



SVKM'S  
**NMIMS**  
Deemed to be UNIVERSITY

**SCHOOL OF  
HOSPITALITY MANAGEMENT**

# Student Resource Book

## Part II

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**15 SEP 2025**



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# **Student Resource Book**

## **Part II**

## Message from Dean

Dear Students,

Welcome to the School of Hospitality Management (SoHM), where your incredible journey towards a dynamic and global industry begins.

Hospitality is more than a profession; it's a way of life rooted in service, innovation and human connections. At our School, we prepare future Hospitality leaders who are not only skilled & knowledgeable but also adaptable & empathetic, ready to thrive in hotels, resorts, restaurants, events, aviation, tourism & beyond.

Our progressive Curriculum is designed in close partnership with industry leaders and enriched with hands on learning, international exposure, and a strong emphasis on management principles, sustainability & technology.

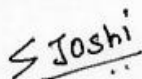
We have state of the art infrastructure. Our faculty brings a wealth of global experience and our national & international network of alumni spans across continents and industries offering you unmatched mentorship. We are supported by strong placement office & worldwide hospitality companies which offer plenty of internships & job opportunities.

Whether you are dreaming of managing luxury properties, launching your own hospitality venture or shaping the future travel and service segment, we are here to equip you with the tools, mindset and confidence to succeed.

SoHM is a leader in Hospitality as well as Management education in the country. Our philosophy is to motivate & fuel your passion.

Let's embark on an exciting journey into world of opportunities. We invite you to join our vibrant community and take your first step towards a rewarding and impactful career in hospitality.

Warm regards,



Dr. Shefali Viraj Joshi

Dean, School of Hospitality Management

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## **1. Academic/general inputs, Rules, Policies at the school level**

### **1.1 General Guidelines:**

With an undergraduate degree in Hospitality Management, you are entering an exciting Career Pathways, which is one of the world's fastest growing industry. You will develop human relationship and management skills required to launch a hospitality career that can span the globe or keep you close to home.

Our Vision:

NMIM's SoHM will be the source and launch pad for future ready world-class leaders and entrepreneurs of the Hospitality Industry.

Our Mission:

- To inculcate the service ethos of positive attitude, customer service, professionalism and environmental care.
- To impart deeply rewarding and remarkable educational experience through exceptional training and placement.
- To create leaders who can solve hospitality industry challenges through creative thinking and innovation.
- To encourage research and entrepreneurship in the hospitality industry.
- To create an environment for the holistic development

As it is a practical intense course both Theory and Practical classes are interdependent, hence students are advised to not miss any classes.

### **1.2 Academic Guidelines:**

In continuation to point number 1.2 of University Guidelines, please note the following additional guidelines:

1.2.1 Students are not entitled automatically to make up Viva and any other form of evaluation even when prior authorization has been obtained for absence from the class. In case of group discussion / presentations, students will not be allowed any marks for absence during the presentations / discussion even if the student has been granted authorized leave during the same.

1.2.2 Absence from examination / re-examination for medical or any other reason shall be treated as failure.

1.2.3 As all programs conducted by School of Hospitality Management are full time programs, students will not be granted leave and / or any other exemptions to pursue any additional programs of studies beyond that for which they are currently enrolled at the School of Hospitality Management.

### 1.3 Program Validity:

In continuation of the re-admission rules explained in Part I of this SRB, the maximum duration permissible for completion of the programme (in years) is mentioned in the table below:

Sr. No.	Name of the program	Duration of the program (in years)	Maximum duration permissible for completion the program (in years)
1.	BBA (Hospitality Operations & Management)	3	5

### 1.4 Discipline Norms and Penalty:

In continuation of the Discipline Norms and Penalty explained in Part I of this SRB, the names of the committee members of the school are as follows:

#### 1.4.1 Anti-Ragging Committee

S. No.	Name	Position	Email ID	Phone
1	Dr. Nitin Balwani	Convener	nitin.balwani@nmims.edu	7738748543
2	Dr. Mukund Madhav Tripathi	Co-Convener	<a href="mailto:mukundmadhav.tripathi@nmims.edu">mukundmadhav.tripathi@nmims.edu</a>	9594939617
3	Dr. Shefali Joshi	Member	Shefali.joshi@nmims.edu	9822325657
4	Dr. Preeti Gupta	Member	<a href="mailto:Preeti.gupta@nmims.edu">Preeti.gupta@nmims.edu</a>	9928369701
5	Prof. Manisha Band	Member	manisha.band@nmims.edu	9370372743
6	Dr. Ishfaq Khoja	Member	<a href="mailto:Ishfaq.khoja@nmims.edu">Ishfaq.khoja@nmims.edu</a>	7006846291
7	Dr. Jyoti Verma	Member	jyoti.verma@nmims.edu	9920350521
8	Prof. Arpita Sarkar	Member	arpita.sarkar@nmims.edu	9892928071
9	Ms. Anupriya Sharma	Member	anupriya.sharma@nmims.edu	9619723584
10	Mr. Rajiv Shejwal (Police Inspector)	Member	-	9594426999
11	Mr. Viswanathan R.	Parent Representative (Member)	<a href="mailto:visu105@gmail.com">visu105@gmail.com</a>	9867500077
12	Ms. Tejeshvi Viswanathan	Student Representative (Member)	TEJESHVI.VISWANTHAN081@nmi ms.in	8898300534
13	Ms. Bharathy Tahilliani	Founder, Kshamata Foundation & Member	bharathy@kshamata.org	9819754450

