STUDENTS' INFORMATION BOOKLET

नारो मा आदितसिष
NIRMA
UNIVERSITY

INSTITUTE OF MANAGEMENT
NAAC ACCREDITED 'A+' GRADE

VOLUME II

INTEGRATED BBA-MBA PROGRAMME
2025-30

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 सरस्वती भगवती निःशेष जाड्यापहा ॥

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

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

Preamble

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

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

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

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

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

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

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

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

Prof. Bhoomi Mehta	**Prof. Diljeetkaur Makhija**
Chairperson	Chairperson
Integrated BBA-MBA Programme	Integrated BBA-MBA Programme
2025-30 Batch	2023-28 & 2024-29 Batches

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Message from the Addl. Director, Institute of Management

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

Department of Under Graduate Studies in Management differentiates itself through innovative active learning, integration with the industry, overall personality development and comprehensive mentoring and career guidance. A unique feature of the programme is an opportunity to gain certification in UN's Sustainable Development Goals (SDGs), Value Added Course like Personality Development etc.

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

Dr. Hrudanand Misra
Addl. Director, D-UGSM, IMNU

INSTITUTE OF MANAGEMENT (IMNU)

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.

Institute 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, Ethopia

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	Particular	1st Year	2nd Year	3rd Year	Total Amount
		BBA Phase				
1	Tuition fee	Per Annum	3,50,000/-	3,50,000/-	3,50,000/-	10,50,000/-
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/-	21,000/-
5	Books & Reading Material Advance*	Per Annum	10,000/-	10,000/-	10,000/-	30,000/-
6	Student Development Advance	Per Annum	8,000/-	8,000/-	8,000/-	24,000/-
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/-
	Gross Total		**3,87,500/-**	**3,75,000/-**	**3,77,250/-**	**11,39,750/-**

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

ACADEMIC CALENDAR (A.Y. 2025-26) (Tentative)

Integrated BBA-MBA Programme: 2025-30 Batch

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

FEBRUARY 2026		
23 to 25	Monday to Wednesday	Mid Semester Examination: Sem-II
MARCH 2026		
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)*
APRIL & May 2026		
4	Saturday	Parents-Teachers Meeting
14	Tuesday	Babasaheb Ambedkar's Birthday (Holiday)
27 April to 2 May	Monday to Saturday	End Semester Examination: Sem-II
		Summer Internship-I (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
NIRMA CUP – Inter University Sports	2nd to 10th March, 2026
Sports Meet/ Run-Walk for Her/Photography and Short Film Competition	To be Announced

SECTION I — ACADEMIC RULES AND REGULATIONS

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

SHORT TITLE, APPLICATION AND COMMENCEMENT:

a) These regulations shall be called as Academic Regulations for BBA Phase of Integrated BBA-MBA Programme, under the Faculty of Management.

b) They shall apply during the BBA Phase to the students admitted in Integrated BBA-MBA 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 Board of Governors, Nirma University.

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

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

SHORT FORMS:

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

R.BM. (UG) 1: THE PROGRAMME

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

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

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

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

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

3.1   Core Courses:

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

3.2   Elective courses:

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

• Supportive to the discipline of study

• Providing an expanded scope

• Enabling an exposure to some other discipline/domain

• Nurturing student's proficiency/skill

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

3.3   Dissertation:

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

3.4   Project(s)/Internship(s):

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

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

3.5   Value Added Courses:

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

3.6   Audit Courses:

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

3.7   Vocational Course:

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

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

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

4.1   Lecture:

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

4.2   Tutorials:

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

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

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

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

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

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

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

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

R.BM. (UG) 6: TEACHING AND EXAMINATION SCHEME

6.1 **Teaching Scheme:**

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

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

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

6.2 **Examination Scheme:**

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

a) Continuous Evaluation Examination (CEE) - that includes several sub-components such as Quiz/Test, Assignment, comprehensive Viva, and Project (Group/ individual), etc. All exercise in CEE will be continuously assessed during the semester and given marks.

