



INTEGRATED BBA-MBA PROGRAMME 2022-27

STUDENTS'
INFORMATION
BOOKLET

VOLUME II





प्रार्थना

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

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

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



Preamble

The Handbook for Students contains information about Nirma University (NU), Institute of Management (IM) and the Integrated BBA-MBA Programme offered by the Institute of Management.

It also contains a summary of the Rules and Regulations about the academic requirements 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 each student to familiarize herself/himself 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 in a manner so as to bring credit to the University and enhance its prestige in society.

The University reserves a 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.

Purpose of this handbook is to provide general information to the students about the University/Institute and its Programmes; and this is not a Regulation Book of the University. Hence, no claim can be made based on the information given in the book.

Prof. Diljeetkaur Makhija

Chairperson

Integrated BBA-MBA Programme

2022-27 Batch

Prof. Amola Bhatt

Chairperson

Integrated BBA-MBA Programme

2021-26 & 2020-25 Batches

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The Message from Director, Institute of Management

Greetings from the Institute of Management, Nirma University!

The business environment today has become very complex and volatile due to rapid changes in economic, political, technological, competitive, regulatory and cultural factors. This has led to a huge demand for managers who have the knowledge and skills to resolve ambiguities, handle complexities, take optimal decisions under uncertainty and risk, and resolve problems to ensure sustainable growth of organizations or even its successful launch. The Institute of Management from its very inception in 1995 has responded to the challenge of nurturing future managers and leaders and made it the sine qua non of its purpose and existence. Today, it offers a slew of programmes at Graduate, Post Graduate, Doctoral levels as well as Short duration programmes for working executives.

The Integrated BBA-MBA is a flagship Programme of Institute of Management, Nirma University. The Programme is highly rigorous, comprehensive, industry and employment focused by design & structure. It seeks to develop students as employable, entrepreneurial, ethical and socially responsible citizens through a futuristic curriculum which is at cutting edge of management thought and industry practice and delivered through a pedagogic mix which is participative, experiential and practice based. This is complemented with emphasis on co-curricular and extra- curricular activities conducted through the aegis of student driven clubs and committees. The Programme has several unique features such as contemporaneous courses in data and technology, foundational courses in Indian society and polity, holistic and value-adding courses rooted in indigenous ethos and wellbeing, field courses on Managing Social Projects, involvement of subject matter experts from industry and academia in course delivery and emphasis on development of soft skills and attitude building. Finally, the unwavering commitment to the philosophy of outcome-based education ensures Assurance of Learning and continuous improvement.

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

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

With best wishes

Dr. Subir Verma

Message from the Addl. Director, Institute of Management

Welcome to the Department of Under Graduate Studies, Institute of Management, Nirma University, Ahmedabad. For more than a quarter-century, Institute of Management, Nirma University has served as our nation's leading comprehensive institution of higher education. We are advancing the institute's tradition of excellence in management education through high-quality programs in teaching, research, and consultancy. We continue to rank among the nation's best B-schools.

Department of Under Graduate Studies in Management differentiates itself through innovative active learning, integration with the industry, overall personality development and comprehensive mentoring and career guidance. A unique feature of the programme is an opportunity to gain minor specialization in Engineering Basics and Information Technology. This helps develop integration skills, increases receptivity to emerging knowledge and skill requirements and enhances employability opportunities.

The goal of the Institute of Management is to become one of the most well-known and excellent educational Institute in the world. We are fortunate to have a talented, highly committed faculty fraternity to ensure the learning environment of our students is the best it can be. Our faculty members comprise of renowned scholars and accomplished practitioners who are actively engaged in academic excellence and innovative research. Our unique teaching and learning process with a proper application of theory and practice crosses the boundaries of nations towards industry-readiness and global excellence.

Dr. Hrudanand Misra

Addl. Director, D-UGSM, IMNU

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.

The Institute has been ranked as 45th best B-School overall by the National Institute Ranking Framework (NIRF) 2022 released by the Ministry of Education, Government of 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 a 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 Six Semesters (two semesters 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 year 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.

FEE STRUCTURE

No.	Description	First Year	Second Year	Third Year	Total Amount
1.	Tuition fee	2,73,800/-	2,73,800/-	2,73,800/-	8,21,400/-
2.	University Eligibility Fee	1,000/-	----	----	1,000/-
3.	University Enrolment Fee (One Time)	1,000/-	----	----	1,000/-
4.	University Examination Fee	7,000/-	7,000/-	7,000/-	21,000/-
5.	Provisional Passing, Transcript & Convocation Fee	----	----	2,250/-	2,250/-
5.	Advance for Study Material charges*	10,000/-	10,000/-	10,000/-	30,000/-
6.	Student Activity Fees	24,000/-	----	----	24,000/-
7.	Refundable Security	7,000/-	----	----	7,000/-
	Gross Total	3,23,800/-	2,90,800/-	2,93,050/-	9,07,650/-

* Actual will be charged, accounts will be settled at the end of the programme.

ACADEMIC CALENDAR

Integrated BBA-MBA FOR A.Y. 2022-23 (Tentative) (26.08.2022)

Date	Day	First Year (Batch : 2022-27)
Aug. 29 – Sep. 03, 2022	Monday to Saturday	Induction and Registration (Online)
August 31, 2022	Wednesday	Samvatsri/Ganesh Chaturthi (Holiday)
September 05 – 13, 2022	Monday to Tuesday	Bridge Courses (Online)
September 16-17, 2022	Friday to Saturday	Reporting to Campus, Registration & Orientation (Offline)
September 19, 2022	Monday	Commencement of Classes (Semester-I)
October 2, 2022	Sunday	Mahatma Gandhi Jayanti
October 05, 2022	Wednesday	Dussehra (Holiday)
October 17-30, 2022	Monday-Sunday	Diwali Vacation
November 08, 2022	Tuesday	Guru Nanak Jayanti (Holiday)
December 25, 2022	Sunday	Christmas (Holiday)
January 11 & 12, 2023	Wednesday & Thursday	BBA Conclave
January 14, 2023	Saturday	Makarsankranti (Holiday)
January 16 to 20, 2023	Monday to Friday	Semester End Examination : Semester-I
January 23, 2023	Monday	Commencement of Classes (Semester-II)
January 26, 2023	Thursday	Republic Day
February 18, 2023	Saturday	Maha Shivratri (Holiday)
February 27, 2023	Monday	Parents Teacher Meeting
March 08, 2023	Wednesday	Holi 2nd Day – Dhuleti (Holiday)
March 30, 2023	Thursday	Ram Navmi (Holiday)
April 14, 2023	Friday	Baba Saheb Ambedkar Jayanti (Holiday)
May 29 to June 03, 2023	Monday to Saturday	Semester End Examination: Semester-II
June 12 to July 01, 2023	----	Summer Internship
Dates to be Announced Later		Annual Sport Days Ras Garba (Ramzat) Genesis One Act Play Inter Institute Cultural Festival Inter Institute Sports Festival

SECTION – I : ACADEMIC RULES AND REGULATIONS

ACADEMIC REGULATIONS FOR INTEGRATED BACHELOR OF BUSINESS ADMINISTRATION – MASTER OF BUSINESS ADMINISTRATION UNDER THE FACULTY OF MANAGEMENT

SHORT TITLE, APPLICATION AND COMMENCEMENT:

- These regulations shall be called as Academic Regulations for BBA Phase of integrated BBA-MBA Programme, under the Faculty of Management.
- They shall apply during the BBA Phase to the students admitted in integrated BBA-MBA programme under the Faculty of Management, Nirma University.
- They shall come into force from the date of their publication of the notification with the approval of Board of Governors, Nirma University.

DEFINITIONS: IN THESE REGULATIONS, UNLESS THE CONTEXT OTHERWISE REQUIRES:

Programme	- Integrated Bachelor of Business Administration–Master of Business Administration (First three years - BBA Phase)
Course	- A constituent subject of the programme
Semester/Term	- Duration for studying a course/s i.e. a portion of an academic year. The word “Term” is generally used synonymously with “Semester”.
Registration	- Procedure to register a course/s in a semester for the purpose of study or appearance in examination.
Letter Grade	- A letter associated with a particular performance level of a student in a course. A qualitative meaning and numerical figures are attached to each grade.
Credit	- A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week. On passing a course, a student will earn this “credit”.
Appeal Committee	- A Committee consisting of Director, Head of the Department and two senior faculty members nominated by the Director.