#### 1.4.2 Anti-Ragging Squad

S. No.	Name	Position	Email ID	Phone
1	Dr. Bharath Supra	Convener	bharath.supra@nmims.edu	9948141004
2	Prof. Aditya Kasar (STME)	Member	aditya.kasar@nmims.edu	9833982732
3	Dr. Arun P. A. (SOL)	Member	arun.pa@nmims.edu	9820534654
4	Dr. Rahul Kanekar (SOHM)	Member	Rahul.Kanekar@nmims.edu	9821857797
5	Dr. Mamta Nair (SOC)	Member	<a href="mailto:mamta.nair@nmims.edu">mamta.nair@nmims.edu</a>	9321597397
6	Dr. Hemangi Kelkar (SOE)	Member	Hemangi.kelkar@nmims.edu	9773927882
7	Dr. Chinmayi Patil (SOLA)	Member	<a href="mailto:chinmayi.patil@nmims.edu">chinmayi.patil@nmims.edu</a>	9527993319

#### 1.4.3 Disciplinary Committee

S. No.	Name	Position	Email ID	Phone
1	Dr. Shashank Mehra	Convener	shashank.mehra@nmims.edu	9711466632
2	Prof. Manisha Band	Co-Convener	manisha.band@nmims.edu	9370372743
3	Dr. Mukund Madhav Tripathi	Member	<a href="mailto:mukundmadhav.tripathi@nmims.edu">mukundmadhav.tripathi@nmims.edu</a>	9594939617
4	Dr. Shefali Joshi	Member	Shefali.joshi@nmims.edu	9822325657
5	Dr. Preeti Gupta	Member	<a href="mailto:Preeti.gupta@nmms.edu">Preeti.gupta@nmms.edu</a>	9928369701
6	Dr. Ishfaq Khoja	Member	<a href="mailto:Ishfaq.khoja@nmims.edu">Ishfaq.khoja@nmims.edu</a>	7006846291
7	Dr. Jyoti Verma	Member	jyoti.verma@nmims.edu	9920350521
8	Prof. Arpita Sarkar	Member	arpita.sarkar@nmims.edu	9892928071
9	Ms. Anupriya Sharma	Member	anupriya.sharma@nmims.edu	9619723584

#### 1.4.4 Woman Grievance Redressal Committee /

#### 1.4.5 Internal Complaint Committee

S. No.	Name	Position	Email ID	Phone
1	Dr. Aparna Rao	Convener	aparna.rao@nmims.edu	9820843210
2	Prof. Manisha Band	Co-Convener	manisha.band@nmims.edu	9370372743
3	Dr. Jinal Shah	Member	jinal.shah@nmims.edu	9819488825
4	Prof. Rajalakshmi	Member	<a href="mailto:Rajalakshmi.b@nmims.edu">Rajalakshmi.b@nmims.edu</a>	8451051987
5	Dr. Jyoti Verma	Member	jyoti.verma@nmims.edu	9920350521
6	Ms. Anupriya Sharma	Member	anupriya.sharma@nmims.edu	9619723584
7	Ms. Karuna Garud	Member	<a href="mailto:Karuna.garud@nmims.edu">Karuna.garud@nmims.edu</a>	9769931970
8	Ms. Yashika Agarwal	Student Member	yashika.agarwal493@nmims.in	9414706321

9	Ms. Rishita Bachani	Student Member	rishita.bachani975@nmims.in	8103058298
10	Ms. Khushi Tiwari	Student Member	khushi.tiwari161@nmims.in	9516018368
11	Ms. Bharathy Tahilliani	Founder, Kshamata Foundation & Member	bharathy@kshamata.org	9819754450
12	Smt. Lathamani	Volunteer, Sri Sathya Sai Sanjeevani Centre Kharghar & Member	<a href="mailto:lathabrindha1964@gmail.com">lathabrindha1964@gmail.com</a>	9867207740

#### 1.4.6 Caste Discrimination Committee / Equal Opportunity Cell

S. No.	Name	Position	Email ID	Phone
1	Prof. Prashant Barsing	Convener	prashant.barsing@sbm.nmims.edu	9794258005
2	Prof. Tejaswini Chavan	Member	tejaswini.chavan@nmims.edu	8830022906
3	Dr. Rahul Kanekar	Member	Rahul.Kanekar@nmims.edu	9821857797
4	Mr. Ramesh Awale	Member	ramesh.awale@nmims.edu	8850261103

#### 1.4.7 Collegiate Student Grievance Redressal Committee:

S. No.	Name	Position	Email ID	Phone
1	Dr. Shashank Mehra (SBM)	Convener	shashank.mehra@nmims.edu	9711466632
2	Dr. Mukund Madhav Tripathi (SOC)	Co-Convener	mukundmadhav.tripathi@nmims.edu	9594939617
3	Prof. Prashant Barsing (SBM)	Member	prashant.barsing@sbm.nmims.edu	9794258005
4	Dr. Shefali Joshi (SOHM)	Member	Shefali.joshi@nmims.edu	9822325657
5	Prof. Ketan Chande (SOHM)	Member	ketan.chande@nmims.edu	9867503203
6	Prof. Mani Govil (SOC)	Member	mani.govil@nmims.edu	9819123146
7	Dr. Preeti Gupta (STME)	Member	<a href="mailto:Preeti.gupta@nmms.edu">Preeti.gupta@nmms.edu</a>	9928369701
8	Dr. Asha Rawat (STME)	Member	<a href="mailto:Asha.rawat@nmims.edu">Asha.rawat@nmims.edu</a>	9004675627
9	Prof. Manisha Band (SOL)	Member	manisha.band@nmims.edu	9370372743
10	Prof. Neha Jain (SOL)	Member	Neha.jain@nmims.edu	9830489265
11	Dr. Ishfaq Khoja (SOE)	Member	<a href="mailto:Ishfaq.khoja@nmims.edu">Ishfaq.khoja@nmims.edu</a>	7006846291
12	Dr. Hemangi Kelkar (SOE)	Member	Hemangi.kelkar@nmims.edu	9773927882
13	Dr. Jyoti Verma (SOMASA)	Member	jyoti.verma@nmims.edu	9920350521
14	Prof. Arpita Sarkar (SOLA)	Member	arpita.sarkar@nmims.edu	9892928071
15	Dr. Amani Kanugolu (SOLA)	Member	<a href="mailto:Amani.kanugolu@nmims.edu">Amani.kanugolu@nmims.edu</a>	9591134342



