1.5	0	0	1.5	2 hours	-	0.60	0	0.40
6	MFT4CCOB01	Communication for Managers*	1.5	0	0	3	-	-	1.0	0	0
7	MFT4CCIM01	Management Information System	1.5	0	0	1.5	2 hours	-	0.60	0	0.40
8	MFT4CCOQ04	Operations Management-II	3	0	0	3	3 hours	-	0.60	0	0.40
9	MFT4CCHR01	Human Resources Management	3	0	0	3	3 hours	-	0.60	0	0.40
		<b>Total</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>22.5</b>					

\* The Course will be spread over 2 terms (term I & II) and 3.0 Credits will be awarded on successful completion of the examination components, at the end of Term II.

**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	MFT4CCEF07	Corporate Finance – II	1.5	0	0	1.5	2 hours	-	0.60	0	0.40
2	MFT4CCEF06	Indian Economy in Global Context	1.5	0	0	1.5	2 hours	-	0.60	0	0.40
3	MFT4CCOQ05	Business Research Methods	1.5	0	0	1.5	2 hours	-	0.60	0	0.40
4	MFT4CCGM01	Managing Social Projects	1.5	0	0	1.5	-	-	0	1	0
5	MFT4CCSM02	Strategic Management	3.0	0	0	3.0	3 hours	-	0.60	0	0.40
6	MFT4CCGM02	Business Laws	3.0	0	0	3.0	3 hours	-	0.60	0	0.40
		Specialization Electives	3.0	0	0	06	3 hours	-	0.60	0	0.40
		<b>Total</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>					

The student has to opt 02 elective courses from elective courses offered.

**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
		Specialization Electives*	3.0	-	-	9.0/ 18.0	3 hours	-	0.60	0	0.40
	MFT5FCXX01	Summer Internship	-	-	-	06				1	

The student has to opt at least 03 elective courses from elective courses offered.

**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

The student has to opt atleast 03 elective courses from elective courses offered.

**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

The student has to opt atleast 03 elective courses from elective courses offered.

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. Marketing
2. Finance
3. Operations Management
4. Digital Transformation and Analytics (DnA)

International Business specialization can be offered as minor specialization. Human Resource Management specialization will not be offered as major or minor specialization. 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 51 credit hours of elective courses from the list of the electives from the various areas of management. A student is required to take a minimum of 24 Credits of elective courses from a particular area to be eligible for major specialization in that area. In order to take a minor specialization, a student is required to take minimum 15 Credits of elective



courses from that Area exclusive of the 24 credit courses opted for major specialization Area. While calculating credit hours of major & minor specializations, the courses should be mutually exclusive for meeting the credit requirements. The Institute allows only one Major and one Minor Area of Specializations. Two major/Minor specializations will not be allowed.

A pool/basket of specialization elective courses will be offered to the students for selection depending on the availability of resources and numbers of registered students. Each student has to select 45.0 Credits of specialization elective courses across Term IV to VI from this pool/basket. The list of specialization 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 and subject to the availability of required resources.

A student is required to take 6.0 credits of elective courses in Term III. A student is required to take a minimum of 9.0 credits of elective courses & a maximum of 18.0 credits of elective courses in each Term IV, V and VI and thus may balance the 45 credits of elective courses in second year.

**Specialization Option:** A Student may opt for either of the following:

***Specialization in only ONE area as Major,***

***OR***

***Specialization in only ONE area as Major; and in only ONE another area as Minor,***

***OR***

***No specialization at all.***

## **SPECIALIZATION ELECTIVES**

Given below is the complete 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: FINANCE**

Course Code	Courses Name	Credit
MFT5SEEF01	Bank Management	3.0
MFT5SEEF02	Behavioral Economics	3.0
MFT5SEEF04	Derivatives and Risk Management	3.0
MFT5SEEF05	Direct and Indirect Taxes	3.0
MFT5SEEF06	Econometrics for Finance	3.0
MFT5SEEF13	Financial Statement Analysis	3.0
MFT5SEEF14	Insurance	3.0
MFT5SEEF15	International Finance	3.0
MFT5SEEF16	Investment and Portfolio Management	3.0
MFT5SEEF17	Investment Banking	3.0
MFT5SEEF18	Management Control Systems	3.0
MFT5SEEF19	Management of Financial Services	3.0
MFT5SEEF20	Mergers and Acquisitions	3.0
MFT5SEEF21	Project Planning and Control	3.0
MFT5SEEF23	Stochastic Calculus in Finance	3.0
MFT5SEEF24	Strategic Cost Management	3.0
MFT5SEEF25	Strategic Financial Management	3.0
MFT5SEEF26	Valuation	3.0
MFT5SEEF28	Working Capital Management	3.0
MFT5SEEF29	Investor Psychology and Behavioral Finance	3.0
MFT5SEEF30	Economics of Financial Markets	3.0
MFT5SEEF31	Financial Analytics	3.0
MFT5SEEF32	Financial Planning and Wealth Management	3.0
MFT5SEEF33	FinTech and Omni Commerce	3.0
MFT5SEEF34	Financial Markets, Institutions and Services	3.0
MFT5SEEF35	Personal Finance and Taxation	3.0

**SPECIALIZATION: INTERNATIONAL BUSINESS**

MFT5SEGM11	International Trade	3.0
MFT5SEGM02	Export- Import Management	3.0
MFT5SEGM03	Foreign Trade Policy, Procedures and Documentation	3.0
MFT5SEGM04	Global Management	3.0
MFT5SEGM05	International Business	3.0
MFT5SEGM06	International Business Laws	3.0
MFT5SEEF15	International Finance	3.0
MFT5SEGM07	International Logistics	3.0
MFT5SEGM08	International Market Research	3.0
MFT5SEGM09	International Organizations, Regional Blocks & WTO	3.0
MFT5SEGM10	International Technology Transfer and Multinational Enterprises	3.0