SHORT FORMS:

The Institute	- The Institute of Management
The Department	- The Department of Undergraduate Studies
The Director	- The Director, Institute of Management

The Addl. Director	- The Additional Director, Department of Undergraduate Studies
Faculty	- Faculty of Management
The Dean	- The Dean, Faculty of Management
CEE	- Continuous Evaluation Examination
PWE	- Practical Work Examination
SEE	- Semester End Examination
SPE	- Supplementary Examination
IR	- Initial Registration
RR	- Repeat Registration
RS	- Repeat Registration for Studying all components of a course
RRE	- Repeat Registration Examination
RRP	- Repeat registration for examination of Practical/Lab work
RRC	- Repeat Registration for continuous evaluation component of a course
RRS	- Repeat Registration for Semester End Examination of a course
GPA	- Grade Point Average of a course
SGPA	- Semester Grade Point Average
PGPA	- Programme Grade Point Average
CGPA	- Cumulative Grade Point Average
R.BM.(UG)	- Regulations for BBA Phase of integrated BBA-MBA programme

R.BM. (UG) 1: THE PROGRAMME

The Undergraduate Phase of integrated BBA-MBA Programme in Management leading to the Bachelor of Business Administration Degree offered by the Institute of Management, Nirma University under the Faculty of Management. The programme is full time. The medium of instruction of the programme is English.

R.BM. (UG) 2: ELIGIBILITY CRITERIA AND DETERMINATION OF MERIT FOR ADMISSION

The Eligibility criteria and criteria for determination of merit for the admission in the First Year of Integrated BBA-MBA Programme under The Faculty of Management, Nirma University shall be as per Annexure-I.

R.BM. (UG) 3: CATEGORIES OF COURSES

The following categories of courses are offered in the programme which are also part of major and minor.

3.1 Core Courses:

The courses to be compulsorily studied by the students as a core requirement to complete the academic requirement of a programme as prescribed by the Academic Council.

3.2 Elective courses:

Elective course is a course which can be chosen from a pool of Courses. It may be:

- Supportive to the discipline of study
- Providing an expanded scope
- Enabling an exposure to some other discipline/domain
- Nurturing student's proficiency/skill

An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. An elective may be "Discipline centric" which may include the elective offered for major and minor or may be chosen from another discipline.

3.3 Dissertation:

A candidate studies such a course with an advisory support by a teacher/expert in the concerned field is called dissertation. It may be offered as a core course or elective course depending upon the Teaching and Examination scheme approved by the Academic Council from time to time.

3.4 Project(s)/Internship(s):

All students will have to complete project(s)/internship(s) with a social or an industrial or business or service or a foreign organization for a duration as prescribed in the Teaching and

Examination Scheme with an objective to provide professional learning experience that offers meaningful practical work related to a student's field of study or career interest of any field.

3.5 Value Added Courses:

They are offered to the students to provide an additional exposure to certain skills/knowledge. This is a Non-credit course. The Dean of the Faculty is empowered to decide these courses, their curriculum, teaching and examination schemes, passing standards, etc. in accordance with the value-added course policy approved by the Academic Council and from the list of courses approved by the Academic Council.

3.6 Audit Courses:

These are optional courses. Audit courses are not evaluated for the purpose of assessing the academic performance of the students and no grade will be awarded for these courses.

3.7 Vocational Course:

Vocational courses are career/job-oriented courses prepares learners for jobs that are based in manual or practical activities. These courses are traditionally non-academic and totally related to a specific trade, occupation or vocation.

R.BM. (UG) 4: COMPONENTS OF A COURSE

The academic schedule of the courses may consist of one or more of the following components with their respective scope as described.

4.1 Lecture:

Teaching learning sessions conducted through real and virtual classrooms with various multimedia aids and other forms of students learning engagements as per requirement of the course and approved by the Dean.

4.2 Tutorials:

Supplementary to classroom teaching tutorials are conducted as per Nirma University Tutorial Policy as amended from time to time.

4.3 Project Work / Practical Work/ Studio/Workshop/Field work:

The students will be engaged in research or Practical Work pertaining to a course.

R.BM. (UG) 5: CO-ORDINATORS

5.1 Course Coordinator (to be nominated by the Dean for each course):

To coordinate all matters related to the conduct and assessment of a course.

5.2 Examination Co-ordinator (to be nominated by the Dean):

To look after all matters regarding Registrations and Re-registrations of courses and also to provide guidance and counselling to students regarding these issues.

R.BM. (UG) 6: TEACHING AND EXAMINATION SCHEME**6.1 Teaching Scheme:**

The scheme of teaching in a semester as a whole will be referred to as Teaching and Examination Scheme.

The schemes show the various courses, distribution of teaching hours, course component/s, examination components and their weightages and credits allotted to each course.

The courses offered in each programme (Semester wise) and their teaching schemes are given in the Semester Schedules approved by the Academic Council from time to time on recommendation of Faculty of Management.

6.2 Examination Scheme:

For assessment of a course, a student is assessed on following components:

- a) Continuous Evaluation Examination (CEE) - that includes several sub-components such as Quiz/Test, Assignment, comprehensive Viva, and Project (Group/ individual), etc. All exercise in CEE will be continuously assessed during the semester and given marks.
- b) Practical Work Examination (PWE) – that includes several subcomponents as per the practical work policy of Institute of Management. All assignments in practical work will be continuously/ periodically assessed (as applicable) during the semester.
- c) Semester End Examination (SEE) which will be conducted at the end of the semester/term. The SEE covers the entire syllabus of the course.

The course in each programme (semester-wise) and their examination scheme along with the teaching scheme are given in the Semester Schedules approved by the Academic Council from time to time on recommendation of Faculty of Management.

The assessment of sub-components of courses for CEE & PWE differ depending upon the nature and the teaching scheme of the concerned course. The detailed assessment scheme of the CEE, PWE and SEE for each course will be finalized and notified in form of course outline by the Dean in accordance with the assessment policy approved by the Academic Council.

R.BM. (UG) 7: REGISTRATION IN COURSES**Registration**

There are two categories of registration, Initial Registration (IR) and Repeat Registration (RR). All categories of registration will collectively be referred to simply as Registration. Registration will be

done for each course. All Registration, wherever applicable, will be subject to the availability of courses. Students' registration in a Semester will be in chronological order.

Categories of Registration

7.1 Initial Registration (IR):

In order to study a course for the first time, the student will register under the IR category. This will imply regular attendance for study of all components of that course and appearing at all examinations thereof. IR registration for courses of a Semester are to be done for all courses of that Semester as shown in the Teaching Scheme. Generally, IR registration will not be permitted for lesser number of courses. The student who so registers (IR) for all courses of a Semester will be considered as having been registered in that Semester.

7.2 Repeat Registration (RR):

Repeat registration is consisting of following categories of registrations;

7.2.1 Repeat Registration for Study of a course (RS):

This category will imply regular attendance (as per R.UG.8) to study all components (i.e. LT, CE, PW as applicable) and appearing at all examinations thereof. The student has to seek fresh registration for this category and will be subject to the availability of the course/s.

7.2.2 Repeat Registration for Examination (RRE):

This registration is necessary for appearing again in a particular examination of a course. It will not involve regular attendance for studying the course.

Repeat Registration for Examination will be in the following categories:

- a) Repeat Registration for the Examinations of Continuous Evaluation component of a course (RRC)
- b) Repeat Registration for the Examination of Practical /Lab Work (RRP)
- c) Repeat Registration for Semester End Examination of a course (RRS)

7.3 Approval of Registration:

Every student must apply in the prescribed format for registrations, as applicable. The decision on the student's request will be based on the availability of courses and applicable Regulations. The Dean will issue appropriate orders for processing the application, including scrutiny, verification and final orders.

R.BM. (UG) 8: ATTENDANCE REQUIREMENT FOR APPEARANCE AT SEMESTER END EXAMINATION

A student has to comply with the following condition course wise to be eligible to admit for SEE:

8.1 Attendance:

Students under category of (IR, RS) should have at least 85% attendance, including Academic Leave in all teaching components of the course (as applicable).

8.2 Appeal Committee:

A student who has not met with attendance requirement of any course may appeal to the Appeal Committee giving full reasons for his/her default. The decision of the Committee in all such cases will be final. The student will be allowed to appear in the examination of the course only if the appeal committee condones the deficiency.

If the committee rejects the appeal of the student, then the student will not be permitted to appear in SEE of the concerned course. Accordingly, S/he will also be given grade F in that course and S/he will have to seek RS category registration.

