

MBA (HRM)

STUDENTS' INFORMATION
HANDBOOK

A.Y. 2021–22

Volume II



PREAMBLE

The Handbook for Students contains information about Master of Business Administration (Human Resource Management) Programme offered by the Institute of Management.

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

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

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

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

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

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

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

Prof. Hardik Shah
Chairperson, MBA (HRM) Batch 2020-22, Batch 2021-23

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The Message from Director, Institute of Management

Dr. Subir Verma
Director, Institute of Management



Greetings from the Institute of Management, Nirma University!

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

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

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

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

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

With best wishes

Dr. Subir Verma

INSTITUTE OF MANAGEMENT

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 has consistently been ranked among the top 25 business schools in the country by various leading National B-School surveys. The Institute has also received several awards for excellence.

The recent awards and rankings received by the Institute are as follows:

Institute's Ranking

The Institute has been ranked as 44th best B-School overall by the National Institute Ranking Framework (NIRF) released by the Ministry of HRD, Government of India on June 2020.

Ranked 29th Best B-School pan India and 14th among Top Private B-Schools in India by Businessworld published in October 2020.

Ranked 29th Best B-School overall and 15th among Top Private B-Schools in India by The Week published in November 2020.

Ranked 11th among top private institutions in India, 5th among constituent colleges, 4th among private b-schools in the west zone by a survey conducted by Outlook and published in November 2020.

Ranked 36th Best B-School pan India and published in Business Today in November 2020.

Ranked 8th best B-School among Top Private B-Schools in India and 1st in Gujarat by CSR-GHRDC B-School Survey and published in Competition Success Review, November, 2020 issue.

Ranked as 3rd 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 January 2021.

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.

The letter grade 'A' is the highest grade awarded to an institution of higher education by NAAC. This accreditation status indicates that Nirma University and all its constituent Institutions meet the standards of quality as set by NAAC, in terms of its performance related to educational processes and outcomes; covering the curriculum, teaching-learning, evaluation, faculty, research, infrastructure, learning resources, organisation, governance, financial well-being and student service.

Master of Business Administration Programme of Institute of Management was accredited by the National Board of Accreditation (NBA) for a period of three years from 2019 upto 30th June 2022.

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:

1. Coventry University, UK
2. Wolkite University, Ethiopia
3. University of Newcastle, Australia
4. The University of Dundee, UK
5. Curtin University, Perth, Western Australia
6. Universidad Publica de Navarra Nafarroako Unibersitate Publikao, Spain
7. Florida Atlantic University, Board of Trustees, USA
8. The ITER International Fusion Energy Organization, France
9. Hof University, Germany
10. Skyline University, UAE
11. PPM School of Management, Indonesia
12. Association of Commonwealth Universities

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 mould future managers who would be business architects and contribute to the corporate world through their impeccable services and leadership.
- **Master of Business Administration (Family Business and Entrepreneurship):** It is a two-year, full-time, programme in management education. The objective of the programme is to impart and develop entrepreneurial skills in the students who are set to join their family businesses or intend to start new businesses. The Institute aims to create entrepreneurs who would contribute in building world-class business organizations and set examples in the business arena.
- **Integrated BBA-MBA :** It is five year integrated programme in Management is an innovative course that combines the undergraduate and postgraduate programmes – BBA & MBA. The first three years (under graduation period) comprise of nine terms (three terms in each year). The fourth and fifth years [the post-graduation period] will have a total of six terms, with three terms in each of the two years. The programme provides an opportunity to exit at the end of third year.
- **MBA (HRM):** This is a two-year full-time residential programme that follows a trimester system. The programme design includes a field immersion of three weeks in each trimester of the first year and a summer internship at the end of the first year. Skill workshops focused on various themes within HRM are also incorporated into the course curriculum. The design is thus a blend of both conceptual as well as practical learning aimed at developing specialised human resource professionals Internationalism, Business Ethics and Information Technology are the concurrent themes running across courses in the programme.
- **Integrated B.Tech. (CSE)–MBA Programme:** It is a five years programme that will be jointly offered by Institute of Technology and Institute of Management of Nirma University. Students will learn technical and analytical skills during Phase I (first three years – nine terms) at Institute of Technology. The Phase II, fourth and fifth years (the post-graduation period), to be offered by Institute of Management will have a total of six terms. Here, the students will be able to sharpen their managerial skills with major specialisation in one of core management disciplines like Marketing, Finance, Operations, HR etc and minor specialisation in Information Management/ Business Analytics.
- **Doctoral Programme in Management (DPM):** The 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 30 Sundays and offered in different functional areas of management viz. HRM, Finance, Marketing, International Business and Operations Management.

Other Programmes

Management Development Programmes: The Institute conducts various management education programmes for working executives. These programmes are open as well as customized.

Faculty Development Programmes: The Institute conducts development programmes for faculty members of Management as well as other disciplines in various areas.

ACADEMIC CALENDER FOR A.Y. 2021-22: MBA - HRM

DATE	DAY	FIRST YEAR	SECOND YEAR
June 24–07 July, 2021	Thursday to Wednesday	Term Zero	-
July 05, 2021	Monday	-	Registration & Commencement of Term-IV
July 08–15, 2021	Thursday to Thursday	Registration, Inauguration and Induction	-
July 12, 2021	Monday	-	Summer Report Submission
July 16, 2021	Friday	Commencement of Term-I	-
July 21, 2021	Wednesday	Bakri-Eid (Eid-UI-Adha)	Bakri-Eid (Eid-UI-Adha)
July 29–30, 2021	Thursday to Friday	-	Workshop - 1
July 31, 2021	Saturday	Fresher's Party	Fresher's Party
August 07, 2021	Saturday	-	Summer Report Presentation
August 10–13, 2021	Tuesday to Friday	Workshop - 1 : Behavioural Process Laboratory	-
August 14, 2021	Saturday	Talent Night	Talent Night
August 15, 2021	Sunday	Independence Day	Independence Day
August 19, 2021	Thursday	Muharam (Ashoora)	Muharam (Ashoora)
August 22, 2021	Sunday	Rakshabandhan	Rakshabandhan
August 23–27, 2021	Monday to Friday	-	Pre-Placement Visit
August 27, 2021	Friday	Field Work - I Orientation	-
August 30, 2021	Monday	Janmashtami	Janmashtami
September 06–24, 2021	Monday to Friday	Field Work - I	-
September 10, 2021	Friday	Samvatsari / (Ganesh Chaturthi)	Samvatsari / (Ganesh Chaturthi)

September 17–18, 2021	Friday to Saturday	Management Conclave	Management Conclave
September 27–October 01, 2021	Monday to Friday	-	End -Term Exam : Term-IV
October 1, 2021	Friday	Field work - I Consolidation Workshop	-
October 2, 2021	Saturday	Mahatma Gandhi's Birthday	Mahatma Gandhi's
October 08–13, 2021	Friday to Wednesday	End - Term Exam : Term-I	-
October 11, 2021	Monday	-	Commencement of Term-V
October 14, 2021	Thursday	Commencement of Term-II	-
October 15, 2021	Friday	Dussehra (Vijayadashami)	Dussehra (Vijayadashami)
October 16, 2021	Saturday	Alumni Day	Alumni Day
October 20, 2021	Wednesday	Field Work - I Report Submission	-
October 25, 2021	Monday	Field Work - I Presentation & Viva	-
November 1–7, 2021	Monday to Sunday	Diwali Vacation	Diwali Vacation
November 19, 2021	Friday	Guru Nanak's Birthday	Guru Nanak's Birthday
November 25–26, 2021	Thursday to Friday	Workshop - 2 : Competency Mapping and Assessment	-
December 10, 2021	Friday	Field Work - II Orientation	-
December 16–21, 2021	Thursday to Tuesday	End-Term Exam: Term-II	-
December 20–24, 2021	Monday to Friday	-	Workshop - 2
December 22–January 13, 2022	Wednesday to Thursday	Field Work - II	-
December 25,	Saturday	Christmas Day	Christmas Day
January 06–08, 2022	Thursday to Saturday	NICOM – 2022	NICOM – 2022
January 10–17, 2022	Monday to Monday	-	End -Term Exam: Term-V
January 14, 2022	Friday	Makar Sankranti	Makar Sankranti
January 15, 2022	Saturday	Field Work - II Consolidation	-
January 15, 2022	Saturday	Field Work - III Orientation	-

January 15, 2022	Saturday	Commencement of Term-III	-
January 17– February 05, 2022	Monday to Saturday	Field Work - III	-
January 20, 2022	Thursday	-	Commencement of Term-VI
January 22, 2022	Saturday	Field Work - II Report submission	-
January 26, 2022	Wednesday	Republic Day	Republic Day
February 05, 2022	Saturday	Alumni Conclave	Alumni Conclave
February 09, 2022	Wednesday	Field Work - II Presentation & Viva	-
February 11, 2022	Friday	Field Work - III	-
February 18–19, 2022	Friday to Sunday	Workshop - 3 : Simulations in HRM	-
February 21, 2022	Monday	Field Work - III Report Submission	-
February 25–27, 2022	Friday to Sunday	Perspective & Richter 10	Perspective & Richter 10
February 28, 2022	Monday	Field Work - III Presentation & Viva	-
March 1, 2022	Tuesday	Maha Shivratri	Maha Shivratri
March 02–05, 2022	Wednesday to Saturday	-	Workshop - 3
March 18, 2022	Friday	Dhuleti	Dhuleti
April 7–12, 2022	Thursday to Tuesday	End – Term Exam : Term-III	-
April 10, 2022	Sunday	Ram Navmi	Ram Navmi
April 13–16, 2022	Wednesday to	-	End – Term Exam : Term-VI
April 14, 2022	Thursday	Ambedkar Jayanti	Ambedkar Jayanti
April 15–June 15, 2022	Friday to Wednesday	Summer Internship	-
		-	Convocation
June 20, 2022	Monday	Commencement of Term IV	-

PROGRAMME FEE STRUCTURE

MBA-HRM: Batch 2021-23

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

Sr. No.	Description	Frequency	First Year	Second Year
			Amount	Amount
1	Tuition Fees*	Per Annum	4,76,000/-	4,76,000/-
2	Student Activity Fee	Per Annum	16000/-	16000/-
3	Examination Fee	Per Annum	11000/-	11000/-
4	Registration Fee	One Time	1000/-	-
5	Eligibility Fees	One Time	1000/-	-2500/-
6	Convocation Fees	One Time	-	
7	Hostel Fee (non A/C)	Per Annum	65000/-	65000/-
8	Alumni Fee	One Time	3000/-	-
9	Advance for Electricity	Per Annum	7000/-	7000/-
10	Placement Registration Fee	One Time	-	7000/-
11	Refundable Security	One Time	13000/-	-
12	Mess Charges** (approx.@ Rs.4200/- pm for 10 months + Tax)	Per Annum	(approx.) 45000/-	(approx.) 45000/-
13	Books/Study Material Advance	Per Annum	20000/-	20000/-
14	Laundry Charges	Per Annum	4000/-	4000/-

- The Tuition Fee for the Academic Year 2021-22 is under revision by the Fee Regulatory Committee, constituted by the Government of Gujarat. Hence, the fee mentioned here is provisional and subject to revision. The fee revision (upward) is expected to go upto 20% of the existing fee.