**SPECIALIZATION: MARKETING**

MFT5SEMM02	Business-to-Business Marketing	3.0
MFT5SEMM03	Consumer Behaviour	3.0
MFT5SEMM05	Customer Relationship Management	3.0
MFT5SEMM06	Digital Marketing	3.0
MFT5SEMM07	Direct Marketing	3.0
MFT5SEMM11	Integrated Marketing Communication	3.0
MFT5SEMM12	International Marketing	3.0
MFT5SEMM13	Internet Marketing	3.0
MFT5SEMM15	Marketing Models	3.0
MFT5SEMM20	Retail Marketing	3.0
MFT5SEMM22	Rural Marketing	3.0
MFT5SEMM23	Sales & Distribution Management	3.0
MFT5SEMM24	Services Marketing	3.0
MFT5SEMM26	Strategic Brand Management	3.0
MFT5SEMM27	Advanced Marketing Research	3.0
MFT5SEMM28	Contagion Marketing	3.0
MFT5SEMM29	Event and Entertainment Marketing	3.0

MFT5SEMM30	Franchising	3.0
MFT5SEMM31	Corporate Communication and Social Marketing	3.0
MFT5SEMM32	Innovation and Product Management	3.0
MFT5SEMM33	Qualitative and Quantitative Research in Marketing	3.0
MFT5SEMM34	Return on Marketing Investment	3.0
MFT5SEMM35	Strategic Marketing	3.0
MFT5SEMM36	Marketing Simulation	3.0
MFT5SEMM37	Sports Management	3.0
MFT5SEMM38	Digital Commerce and Social Media	3.0
<b>SPECIALIZATION: OPERATIONS MANAGEMENT</b>		
MFT5SEOQ01	Data Analytics and Data Mining (Elective A)	3.0#
MFT5SEOQ03	Decision Modelling and Applications	3.0
MFT5SEOQ04	Descriptive Analytics	3.0
MFT5SEOQ05	Infrastructure Management	3.0
MFT5SEOQ06	Lean Six Sigma	3.0
MFT5SEOQ10	Predictive Analytics (Elective A)	3.0#
MFT5SEOQ11	Project Management	3.0
MFT5SEOQ12	Statistical Techniques in Quality Control	3.0
MFT5SEOQ14	Supply Chain Management	3.0
MFT5SEOQ15	Technology Management	3.0
MFT5SEOQ16	Total Quality Management	3.0
MFT5SEOQ17	Multivariate Data Analysis and Visualization	3.0
MFT5SEOQ18	Operations Management in Services and Distribution	3.0
MFT5SEOQ19	Operations Strategy & Strategic Outsourcing	3.0
MFT5SEOQ20	Deep Learning and Model Optimization	3.0
<b>SPECIALIZATION: DIGITAL TRANSFORMATION AND ANALYTICS (DNA)</b>		
MFT5SEIM01	Big Data	3.0
MFT5SEIM02	Business Analytics & Data Visualisation	3.0

MFT5SEIM03	Business Intelligence	3.0
MFT5SEIM04	Business Process Re-engineering	3.0
MFT5SEIM05	Data Mining and Data Science	3.0
MFT5SEIM06	E-Business Management	3.0
MFT5SEIM07	Enterprise Resource Planning	3.0
MFT5SEIM08	Information Technology Strategy for Business	3.0
MFT5SEIM09	InfoSec for Governance , Risk Management and Compliance	3.0
MFT5SEIM11	Machine Learning & Artificial Intelligence	3.0
MFT5SEIM12	Python and R	3.0
MFT5SEIM13	Software Project Management	3.0
MFT5SEIM14	Technology Enabled Operations Management	3.0
MFT5SEIM15	Telecommunications Management	3.0
MFT5SEIM16	Financial Technologies	3.0
MFT5SEIM17	Business Continuity of IT Infrastructure and Services	3.0
MFT5SEIM18	Digital Consulting	3.0
MFT5SEIM19	Data Visualization and Process Simulation	3.0
MFT5SEIM20	Social Network Analysis	3.0
MFT5SEIM21	Natural Language processing and Text Mining	3.0
MFT5SEIM22	Managing Business on Cloud	3.0
<b>Non-Specialization Elective Courses. The under mentioned Electives are not considered for any specializations.</b>		
<b>HUMAN RESOURCE MANAGEMENT</b>		
MFT5SEHR01	Compensation Management	3.0
MFT5SEHR04	Global Business Leadership	3.0
MFT5SEHR05	Human Resource Analytics	3.0
MFT5SEHR07	International Human Resource Management	3.0
MFT5SEHR09	Organization Development & Change Management	3.0
MFT5SEHR10	Performance Management	3.0
MFT5SEHR11	Recruitment and Selection	3.0
MFT5SEHR13	Strategic Human Resource Management	3.0

MFT5SEHR14	Training and Development	3.0
MFT5SEHR15	Competency Mapping and Talent Management	3.0
MFT5SEHR16	Employee Relations and Labour Laws	3.0
MFT5SEHR17	Instruments For Human Resource Development	3.0
<b>STRATEGIC MANAGEMENT AND ENTREPRENEURSHIP</b>		
MFT5SESM02	Case Study of Entrepreneurs	3.0
MFT5SESM03	Corporate Governance	3.0
MFT5SESM04	Creativity and Innovation	3.0
MFT5SESM07	Management of Technology and Innovation	3.0
MFT5SESM08	Managing a Growing Organization	3.0
MFT5SESM11	Social Entrepreneurship	3.0
MFT5SESM14	Strategizing Corporate Social Responsibility	3.0
MFT5SESM16	Business Simulation (Elective A)	3.0#
MFT5SESM17	International Relations and Strategic Alliances	3.0
MFT5SESM18	Business Development Strategies	3.0
MFT5SESM19	Corporate Entrepreneurship	3.0
MFT5SESM20	Management of Strategic Alliance	3.0
MFT5SESM21	New Age Strategies	3.0
MFT5SESM22	Start-up Funding Strategies	3.0
MFT5SESM23	Strategic Management of an Innovation	3.0
MFT5SESM24	Strategy Execution	3.0
MFT5SESM25	Start up and New Age Business Models	3.0
MFT5SESM26	Design Thinking	3.0#
MFT5SESM27	Managing Lean and Agile Startups	3.0
<b>ECONOMICS &amp; FINANCE</b>		
MFT5SEEF08	Economic Thought	3.0
MFT5SEEF09	Economics of Business Strategy	3.0
MFT5SEEF11	Economics of Innovation and Entrepreneurship	3.0
MFT5SEEF22	Public Policy Analysis	3.0



