

FAQs & Examination related Documents, Procedures and Timelines

A. Examination related Documents and procedures

1. **Final Examination Grade Sheet:** A Grade sheet is a Statement of Grades obtained by the candidates. It is issued after the Result Declaration of each Trimester / Semester /Term (as the case may be).
2. **Re-examination Grade Sheet:** Usually, students who have failures in any subject / course are not issued grade sheet of the respective trimester / semester / term in which /he has a failure in any subject/s, because the Grade Point Average and / or Cumulative Grade Point Average changes after the student appears in the Re-examination and clears a particular subject/s.

All the students who appear in the re-examination and pass will get the re-examination Grade Sheet.

3. **Statement of Marks/ Percentage Letter:** A Statement of Marks/ Percentage letter contains Statement of **factorized marks/ absolute marks/ average marks** (as the case may be) for each course/ subject, for each trimester/ semester and the aggregate percentage obtained by a student till date. This letter is issued only on the application made by the student for placement purpose and / or for application to Universities for higher studies. The students may fill up the said form and submit it in the Accounts department along with the prescribed fee of Rs. 200 + GST .Visit the following link to download the form for Percentage letter (<http://www.nmims.edu/examination/exam-forms/>)
4. **Transcripts:** A transcript contains the information as regards grades obtained, credits for each course/ subject, Grade Point Average, Cumulative Grade Point Average. The Transcript is more comprehensive than the grade sheet as it incorporates not only the Credits/Grades/GPA and CGPA in a compiled form but also the number of years the course is spread over (Including the duration of each Trimester/Semester). A Transcript also gives additional explanation of the grading systems and is issued on University Letterhead.

Process to apply for the Transcripts:

With a view to help the students of NMIMS in obtaining the transcripts in a fast and seamless manner, NMIMS has decided to provide the students with an option of 'Electronic Delivery of Transcripts' to the respective destination University/ies where the student might have applied for admission for further studies. This process helps students in the following manner:

- i. Easy and speedy process to deliver transcripts to receiving overseas Universities where student might have applied for studies
- ii. Students need not visit NMIMS University for making an application for transcript and payment of fees. Application and payment would be online.
- iii. Secure and fast payment of fees through payment gateway
- iv. Student will receive a copy of transcript approved by officials of NMIMS by e mail
- v. Fast delivery of transcript compared to traditional mode (speed post/ courier)

- vi. Help desk facility available for any assistance
- vii. Facility of getting transcripts delivered at home if required (courier charges would apply)
- viii. Save valuable time and money

Visit the following link to apply for transcripts. (<http://www.nmims.edu/examination/exam-forms/application-for-e-transcript-delivery/>)

5. Duplicate Grade Sheets/Marks Sheet, Degree/Diploma Certificate and Percentage Letters:

To apply for the duplicate documents as mentioned above, please visit the following link: (<http://www.nmims.edu/examination/duplicate-grade-sheets/>)

6. Education Verification: Visit the following link to apply for Education Verification: (<http://www.nmims.edu/examination/education-verification/>)

A. FAQs (Frequently Asked Questions)

1. What is the conversion formula to convert CGPA into Percentage?

Ans: NMIMS follows a relative grading system leading to the award of four-point Grade Point Average (GPA) for each trimester/semester and Cumulative Grade Point Average (CGPA) for all the trimesters/semesters till date. Since grading is relative in nature (and not absolute), there is no formula to convert CGPA into percentage. In case of requirement the students need to apply for percentage letter. Refer SRB for computation of grades for each subject/ course.

2. What is SRB?

Ans: Student's Resource Book. This document provides the information and guidelines and rules related to academics, attendance, examination, library, placement, and day to day functioning of the school. All the students are bound by the provisions contained in SRB.

3. When will students have information on re exam dates/ time table? How will the students know about the re-examination time table?

Ans: Information about the re-examination slot is available in the Academic Calendar of the Student Resource Book of the respective school in every academic year. The re- exam time-table is published approximately 30 – 45 days prior. The student can view this time table on the School Notice Board, Black Board as well as on the NMIMS website.

4. When should a student apply for the re-examination and how to apply?

Ans: When the re-examination time table is published, the re-examination registration window open and close dates for making an application on the student portal are also mentioned at the bottom of the time table under 'Instructions to the Candidates'. Accordingly the students can apply for re-examination during the said time period. **The students who wish to appear at the re-examination are responsible to obtain information about the re-examination time table and make an application for the re-examination. Ignorance of knowledge of re-examination dates cannot be an excuse for not filling of re-examination form.**

5. What if a student does not apply for the re-examination in the given time period? Is there any provision of application by collecting extra fee?

Ans: There is no provision for applying for re-examination after the given time slot is over. In such case, the student concerned stands to lose the chance to appear at the re-examination.

6. Whom should the student contact if s/he faces some technical error/ problems while visiting the

student portal?

Ans. Send a mail with screen shot mentioning your Student (SAP) number and the problem faced, to the following e mail- sapbasis@svkm.ac.in .

7. How to get correction/name change done in degree certificate / grade sheets?

Ans: The student should approach the NMIMS Admission dept. with authentic and relevant proofs for getting correction in the name, mother's name or father's name / husband's name in the grade sheet / Degree certificate. Once the student gets an acknowledgement of change in the name/ details, he/ she may approach examination department for doing the needful.

8. What is the Grace Marks Rule?

Ans: Please refer the Student Resource Book. Please note that there is no provision for award of grace marks to the students of post graduate programmes.

C. Time lines for various documents:

Sr. No	Application Type	Requirements(Mandatory)	Minimum No. of Working Days Required to process the document/s from the date of application made
1	Transcript	Applications for transcripts should be made online. Please refer the process for the same on NMIMS website.	15 Days
2	Statement of marks/ Percentage letter	Download the form from website and fill with required details.	15 Days
4	Provisional Certificate	1. Written application mentioning reason, correct student number, Roll No., batch, contact details (phone number and email ID, Programme details & Signature.	10 Days
5	Clearance Certificate	1. Written application mentioning reason, correct student / Programme details & Signature.	10 Days
6	Re-examination form	Re-examination application has to be made online on student portal within the given time limit	As and when declared as per the slots mentioned in the Academic Calendar
8	Duplicate Grade Sheet/s	1 Download the form from NMIMS website and fill the required details 2. Indemnity Bond (Format available on NMIMS website) 3.F.I.R of police (Original)	15 Days
11	Education Verification	Please refer the process for the same on NMIMS website.	15 days