Note: (1) The Hostel fee and Mess fee are subject to revision in 2nd Year.
 (2) The Tuition fee can be paid in two (equal) instalments.
 (3) Books/Study Material and Electricity will be charged on actual use basis. Other refundable security will be refunded at the end of the programme.

SECTION I

Teaching & Examination Scheme of MASTER OF BUSINESS ADMINISTRATION (Human Resource Management) Programme

1. Framework

Duration of the Programme	2 Years
Duration of a Term	12 Weeks
One Credit Hour	10 hours of classroom contact hours (10 Sessions of 60 minutes each)
Session Duration	60 minutes each
Credit Requirements	102 Credits
No. of Terms	6 Terms
Field Immersion	9-12 weeks, spread across the first year
Summer Internship	8-10 weeks at the end of the first year
Programme Structure	First Year – 60 credits <ul style="list-style-type: none"> • Core Courses: 48 credits • Skill Workshops: 06 credits • Field Immersion: 06 credits Summer Internship Second Year – 42 credits

2. Teaching-Learning Process

2.1 Programme Outcomes for MBA (HRM) Programme

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

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

MASTER OF BUSINESS ADMINISTRATION (HRM) Programme**Term - I**

Sr. No.	Course Code	Course Title	Teaching Scheme				Examination Scheme				
			L	LPW/PW	T	C	Duration		Component Weightage		
							TEE	LPW/PW	CE	LPW/PW	TEE
1	MHR4CCEF01	Economics	3	0	0	3	3 hours	-	0.60	0	0.40
2	MHR4CCEF01	Accounting For Managers	3	0	0	3	3 hours	-	0.60	0	0.40
3	MHR4CCOB01	Written Analysis of Communications*	1.5	0	0	-	*	-	1.00	0	0.0
4	MHR4CCOB02	Organizational Behaviour	3	0	0	3	3 hours	-	0.60	0	0.40
5	MHR4CCOM01	Production & Operations Management	3	0	0	3	3 hours	-	0.60	0	0.40
6	MHR4CCHR01	Human Resource Management	3	0	0	3	3 hours	-	0.60	0	0.40
7	MHR4CCHR02	Field Work*	-	1	0	-	-	-	1.00	0	0.0
8	MHR4CCHR03	Skill Workshop I	-	2	-	2	-	-	1.00	-	-
		Total	16.5	3.0	0	17					

* 6.0 credits will be awarded in Term III on successful completion of the Field work offered in Term I.

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

MASTER OF BUSINESS ADMINISTRATION (HRM) Programme**Term - II**

Sr.	Course Code	Course Title	Teaching Scheme				Examination Scheme				
			L	LPW/PW	T	C	Duration		Component Weightage		
							TEE	LPW/PW	CE	LPW/PW	TEE
1	MHR4CCGM01	Business Statistics	3	0	0	3	3 hours	-	0.60	0	0.40
2	MHR4CCEF03	Financial Management	3	0	0	3	3 hours	-	0.60	0	0.40
3	MHR4CCOB01	Written Analysis of Communications*	1.5	0	0	3	-	-	1.00	0	0.00
4	MHR4CCMM01	Marketing Management	3	0	0	3	3 hours	-	0.60	0	0.40
5	MHR4CCHR04	Recruitment & Selection	3	0	0	3	3 hours	-	0.60	0	0.40
6	MHR4CCHR05	Labour Law*#	1.5	0	0	0	-	-	0.3	-	-
7	MHR4CCHR02	Field Work*	-	3	0	3	-	-	1.00	-	0.00
8	MHR4CCHR07	Skill Workshop II	-	2	0	2	-	-	1.00	-	0.00
		Total	15	4	0	17					

* 6.0 credits will be awarded in Term III on successful completion of Field work offered in term II

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

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

MASTER OF BUSINESS ADMINISTRATION (HRM) Programme

Term - III

Sr. No.	Course Code	Course Title	Teaching Scheme				Examination Scheme				
			L	LPW/ PW	T	C	Duration		Component Weightage		
							TEE	LPW/PW	CE	LPW/PW	TEE
1	MHR4CCGM02	Business Research Methods	3	0	0	3	3 hours	-	0.60	0	0.40
2	MHR4CCIM01	Information Management	3	0	0	3	3 hours	-	0.60	0	0.40
3	MHR4CCHR08	Compensation Management	3	0	0	3	3 hours	-	0.60	0	0.40
4	MHR4CCHR09	Performance Management	3	0	0	3	3 hours	-	0.60	0	0.40
5	MHR4CCHR10	Training & Development	3	0	0	3	3 hours	-	0.60	0	0.40
6	MHR4CCHR05	Labour Law*#	1.5	0	0	3	3 hours	-	0.30	0	0.40
7	MHR4CCHR02	Field Work*#	0	3	0	6	-	-	1.00	0	0.00
8	MHR4CCHR12	Skill Workshop III	-	2	0	2	-	-	1.00	0	0.00
		Total	16.5	5	0	26					

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

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

MASTER OF BUSINESS ADMINISTRATION (HRM) Programme**Term - IV**

Sr. No.	Course Code	Course Title	Teaching Scheme				Examination Scheme				
			L	LPW/ PW	T	C	Duration		Component Weightage		
							TEE	LPW/PW	CE	LPW/PW	TEE
1	MHR5CCSM01	Strategic Management	3	0	0	3	3 hours	-	0.60	0	0.40
2	MHR5CCHR13	HR Measurement & Analytics	3	0	0	3	3 hours	-	0.60	0	0.40
3	MHR5CCHR14	Organisational Leadership	3	0	0	3	3 hours	-	0.60	0	0.40
4	MHR5CCHR15	Organisation Design, Development & Change	3	0	0	3	3 hours	-	0.60	0	0.40
5		Programme Elective I	3	0	0	3	3 hours	-	0.00	0	0.00
		Total	15	0	0	15					

MASTER OF BUSINESS ADMINISTRATION (HRM) Programme**Term - V**

Sr. No.	Course Code	Course Title	Teaching Scheme				Examination Scheme				
			L	LPW/ PW	T	C	Duration		Component Weightage		
							TEE	LPW/PW	CE	LPW/PW	TEE
1	MHR5CCHR16	HR Consulting	3	0	0	3	3 hours	-	0.60	0	0.40
2	MHR5CCHR17	International Human Resource Management	3	0	0	3	3 hours	-	0.60	0	0.40
3	MHR5CCHR18	Psychometric Tools & Techniques	3	0	0	3	3 hours	-	0.60	0	0.40
4	MHR5CCHR19	Employee Relationship Management & Industrial Relations	3	0	0	3	3 hours	-	0.60	0	0.40
5		Programme Elective II	3	0	0	3	3 hours	-	0.60	0	0.40
6		Programme Elective III	3	0	0	3	3 hours	-	0.60	0	0.40
		Total	18	0	0	18					

MASTER OF BUSINESS ADMINISTRATION (HRM) Programme

Term - VI

Sr. No.	Course Code	Course Title	Teaching Scheme				Examination Scheme				
			L	LPW/PW	T	C	Duration		Component Weightage		
							TEE	LPW/PW	CE	LPW/PW	TEE
1	MHR5CCHR20	Counselling & Mentoring	3	0	0	3	3 hours	-	0.60	0	0.40
2		Programme Elective IV	3	0	0	3	3 hours	-	0.60	0	0.40
3		Programme Elective V	3	0	0	3	3 hours	-	0.60	0	0.40
		Total	9	0	0	9					

List of Programme Electives

Term /Elective	Course Code	Course Title	Credits
IV/Programme Elective I	MHR5ELHR01	Office Administration and Management OR	3.0
	MHR5ELHR02	Corporate Communications and Public Relations	3.0
V/Programme Elective II	MHR5ELHR03	Employer Branding OR	3.0
	MHR5ELHR04	Career Planning and Succession Management	3.0
V/Programme Elective III	MHR5ELHR05	Human Resource Management in Service Sector OR	3.0
	MHR5ELHR06	Stress Management and Work Life Balance	3.0
VI/Programme Elective IV	MHR5ELHR07	HRM in Non-profit Organizations OR	3.0
	MHR5ELHR08	Corporate Social Responsibility and Sustainable Development	3.0
VI/Programme Elective V	MHR5ELMM01	Sales force Management OR	3.0
	MHR5ELMM02	Consumer Behaviour	3.0

List of proposed Skill Workshops

Sr. No.	Workshop Name
1	Behavioural Process Laboratory
2	Competency Mapping and Assessment
3	Using Simulations in HRM
4	Out Bound Learning
5	Advanced Excel
6	Design Thinking
7	Business Games
8	Social Media in HRM
9	Taxation and Investment Planning

SUMMER PROJECT/INTERNSHIP//INTERNATIONAL IMMERSION:

At the end of the 3rd Term, all students will have to do summer project/internship of 8-10 weeks with an industrial, business or service organization. The conditions of successfully completing the programme shall not be deemed to have been satisfied unless a student successfully completes the summer project/internship.

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

Each student shall be required to submit a project report to the Institute for the work undertaken by him/her during this period within two weeks of the commencement of the 4th Term. S/he will also have to submit a copy of the report to the organization guide. The reports are assessed by a panel of faculty members. The reports are graded like any other course and also reflected in the Grade Reports.

SKILL WORKSHOPS – INDUSTRY READINESS

This workshops intend to equip students for industry by training them in certain domain skills and contemporary business and industry knowledge and practice. It will also enhance their confidence so as to make them ready to interact with industry officials in a professional manner. Multiple exposures to such sessions will facilitate them in facing tough business situations as well during selection process. A student's active participation in industry interaction events is a source of valuable learnings for every student in this programme as it brings out latest trends in industry practices and rich experiences of the experts of relevant fields.

Skill workshops learning will be offered and taught through curricular and co-curricular activities and during the different term(s). The pedagogical approach will include (but not limited to) behavior process labs, outbound training, simulations, industry lecture series, conclaves, conferences, seminars, workshops, films, documentaries, field visits, industry visits, group discussions, exhibitions, projects etc. Assessment would be periodic and based on specified assessment components for the activities as well as students' engagement and involvement at different forums. Students may also be required to submit a learning log after each term or at the end of any such course.

FIELD IMMERSION

Field immersion is aimed at providing an opportunity to the students to learn from the field. All students will be required to undergo fieldwork of about 3-4 weeks duration during each of the first three terms with an industrial, business or service organisation. The conditions of successfully completing the term and the programme shall not be deemed to have been satisfied unless a student does the field immersion required for the specific term and clears the assessment components prescribed for the specific field immersion.

Each student shall be required to submit a field work and field learning report to the Institute for the work undertaken by him/her during this period within two weeks of the commencement of the next term. S/he will also have to submit a copy of the report to the organization guide. The reports are assessed by a panel of faculty members. The reports are graded like any other course and also reflected in the Grade Reports.