**GENERAL MANAGEMENT**

MFT5SEGM01	Dissertation	3.0
MFT5SEGM02	Export- Import Management	3.0
MFT5SEGM03	Foreign Trade Policy, Procedures and Documentation	3.0
MFT5SEGM04	Global Management	3.0
MFT5SEGM05	International Business	3.0
MFT5SEGM06	International Business Laws	3.0
MFT5SEGM07	International Logistics	3.0
MFT5SEGM08	International Market Research	3.0
MFT5SEGM09	International Organizations, Regional Blocks & WTO	3.0
MFT5SEGM10	International Technology Transfer and Multinational Enterprises	3.0
MFT5SEGM11	International Trade	3.0
MFT5SEGM12	Management Consulting	3.0
MFT5SEGM14	Qualitative Research	3.0

**ORGANIZATIONAL BEHAVIOUR & COMMUNICATION**

Course Code	Courses Name	Credit
MFT5SEOB01	Coaching and Counseling	3.0
MFT5SEOB02	Management of Co-operation and Conflict	3.0
MFT5SEOB04	People Management and Leadership	3.0
MFT5SEOB05	Personality Development & Business Etiquette	3.0
MFT5SEOB06	Power, Influence and Leadership	3.0
MFT5SEOB07	Psychometric Testing	3.0
MFT5SEOB09	Transactional Analysis	3.0
MFT5SEOB11	Art of Negotiation	3.0
MFT5SEOB12	Stress and Coping	3.0
MFT5SEOB13	Diversity and Inclusion at Workplace	3.0
MFT5SEOB14	Public Speaking and Presentation Skills	3.0
MFT5SEOB15	Managerial Skills for Effectiveness	3.0

**Elective Courses Considered for More than One Specialization Area:**

The following electives are being considered under more than one Area of specialization as shown below:

<b>Course Code</b>	<b>Course Name</b>	<b>Area of Specialization</b>	<b>Additional Area of Specialization</b>
MFT5SEMM12	International Marketing	Marketing	International Business
MFT5SEEF15	International Finance	Finance	International Business
MFT5SEHR07	International Human Resource Management	Human Resource Management	International Business
MFT5SEIM07	Enterprise Resource Planning	Information Management	Operations Management
MFT5SEIM04	Business Process Re-engineering	Information Management	Operations Management
MFT5SEIM14	Technology Enabled Operations Management	Information Management	Operations Management
MFT5SEMM27	Strategic Marketing	Marketing	Strategic Management & Entrepreneurship
MFT5SEEF25	Strategic Financial Management	Finance	Strategic Management & Entrepreneurship
MFT5SEHR13	Strategic Human Resource Management	Human Resource Management	Strategic Management & Entrepreneurship
MFT5SEGM04	Global Management	International Business	Strategic Management & Entrepreneurship
MFT5SEIM04	Business Process Re-engineering	Information Management	Strategic Management & Entrepreneurship
MFT5SEIM07	Enterprise Resource Planning	Information Management	Strategic Management & Entrepreneurship
MFT5SEGM12	Management Consulting	General Management	Strategic Management & Entrepreneurship
MFT5SEHR04	Global Business Leadership	Human Resource Management	International Business
MFT5SEGM07	International Logistics	International Business	Operations Management
MFT5SEIM03	Business Intelligence	Information Management	Digital Transformation and Analytics (DnA)

MFT5SEOQ01	Data Analytics and Data Mining	Operations Management	Digital Transformation and Analytics (DnA)
MFT5SEOQ10	Predictive Analytics	Operations Management	Digital Transformation and Analytics (DnA)
MFT5SEIM16	Financial Technologies	Information Management	Finance
MFT5SEIM20	Social Network Analysis	Digital Transformation and Analytics (DnA)	Operations Management
MFT5SEMM38	Digital Commerce and Social Media	Marketing	Digital Transformation and Analytics (DnA)
MFT5SEIM22	Managing Business on Cloud	Digital Transformation and Analytics (DnA)	Strategic Management & Entrepreneurship
MFT5SEOQ20	Deep Learning and Model Optimization	Operations Management	Digital Transformation and Analytics (DnA)
MFT5SEIM21	Natural Language processing and Text Mining	Digital Transformation and Analytics (DnA)	Operations Management

# following courses has only CE components in evaluation.

Course Code	Name of Course	Specialization
MFT5SESM16	Business Simulation	Strategic Management And Entrepreneurship
MFT5SEMM36	Marketing Simulation	Marketing
MFT5SEOB14	Public Speaking and Presentation Skills	Organizational Behaviour & Communication
MFT5SEOB15	Managerial Skills for Effectiveness	Organizational Behaviour & Communication
MFT5SESM26	Design Thinking	Strategic Management And Entrepreneurship
MFT5SEIM12	Python and R	Digital Transformation And Analytics (DnA)
MFT5SEIM19	Data Visualization and Process Simulation	Digital Transformation And Analytics (DnA)
MFT5SEOQ01	Data Analytics and Data Mining	Operations Management
MFT5SEOQ10	Predictive Analytics	Operations Management

## **SUMMER PROJECT/INTERNSHIP//INTERNATIONAL IMMERSION:**

At the end of the 3rd Term, all students will have to do summer project/internship of 8-10 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.

Alternatively, the students can go for International Immersion. The duration for such immersion will be 5-7 weeks followed by 2-3 weeks for preparing details report so as to maintain the overall period of 8-10 weeks. The immersion can also be done in form of undergoing a course in a foreign country for 5-7 weeks.

