

## 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 have to apply for the re-examination Grade Sheet by filling a prescribed form and submit the same in the examination department in the respective school (often referred to as RRLE grade sheets). [Click the icon to download the form](#)



RRLE form.docx

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 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.

[\(http://www.nmims.edu/examination/exam-forms/application-for-e-transcript-delivery/\)](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:

[\(http://www.nmims.edu/examination/duplicate-grade-sheets/\)](http://www.nmims.edu/examination/duplicate-grade-sheets/)

**6. Education Verification:** Visit the following link to apply for Education Verification:

[\(http://www.nmims.edu/examination/education-verification/\)](http://www.nmims.edu/examination/education-verification/)

**7. Facility of Scribe/Writer during Examinations due to Permanent /Temporary Physical Disability / Learning Disability:**

Students who need a scribe / writer during the examinations due to Permanent or Temporary physical disability or have Learning Disability (students with Learning Disability must necessarily submit the relevant documents at the Admission counter at the beginning of the Academic year to avail this facility, as per the Government rules). The application for the scribe should be submitted at the examination department in the respective school along with the details of the scribe (please read the Student Resource Book for details).

Visit the following link to download the form for a scribe /writer

[\(http://www.nmims.edu/examination/exam-forms/\)](http://www.nmims.edu/examination/exam-forms/)

**8. Obtaining Photocopy / Verification of Answer Books / Re-valuation of Answer Books under Grievance Redressal Process:**

After Result Declaration on the Student Portal, students have the facility of applying for photocopy of the answer book / verification and / or revaluation of the answer book online by applying on the student portal

After the result declaration on ‘student portal’, a student can apply for Redressal of Grievance in respect of evaluation of answer book/s for the Term-end Examination/s, in any course/module, s/he may deem fit **within the prescribed number of days as per the schedule mentioned in the table below:**

<b>Activity under Grievance Redressal Mechanism</b>	<b>Time Limit</b>	<b>Processing fee (Subject to change from time to time)</b>
Application for Verification of Answer book/s (Under this process, the answer book is verified to see whether all the answers have been awarded	Within 5 working days from the date of result declaration	Rs. 500/- per answer book

<b>marks and the totaling of marks is correct)</b>		
Application for Photocopy of the answer book/s	Within 2 working days from the date of result declaration	Rs. 500/- per answer book
Collection of the answer book/s from the School Examination Office	Latest on the 4 <sup>th</sup> day (only working days) from the date of result declaration	N.A.
Application for Re-valuation of the answer book/s	Within 5 working days from the date of result declaration	Rs. 1000/- per answer book

- The student concerned will have to appear in person and prove his/ her identity at the time of obtaining the photo copies from ‘Examination Office’ of the respective School by showing his/ her University Identity card. The Photo-copies would be authenticated by the ‘Examination Office’ by way of a rubber stamp and initials of competent authority.
- As an exception to the aforesaid process of collection of answer book/s, scanned image of the respective answer book/s will be sent to the email ID (registered with NMIMS) of the applicant student or photo copy/ies will be handed over to a person authorized (in writing) by the student concerned on receipt of such request from the student concerned only during the time when the results of final/ re-examinations of final terms are declared and the students are not expected to be on campus. Photo copies shall not be sent by post or by courier under any circumstances.
- **Application for Redressal of grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever. Also application will be deemed to be complete only after payment of requisite fee.**

## **B. 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. Why are our Internal Continuous Assessment & Term End Examination marks not matching with Aggregate?**

Ans: It is because your aggregate marks are not the actual total of Internal Continuous Assessment & Term End Examination marks. The term-end examination marks displayed in the result are

actually factorized Term End Examination marks and factorized Aggregate Marks. Please read the Student Resource Book for further explanation on this.

**4. How will the student come to know that the revaluation under Grievance Redressal has been done?**

Ans: The Revaluation results can be viewed on the student portal, in the same manner in which a student views his/her Final exam results. The communication of declaration of the revaluation results will be sent to the students on the registered email ID and / or possibly by SMSs on registered mobile numbers

(it is advisable to update the email ID and contact number with the Admission Department in order to receive timely communication from the University).

**5. 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.

**6. 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.**

**7. 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.

**8. What if a student does not apply for the revaluation / verification in the given time period? Is there any provision of application by collecting extra fee?**

Ans: There is no provision for applying for revaluation after the given time period is over. In such case, the student concerned stands to lose the chance to apply for the revaluation/ verification.

**9. Can a student apply for verification & revaluation of a particular answer book simultaneously?**

Ans: Yes

**10. 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](mailto:sapbasis@svkm.ac.in) .

**11. 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.

**12. 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.

**13. Are grace marks given after Grievance Redressal process?**

Ans: Yes, if the student is eligible for grace marks s/he is given the marks as per the rules after the Grievance Redressal Process also. Please refer the Student Resource Book for clarification of the rules.

**C. Time lines for various documents:**

<b>Sr. No</b>	<b>Application Type</b>	<b>Requirements(Mandatory)</b>	<b>Minimum No. of Working Days Required to process the document/s from the date of application made</b>
<b>1</b>	<b>Transcript</b>	Applications for transcripts should be made online. Please refer the process for the same on NMIMS website.	15 Days
<b>2</b>	<b>Statement of marks/ Percentage letter</b>	Download the form from website and fill with required details.	15 Days
<b>4</b>	<b>Provisional Certificate</b>	1. Written application mentioning reason, correct student number, Roll No., batch, contact details (phone number and email ID, Programme details & Signature.	10 Days
<b>5</b>	<b>Clearance Certificate</b>	1. Written application mentioning reason, correct student / Programme details & Signature.	10 Days
<b>6</b>	<b>Re-examination form</b>	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
<b>7</b>	<b>RRLE Application Form (Clearance of lower exam )</b>	1 Download the form from NMIMS website and fill the required details mentioning correct Student Number, Roll No. / Programme details & Signature and submit it to the respective school examination dept. Collect the Grade sheets of Semesters which have been cleared in Re-exams. 2. Photo copies of Grade sheets of all cleared Trimesters / Semesters	15 Days
<b>8</b>	<b>Duplicate Grade Sheet/s</b>	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
<b>9</b>	<b>Photo Copy of Answer Book/s</b>	Applications to be made online on student portal after the result declaration	As per dates mentioned on Results
<b>10</b>	<b>Verification of answer books / Re-valuation Redressal of Grievance</b>	Applications to be made online on student portal after the result declaration	15 days
<b>11</b>	<b>Education Verification</b>	Please refer the process for the same on NMIMS website.	15 days