SECTION II

ACADEMIC REGULATIONS

ACADEMIC REGULATIONS FOR MASTER OF BUSINESS ADMINISTRATION UNDER THE FACULTY OF MANAGEMENT

Programme	Master of Business Administration
Course	A constituent subject of the programme
Term/Trimester	Competency Mapping and Assessment
Term	A portion of an academic year, normally coinciding with a semester and trimester. The word “Term”, is generally used synonymously for the term “Semester” as well as “Trimester”.
Registration	Procedure for enrolment in a course / programme
Letter Grade	A letter associated with a particular performance level of the students. A qualitative meaning and a numerical index are attached to each grade.
Credit	A numerical figure associated with a course. On passing the course, the students earn this “credit”
Regular Approval	If a student is unable to attend the institute or appear in an examination on account of unavoidable reasons like illness. Any accident or unforeseen circumstances, prior / prompt intimation and request to Head of the Institution is necessary for seeking approval for the absence. The approval of holiday so obtained will be referred as Regular Approval.
Granting a Term	This expression is used to indicate whether the in Term performance of a student is up to a minimum acceptable standard which permits the student to promote to the next Term without having to repeat the complete study of a course. GT-Term Granted, NT – Term not granted.
Appeal Committee	Consisting of Director, Dean and two senior faculty members nominated by the Director.

SHORT FORMS

The Institute	-	Institute of Management
The Director	-	The Director, Institute of Management
Faculty	-	Faculty of Management
The Dean	-	The Dean, Faculty of Management
CEE	-	Continuous Evaluation Examination
TEE	-	Term End Examination
IR	-	Initial Registration
RPR	-	Repeat Registration
RS	-	Repeat Registration for Studying all components of a course
RER	-	Re - examination Registration

REC	-	Re-examination Registration for continuous evaluation component of a course
RES	-	Re-examination Registration for Term End Examination of a course
TGPA	-	Term Grade Point Average
CGPA	-	Cumulative Grade Point Average
R.MBA	-	Regulation of “Master of Business Administration” programme

R.MBA.1. THE PROGRAMME

- 1.1. Structure:** The Post Graduate Degree Programme in Management, leading to the degree of Master of Business Administration. The programme is full-time, residential, and of two-year duration. The first year comprise of three terms. The subsequent year comprise of three terms. Each term is for a duration of approximately 12 weeks. The medium of instruction of the programme is English.

R.MBA.2. ELIGIBILITY OF ADMISSION

- 2.1.** The applicants should have passed a three years’ Bachelor’s Degree or its equivalent in any discipline, recognized by the Nirma University as eligible for post graduate studies with a minimum of at least 50% aggregate marks or its equivalent.
- 2.2. Merit for the admission:** The admissions will be based on a national/international level entrance test and 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.

R.MBA.3. CATEGORIES OF COURSES

The following categories of courses are offered in the programme:

- 3.1. Credit Courses:** These are courses that have been considered for determining the students’ academic performance in the programme. In order to qualify for the degree, the students are required to complete successfully prescribed credits. They are included in the schedules of various Terms/trimesters as per the Teaching Scheme in force from time to time. There are two types of Credit Courses; (1) Core Courses and (2) Elective Courses.
- 3.2. Core Courses:** These are the compulsory courses as included in the Teaching Scheme.
- 3.3. Field Immersion Courses:** There are two field immersion courses: Managing Social Projects (core course) and Dissertation (Elective course).
- 3.4. Elective Courses:** There will be three types of Elective Courses:
- a) Specialization Electives:** These are the courses of different specialization areas. A student needs to study a minimum 18 Credit courses to get Major specialization in an area and 12 Credit courses to get Minor specialization in an area.

- b) **General Electives:** These are the courses of general nature and shall not be considered against a particular specialization area.
- c) **Non-Specialization Electives:** These courses are not covered under particular area of specialization.

3.5. Supplementary Courses: They are offered to the students to provide an additional exposure to certain skills/knowledge/industry practices. They are not included in the regular schedule of the Terms. No credits are assigned to these courses. The Dean of the Faculty of Management is empowered to decide these courses, their curriculum, teaching and examination schemes, passing standards and such other matters as may be necessary for efficient conduct of the courses.

Hereafter, the Core Courses and Elective Courses will be referred to simply as “courses”. Supplementary courses will be specifically mentioned.

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

R.MBA.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 processes conducted in real and virtual classrooms with various multi media aids.
- 4.2. Tutorial:** The Lecture Sessions will be supported by Tutorial Sessions.
- 4.3. Project Work / Practical Work:** The students will be engaged in research or Practical Work pertaining to a course.
- 4.4. Supplementary to classroom teaching:**
 - a) The students have to prepare research papers and present as a seminar.
 - b) Library Sessions: The students will be engaged in reading articles / books / reference material etc. as part of library hours.

R.MBA.5. TEACHING AND EXAMINATION SCHEME

The teaching scheme for the course as a whole will be referred simply as Teaching Scheme.

The courses offered in each programme (term - wise) and their teaching schemes are given in the Term Schedules approved by the Academic Council from time to time. The schemes show the various courses, distribution of teaching hours, course component/s, examinations, component weightage and credits allotted to each course.

R.MBA.6. ASSESSMENTS

6.1. For assessment of a course a student is evaluated on TWO components, viz. on a continuous basis through Continuous Evaluation Examination (CEE) that includes several sub-components such as Quizzes/Test, Assignment and Projects (Group/individual) etc. and at the end of the Term through a Term End Examination (TEE). The detailed scheme of the CEE will be notified by the Dean of the Faculty of Management before start of the academic year and the same will be notified to the students by way of course outline of each course before the commencement of each term. The TEE covers the entire syllabus of the course.

6.2. Audit of Assessment Tools

- a) Every Term the question papers used in different tests/examinations shall be submitted for the purpose of audit.
- b) Answer-Books, quiz papers, assignments, project reports, and any other assessment tools used, should be shown to the students and descriptive and detailed feedback should be given to an individual student.
- c) The faculty should maintain all assessed exercises and proper records of such feedback given to the students and submit to the office at the end of every Term. The Institute shall audit them with a suitable mechanism. Audit of assessed work of at least one course will be selected randomly by the Director.

6.3. Examiners: All assessments both Term End Examination and Continuous Assessments will be carried out by the concerned faculty.

R.MBA.7. REGISTRATION IN COURSES

7.1. There are four categories of course registration. All the four categories will be collectively referred to simply as Registration. Individual categories will be referred by their symbols. All Registrations, wherever applicable, will be subject to the availability of courses. Registration will be done course-wise.

7.2. Categories of Registration

- a) 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 registrations for courses of a Term are to be done for ALL courses of that Term as shown in the Teaching Scheme; IR registration will not be permitted for lesser number of courses. The student who so registers (IR) for all courses of a Term will be considered as having been registered in that Term.
- b) **Repeat Registration (RPR)**
 - (i) **Repeat-registration for Study of a Course [RS]:** A student is required to repeat the entire course including attending classes if he/she fails to meet the attendance requirement or due to any other reason as may be specified by the Institute. In such case the student is required to apply for Repeat Registration

(RPR) to repeat the entire study of the course. This category will imply regular attendance to study all components (i.e. Lectures, CEE, LPW/PW & TEE as applicable) and appearing at all examinations thereof.

- (ii) **Re-Registration (RER):** This registration is necessary for appearing again in a particular examination of a course. It will not involve regular attendance for studying the course. Re-Examination Registration will be in two categories. (a) Re- Registration for the Examinations of Continuous Evaluation component of a course [REC] and (b) Re- Registration for Term End Examination of a course [RET].

- c) **Approval of Registration:** Every student must apply in the prescribed form for registrations, as applicable. The decision on the student's request will be based on the availability of courses and applicable Regulations. The Director will issue appropriate orders for processing the application, including scrutiny, verification and final orders.

- d) **Simultaneous Registration and Re-Registration in Different Categories:**

- (i) Terms will be registered in chronological order.
- (ii) Partial registration in the scheduled courses of a trimester is not permitted.
- (iii) With reference to R.MBA.12; a student who becomes eligible for IR registration in the next year must first register for all RER and RPR registrations, as applicable in his/her case.

R.MBA.8. GRADES

- 8.1. **Performance Levels:** The 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.

Table 1: Course Letter Grades and their significance

Grade	Qualitative Meaning	Equivalent Grade Point
(G)	(GQ)	(g)
A+	Excellent	10
A	Creditable	9
B+	Very Good	8
B	Good	7
C+	Satisfactory	6
IF	Interim Fail	0
FF	Fail	0

R.MBA.9. SCOPE OF EXAMINATIONS AND ASSESSMENT

In order to pass a course, the student has to meet the standards of passing all components and the course as referred in R.MBA-13.1 and R.MBA.13.2. The scope of examinations and the method of assessment are as follows:

- 9.1.** In all mark based assessment, the overall percentage marks, if fractional, will be rounded off to the next higher integer value.

Continuous Evaluation Examination: CEE (IR & RPR Registration): The learning of the students will be continuously assessed during the Term and given marks. Oral examination will be included in the assessment at all possible stages. 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.

- 9.2.** If a student fails in CEE, the student will not be permitted to appear in TEE of that course and the student will have to seek REC.

- 9.3. Term End Examination TEE [IR & RPR Registration]:** The expression 'Term End Examination' refers to the Hall Examination of a course taken at the end of a Term. The TEE of a course will cover the entire syllabus of the course. The assessment will be mark based as per normal practice in the hall examinations.

- 9.4. Supplementary Examination (SPE)**

(RER registration, grade IF in TEE)

The Institute may decide to hold a Supplementary Examination (SPE) for TEEs at the end of the academic year for students who have obtained grade IF(O) and/or IF(T) in a course. Such students will have to seek RER registration to take up SPE.

- 9.5. Schedules of TEE and SPE**

TEEs of all courses of the programme, as per the teaching scheme, will be held at the end of each terms. The year-end Supplementary Examinations (SPE) will be held at the end of academic year and will be for only those courses that are offered in that academic year.

- 9.6.** If the course instructor desires that there should be an open book examination in a course in any TEE, s/he may make a suitable recommendation to the Programme Committee. 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.

- 9.7.** Absence in any examination with or without Regular Approval will be assigned Zero [0] marks. However, if a student fails to appear in TEE of any course due to extraordinary reasons/circumstances such as self-hospitalization, complete physical immobility, or death of immediate family member (parents or siblings only) may be permitted to take up a Make-up Examination subject to submission of an application along with relevant valid documents and approval from the Dean, Faculty of Management.

R.MBA.10. GRANTING OF TERM

- 10.1. The Term will be granted course-wise.
- 10.2. The granting of Term for all the students (IR, RPR) will depend on the compliance of maintaining minimum 85% attendance in all components of the course (as applicable) Regular approval for remaining absent up to 15% is necessary.
- 10.3. The student who has been given category NT may appeal to the Appeal Committee giving full reasons for his default. The decision of the Committee in all such cases will be final.
- 10.4. The student who is given NT category will not be permitted to appear in TEE of the concerned course. S/he will also be given grade FF in that course.

