

# **BACHELOR OF BUSINESS ADMINISTRATION (HONOURS)**

2025-29



## **VOLUME II**

**STUDENTS' INFORMATION  
BOOKLET**

**ACADEMIC YEAR 2025-26**





## प्रार्थना

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

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

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



## *Preamble*

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

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

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

It is the responsibility of each student to familiarize herself/himself with the rules and regulations of the Institute as well as of the University.

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

The University reserves 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.

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

**Prof. Amola Bhatt**

Chairperson

BBA (Honours) Programme

2025-29 Batch

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## MESSAGE FROM THE ADDL. DIRECTOR, INSTITUTE OF MANAGEMENT

Welcome to the Department of Undergraduate Studies at the Institute of Management, Nirma University, Ahmedabad. For almost three decades, the Institute has been a leader in higher education, consistently ranked among the nation's top business schools. We are proud to continue this tradition through high-quality teaching, cutting-edge research, and impactful consultancy.



Our BBA (Honours) program stands out for its innovative, hands-on approach to learning, strong industry integration, and focus on holistic student development. Students benefit from the flexibility to specialize in areas of interest, gain real-world experience through internships, and build practical skills for careers in professional roles. The curriculum also encourages a multidisciplinary perspective, equipping students with a comprehensive understanding of business challenges and opportunities.

A unique feature of the program includes certifications in key areas such as the United Nations' Sustainable Development Goals (SDGs) and value-added courses like Personality Development. Our accomplished faculty—renowned scholars and seasoned professionals—create a vibrant learning environment that blends theory with practice, preparing students for global excellence and industry readiness.

**Dr. Hrudanand Misra**

**Addl. Director, D-UGSM, IMNU**

## INSTITUTE OF MANAGEMENT (IMNU)

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

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

### Ranking

- The Institute of Management was ranked 55th Best B-Schools overall by the National Institutional Ranking Framework (NIRF) 2024 released by the Ministry of Education, Government of India.
- Ranked 8th Best Private B-School in the West Zone by India Today 2024.
- Ranked 27th Best B-School overall and 16th among Top Private B-Schools in India by The Week, 2024.
- Ranked 25th Best B-School Pan India and 13th among Top Private B-Schools in India by Business World, 2023.
- Ranked 5th Best Private B-School pan India and also listed in the A1 category among the top 30 B-Schools in the country by Business Standard, 2023.
- Ranked 36th Best B-School overall and 20th Best in selection process and 27th Best in living experience by Business Today (BT), 2023.

### Accreditation

Nirma University has been accredited with Grade "A+" by National Assessment and Accreditation Council (NAAC) in 2022. NAAC is an autonomous body established by the University Grants Commission (UGC) to assess and accredit higher education institutions in the country.

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

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

The Institute of Management, Nirma University is a member of the Association to Advance Collegiate Schools of Business (AACSB) network, providing access to international networking communities.

## International Alliances

For Global MBA, we collaborate with the following:

- University of California at Davis, US
- University of Illinois at Chicago, US
- Michigan State University, East Lansing, US
- University of Cincinnati, Ohio, US

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. Hof University, Germany
9. Skyline University, UAE
10. PPM School of Management, Indonesia
11. Association of Commonwealth Universities

## 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 also contribute to the corporate world through their impeccable services and leadership.

**Master of Business Administration (Human Resource Management):** 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. Internationalization, Business Ethics and Information Technology are the concurrent themes running across courses in the programme.



**Integrated BBA-MBA:** The five-year integrated programme in Management is an innovative course that combines the undergraduate and postgraduate programmes – BBA & MBA. The first three years (under graduation period) comprise of Six Semesters as per National Education Policy 2020 (two semesters in each year). The fourth and fifth years (the post-graduation period) will have a total of six terms, with three terms in each of the two years. The Programme provides an opportunity to exit at the end of third year. The students who complete the five-year programme are awarded two degrees, “Bachelor of Business Administration” at the end of three years & “Master of Business Administration” at the end of Five years.

**BBA (Honours):** The BBA programme is a four-year, full-time programme designed in accordance with the National Education Policy (NEP) 2020. The objective of the programme is to equip the graduates with a sound knowledge of business principles and practices and provide them with cross-continental exposure to national and global business realities. The programme helps the students understand the role of businesses in society and enhance their creativity, innovation, critical thinking and decision-making skills. The BBA (Honours) follows a 4-year structure, with the curriculum focusing on core business subjects, while allowing students to specialize in areas of their interest. In addition, the programme offers opportunities for internships, industry visits, and hands-on experience to complement the academic learning. The students will also benefit from exposure to global business practices and preparing them for leadership roles in the global marketplace.

**Integrated B.Tech. (Computer Science Engineering)-MBA Programme.** It is a five years programme 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 – Six Semesters) 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, students will be able to sharpen their managerial skills with major specialization in one of the core management disciplines like Marketing, Finance, Operations Management etc and minor specialization in Digital Transformation and Analytics (DnA).

**Integrated B.Tech.(Mechanical Engineering)-MBA Programme.** It is a five years programme 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 – Six Semesters) at Institute of Technology. The Phase II, fourth and fifth years (the postgraduation period), to be offered by Institute of Management will have a total of six terms. Here, students will be able to sharpen their managerial skills with major and minor specialization in one of the core management disciplines like Marketing, Finance, Operations Management and Digital Transformation and Analytics (DnA), International Business.

**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.



**Ph. D. Programme:** The PhD Full time and Part Time programmes strive to prepare students for challenging opportunities in the field of teaching, research and consultancy.

**Executive Diploma Programme (EDP):** It is a unique 33-weeks programme for executives in the middle of their careers. It is offered in different functional areas of management viz. Business Analytics, Marketing and Operations Management. The sessions for this programme are scheduled on the weekends on the campus to suit the working executives.

### **Other Programmes**

**Management Development Programmes:** The Institute conducts various management development programmes for working executives. These programmes are open as well as customized in-house programmes.

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

## FEE STRUCTURE

| Sr No. | Particulars                                       | BBA (Honours) |                      |                      |                      |                      |                    |
|--------|---|---------------|----------------------|----------------------|----------------------|----------------------|--------------------|
|        |   | Particulars   | 1 <sup>st</sup> Year | 2 <sup>nd</sup> Year | 3 <sup>rd</sup> Year | 4 <sup>th</sup> Year | Total Amount       |
| 1      | Tuition fee                                       | Per Annum     | 3,50,000/-           | 3,50,000/-           | 3,50,000/-           | 3,50,000/-           | 14,00,000/-        |
| 2      | University Eligibility Fee                        | One Time      | 1,000/-              | ---                  | ---                  | ---                  | 1,000/-            |
| 3      | University Enrolment Fee (One Time)               | One Time      | 1,000/-              | ---                  | ---                  | ---                  | 1,000/-            |
| 4      | University Examination Fee                        | Per Annum     | 7,000/-              | 7,000/-              | 7,000/-              | 7,000/-              | 28,000/-           |
| 5      | Books & Reading Material Advance*                 | Per Annum     | 10,000/-             | 10,000/-             | 10,000/-             | 10,000/-             | 40,000/-           |
| 6      | Student Development Advance                       | Per Annum     | 8,000/-              | 8,000/-              | 8,000/-              | 8,000/-              | 32,000/-           |
| 7      | Refundable Security                               | One Time      | 7,000/-              | ---                  | ---                  | ---                  | 7,000/-            |
| 8      | Provisional Passing, Transcript & Convocation Fee | One Time      | ---                  | ---                  | ---                  | 2,250/-              | 2,250/-            |
| 9      | Alumni Fee  | One Time      | 3,500/-              | ---                  | ---                  | ---                  | 3,500/-            |
|        | <b>Gross Total</b>                                |               | <b>3,87,500/-</b>    | <b>3,75,000/-</b>    | <b>3,75,000/-</b>    | <b>3,77,250/-</b>    | <b>15,14,750/-</b> |

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

**ACADEMIC CALENDAR (A.Y. 2025-26) (Tentative)****BBA (Honours) Programme: 2025-29 Batch**

| <b>ODD SEMESTER</b>                              |   |  |
|--|---|--|
| <b>Date</b>                                      | <b>Day</b>                                  | <b>BBA (Hons): Batch 2025-29 (Semester-I)</b>  |
| <b>JULY 2025</b><br>21 to 29<br>30               | Monday to Tuesday<br>Wednesday              | Registration & Induction Programme<br>Commencement of Semester-I   |
| <b>AUGUST 2025</b><br>9<br>15<br>16<br>27        | Saturday<br>Friday<br>Saturday<br>Wednesday | Rakshabandhan (Holiday)<br>Independence Day<br>Janmashtami (Holiday)<br>Ganesh Chaturthi/ Samvatsari (Holiday) |
| <b>SEPTEMBER 2025</b><br>29 Sept. to 1st October | Monday to Wednesday                         | Mid Semester Examination: Sem-I  |
| <b>OCTOBER 2025</b><br>2<br>4<br>20 to 26        | Thursday<br>Saturday<br>Mon to Sun          | Mahatma Gandhi's Birthday/ Dussehra<br>Parents-Teachers Meeting<br>Diwali Vacation                             |
| <b>NOVEMBER 2025</b><br>5                        | Wednesday                                   | Guru Nanak Jayanti (Holiday)   |
| <b>DECEMBER 2025</b><br>10 to 17                 | Wednesday to<br>Wednesday                   | End Semester Examination: Sem-I  |
| <b>EVEN SEMESTER</b>                             |   |  |
| <b>Date</b>                                      | <b>Day</b>                                  | <b>BBA (Hons): Batch 2025-29 (Semester-II)</b>   |
| <b>DECEMBER 2025</b><br>18<br>19 & 20<br>25      | Thursday<br>Fri & Sat<br>Thursday           | Commencement of Semester-II<br>'Aarohan' BBA Conclave<br>Christmas (Holiday)                                   |
| <b>JANUARY 2026</b><br>14<br>26<br>30 & 31       | Wednesday<br>Monday<br>Fri & Sat            | Makarsankranti (Holiday)<br>Republic Day<br>GENESIS  |

|                             |                     |  |
|-----------------------------|---------------------|--|
| <b>FEBRUARY 2026</b>        |                     |  |
| 23 to 25                    | Monday to Wednesday | Mid Semester Examination: Sem-II             |
| <b>MARCH 2026</b>           |                     |  |
| 4                           | Wednesday           | Holi 2nd Day – Dhuleti (Holiday)*            |
| 20                          | Friday              | Eid-ul-Fitr – Ramzan Eid (Holiday)*          |
| 26                          | Thursday            | Ram Navami (Holiday)*                        |
| 31                          | Tuesday             | Mahavir Jayanti (Holiday)*                   |
| <b>APRIL &amp; May 2026</b> |                     |  |
| 4 April                     | Saturday            | Parents-Teachers Meeting                     |
| 14 April<br>(Holiday)       | Tuesday             | Babasaheb Ambedkar's Birthday                |
| 27 April to 2 May           | Monday to Saturday  | End Semester Examination: Sem-II             |
|                             |                     | Summer Internship-I<br>(4th May to 31st May) |

\* Final dates of Holidays to be declared by the Nirma University.