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. S/he will also have to submit a copy of the report to the organization guide. The reports are assessed by a panel of faculty members. The reports are graded like any other course and also reflected in the Grade Reports.

## **SUPPLEMENTARY COURSE(S) – INDUSTRY READINESS**

This course intends to equip students to sharpen their contemporary business and industry knowledge. It will also enhance their confidence so as to make them ready to interact with industry officials in professional manner. Multiple exposure to such sessions will facilitate them in facing tough business situations as well during interviews. A students' active participation in industry interaction events is source of valuable learnings for every student in this programme as it brings out latest trends in industry practices and rich experiences of the experts of relevant fields.

It will be entirely taught through co-curricular activities and during entire term(s). Pedagogy will include (but not limit to) industry lecture series, conclaves, conferences, seminars, workshops, films, documentaries, field visits, industry visits, group discussions, exhibitions, projects etc. Assessment would be periodic and based on student's engagement and involvement at different forums. Student may also be required to submit a learning log after each term.

## SECTION I :

# [A] TEACHING & EXAMINATION SCHEME OF MASTER OF BUSINESS ADMINISTRATION (Human Resource Management) PROGRAMME

### 1. Framework:

Duration of the Programme	: 2 Years
Duration of a Term	: 12 Weeks
One Credit Hour	: 10 hours of classroom contact hours (10 Sessions of 60 minutes each)
Session Duration	: 60 minutes each
Credit Requirements	: 108 Credits
No. of Terms	: 6 Terms
Field Immersion	: 9-12 weeks, spread across the first year
Summer Internship	: 8-10 weeks at the end of the first year
Programme Structure	: First Year – 60 credits <ul style="list-style-type: none"> <li>• Core Courses: 48 credits</li> <li>• Skill Workshops : 06 credits</li> <li>• Field Immersion:06 credits</li> </ul> Summer Internship -06 credits Second Year – 48 credits

### 2. Teaching-Learning Process

#### 2.1 Programme Outcomes for MBA (HRM) Programme

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

1. Evaluate different business issues using an integrative approach
2. Demonstrate leadership, teamwork, decision making and social skills
3. Develop functional and general management skills
4. Evaluate objectively the contribution of the HRM function in specific organizational contexts
5. Show proficiency in HRM process tasks
6. Develop global orientation
7. Demonstrate creativity, risk-taking ability and cope with ambiguity
8. Act as an ethical & socially responsible management professional.

**MASTER OF BUSINESS ADMINISTRATION (HRM) 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	MHR4CCEF01	Economics	3	0	0	3	3 hours	-	0.60	0	0.40
2	MHR4CCEF02	Accounting For Managers	3	0	0	3	3 hours	-	0.60	0	0.40
3	MHR4CCOB01	Written Analysis of Communications*	1.5	0	0	-	*	-	1.00	0	0.00
4	MHR4CCOB02	Organisational Behaviour	3	0	0	3	3 hours	-	0.60	0	0.40
5	MHR4CCOM01	Production & Operations Management	3	0	0	3	3 hours	-	0.60	0	0.40
6	MHR4CCHR01	Human Resource Management	3	0	0	3	3 hours	-	0.60	0	0.40
7	MHR4CCHR02	Field Work#	-	1	0	-	-	-	1.00	0	0.00
		<b>Total</b>	<b>16.5</b>	<b>1.0</b>	<b>0</b>	<b>15</b>					

# 6.0 credits will be awarded in Term III on successful completion of the Field work offered in term I, II and III.

\* The Course will be spread over 2 terms (term I & II) and 3.0 Credits will be awarded on successful completion of the assessment components, at the end of Term II.



**MASTER OF BUSINESS ADMINISTRATION (HRM) PROGRAMME****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	MHR4CCGM01	Business Statistics	3	0	0	3	3 hours	-	0.60	0	0.40
2	MHR4CCEF03	Financial Management	3	0	0	3	3 hours	-	0.60	0	0.40
3	MHR4CCOB01	Written Analysis of Communications*	1.5	0	0	3	-	-	1.00	0	0.00
4	MHR4CCMM01	Marketing Management	3	0	0	3	3 hours	-	0.60	0	0.40
5	MHR4CCHR04	Recruitment & Selection	3	0	0	3	3 hours	-	0.60	0	0.40
6	MHR4CCHR05	Labour Law*#	1.5	0	0	0	-	-	0.3	-	-
7	MHR4CCHR02	Field Work#	-	2	0	0	-	-	1.00	-	0.00
8	MHR4CCHR03	Skill Workshop I	-	3	0	3	-	-	1.00	-	0.00
		<b>Total</b>	<b>15</b>	<b>5</b>	<b>0</b>	<b>18</b>					

# 6.0 credits will be awarded in Term III on successful completion of Field work offered in term I, II and III.

\* The Course will be spread over 2 terms (term I & II) and 3.0 Credits will be awarded on successful completion of the assessment components, at the end of Term II.

\*# The Course will be spread over 2 terms (term II & III) and 3.0 Credits will be awarded on successful completion of the assessment components, at the end of Term III.

**MASTER OF BUSINESS ADMINISTRATION (HRM) PROGRAMME****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	MHR4CCGM02	Business Research Methods	3	0	0	3	3 hours	-	0.60	0	0.40
2	MHR4CCIM01	Information Management	3	0	0	3	3 hours	-	0.60	0	0.40
3	MHR4CCHR08	Compensation Management	3	0	0	3	3 hours	-	0.60	0	0.40
4	MHR4CCHR09	Performance Management	3	0	0	3	3 hours	-	0.60	0	0.40
5	MHR4CCHR10	Training & Development	3	0	0	3	3 hours	-	0.60	0	0.40
6	MHR4CCHR05	Labour Law*#	1.5	0	0	3	3 hours	-	0.30	0	0.40
7	MHR4CCHR02	Field Work#	0	3	0	6	-	-	1.00	0	0.00
8	MHR4CCHR03	Skill Workshop II	-	3	0	3	-	-	1.00	0	0.00
		<b>Total</b>	<b>16.5</b>	<b>6</b>	<b>0</b>	<b>27</b>					

# 6.0 credits will be awarded in Term III on successful completion of Field work offered in terms I, II & III.

\* The Course will be spread over 2 terms (term I & II) and 3.0 Credits will be awarded on successful completion of the assessment components, at the end of Term II.