R.MBA.11. GRADING SYSTEM

- 11.1. **CEE, LPW and TEE:** Grades for the CEE, LPW and TEE examinations will be given on the basis of the percentage marks obtained by the student in the respective examinations. In the normal course, a student (IR, RPR) and category GT will appear for TEE after his CEE and LPW examination, in the same Term. Table 2 shall be referred for converting percentage marks into corresponding Grades (G) for CEE, LPW and TEE/SPE.

Table 2: Conversion of Marks to Grades in CEE & TEE

% Marks	Grade(G)
90 and above	A+
80-89	A
70-79	B+
60-69	B
50-59	C+
40-49	C
Less than 40	IF

11.2. Course Grade

Course grade will be given only when the student meets the standards of passing all components and the course as referred in R.MBA.13.1 and R.MBA.13.2.

Marks of TEE/SPE, CEE and LPW (as applicable) examinations shall first be aggregated on the basis of the component / inter se weights given in the Teaching Scheme. After the aggregate marks of the entire group are so calculated, the performance of each student in the course as a whole will be assigned a grade based on his aggregate percentage viewed in relation to the overall performance of the group.

In giving relative grades, the number and designation of various grades (G) shall be kept the same as shown in Table 3. The cut off percentages of relative grading will be decided subject to the guidelines prescribed by the Academic Council.

The Transcript will show only the Course Grade and not the Component Grades.

- 11.3.** The Institute uses absolute grading system in case the grading is performed for 30 or less than 30 students. Table-3 provides the conversion of marks in letter grades.

Table – 3: Conversion of Marks into Grades in a Course

% Marks	Grade(G)
90 and above	A+
80-89	A
70-79	B+
60-69	B
50-59	C+
Below 50	IF

- 11.4.** Absolute grading is followed for grading all courses that do not have Term End Examinations, Credit based Internships, Field Courses and for all examinations of RPR/RER category.

R.MBA.12. INTERPRETATION OF GRADES

- 12.1.** Grade C+ is the minimum for passing a course. Grade C is the minimum for passing a component of a course.
- 12.2.** Grade FF: If this grade is given because of NT (R.MBA.10), the student will have to seek RS registration respectively for repeat study of the course.
- 12.3.** Grade IF: This is an interim fail grade given in CE, TEE and overall fail in a course, as under:

Performance	Grade
Fail in CEE	IF(C)
Fail in TEE	IF(T)
Overall Fail in a course	IF(O)

R.MBA.13. PASSING STANDARDS

13.1. Criteria for successful completion of a Component:

The standards of passing a component are given below:
CEE / LPW/ TEE - a minimum Letter Grade C

13.2. Criteria for successful completion of a course:

In order to successfully complete a course, a student is required to obtain a minimum Letter Grade "C+" overall in a course.

13.3. A student who is awarded IF(T) and/or IF(O) may be allowed to appear in SPE of not more than FIVE course in a year to improve this grade.

13.4. Criteria for Successful Completion of a Year:

For successful completion of each year a student shall fulfill the following conditions:

- a) S/he should not obtain "IF/FF" grade in any course.
- b) S/he should not obtain CGPA less than 6.0

13.5. Conditional Promotion (CP) to Second Year

If a student is unable to meet the academic standards at the end of the first year, s/he can be given conditional promotion to the second year provided s/he meets the following conditions excluding Summer Internship, if applicable:

- (i) S/he obtains grade "IF (C) or IF (O) or IF (T) or FF" in not more than TWO courses in any Term.
- (ii) S/he obtains grade "IF (C) or IF (O) or IF (T) or FF" in not more than THREE courses in the first year.

13.6. A student with such conditional promotion is required to meet the minimum academic standards of successful completion of the first year by repeating required number of courses by the end of the second year. Such students will have the following options to repeat the minimum academic standards:

- (i) to repeat TEE along with the regular offering of the programme in the subsequent academic year

OR

- (ii) to repeat both CEE and TEE along with the regular offering of the programme in the subsequent academic year

In such case, S/he will have to apply for a Repeat Registration (RR) as per the applicable category of RR. In case, s/he opts to repeat CEE then s/he has to repeat TEE also.

13.7. If a student gets IF(C) in a course, then s/he will have to appear in CEE and TEE by registering for REC and RET respectively along with the regular offering of the programme in the next academic year in order to successfully complete such courses.

- 13.8.** If a student gets FF in a course, then s/he will have to register for RS and attend all the components (as referred in R.MBA.4) of that course along with the regular offering of the programme in the next academic year and appear in CEE and TEE in order to successfully complete such courses.
- 13.9. Failure in Promotion:** If a student fails to meet the requirements of promotion to the Second Year, he/she will not be allowed to pursue the second year unless he/she meets with the conditions as an Ex-student.
- 13.10.** The student who has once passed an examination will not be allowed to appear at it again.

R.MBAFBE.14. PERFORMANCE LEVELS

14.1. Grade Point Averages (GPA)

The performance level of the students in credited courses at different stages of his study is given by the following measures.

14.2. Term GPA (TGPA)

The Term GPA shall be computed by multiplying the earned course grade points by the corresponding course credit and the resultant value shall be divided by the total credit of the Term.

14.3. Cumulative Grade Point Average (CGPA)

Similarly, GPA of a year and Cumulative Grade Point Average (CGPA) at any stage of study shall be computed by multiplying the grade points of the earned courses till that point of time by the corresponding course credits and the resultant value shall be divided by the total credits of the earned courses.

14.4. Programme GPA (PGPA)

Programme GPA refers to the CGPA of the entire Programme, on completion of the Programme. Course Grade, Credits, Grade Points and TGPA/CGPA will be mentioned in the term Grade Report.

14.5. Class and Percentage (%) Marks

In case, there is equivalence between GPA values and Class / % marks is desired, the same can be obtained as given below: % marks = $(\text{GPA} - 0.50) * 10$

GPA Value	Percentage	Equivalent Class
6.00 to 6.49	55% to 59%	Second
6.50 to 7.49	60% to 69%	First
7.50 and above	70% and above	First with Distinction

R.MBA.15. AWARD OF “MASTER OF BUSINESS ADMINISTRATION” DEGREE

- 15.1.** To qualify for the award of “MASTER OF BUSINESS ADMINISTRATION” degree a student is required:
- a) To successfully complete both the academic years independently with a minimum CGPA of 6.00.
 - b) To successfully complete the prescribed credits of the programme as specified in the Teaching and Examination Scheme
 - c) To successfully complete Summer Project requirement as specified in the Teaching and Examination Scheme with a minimum grade ‘satisfactory’. If a student gets ‘unsatisfactory’ grade, s/he is required to improve the Summer Project grade in the scheme as prescribed by the Dean, Faculty of Management.
 - d) To successfully complete Supplementary Course(s) requirement as specified in the Teaching and Examination Scheme with a minimum grade ‘satisfactory’. If a student gets ‘unsatisfactory’ grade, s/he is required to improve the Supplementary Course(s) grade in the scheme as prescribed by the Dean, Faculty of Management.

R.MBA.16. CANCELLATION OF ADMISSION

- 16.1.** The admission of following categories of students is liable to be cancelled:
- a) A student who fails to qualify for promotion or for the award of degree may be allowed maximum one additional year provided s/he pays the prescribed fees.
- 16.2.** The student, whose admission is so cancelled, can appeal to the Appeal Committee. The Committee may grant an extension up to the ONE additional term for the deserving cases, provided the student gives a viable assurance to make up the shortfall within that period.
- 16.3.** 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.

ADMISSION / REGISTRATION

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

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

Enrollment Certificate

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

Eligibility Certificate

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

Provided, however, that:

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

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

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

FACULTY MENTORS

The Institute encourages students to remain in close contact with the faculty members. There is a system of assigning faculty mentors to the students admitted in the Programmes. The role of the faculty is that of a mentor/guide/counselor. The students are welcome to approach their faculty mentors with any personal or academic problems that they may be facing during their stay at the Institute. The students may also look towards the faculty mentors for advice in choosing elective courses and for any other issues.

ATTENDANCE

Rules and Procedure for Grant of Leave (of Absence)

The Institute requires 100% attendance and punctuality in the classes and other activities by the students. However, if Leave is required for genuine reasons, the students are allowed to take Leave upto 15% of the total classes in a course. **For that, the students need to submit Leave Forms (in the prescribed form) in the Programme Office before availing Leave or within 48 hours of resuming**

classes if not able to submit in advance due to sickness/emergency. The prescribed format of Leave Application is given at – Appendix- I) and be available in the Programme Office.

If the Leave is not approved, the Programme Monitoring Committee shall impose penalty which may range from award of “I” Grade, a monetary fine, reduction of grade or any other penalty deemed appropriate. No Leave will be granted for absence beyond 15% in ordinary circumstances.

Note: The students need to submit Leave Form for every session they abstain irrespective of the reasons of absence.

Loss of Evaluation/Assessment of CE Components due to Absence

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

Feedback and Fairness

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

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

Break of Study

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

SECTION III

PLACEMENTS AND CORPORATE RELATIONS CELL (CRC)

Corporate Relation Cell (CRC Cell)

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

Constitution of the CRC

The Corporate Relations Cell of the Institute has the following officials

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

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

Activity Areas of the Corporate Relations Cell

- Corporate Engagement - communication, networking and relationship building with potential and regular recruiters for exploring engagement opportunities and brand building.
- Student Placement Committee - selection of Student Placement Committee (PLACECOM), guiding and co-ordinating the working of the PLACECOM. The PLACECOM selection for the Junior Committee normally happens at the start of the new academic session.
- Preparation of **Placement Brochure** (hard copy / soft copy / website version), giving full details of the students ready to be placed for the benefit of the students and potential recruiters.
- Organizing **placement visits** to industry every year, in major cities of the country by faculty and students. These visits are generally undertaken before the commencement of the placement season. The purpose of the visits is to establish new relations or strengthen the existing relations. The potential recruiters are also appraised about the students' profiles and diversity available for recruitment through distribution of placement brochures – with details of students for final and for summer placement.
- Organizing, co-ordinating and monitoring all placement activity on campus with the active association of PLACECOM - hosting the corporates, facilitating selection process, keeping track of placements, organizing summer placement monitoring visits by faculty members.

- Database management with the active association of PLACECOM - data of companies and contacts for record and future reference.
- Students Alumni Relations committee (Kaizen) is actively associated with organizing and managing the Alumni Conclave and City Meets, publishing alumni newsletter, data base management, managing of AlmaConnect portal, planning and implementing other alumni outreach initiatives like batch interaction, alumni mentoring for internships and placements.
- Students Media and Corporate Communication Committee looks after the internal and external communications of the Institute.

Committees

The following three Committees advises and assists the CRC:

1. Faculty Placement Advisory Committee

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

2. PLACECOM

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

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

3. KAIZEN

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

Summer Placement

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

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

Summer Placement Process

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

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

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

Guidelines for Summer Placements

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

Pre-Placement Interview /Pre-Placement Offer

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

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

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

Final Placements

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

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

Eligibility

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

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

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

Final Placement process

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

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

General Guidelines

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

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

SECTION IV

GENERAL RULES AND REGULATIONS

Dress Code

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

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

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

Celebration

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

Conduct/Behaviour in Class

- The students are expected to be in the classroom at least five minutes before commencement of the class. Impunctuality 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 specified by the Programme Office.
- The Institute emphasizes Participant-centered Learning and hence relies on the Case Method as one of its major pedagogy. It has a license from Harvard Business Publishing for using their cases and technical notes for a certain cost per student.