### UNIVERSITY LEVEL ACTIVITIES

|  |                         |
|--|-------------------------|
| Patriotic Song Competition   | 2nd August, 2025        |
| Debate Competition   | 30th August, 2025       |
| Raas Garba   | 4th October, 2025       |
| One Act Play Competition   | 1st November, 2025      |
| NUZEAL – Uni. Cultural Festival                                      | 19th to 21st Feb., 2026 |
| Sports Meet/ Run-Walk for Her/Photography and Short Film Competition | To be Announced         |

## SECTION I : ACADEMIC RULES AND REGULATIONS

### ACADEMIC REGULATIONS FOR BACHELOR OF BUSINESS ADMINISTRATION (HONS.) PROGRAMME UNDER FACULTY OF MANAGEMENT

#### SHORT TITLE, APPLICATION AND COMMENCEMENT:

- a) These regulations shall be called as Academic Regulations for BBA (Hons.) Programme, Under the Faculty of Management.
- b) They shall apply to all students admitted in the BBA (Hons.) programme under The Faculty of Management, Nirma University.
- c) They shall come into force from the date of their publication of the notification with the approval of the Board of Governors, Nirma University.

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

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

**SHORT FORMS:**

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

## R.BMH. (UG) 1: THE PROGRAMME

The Undergraduate Degree Programme in Management leading to the Bachelor of Business Administration (Hons.) Degree offered by the Institute of Management, Nirma University under the Faculty of Management. The programme is full-time and of four years duration. The medium of instruction (teaching and examination) of the programme is English.

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

The Eligibility criteria and criteria for determination of merit for the admission to the First Year of the BBA (Hons.) programme under the Faculty of Management, Nirma University shall be as per Annexure-I.

## R.BMH. (UG) 3: CATEGORIES OF COURSES

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

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

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

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

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

**3.3 Dissertation:**

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

**3.4 Project(s)/Internship(s):**

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



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

### **3.5 Value Added Courses:**

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

### **3.6 Audit Courses:**

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

### **3.7 Vocational Course:**

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

## **R.BMH. (UG) 4: COMPONENTS OF A COURSE**

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

### **4.1 Lecture:**

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

### **4.2 Tutorials:**

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

### **4.3 Project Work / Practical Work/ Studio/Workshop/Field Work:**

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

## **R.BMH. (UG) 5: CO-ORDINATORS**

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

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

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

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

## R.BMH. (UG) 6: TEACHING AND EXAMINATION SCHEME

### 6.1 Teaching Scheme:

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

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

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

### 6.2 Examination Scheme:

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

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

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

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

## R.BMH. (UG) 7: REGISTRATION IN COURSES

### Registration:

There are two categories of registration, Initial Registration (IR) and Repeat Registration (RR). All categories of registration will collectively be referred to simply as Registration. Registration will be done for each course. All Registration, wherever applicable, will be subject to the availability of courses. Students' registration in a Semester will be in chronological order.

### Categories of Registration:

#### 7.1 Initial Registration (IR):

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

#### 7.2 Repeat Registration (RR):

Repeat registration consists of the following categories of registrations;

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

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

##### 7.2.2 Repeat Registration for Examination (RRE):

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

Repeat Registration for Examination will be in the following categories:

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

#### 7.3 Approval of Registration:

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

## **R.BMH. (UG) 8: ATTENDANCE REQUIREMENT FOR APPEARANCE AT SEMESTER END EXAMINATION:**

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

### **8.1 Attendance:**

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

### **8.2 Appeal Committee:**

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

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

## **R.BMH. (UG) 9: SCOPE OF EXAMINATIONS AND ASSESSMENT**

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

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

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

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

### **9.2 PW Examination (IR and RR Registration):**

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

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

### **9.3 Semester End Examination (IR & RR Registration):**

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

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

#### **9.4 Supplementary Examination (SPE):**

(RR registration, grade F in SEE)

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

#### **9.5 Schedules of SEE and SPE:**

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

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

### **R.BMH. (UG) 10: ASSESSMENT AND ROLES OF EXAMINERS**

#### **10.1 CE & PW:**

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

#### **10.2 Semester End Examination:**

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

**10.3 Maintenance of the assessed material of the SEE:**

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

**10.4 Timeliness of Result Announcement:**

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

**10.5 Declaration of final results:**

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

**10.6 Review of the question papers of SEE:**

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

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

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

**10.7 Audit of Course Assessments:**

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

**R.BMH. (UG) 11: GRADE AND PERFORMANCE LEVELS**

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

### 11.1 Absolute Grading:

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

### 11.2 Course Grade:

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

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

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

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

## R.BMH. (UG) 12: PERFORMANCE LEVELS

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

### 12.1 Course Grade Point:

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



## 12.2 Semester Grade Point Average (SGPA):

The Grade point Average (GPA) is computed from course grades as a measure of student performance in the courses. SGPA is based on the grades of all courses scheduled under a semester and it is the ratio of the sum of the product of the number of credits with the corresponding grade points scored by a student in each course and the sum of the credits of all the courses undergone by a student.

$$\text{SGPA (Si)} = \sum(C_i \times G_i) / \sum C_i$$

where  $C_i$  is the number of credits of the  $i$ th course and  $G_i$  is the grade point scored by the student in the  $i$ th course of the semester.

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

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

$$\text{CGPA} = \sum(C_i \times G_i) / \sum C_i$$

where  $C_i$  is the number of credits of the  $i$ th course,  $G_i$  is the grade point of the  $i$ th course at any point of study of the programme.

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

## 12.4 Equivalent Percentage (%) Marks for CGPA:

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

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

## R.BMH. (UG)-12.5: Class for PGPA

| PGPA Value     | Equivalent Percentage (%) | Equivalent Class             |
|----------------|---------------------------|------------------------------|
| 5.00 to 5.99   | 50.00% to 59.99 %         | Second                       |
| 6.00 to 6.99   | 60.00% to 69.99%          | First                        |
| 7.00 and above | 70.00% and above          | First Class with Distinction |

## **R.BMH. (UG) 13: PASSING STANDARDS**

### **13.1 Component-Wise Minimum Passing**

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

### **13.2 The standard for passing a course**

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

### **13.3 Academic Standard for Successful Completion of a Semester:**

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

## **R.BMH. (UG)14: FAILURE**

### **14.1 Failure of components of course:**

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

### **14.2 Scope for improvement:**

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

Similarly, the students not meeting with SGPA mentioned in R. BMH.(UG) 13.3 are also permitted to register (RR) for improvement of passed courses with a Course Grade of ‘C’ or below.

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

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

## **R.BMH. (UG) 15: ACADEMIC BREAK**

A student will be allowed to take the break up to one academic year during the programme due to medical reasons or any other justifiable reason subject to the approval of the Director General on the recommendation of the Dean. The decision of the Director General for consideration or rejection

of such request shall be final. If the student is considered for the Academic break, then the following conditions shall apply:

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

## **R.BMH. (UG) 16: ACADEMIC PROGRESSION RULE**

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

### **16.1 Failure in Course:**

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

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

### **16.2 Failure to meet the Academic requirement of the Semester:**

Similarly, a student will be allowed to register for the higher semester even if s/he fails to meet with the minimum academic requirement for successful completion of a semester subject to the condition that the requirement of the 1st semester, 2nd semester, 3rd semester and 4th semester should be met by the end of 3rd semester, 4th semester, 5th semester and 6th semester respectively. If a student fails to meet with the above condition will not be permitted to register for the respective higher semester. Such students will repeat sufficient number of courses as ex-student and meet with the requirement of the promotion criteria. Such students can also appeal to the Appeal Committee for grant of opportunity to be promoted to the next higher semester, provided that the student gives a viable assurance to make-up the short fall within a semester. The decision of the Appeal Committee will be final in this regard.

## **R.BMH. (UG) 17: AWARD OF DEGREE**

To qualify for the award of the Bachelor of Business Administration (Hons.) degree, a student requires:

- a) PGPA 5.0 along with requirements mentioned in the Academic Regulation R.13.3-Academic Standard for Successful Completion of the Semester

- b) successfully complete the prescribed credits of the programme as specified in the Teaching and Examination Scheme
- c) successfully complete Value added courses(s) as notified by the Dean in the Teaching and Examination Scheme with a minimum grade 'satisfactory', failing to which, s/he is required to improve the Value added courses(s) grade in the scheme as prescribed by the Dean, Faculty of Management.

## **R.BMH. (UG) 18: CANCELLATION OF ADMISSION**

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

- a) Failure to meet the academic requirements for the award of Bachelor of Business Administration (Hons.) degree within (4+2) years from the date of admission to the programme.
- b) The student, whose admission is so cancelled, can appeal to the Appeal Committee. The Committee may grant an extension up to TWO additional Semesters, provided the student gives a viable assurance to make up the shortfall within that period.

### **Note:**

Notwithstanding anything contained above, if a student has cleared all the courses and has 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.

**Annexure-I**

**Nirma University,  
Institute of Management  
[Department of Undergraduate Studies]**

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

The students seeking admission in the 1st year of BBA (Hons) shall have passed the HSC examination (10+2) [or any other recognized examinations considered equivalent by Nirma University] with a minimum of 60% aggregate.