R.BM. (UG) 9: SCOPE OF EXAMINATIONS AND ASSESSMENT

The scope of examinations and the method of assessment are as follows:

9.1 Continuous Evaluation Examination – CEE (IR & RR Registration):

The learning of the students will be continuously assessed during the Semester and given marks. The total marks of components of continuous evaluation will be aggregated based on their inter se weights to give the overall percentage of marks in the CEE examination.

If a student fails in CEE, the student will not be permitted to appear in SEE of that course and the student will have to seek RRC.

9.2 PW Examination (IR and RR Registration):

All assignments of a course in Practical Work will be continuously / periodically assessed (as applicable) during a semester. Each assessment will be given marks. The total marks of all Units of PW will be aggregated based on their inter se weights to give the overall percentage of marks in the PW examination. The course coordinator will notify the procedure for assessment, review, viva voce, etc. to the students in advance.

If the student fails in PW examination, the student will not be permitted to appear in SEE of that course and the student will have to seek registration as RRP in subsequent semester.

9.3 Semester End Examination (IR & RR Registration):

The expression 'Semester End Examination' refers to the Hall Examination of a course taken at the end of a Semester. The SEE of a course will cover the entire syllabus of the course. The assessment will be mark based.

If the course coordinator desires that there should be an open book examination in a course in any SEE, S/he may make a suitable recommendation to the Department/Programme Head. Final approval of the Dean will be necessary before the scheme is implemented. This method

of examination must be announced to the students through the Course Outline before the commencement of the respective course.

9.4 Supplementary Examination (SPE): (RR registration, grade F in SEE)

The Institute may decide to hold a Supplementary Examination (SPE) for SEEs at the end of each semester for students who have failed in SEE or who wish to improve the performance of SEE, such students will have to seek RR registration to take up SPE.

9.5 Schedules of SEE and SPE:

SEEs of all courses of the programme, as per the teaching scheme, will be held at the end of each term. The date of the Supplementary Examinations (SPE) will be held generally after 15 days from the date of result declaration of SEE and will be for only those courses that are offered in that term.

- 9.6 Absence in SE examination with or without Regular Approval will be assigned Zero [0] marks and appropriate grade will be given to the Student. However, they will be permitted to appear in the Supplementary Examination.

R.BM. (UG) 10: ASSESSMENT AND ROLES OF EXAMINERS

10.1 CE & PW:

The Course Coordinator in consultation with the faculty teaching in a course proposes the CE & PW components and their inter se weightage to the respective Head of Departments. The Dean takes the final decision for the same in consultation with the Departmental Head and the same be notified to the students before commencement of the course. Normally the faculty teaching a course/ component shall be the examiner for assessing the CE & PW components of the course.

10.2 Semester End Examination:

Normally the examiners for assessment of SEE shall be appointed as per the guidelines and examinations rules of Nirma University. There will be a minimum of two examiners in a course and both the examiners are individually responsible for assessment work allotted to them. The assessment shall be carried out after the meeting of examiners to discuss and finalize the Marking Scheme and the methods of evaluation, which will be duly minuted for further reference.

10.3 Maintenance of the assessed material of the SEE:

The examination section of the University shall maintain the assessed material of the semester/trimester end examination for one year.

10.4 Timeliness of Result Announcement:

It is essential to maintain the timeliness of all components of assessments, both formative and summative. In any case, the faculty should not take more than one week to declare any result of the formative assessment and normally not more than 7 days to submit the assessment of the Semester End Examination to the university examination section.

10.5 Declaration of final results:

The university shall announce the course grades of every semester/trimester within 10 days from the date of completion of the Semester End Examination. In case of failure to do so, the reasons for non-completion of results will be informed to the Director General.

10.6 Review of the question papers of SEE:

The Internal Quality Assurance Cell [IQAC] shall ensure that the review of the question papers is completed within 30 days of the completion of the Semester End Examination.

The Head of the Institute shall form a departmental or Institute level committee consisting of three senior faculty members to review the quality of the question papers for the semester end examination. The report of the same shall be submitted to the Head of the Institute within 30 days of the completion of the said examination.

The Policy on Assurance of Learning [notified by Nirma University] shall be referred to and accordingly, parameters of review of the quality of the question papers of SEE shall be carried out. The summary report of this review shall be placed before the Board of Studies of the concerned department for discussion and further improvements.

10.7 Audit of Course Assessments:

To enhance the quality of assessment, an audit of the assessment of a course of any division in a semester shall be conducted in each programme covered under the policy. The course will be selected by the concerned Dean in consultation with the department head. The Institute shall develop a suitable mechanism to audit the same and report to the Director General through University IQAC.

R.BM. (UG) 11: GRADE AND PERFORMANCE LEVELS

The overall Academic Performance level of a student in any course will be adjudged in terms of the letter grades, and grade points. Table-1 provides significance of letter grades along with its equivalent grade points.

11.1 Absolute Grading:

The University follows absolute grading system where the overall percentage of marks of a course shall be assigned an appropriate later grade as per the Grading system.

11.2 Course Grade:

Course grade will be given only when the student meets with the academic standards of passing of all components of a course.

Marks of SEE, CEE and PWE (as applicable) examinations shall first be aggregated on the basis of the component / inter se weights given in the Teaching Scheme. The overall percentage of marks, if fractional, will be rounded off to the next higher integer. After the aggregate marks of a student is calculated, the performance of each student in the course as a whole will be assigned a grade using the below conversion table.

Table No. 1 Conversion of Marks into Course Grades

Overall Percentage (%) of Marks obtained	Letter Grade	Qualitative Meaning	Grade Point
91 and above	O	Outstanding	10
81 to 90	A+	Excellent	9
71 to 80	A	Very good	8
61 to 70	B+	Good	7
51 to 60	B	Above average	6
46 to 50	C	Average	5
40 to 45	P	Pass	4
Below 40	F	Fail	0
Absent	Ab	Absent	0

The Grade Report/Transcript will show only the Course Grade and not the marks.

R.BM. (UG) 12: PERFORMANCE LEVELS

The performance level of a student in credit courses at different stages of the study in a programme is assessed by the following measures.

12.1 Course Grade Point:

The numerical value (Grade Point) corresponding to the letter grade obtained in a course by a student.

12.2 Semester Grade Point Average (SGPA):

The Grade point Average (GPA) is computed from course grades as a measure of student performance in the courses. SGPA is based on the grades of all courses scheduled under a

semester and it is the ratio of the sum of the product of the number of credits with the corresponding grade points scored by a student in each course and the sum of the credits of all the courses undergone by a student.

$$\text{SGPA (Si)} = \sum(\text{Ci} \times \text{Gi}) / \sum \text{Ci}$$

where Ci is the number of credits of the ith course and Gi is the grade point scored by the student in the ith course of the semester.

12.3 Cumulative Grade Point Average (CGPA) & Programme Grade Point Average (PGPA):

The SGPA is based on the grades in all courses taken in a semester, while the CGPA is based on the grades in all courses taken after joining the programme of study at any point of study of a programme. The CGPA computed on completion of a programme based on the grades of all the credit courses of the programme is termed as Programme Grade Point Average (PGPA).

$$\text{CGPA} = \sum(\text{Ci} \times \text{Gi}) / \sum \text{Ci}$$

where Ci is the number of credits of the ith course, Gi is the grade point of the ith course at any point of study of the programme.

The PGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

12.4 Equivalent Percentage (%) Marks for CGPA:

In case an equivalence between GPA values and percentage of marks is desired, the same can be obtained as given below:

$$\text{Equivalence \% of marks} = \text{CGPA value} \times 10.$$

R.BM. (UG) 13: PASSING STANDARDS

13.1 Component-Wise Minimum Passing:

A Student is required to meet component-wise minimum marks for passing a course. The requirement of minimum marks in Continuous Assessment (CE & PW) as well as End Semester Examination is 40%. A student is permitted to appear for the Semester End Examination only after he/she meets the requirement of passing in the Continuous Assessment Component.

13.2 The standard for passing a course:

The minimum standard for passing a course as a whole is "Grade P".

13.3 Academic Standard for Successful Completion of a Semester:

For successful completion of a semester a student is required to earn a minimum SGPA of 5.00 besides he/she is required to pass all courses of that semester.

R.BM. (UG)14: FAILURE**14.1 Failure of components of course:**

A student not satisfying the academic standard for Passing any of the course components shall be awarded course Grade 'F'.

14.2 Scope for improvement:

Student fails in a component of a course is permitted to register (RR) for improvement during end of the following semester besides the opportunity to improve the SEE component by taking supplementary examination at the end of the same semester itself.

Similarly, the students are also permitted to register (RR) for improvement of passed courses with a Course Grade of 'C' or below.