**1.4.8 Departmental Student Grievance Redressal Committee:**

S. No.	Name	Position	Email ID	Phone
1	Dr. P. Manikandan	Associate Dean- SoHM	<a href="mailto:P.Manikandan@nmims.edu">P.Manikandan@nmims.edu</a>	9655494455
2	Asst. Prof Karishma Chauhan	Assistant Professor- SoHM	<a href="mailto:Karishma.Chauhan@nmims.edu">Karishma.Chauhan@nmims.edu</a>	9897080484
3	Mr. Nikhil Shrivastava	Member	<a href="mailto:NIKHIL.SHRIVASTAVA012@nmims.in">NIKHIL.SHRIVASTAVA012@nmims.in</a>	9324713609
4	Ms. Nidhi Kolge	Member	<a href="mailto:NIDHI.KOLGE056@nmims.in">NIDHI.KOLGE056@nmims.in</a>	9833395606

**1.4.9 Institutional Student Grievance Redressal Committee:**

S. No.	Name	Position	Email ID	Phone
1	Dr. Shashank Mehra (SBM)	Convener	shashank.mehra@nmims.edu	9711466632
2	Dr. Mukund Madhav Tripathi (SOC)	Co-Convener	mukundmadhav.tripathi@nmims.edu	9594939617
3	Prof. Prashant Barsing (SBM)	Member	prashant.barsing@sbm.nmims.edu	9794258005
4	Dr. Shefali Joshi (SOHM)	Member	Shefali.joshi@nmims.edu	9822325657
5	Prof. Ketan Chande (SOHM)	Member	ketan.chande@nmims.edu	9867503203
6	Prof. Mani Govil (SOC)	Member	mani.govil@nmims.edu	9819123146
7	Dr. Preeti Gupta (STME)	Member	<a href="mailto:Preeti.gupta@nmms.edu">Preeti.gupta@nmms.edu</a>	9928369701
8	Prof. Asha Rawat (STME)	Member	<a href="mailto:Asha.rawat@nmims.edu">Asha.rawat@nmims.edu</a>	9004675627
9	Prof. Manisha Band (SOL)	Member	manisha.band@nmims.edu	9370372743
10	Prof. Neha Jain (SOL)	Member	Neha.jain@nmims.edu	9830489265
11	Dr. Ishfaq Khoja (SOE)	Member	<a href="mailto:Ishfaq.khoja@nmims.edu">Ishfaq.khoja@nmims.edu</a>	7006846291
12	Dr. Hemangi Kelkar (SOE)	Member	Hemangi.kelkar@nmims.edu	9773927882
13	Dr. Jyoti Verma (SOMASA)	Member	jyoti.verma@nmims.edu	9920350521
14	Prof. Arpita Sarkar (SOLA)	Member	arpita.sarkar@nmims.edu	9892928071
15	Dr. Amani Kanugolu (SOLA)	Member	<a href="mailto:Amani.kanugolu@nmims.edu">Amani.kanugolu@nmims.edu</a>	9591134342

## **2. Placement Guidelines:**

NMIMS is a premier University of the country, and the B-school has been in existence for over four decades. Over the years, it has earned recognition from industry & professional associations, corporates, peer group institutions and accreditation agencies. The University has a strong industry connection and is a preferred choice for the corporate sector for talent. Companies view NMIMS as a great place to recruit potential young managers and business leaders. Placement Support is offered to various programs across Campuses and Schools. Leading companies across sectors consider our students for recruitment/ internships. Our esteemed alumni occupy senior positions in leading companies across sectors and have always supported us in placements.

The Placement Office is an interface between NMIMS & the Industry for facilitating internships & recruitment opportunities for students. Efforts are made to market the programs with their merits.

Placement officials actively network with the corporate sector with an endeavour to get companies to open suitable job & internship profiles for the batch. They reach out to companies across sectors and locations for appropriate opportunities for students, showcasing the brand NMIMS, the quality and diversity of the batch, providing timely customized services, continuous communication, and offering support that would facilitate their participation in Career advancement in India & Abroad. For International Career Progression SoHM only provides various Platforms for guidance however SoHM do not recruit or take direct responsibility of it.

Placement officials mentor & guide the Students Placement Committee, who are actively involved in the activities, connecting with companies, meeting company officials for presentations, operational aspects and in coordinating various activities during the placement processes.

The placement guidelines are devised in the larger interest of the school and the batch, in consultation with students and faculty. Each of the Schools shares with the batch guidelines related to resumes, PPT, Internships, PPOs/PPIs, Final Placements, etc. The School reserves the right to change, modify the guidelines in the best interest of the batch. Students are expected to abide by the guidelines during placement processes. In the event of non-conformance with the placement guidelines, the School reserves the right to initiate corrective action.

Generally, students of the post-graduate programs are keen to participate in placements. However, many from the undergraduate programs opt out or do not register for placements as they have alternative career plans. This approach acknowledges the diverse goals and aspirations of students and features the institution's commitment to supporting individual choices that align with personal interests and career aspirations. These paths include pursuing further higher studies, preparing for entrance exams of professional programs, preparing for civil services, defence forces, government offices, engaging in family business ventures, entrepreneurial endeavours, etc.

### **Industry-Institute Connect**

To optimize industry - connect, effective interventions from the companies are sought so that students get to know of the opportunities available in the market, help to enhance their skill sets & then direct their efforts to seek profiles of their choice. Companies are encouraged to involve with the batch for campus engagement activities, thereby deepening the association and leading

to a symbiotic relationship between NMIMS and the Industry. Guest talks, competitions, seminars, workshops, soft skills training, technical training, etc. are a great value add. These involvements bridge the gap between expectations of recruiters and the knowledge & skill sets of students.