**DETERMINATION OF MERITS FOR THE ADMISSION:**

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

## SECTION II: TEACHING AND EXAMINATION SCHEME

### PROGRAMME STRUCTURE

#### TEACHING & EXAMINATION SCHEME OF BACHELOR OF BUSINESS ADMINISTRATION (Honours) PROGRAMME

(w.e.f. A. Y. 2025-26 Onwards)

#### Framework

|                           |   |  |
|---------------------------|---|--|
| Programme                 | : | Bachelor of Business Administration (Honours)<br>[BBA (Hons.)]   |
| Duration of the Programme | : | 4 Years  |
| Duration of a Semester    | : | 16-17 Weeks (Approximately)  |
| One Credit Hour           | : | 15 classroom contact hours<br>(15 Sessions of 60 minutes each)   |
| Session Duration          | : | 60 minutes each  |
| Credits Requirements      | : | 160 Credit Hours   |
| No. of Semester           | : | 8 Semesters  |
| Total Contact Hours       | : | 2400 hrs. (160 x 15)   |
| Internship(s)             | : | As per the Teaching Scheme   |
| Programme Structure       | : | First Year – 38 Credits<br>Second Year – 39 Credits<br>Third Year – 49 Credits<br>Fourth Year – 34 Credits |
| Specializations Areas     | : | Finance<br>Marketing<br>Human Resource Management<br>Data Analytics  |
| Major Specialization*     | : | 32 credit hours of courses in an area of Specialization  |
| Minor Specialization*     | : | 20 credit hours of courses in an area of Specialization  |

*\*A student can opt for only one Major Specialization and one Minor Specialization.*

## Programme Outcomes

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

1. Demonstrate ethical & socially responsible behavior towards community. BL-2
2. Develop a deep understanding of key business concepts and apply them to solve real-world business challenges. BL-3
3. Utilize effective communication skills, both within and outside the organisation, and in multicultural environments. BL-3
4. Assume strong leadership skills and work effectively in teams to achieve common goals. BL-4
5. Analyse business situations using multi-disciplinary approach and make informed decisions based on data and industry trends. BL-4
6. Build cross-cultural competencies to navigate the global business environment. BL-6
7. Design sustainable business strategies in both developed and emerging markets. BL-6



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

### Semester-I

| Sr. No. | Course Title                           | Teaching Scheme (Hours/Week) |          |          |           | Examination Scheme |    |                     |    |      |
|---------|--|------------------------------|----------|----------|-----------|--------------------|----|---------------------|----|------|
|         |  |                              |          |          |           | Duration           |    | Component Weightage |    |      |
|         |  | L                            | T        | P        | C         | SEE                | PW | CE                  | PW | SEE  |
| 1       | General English                        | 2                            | 0        | 2        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 2       | Mathematics-I                          | 2                            | 1        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 3       | Fundamentals of Information Technology | 2                            | 1        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 4       | Microeconomics                         | 2                            | 1        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 5       | Contemporary India                     | 2                            | 1        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 6       | Environment Management                 | 2                            | 1        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
|         | <b>Total</b>                           | <b>12</b>                    | <b>5</b> | <b>2</b> | <b>18</b> |                    |    |                     |    |      |

### Semester-II

| Sr. No. | Course Title                        | Teaching Scheme (Hours/Week) |          |          |           | Examination Scheme |    |                     |    |      |
|---------|-------------------------------------|------------------------------|----------|----------|-----------|--------------------|----|---------------------|----|------|
|         |                                     |                              |          |          |           | Duration           |    | Component Weightage |    |      |
|         |                                     | L                            | T        | P        | C         | SEE                | PW | CE                  | PW | SEE  |
| 1       | Written Communication               | 2                            | 1        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 2       | Mathematics-II                      | 2                            | 1        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 3       | Macroeconomics                      | 2                            | 1        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 4       | Introduction to Programming         | 2                            | 0        | 2        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 5       | Indian Constitution and Citizenship | 2                            | 1        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 6       | Statistics                          | 2                            | 1        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 7       | Value Added Course-I*               | 2                            | 0        | 0        | 0         | -                  | -  | 1                   | -  | -    |
| 8       | INTERNSHIP-I#                       | 0                            | 0        | 0        | 2         | -                  | -  | -                   | 1  | -    |
|         | <b>Total</b>                        | <b>14</b>                    | <b>5</b> | <b>2</b> | <b>20</b> |                    |    |                     |    |      |

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

## #Credit Based Internship

| Course Title                            | Week | Semester | Credit | Assessment Criteria and Weightage |              |                          |
|---|------|----------|--------|-----------------------------------|--------------|--------------------------|
|   |      |          |        | Worksheet & Weekly Report         | Final Report | Presentation / Viva Voce |
| Internship (Social Project/ Internship) | 4    | II       | 3      | 0.20                              | 0.25         | 0.55                     |

## Semester-III

| Sr. No. | Course Title                   | Teaching Scheme (Hours/Week) |          |          |           | Examination Scheme |    |                     |    |      |
|---------|--------------------------------|------------------------------|----------|----------|-----------|--------------------|----|---------------------|----|------|
|         |                                |                              |          |          |           | Duration           |    | Component Weightage |    |      |
|         |                                | L                            | T        | P        | C         | SEE                | PW | CE                  | PW | SEE  |
| 1       | Financial & Company Accounting | 2                            | 1        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 2       | Principles of Management       | 2                            | 1        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 3       | Organizational Behaviour       | 2                            | 1        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 4       | Operations Management          | 2                            | 1        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 5       | Business Communication         | 2                            | 0        | 2        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 6       | Business Law                   | 2                            | 1        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
|         | <b>Total</b>                   | <b>12</b>                    | <b>5</b> | <b>2</b> | <b>18</b> |                    |    |                     |    |      |

**Semester-IV**

| Sr. No. | Course Title                  | Teaching Scheme (Hours/Week) |          |          |           | Examination Scheme |    |                     |    |      |
|---------|-------------------------------|------------------------------|----------|----------|-----------|--------------------|----|---------------------|----|------|
|         |                               |                              |          |          |           | Duration           |    | Component Weightage |    |      |
|         |                               | L                            | T        | P        | C         | SEE                | PW | CE                  | PW | SEE  |
| 1       | Cost & Management Accounting  | 2                            | 1        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 2       | Financial Management          | 2                            | 1        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 3       | Human Resource Management     | 2                            | 1        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 4       | Marketing Management          | 2                            | 1        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 5       | Management Information System | 2                            | 1        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 6       | Managerial Skill              | 2                            | 0        | 2        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 7       | Value Added Course –II*       | 2                            | 0        | 0        | 0         | -                  | -  | 1                   | -  | -    |
| 8       | INTERNSHIP-II#                | 0                            | 0        | 0        | 3         | -                  | -  | -                   | 1  | -    |
|         | <b>Total</b>                  | <b>14</b>                    | <b>5</b> | <b>2</b> | <b>21</b> |                    |    |                     |    |      |

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

**#Credit Based Internship**

| Course Title                           | Week | Semester | Credit | Assessment Criteria and Weightage |              |                          |
|--|------|----------|--------|-----------------------------------|--------------|--------------------------|
|  |      |          |        | Worksheet & Weekly Report         | Final Report | Presentation / Viva Voce |
| Internship (Social Project/Internship) | 8    | IV       | 4      | 0.20                              | 0.25         | 0.55                     |

### Semester-V

| Sr. No. | Course Title                   | Teaching Scheme (Hours/Week) |          |          |           | Examination Scheme |    |                     |    |      |
|---------|--------------------------------|------------------------------|----------|----------|-----------|--------------------|----|---------------------|----|------|
|         |                                |                              |          |          |           | Duration           |    | Component Weightage |    |      |
|         |                                | L                            | T        | P        | C         | SEE                | PW | CE                  | PW | SEE  |
| 1       | Government, Society and Ethics | 3                            | 0        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 2       | Entrepreneurship               | 3                            | 0        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 3       | Major / Compulsory             | 3                            | 1        | 0        | 4         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 4       | Major / Compulsory             | 3                            | 1        | 0        | 4         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 5       | Major / Elective               | 3                            | 1        | 0        | 4         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 6       | Minor / Compulsory             | 3                            | 1        | 0        | 4         | 3 hours            | -  | 0.60                | 0  | 0.40 |
|         | <b>Total</b>                   | <b>18</b>                    | <b>4</b> | <b>0</b> | <b>22</b> |                    |    |                     |    |      |

### Semester-VI

| Sr. No. | Course Title         | Teaching Scheme (Hours/Week) |          |          |           | Examination Scheme |    |                     |    |      |
|---------|----------------------|------------------------------|----------|----------|-----------|--------------------|----|---------------------|----|------|
|         |                      |                              |          |          |           | Duration           |    | Component Weightage |    |      |
|         |                      | L                            | T        | P        | C         | SEE                | PW | CE                  | PW | SEE  |
| 1       | Strategic Management | 3                            | 0        | 0        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 2       | Major / Compulsory   | 3                            | 1        | 0        | 4         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 3       | Major / Elective     | 3                            | 1        | 0        | 4         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 4       | Major / Elective     | 3                            | 1        | 0        | 4         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 5       | Minor / Compulsory   | 3                            | 1        | 0        | 4         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 6       | Minor / Elective     | 3                            | 1        | 0        | 4         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 7       | INTERNSHIP-III#      | 0                            | 0        | 0        | 4         | -                  | -  | -                   | 1  | -    |
|         | <b>Total</b>         | <b>18</b>                    | <b>5</b> | <b>0</b> | <b>27</b> |                    |    |                     |    |      |