Practical Work Examination (PWE) – that includes several subcomponents as per the practical work policy of Institute of Management. All assignments in practical work will be continuously/ periodically assessed (as applicable) during the semester.

Semester End Examination (SEE) which will be conducted at the end of the semester/term. The SEE covers the entire syllabus of the course.

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

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

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

Registration

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

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

Categories of Registration

7.1   Initial Registration (IR):

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

7.2   Repeat Registration (RR):

Repeat registration is consisting of following categories of registrations;

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

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

7.2.2   Repeat Registration for Examination (RRE):

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

Repeat Registration for Examination will be in the following categories:

a) Repeat Registration for the Examinations of Continuous Evaluation component of a course (RRC)

b) Repeat Registration for the Examination of Practical /Lab Work (RRP)

c) Repeat Registration for Semester End Examination of a course (RRS)

7.3   Approval of Registration:

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

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

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

8.1   Attendance:

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

8.2   Appeal Committee:

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

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

Notwithstanding anything contained in these regulations, if a student is unable to meet the attendance requirement for certain courses due to a serious medical condition the student may submit an appeal to the Director General through the Director of the concerned institute with his/her recommendation.

The Director General may consider such appeal based on the recommendation of the concerned Director, provided that the student has attended a minimum of 50% of the total contact hours conducted for the respective courses.

The Director General, upon receiving the appeal with the recommendation of the Director and being satisfied with the merits of the case, may allow the student to appear in a supplementary/special examination for the affected course(s), provided:

The student shall have to attend supplementary teaching sessions specifically conducted to address the academic shortfall arouse from the attendance deficiency, upon payment of the prescribed fee.

The student scores the minimum prescribed marks in Continuous Evaluation (CE). The marks secured by the student in the continuous evaluation during the regular semester shall be retained. However, in cases where specific components of continues assessment were missed due to the exceptional circumstance (with the prior approval of the Director) the concerned course faculty may provide an alternative assessment opportunity.

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

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

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

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

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

9.2   PW Examination (IR and RR Registration):

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

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

9.3   Semester End Examination (IR & RR Registration):

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

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

9.4   Supplementary Examination (SPE):

(RR registration, grade F in SEE)

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

9.5   Schedules of SEE and SPE:

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

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

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

10.1 CE & PW:

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

10.2 Semester End Examination:

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

10.3 Maintenance of the assessed material of the SEE:

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

10.4 Timeliness of Result Announcement:

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

10.5 Declaration of final results:

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

10.6 Review of the question papers of SEE:

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

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

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

10.7 Audit of Course Assessments:

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

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

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

11.1 Absolute Grading:

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

11.2 Course Grade:

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

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

Table No. 1 Conversion of Marks into Course Grades

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

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

R.BM. (UG) 12: PERFORMANCE LEVELS

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

12.1 Course Grade Point:

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

12.2 Semester Grade Point Average (SGPA):

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

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

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

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

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

CGPA = $\sum$(Ci x Gi) / $\sum$ Ci

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

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

12.4 Equivalent Percentage (%) Marks for CGPA:

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

Equivalence % of marks = CGPA value x 10.

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.BM. (UG) 13: PASSING STANDARDS

13.1 Component-Wise Minimum Passing:

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

13.2 The standard for passing a course:

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

13.3 Academic Standard for Successful Completion of a Semester:

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

R.BM. (UG)14: FAILURE

14.1 Failure of components of course:

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

14.2 Scope for improvement:

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

Similarly, the students not meeting with SGPA mentioned in R.BM. 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.BM. (UG) 15: ACADEMIC BREAK

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

    a) The student shall not be entitled for award of Medal,

    b) The student has to complete the study within the admissible duration to complete the programme,

    c) Payment of all applicable fees.

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

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

16.1 Failure in Course:

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

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

16.2 Failure to meet the Academic requirement of the Semester:

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

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

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

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

a) to complete all requirements of the undergraduate phase (first three years) successfully with a minimum PGPA of 5.0.

b) to successfully complete the prescribed credits of the programme as specified in the Teaching and Examination Scheme for the Under-Graduate Phase.