Mark obtained in the improvement examination under RR category shall be considered for computation of final course grade even if the mark obtained is less than the previous examination.

As per the availability of the course, examinations will be conducted specifically for the student who wishes to improve the result or along with other students appearing in examination under Initial Registration (IR).

R.BM. (UG) 15: ACADEMIC BREAK

A student will be allowed to take a break up to one academic year during the programme due to medical reason or any other justifiable reason subject to approval of the Director General on the recommendation of the Dean. The decision of Director General for consideration or rejection of such request shall be final. If the student considered for Academic break, then following conditions shall apply:

- a) The student shall not be entitled for award of Medal,
- b) The student has to complete the study within the admissible duration to complete the programme,
- c) Payment of all applicable fees.

R.BM. (UG) 16: ACADEMIC PROGRESSION RULE

In order to successfully complete a semester a student is required to meet the academic standard as per Regulation R.13.3. However, a student be allowed to promote to the next higher semester even if he/she has not met with the all requirements subjects to certain conditions.

16.1 Failure in Course:

A student will be allowed to register for the courses of the next higher semester even if he/she has not meet with the minimum academic standard to pass all the courses of the semester subject to the condition that he/she has backlog in not more than 3 credit courses.

If a student fails to meet with the above condition will not be permitted to register for respective higher semester. Such students will repeat sufficient number of courses as ex-student and meet with the requirement of the promotion criteria.

16.2 Failure to meet the Academic requirement of the Semester:

Similarly, a student will be allowed to register for the higher semester even if S/he fails to meet with the minimum academic requirement for successful completion of a semester subject to the condition that the requirement of the 1st semester, 2nd semester should be met by the end of 3rd semester and, 4th semester respectively. If a student fails to meet with the above condition will not be permitted to register for respective higher semester. Such students will repeat sufficient number of courses as ex-student and meet with the requirement of the promotion criteria. Such students can also appeal to the Appeal Committee for grant of opportunity to be promoted to the next higher semester, provided that the student gives a viable assurance to make-up the short fall within a semester. The decision of the Appeal Committee will be final in this regard.

R.BM. (UG) 17: AWARD OF DEGREE

Separate degrees will be awarded for both the phases, i.e., Bachelor of Business Administration for undergraduate-phase and Master of Business Administration for post graduate phase:

The students will be awarded degree of Bachelor of Business Administration (BBA) on successful completion of the Undergraduate-phase subject to fulfilment of following conditions:

- a) to complete all requirements of the undergraduate phase (first three years) successfully with a minimum PGPA of 5.0.
- b) to successfully complete the prescribed credits of the programme as specified in the Teaching and Examination Scheme for the Under-Graduate Phase.
- c) successfully complete Value-added courses(s) as notified by the Dean in the Teaching and Examination Scheme with a minimum grade 'satisfactory, failing to which, s/he is required to improve the Value-added courses(s) grade in the scheme as prescribed by the Dean, Faculty of Management.

R.BM. (UG) 18: PROGRESSION FROM UNDER-GRADUATE PHASE TO POST-GRADUATE PHASE

- 18.1 The student is required to fulfil the criteria mentioned in R.BM. (UG) 17 in order to progress to the Post-Graduate phase of the programme. The student deemed to be admitted for MBA phase on successful completion of academic requirements for award of BBA Degree.
- 18.2 The programme also provides flexibility to the students to exit at the end of the third year with the degree of Bachelor of Business Administration subject to fulfilment of all relevant conditions.
- 18.3 During the Post Graduate phase, the academic Regulations applicable to MBA programme shall be made applicable mutatis mutandis for the students registered in Post graduate phase of Integrated BBA-MBA programme.

R.BM. (UG) 19: CANCELLATION OF ADMISSION

The admission of following categories of students is liable to be cancelled:

- a) Failure to meet the academic requirements for the award of under graduate degree within (3+1) years from the date of admission to the programme.
- b) The student, whose admission is so cancelled, can appeal to the Appeal Committee. The Committee may grant an extension up to the TWO additional Semester/s for the deserving cases, provided the student gives a viable assurance to make up the shortfall within that period.

Note:

Notwithstanding anything contained above, if a student has cleared all the courses and have earned the requisite number of credits except one course, may appeal to the President. The President may consider such appeal on the recommendation of the appeal committee prescribed under the regulations for the purpose and after considering the genuineness of the case may give ONE more additional attempt to the student concerned to clear the remaining course.

Nirma University
Institute of Management
Annexure-I

[R.BM. (UG).2]

ELIGIBILITY CRITERIA AND DETERMINATION OF MERIT FOR ADMISSION

FOR ALL-INDIA CATEGORY:

Candidates should have passed Higher Secondary Certificate (HSC) Examination (10+2) or any other equivalent examination from the schools located in India (including Gujarat State) and recognized by Nirma University, with minimum 60% aggregate marks at first attempt.

FOR GUJARAT CATEGORY:

The candidate should have passed Higher Secondary Certificate (HSC) Examination (10+2) or any other equivalent examination recognized by Nirma University from the schools located within the State of Gujarat with minimum 90% aggregate marks at first attempt.

DETERMINATION OF MERITS FOR THE ADMISSION:

The method of determining the merit for the admission will be decided by the Director General, Nirma University from time to time depending upon the requirement.

SECTION – II : TEACHING AND EXAMINATION SCHEME

PROGRAMME STRUCTURE

TEACHING & EXAMINATION SCHEME OF INTEGRATED BBA – MBA PROGRAMME

(w.e.f. A. Y. 2022-23 Onwards)

Framework for Undergraduate Phase (BBA) : (First Three Years)

Duration of the Overall Programme	: 5 Years (First Three Years: Undergraduate Phase, BBA; Fourth and Fifth year: Postgraduate Phase, MBA.
Duration of a Semester	: 16-17 Weeks (Approximately)
One Credit Hour	: 15 hours of classroom contact hours (15 Sessions of 60 minutes each)
Session Duration	: 60 minutes each
Credits Requirements	: 120
No. of Semester	: 6 Semesters
Total Contact Hours	: 1800 hrs. (120 x 15)
Internship(s)	: As per Teaching Scheme
Programme Structure	: First Year – 39 Credits Second Year – 39 Credits Third Year – 42 Credits

Framework for Postgraduate Phase (MBA) : (Fourth and Fifth Years)

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)
Internship Project	: 20 weeks in Term III

Programme Structure	: First Year – 60 credits <ul style="list-style-type: none"> • Core Courses : 12 credits • Specialization Electives Courses : 30 credits • Internship Project: 18 Credits Second Year – 48 credits <ul style="list-style-type: none"> • Specialization Elective Courses : 48 credits
Specializations Areas	: <ul style="list-style-type: none"> • Marketing • Finance • Operations Management • Digital Transformation and Analytics (DnA)
Specialization Option	: A Student may opt for either of the following: Specialization in one area as Major, OR Specialization in one Area as Major; and Minor in another, OR No specialization at all
Major	: At least 30 credit hours of electives in an area of Specialization
Minor	: At least 21 credit hours of electives in an area of Specialization

1. Programme Outcomes

1.1. Integrated BBA- MBA Programme: After undergoing this programme, the student shall be able to:

- 1.1.1. Evaluate different business issues using an integrative approach
- 1.1.2. Communicate effectively in different contexts
- 1.1.3. Demonstrate leadership, teamwork, and social skills
- 1.1.4. Analyze business environment for effective decision making
- 1.1.5. Use relevant conceptual frameworks and best management practices
- 1.1.6. Develop functional and general management skills
- 1.1.7. Develop global orientation
- 1.1.8. Demonstrate creativity, risk-taking ability and cope with ambiguity

1.2. Undergraduate (BBA) Phase: After undergoing this programme, the student shall be able to:

- 1.2.1. Utilize communication skills effectively in different contexts.
- 1.2.2. Develop an integrative approach to analyze business issues.
- 1.2.3. Apply cross-functional managerial skills.
- 1.2.4. Examine business scenarios for effective decision making
- 1.2.5. Illustrate leadership, teamwork, and social skills.
- 1.2.6. Develop global orientation.
- 1.2.7. Demonstrate an ethical and socially responsible behaviour.