### Semester-VII

| Sr. No. | Course Title         | Teaching Scheme (Hours/Week) |          |          |           | Examination Scheme |    |                     |    |      |
|---------|----------------------|------------------------------|----------|----------|-----------|--------------------|----|---------------------|----|------|
|         |                      |                              |          |          |           | Duration           |    | Component Weightage |    |      |
|         |                      | L                            | T        | P        | C         | SEE                | PW | CE                  | PW | SEE  |
| 1       | Research Methodology | 2                            | 0        | 2        | 3         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 2       | Simulation           | 0                            | 0        | 6        | 3         |                    |    |                     |    |      |
| 3       | Major / Compulsory   | 3                            | 1        | 0        | 4         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 4       | Major / Elective     | 3                            | 1        | 0        | 4         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 5       | Minor / Compulsory   | 3                            | 1        | 0        | 4         | 3 hours            | -  | 0.60                | 0  | 0.40 |
| 6       | Minor / Elective     | 3                            | 1        | 0        | 4         | 3 hours            | -  | 0.60                | 0  | 0.40 |
|         | <b>Total</b>         | <b>14</b>                    | <b>4</b> | <b>8</b> | <b>22</b> |                    |    |                     |    |      |

### Semester-VIII

| Sr. No. | Course Title                 | Teaching Scheme (Hours/Week) |          |          |           | Examination Scheme |    |                     |    |     |
|---------|------------------------------|------------------------------|----------|----------|-----------|--------------------|----|---------------------|----|-----|
|         |                              |                              |          |          |           | Duration           |    | Component Weightage |    |     |
|         |                              | L                            | T        | P        | C         | SEE                | PW | CE                  | PW | SEE |
| 1       | Internship/ Research Project | 0                            | 0        | 0        | 12        | -                  | -  | -                   | 1  | -   |
|         | <b>Total</b>                 | <b>0</b>                     | <b>0</b> | <b>0</b> | <b>12</b> |                    |    |                     |    |     |

### #Credit Based Internship

| Course Code | Course Title                                  | Week | Semester | Credit | Assessment Criteria and Weightage |              |                          |
|-------------|---|------|----------|--------|-----------------------------------|--------------|--------------------------|
|             |   |      |          |        | Worksheet & Weekly Report         | Final Report | Presentation / Viva Voce |
| 3MU901CC22  | Summer Internship (Social Project/Internship) | 15   | VIII     | 12     | 0.20                              | 0.25         | 0.55                     |

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

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

## Bachelor of Business Administration (Honours)

| SR. NO                 | COURSE TITLE                             | MAJOR      |
|------------------------|--|------------|
| <b>Area: Finance</b>   |  |            |
| 1                      | Applied Corporate Finance                | Compulsory |
| 2                      | Managerial Accounting and Control        | Compulsory |
| 3                      | Management of Financial Services         | Compulsory |
| 4                      | Financial Statement Analysis             | Compulsory |
| 5                      | Investment and Portfolio Management      | Elective   |
| 6                      | Financial Markets and Institutions       | Elective   |
| 7                      | Bank Management                          | Elective   |
| 8                      | Derivatives and Risk Management          | Elective   |
| 9                      | Direct and Indirect Taxes                | Elective   |
| 10                     | Financial Planning and Wealth Management | Elective   |
| 11                     | FinTech                                  | Elective   |
| 12                     | Insurance                                | Elective   |
| 13                     | International Finance                    | Elective   |
| 14                     | Investment Banking                       | Elective   |
| 15                     | Mergers and Acquisitions                 | Elective   |
| 16                     | Personal Finance and Taxation            | Elective   |
| 17                     | Project Planning and Control             | Elective   |
| 18                     | Strategic Financial Management           | Elective   |
| 19                     | Valuation                                | Elective   |
| 20                     | Working Capital Management               | Elective   |
| <b>Area: Marketing</b> |  |            |
| 1                      | Integrated Marketing Communication       | Compulsory |
| 2                      | Consumer Behaviour                       | Compulsory |

|                             |  |            |
|-----------------------------|--|------------|
| 3                           | Services Marketing                           | Compulsory |
| 4                           | Retail Marketing                             | Compulsory |
| 5                           | Sales & Distribution Management              | Elective   |
| 6                           | Strategic Marketing                          | Elective   |
| 7                           | Advanced Marketing Research                  | Elective   |
| 8                           | Business-to-Business Marketing               | Elective   |
| 9                           | Customer Relationship Management             | Elective   |
| 10                          | Digital Marketing                            | Elective   |
| 11                          | Innovation and Product Management            | Elective   |
| 12                          | International Marketing                      | Elective   |
| 13                          | Marketing Simulation                         | Elective   |
| 14                          | Rural Marketing                              | Elective   |
| 15                          | Strategic Brand Management                   | Elective   |
| 16                          | AI-powered Marketing                         | Elective   |
| <b>Area: Data Analytics</b> |  |            |
| 1                           | Enterprise Resource Planning                 | Compulsory |
| 2                           | Business Analytics & Data Visualization      | Compulsory |
| 3                           | Machine Learning & Artificial Intelligence   | Compulsory |
| 4                           | Big Data                                     | Compulsory |
| 5                           | Business Intelligence                        | Elective   |
| 6                           | Managing Business on Cloud                   | Elective   |
| 7                           | Business Process Re-engineering              | Elective   |
| 8                           | Digital Consulting                           | Elective   |
| 9                           | Information Technology Strategy for Business | Elective   |
| 10                          | Technology Enabled Operations Management     | Elective   |
| 11                          | Decision Science                             | Elective   |
| 12                          | Supply chain Analytics                       | Elective   |



|  |  |            |
|--|--|------------|
| 13                                     | Marketing Analytics                          | Elective   |
| 14                                     | Financial Analytics                          | Elective   |
| 15                                     | Human Resource Measurement and Analytics     | Elective   |
| 16                                     | E-Business Management                        | Elective   |
| 17                                     | Social Network Analysis                      | Elective   |
| 18                                     | Deep Learning and Model Optimization         | Elective   |
| 19                                     | Predictive Analytics                         | Elective   |
| <b>Area: Human Resource Management</b> |  |            |
| 1                                      | Compensation Management                      | Compulsory |
| 2                                      | Performance Management                       | Compulsory |
| 3                                      | Employee Relations and Labour Laws           | Compulsory |
| 4                                      | Recruitment & Selection                      | Compulsory |
| 5                                      | Training & Development                       | Elective   |
| 6                                      | Global Business Leadership                   | Elective   |
| 7                                      | HR Consulting                                | Elective   |
| 8                                      | Psychometric Tools & Techniques              | Elective   |
| 9                                      | Competency Mapping and Talent Management     | Elective   |
| 10                                     | International Human Resource Management      | Elective   |
| 11                                     | Organization Development & Change Management | Elective   |
| 12                                     | Strategic Human Resource Management          | Elective   |
| 13                                     | HRM in Services                              | Elective   |
| 14                                     | Employer Branding                            | Elective   |
| 15                                     | Employee Engagement                          | Elective   |
| 16                                     | Office Administration                        | Elective   |

| SR. NO                                 | COURSE TITLE                             | MINOR      |
|--|--|------------|
| <b>SPECIALIZATION ELECTIVES: MINOR</b> |  |            |
| 1                                      | Applied Corporate Finance                | Compulsory |
| 2                                      | Managerial Accounting and Control        | Compulsory |
| 3                                      | Management of Financial Services         | Compulsory |
| 4                                      | Financial Markets and Institutions       | Elective   |
| 5                                      | Investment and Portfolio Management      | Elective   |
| 6                                      | Financial Statement Analysis             | Elective   |
| 7                                      | Bank Management                          | Elective   |
| 8                                      | Derivatives and Risk Management          | Elective   |
| 9                                      | Direct and Indirect Taxes                | Elective   |
| 10                                     | Financial Planning and Wealth Management | Elective   |
| 11                                     | FinTech                                  | Elective   |
| 12                                     | Insurance                                | Elective   |
| 13                                     | International Finance                    | Elective   |
| 14                                     | Investment Banking                       | Elective   |
| 15                                     | Mergers and Acquisitions                 | Elective   |
| 16                                     | Personal Finance and Taxation            | Elective   |
| 17                                     | Project Planning and Control             | Elective   |
| 18                                     | Strategic Financial Management           | Elective   |
| 19                                     | Valuation                                | Elective   |
| 20                                     | Working Capital Management               | Elective   |
| <b>Area: Marketing</b>                 |  |            |
| 1                                      | Integrated Marketing Communication       | Compulsory |
| 2                                      | Consumer Behaviour                       | Compulsory |
| 3                                      | Services Marketing                       | Compulsory |

|                             |  |            |
|-----------------------------|--|------------|
| 4                           | Retail Marketing                             | Elective   |
| 5                           | Strategic Marketing                          | Elective   |
| 6                           | Sales & Distribution Management              | Elective   |
| 7                           | Advanced Marketing Research                  | Elective   |
| 8                           | Business-to-Business Marketing               | Elective   |
| 9                           | Customer Relationship Management             | Elective   |
| 10                          | Digital Marketing                            | Elective   |
| 11                          | Innovation and Product Management            | Elective   |
| 12                          | International Marketing                      | Elective   |
| 13                          | Marketing Simulation                         | Elective   |
| 14                          | Rural Marketing                              | Elective   |
| 15                          | Strategic Brand Management                   | Elective   |
| 16                          | AI-powered Marketing                         | Elective   |
| <b>Area: Data Analytics</b> |  |            |
| 1                           | Enterprise Resource Planning                 | Compulsory |
| 2                           | Business Analytics & Data Visualisation      | Compulsory |
| 3                           | Machine Learning & Artificial Intelligence   | Compulsory |
| 4                           | Business Intelligence                        | Elective   |
| 5                           | Big Data                                     | Elective   |
| 6                           | Managing Business on Cloud                   | Elective   |
| 7                           | Business Process Re-engineering              | Elective   |
| 8                           | Digital Consulting                           | Elective   |
| 9                           | Information Technology Strategy for Business | Elective   |
| 10                          | Technology Enabled Operations Management     | Elective   |
| 11                          | Decision Science                             | Elective   |
| 12                          | Supply chain Analytics                       | Elective   |
| 13                          | Marketing Analytics                          | Elective   |

|  |  |            |
|--|--|------------|
| 14                                     | Financial Analytics                          | Elective   |
| 15                                     | Human Resource Management and Analytics      | Elective   |
| 16                                     | E-Business Management                        | Elective   |
| 17                                     | Social Network Analysis                      | Elective   |
| 18                                     | Deep Learning and Model Optimization         | Elective   |
| 19                                     | Predictive Analytics                         | Elective   |
| <b>Area: Human Resource Management</b> |  |            |
| 1                                      | Compensation Management                      | Compulsory |
| 2                                      | Performance Management                       | Compulsory |
| 3                                      | Recruitment & Selection                      | Compulsory |
| 4                                      | Training & Development                       | Elective   |
| 5                                      | Employee Relations and Labour Laws           | Elective   |
| 6                                      | Global Business Leadership                   | Elective   |
| 7                                      | HR Consulting                                | Elective   |
| 8                                      | Psychometric Tools & Techniques              | Elective   |
| 9                                      | Competency Mapping and Talent Management     | Elective   |
| 10                                     | International Human Resource Management      | Elective   |
| 11                                     | Organization Development & Change Management | Elective   |
| 12                                     | Strategic Human Resource Management          | Elective   |
| 13                                     | HRM in Services                              | Elective   |
| 14                                     | Employer Branding                            | Elective   |
| 15                                     | Employee Engagement                          | Elective   |
| 16                                     | Office Administration                        | Elective   |