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

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

18.1 The student is required to fulfil the criteria mentioned in R.BM. (UG) 17 in order to progress to the Post-Graduate phase of the programme. The student is deemed to be admitted for MBA phase on successful completion of academic requirements for award of BBA Degree.

18.2 The programme also provides flexibility to the students to exit at the end of the third year with the degree of Bachelor of Business Administration subject to fulfilment of all relevant conditions.

18.3 During the Post Graduate phase, the academic Regulations applicable to MBA programme shall be made applicable mutatis mutandis for the students registered in Post graduate phase of Integrated BBA-MBA programme.

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

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

a) Failure to meet the academic requirements for the award of under graduate degree within (3+1) years from the date of admission to the programme.

b) The student, whose admission is so cancelled, can appeal to the Appeal Committee. The Committee may grant an extension up to the TWO additional Semester/s for the deserving cases, provided the student gives a viable assurance to make up the shortfall within that period.

Note:

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

Nirma University
Institute of Management
Annexure-I

[R.BM. (UG).2]

ELIGIBILITY CRITERIA AND DETERMINATION OF MERIT FOR ADMISSION

FOR ALL-INDIA CATEGORY:

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

FOR GUJARAT CATEGORY:

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

DETERMINATION OF MERITS FOR THE ADMISSION:

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

SECTION II   TEACHING AND EXAMINATION SCHEME

PROGRAMME STRUCTURE

TEACHING & EXAMINATION SCHEME OF INTEGRATED BBA – MBA PROGRAMME

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

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

Duration of the Overall Programme	:	5 Years
		(First Three Years: Undergraduate Phase, BBA;
		Fourth and Fifth year: Postgraduate Phase, MBA.
Duration of a Semester	:	16-17 Weeks (Approximately)
One Credit Hour	:	15 hours of classroom contact hours (15 Sessions of 60 minutes each)
Session Duration	:	60 minutes each
Credits Requirements	:	120
No. of Semester	:	6 Semesters
Total Contact Hours	:	1800 hrs. (120 x 15)
Internship(s)	:	As per Teaching Scheme
Programme Structure	:	First Year – 38 Credits
		Second Year – 40 Credits
		Third Year – 42 Credits

Framework for postgraduate Phase (MBA) : (Fourth & Fifth Years)

Duration of the Programme	:	2 Years
Duration of a Term	:	11-12 Weeks
Credits Requirements	:	108 Credit
No. of Terms	:	6 Terms
Total Contact Hours	:	1080 (108*10)
Internship Project	:	18-20 weeks in Term III

Programme Structure   :   First Year – 60 credits

- Core Courses : 09 credits

- Electives Courses : 33 credits

- Internship Project: 18 Credits

Second Year – 48 credits

- Elective Courses : 48 credits

Specializations Areas   :

- Marketing

- Finance

- Operations Management

- Digital Transformation and Analytics (DnA)

- International Business
(Minor Specialisation only)

Major Specialization*   :   At least 30 credit hours of electives in an area of Specialization

Minor Specialization*   :   At least 21 credit hours of electives in an area of Specialization

A student can opt for only one Major Specialization and one Minor Specialization or one Major Specialization without Minor Specialization or no Specialization.