### **The Placement process typically involves**

- Batch Preparation
- Pre-Placement Talks
- Internships/Projects
- Final Placements

### **Batch Preparation**

The Batch Preparation Program is to enhance the suitability of candidates and orient them to industry practices and expectations.

- Interactive sessions with alumni/industry experts in various profiles that help students to gain clarity on role/fit, understanding expectations of the company, future prospects - career evolution, right approach for cracking interviews, listen to first-hand experience & get a feel of life in a particular profile, etc.
- Interaction with seniors who have undergone internships in companies.
- Assigning seniors or alumni as mentors to guide students.
- Mock interviews with alumni/corporates to get direct feedback from people in relevant industries.
- Guest talks and workshops on various topics from corporates.
- Resume building as per guidelines
- Technical, Soft skills training, etc.

Prior to the commencement of the selection process, it is expected that students have a fair idea about their interest, sector and specialization and direct their efforts accordingly. This clarity will help students land a good internship/job.

Students are expected to research about company, the business, the sector, financials, other players in the sector, etc., and be prepared with a background and fact file before the process. Also, some additional information – the number of interns/recruits in the past, whether the company has a PPO policy, the experience of seniors who interned with the company etc., will be of help.

The Placement Office also involves companies in several Campus Engagement activities – corporate contests, projects, workshops, seminars, and guest talks etc. that benefit a large number of students and also help in promoting the excellent quality of the batch.

### **Pre-Placement Talk – PPT**

PPTs are a medium wherein the company officials disseminate information regarding their company, the profile, the compensation, etc. and clarify students' queries.

## **Internships/Projects**

- The Placement Office makes all efforts to reach out for internships across varied sectors, companies, and profiles. Based on one's interests and capabilities, one should seek internships. Choosing the correct company for internships and performing up to the mark is of the utmost importance.
- The Internships are not only a window to the corporate world but also a relationship-building tool for NMIMS. It allows companies to look at the talent at NMIMS, thereby strengthening Final Placements.
- Internships are a great learning platform for our students and go a long way in shaping the learning obtained in the classroom. This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.
- The project is expected to build on the theoretical learning with practical experience and help students to discover areas of interest and future career options, identify the gaps in their learning, which they can attempt to fill in.
- Interactions during the internships, both with other interns as well as employees, help students to understand the expectations/needs of the organisation, the sector in general, to identify the gaps in their learning, in orienting oneself towards the sector and developing the required skill sets to emerge as the most suitable candidate.
- Internships also hold a special significance as it is an apt mechanism for companies to spot bright talent early. Many companies have a structured internship process, which is used as a 'testing ground' to gain a direct understanding of the skill and ability of students, leading to the declaration of PPOs/PPIs. NMIMS also encourages candidates to work towards such offers that are based on internship performance.
- Pre-Placement Offer (PPO) is an Offer by the company to the intern acknowledging the excellent work done during the internship. Pre-Placement Interview (PPI) is an opportunity by the company for the intern to be directly selected for the interview for final placements. Thus, the students should be careful in applying to the companies and should put in all efforts to convert the internship into an Offer.
- Internships are generally monitored, evaluated by a faculty guide, with periodic report submissions, evaluations, Viva Voce, etc.

## **Final Placements**

- Leading companies across sectors aspire to recruit students of NMIMS. Companies devise the eligibility criteria and selection process and have their own set of characteristics or qualities that they look for in a candidate.
- The process of selection starts with inviting applications based on the eligibility, job description, compensation details, etc., shared by the company. The profiles of interested students are shared with the recruiter.
- The placement process is facilitated by the Placement Team. However, it is the effort of the student that gets him/her selected for the job. Not getting selected in the first few companies should not lead to panic. Students are advised not to switch profiles in anxiety or haste.
- The selection process could be physical or virtual & there could be multiple rounds – case analysis, group discussion, group exercises, interviews, etc. Reasons like

location, family issues, etc., should not be constraints to students. They are expected to be mobile and have the capability to adjust, adapt, and respond to emergent situations successfully.

- Students who wish to drop out of the placement process, formally notify the Placement Office vide the 'Opted Out Form' mentioning the reason, which could be higher studies, entrepreneurship, family business, seeking placements on their own with company details, etc.

At NMIMS, leading companies across sectors compete to participate in placements offering coveted & niche profiles with matching packages to students across programs. Hence, students get a plethora of opportunities to choose from.

### **3 Guidelines for International Student Exchange Program**

#### **3.1 Introduction**

NMIMS Deemed-to-be-University has developed an extensive International Students Exchange Program to provide a cross-cultural exposure and a global perspective to the students apart from classroom teaching. This is managed by the Department of International Linkages of the University. The Exchange Program has become increasingly popular with the students, and every year, students get a chance to spend semesters/trimesters at a partner Institute. With the dedicated efforts of the International Linkages department, efforts are ongoing to have a larger number of students avail of this unique opportunity in every school. Students at NMIMS also benefit from interacting with overseas students who visit us as part of the NMIMS Inbound exchange program and International Immersions.

#### **3.2 Preamble**

In an increasingly interdependent world, it is imperative for the NMIMS Deemed-to-be-University to have an internationalization agenda. This involves the creation of a multi ethnic environment in our programs on our campus. This can happen only when students from different countries and communities join NMIMS programs.

This policy on internationalization seeks to clarify the philosophy behind the NMIMS Deemed-to-be-University's Internationalization program and sets out the eligibility of students to apply for an international exchange program. It also sets out the selection criteria and guidelines for assessing applications and the expectations from the students going for the exchange program. This policy also lays out the facilities for international students in our programs and their expectations of them. We expect our foreign students to conduct themselves at par with other Indian students.