The following Specialization Elective courses are considered for more than one specialization

| <b>Course Name</b>                       | <b>Primary Area of specialization</b> | <b>Secondary Area of Specialization</b> |
|--|---------------------------------------|---|
| FinTech                                  | Finance                               | Data Analytics                          |
| Marketing Analytics                      | Data Analytics                        | Marketing                               |
| Financial Analytics                      | Data Analytics                        | Finance                                 |
| Human Resource Measurement and Analytics | Data Analytics                        | Human Resource Management               |

### **Interdisciplinary**

1. Accounting
2. Human Centric Design
3. Software Management

## SECTION III : PLACEMENTS

### PLACEMENTS & CORPORATE RELATIONS CELL

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

**Constitution of the CRC.** The Corporate Relations Cell of the Institute has the following officials

- Head (Corporate Relations)
- Manager (Corporate Relations)
- Assistant Manager (Corporate Relations)

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

The Faculty Placements Advisory Committee members for the year 2024-25 are listed under the heading “Committees” of the Handbook.

### Activity Areas of the Corporate Relations Cell

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

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

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

**Summer Internship.** The programme follows an unconventional approach towards internship which helps provide students with the requisite corporate exposure before final placements across

four-time spans. At the end of the first year, the students undergo a 4 week internship that has to be mandatorily carried out in a social organization to give the students a glimpse of social responsibility and help develop the right personality skills. This is followed by two corporate internships each at the end of 2nd year & 3rd year which will be of 6 weeks and 8 weeks respectively. In the 4th year of the programme, students will have the opportunity to do an internship for 4 months corporate internship (15 weeks) before the final placement. The internships are arranged at NGOs/Industry to enable the students to gain practical/real-time experience of the industry/corporate worlds

The best learning takes place when concepts from the B-School classroom are applied in the field. To accomplish this objective, the students are required to go for a mandatory summer internship program, where, apart from their project, they also learn about how a professional organization works. This internship is a great value addition to students as they get practical insights from the corporate world.

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

#### **Final Placement:**

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

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

Each student must abide by the guidelines forwarded by the placecomm; failing which he/she shall be debarred from the summer & final placement process of the Institute.

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

## SECTION IV : GENERAL RULES AND REGULATIONS

### Dress Code on the Campus

Nirma University emphasises not only on sound academic knowledge but also believes in the all-round development of its students. Overall grooming and the way the students present themselves is an important aspect that needs to be taken care of before the students enter the professional world. Good grooming is a part of a successful career. The university, therefore, reinforces that the students are well-dressed and well-groomed on all days.

The right type of dressing makes or breaks the personality. The university urges all the students to be formally, and semi-formally dressed on the campus, except for the sports ground and hostel premises.

***A uniform consisting of white shirt and black trousers is compulsory on all Mondays while being in the Academic Block covering Classrooms, Library, Reading Room, Faculty Area & Admin Office from 07.30 AM to 6.30 PM irrespective of whether one has a class or not. A dress code (uniform) is compulsory for all students during special occasions and important University/Institute level functions, conferences, Conclaves etc. You are also required to arrange a Formal Black Blazer which can be paired with the black trousers, as and when required during the formal events. It is compulsory to wear the Black Blazer when instructed.***

Please ensure that you observe the following guidelines for dress code in campus:

| Do's   | Don'ts  |
|--|---|
| <p>You may wear formal and casual like:</p> <ul style="list-style-type: none"> <li>Formal Dresses including trousers and dresses, sarees, etc.</li> <li>Business professional including formal pants, shirts etc.</li> <li>Business casual including khakis, chinos, salwar suits, etc.</li> <li>Semi-business casuals including dark jeans and a shirt</li> <li>Leather, formal, and Semi-formal shoes and sandals</li> </ul> | <p>You should avoid wearing informal dresses like:</p> <ul style="list-style-type: none"> <li>Shorts, Bermudas, any knee-exposing bottoms</li> <li>Shoulder baring tops</li> <li>Midriff-baring tops</li> <li>Skinny and skimpy dresses</li> <li>Transparent and inappropriate dresses</li> <li>Tank Tops</li> <li>Ripped Jeans</li> <li>Slippers / Crocs.</li> </ul> |



Inappropriate dressing on the campus will be considered as an act of indiscipline and appropriate disciplinary action will be taken against such students.

### **Conduct/Etiquette on the Campus**

The university has strict policies in place to ensure the safety and well-being of all students, and any violation of these policies will result in disciplinary action.

Public Display of Affection (PDA) is inappropriate behaviour on the campus. It can affect others in several ways, including some of the following:

- 1) It can make others feel uncomfortable and embarrassed, which can lead to a negative and hostile environment.
- 2) Such actions can distract others from their academic pursuits and affect their ability to focus on their studies.
- 3) It can invade others' personal space and make them feel violated of their basic rights.
- 4) Engaging in PDA is seen as disrespectful to others and can harm community relations.

The university encourages all students to be respectful of others and to maintain a professional and educational atmosphere on the campus. PDA will be considered as a misconduct and appropriate disciplinary action will be taken against any students' indulging in it.

### **Conduct/Behaviour in Class**

Students are expected to be in the classroom at least five minutes before commencement of the class. Un-punctuality is not acceptable.

- Students are required to follow the prescribed dress code at all time in the academic block.
- Students are expected to come prepared to class. They need to go through the 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 and earpods in the classrooms, corridors and inside the academic blocks is strictly prohibited. Violation of this rule would invite a penalty as given in the Students' Information Booklet.
- Students are expected to behave in a responsible manner and not 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.

### **Seating Plan in the Classroom**

The students are required to sit in the classroom as per their Roll Numbers marked on benches to facilitate identification of the students for attendance and assessment for classroom participation.

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 Hostel Information Book and Handbook volume I.

### **Identity Cards**

All students will be issued a Photo Identification (ID) card of the Institute of Management as a proof of their admission to the Institute. The Identity Cards will be required for 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, in the examination 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/-.

### **Text Books/Course Materials**

The course instructor may prescribe 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 and when informed by the Programme Office. The students will have to pay for all the prescribed books even if they do not collect the books unless special permission is obtained from the competent authority.

The Institute will provide additional reading materials, if specified by the course instructor. The additional expenditure would be recovered from students.

The students will have to collect books/reading materials from the Material Store on the date and time as specified by the Programme Office.

### **Subscription to Business Newspaper and Magazine**

The Institute subscribes to business newspapers and business magazines and arranges for the delivery of the newspapers in the classrooms.

### **Celebration**

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

## SECTION V: LIBRARY RESOURCES AND COMPUTING FACILITY

### LIBRARY RESOURCE CENTRE (LRC)

### NIMA Knowledge Centre (NKC)

#### Introduction

Nirma University has an extensive library system, comprising of multidisciplinary collection of resources, equipped with state-of-the-art technology which is now named as NIMA Knowledge Centre.

NKC comprises of Integrated Library Management System, seamlessly integrating library operations and services. Library comprises of over 1,40,000 books and other library resources. About 80,000 e-books and 40 plus databases across different disciplines on the campus.

Library has provided spaces for different needs like, Discussion rooms, digital lab, cubicles, light reading area, training room, etc.

#### Automation

NKC functions on an Open-Source Automation Software KOHA and RFID to manage its vast collection. KOHA has web-enabled Online Public Access Catalogue (OPAC), enabling users to inquire about resource availability while adhering to international standards such as MARC 21, Z39.50 encoding.

Registered library users have seamless access to digital resources both on-campus and remotely via RemoteXs. We have a dedicated page on the website <https://library.nirmauni.ac.in> which gives access to all e-resources of our library.

Since 2005, Nirma University has leveraged DSpace (Version 6.2), an open-source software solution, to manage internal Knowledge output like faculty papers, theses, dissertations, and others. This digitization initiative ensures the preservation and accessibility of valuable scholarly works. Through platforms like Shodhganga, digitized theses, institute bulletins, and other digital outputs are readily accessible on campus. The Institute of Technology Library hosts a wealth of digital content, including 537 video courses, 358 web resources, and a staggering 10 TB of data sourced from the National Programme on Technology Enhanced Learning (NPTEL). Leveraging cloud-based infrastructure, these digitized resources are easily accessible to library patrons. Additionally, the university has undertaken initiatives to digitize newspaper clippings and exam papers, enhancing accessibility for users within the 'nirmauni.ac.in' domain via Google Apps.