1. Programme Outcomes

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

1.1.1. Evaluate different business issues using an integrative approach

1.1.2. Communicate effectively in different contexts

1.1.3. Demonstrate leadership, teamwork, and social skills

1.1.4. Analyze business environment for effective decision making

1.1.5. Use relevant conceptual frame works and best management practices

1.1.6. Develop functional and general management skills

1.1.7. Develop global orientation

1.1.8. Demonstrate creativity, risk-taking ability and cope with ambiguity

1.1.9. Act as an ethical & socially responsible management professional.

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

1.2.1. Utilize communication skills effectively in different contexts.

1.2.2. Develop an integrative approach to analyze business issues.

1.2.3. Apply cross-functional managerial skills.

1.2.4. Examine business scenarios for effective decision making

1.2.5. Illustrate leadership, teamwork, and social skills.

1.2.6. Develop global orientation.

1.2.7. Demonstrate an ethical and socially responsible behaviour.

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

Semester-I

Sr. No.	Course Code	Course Title	Teaching Scheme (Hours/Week)				Examination Scheme				
							Duration		Component Weightage		
			L	T	p	C	SEE	PW	CE	PW	SEE
1	1MU501CC22	General English	2	0	2	3	3 hours	-	0.60	0	0.40
2	1MU201CC22	Mathematics-I	2	1	0	3	3 hours	-	0.60	0	0.40
3	1MU701CC22	Fundamentals of Information Technology	2	1	0	3	3 hours	-	0.60	0	0.40
4	1MU101CC22	Microeconomics	2	1	0	3	3 hours	-	0.60	0	0.40
5	1MU801CC22	Contemporary India	2	1	0	3	3 hours	-	0.60	0	0.40
6	1MU802CC22	Environment Management	2	1	0	3	3 hours	-	0.60	0	0.40
		Total	**12**	**5**	**2**	**18**					

Semester-II

Sr. No.	Course Code	Course Title	Teaching Scheme (Hours/Week)				Examination Scheme				
							Duration		Component Weightage		
			L	T	p	C	SEE	PW	CE	PW	SEE
1	1MU502CC22	Written Communication	2	1	0	3	3 hours	-	0.60	0	0.40
2	1MU202CC22	Mathematics-II	2	1	0	3	3 hours	-	0.60	0	0.40
3	1MU102CC22	Macroeconomics	2	1	0	3	3 hours	-	0.60	0	0.40
4	1MU702CC22	Introduction to Programming	2	0	2	3	3 hours	-	0.60	0	0.40
5	1MU803CC22	Indian Constitution and Citizenship	2	1	0	3	3 hours	-	0.60	0	0.40
6	2MU201CC22	Statistics	2	1	0	3	3 hours	-	0.60	0	0.40
7	0MU001VA22	Value Added Course-I*	2	0	0	0	-	-	1	-	-
8	1MU901CC22	INTERNSHIP-I#	0	0	0	2	-	-	-	1	-
		Total	**14**	**5**	**2**	**20**					

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

#Credit Based Internship

Course Code	Course Title	Week	Semester	Credit	Assessment Criteria and Weightage		
					Worksheet & Weekly Report	Final Report	Presentation / Viva Voce
1MU901CC22	Internship (Social Project/Internship)	4	II	2	0.25	0.50	0.25

Semester-III

Sr. No.	Course Code	Course Title	Teaching Scheme (Hours/Week)				Examination Scheme				
							Duration		Component Weightage		
			L	T	p	C	SEE	PW	CE	PW	SEE
1	2MU101CC22	Financial & Company Accounting	2	1	0	3	3 hours	-	0.60	0	0.40
2	2MU401CC22	Principles of Management	2	1	0	3	3 hours	-	0.60	0	0.40
3	2MU202CC23	Data Analysis through Spreadsheet	2	0	2	3	-	-	1.00	0	0
4	2MU102CC22	Indian Economy	2	1	0	3	3 hours	-	0.60	0	0.40
5	2MU501CC22	Business Communication	2	1	0	3	3 hours	-	0.60	0	0.40
6	2MU801CC22	Business Law	2	1	0	3	3 hours	-	0.60	0	0.40
		Total	**12**	**5**	**2**	**18**					