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

SECTION V

HOSTEL AND OTHER FACILITIES

The MBA is a residential programme. The students are required to stay at the Hostels located in the University campus for the entire duration of the programme except for summer break/training and vacations. The University, at present, has three hostels, two for boys and one for the girls. The hostels are seven-storey buildings with spacious and well furnished rooms. Majority of the rooms are double sharing whereas a few rooms are triple sharing. The hostels also have sports' and other recreational facilities.

Each of the three hostels has a warden who is in-charge of the hostel. Presently, Prof. Sanjay Jain, Faculty, IM is the Chief Warden of the hostels. All the issues related to the hostels should be brought to the notice of the Chief Warden through concerned hostel warden.

The hostel mess is operated by a private contractor. Only vegetarian food is served in the Mess. Membership of the Mess is compulsory for all the students staying in the hostel.

General Rules for Hostelites

- Hostel accommodation will be provided to a student only for the actual duration of the Programme in which he/ she has been admitted to i.e. for academic session which is generally for about 10 months. Students must vacate their rooms at the end of each academic year/ session and hand over the rooms to the hostel wardens. Hostel charges per annum (pa) means per academic session of about 10 months of duration.
- As the hostel charges are for per academic sessions. The Students desirous to stay in the hostels during the vacation period for their project work etc. are required to pay additional charges as decided by the competent authority.
- The students must mark their presence by giving impression (thumb/finger) in the Bio-Matric Machines installed in the Hostel for the same.
- The student will be required to sign the receipt of the items of furniture and fixtures provided in the rooms for their use. They will be responsible for any damage to the furniture and fixtures or the property of the rooms. While leaving the room at the end of the academic year, every student shall handover the charge of the furniture and other material available in the room to the warden.
- If the student locks the room with private lock and leaves for vacation, the warden shall have the right to open the lock and take possession of the room.
- The final year students should vacate the hostel within 7 days from the date of completion of the final examination failing which they have to pay an amount per day per room as decided by the competent authority from time to time.
- Security of students' belongings is their own responsibility. The students have to make sure that they lock the rooms properly before they leave for the day's schedule. Any incidence of theft should immediately be reported to the Chief Warden and Head of Institution through concerned hostel warden. The officials of University/Institutes have the right to inspect any hostel room at any time.

- No guest will be allowed to enter/stay in the hostel rooms.
- All types of payments like light bill, or other charges, if any, are to be made at the hostel office.
- All the visitors including non-resident students should record their details of visits in the register kept at the reception counter.
- Food will not be served in the hostel rooms unless a student is sick and unable to move out to the mess.
- Food ordered online/outside will be delivered at University main gate only. The security staff would randomly inspect the food packet. Non-vegetarian food is not allowed in the campus.
- The students at the time of admission are required to give names of local guardians approved by their parents in the prescribed Performa.
- All cases of sickness must be reported immediately to the warden/ institute authority. This is a joint responsibility of the sick student and his/her roommate and also those staying in the adjoining rooms. Emergencies or accidents should also be immediately reported to the Chief Warden and Head of Institution through concerned hostel Warden.
- The University has a right to change the allocation of rooms or get the rooms vacated anytime if exigency demands.
- The visiting hours of the guardian of the student will be determined and during that period only the local guardian can meet the student in the designated areas only.
- As the hostels are located on the campus, the students are expected to conduct themselves in a manner, which will not cause offence or inconvenience to other members at the campus.
- The students must observe complete discipline inside the hostel premises and see that no wasteful, improper and destructive use is made of amenities such as water, electricity, furniture, etc. The students shall be responsible for any damage caused in the building or any other articles in the hostel, and will be required to pay the damages as decided by the competent authority.
- Each student should see that his/her actions do not lead to breach of privacy or cause of inconvenience to other residents of the hostel.
- Students shall follow Campus/Hostel timing as decided by the competent authority. Presently, the hostel / campus entry timing are:

From Sunday to Friday

Campus Entry Time: Up to 11.00 PM

Hostel Entry Time: Up to 11.30 PM

On Saturdays

Campus Entry Time: Up to 12.00 O'clock in the night

Hostel Entry Time: Up to 00.30 AM

- Necessary action shall be taken by the competent authority against the students entering the campus / hostel after the stipulated time without prior permission or justified reason. Such students and their vehicles may also be searched by the security.
- No waste paper or rubbish should be thrown around/in the hostel. When a student goes out of the room, he/she should see that the lights are switched off.
- A student shall only occupy the room allotted to him/ her in the hostel, and shall not change the same.
- Hostel student shall not stay out of the hostel overnight without the permission of the Chief Warden. In case a student desires to stay out of the hostel for a night or leave the station, he/she should apply to the officials designated by the Head of the Institution in writing along with recommendation of local guardian or parents and obtain necessary permission. The hostel student should indicate the address with the telephone number at which the student will be spending night.
- Boys and Girls can interact with each other at the designated places as decided by the Competent Authority. Under no circumstances, the boys and girls will enter the rooms of each other.
- Directives of Hon'ble Supreme Court of India, to prevent and curb ragging at different times, have been implemented by the University. Ragging in the hostel /campus is strictly prohibited. Any incident of ragging will be treated as per the procedure given in the Handbook.
- Further, the excerpts of Penalties, as given in the Handbook, under heading: "Ragging in and outside campus" is subject to major penalty to be imposed on the concerned student(s).
- Gambling, possession & usage of alcoholic drinks and narcotics anywhere within the hostel premises / campus is strictly prohibited. This is in accordance with the legal requirements of the State. Breach of this clause under State laws will be dealt with according to law. Further, the excerpt of the Penalties, as given in the Handbook (MBA), is quoted: **"Involving himself / herself in a criminal act like using alcoholic beverages, drugs, gambling on or outside the campus including instigating the other students for such action" is subject to major penalty to be imposed on the concerned student(s).**
- Further, as per the disciplinary rules, smoking / chewing pan or tobacco or gutka on the campus/ hostel is strictly prohibited.
- No celebrations or social gatherings shall be organized in the hostel premises without the prior permission of the Head of the Institution.
- Birthday celebrations/parties by students with their colleagues (with or without their consent) in hostel premises/lawns by throwing pieces of cakes, water, pulling their legs and hands, hitting them, etc. are not permitted as they may cause injury to the student whose birthday is celebrated or to any other student. The complaint, if any, on this matter shall fall in the category of ragging, and shall invite severe punishment and major penalty.
- All complaints about the staff working in the hostel shall be made to the warden/chief warden, and under no circumstances the students will argue/abuse or assault the staff.
- No visitor will be invited to take part in meeting or a function without prior permission of Head of the Institution.

- No person (s) will be allowed to enter the premises of the hostel without the permission of the warden except the local guardian and the parents during the prescribed times. Entry in hostel rooms is not permitted.
- No student will be permitted to enter the hostel after the roll call is over unless he/she produces a written permission obtained from the warden, which will be on the basis of the request made either by the local guardian or parent.
- Even during prescribed timings of visits, the concerned visitor has to make entry in the register kept for the same.

MESS AND FEE REBATES

Annual mess charges are to be deposited in advance at the time of admission/registration. Students proceeding on leave, however, may be given rebate in mess charges with the following conditions:

- It should be sanctioned leave with bonafide/genuine reasons.
- Period of leave should be for minimum three days in continuation.
- Sanctioned Leave forms should be submitted to the respective hostel wardens at least one day in advance before proceeding on leave and the proper entries to be made in a separate register available with hostel wardens for this purpose.
- A copy of the Leave Form is to be given to Assistant/Deputy Registrar's office for accounting purpose. This is required as the rebate amount has to be deducted by the office while settling/paying the mess charges to the mess contractor.
- Such rebates will be adjusted by the office at the end of the last term of the year, i.e. on annual basis.
- Rebate will be in proportion of 80:20 (i.e. refund of 80% of admissible amount).

Since mess is compulsory for all students staying in the hostel, those who are going out of campus for any project work/official work in the morning and unable to take breakfast or lunch may request the mess contractor for packed food. No exemption or rebate will be given in such cases.

Rules for Maintaining Vehicles on the Campus

- Only one vehicle – TWO WHEELER, per student is allowed to be maintained in the hostel/campus. Four wheelers - cars, jeeps, etc. are not permitted in the hostel premises.
- Any hostelite desirous to maintain his/her vehicle (Two Wheeler only) on the campus must get the permission from the Chief Warden. Once the permission is granted to the students they will be given a pass as well as a sticker to be put on the vehicle.
- Every student who wishes to maintain the vehicle (Two Wheeler only) on the campus shall be asked to submit an undertaking in writing endorsed by his/her parents, that he/she will abide by the hostel rules and regulations with respect to the use of vehicles and also fully aware of the risk involved in driving the vehicle on the highway.

- Students are not allowed to use the vehicles to commute to the Institute from the hostel.
- Students are required to park their vehicles only in the designated area of parking.
- The speed limit of the vehicles on the campus should not be more than 25 KM per hour.
- The vehicles are allowed to park on the campus at the students' risk, and the Institute is not responsible for any damage or loss.
- The students are required to produce the vehicle pass to the security or any other authority on demand.
- The students are required to follow the traffic rules prevailing in the State.
- The incidents of violation of the above norms shall be treated very strictly, and the penalty will be imposed. The following penalties are recommended:
 - If any student is found violating the above norms, for the first time, a penalty of Rs.1000/- will be imposed.
 - If any student is found violating any of the norms again, he/she will not be allowed to use the vehicle in the future during his/her study at the Institute. In case he/she is found driving any vehicle on the campus after imposing the ban, the matter will be treated as an indiscipline leading to major penalties.
- **The University reserves the right to change any or all the rules without prior notice.**

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
- DELNET

Resources:

Resource	Number
Books	43072
E-Books	617
Periodicals	188 + 17012
Databases	13
Newspapers	17
Electronic Media	1748
Audio Cassettes	136
Video Cassettes	331

Photo Albums	393
Bound Volumes	5583
PhD Thesis	62

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

- **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:

3,507 active full-text journals and magazines

2,112 active full-text peer-reviewed journals

1,401 active full-text peer-reviewed journals with no embargo

1,103 active full-text journals indexed in Web of Science or Scopus

- **ELSEVIER: Science Direct:** We subscribe to Business, Management & Accounting package (72 Journals). The backfiles of this package is available right from 1995.
- **EMERALD Management 175:** Emerald Management 175 is the largest, most comprehensive collection of peer-reviewed management journals and online support for librarians, students, faculty, researchers and deans. Emerald Management 175 is the next generation discovery tool for business schools and management departments within universities, created following extensive testing and development, with valuable input from researchers, teachers, librarians, authors and readers world-wide.
- **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
- Exemplary standards for digitization and completeness
- Interfaces and functionality that support academic use
- Highly reliable access
- Long-term preservation

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.
- **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.
- **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.
- **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.
- **EPWRF:** Times Series Data: On-line Data Series Modules Subscribed by us are:
 - National Accounts Statistics of India
 - Domestic Product of States of India
 - Price Indices
 - Agricultural Statistics
 - Wage Rates in Rural India
 - Annual Survey of Industries
 - Industrial Production Series
 - Power Sector Statistics
 - External Sector Statistics
 - Monetary Statistics
 - Financial Markets

- Banking Statistics
 - Insurance Statistics
 - Finances of the Government of India
 - Finances of State Governments
 - Combined Government Finances
 - Health Statistics
 - Educational Statistics
- **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.