#### Services

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

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

### **Institutional Membership:**

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

### **Management collection:**

| Resource         | Number      |
|------------------|-------------|
| Books            | 44054       |
| E-Books          | 77557       |
| Periodicals      | 131 + 10826 |
| Databases        | 14          |
| Newspapers       | 5           |
| Electronic Media | 1748        |
| Photo Albums     | 416         |
| Bound Volumes    | 6788        |
| PhD Thesis       | 89          |

### **Databases**

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

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

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

**Contents covered:**

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

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

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

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

Offering a unique, interlinked aggregation of scholarly works

- Facilitating interdisciplinary and historical research
- Long-term preservation
- Exemplary standards for digitization and completeness
- Interfaces and functionality that support academic use
- Highly reliable access

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

- **Sage Journals Collection:** Sage package consisting of 122 e-Journals of Management & Organizational Study has been added to the collection
- **Bloomberg Terminal:** This is the recent addition to our Library Resource Centre. It enables professionals in the financial service sector and other industries to access Bloomberg Professional Services through which users can monitor and analyze real-time financial market data and place trades on the electronic trading platform. In an academic set up it helps future professionals to integrate theory with real world practice by empowering them with datasets and exposing them to global economic scenarios.
- **SCOPUS:** SCOPUS is the largest abstracting and indexing database of peer-reviewed literature. Scopus features tools that allow researchers to efficiently track, analyses and visualize research easily and at the level of detail they choose. Scopus offers researchers a quick, easy

and comprehensive resource to support their research needs in the scientific, technical, medical and social sciences fields and in the Arts and Humanities also

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

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

### Guidelines for Library Use

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

Mobile phone is to be silence within the library premises.

## Library Hours

|                         | <b>Monday to<br/>Friday</b> | <b>1<sup>st</sup>, 3<sup>rd</sup> &amp; 5<sup>th</sup><br/>Saturday</b> | <b>Sunday</b>         |
|-------------------------|-----------------------------|---|-----------------------|
| Opening - Closing Hours | 7.30 am to<br>8.00 pm       | 7.30 am to<br>8.00 pm   | 8.30 am to<br>4.00 pm |
| Circulation Hours       | 8.45 am to<br>7.45 pm       | 9.15 am to<br>7.45 pm   | 8.45 am to<br>3.45 pm |

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 has more than 200 computer systems/laptops clients (including Faculty Members, Officers, Staff members, Computer Lab/Business Lab, Bloomberg Lab) with other peripherals like laser printers, UPS, etc. All the computer systems/laptops are on the fiber Gigabit Campus Area Network backbone. They are also connected to **3.5 Gbps [3500 Mbps] fiber optic leased line for Internet connectivity**. Hostel rooms have been provided internet facility so as to enable the students to use Internet/Intranet round the clock. The University Campus has Wi-Fi facility and even outdoor WIFI is available.

### Software: System Software, Applications Softwares and Utilities

MS Windows 2019 Server, MS Windows 2012 Server, MS Windows 7, MS Windows 8, MS Windows 10, MS Windows 11, MS Office 2024 LTSC Suite, MS Office 2021 LTSC Suite MS Office 2019 Suite, MS Office 2013 Suite, MS Office 2016 Suite, MS Office 2010 Suite, SPSS 23.0 (Statistical Analysis and Decision Making), NVivo (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. Quizzes and simulations are conducted in classrooms on student devices at Institute of Management.

### Nirma University Gigabit Campus Area Fiber Network

Campus LAN, Intranet/Internet Connectivity and Wireless Connectivity: A state-of-the-art gigabit network with 40 Gbps fiber backbone connects every corner of the Institute and Hostels. More than 2500 computer systems [all NU systems] are connected under the network. Layer 3 and Layer 2 manageable high-end 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, Google Workspace with Email Services, Firewall Server, WI-FI Authentication Server, Library Servers) running on a variety of platforms to suit all kinds of requirements, support the entire network. A 3.5 Gbps [3500 Mbps] dedicated optic fiber Internet leased line connected to high end Firewall providing security and internet access. The Main Computer Lab, is available to all students and faculty members and provides access to various Analytical Processing tools like SPSS, application packages like MS Office, various operating systems, electronic mail, and the Internet/Intranet with NU MIS, NU SIS and NU ERP system.

### Internet/Intranet Facilities

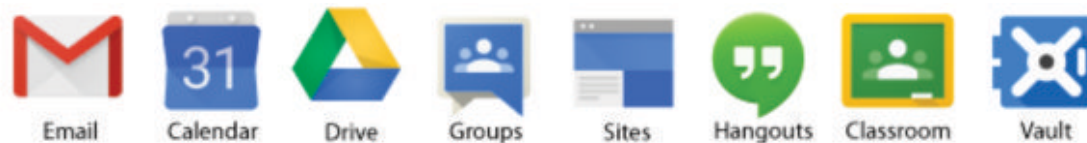
All the computers/laptops (Computer Lab, Hostels buildings, Canteen, Mess, food court, Faculty Members, Administrative officers, staff members, Library etc.) are connected to Internet Proxy/Firewall Server. The Proxy/Firewall/UTM Server is connected to 3.5 Gbps [3500 Mbps]

**dedicated optic fiber Internet leased line.** Internet surfing, E-Mail Service is available round the clock at hostel.

### Nirma University Wi-Fi Facility

A secure wireless service is available across our all campus buildings, classrooms, laboratories, cafeteria and nearby surrounding of NU buildings. University Campus is having 3.5 Gbps [3500 Mbps] dedicated optic fiber Internet leased line facility. The University has a 24X7 Wi-Fi facility in the campus buildings available to the faculty members and student's laptops. This is 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 also on mobile devices and Wi-Fi uses a secured web browser based authentication along MAC binding of device. More than 1200 high performance Wi-Fi AP's are deployed all over NU campus to provide internet and other IT services.

### 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 a user 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"** 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 license 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 software's, 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.**

<https://nirmawebsite.s3.ap-south-1.amazonaws.com/wp-content/uploads/2023/04/IT-Policy.pdf>

## SECTION VI : STUDENTS' ACTIVITIES & STUDENTS' CLUBS

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

Some of the students' action groups actively involved in such activities at the UG Department level are:

- **Extra-Curricular Committee:** This committee organizes all the cultural activities of the Department.
- **Sports Committee:** This committee organizes all the sports events on the campus -the major ones being the "Khelnayak" and "Invictus".
- **Media Committee:** The Media Committee acts as a representative of UG Department of IMNU to the outside world. The Media Committee covers all the happenings, events and seminars that take place in the UG Department.
- **Co-curricular Committee:** This Committee organizes activities like conclaves, Expert Lectures, Industrial visits etc.

### Attendance Norms

Participation in Extra Curricular & Co-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 the institute's brand. The students need to attend a minimum of 80% of the above activities every year.

### Co-curricular Activities

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

other leading business schools. The major activities organized by the students every year on the campus are:-

**NICOM-International Conference:** With a view to providing an opportunity to the faculty and students to interact with eminent scholars from India and abroad, the Institute has been organizing at least one International Conference every year since its inception. Nirma International Conference on Management provides an appropriate platform to researchers, practitioners, academicians and students to present and deliberate on compelling research ideas and themes.

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

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

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

**Guest Lectures:** Apart from organized events, the institute also works towards guest lectures frequently where the esteemed guests with wide variety of knowledge and immense experience in their fields enlightens our students.

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

## Extra-Curricular Activities

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

## Social Activities

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

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

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

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

## Students Clubs & Committees

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



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

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

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

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

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

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

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

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

**Shared Shelf – The Book Club,** a haven for story enthusiasts, creativity buffs, and imagination lovers. They bring together like-minded individuals to share their passion for books and ideas. A club that is an escape from the mundane. If you love the melodies of words, you know which club to find. It includes fun-filled events that provide a platform for self-expression, sparking meaningful connections, and unforgettable experiences.

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

### **Other Department Level Committees**

In addition to the above clubs and committees, the following Committees are also functional at Department level where active participation of students are encouraged:-

**Student Advisory Committee (SAC) -** The SAC acts as a bridge between the students and the other stakeholders of the Institute. 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.

**Media Committee -** The Media Committee serves as the voice of the UG Department of IMNU to the outside world. It captures and communicates the vibrancy of the campus life by covering key events, seminars, and student activities organised by the department. The committee ensures that every milestone is documented and shared with the broader community.

**UG Research Cell -** The Undergraduate Research Cell at the Department of Undergraduate Studies, Institute of Management, serves as a catalyst for nurturing innovation, research excellence, and entrepreneurial spirit among undergraduate students. The Cell provides a dynamic platform where students are encouraged to explore, create, and lead through meaningful research initiatives. By fostering collaboration with peers, faculty, and industry partners, the Cell cultivates an ecosystem that promotes impactful research, thought leadership, and practical solutions to contemporary business challenges.

## SECTION VII : INSTITUTE COMMITTEES 2025-26

### ANTI RAGGING COMMITTEES OF INSTITUTE OF MANAGEMENT

#### 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.

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)

#### 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.

#### 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.

#### 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.

### Anti-Ragging Committee (Institute Level Statutory Committee)

|    |  |                         |
|----|--|-------------------------|
| 1  | Prof. Nityesh Bhatt                              | Chairman                |
| 2  | Prof. Nikunj Patel                               | Coordinator             |
| 3  | Prof. Hrudanand Misra                            | Co-coordinator          |
| 4  | Prof. Himanshu Chauhan                           | Co-coordinator          |
| 5  | Prof. Amola Bhatt                                | Co-coordinator          |
| 6  | Prof. Jayesh Aagja                               | Co-coordinator          |
| 7  | Prof. Sapna Parashar                             | Co-coordinator          |
| 8  | Prof. Bhavesh Patel                              | Co-coordinator          |
| 9  | Prof. Bhoomi Mehta                               | Co-coordinator          |
| 10 | Prof. Diljeetkaur Makhija                        | Co-coordinator          |
| 11 | Assistant Registrar (IMNU)                       | Member                  |
| 12 | Police Inspector, Sola Police Station            | Member (Rep. of Police) |
| 13 | Mr. Nilesh Dholakia (Journalist), Indian Express | Member (Rep. of Media)  |
| 14 | Ms. Madhvi Mehta (Pratham)                       | Member (Rep. of NGO)    |
| 15 | Mr. Gopalkrishna                                 | Member [SO, NU]         |
| 16 | Mr. N S Jhala                                    | Member [SO, NU]         |
| 17 | Rep. of Students (To be decided)                 | Member                  |
| 18 | Rep. of Parents (To be decided)                  | Member                  |

### Ragging Mentoring Cell

|   |                           |                |
|---|---------------------------|----------------|
| 1 | Prof. Nikunj Patel        | Co-ordinator   |
| 2 | Prof. Hrudanand Misra     | Member         |
| 3 | Prof. Sapna Parashar      | Co-coordinator |
| 4 | Prof. Himanshu Chauhan    | Co-coordinator |
| 5 | Prof. Nina Muncherji      | Co-coordinator |
| 6 | Prof. Jayesh Aagja        | Co-coordinator |
| 7 | Prof. Amola Bhatt         | Co-coordinator |
| 8 | Prof. Diljeetkaur Makhija | Co-coordinator |
| 9 | Prof. Bhavesh Patel       | Co-coordinator |

|                           |                                |                |
|---------------------------|--------------------------------|----------------|
| 10                        | Prof. Himanshu Chauhan         | Co-coordinator |
| 11                        | Prof. Bhoomi Mehta             | Co-coordinator |
| 12                        | Dr. Neeraj Arora               | Member         |
| 13                        | Senior Student Representatives | Member         |
| <b>Anti-Ragging Squad</b> |                                |                |
| 1.                        | Prof. Nikunj Patel             | Coordinator    |
| 2.                        | 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.