\*# The Course will be spread over 2 terms (term II & III) and 3.0 Credits will be awarded on successful completion of the assessment components, at the end of Term III.

**MASTER OF BUSINESS ADMINISTRATION (HRM) PROGRAMME****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
1	MHR5CCSM01	Strategic Management	3	0	0	3	3 hours	-	0.60	0	0.40
2	MHR5CCHR13	HR Measurement & Analytics	3	0	0	3	3 hours	-	0.60	0	0.40
3	MHR5CCHR14	Organisational Leadership	3	0	0	3	3 hours	-	0.60	0	0.40
4	MHR5CCHR15	Organisation Design, Development & Change	3	0	0	3	3 hours	-	0.60	0	0.40
5		Programme Elective I	3	0	0	3	3 hours	-	0.60	0	0.40
6	MFT5FCXX01	Summer Internship	-	-	-	6	-	-	-	1	-
		<b>Total</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>21</b>					

**MASTER OF BUSINESS ADMINISTRATION PROGRAMME****Term – V**

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	MHR5CCHR16	HR Consulting	3	0	0	3	3 hours	-	0.60	0	0.40
2	MHR5CCHR17	International Human Resource Management	3	0	0	3	3 hours	-	0.60	0	0.40
3	MHR5CCHR18	Psychometric Tools & Techniques	3	0	0	3	3 hours	-	0.60	0	0.40
4	MHR5CCHR19	Employee Relationship Management & Industrial Relations	3	0	0	3	3 hours	-	0.60	0	0.40
5		Programme Elective II	3	0	0	3	3 hours	-	0.60	0	0.40
6		Programme Elective III	3	0	0	3	3 hours	-	0.60	0	0.40
		<b>Total</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>					

**MASTER OF BUSINESS ADMINISTRATION (HRM) PROGRAMME****Term – VI**

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	MHR5CCHR20	Counselling & Mentoring	3	0	0	3	3 hours	-	0.60	0	0.40
2		Programme Elective IV	3	0	0	3	3 hours	-	0.60	0	0.40
3		Programme Elective V	3	0	0	3	3 hours	-	0.60	0	0.40
		<b>Total</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>					

**List of Programme Electives**

Term /Elective		Courses Name	Credit
IV/Programme Elective I	MHR5ELHR01	Office Administration and Management	3.0
	MHR5ELHR02	Corporate Communications and Public Relations	
V/Programme Elective II	MHR5ELHR03	Employer Branding	3.0
	MHR5ELHR04	Career Planning and Succession Management	
V/Programme Elective III	MHR5ELHR05	Human Resource Management in Service Sector	3.0
	MHR5ELHR06	Stress Management and Work Life Balance	
VI/Programme Elective IV	MHR5ELHR07	HRM in Nonprofit Organizations	3.0
	MHR5ELHR08	Corporate Social Responsibility and Sustainable Development	
VI/Programme Elective V	MHR5ELMM01	Sales force Management	3.0
	MHR5ELMM02	Consumer Behavior	

## 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:

### MBA & MBA (HRM) Programmes

- 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] SCHOLARSHIP SCHEME for MBA Programme

### SCHEME FOR SCHOLARSHIP

To encourage and help the meritorious students on the basis of merit and merit-cum-means, the University provides the scholarships as under.

Scholarships scheme for the students of MBA Programme

Category 1 (Based on Merit only)		
Sr. No.	Detail	Scholarship Amount (Rs) per year
1	Top 30 admitted students	1,00,000/-each
Category 2 (Merit cum Means base only)		
Sr. No.	Details	Scholarship Amount (Rs) per year
1	25 students, whose parents' total annual income is Rs. 3.5 lacs or less	1,00,000/- each
2	Another 25 students, whose parents' total annual income is Rs. 5.0 lacs or less	50,000/- each
3	Another 25 students, whose parents' total annual income is Rs. 6.0 lacs or less	25,000/- each

The above scholarship will be renewed for the second year, provided the students meet with the following requirement.

1. During the entire previous year the conduct of the student is good.



2. The student should maintain merit and obtain CGPA 7.0 and above for MBA at the end of first year in all the courses of study in the previous year. The student should have passed all the courses of study in the first attempt in previous year.
3. The student is not caught using unfair means (UFM) in any of the examination.
4. The student maintains full attendance except the absence with genuine reason for which the permission of the Head of the Institute is obtained, particularly in case of illness.

The number of scholarships mentioned above is the maximum, and may vary based on the number of seats filled in the first year.

The students admitted under the Non Resident Indian [NRI] or Person of Indian Origin [PIO], Foreign Nationals [FN] or Children of Indian Workers in Gulf Countries [CIWGC] categories will not be eligible for such scholarships.

The President will have powers to make any exception in the above rules framed.

However, in case of doubt, if any, in interpretation of any clause, the decision of the President shall be final.

## **[D] 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 (M.B.A.)**

1. One Gold Medal for the Overall Scholastic Performance shall be awarded for M.B.A. programme to the student who secures 1st position in the respective 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. Marketing
2. Finance
3. Operations Management
4. Digital Transformation and Analytics (DnA)\*  
(Under approval)

### **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: PLACEMENTS AND CORPORATE RELATIONS CELL (CRC)

### Corporate Relation Cell (CRC Cell)

The final and summer placements play an important role in meeting the career aspirations of each student enrolled in the Programmes. In its endeavor to assist the students in meeting his/her career goals, the Institute has a dedicated Corporate Relations Cell (CRC). The CRC, is in constant touch with the industry to keep the students informed about the requirements and developments in different industrial sectors regarding the available career opportunities.