Teaching & Examination Scheme of Integrated BBA-MBA Programme Undergraduate Phase (BBA)

Semester-I

Sr. No.	Course Code	Course Title	Teaching Scheme				Examination Scheme				
			L	T	P	C	Duration		Component Weightage		
							SEE	PW	CE	PW	SEE
1	1MU501	General English	2	0	2	3	3 hours	-	0.60	0	0.40
2	1MU201	Mathematics-I	2	1	0	3	3 hours	-	0.60	0	0.40
3	1MU701	Fundamentals of Information Technology	2	1	0	3	3 hours	-	0.60	0	0.40
4	1MU101	Microeconomics	2	1	0	3	3 hours	-	0.60	0	0.40
5	1MU801	Contemporary India	2	1	0	3	3 hours	-	0.60	0	0.40
6	1MU802	Environment Management	2	1	0	3	3 hours	-	0.60	0	0.40
		Total	12	5	2	18					

Semester-II

Sr. No.	Course Code	Course Title	Teaching Scheme				Examination Scheme				
			L	T	P	C	Duration		Component Weightage		
							SEE	PW	CE	PW	SEE
1	1MU502	Written Communication	2	1	0	3	3 hours	-	0.60	0	0.40
2	1MU202	Mathematics-II	2	1	0	3	3 hours	-	0.60	0	0.40
3	1MU102	Macroeconomics	2	1	0	3	3 hours	-	0.60	0	0.40
4	1MU702	Introduction to Programming	2	0	2	3	3 hours	-	0.60	0	0.40
5	1MU803	Indian Constitution and Citizenship	2	1	0	3	3 hours	-	0.60	0	0.40
6	1FT101	Health, Wellness & Yoga	2	0	2	3	--	-	0.60	0.40	-
7	XXXXXX	Value Added Course-I*	2	0	0	0	-	-	1	-	-
8	1MU901	INTERNSHIP-I#	0	0	0	3	3 Weeks	-	-	1	-
		Total	14	4	4	21					

* It is a 30 Hours Non-Credited Value Added Course.

#Credit Based Internship

Course Code	Course Title	Week	Semester	Credit	Assessment Criteria and Weightage		
					Worksheet & Weekly Report	Final Report	Presentation / Viva Voce
1MU901	Internship (Social Project/Internship)	3	II	3	0.25	0.50	0.25

Semester-III

Sr. No.	Course Code	Course Title	Teaching Scheme				Examination Scheme				
			L	T	P	C	Duration		Component Weightage		
							SEE	PW	CE	PW	SEE
1	2MU101	Financial & Company Accounting	2	1	0	3	3 hours	-	0.60	0	0.40
2	2MU401	Principles of Management	2	1	0	3	3 hours	-	0.60	0	0.40
3	2MU201	Statistics	2	1	0	3	3 hours	-	0.60	0	0.40
4	2MU102	Indian Economy	2	1	0	3	3 hours	-	0.60	0	0.40
5	2MU501	Business Communication	2	1	0	3	3 hours	-	0.60	0	0.40
6	2MU801	Business Law	2	1	0	3	3 hours	-	0.60	0	0.40
		Total	12	6	0	18					

Semester-IV

Sr. No.	Course Code	Course Title	Teaching Scheme				Examination Scheme				
			L	T	P	C	Duration		Component Weightage		
							SEE	PW	CE	PW	SEE
1	2MU103	Cost & Management Accounting	2	1	0	3	3 hours	-	0.60	0	0.40
2	2MU104	Financial Management	2	1	0	3	3 hours	-	0.60	0	0.40
3	2MU601	International Business	2	1	0	3	3 hours	-	0.60	0	0.40
4	2MU301	Marketing Management	2	1	0	3	3 hours	-	0.60	0	0.40
5	2MU502	Ethics and Values	2	1	0	3	3 hours	-	0.60	0	0.40
6	2MU503	Organizational Behaviour	2	1	0	3	3 hours	-	0.60	0	0.40
7	XXXXXX	Value Added Course -II*	2	0	0	0	-	-	1	-	-
8	2MU901	INTERNSHIP-II#	0	0	0	3	4 Weeks	-	-	1	-
		Total	14	6	0	21					

* It is a 30 Hours Non-Credited Value Added Course.

#Credit Based Internship

Course Code	Course Title	Week	Semester	Credit	Assessment Criteria and Weightage		
					Worksheet & Weekly Report	Final Report	Presentation / Viva Voce
2MU901	Internship (Social Project/Internship)	4	IV	3	0.25	0.50	0.25

Semester-V

Sr. No.	Course Code	Course Title	Teaching Scheme				Examination Scheme				
			L	T	P	C	Duration		Component Weightage		
							SEE	PW	CE	PW	SEE
1	3MU201	Operations Management	2	1	0	3	3 hours	-	0.60	0	0.40
2	3MU301	International Marketing	2	1	0	3	3 hours	-	0.60	0	0.40
3	3MU801	Business, Government and Society	2	1	0	3	3 hours	-	0.60	0	0.40
4	3MU401	Human Resource Management	2	1	0	3	3 hours	-	0.60	0	0.40
5	3MU601	Strategic Management	2	1	0	3	3 hours	-	0.60	0	0.40
6	3MU802	Capstone^	0	0	6^	3	-	-	-	1	-
		Total	10	5	6	18					

^ The Course is based on Project Work worth 3 Credits.

Semester-VI

Sr. No.	Course Code	Course Title	Teaching Scheme				Examination Scheme				
			L	T	P	C	Duration		Component Weightage		
							SEE	PW	CE	PW	SEE
1	3MU101	Financial Services	2	1	0	3	3 hours	-	0.60	0	0.40
2	3MU701	Management Information System	2	1	0	3	3 hours	-	0.60	0	0.40
3	3MU501	Managerial Skills	2	1	0	3	3 hours	-	0.60	0	0.40
4	3MU202	Research Methodology	2	1	0	3	3 hours	-	0.60	0	0.40
5	3MU602	Entrepreneurship	2	1	0	3	3 hours	-	0.60	0	0.40
6	3MU803	Business Simulation^	0	0	6^	3	-	-	-	1	-
7	XXXXXX	Value Added Course –III*	2	0	0	0	-	-	1	-	-
8	3MU901	INTERNSHIP-III#	0	0	0	6	8 Weeks	-	-	1	-
		Total	12	5	6	24					

^ The Course is based on Project Work worth 3 Credits.

* It is a 30 Hours Non-Credited Value Added Course.

#Credit Based Internship

Course Code	Course Title	Week	Semester	Credit	Assessment Criteria and Weightage		
					Worksheet & Weekly Report	Final Report	Presentation / Viva Voce
3MU901	Internship (Social Project/Internship)	8	VI	6	0.25	0.50	0.25

SUMMER INTERNSHIPS:

All students will have to undergo summer project(s)/internship(s) of with a social or an industrial or business or service organization for a duration as prescribed in the Teaching and Examination Scheme. The conditions of successfully completing the programme shall not be deemed to have been satisfied unless a student completes all the requirements of each summer project/internship satisfactorily and with a minimum grade prescribed for any credit course by the Academic Regulation of the programme.

Each student shall be required to submit a project report to the Institute for the work undertaken by him/her during each internship within two weeks of the commencement of the subsequent Term. S/he will also have to submit a copy of the report to the organization guide and get it approved with satisfactory and completion certificate. The reports are assessed by a panel of faculty members and/ or industry experts. The reports are graded like any other course and also reflected in the Grade Reports.

SECTION III: PLACEMENTS

PLACEMENTS & CORPORATE RELATIONS CELL

The final and summer placements play an important role in meeting the career aspirations of each student enrolled in the Programme. In its endeavor to assist students in achieving his/her career goals, the Institute has a well-equipped and organized Corporate Relations Cell (CRC), which is in constant touch with the industry and essentially keeps the students informed about the requirements and developments in different industrial sectors regarding the available career and Internship 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)**.

The members of the Faculty Placements Advisory Committee for the year 2022-23 are listed at under heading “Committees” of the Handbook.

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 (PLACECOMM), guiding and co-ordinating the working of the PLACECOMM.

The PLACECOMM selection for the junior committee normally happens at the start of the new academic year. The Committee members report to the Placement Chairperson and Corporate Relations Cell (CRC). The students select among themselves about 8-10 members from each year who would take the initiative and conduct all the summer placement activities with the support of the rest of the batch.

Industrial Visits. The objective of the industrial visits is to provide the students early real-life exposure of Organizations and to enrich the learning experience through simultaneous inputs from theory and practice. The students are taken on guided tours to Organizations of different types: Small and Large, Manufacturing and Services, Profit and Non-Profit, Government and Private, etc. These visits give them an exposure to the complexity of management. It also highlights the relevance of some of the management concepts in different Organizational settings.