To aggressively pursue the internalization agenda, NMIMS has signed MOUs with leading Universities. MOUs applicable for NMIMS schools as given below:

#### **1. The University Level:**

- University of California, Berkeley, USA
- Virginia Tech. University, USA
- University of Memphis, USA
- Clark University, USA
- Stony Brook University, USA

- Columbia University School of Professional Studies, USA
- The University of Zaragoza, SPAIN
- Varna University of Management, BANGLADESH
- The University of Danang, VIETNAM
- Quang Binh University, Vietnam
- King's College London, UK
- University of Bristol, UK
- University of Leeds, UK
- University of Essex, UK
- Cranfield University, UK
- University of Exeter, UK
- University of Western Australia, AUSTRALIA
- Monash University, AUSTRALIA
- James Cook University, AUS
- University of Melbourne, AUS
- Tampere University, Finland
- Northeastern University, USA

## **2. School of Hospitality Management**

- University of Galway, Ireland

### **3.3 Eligibility**

Students are selected by respective Deans of Schools on a competitive basis that reflects the academic standing, motivation, seriousness of purpose, communication skills, social maturity, and adaptability. International students coming to our campus are recommended by their respective partner universities on a merit basis and language proficiency in English.

All full-time program students are eligible to apply for the exchange program if they have:

- 3.3.1 Completed the eligibility year of the program as defined by the respective Deans/Directors of school
- 3.3.2 Have a minimum CGPA of 2.25 and above as defined by the respective Deans/ Directors of the School.
- 3.3.3 Eligibility of International students coming to our campus, recommended by the partner university, should satisfy the eligibility criteria as per the memorandum of understanding signed between the Universities/ Schools.

### **3.4 Selection Criteria and Conditions**

- 3.4.1 As defined by the respective Deans/Directors of Schools
- 3.4.2 Defined by MoU between Partner University and NMIMS for incoming students

### **3.5 Cost and Expenses**

Costs and expenses for participating in the exchange program are governed by the MOU signed by NMIMS and the host School.

In addition to the above, all students are required to pay for their:

- 3.5.1 Accommodation and daily living expenses, including study materials
- 3.5.2 Travel Expenses

- 3.5.3 Passport and visa costs
- 3.5.4 Insurance cover
- 3.5.5 Any other incidental costs

### **3.6 Application procedure for students and Expectations from students**

- 3.6.1 Students have to apply in the specified application form as defined by the respective Deans/ Directors of schools. Candidates with completed and accurate applications will be interviewed by the International Linkages office. Successful candidates will then be nominated to the respective partner universities, following which they have to complete the online application as instructions received from the partner university via email.
- 3.6.2 The list of courses that a student intends to take up in the partner institute should be mentioned. For those who wish to apply to more than one institute, the lists of the courses in each of these institutes should be mentioned.
- 3.6.3 Upon joining the partner institute, the courses the students intend to take up should be finalized and communicated for approval to the NMIMS School authorities
- 3.6.4 Students need to ensure that they do not get a fail grade in the courses undertaken in the partner institute because many partnering institutes do not conduct re-examination.
- 3.6.5 Other criteria as defined by Deans/Directors of the Schools.

### **3.7 Code of Conduct**

While abroad, the students are subjected to the rules and regulations of the host institution, the laws of the host country, and the student code of conduct from NMIMS Deemed-to-be-University. Each student is an ambassador of NMIMS Deemed-to-be-University and should conduct themselves in an appropriate manner at all times that is reflective of the code of conduct required by NMIMS and that of the overseas host institution.

### **3.8 Enclosures:**

Undertaking to be given by a student of NMIMS Deemed-to-be University's student going on International Immersion.

**Note:** Schools to ensure that a copy of Application Form compulsorily reaches Director-International Linkages department for records.

#### 4. Examination Guidelines (ICA / TEE, Passing Criteria, Grading system, method of calculation of CGPA, Re-Examination, exceptional cases – medical, etc.)

**Examination Guidelines (Internal Continuous Assessment (ICA) / Term / Trimester / Semester End Examination (TEE/ SEE) , Passing Criteria, Grading system, method of calculation of CGPA, Re-Examination, exceptional cases – medical etc.)**

##### **Examination weightages and credits:**

Break up for continuous evaluation of each course will be as under:

A student would undergo continuous assessment for each course/subject in all the semesters/ trimesters. Various components of such continuous assessment would be as decided by the respective course/ subject teacher/ faculty and approved by Dean /Director of the school/ campus concerned.

Component	Marks
<b>ICA Components:</b> Mid Term / Unit Test / Project/ Assignment / Presentation/ Weekly Tests / Case Study/ Quizzes / any other (School)	50
<b>SEE – Term /Trimester / semester-end examination (University)</b>	50
<b>Total</b>	<b>100</b>

#### **PASSING STANDARDS FOR EACH COURSE (SUBJECT):**

##### **Semester-end-exam Passing Criteria for each Course:**

To pass in a particular course, in any of the Term /Trimester / Semester End examination or re- examination, a student must fulfil all of the following criteria:

- Secure a minimum of 40% marks in the Term /Trimester / Semester end examination of that course and
- Secure a minimum of 40% aggregate marks out of the total marks (that is, internal continuous assessment plus assessment of the Term /Trimester / Semester end examination) allotted to the course.
- For a course which has only internal continuous assessment component, passing will be at 40%.

**Students who fail to fulfil above passing criteria would be awarded ‘F’ grade.**

##### **Non – fulfillment of Passing Criteria:**

A student, who has failed to fulfil the passing criteria as given above, will be required to appear for term / trimester / semester-end re-examination which will be conducted immediately after declaration of results of the said regular term / trimester / semester-end examination. **The internal continuous assessment marks will be carried forward for the term / trimester / semester-end re-examination.**

To be eligible to appear for term / trimester / semester-end re-examination, a student has to submit an online re-examination application available on student’s SAP portal. **A student**



**who does not fill in online re-examination form will be denied permission to appear at the examination.**

It is the responsibility of such students to keep him/ her informed about such examination dates (time table). If, in any case, students feels that he/she wants to improve their ICA, they are eligible to take re admission for the complete academic year. In case of re-admission, the earlier results will stand null & void and student cannot claim the credits of the course/s passed earlier. Students have to appear as fresh candidates for both Internal Continuous Assessment & Term End Examinations.