### Constitution of the CRC

The Corporate Relations Cell of the Institute has the following officials

- Head (Corporate Relations)
- Senior Manager (Corporate Relations)
- Manager (Corporate Relations)

The activities of CRC are co-ordinated by a senior faculty member who functions as Placement Chairperson and guided by a team of senior faculty members who form the Faculty Placement Advisory Committee (FPAC).

### Activity Areas of the Corporate Relations Cell

- Corporate Engagement - communication, networking and relationship building with potential and regular recruiters for exploring engagement opportunities and brand building
- Student Placement Committee - selection of Student Placement Committee (PLACECOM), guiding and co-ordinating the working of the PLACECOM

The PLACECOM selection for the Junior Committee normally happens at the start of the new academic session.

- Preparation of Placement Brochure (hard copy / soft copy / website version), giving full details of the students ready to be placed for the benefit of the students and potential recruiters.
- Organizing placement visits to industry every year, in major cities of the country by faculty and students. These visits are generally undertaken before the commencement of the placement season. The purpose of the visits is to establish new relations or strengthen the existing relations. The potential recruiters are also appraised about the students' profiles and diversity

available for recruitment through distribution of placement brochures – with details of students for final and for summer placement.

- Organizing, co-ordinating and monitoring all placement activity on campus with the active association of PLACECOM - hosting the corporates, facilitating selection process, keeping track of placements, organizing summer placement monitoring visits by faculty members
- Database management with the active association of PLACECOM - data of companies and contacts for record and future reference
- Students Alumni Relations committee (Kaizen) is actively associated with organizing and managing the Alumni Conclave and City Meets, publishing alumni newsletter, data base management, managing of AlmaConnect portal, planning and implementing other alumni outreach initiatives like batch interaction, alumni mentoring for internships and placements.
- Students Media and Corporate Communication Committee looks after the internal and external communications of the Institute.

## Committees

The following three Committees advises and assists the CRC

### 1. Faculty Placement Advisory Committee

This committee is an advisory body, which advises CRC for strategic and critical decisions. The members of the Faculty Placements Advisory Committee (FPAC) for the year 2021- 22 are listed under heading “Committees” of the Handbook.

### 2. PLACECOM

Every year, selections are held to form the Students’ Placement Committees. The students themselves select members from each year who would take the initiative and conduct all the placement activities with the support of the rest of the batch. This is a two stage selection process where the senior PLACECOM makes a proposal and the final decision is taken in consultation with the CRC officials.

The final year students coordinate and supervise the final placements, and the first year students’ co-ordinate the summer internship with the help of the seniors.

### 3. KAIZEN

Kaizen is also a student committee selected from amongst the batch by the students themselves. This selection also is a two stage process similar to that of PLACECOM. The selection for the Kaizen team takes place at the start of the academic session. The Kaizen Team takes care of all alumni outreach activity.

## Summer Placement

At the end of the First Year, during the summer vacation, each student is required to work on an assignment with a company or organization for a period of about 8-10 weeks. The summer placement is an integral part of the MBA Programme.

The project is assessed and graded as an essential condition for promotion to second year and award of degree and is reflected in the Grade Report.

### 1. Summer Placement Process

The selection for Summer Internship is organized simultaneously with the final placement programme. Most companies tend to conduct their summer internship selections when they visit the campus for pre-placement talks (PPT) and/or final recruitment process.

First year students are assisted by their seniors for the summer internship, and also guided by the CRC.

Summer placement activities are concurrent with final placement activities at all times, whether it is during the visits made to corporates or when the corporates are visiting the Institute. The Placement Committee along with the Corporate Relations Cell, usually, follow-up the process continuously. Normally, a company selects a student through the process based on his/her profile followed by successive round of personal interview process.

### 2. Guidelines for Summer Placements

- It is compulsory for all the students to attend the Pre-Placement Talk of a company coming for summer placement provided it does not clash with the class timetable.
- Students, once selected in a company, through campus process shall be out of summer placement process for any other company.
- It is expected that students will not ask for location preferences for summer internship.

### 3. Pre Placement Interview /Pre Placement Offer

- Students who are offered PPI/PPO by their respective organizations need to inform CRC latest by October.
- Students who have been offered a PPI/PPO needs to attend the final discussion with the organization and complete the process irrespective of the compensation offered.
- PPI/PPO policy will be shared separately with the batch.

It is compulsory for each student to abide by the rules/guidelines as stated above, failing which he/she shall be debarred from the placement process of the Institute. Additional guidelines for eligibility as well as the process for summer placements will be shared for the batch before commencement of the campus placements season.

However in the interest of the Students, Industry and Institution the Corporate Relations Cell (CRC) has the discretion to make changes in the above guidelines/rules. In case of any doubt or dispute, the decision of the Chairperson of the Corporate Relations Cell CRC will be final. No coercion by any student (s) will be allowed at any level. The Chairperson's decision will be final and irrevocable.

## Final Placements

The Institute helps all the students in exploring placement opportunities by inviting various companies for campus recruitment during the final year of their studies.

The final placements, at the Institute, are a result of very systematic interaction with the industry and continuous career counseling of the students. Right from the beginning of the programme, students are continuously counseled with regard to his/her career aspirations and options, which in turn is vigorously followed-up with the potential companies for participating in the placement programme of the Institute. This not only helps the students in getting their 'dream' jobs but also assists the recruiters in identifying the 'right' candidate for their organization.

### 1. Eligibility

The Institute facilitates the final placements based on the following guidelines:

Students desirous of participating in the placement process through the Institute (campus placements) will have to meet the following criteria:

- Fulfill all academic requirements for promotion to the 2nd year of the MBA programme. Thus, students conditionally promoted to the 2nd year of MBA Programme (for not fully meeting the promotion criteria), will not be considered eligible for campus placements until they meet with the required qualifying criteria as per the norms of Institute.
- Satisfactorily attend and complete all training conducted by the Institute from time to time to be eligible for the campus placement.
- Attendance in Co-curricular Activities: It is mandatory for the students to have a minimum of 85% attendance in the Workshops/Conferences/conclaves/seminars organized by the Institute, failing which s/he may not be allowed to participate in campus placement. In addition, they also need to complete at least one Certification Course
- No action has been taken against on the ground of indiscipline and misdemeanor academic or otherwise.