Guidelines for Library Use

- Silence should be maintained in the library premises.
- Students can borrow a maximum of 5 books for 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 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 1.2 Gbps [will be increased to 1.5 Gbps in July 2021] 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 2012 Server, MS Windows 2003 Server, MS Windows XP, MS Windows Vista, MS Windows 7, MS Windows 8, MS Windows 10, 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), E-Views 6.0 (Econometric analysis, forecasting and simulation.), 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 fiber backbone [to be upgraded to 10 gigabit fiber optic this year] 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, 3 Email Servers, 1 Firewall Server, 1 WI-FI Authentication Server, 3 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 [will be increased to 1.5 Gbps in July 2021] 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, designated as Cyber Block, 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 66 Windows-based computers and 3 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 [will be increased to 1.5 Gbps in July 2021]. Internet surfing, E-Mail Service is available round the clock at hostel.

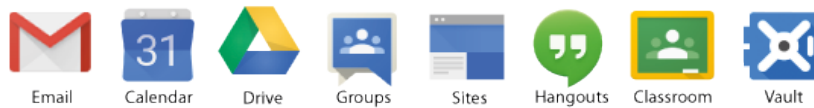
Printing Facility

Laser printing facilities (Two high-end laser printers) are available for the students on payment basis.

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 [will be increased to 1.5 Gbps in July 2021] 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.

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://nirmauni.ac.in/wp-content/uploads/2021/01/Information-Technology-policy.pdf>

SECTION VII

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, training programmes, guest lectures, seminars, cultural programmes. It is ensured that they play an active role rather than remain passive recipients. The students are thus provided an opportunity to demonstrate their management skills developed during their two years learning of MBA, 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 pleasure 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:

- **Student Advisory Committee (SAC):** This committee is concerned with overall interests of the students and the Institute, and provides a direct link between students and the administration.
- **Kaizen Committee:** The team Kaizen, are the group of people passionate about boosting IMNU's brand image and helping it to be ranked amongst the top 10 B-Schools in India As the name indicates, this committee identifies innovative for betterment of the Institute and smoothening the functional procedures.
- **Hostel Committee:** The hostel committee, comprising of about ten students, is concerned with helping the warden in smooth functioning of the hostel. The members are responsible for bringing any problems faced by the inmates of the hostel to the concerned authorities.
- **Mess Committee:** The mess committee, consisting of about five students, is responsible for the smooth running of the mess. They coordinate with the mess contractor in deciding the menu, monitoring the quality of the food and hygiene of the mess and its surroundings.
- **Cultural Committee:** This committee organizes all the social and cultural activities of the Institute.
- **Sports Committee:** This committee organizes all the sports events on the campus -the major one being the "Nirma Championship League", a seven days sports tournament.
- **Co-curricular Committee:** This Committee organizes activities like conclaves, Institute Lecture Series etc.
- **Students Welfare Committee:** The Committee organizes and coordinates various activities related to the students.

CO-CURRICULAR ACTIVITIES

The students are encouraged to plan and organize various co-curricular activities on their own with basic support from the Institute. Such an atmosphere inculcates the spirit of leadership and an understanding of several aspects of management. They undertake such activities not merely for

learning but also for the pleasure that comes with the experience of a job well accomplished. The students recognize their talents and skills in the process and get inspired to develop themselves further. The students are also nominated to participate in the co-curricular activities organized by other leading business schools. The major activities organized by the students every year on the campus are

International Conferences (NICOM)

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. The next International Conference, NICOM-2022 is Silver Jubilee Conference scheduled to be held on the theme “Continuous Improvement for Sustainability and Business Excellence” from January 6-8, 2022

Conclaves

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

Institute Public Lecture and CEO Lecture Series

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

Institute Seminar Series

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

Other Co-curricular Students’ Activities

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

EXTRA-CURRICULAR ACTIVITIES

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

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

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

Attendance in Extra Curricular Activities

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 each year (i.e. in 1st year & 2nd year) failing which they will stand debarred from the placement irrespective of the reasons of absence.

SOCIAL ACTIVITIES

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

The Rotaract Club: The Rotaract Club of IMNU is a Rotary-sponsored service club. The club provides an opportunity to the youngsters to enhance their knowledge and skills that will help them in personal development, and to address the physical and social needs of their communities. Rotaract organizes events such as Blood Donation Drives and creativity fostering activities like Face Painting and Collage Making. One of the initiatives of the club is the long-term mentorship programme that Rotaract has jointly taken up with Manav Sadhna, an NGO in Ahmedabad, which works for betterment of poor and needy children.

Committees

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

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

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

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

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

STUDENTS' CLUBS (at IMNU)

Following clubs are currently functioning at the Institute:

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

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

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

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

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

Optimus Club - The Operations and Supply Chain Club: The club endeavours to facilitate sharing of knowledge on fields related to Operations and Supply Chain Management through Guest Lectures, Live Projects, Quizzes, Case Studies and Simulation Game.

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

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

Fiesta (Music Club): Fiesta is the youngest club at IMNU. Club Fiesta was initiated to address a bunch of needs of the students, namely, relaxation, fun, learning and creativity. It is the Dance and Music

Club of IMNU. The club organizes Workshops (Latin, Hip-hop, Freestyle, Guitar, Keyboard, etc.), and Lectures by prominent exponents of music and dance.

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

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

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

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

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

ALUMNI ASSOCIATION

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

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

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

SECTION VIII

INSTITUTE COMMITTEES

ANTI RAGGING COMMITTEES

Monitoring Cell of Anti Ragging Measures

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

Institution Level Committees

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

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

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

2. Anti-Ragging Squad

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

3. Mentoring Cell (Ragging)

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

Help Line No(s).

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

Institutional Level Helpline:

Prof. Sanjay Jain	Chief Warden	9725907120
Prof. Amola Bhatt	Co-coordinator	9825191485
Prof. Dhyani Mehta	Co-coordinator	9537698588
Prof. Hardik Shah	Co-coordinator	9278533499
Prof. Balakrishnan Unny	Co-coordinator	8758868169
Prof. Nina Muncherji	Co-coordinator	9825070085
Prof. Nikunj Patel	Co-coordinator	9825674507
Prof. Tejas Shah	Co-coordinator	9879426499
Mr. Bharatbhai Joshi	Warden	9099025979
Mrs. Rita Barot	Warden	9099025969
Mr. Omprakash Sharma	Warden	9825303474

ANTI RAGGING COMMITTEES

Anti-Ragging Committee (Institute Level Statutory Committee)		
1	Prof. Subir Verma	Chairman
2	Prof. Sanjay Jain	Coordinator
3	Prof. Hrudanand Misra	Co-coordinator
4	Prof. Amola Bhatt	Co-coordinator
5	Prof. Dhyani Mehta	Co-coordinator
6	Prof. Hardik Shah	Co-coordinator
7	Prof. Balakrishnan Unny	Co-coordinator
8	Prof. Nina Muncharji	Co-coordinator
9	Prof. Nikunj Patel	Co-coordinator
10	Prof. Tejas Shah	Co-coordinator
11	Assistant Registrar (IMNU)	Member
12	Mr. J. P. Jadeja, Police Inspector, Sola Police Stn	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. Sanjay Jain	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. Indraneel Banerjee	Member
11	Senior Student Representatives	Member

Anti-Ragging Squad		
1.	Prof. Sanjay Jain	Coordinator
2.	Mr. D. R. Mandavia, Assistant Registrar (IMNU)	Member
3	Mr. D. M. Patel, Assistant Registrar (IMNU)	Member
4	All Faculty & Staff Members	Members
5	Hostel Wardens	Members
6	Students' Representatives	Members

PREVENTION / PROHIBITION OF DRUG MENACE

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

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

MECHANISM FOR REDRESSAL OF STUDENTS' GRIEVANCES

STUDENT GRIEVANCE REDRESSAL COMMITTEES (SGRC):

Institutional Student Grievance Redressal Committee (ISGRC)

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

Sr. No.	Name of Member	Position
1	Prof. Subir Verma	Chairperson
2	Shri Ashish Desai	Member
3	Prof. Harismita Trivedi	Member
4	Prof. Sanjay Jain	Member
5	Ms. Raechel Anthony (Roll No.208126)	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.

COMMITTEES: 2021-22

Area/Activity Chairpersons/Coordinators		
Sl. No.	Area/Activity	Chairperson/Coordinators
1	Director	Prof. Subir Verma
2	Addl. Director	Prof. Hrudanand Misra
3	Economics & Finance	Prof. M. Mallikarjun
4	OM & QT and GM	Prof. Shashank Thanki
5	Marketing	Prof. Ashwini Awasthi
6	HRM	Prof. Poonam Chhaniwal
7	OB & Communication	Prof. Nina Muncherji
8	Strategy & Entrepreneurship	Prof. Khyati Desai
9	Information Management	Prof. Nityesh Bhatt
10	MBA (FT) – I	Prof. Balakrishnan Unny
11	MBA (FT) – II	Prof. Nikunj Patel
12	MBA (FB&E) – I & II	Prof. Tejas Shah
13	MBA (HRM)	Prof. Hardik Shah
14	BBA- MBA (I & II)	Prof. Dhyan Mehta
15	BBA- MBA (III)	Prof. Amola Bhatt
16	Integrated MBA	Prof. Nina Muncherji
17	Ph. D (Full Time and Part Time)	Prof. Samik Shome
18	Research Committee	Prof. Hrudanand Misra
19	Executive Diploma Programme (EDP)	Prof. P.K. Yadav
20	Management Development Programme (MDP)	Prof. Sapna Parashar/Prof. Mayank Bhatia
21	Chief Warden	Prof. Sanjay Jain
22	Placement	Prof. Nityesh Bhatt / Prof. Sapna Parashar
23	Students' Welfare Committee	Prof. Bhavesh Patel /Prof. Himanshu Chauhan / Prof. Rajwinder Kaur/Prof. Poonam Chhaniwal
24	Admissions	Prof. Parag Rijwani / Prof. Ritesh Patel/ Prof. Tejas Shah
25	Examinations	Prof. Chetan Jhaveri / Prof. Diljeetkaur Makhija
26	Mentoring	Prof. Chetan Jhaveri/Prof. Mahesh KC/ Prof. Aditya Sharma