Summer Internship. The programme follows an unconventional approach towards internship which helps provide students with the requisite corporate exposure before final placements across four time spans. At the end of first year the students undergo a 3 week internship that has to be mandatorily carried out in a social organisation to give the students a glimpse of social responsibility and help develop the right personality skills. This is followed by two corporate internships each at the end of subsequent other two years of under graduation. The internships are arranged at NGOs/Industry to enable the students to gain practical / real time experience of industry/corporate worlds

At the end of the first year of MBA phase students have to do a summer project / internship of 20 weeks with an industrial, business or service organization. The best learning takes place when concepts from the B-School classroom are applied in the field. To accomplish this objective, the students are required to go for a mandatory 20 weeks summer internship program, where apart from their project, they also learn about how a professional organization works. This internship is a great value addition to students as they get practical insights from the corporate world.

Summer Placement Brochure. The Institute prepares a summer placement brochure, giving details of program and profiles of the batch for the benefit of the students and potential recruiters.

Final Placement: (Applicable only after completion of MBA phase).

The Institute helps each student in exploring placement opportunities by inviting various companies for campus recruitment of students who are in the final year of the Programme and are likely to graduate at the end of the academic year.

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 process of the Institute. This not only helps the students in getting their 'dream' jobs but also assists the visiting placement companies in identifying the 'right' candidate for their organization.

It is compulsory for each student to abide by the guidelines forwarded by the placecomm; failing which he/she shall be debarred from the summer placement process of the Institute (BBA Phase)

Additional guidelines for eligibility as well as the placement process for summer and final placements will be shared with the batch before commencement of the campus placements season (MBA Phase).

SECTION IV : GENERAL RULES AND REGULATIONS

Dress Code

Wearing of formal dress is compulsory on all Mondays while being in the Academic Block covering Classrooms, Library, Reading Room, Faculty Rooms & Admin Office from **08.45AM to 6.00PM** 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 **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.

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/-.

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.

Seating Plan in the Classroom

The 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.

Celebration

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

Conduct/Behaviour in Class

- The students are expected to be in the classroom at least five minutes before commencement of the class. Un-punctuality is not acceptable.
- 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, Volume-I.**
- 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 misbehaviour in class would warrant disciplinary action as per the rules.

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 need to collect books/reading materials from the materials room on the date and time as specified by the Programme Office.

SECTION VI : 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 <https://mancomlibrary.nirmauni.ac.in>

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

- **Prowess IQ:** Prowess IQ is an interactive querying system to find companies from the Prowess database. The Prowess database consists of the financial performance of Indian companies. The database contains information on all listed companies and a larger set of unlisted companies.
- **Springer e-books collection:** Institute of Management Library has purchased e-Books (Business and Economics e-Books Package) of Springer e Books Collection. One can access the e- books of Springer (617 E-Books - 2005, 2006 and 2007) from anywhere in the campus.
- **JSTOR Academic e-book:** Institute of Management Library has purchased e-Books of JSTOR e-Books Collection. Mainly subject covered: Science and Technology, Architecture and Art, Law, Criminology Etc., Business Management, LIS, Sociology, Multi Discipline.

Guidelines for Library Use

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

Library Hours

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

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

Access to the library Resources outside Campus:

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

COMPUTING FACILITIES

Hardware: Servers and Desktops/Laptops

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

Software: System Software, Applications Softwares and Utilities

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

Nirma University Learning Management System: Cloud based Moodle

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

Nirma University Gigabit Campus Area Network

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

Internet/Intranet Facilities

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

Nirma University Wi-Fi Facility

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

Nirma University E-Mail and Collaborations Services



Google Core Apps

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

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

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

"Google Docs", "Google Sheets", "Google Slides", "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://management.nirmauni.ac.in/wp-content/uploads/sites/24/2019/03/NU-IT-Policy_15052015_041321PM-1.pdf

SECTION VI: STUDENTS ACTIVITIES & STUDENTS' CLUBS

The Institute believes in developing the students as owner-managers right at the campus while they are still students. The students are considered as active partners in managing the Institute in its activities viz. conferences, conclaves, guest lectures, seminars, 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 three years learning of BBA, in 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 satisfaction that comes with the experience of a job well done. The students recognize their talents and skills in the process and gets inspiration to develop themselves further.

Some of the students' action groups actively involved in such activities are:

- **Cultural Committee:** This committee organizes all the social and cultural activities of the Institute at its BBA phase
- **Sports Committee:** This committee organizes all the sports events on the campus -the major one being the "Khelnayak" and "Invictus".
- **Media Committee:** The BBA-Media Committee acts as a representative of BBA programme of IMNU to the outside world. The BBA-Media Committee covers all the happenings, events and seminars that take place in BBA programme.
- **Co-curricular Committee:** This Committee organizes activities like conclaves, Expert Lectures Industrial visits etc.

Attendance Norms

Participation in Co-Curricular & Extra Curricular Activities like Seminar, Conclave, Conference, Lecture-series etc. helps not only in enhancing knowledge of students related to contemporary developments but also enables holistic development of student's personality. We sincerely solicit active presence of students in all such activities for overall well-being of students including placements. These activities also result in augmenting institute's brand. The students need to attend a minimum of 80% of the above activities every year.

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) With a view to providing an opportunity to the faculty 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. Nirma International Conference on Management provides an appropriate platform to researchers, practitioners, academicians and students to present and deliberate on compelling research ideas and themes.

The Conclave: Aarohan- the annual BBA Conclave which is a 2 day event where speakers from different domains speak about their experience and learnings connected to the theme of the event. The students have an enriching experience listening and learning from successful entities from diverse fields like art, corporate, business and so on. This event is managed by AdityaVat, the Co-Curricular Committee.

The Business Fest : The institute organizes Aayam the business fest which comprised of 7 events, right from the B-Plan competition to Board room crisis. Students use their own intellect and creativity to come with new ways to deal with the situations put forward to them during the competition which enhanced their practical learning.

Model United Nations (MUNs) : Adityavat Model United Nations is another event that the institute organises which is basically an event where the students learn about diplomacy, international relations and problems faced by country in different official set ups. The students create their own opinions, represent an entity and get to interact and explore other people's perspective. It helps in building their communication and interpersonal skills.

Guest Lectures: Apart from organized events, the institute also works towards guest lectures frequently. Where one esteemed guest with wide variety of knowledge and immense experience in their field enlighten our students,

Industrial Visits: As rightly said, education and learning go beyond the walls of a classroom, so to go beyond the conventional education, the institute organizes numerous industrial visits. That not only gives students the knowledge of how the world works but also provides them first-hand experience by being amidst an actual industry.

Extra-Curricular Activities

Extra-curricular activities provide exposure to things and activities that reside outside of the academic curriculum. College is a place that lays the foundation to the future career. It is a place where you not just gain the academic knowledge but also where your overall personality development takes place. And it's the extra-curricular activities that are responsible for grooming your overall personality. These activities also offer opportunities to the students for keeping their hobbies alive.

Social Activities

Mavericks: Mavericks, the Social Committee of BBA conducts events with a primary purpose to serve the society and do good for the society. It organizes multiple events like Humans Of Nirma, Wisdom Valley- Folk With Folks, Chai Pe Charcha – Debate – The Indian Way, Prabhaav - The Social Entrepreneurship, Mistletoe Mania and The Food Drive, of which all have their own and unique purpose. The main aim of the committee is to give something back to the society and they achieve it by organizing various events throughout the year.

NCC: The University offers an opportunity to all the boys and girls of the Institute to join NCC from their First year itself. They attend regular training sessions provided by the armed forces NCC staff within the campus. The NCC cadets make us proud on the Independence Day and Republic Day March-past (parade) in the University. The cadets also get the opportunity to attend the National NCC camps.

NSS: National Social Scheme (NSS) is a government sponsored public service program .The Institute organizes a 7 day NSS Camp, where students who volunteer stay at the campsite and carry out various activities like a session on Government Schemes like Pradhan Mantri Jan Dhan Yojana, Sukanya Samridhi Yojana, Pradhan Mantri Mudra Yojana enlightened a lot of villagers. Also, to make women aware of the recent harassments and how to be safe from any such attack, a Self-Defence workshop are organized.

Sustainable Development Goals (SDG) Handprint Lab: Institute has an MoU with Centre of Environmental Excellence (CEE) for a certificate programme SDG Handprint Lab which works towards the adopting the 2030 agenda for sustainable development- an ambitious plan of action with 17 sustainable development goals and 169 targets all aimed at a universal, integrated and transformative vision for a better world. The programme is designed to enable youth to become active participants in achieving sustainable development through a higher education curricular programme which empowers students in critical thinking, research, developing innovative solutions and taking handprint action, through engaging with the community. The programme challenges the students to understand the SDGs and targets, relate it to issues of selected geographic area and think of solutions and handprint actions that could lead to achievement of sustainable goals/targets in that area.