Semester-IV

Sr. No.	Course Code	Course Title	Teaching Scheme (Hours/Week)				Examination Scheme				
							Duration		Component Weightage		
			L	T	p	C	SEE	PW	CE	PW	SEE
1	2MU103CC22	Cost & Management Accounting	2	1	0	3	3 hours	-	0.60	0	0.40
2	2MU104CC22	Financial Management	2	1	0	3	3 hours	-	0.60	0	0.40
3	2MU601CC22	International Business	2	1	0	3	3 hours	-	0.60	0	0.40
4	2MU301CC22	Marketing Management	2	1	0	3	3 hours	-	0.60	0	0.40
5	2MU502CC22	Ethics and Values	2	1	0	3	3 hours	-	0.60	0	0.40
6	2MU503CC22	Organizational Behaviour	2	1	0	3	3 hours	-	0.60	0	0.40
7	0MU002VA22	Value Added Course –II*	2	0	0	0	-	-	1	-	-
8	2MU901CC22	INTERNSHIP-II#	0	0	0	4	-	-	-	1	-
		Total	**14**	**6**	**0**	**22**					

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

#Credit Based Internship

Course Code	Course Title	Week	Semester	Credit	Assessment Criteria and Weightage		
					Worksheet & Weekly Report	Final Report	Presentation / Viva Voce
2MU901CC22	Internship (Social Project/Internship)	6	IV	4	0.25	0.50	0.25

Semester-V

Sr. No.	Course Code	Course Title	Teaching Scheme (Hours/Week)				Examination Scheme				
							Duration		Component Weightage		
			L	T	p	C	SEE	PW	CE	PW	SEE
1	3MU101CC22	Financial Services	2	1	0	3	3 hours	-	0.60	0	0.40
2	3MU201CC22	Operations Management	2	1	0	3	3 hours	-	0.60	0	0.40
3	3MU202CC22	Research Methodology	2	1	0	3	3 hours	-	0.60	0	0.40
4	3MU301CC22	International Marketing	2	1	0	3	3 hours	-	0.60	0	0.40
5	3MU401CC22	Human Resource Management	2	1	0	3	3 hours	-	0.60	0	0.40
6	3MU601CC22	Strategic Management	2	1	0	3	3 hours	-	0.60	0	0.40
		Total	**12**	**6**	**0**	**18**					

Semester-VI

Sr. No.	Course Code	Course Title	Teaching Scheme (Hours/Week)				Examination Scheme				
							Duration		Component Weightage		
			L	T	p	C	SEE	PW	CE	PW	SEE
1	3MU501CC22	Managerial Skills	2	1	0	3	3 hours	-	0.60	0	0.40
2	3MU602CC22	Entrepreneurship	2	1	0	3	3 hours	-	0.60	0	0.40
3	3MU701CC22	Management Information System	2	1	0	3	3 hours	-	0.60	0	0.40
4	3MU801CC22	Business, Government, and Society	2	1	0	3	3 hours	-	0.60	0	0.40
5	3MU802CC22	Capstone^	0	0	6^	3	-	-	-	1	-
6	3MU803CC22	Business Simulation^	0	0	6^	3	-	-	-	1	-
7	0MU003VA22	Value Added Course –III*	2	0	0	0	-	-	1	-	-
8	3MU901CC22	INTERNSHIP-III#	0	0	0	6	-	-	-	1	-
		Total	**12**	**5**	**6**	**24**					

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

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

#Credit Based Internship

Course Code	Course Title	Week	Semester	Credit	Assessment Criteria and Weightage		
					Worksheet & Weekly Report	Final Report	Presentation / Viva Voce
3MU901CC22	Summer Internship (Social Project/Internship)	8	VI	6	0.25	0.50	0.25

SUMMER INTERNSHIPS

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

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

SECTION III PLACEMENTS

PLACEMENTS & CORPORATE RELATIONS CELL

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

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

- Head (Corporate Relations)

- 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 subsequent other two years of under graduation. The internships are arranged at NGOs/Industry to enable the students to gain practical / real time experience of the industry/corporate worlds

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

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

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

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

Each student must abide by the guidelines forwarded by the placecomm; failing which he/she shall be debarred from the summer placement process of the Institute (BBA Phase)

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

SECTION IV GENERAL RULES AND REGULATIONS

Dress Code 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
You may wear formal and casual like: • Formal Dresses including trousers and dresses, sarees, etc. • Business professional including formal pants, shirts etc. • Business casual including khakis, chinos, salwar suits, etc. • Semi-business casuals including dark jeans and a shirt • Leather, formal, and Semi-formal shoes and sandals	You should avoid wearing informal dresses like: • Shorts, Bermudas, any knee-exposing bottoms • Shoulder baring tops • Midriff-baring tops • Skinny and skimpy dresses • Transparent and inappropriate dresses • Tank Tops • Ripped Jeans • Slippers / Crocs.