Only one re-examination will be conducted for each course immediately after declaration of results of final examination and there will not be any further re-examination for whatsoever reason.

**Remedial classes would be organized by the school for all the students who fail to fulfil the passing criteria, before the conduct of the re-examination. However, these remedial classes will be on demand from students and if a student registers for remedial classes, he / she is expected to maintain 100% attendance. If any student feels that he / she can manage without remedial classes, students can study on their own and appear for the re-examination, later on, such students cannot complaint, that their doubts were not cleared by faculty.**

**Note: Remedial classes will be conducted by the faculty on demand, if number of students are more than 10. Otherwise, students can get their doubts cleared from the faculty on one-to-one basis.**

#### **Progression to the subsequent year of the Programme (Semester Pattern)**

A student who has failed to fulfil the passing criteria of odd semesters courses after re-examination, will be allowed to attend the classes and appear at the examination/ re-examination of even semesters.

However, a student who fails to fulfil the passing criteria at the end of the academic year (Both the semesters) will not be permitted to progress to the next year of the program.

A student will be promoted to the subsequent year of the programme only when he/ she has no F grade at the end of the year after eligible re-examination/s.

In case, the student fails even in the re-examination/s of either odd or even semesters, which are so held, he/ she will not be promoted to the next year of the programme. Such student/s will have the following options:

- To seek readmission in the subsequent year for the entire academic year.

**Or**

- Appear for the Term end examination of the course/s in which the student has got "F" grade, in the subsequent year. In such a case, the ICA marks of the course/s will be carried forward of the previous year in which the student had got "F" grade. The student will be required to pay only the re-examination fees. In case of obtaining F grades even in

this attempt, student will be given another re-examination chance to clear the same. In total, year-back students will have only two re-exam attempts during the academic year.

**Grading System:**

The University follows a letter grading system leading to the award of a Ten-Point Grade Point Average (GPA) for each term and Cumulative Grade Point Average (CGPA) for all the terms until date.

‘Letter grades’ and corresponding ‘grade points’ are as under:

Percentage of Marks		Grade	Points	Performance
90	100	O	10	Outstanding
80	89.99	A+	9	Excellent
70	79.99	A	8	Very Good
60	69.99	B+	7	Good
55	59.99	B	6	Above Average
50	54.99	C	5	Average
40	49.99	P	4	Pass
0	39.99	F	0	Fail
0	0	AB	0	Absent

**Calculation of GPA (Grade Point Average):**

Grade point Average for a term will be computed by dividing, the sum of product of grade point of each course/subjects and credit value assigned to each respective course by the sum of credits assigned to all the courses / subjects for the related term.

$$GPA = \frac{\sum CG}{\sum C}$$

**Calculation of CGPA (Cumulative Grade Point Average):**

Cumulative Grade Point Average up to and including a term will be computed by dividing the sum of product of grade point of each course / subject and credit value assigned to each respective course by the sum of credits assigned to all the courses / subjects up to and including the related term till date.

$$CGPA = \frac{\sum CG}{\sum C}$$

Here:

C = Credit value assigned to a course /subject

G = Grade point value assigned to a student for course / subject corresponding to the letter grade (refer table given)

GPA = Grade point Average shall be calculated for individual term and referred to as Semester/ Trimester Grade Point Average.

If a student has failed to fulfil passing standard under any head in any subject (i.e. ‘Semester/ trimester End Examination’ and/ or ‘aggregate’), he/ she shall be deemed to have failed in that subject.

## **General rules:**

- 3.1.1 A student who remains absent from trimester / semester examination/s due to any reason in any Course shall be marked as 'AB' in the result/ grade sheet/ transcript for the Course/s in which he/ she has remained absent. All such students will be allowed to appear at

re-examination in the said Course. A student who remains absent in the re-examination would not be able to avail any further re-examination chance.

- 3.1.2 In order to receive the degree, diploma, certificate, the student will have to pass all the examinations (Credit/Non-Credit) of all the years. Student should ensure that he/she has cleared his/her all dues from the respective departments like Admission, Accounts, Library, Hostel, etc. Also, mandatory admission documents are submitted.
- 3.1.3 Grievance Redressal (Revaluation/Verification of answer books): In case a student is not satisfied with the result/ grade received by him/her in a particular Course, he/ she may follow the 'Grievance Redressal Procedure' as given in part I of student resource book in case he/ she desires.
- 3.1.4 The fees for re-examinations and re-admission will be decided by the University from time to time.
- 3.1.5 In case of any disputes/differences, decision of the University shall be final and binding on the students. If a student desires to institute any legal proceedings against the University, such legal proceedings shall be instituted only in court at Mumbai in whose jurisdiction the application is submitted by the student and not in any other court.
- 3.1.6 Modification in criteria/rules: On the recommendation of the Board of Studies of the School and the Board of Examinations, the Academic Council shall have the sole discretionary right to modify all or any of the above criteria at any time without prior notice.