## 2. Final Placement process

Once an organization shows interest in recruiting from the Institute, there is an interest invite sent to the students. Interested students are required to submit their CVs in response for onward submission to the concerned organization, through the CRC.

Usually the companies come for Pre-Placement Talk, followed by a GD and/or Written Test and the short-listed students are interviewed at the campus. Alternatively, some companies select students based on their CVs and may invite them for Group Discussions/Interviews at their offices. The placement process will be done in two phases, phase 1 & phase 2. The pattern of hiring process may vary depending upon the response from the corporates.

## 3. General Guidelines

1. The dress code for students participating at any stage of the placement and selection process is strictly formal. (for Pre-Placement Talks, Group Discussions and Interviews)
2. Students must come prepared for the PPT and further selection process. Students are required to study the website and read sectoral / industry report.
3. The eligibility of a student, to apply for the selection in a particular company, will be determined based only on the specifications, job profiles offered or any other criteria stated by the respective company.
4. Attending of Pre-Placement Talks is compulsory for all the students who have expressed interest or has been notified by the Placement Committee.
5. If the company shortlists/selects a student on the basis of his/her CV, the student has to go through the next stages of the selection process.
6. In case a student opts out after being short-listed by the company, he/she will be considered to have been placed and hence not be eligible to participate in any further selection process for final placements through campus thereafter.
7. Students who are on sabbatical from their respective organization need to submit a copy of such document to Corporate Relations Cell for records. These students will however be eligible to appear for interview process of company of their choice till convocation after which they will be deemed to be placed for all official records.

In case the selection processes are conducted virtually, it is advised to kindly read about online etiquette (refer online resources).



It is compulsory for each student to abide by the guidelines stated above; failing which he/she shall be debarred from the placement process of the Institute. Additional guidelines for eligibility as well as the placement process for final placements will be shared for the batch before commencement of the campus placements season

## SECTION IV: 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

	<b>Monday to Friday</b>	<b>1st, 3rd &amp; 5th Saturday</b>	<b>2nd &amp; 4th Saturday &amp; Sunday</b>
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.

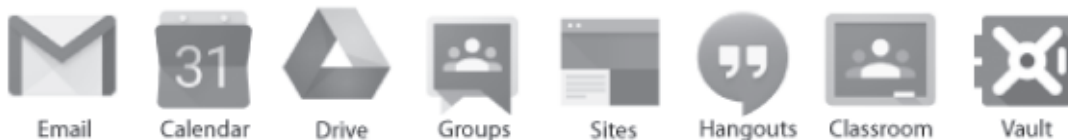
### Internet/Intranet Facilities

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](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.

## 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.

<b>Students' Activities (Co-Curricular) Committee</b> <b>sac.im@nirmauni.ac.in</b> <b>Prof. Parag Rijwani, Overall Coordinator</b>		
<b>Club</b>	<b>Email ID</b>	<b>Faculty Advisor 2022-23</b>
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

<b>Students' Activities (Extra-Curricular) Committee</b> <b>Prof. Bhavesh Patel/ Prof. Himanshu Chauhan-Overall Coordinators</b>		
<b>Committee/ Club</b>	<b>Email ID</b>	<b>Faculty Advisor 2022-23</b>
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.

<b>Equal Opportunity Cell</b>		
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	M 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.	<b>PROGRAMME CHAIRPERSONS</b>				
	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	624
	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.	<b>AREA CHAIRPERSONS</b>				
	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.	<b>PROGRAMME OFFICE</b>				
	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