Programme Monitoring Committee		
1	Prof. Balakrishnan Unny	Member
2	Prof. Nikunj Patel	Member
3	Prof. Tejas Shah	Member
4	Prof. Nina Muncherji	Member
5	Prof. Hardik Shah	Member
6	Prof. Hrudanand Misra	Member
7	Prof. Nityesh Bhatt	Ex Officio Chairperson, Placements
8	Prof. Sanjay Jain	Ex Officio Chief Warden, Hostels
9	Prof. Parag Rijwani	Ex Officio Chairperson, Admissions
10	Asst. Registrar, IMNU	Member Secretary

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

Institute Quality Assurance Cell (IQAC) and Accreditation Committee		
1	Director	Chairman
2	Addl. Director	Member
3	Prof. Jayesh Aagja	Coordinator
4	Concerned Programme Chairperson	Member
5	Prof. Shashank Thanki	Member
6	Prof. Samik Shome	Member
7	Prof. Khyati Shah	Member
8	Prof. Mayank Bhatia	Member
9	Prof. Nityesh Bhatt	Ex-Officio Chairperson, Placements
10	Prof. Parag Rijwani	Ex-Officio, Chairperson, Admissions
11	Prof. M.Mallikarjun	Special Invitee
12	Prof. Nina Muncherji	Special Invitee
13	Asst. Registrar, IMNU	Member Secretary

Admissions Committee		
1	Director	Chairperson
2	Addl. Director	Member
3	Prof. Parag Rijwani	Overall Coordinator
4	All Programme Chairpersons	Member
5	Prof. Ritesh Patel	Member
6	Prof. Tejas Shah	Member
7	Prof. Nityesh Bhatt	Ex-Officio, Chairperson, Placements
8	Asst. Registrar, IMNU	Member Secretary

Admissions Team for Various Programmes					
PROGs	MBA	MBA (FB&E)	BBA-MBA	MBA-HRM	B.Tech (CSE)-MBA
Team Leader	Prof. Praneti Shah	Prof. Shahir Bhatt	Prof. Diljeetkaur Makhija	Prof. Hardik Shah	Prof. Shashank Thanki
	Prof. Mahesh K.C. Prof. Krishna Kanabar Prof. Himanshu Chauhan Prof. Mayank Bhatia	Prof. Nirmal Soni Prof. Punit Saurabh Prof. Khyati Desai Prof. Sandip Trada Prof. Bhavesh Patel Prof. Tripura Joshi	Prof. Bhoomi Mehta Prof. Avani Raval Prof. Monali Chatterjee Prof. Punita Rajpurohit	Prof. Poonam Chhaniwal Prof. Bhajan Lal Prof. Rajwinder Kaur	Prof. Tejas Modi Prof. Aditya Sharma

Examinations Committee (Institute Level)		
1	Prof. Chetan Jhaveri	Coordinator
2	Prof. Tirthank Shah	Member
3	Prof. Diljeetkaur Makhija	Member
4	Asst. Registrar, IMNU	Member Secretary

Placement Committee		
1	Prof. Nityesh Bhatt	Chairperson
2	Prof. Sapna Parashar	Coordinator
3	Prof. Nikunj Patel	Member
4	Prof. Balakrishnan Unny	Member
5	Prof. Nina Muncherji	Member
6	Prof. Parag Rijwani	Ex-Officio, Chairperson, Admissions
7	Mr. Indranil Banerji	Member
8	Mr. Neeraj Arora	Member
9	Asst. Registrar, IMNU	Member
10	Mr. Birju Ambani	Member Secretary

Doctoral Programme Committee		
1	Prof. Samik Shome	Chairperson
2	Prof. Pradeep Kautish	Member
3	Prof. M Mallikarjun	Member
4	Prof. Hrudanand Misra	Member
5	Prof. Rajesh Jain	Member
6	Prof. Shashank Thanki	Member
7	Prof. Digant Mandaviya	Member Secretary

Research and Publications Committee		
1	Prof. Hrudanand Misra	Chairperson
2	Prof. Pradeep Kautish	Member
3	Prof. Jayesh Aagja	Member
4	Prof. Sapna Parashar	Member
5	Prof. Samik Shome	Member
6	Prof. Sandip Trada	Member

Library Committee		
1	Director	Chairperson
2	Addl. Director	Member
3	Area Heads, IMNU	Member
4	Asst. Registrar, IMNU	Member
5	Librarian	Member Secretary

Institute Lecture/Seminar Series Committee		
1	Prof. Nikunj Patel	Chairperson
2	Prof. Balakrishnan Unny	Member
3	Prof. Nina Muncherji	Member
4	Prof. Tejas Shah	Member
5	Prof. Amola Bhatt	Member
6	Prof. Dhyan Mehta	Member
7	Prof. K.C. Mahesh	Member
8	Mr. Indranil Banerji	Member
9	Asst. Registrar, IMNU	Member
10	Mr. Neeraj Arora	Member
11	Mr. Birju Ambani	Member Secretary

MDP Committee		
1	Prof. Sapna Parashar	Chairperson
2	Prof. Mayank Bhatia	Member
3	Prof. Rajesh Kikani	Member
4	Prof. Harismita Trivedi	Member
5	Prof. Hardik Shah	Member
6	Prof. P.K. Yadav	Member
7	Prof. Anand Deo	Member
8	Prof. Tripurasundari Joshi	Member

EDP Committee		
1	Prof. P.K. Yadav	Chairperson
2	Prof. Tejas Shah	Member
3	Prof. Harismita Trivedi	Member
4	Prof. Hardik Shah	Member
5	Prof. Praneti Shah	Member
6	Mr. Jigar Barot	Member Secretary

Alumni Relations Committee		
1	Director	Chairperson
2	Addl. Director	Member
3	Prof. M Mallikarjun	Member
4	Prof. Hardik Shah	Member
5	Prof. Balakrishnan Unny	Member
6	Prof. Nikunj Patel	Member
7	Prof. Nina Muncherji	Member
8	Prof. Tejas Shah	Member
9	Prof. Sanjay Jain	Member
10	Prof. Nityesh Bhatt	Member
11	Prof. Sapna Parashar	Member
12	Prof. P.K Yadav	Member
13	Mr. Indranil Banerji	Member
14	Mr. Neeraj Arora	Member Secretary

Service & Facility Assurance Committee (Main Building)		
1	Prof. Meeta Munshi & Prof. Ritesh Patel	Chairpersons
2	Mr. Anand Christian	Member
3	Mr. Jigar Barot	Member
4	Assistant Registrar (Mr. D.M. Patel)	Member Secretary

Website, Media & Corporate Communication Committee		
	Prof. Tejas Shah	Chairperson
	Prof. Punita Rajpurohit	Coordinator
	Prof. Balakrishnan Unny	Member
	Prof. Meeta Munshi	Member
	Prof. Bhavesh Patel	Member
	Prof. Himanshu Chauhan	Member
	Prof. Poonam Chhaniwal	Member
	Prof. Avani Raval	Member
	Prof. Azharuddin Shaikh	Member
	All Programme Chair	Member
	Prof. Nityesh Bhatt	Ex-Officio Chairperson, Placements
	Prof. Parag Rijwani	Ex-Officio Chairperson, Admissions
	Mr. Indranil Banerji	Member
	Mr. Neeraj Arora	Member
	Mr. Birju Ambani	Member
	Mr. Anand Christian	Member Secretary

Sparsh Editorial Committee		
1	Prof. Krishna Kanabar	Editor
2	Prof. Monali Chatterjee	Member
3	Prof. Rajwinder Kaur	Member
4	Mr. Birju Ambani	Member

Board of Journal of Business and Management Studies		
1	Prof. M. Mallikarjun	Editor
2	Prof. Hrudanand Misra	Associate Editor
3	Prof. Hardik Shah	Associate Editor
4	Prof. Pradeep Kautish	Associate Editor

Faculty Coordinators for Various Activities		
1	Anvesh – 2022	Prof. Samik Shome
2	Conclaves Finance , Marketing , HR Operations Management, Entrepreneurship & Alumni	Respective Area Clubs Coordinators
3	NICOM – 2022	Prof. Rajesh Jain/ Prof. Shashank Thanki / Prof. Diljeetkaur Makhija
4	Vichar Vinimay	Prof. Punita Rajpurohit / Prof. Rajwinder Kaur

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

International Relations & International Accreditation Committee		
1	Director	Chairperson
2	Addl. Director	Member
3	Prof. Nina Muncherji	Member
4	Prof. Pradeep Kautish	Member
5	Prof. Samik Shome	Member
6	Prof. Shahir Bhatt	Member
7	Prof. Mayank Bhatia	Member
8	Mr. Indranil Banerji	Member

Committee for Review and Audit of Course Outline and Rubrics		
1	Prof. Khyati Shah	Coordinator
2	Prof. Praneti Shah	Member
3	Prof. Tirthank Shah	Member
4	Prof. Azharuddin Shaikh	Member

Students' Activities (Co-Curricular) Committee Prof. Balakrishnan Unny, Overall Coordinator		
1.	'Sumantra' –The Book Club	Prof. Avani Raval
2.	'Niche' – Marketing Club	Prof. Mayank Bhatia / Prof. Sandip Trada
3.	'Imprints' – HR Club	Prof. Poonam Chhaniwal/ Prof. Rajwinder Kaur
4.	'Finesse' – Finance Club	Prof. Nirmal Soni / Prof. Aditya Sharma
5.	'Clique' – IT Club	Prof. Balakrishnan Unny
6.	'Optimus' – Operations Club	Prof. Mahesh KC
7.	'Swayam' – Entrepreneurship Club	Prof. Khyati Desai/ Prof. Punit Saurabh
8.	Kaizen	Prof. Balakrishnan Unny Prof. Nikunj Patel Mr. Indranil Banerji

Students' Activities (Extra-Curricular) Committee Prof. Bhavesh Patel/ Prof. Himanshu Chauhan-Overall Coordinators		
Student Clubs/ Committees		Name of Faculty Coordinator
1	Cultural Committee	Prof. Bhavesh Patel / Prof. Himanshu Chauhan
2	Sports Committee	Prof. Bhajan Lal / Prof. Tejas Modi
3	Music [Fiesta Club]	Prof. Punit Saurabh / Prof. Rafia Khan
4	Drama [Chehre]	Prof. Praneti Shah
5	News Junction	Prof. Tejas Modi
6	Media Committee	Prof. Balakrishnan Unny / Prof. Tejas Shah
7	Photography	Prof. Punit Saurabh
8	Social Activities	Prof. Pratham Parekh
9	Quiz Club	Prof. Aditya Sharma
10	Expressions Club	Prof. Bhoomi Mehta
11	Karwaan Club	Prof. Punita Rajpurohit
12	BBA Extra-Curricular Activities	Prof. Sunita Guru
13	BBA-NSS Activities	Prof. Bhajan Lal