Students Clubs & Committees

AdityaVat : AdityaVat is the Co-Curricular Committee of Institute of Management, Nirma University. It is responsible for organizing a plethora of events and co-curricular activities which are intended to inculcate a practical approach towards the world outside the classroom and facilitate holistic development. With the committed team of students who constantly strive to organize innovative and confounding events, it has become one of the most active committees in the university, attracting students from all across Ahmedabad to partake in various events. Among various of its events, some are – BBA Conclave, Business Fest, Model United Nations, Industrial Visits and Guest Lecture Series.

Abhivyakti – The BBA Cultural Committee : The BBA cultural committee takes upon itself to serve intra-institute and inter-college events. These events intend to keep spirits high while pledging to break the monotony of college life. It has always been open to creative minds and energetic flamboyant essence. Be it organizing events to help the newly enrolled college fresher's to break the ice, to organizing a national level Cultural Festival-Genesis, Abhivyakti does it all.

Ritayan – The Music & Dance Club of BBA : At Ritayan, the Music and Dance Club of BBA, believes that Dance and Music are the most lively enhancement of a youthful soul. Dancing to the enchanting spell of music unleashes a perfect blend of expression and happiness. The members of Ritayan endeavour to facilitate the development of the students as a whole, and strive to provide a climate that nurtures their holistic growth. With our events, we always create an environment that is trusting and spontaneous; and encourages flexibility, celebration and recognition. The club organizes many social and cultural events for the students to take a break from their hectic schedules and relax. Not only do they get to exhibit their musical and dancing skills in front of their peers, but also display team work, coordination and work-life balance.

Khelnayak : Khelnayak, the Sports Committee of the BBA Programme, conducts sports events throughout the year. Its first event of every academic year is Ice-Breaker which helps new students of the Institute to socialize with the old ones. Khelnayak gives opportunities to Cricket enthusiasts to show their skills by organising Crickshetra. It also hosts Sangarsh and FIFA for football lovers. Its annual flagship event is Invictus which has a combination of various sports tournaments.

Spinshot : Spinshot is the Photography and Film-Making Club of the BBA Programme. The Club inspires others to develop this hobby and enables people who are passionate about photography to enhance their skills. The Club aspires to help each and every club member to reach their best potential and continue enjoying their hobby in a way which improves their team-work, interpersonal relationship also managerial skills.

Thespians – Drama Club of BBA : The BBA Drama Club, THESPIANS has never failed to entertain its students by tickling their bones and providing them the best way to use their leisure time from their regular study routines. Its objective is to engage people and arouse their curiosity about theatre and drama. The focus is to let people know how theatre and its aspects are something that are closely related to in their lives. The club also wants to spread the awareness that theatre and drama is so much more than acting. It includes creativity, planning, organising and all the other aspects to make the act look perfect.

Mavericks – The Social Committee of BBA: Mavericks, the Social Committee of BBA conducts the events whose primary purpose is to serve the society and do good for the society. Maverick in itself means a person who steps forward and does some different. It conducts various social events all along the year. The main aim of the committee is to give something back to the society, in today's busy world we are forgetting that there are also other unprivileged and backward societies who need some help. So, we as a committee try to bring that change and help them.

Deja View- The Movie Club : Deja View, the Movie club of the BBA programme, tries to break the routine of the students. They screen different movies for the students. Their aim is to teach important lessons in a way that the students enjoy it.

Rivista – Shared Shelf : Rivista is the Magazine Club of the BBA Programme. The members collect and report information about every event of the BBA Programme. They bring out an annual Magazine for the students, which gives them a platform for not only connecting with the other students but also for creative writing.

Vichardhaara Club – BBA Quiz and Debate Club : Vichardhaara is the official quiz and debate club of BBA programme, IMNU. It not only focuses on the domain it covers, but also conducts events which enhances the participant's speaking, writing, creative and intellectual skills. It is a place where one ignites their thoughts and becomes aware of the general knowledge around oneself.

SECTION VII: INSTITUTE COMMITTEES 2022-23

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. Nina Muncharji	Co-coordinator
5	Prof. Parag Rijwani	Co-coordinator
6	Prof. Hardik Shah	Co-coordinator
7	Prof. Balakrishnan Unny	Co-coordinator
8	Prof. Tejas Shah	Co-coordinator
9	Prof. Amola Bhatt	Co-coordinator
11	Assistant Registrar (IMNU)	Member
12	Police Inspector	Member (Rep. of Police)
13	Mr. Nilesh Dholakia (Journalist), Indian Express	Member (Rep. of Media)
14	Ms. Priyanka Macwan (Saath Charitable Trust)	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	Member
6	Prof. Balakrishnan Unny	Member
7	Prof. Nina Muncharji	Member
8	Prof. Nikunj Patel	Member
10	Mr. Indranil Banerjee	Member
11	Senior Student Representatives	Member
Anti-Ragging Squad		
1.	Prof. Nikunj Patel	Coordinator
2.	Assistant Registrar, IMNU	Member
3	All Faculty & Staff Members	Members
4	Hostel Wardens	Members
5	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. Ashwini Awasthi	Member
4.	Prof. Sanjay Jain	Member
5.	To be decided	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		
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

Committees and Activity/Club Coordinators AY 2022-23

Department of Under Graduate Studies in Management, IMNU

Programme Chairpersons –
BBA-MBA

Prof. Amola Bhatt
(Batch 2020-25 & 2021-26)
Prof. Diljeetkaur Makhija
(Batch 2022-27)

BBA - MBA Programme Monitoring Committee		
1.	Prof. Hrudanand Misra	Chairperson
2.	Prof. Shashank Thanki	Member
3.	Prof. Amola Bhatt	Member
4.	Prof. Sunita Guru	Member
5.	Prof. Bhajan Lal	Member
6.	Prof. Diljeetkaur Makhija	Member
7.	Mr. Biju Thomas, OS (D-UGSM)	Member Secretary

Note: BBA-MBA Programme Monitoring Committee will also act as Disciplinary Committee and Appeal Committee

Service & Facility Assurance Committee

1	Prof. Mumukshu Trivedi	Chairperson
2	Mr. Biju Thomas	Member

Coordinators for various Academic Activities (BBA Phase)

1	University Electives	Prof. Bhoomi Mehta
2	Minor Specializations	Prof. Poonam Chhaniwal
3	Examination Coordinators	Prof. Bhajan Lal - Coordinator Prof. Mumukshu Trivedi

Committee for Review and Audit of Course Outline and Rubrics (BBA Phase)

1	Prof. Azharuddin Shaikh	Coordinator
2	Prof. Pratham Parekh	Member

Committee for Undergraduate Research

1	Prof. Hrudanand Misra	Coordinator
2	Prof. Shashank Thanki	Member
3	Prof. Amola Bhatt	Member
4	Prof. Sunita Guru	Member
5	Prof. Bhajan Lal	Member

Committee for Mentoring Coordination (BBA Phase)

1	Prof. Amola Bhatt	Coordinator
2	Prof. Diljeetkaur Makhija	Member

Note: Committee to give report twice a year (in July and January) to the Addl. Director

Faculty Coordinators for various Clubs & Committee - BBA Phase 2022-23		
Sr.	Clubs & Committee	Allocated Faculty
Extracurricular		
1.	'Abhivyakti' the Cultural Club	Prof. Poonam Chhaniwal and Prof. Nisarg Joshi
2.	'Ritayan' the Music & Dance Club	Prof. Rafia Khan
3.	'Thespians' the Dramatic Club	Prof. Poonam Chhaniwal
4.	'SpinShot' the Photography Club	Prof. Mumukshu Trivedi
5.	'Deja View' the Movie Club	Prof. Pratham Parekh
6.	'Mavericks' the Social Club	Prof. Sunita Guru
7.	'Khelnayak' the Sports Club	Prof. Nisarg Joshi and Prof. Vishal Goel
8.	'Revista' the BBA Magazine & Book Club	Prof. Rafia Khan and Prof. Bhoomi Mehta
Co-Curricular – 'Adityavat'		
9.	'Aarohan' the Conclave / Industry Visits	Prof. Bhoomi Mehta (Coordinator) and Prof. Azharuddin Shaikh Prof. Vishal Goel
10.	Expert Lecture	Prof. Azharuddin Shaikh
11.	'Vichar Dhara' the Quiz & Debate Club	Prof. Bhajan Lal
	NSS	Prof. Pratham Parekh
	Media	Prof. Avani Raval and Prof. Rafia Khan

Prof. Poonam Chhaniwal shall be the Overall Coordinator for Extracurricular and
Prof. Bhoomi Mehta will be the Overall Coordinator for Co-curricular activities.