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 prescribes Text book (s) for each course. The books will be procured by the Institute. All students are required to collect the prescribed text books as 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

	Monday to Friday	**1ˢᵗ, 3ʳᵈ & 5ᵗʰ Saturday**	**Sunday**
Opening - Closing Hours	7.30 am to 8.00 pm	7.30 am to 8.00 pm	8.30 am to 4.00 pm
Circulation Hours	8.45 am to 7.45 pm	9.15 am to 7.45 pm	8.45 am to 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

Email　Calendar　Drive　Groups　Sites　Hangouts　Classroom　Vault
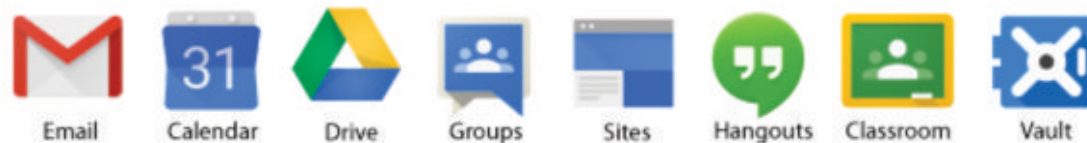
Google Core Apps

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

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

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

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

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

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

"Google Sites" allows 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 licenses or permission.

- In general, use of Institute/University "Internet/Wireless Access/Computing facilities/Printing services" is available to users for study, research, academic work and administrative purpose of the Institute.

- Any kind of Peer-to-peer (P2P) file sharing programs, illegal software, pirated apps, circumventing bandwidth Softwares, bypassing network/firewall filter 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 uses 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 organise 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 escapade 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
Anti-Ragging Squad		
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:

Director	Chairperson
Prof. Parag Rijwani	Member
Prof. Vandana Poturaju	Member
Prof. Pratham Parekh	Member
Prof. Nitin Pillai & 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.

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

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

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.	Student Members	4 Students 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

No.	Clubs & Committee	Faculty Coordinator
**Faculty Coordinators for various Clubs & Committee**		

Faculty Coordinators for various Clubs & Committee

No.	Clubs & Committee	Faculty Coordinator
**Extracurricular**		
1.	'Abhivyakti' the Cultural Club	Prof. Nisarg Joshi – Coordinator 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
**Co-Curricular – 'Adityavat'**		
1.	'Aarohan' the Management Conclave	Prof. Bhajan Lal – Coordinator Prof. Manoj Kumar Pal– Member
2.	Expert Lecture, Industry Visits & Placement	Prof. Ritu Raj - Coordinator Prof. Mohammad Aarif - Member Ms. Zeel Patel - Member
3.	'Vichar Dhara' the Quiz & Debate Club	Prof. Aditya Keshari
	NSS	Prof. Pratham Parekh – Coordinator Prof. Ankur Yadav – Member
	Media & Website Committee	Prof. Ashwin Raiyani - Coordinator Prof. Mayank Jha Prof. Manoj Kumar Pal 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 VIII — SCHOLARSHIP SCHEME

SCHOLARSHIP SCHEME FOR THE STUDENTS OF 'BBA-PHASE' OF INTEGRATED BBA-MBA PROGRAMME

A. Category–I (based on Merit only)

Sr.	Particulars		Amount (₹/per annum)
	Students admitted under **All India category**	Students admitted under **Gujarat category**	
1.	Top 05 students	Top 02 students	2,00,000/- each
2.	Other 03 students	Other 01 student	1,50,000/- each
3.	Another 07 students	Another 02 students	1,00,000/- each