### Help Line No(s).

National Anti-Ragging Helpline

1800-180-5522 [24x7 toll free]

**Institutional Level Helpline:**

|                           |                |            |
|---------------------------|----------------|------------|
| Prof. Nikunj Patel        | Chief Warden   | 9825674507 |
| Prof. Nina Muncherji      | Co-coordinator | 9825070085 |
| Prof. Himanshu Chauhan    | Co-coordinator | 9879399004 |
| Prof. Amola Bhatt         | Co-coordinator | 9825191485 |
| Prof. Jayesh Aagja        | Co-coordinator | 9825047922 |
| Prof. Bhavesh Patel       | Co-coordinator | 9925035685 |
| Prof. Diljeetkaur Makhija | Co-coordinator | 9426501904 |
| Mr. Bharatbhai Joshi      | Warden         | 9099025979 |
| Prof. Bhoomi Mehta        | Co-cordinator  | 7600050973 |
| Mrs. Rita Barot           | Warden         | 9099025969 |
| Mrs. Kamini Patel         | Warden         | 9106384696 |
| Mr. Sanjay Purohit        | Warden         | 9825303474 |
| Mr. Rajesh Bhandari       | Warden         | 7567039557 |

**EQUAL OPPORTUNITY CELL AT INSTITUTE OF MANAGEMENT**

The institute level committee for Equal Opportunity Cell at Institute of Management, Nirma University is as follows:

| <b>Director</b>                               | <b>Chairperson</b>               |
|---|----------------------------------|
| Director                                      | Chairperson                      |
| Prof. Parag Rijwani                           | Member                           |
| Prof. Vandana Poturaju                        | Member                           |
| Prof. Pratham Parekh                          | Member                           |
| Prof. Nitin Pillai &<br>Prof. Sumeetha Sharma | Coordinators, Students' Activity |
| Prof. Sandip Trada                            | Faculty Advisor                  |
| Assistant Registrar                           | Member Secretary                 |

## Department of Under Graduate Studies in Management, IMNU

### Committees and Activity/Club Coordinators AY 2025-26

1. Programme Chairpersons – Integrated BBA-MBA  
Prof. Diljeetkaur Makhija (Batch 2023-28 & 2024-29)  
Prof. Bhoomi Mehta (Batch 2025-30)
2. Programme Chairpersons – BBA (Honours)  
Prof. Amola Bhatt (Batch 2025-2029)

| Programme Monitoring Committee |                              |                  |
|--------------------------------|------------------------------|------------------|
| 1.                             | Prof. Hrudanand Misra        | Chairperson      |
| 2.                             | Prof. Shashank Thanki        | Member           |
| 3.                             | Prof. Amola Bhatt            | Member           |
| 4.                             | Prof. Diljeetkaur Makhija    | Member           |
| 5.                             | Prof. Bhoomi Mehta           | Member           |
| 6.                             | Prof. Poonam Chhaniwal       | Member           |
| 7.                             | Mr. Biju Thomas, OS (D-UGSM) | Member Secretary |

*Note: D-UGSM Monitoring Committee will also act as the Disciplinary Committee, the Attendance Appeal Committee and the Scholarship Committee.*

| Coordinators for various Academic Activities |                                      |   |
|--|--------------------------------------|---|
| 1.   | Examination Committee                | Prof. Mumukshu Trivedi – Coordinator<br>Prof. Vishesh Gurjar – Member |
| 2.   | Time Table, Attendance & Feedback    | Prof. Sunita Guru — Coordinator                                       |
| 3.   | Interdisciplinary Minor (University) | Prof. Ritu Raj -- Coordinator   |

| Committee for Sustainability Practices on Campus |                      |                                       |
|--|----------------------|---------------------------------------|
| 1.   | Chairperson          | Prof. Hrudanand Misra, Addl. Director |
| 2.   | Coordinator          | Prof. Bhajan Lal                      |
| 3.   | Member               | Prof. Aditya Keshari                  |
| 4.   | Member               | Prof. Ankur Yadav                     |
| 5.   | Member Secretary     | Prof. Rasmita Nayak                   |
| 6.   | Four Student Members | As nominated every year               |

**Committee for Undergraduate Research & IQAC**

|    |                       |                         |
|----|-----------------------|-------------------------|
| 1. | Prof. Shashank Thanki | Coordinator             |
| 2. | Prof. Amola Bhatt     | Member                  |
| 3. | Prof. Sunita Guru     | Member                  |
| 4. | Prof. Nisarg Joshi    | Member                  |
| 5. | Prof. Avani Raval     | Member                  |
| 6. | Prof. Aditya Keshari  | Member-Secretary        |
| 7. | Four Student Members  | As nominated every year |

**Committee for Mentoring Coordination**

|    |                           |             |
|----|---------------------------|-------------|
| 1. | Prof. Diljeetkaur Makhija | Coordinator |
| 2. | Prof. Bhajan Lal          | Member      |
| 3. | Prof. Avani Raval         | Member      |
| 4. | Prof. Rasmita Nayak       | Member      |

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

**Admission Committee**

|    |                         |                                      |
|----|-------------------------|--------------------------------------|
| 1. | Prof. Nisarg Joshi      | Coordinator                          |
| 2. | Prof. Bhoomi Mehta      | Member                               |
| 3. | Prof. Azharuddin Shaikh | Member                               |
| 4. | Prof. Mumukshu Trivedi  | Member                               |
| 5. | Prof. Vishesh Gurjar    | Member                               |
| 6. | Prof. Ashwin Raiyani    | Ex Officio Member, Media and Website |



### Faculty Coordinators for various Clubs & Committee

| No.                                | Clubs & Committee                                   | Faculty Coordinator   |
|------------------------------------|---|---|
| <b>Extracurricular</b>             |   |   |
| 1.                                 | 'Abhivyakti' the Cultural Club                      | Prof. Nisarg Joshi – Coordinator<br>Prof. Ashwin Raiyani – Member   |
| 2.                                 | 'Ritayan' the Music & Dance Club                    | Prof. Rasmita Nayak   |
| 3.                                 | 'Thespians' the Dramatic Club                       | Prof. Poonam Chhaniwal  |
| 4.                                 | 'SpinShot' the Photography Club                     | Prof. Mohammad Aarif  |
| 5.                                 | 'Deja View' the Movie Club                          | Prof. Mayank Jha  |
| 6.                                 | 'Mavericks' the Social Club                         | Prof. Poonam Chhaniwal  |
| 7.                                 | 'Khelnayak' the Sports Club                         | Prof. Manoj Kumar Pal   |
| 8.                                 | 'Rivista' & 'Shared Shelf' the Magazine & Book Club | Prof. Avani Raval & Prof. Ritu Raj  |
| <b>Co-Curricular – 'Adityavat'</b> |   |   |
| 1.                                 | 'Aarohan' the Management Conclave                   | Prof. Bhajan Lal – Coordinator<br>Prof. Manoj Kumar Pal – Member  |
| 2.                                 | Expert Lecture, Industry Visits & Placement         | Prof. Ritu Raj - Coordinator<br>Prof. Mohammad Aarif - Member<br>Ms. Zeel Patel - Member  |
| 3.                                 | 'Vichar Dhara' the Quiz & Debate Club               | Prof. Aditya Keshari  |
|                                    | NSS   | Prof. Pratham Parekh – Coordinator<br>Prof. Ankur Yadav – Member  |
|                                    | Media & Website Committee                           | Prof. Ashwin Raiyani - Coordinator<br>Prof. Mayank Jha<br>Prof. Manoj Kumar Pal<br>Prof. Nisarg Joshi- Ex Officio Member, Admission |

Prof. Nisarg Joshi shall be the Overall Coordinator for Extracurricular and Prof. Bhajan Lal will be the Overall Coordinator for Co-curricular activities.