SECTION VIII : SCHOLARSHIP SCHEME

SCHEME FOR SCHOLARSHIP

To encourage the meritorious students and help the meritorious students on the basis of merit-cum-means, the University provides the scholarships for the students admitted in MBA & Integrated BBA-MBA Programmes. The scholarship is applicable to the students admitted in general category only.

INTEGRATED BBA-MBA PROGRAMME (BBA PHASE)

A. Category-I (Based on Merit only)

Details	No. of scholarship on the basis of distribution of intake		Amount (Rs./p.a.)
	admitted in all India category	admitted in Gujarat State category	
Top 4 students	03	01	100 % of tuition fee each
Other 3 students	02	01	75% of tuition fee each
Another 5 students	04	01	50% of tuition fee each
Total	09	03	

The above scholarships will be renewed every year subject to the following conditions:

1. During the entire previous year the conduct of the student is good;
2. The student should maintain merit and get PPI of 7.0 and above and should have passed all courses of study in the first attempt in the previous year, except the conditions narrated below:
 - I. For Core courses
at the time of renewing the scholarship for Semester-III, if a student is having 'IF' in only one course of 1st year, then he/she should be provided 50% scholarship for Semester-III. Further, if the student clears all the courses including backlog at the end of Semester-III, then the scholarship of Semester-IV will be given along with the arrears of Semester-III.
 - II. For Supplementary courses
at the time of renewing the scholarship in the beginning of next semester, if a student is having 'IF' in only one supplementary course, then he/she shall be provided the scholarship. However, the same will be considered only for 3 times during the entire duration of programme.

3. The student is not caught in unfair means in any of the examinations conducted either by the Institution or by the University;
4. The student maintains full attendance except the absence with genuine reasons for which the permission of the HOI is obtained particularly in case of illness;

B. Category – II (Merit-cum-Means)

Particulars	admitted in all India category	admitted in Gujarat State category	Amount (Rs./p.a.)
Student whose parent's total annual income is Rs. 2.5 lakh or less.	03	01	100 % of tuition fee
Student whose parent's total annual income is Rs. 4.0 lakh or less	02	01	90 % of tuition fee
Students whose parent's total annual income is Rs.6.0 lakh or less.	04	01	75 % of tuition fee

The above scholarships will be subject to the following conditions:

- All the conditions narrated under category - I above will be made applicable
- The number of scholarships mentioned above is maximum and may vary from year to year depending upon the number of NRI seats filled-in every year.
- The specified scheme will be modified proportionately depending upon the actual admission of students in Gujarat category for the particular batch. However, the total scholarship will remain the same.
- The students admitted under NRI, Persons of Indian Origin (PIO), Foreign Nationals (FN) or Children of Indian Workers in Gulf - South-East Asian Countries (CIWGC) categories will not be eligible for such scholarships.
- **The President will have power to make any exception in the above rules framed. However, in case of any doubt in interpretation of any clause, the decision of the President will be final.**

SECTION IX: IMPORTANT CONTACT DETAILS

No	Position	Place	Contact Person	Contact Details	
				Email ID	Extn.
1	Director	M Block	Dr. Subir Verma	director.im@nirmauni.ac.in	602
2	Additional Director	12 th Floor, New Building	Dr. Hrudanand Misra	addldirector.ugsim@nirmauni.ac.in	9851
3	Assistant Registrar	M Block	Mr. Digant Mandavia	ar.im@nirmauni.ac.in	606
4	Office Superintendent	12 th Floor, New Building	Mr. Biju Thomas	bthomas@nirmauni.ac.in	9852
PROGRAMME CHAIRPERSONS					
5	BBA-MBA 2021 and 2020 Batches	12 th Floor, New Building	Dr. Amola Bhatt	chair.bba@nirmauni.ac.in	9853
6	BBA-MBA 2022 Batch	12 th Floor, New Building	Dr. Diljeetkaur Makhija	chair.bba@nirmauni.ac.in	9853
BBA PROGRAMME OFFICE					
7	BBA Programme Staff	12 th Floor, New Building	Mr. Harichandrasinh Chavda	harichandra@nirmauni.ac.in	9852
8	BBA Programme Staff	12 th Floor, New Building	Mr. Kuldeepkumar Patel	kuldeep.kumar@nirmauni.ac.in	9852
OTHER IMPORTANT CONTACTS					
9	Librarian	M Block (Library)	Ms. Monita Shastri	lib.im@nirmauni.ac.in	661
10	IT Support	M Block (Computer Lab)	Mr. Anand Christian	anand@nirmauni.ac.in	614
11	Campus Recruitment Cell (CRC)	M Block (Faculty Wing)	Mr. Indranil Benarjee	corporaterelations.im@nirmauni.ac.in	631
12	IMNU Account section	M Block Admin Office	Mr. Mahesh Solanki	mahesh@nirmauni.ac.in	613
13	Account Section	M Block	Ms. Palak Shah	accounts@nirmauni.ac.in	673
14	Academic Section	M Block	Dr. Ravindra Sen	dy_registrar.nu@nirmauni.ac.in	680
15	Health Center	Health Center	Dr. Rajesh B. Patel	healthcentre.nu@nirmauni.ac.in	9222

16	Counsellor	M Block	Dr. Sapna Bhatt	sapna.bhatt@nirmauni.ac.in	-
17	Transport section	Transport office	Mr. Shaileshbhai Patel	transport@nirmauni.ac.in	152
18	IMNU Admission Office	M Block Admin Office	Mr. Maqsd Shaikh	admissions.im@nirmauni.ac.in	604
19	Equal Opportunity Cell	M Block	Dr. Mahesh K. C.	maheshkc@nirmauni.ac.in	640
20	Student Welfare	ID Blok	Dr. Bhavesh Parekh	studentwelfare.im@nirmauni.ac.in	557
21	Bank	K Block	Branch Manager	kalupurbank@nirmauni.ac.in	152
22	Anti-Ragging Committee	M Block	Dr. Nikunj Patel	nikunj@nirmauni.ac.in	628
23	Anti-Drug Committee	M Block	Dr. Nikunj Patel	nikunj@nirmauni.ac.in	628
24	Hostel Chief Warden	M Block	Dr. Nikunj Patel	chief.warden@nirmauni.ac.in	628
25	Hostel H1 Warden	H1 Hostel	Mr. Sanjay Purohit	sanjay.purohit@nirmauni.ac.in	9248
26	Hostel H2 Warden	H2 Hostel	Ms. Rita Barot	rita.barot@nirmauni.ac.in	9250
27	Hostel H3 Warden	H3 Hostel	Mr. Bharatkumar Joshi	bharat.joshi@nirmauni.ac.in	9249
28	Hostel H4 Warden	H4 Hostel	Ms. Kamini K patel	kamini.kapatel@nirmauni.ac.in	9248

Appendix - I

Institute of Management, Nirma University, Ahmedabad
(Department of Undergraduate Studies in Management)

DECLARATION FOR LOCAL GUARDIAN

I, on being admitted to the **Integrated BBA-MBA Programme** at Institute of Management, Nirma University, hereby declare the name and address of my local guardian, as approved by my parents, as given below:

Name & Sign of the Local Guardian: _____

Address: _____

Phone No.(R): _____ Mobile No.: _____

Signature of Student _____

Name of the student: _____

Date: _____

Place: _____

Signature of the Parent : _____

Name of the Parent : _____

Appendix-III

Institute of Management, Nirma University, Ahmedabad
(Department of Undergraduate Studies in Management)

**STUDENTS' LEAVE APPLICATION FORM:
Integrated BBA-MBA Programme**

Date: / /

Dear Sir/Madam,

I request you to sanction leave as per the details given below:

From (Date)	To (Date)	No. of Days	Name of the Course	Number of Sessions Missed in each Course	Total Sessions Missed Till Date including the current one)

Reason for Leave:

Student's Particulars

Name: _____ Roll No.: _____

Year: _____ Section: _____ Term: _____

Signature of the Student

Note: Medical certificates / supporting documents are to be necessarily enclosed with the Leave Application.

Acknowledgement for Submission of Leave Form

Received the Leave Application from **Name** _____

Roll No. _____ on _____ for the Leave period from _____ To _____

Programme Officer



**Institute of Management
Nirma University**

Sarkhej-Gandhinagar Highway, Ahmedabad-382 481. Gujarat. India.

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