B. Category–II (based on Merit-cum-Means only)

Sr.	Particulars		Amount (₹/per annum)
	Students admitted under **All India category**	Students admitted under **Gujarat category**	
1.	Top 08 students whose parents' total annual income is up to ₹4,00,000/- per annum	Top 03 students whose parents' total annual income is up to ₹4,00,000/- per annum	2,00,000/- each
2.	Another 09 students whose parents' total annual income is above ₹4,00,000/- but up to ₹8,00,000/- per annum	Another 02 students whose parents' total annual income is above ₹4,00,000/- but up to ₹8,00,000/- per annum	1,00,000/-each

Important note: The students shall be entitled to get benefit of scholarship under any one of the above mentioned categories subject to fulfilment of eligibility criteria.

Eligibility criteria for continuation/ renewal of the scholarship

Continuation/Renewal of the Scholarship in the subsequent years will be as per the University policy which may differ on a semester/year basis. However, it will be subject to meeting of minimum eligibility criteria, as under:

1. During the entire previous year, the conduct of the student should be good

2. No acts or omission which results in unlawful behavior, malafide intention maligning the University brand in digital, print, or social media, promoting, supporting or sharing any content which is against the University brand

3. No disciplinary action was initiated/sanctioned against the student under the student handbook or compliance with norms as prescribed by the University

4. The student should maintain merit and get CGPA of 7.0 and above and should have passed all courses of study in the first attempt in the previous year

5. The student is not caught in unfair means in any of the examinations conducted either by the Institute or University

6. The student should maintain minimum attendance criteria except the absence with genuine reasons for which the permission of the HoI was obtained particularly in the case of illness

7. It will be the responsibility of the applicant to check the eligibility before submitting application. In case the applicant is found non-eligible at any stage, his/her submission or scholarship will be disqualified

The students admitted under Non-Resident Indian (NRI)/NRI Sponsored) or Persons of Indian Origin (PIO), Foreign Nationals (FN) or Children of Indian Workers in Gulf Countries (CIWGC) categories are not eligible for the scholarships.

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

The President shall have power to make any exception in the above rules framed.

The President will have the power to make any exception in the above rules framed. However, in case of any doubt in the interpretation of any clause, the decision of the President will be final.

SECTION IX · IMPORTANT CONTACT DETAILS

No	Position	Place	Contact Person	Contact Details	
				Email ID	Extn.
1	Director (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 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
	PROGRAMME CHAIRPERSONS				
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
	BBA PROGRAMME OFFICE				
9	Programme Staff	12th Floor, Tower Building	Mr. Harichandrasinh Chavda	ibba.im@nirmauni.ac.in harichandra@nirmauni.ac.in	9852
10	Programme Staff	12th Floor, Tower Building	Mr. Kuldeepkumar Patel	ibba.im@nirmauni.ac.in kuldeep.kumar@nirmauni.ac.in	9852
11	Programme Staff (Accounts)	12th Floor, Tower Building	Mr. Tejas Mehta	ibba.im@nirmauni.ac.in tejas.mehta@nirmauni.ac.in	9852
12	Programme Staff (IT Support & Lab)	12th Floor, Tower Building	Mr. Renison Mahida	ibba.im@nirmauni.ac.in renison.mahida@nirmauni.ac.in	9852
	OTHER IMPORTANT CONTACTS				
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 kamini.kapatel@nirmauni.ac.in	9250

NIRMA
UNIVERSITY
INSTITUTE OF MANAGEMENT
NAAC ACCREDITED 'A+' GRADE

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) Programmeof

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

<u>DECLARATION</u>

I, Roll No_____ Name_____

studying in Semester _____ of Integrated BBA-MBA Programme/ BBA (Honours) Programmeat 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

LAYOUT FOR NIRMA UNIVERSITY CAMPUS, AHMEDABAD.

Institute of Management
Nirma University
Sarkhej-Gandhinagar Highway, Ahmedabad-382 481. Gujarat. India.
Phone: +91-79-71652000, Fax: +91-2717-241916
Website: www.nirmauni.ac.in/imnu