**These rules would be applicable to all the students who took admission/ re admission in and after the academic year 2025-26**

**5. Course / Program Structure & Guidelines –  
Bachelor of Business Administration - Hospitality Operations & Management**

**Subject Details- Year and Semester wise**

**Year 1 - Semester I (August to November)**

		Classroom Instruction				
Sr.No	Course Name	Per Week		Per Semester		Credits
		Th	Pr / Tu	Th	Pr / Tu	
1	Principles of Culinary Arts & Food Safety	3	8	45	120	7
2	Principles of Food & Beverage Service – I	3	3	45	45	4.5
3	Principles of Front Office – I	2	2	30	30	3
4	Principles of Accommodation-I	2	2	30	30	3
5	Computer Applications (ICA only)	0	3	0	45	1.5
6	Business Communication ( ICA only)	2	2	30	30	3
7	Principles of Accounting	2	0	30	0	2
	Total	14	20	210	300	24

**BBA Hospitality Operations & Management****Year 1 - Semester II (December to April)**

Sr.No.	Course Name	Per Week		Per Sem		Credits
		Th	Pr / Tu	Th	Pr / Tu	
1	Principles of Culinary Arts & Nutrition	3	8	45	120	7
2	Principles of Food & Beverage Service – II	3	3	45	45	4.5
3	Principles of Front Office – II	2	2	30	30	3
4	Principles of Accommodation – II	2	2	30	30	3
5	Principles of Management	3	0	45	0	3
6	New Technologies in Hospitality (ICA only)	2	1	30	15	2.5
7	Managerial Economics	2	0	30	0	2
	Total	17	16	255	240	25

**BBA Hospitality Operations & Management****Year 2 – Semester III (July to November)**

Sr.No.	Course Name	Per Week		Per Sem		Credits
		Th	Pr / Tu	Th	Pr / Tu	
1	Culinary Operations	3	4	45	60	5
2	Food and Beverage Operations	3	2	45	30	4
3	Front Office Operations	2	2	30	30	3
4	Accommodation Operations	2	2	30	30	3
5	Meetings Incentives Conferences and Exhibitions	3	0	45	0	3
6	Environmental Science	3	0	45	0	3
7	Principles of Marketing	2	0	30	0	2
	Total	18	10	270	150	23

**BBA Hospitality Operations & Management**

**Year 2 – Semester IV (December to April)**

Sr.No.	INTERNSHIP	Per Day	Per week	Per Sem	Credits
1	Industrial Exposure Training	8 hrs	48 hrs approx.	20 Weeks	20

**BBA Hospitality Operations & Management**

**Year 3 – Semester V (July to November)**

Sr.No.	Course Name	Per Week		Per Sem		Credits
		Th	Pr / Tu	Th	Pr / Tu	
1	Culinary Management-I	4	8	60	120	7
2	Food and Beverage Management- I	3	2	45	30	4.5
3	Rooms Division Management-I	3	2	45	30	4
4	Human Resource Management	3	0	45	0	3
5	Personality Development Programme (ICA only)	2	1	45	0	2.5
6	Travel and Tourism Management	3	0	45	0	3
7	Retail Operations & Management	3	0	45	0	3
	Total	21	12	315	180	27

**BBA Hospitality Operations & Management****Year 3 – Semester VI (December to April)**

Sr.No.	Course Name	Th	Pr / Tu	Th	Pr / Tu	Credit
1	Culinary Management-II	4	8	60	120	8
2	Food and Beverage Management-II	3	2	45	30	4
3	Rooms Division Management-II	3	2	45	30	4
4	Business Entrepreneurship (Project based assessment)	2	0	30	0	2
5	Digital Marketing	2	0	30	0	2
6	Financial Management	3	0	45	0	3
7	Strategic Management	3	0	45	0	3
	Total	20	12	300	180	26



## 6. Approved Academic Calendar

### SVKM's NMIMS Academic Calendar for the Academic Year: 2025-2026

School Name : School of Hospitality Management, Campus: Navi Mumbai

Program Name in Full : Bachelor of Business Administration (Hospitality Operations & Management)

*Revised*

Details	Sem/ Trim	Start date	End Date	No. of Days/Weeks (Excluding Sundays/ holidays)
<b>Term I</b>				
Orientation/Induction Program (First Year of the Program)	I	28 <sup>th</sup> July 2025	01 <sup>st</sup> August 2025	05 Days
Academic Instruction Duration (Regular Classes)	I	04 <sup>th</sup> August 2025	01 <sup>st</sup> December 2025	92 Days
Academic Instruction Duration (Regular Classes)	III/V	22 <sup>nd</sup> July 2025	21 <sup>st</sup> November 2025	95 Days
# Mid Term Test \ Internal Continuous Assessment	I	05 <sup>th</sup> August 2025	21 <sup>st</sup> November 2025	83 Days
# Mid Term Test \ Internal Continuous Assessment	III/V	25 <sup>th</sup> July 2025	19 <sup>th</sup> November 2025	90 Days
Term End Exams	I	08 <sup>th</sup> December 2025	24 <sup>th</sup> December 2025	15 Days
Term End Exams	III/V	27 <sup>th</sup> November 2025	13 <sup>th</sup> December 2025	14 Days
CAP Round (for faculty)	I	09 <sup>th</sup> December 2025	31 <sup>st</sup> December 2025	20 Days
CAP Round (for faculty)	III/V	28 <sup>th</sup> November 2025	20 <sup>th</sup> December 2025	19 Days
Re-Exams	I/III/V	09 <sup>th</sup> February 2026	28 <sup>th</sup> February 2026	18 Days
Diwali Vacation		19 <sup>th</sup> October 2025	25 <sup>th</sup> October 2025	7 Days (6 days excluding Sunday)
Winter Vacation		26 <sup>th</sup> December 2025	01 <sup>st</sup> January 2026	7 Days (6 days excluding Sunday)
<b>Term II</b>				
Academic Instruction Duration (Regular Classes)	II/VI	02 <sup>nd</sup> January 2026	21 <sup>st</sup> April 2026	91 Days
# Mid Term Test \ Internal Continuous Assessment	II/VI	06 <sup>th</sup> January 2026	19 <sup>th</sup> April 2026	86 Days
Term End Exams	II/VI	27 <sup>th</sup> April 2026	16 <sup>th</sup> May 2026	17 Days
CAP Round (for faculty)	II/VI	28 <sup>th</sup> April 2026	23 <sup>rd</sup> May 2026	19 Days
Industrial Exposure Training	IV	02 <sup>nd</sup> January 2026	25 <sup>th</sup> May 2026	120 Days (Excluding Weekly offs)
Term End Exams (Industrial Training)	IV	10 <sup>th</sup> June 2026	13 <sup>th</sup> June 2026	04 Days
Re-Exams	II/VI	01 <sup>st</sup> July 2026	11 <sup>th</sup> July 2026	10 Days
Summer Vacation	For Faculty (Team A)	09 <sup>th</sup> May 2026	19 <sup>th</sup> June 2026	42 Days
	For Faculty (Team B)	11 <sup>th</sup> June 2026	22 <sup>nd</sup> July 2026	
	For Students	17 <sup>th</sup> May 2026	15 <sup>th</sup> July 2026	60 Days
Convocation (For Final Year Students only)		19 <sup>th</sup> August 2026		1 Day
Commencement of First Year in next Academic year (AY 2026-27)	BBA(HO &M) Sem I Batch (2026-29)	29 <sup>th</sup> July 2026	02 <sup>nd</sup> December 2026	92 Days