## SECTION IX : IMPORTANT CONTACT DETAILS

| No                              | Position                           | Place                                 | Contact Person             | Contact Details   |       |
|---------------------------------|------------------------------------|---------------------------------------|----------------------------|---|-------|
|                                 |                                    |                                       |                            | Email ID  | Extn. |
| 1                               | Director (i/c)                     | M Block                               | Dr. Nityesh Bhatt          | director.im@nirmauni.ac.in                              | 602   |
| 2                               | Additional Director                | 12th Floor, Tower Building            | Dr. Hrudanand Misra        | addldirector.ugsim@nirmauni.ac.in                       | 9851  |
| 3                               | Assistant Registrar                | M Block                               | Mr. Digant Mandavia        | digant.mandavia@nirmauni.ac.in<br>ar.im@nirmauni.ac.in  | 606   |
| 4                               | Assistant Registrar                | M Block                               | Mr. Kishor Gawande         | Kishor.gawande@nirmauni.ac.in                           | 616   |
| 5                               | Office Superintendent              | 12th Floor, Tower Building            | Mr. Biju Thomas            | bthomas@nirmauni.ac.in                                  | 9852  |
| <b>PROGRAMME CHAIRPERSONS</b>   |                                    |                                       |                            |   |       |
| 6                               | BBA-MBA 2023 and 2024 batches      | 12th Floor, Tower Building            | Dr. Diljeetkaur Makhija    | chair.bba@nirmauni.ac.in                                | 9853  |
| 7                               | BBA-MBA 2025 Batch                 | 12th Floor, Tower Building            | Dr. Bhoomi Mehta           | chair.bba@nirmauni.ac.in                                | 9853  |
| 8                               | BBA (Honours) 2025 Batch           | 12th Floor, Tower Building            | Dr. Amola Bhatt            | chair.bbah@nirmauni.ac.in                               | 9853  |
| <b>BBA PROGRAMME OFFICE</b>     |                                    |                                       |                            |   |       |
| 9                               | Programme Staff                    | 12th Floor, Tower Building            | Mr. Harichandrasinh Chavda | ibba.im@nirmauni.ac.in<br>harichandra@nirmauni.ac.in    | 9852  |
| 10                              | Programme Staff                    | 12th Floor, Tower Building            | Mr. Kuldeepkumar Patel     | ibba.im@nirmauni.ac.in<br>kuldeep.kumar@nirmauni.ac.in  | 9852  |
| 11                              | Programme Staff (Accounts)         | 12th Floor, Tower Building            | Mr. Tejas Mehta            | ibba.im@nirmauni.ac.in<br>tejas.mehta@nirmauni.ac.in    | 9852  |
| 12                              | Programme Staff (IT Support & Lab) | 12th Floor, Tower Building            | Mr. Renison Mahida         | ibba.im@nirmauni.ac.in<br>renison.mahida@nirmauni.ac.in | 9852  |
| <b>OTHER IMPORTANT CONTACTS</b> |                                    |                                       |                            |   |       |
| 13                              | Librarian                          | NIMA Knowledge Centre, Tower Building | Dr. Monita Shastri         | monita.shastri@nirmauni.ac.in                           | 9201  |
| 14                              | IT Support – M Block               | M Block (Computer Lab)                | Mr. Anand Christian        | anand@nirmauni.ac.in                                    | 614   |

|    |                               |                            |                                    |  |      |
|----|-------------------------------|----------------------------|------------------------------------|--|------|
| 15 | Campus Recruitment Cell (CRC) | M Block (Faculty Wing)     | Dr. Neeraj Arora                   | corporaterelations.im@nirmauni.ac.in                       | 631  |
| 16 | Campus Recruitment Cell (CRC) | M Block (Faculty Wing)     | Ms. Zeel Patel                     | Zeel.patel@nirmauni.ac.in                                  | 611  |
| 17 | IMNU Account section          | M Block Admin Office       | Mr. Mahesh Solanki                 | mahesh@nirmauni.ac.in                                      | 613  |
| 18 | Account Section, NU           | 13th Floor, Tower Building | Ms. Palak Shah                     | accounts@nirmauni.ac.in                                    | 9673 |
| 19 | Academic Section, NU          | 13th Floor, Tower Building | Dr. Ravindra Sen                   | dy_registrar.nu@nirmauni.ac.in                             | 9680 |
| 20 | Health Center                 | Health Center              | Dr. Rajesh B. Patel                | healthcentre.nu@nirmauni.ac.in                             | 9222 |
| 21 | Counsellor                    | M Block                    | Dr. Sapna Bhatt                    | sapna.bhatt@nirmauni.ac.in                                 | -    |
| 22 | Transport section             | Transport office           | Mr. Shaileshbhai Patel             | transport@nirmauni.ac.in                                   | 9152 |
| 23 | IMNU Admission Office         | M Block Admin Office       | Mr. Maqsud Shaikh                  | admissions.im@nirmauni.ac.in                               | 604  |
| 24 | Student Welfare               | ID Blok                    | Dr. Bhavesh Parekh                 | studentwelfare.im@nirmauni.ac.in                           | 9557 |
| 25 | Bank                          | K Block                    | Branch Manager                     | kalupurbank@nirmauni.ac.in                                 | 152  |
| 26 | Anti-Ragging Committee        | M Block                    | Dr. Nikunj Patel                   | nikunj@nirmauni.ac.in                                      | 628  |
| 27 | Anti-Drug Committee           | M Block                    | Dr. Nikunj Patel                   | nikunj@nirmauni.ac.in                                      | 628  |
| 28 | Hostel Chief Warden-Boys      | M Block                    | Dr. Nikunj Patel                   | Chiefwarden.boys@nirmauni.ac.in                            | 628  |
| 29 | Hostel Chief Warden-Girls     | IL NU Block                | Dr. Taruna Jakhar                  | chiefwarden.girls@nirmauni.ac.in                           | 9817 |
| 30 | Hostel H1 Warden-Boys         | H1 Hostel                  | Mr. Sanjay Purohit                 | sanjay.purohit@nirmauni.ac.in                              | 9248 |
| 31 | Hostel H3 Warden-Boys         | H3 Hostel                  | Mr. Bharatkumar Joshi              | bharat.joshi@nirmauni.ac.in                                | 9249 |
| 32 | Hostel H4 Warden-Girls        | H4 Hostel                  | Ms.Rita Barot & Ms. Kamini K Patel | rita.barot@nirmauni.ac.in<br>kamini.kapatel@nirmauni.ac.in | 9250 |



## UNDERTAKING

### [to refrain from consumption of Drugs and Alcohol]

I, Roll No \_\_\_\_\_ Name : \_\_\_\_\_  
 , admitted in Semester \_\_\_\_\_ of Integrated BBA-MBA Programme / BBA (Honours) Programme at the  
 Institute of Management, Nirma University, do hereby declare and undertake that I will refrain from  
 the consumption of Drugs and Alcohol.

I have read the relevant instructions against the use of drugs & alcohol. I know that the  
 use/possession of narcotics drugs and Alcohol is a punishable offence under the law of the  
 Government of Gujarat and if I am found guilty of using such thing, then it will amount to a criminal  
 offence and I am liable for the appropriate penalty as per laws. I hereby give an undertaking to the  
 Institute that I will refrain from consumption of Drugs and Alcohol.

Date: DD / MM / YYYY

Place: \_\_\_\_\_ Signature of student \_\_\_\_\_

I undertake that I will take utmost care to see that my ward does not get involved in any such  
 incident.

Signature of Parent/Guardian: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Address of Parent/Guardian with contact nos.:

\_\_\_\_\_  
 \_\_\_\_\_



## UNDERTAKING

### (Conduct and Discipline rules for the students)

1. Every student must carry his / her identity card which should be produced when demanded.
2. It is mandatory for the students to attend the classes and events etc. Absence due to illness or unavoidable circumstances shall be considered only if the application is supported with medical certificates and/or leave application from the parents is submitted to the Director.
3. Students are expected to be polite individually or in groups and show respect to the faculty (teachers) as well as to the staff of the Institute. Instructions in connection with academic or other matters as may be given by the teachers from time to time must be followed scrupulously by the students. Students must not participate in activities that may cause harm to the academic environment or which harm the teacher-student relation.
4. The action of any individual, group or wing which amounts to interference in the regular administration of the college is prohibited. Disciplinary action will be taken against such students.
6. No student shall indulge in any activity in the college campus that might be illegal or may lead to disorderliness.
5. Causing disfiguration or damage to the property of the Institute or belongings of staff members or students is forbidden. In case of any such damage, the same will be recovered from the students, the parents or the guardians.
6. Student should not be in possession of any intoxicating materials or consume it. If anyone is found to have violated this rule, the admission of such student will be cancelled.
7. **Use of mobile phones** in the academic areas during academic activities, is prohibited. If a student is caught using mobile phone in any of the academic areas during any academic activities and a **penalty of Rs. 5,000/-** (Rs. Five thousand only) will be imposed.

Whenever any student is found to be guilty or violating the rules specified above or other specific instructions issued by the center or the Institute, he / she will be liable to disciplinary actions such as fine, suspension or rustication as may be imposed by the Director. The disciplinary action taken by the Director in this regard shall be final and binding

Roll No. \_\_\_\_\_ Signature of Student \_\_\_\_\_

Name : \_\_\_\_\_ Date: DD / MM / YYYY



## Declaration to be submitted by the Students Admitted to Different Programmes of the University (Code of Conduct)

### DECLARATION

I, Roll No. \_\_\_\_\_ Name \_\_\_\_\_  
 admitted in Semester \_\_\_\_\_ of Integrated BBA-MBA Programme / BBA (Honours) Programme of the Institute of Management, Nirma University do hereby declare and undertake that I will abide by the Code of Conduct, Procedure to inquire and decide with misconduct/indiscipline by students Rules 2020 and other related provisions like dress code on the campus, rules for maintaining vehicles on the campus, and public display of affection (PDA) and etiquette on the campus etc.

I will abide by all the rules and regulations and if I am found violating any rules then, I shall be subjected to the major/minor penalties as per the provision of aforesaid rules.

In case any legal issue arises, the jurisdiction shall be Ahmedabad, Gujarat only.

Date: DD / MM / YYYY

Place: Ahmedabad

Signature of the Student

Name of the Student \_\_\_\_\_

Signature of the Parent/Local Guardian \_\_\_\_\_

Name of the Parent/Local Guardian \_\_\_\_\_



## Undertaking for Rules & Regulations of the Examination

### DECLARATION

I, Roll No \_\_\_\_\_ Name \_\_\_\_\_  
 studying in Semester \_\_\_\_\_ of Integrated BBA-MBA Programme/ BBA (Honours)  
 Programme at Institute of Management, Nirma University, Ahmedabad do hereby undertake that I  
 have read and understood all the Rules & Regulations related to Academic Dishonesty at  
 examinations/tests/assignments and punishment in case of using unfair means, I have also gone  
 through the Academic Regulations related to Granting of Term and Cancellation of admission, and I  
 shall observe, follow and abide by all these rules and regulations.

I shall abide by all the rules and regulations and if I am found violating any rules then, I shall be  
 subjected to the necessary action/penalties as per the provisions of rules/regulations.

In case any legal issue arises, the jurisdiction shall be Ahmedabad, Gujarat only.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Signature of Parents \_\_\_\_\_

Date : DD / MM / YYYY

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This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings present.

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Nirma University**

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