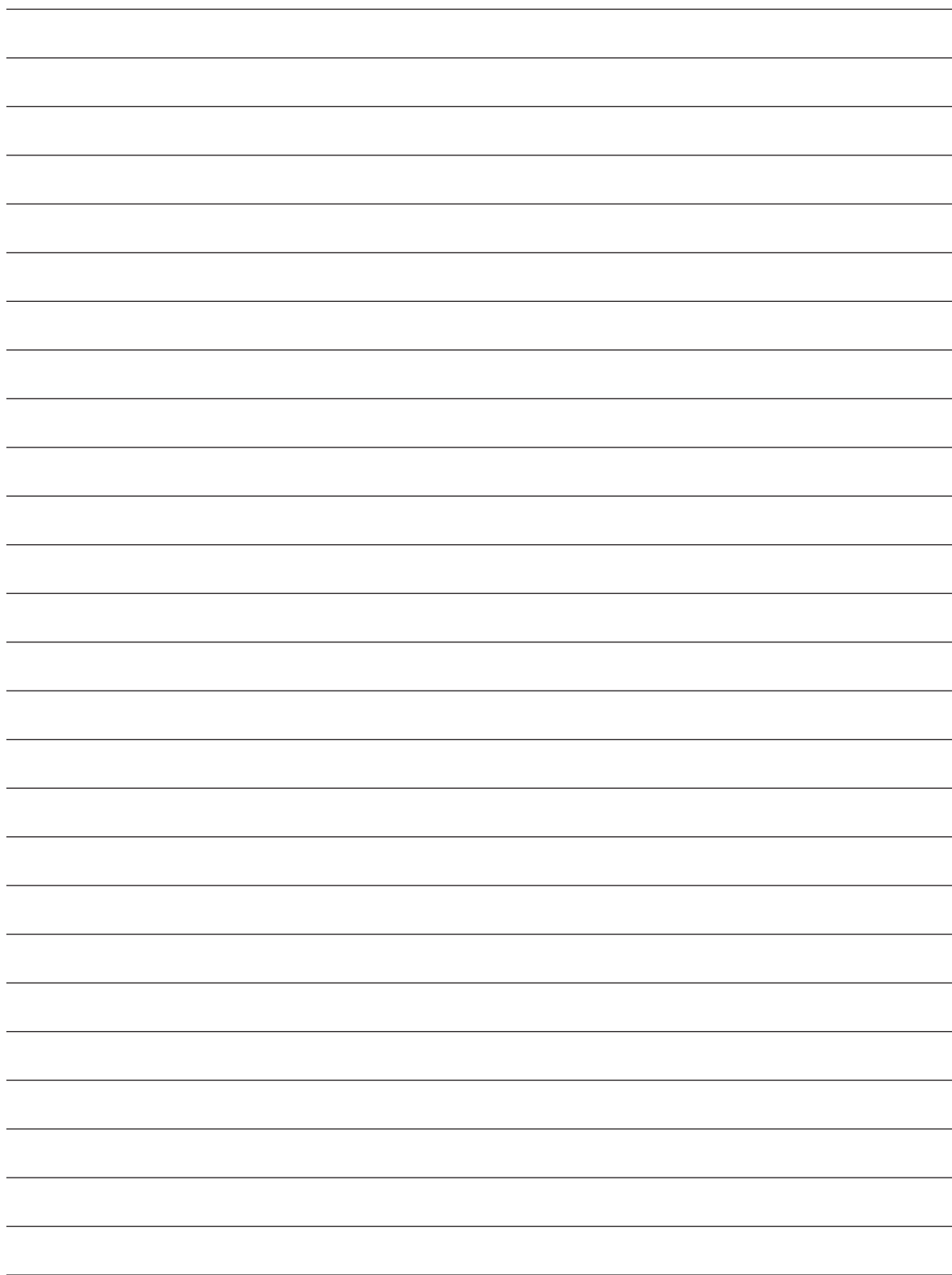
Signature of Medical Officer

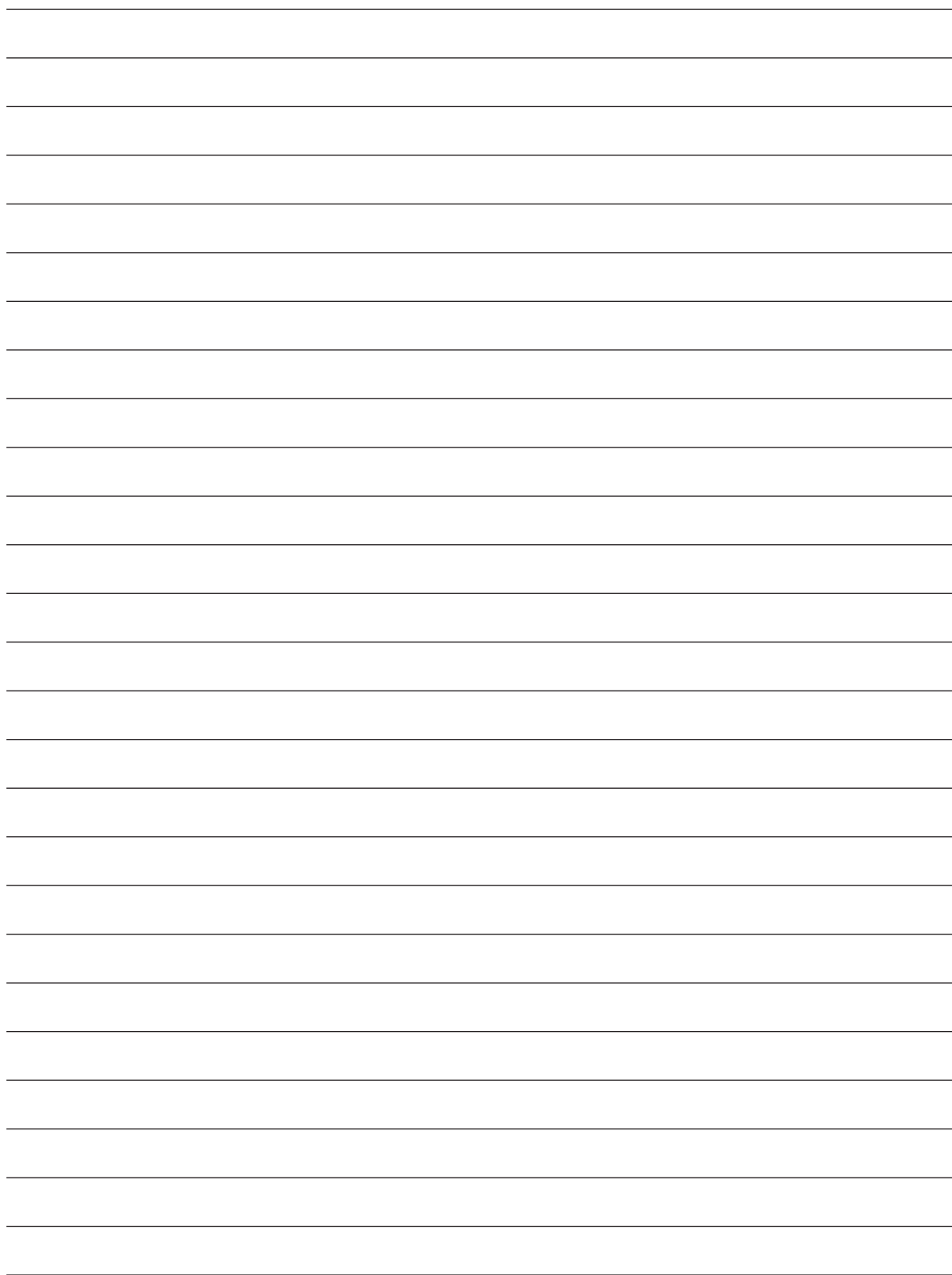
Seal of Designation and Hospital

Dated:

Photograph of  
 candidate duly  
 attested by the  
 Medical Officer











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**Nirma University**

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