SECTION IX

MANAGEMENT STAFF AND COMMITTEE DETAIL

FACULTY DETAILS

Sr. No.	Name	Designation	Email address	Ext No
1	Prof. Subir Verma	Director	director.im@nirmauni.ac.in	601
2	Prof. Hrudanand Mishra	Additional Director	addldirector.ugsim@nirmauni.ac.in	690
3	Prof. Ashwini Awasthi	Professor	awasthiak@nirmauni.ac.in	623
4	Prof. M. Mallikarjun	Professor	mmallikarjun@nirmauni.ac.in	632
5	Prof. Nityesh Bhatt	Professor	nityesh@nirmauni.ac.in	634
6	Prof. Rajesh Jain	Professor	rajeshjain@nirmauni.ac.in	642
7	Prof. P. K. Yadav	Sr. Associate Professor	pkyadav@nirmauni.ac.in	637
8	Prof. Harismita Trivedi	Associate Professor	harismita@nirmauni.ac.in	629
9	Prof. Hardik Shah	Associate Professor	hardik@nirmauni.ac.in	660
10	Prof. Jayesh Aagja	Associate Professor	jayeshaagja@nirmauni.ac.in	630
11	Prof. Nina Muncherji	Associate Professor	nmuncherji@nirmauni.ac.in	635
12	Prof. Parag Rijwani	Associate Professor	parag@nirmauni.ac.in	638
13	Prof. Pradip Kautish	Associate Professor	Pradeep.kautish@nirmauni.ac.in	651
14	Prof. Samik Shome	Associate Professor	samik@nirmauni.ac.in	696
15	Prof. Sanjay Jain	Associate Professor	sanjayjain@nirmauni.ac.in	633
16	Prof. Sapna Parashar	Associate Professor	sapna@nirmauni.ac.in	645
17	Prof. Shashank Thanki	Associate Professor	shashank@nirmauni.ac.in	694
18	Prof. Aditya Sharma	Assistant Professor	aditya.sharma@nirmauni.ac.in	647
19	Prof. Amola Bhatt	Assistant Professor	amola@nirmauni.ac.in	689
20	Prof. Avani Rawal	Assistant Professor	avaniraval@nirmauni.ac.in	663
21	Prof. Azharuddin Shaikh	Assistant Professor	azharuddin@nirmauni.ac.in	692
22	Prof. Balakrishnan Unny	Assistant Professor	balakrishnan@nirmauni.ac.in	621
23	Prof. Bhajanlal	Assistant Professor	bhajanlal@nirmauni.ac.in	658
24	Prof. Bhavesh Patel	Assistant Professor	bhavesh@nirmauni.ac.in	657
25	Prof. Bhoomi Mehta	Assistant Professor	bhoomi@nirmauni.ac.in	652
26	Prof. Chetan Jhaveri	Assistant Professor	chetan@nirmauni.ac.in	648

27	Prof. Dhyani Mehta	Assistant Professor	dhyanimehta@nirmauni.ac.in	646
28	Prof. DiljeetKaur Makhija	Assistant Professor	diljeetkaur@nirmauni.ac.in	667
29	Prof. Himanshu Chauhan	Assistant Professor	himanshuchauhan@nirmauni.ac.in	641
30	Prof. Khyati Desai	Assistant Professor	khyati@nirmauni.ac.in	656
31	Prof. Khyati Shah	Assistant Professor	khyati.shah@nirmauni.ac.in	691
32	Prof. Krishna Kanabar	Assistant Professor	krishna.kanbar@nirmauni.ac.in	626
33	Prof. Mahesh K C	Assistant Professor	maheshkc@nirmauni.ac.in	640
34	Prof. Mayank Bhatia	Assistant Professor	mayankbhatia@nirmauni.ac.in	668
35	Prof. Meeta Munshi	Assistant Professor	meetamunshi@nirmauni.ac.in	643
36	Prof. Monali Chatterjee	Assistant Professor	monali.chatterjee@nirmauni.ac.in	650
37	Prof. Mumukshu Trivedi	Assistant Professor	mumukshutrivedi@nirmauni.ac.in	655
38	Prof. Nikunj Patel	Assistant Professor	nikunj@nirmauni.ac.in	628
39	Prof. Nirmal Soni	Assistant Professor	nirmalcsoni@nirmauni.ac.in	641
40	Prof. Poonam Chhaniwal	Assistant Professor	poonam.chhaniwal@nirmauni.ac.in	659
41	Prof. Praneti Shah	Assistant Professor	praneti@nirmauni.ac.in	652
42	Prof. Pratham Parekh	Assistant Professor	pratham.parekh@nirmauni.ac.in	646
43	Prof. Punit Saurabh	Assistant Professor	punit@nirmauni.ac.in	619
44	Prof. Punita Rajpurohit	Assistant Professor	punitarajpurohit@nirmauni.ac.in	626
45	Prof. Rafia Khan	Assistant Professor	rafia@nirmauni.ac.in	692
46	Prof. Rajwinder Kaur	Assistant Professor	rajwinderkaur@nirmauni.ac.in	667
47	Prof. Ritesh Patel	Assistant Professor	ritesh@nirmauni.ac.in	646
48	Prof. SandipTrada	Assistant Professor	sandip@nirmauni.ac.in	658
49	Prof. Shahir Bhatt	Assistant Professor	shahir@nirmauni.ac.in	654
50	Prof. Shreshtha Dabral	Assistant Professor	shreshtha@nirmauni.ac.in	659
51	Prof. Sunita Guru	Assistant Professor	sunita@nirmauni.ac.in	650
52	Prof. Tejas Modi	Assistant Professor	tejas.modi@nirmauni.ac.in	636
53	Prof. Tejas Shah	Assistant Professor	tejas@nirmauni.ac.in	619
54	Prof. Tirthank Shah	Assistant Professor	tirthank@nirmauni.ac.in	647

55	Prof. Tripurasundari Joshi	Assistant Professor	tripura@nirmauni.ac.in	649
56	Prof. Vishal Goel	Assistant Professor	vishalgoel@nirmauni.ac.in	621
57	Prof. Anand Deo	Adjunct Faculty	ananddeo@nirmauni.ac.in	655

NON TEACHING STAFF DETAILS

1	Mr. Digant Mandavia	Assistant Registrar	digant.mandavia@nirmauni.ac.in	616
2	Mr. D. M. Patel	Assistant Registrar	dmpatel@nirmauni.ac.in	616
3	Mr. Jigar Barot	Manager - MDP	jigar@nirmauni.ac.in	609
4	Mr. Biju Thomas	O. S., BBA	bthomas@nirmauni.ac.in	692
5	Mr. Mahesh Solanki	Jr. O. S.	mahesh@nirmauni.ac.in	613
6	Mr. Maqsud Shaikh	Sr. Assistant, Admission	maqsud@nirmauni.ac.in	604
7	Mr. Mihir Pandit	Sr. Assistant, Programme Office	mihir@nirmauni.ac.in	605
8	Mr. Anand Christian	Technical Assistant	anand@nirmauni.ac.in	614
9	Mr. Harichandrasinh Chavda	Assistant - BBA	harichandra@nirmauni.ac.in	692
10	Mr. Sahdev Jadeja	Assistant - Exam	sahdevsinh@nirmauni.ac.in	608
11	Mr. Vishal Sutariya	Assistant - Programme	vishal@nirmauni.ac.in	608
12	Mr. Kuldeep Patel	Assistant - BBA	kuldeep.kumar@nirmauni.ac.in	692
13	Ms. Trupti Nakum	Assistant - Account Section	trupti.nakum@nirmauni.ac.in	603
14	Ms. Sujatha Pillai	PA Cum Stenographer	sujata@nirmauni.ac.in	602
15	Ms. Kiran Raval	Receptionist	kiran@nirmauni.ac.in	600
16	Mr. Milit Desai	Assistant	milit.desai@nirmauni.ac.in	692

Library				
1	Ms. Monita Shastri	Librarian	monita.shastri@nirmauni.ac.in	661
2	Mr. Chirag Bhatt	Sr Asst. Librarian	chirag@nirmauni.ac.in	662
3	Mr. Pragna Prajapati	Library assistant	pragna@nirmauni.ac.in	662
4	Mr. Rakesh Trivedi	Library Assistant	rakesh@nirmauni.ac.in	662
5	Ms. Sima Kapadia	Library Assistant	sima.ahire@nirmauni.ac.in	662
6	Ms. Zeel Patel	Library Assistant	zeelv.patel@nirmauni.ac.in	662
CRC Cell				
1	Mr. Indranil Banerji	Head - Corporate Relations	indranil@nirmauni.ac.in	631
2	Mr. Neeraj Arora	Sr. Manager - CRC	narora@nirmauni.ac.in	653
3	Mr. Birju Ambani	Manager CRC	birju@nirmauni.ac.in	612
4	Ms. Gayatri Iyer	Jr. OS, Placement Cell	gayatri@nirmauni.ac.in	611
Hostel				
1	Mr. Bharat Joshi	Warden Boys Hostel	bharat.joshi@nirmauni.ac.in	9248
2	Ms. Rita S Barot	Warden Girls Hostel	rita.barot@nirmauni.ac.in	250
3	Mr. Omprakash Sharma	Warden Boys Hostel	omprakash.sharma@nirmauni.ac.in	9248
Teaching / Research Associates				
1	Ms. Zeel Patel	Academic Associate	zeel.patel@nirmauni.ac.in	611
2	Ms. Divya Chauhan	Teaching / Research Associate	divya.chauhan@nirmauni.ac.in	687
3	Ms. Mrugani Surati	Teaching / Research Associate	mrugani.surati@nirmauni.ac.in	687
4.	Ms. Ayushi Trivedi	Teaching / Research Associate	ayushi.trivedi@nirmauni.ac.in	687
5.	Ms. Kritika Maheshwari	Teaching / Research Associate	kritika.maheshwari@nirmauni.ac.in	687

Institute of Management, Nirma University, Ahmedabad**Application Form for the Alumni Membership**

1. Name _____

2. Contact Address _____

_____Two latest stamp
size photographs

3. Telephone (Off) _____

(Res) _____

Mobile _____

4. Email Id. _____

5. Institution/Organization serving in _____

6. Alumni Association Membership Number: _____

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

Signature with Date
(President /Secretary, Alumni Association)

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

Date

Place

Signature

For Official Use only

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

Librarian

**NIRMA UNIVERSITY
INSTITUTE OF MANAGEMENT****UNDERTAKING**

I _____ S/O / D/O: _____ am
a regular student of the programme _____
(Roll No _____) admitted in the year _____, do hereby undertake the
following;

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

Signature of the Student

Undertaking from Parents / Guardians

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

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

Dated: _____

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

-----For Office Purpose only-----

Verified by Student Section _____

Dated: - _____

Signature _____

NIRMA UNIVERSITY**FORM OF MEDICAL FITNESS CERTIFICATE**

(To be produced at the time of reporting at the institute)

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

I have to further report that;

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

Mark of identification: _____

Hence the candidate is fit for admission to professional course.

Signature of Candidate

Signature of Medical Officer

Seal of Designation and Hospital

Dated:

Photograph of
candidate duly
attested by the
Medical Officer

Appendix-I

Institute of Management, Nirma University

STUDENTS' LEAVE APPLICATION FORM: 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 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 Office

Institute of Management, Nirma University

Sarkhej – Gandhinagar Highway,
Ahmedabad – 382 481, Gujarat, India

Phone: +917971652000

Fax: +912717241900

Website: www.nirmauni.ac.in/imnu