# Regular Lectures will be conducted during Mid Term Test: Yes

\* Parent-Student Meeting must be held on 4<sup>th</sup> Saturday of every month.

\*\* SMS/Email must be sent to students/parents: Once in every 15 days from commencement

CC/AR/DR  
(School)

Dr. Shefali Joshi  
Director/Dean  
(School)  
22/05/25

Dr. Shefali Joshi  
Director  
Navi Mumbai  
22/05/25

Dr. Vandana Joshi  
DR-Academics  
(NMIMS)

Controller of Examinations  
(NMIMS)

22/05/25

## 7. LIST OF HOLIDAYS FOR THE YEAR 2025

Sl. No.	OCCASION	DATE
1.	New year	Wednesday 01-Jan-25
2.	Mahashivratri	Wednesday 26-Feb-25
3.	Holi	Friday, 14-Mar-25
4.	Ramzan-Id	Monday, 31-Mar-25
5.	Maharashtra Day	Thursday, 01-May-25
6.	Independence Day	Friday, 15-Aug-25
7.	Gopal Kala	Saturday, 16-Aug-25
8.	Ganesh Chaturthi	Wednesday, 27-Aug-25
9.	Anant Chaturdashi	Saturday, 06-Sep-25
10.	Gandhi Jayanti/ Dushera	Thursday, 02-Oct-25
11.	Diwali (Narak Chaturdashi)	Monday, 20-Oct-25
12.	Diwali (Laxmipujan)	Tuesday, 21-Oct-25
13.	Diwali (Balipratipada)	Wednesday, 22-Oct-25
14.	Diwali (Bhaubeej)	Thursday, 23-Oct-25
15.	Dr. Babasaheb Ambedkar Mahaparinirvan Din	Saturday, 06-Dec-25
16.	Christmas	Thursday, 25-Dec-25

Classes/Lectures will be conducted, if required (except on the National Holidays i.e. January 26, August 15, May 01 & October 02)

Note: For Employees whose weekly off is other than Sunday.

All those employees who are having weekly off other than Sunday and if the Holiday falls on Sunday not declared by the University then their w/o will be considered as Sunday for that week.

## 8. School INFOLINE

Agency	Number
Disaster Management Cell of Municipal Corporation of Greater Mumbai	108
<b>Police</b>	
Police Help Line	100
Kharghar Police Station	022-27742500
CBD Belapur Police Station	022-27580255
<b>Fire Brigade</b>	
Fire Brigade Help Line	101
Kharghar Fire Station	022-27740704
Panvel Fire Station	022-27452337
<b>Ambulance</b>	102 / 1298/1252
<b>Hospitals</b>	
MITR Hospital	022-27744269
Sanjeevan Hospital	022-27743633
Kharghar Medicity Hospital	7045399388
<b>Travel Agency</b>	
Sai Tours & Travels	9324954941
<b>Chemist</b>	
Global Chemist	022-27744353
Apple Chemists	9892974241
Welcome Chemists	022-26111796
<b>Psychologist</b>	022-35476879
Devanshi Rao	Devanshi.Rao@nmims.edu
<b>General Physician</b>	
Institute has provided medical facility for its students and employees to meet any urgent medical exigencies.	Dr. Krishna Katkar Monday to Saturday From 10:00 AM to 05:00 PM at Campus. Nurse: Ms. Rupali Bagde From 09:00 AM to 05:00
Arielle Family Clinic – Sector – 20, Kharghar, Navi Mumbai 410210	9769704959
<b>Hostel Enquiry</b>	022-35476579
Mr. Amey Pawaskar	
Mr. Amit Agarwal	9741891230/ 8850599083
Mr. Zahid Mallik	9425318535
Astavinayak, Plot no- 158, Sector-21, Near Little Angel School, Opp- Priyanka TVS showroom, Kharghar Navi Mumbai– 410210 Om Sai Savli CHS, Plot No.149, Sector 21 Kharghar Navi Mumbai– 410210	Girls' Hostel
Crescent Heights Plot No. 4 Sector 34D Kharghar Navi Mumbai– 410210 SM Palace (Taloja) Plot No.28A / Sector 26 Jinay Group Taloja Navi Mumbai	Boys' Hostel

## 9. People you should know

### School Administration

Name	Designation
Dr. Arun Sharma	Campus Director
Dr. Shefali Joshi	Dean
Dr. P Manikandan	Associate Dean
Dr. Ketan Chande	Associate Professor
Prof. Karishma Chauhan	Assistant Professor
Dr. Rahul Kanekar	Assistant Professor
Ms. Anupriya Sharma	Deputy Registrar
Mr. Amey Pawaskar	Administration Officer
Ms. Karuna Garud	Assistant Registrar Examinations
Ms. Amruta Kashelkar	Assistant Librarian
Mr. Arun Kamath	Storekeeper
Mr. Mahesh Kochrekar	Academic Admin - Coordinator Cum Counselor