



**NATIONAL**  

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*School of Business*  
We make you more valuable

Hand Book For  
Students

2015

## Foreword

This handbook is part of our endeavor to provide necessary guidance to you during your academic life at National School of Business. It provides information on academics, admission procedures, fee payment, hostel, placement etc. It works as a ready reckoner for several questions that you may have on your mind. You are requested to make the best use of this handbook.

## The Adventure of Learning

The Adventure of learning is the noblest occupation of man.

Once the mind has experienced the search for Truth the view is changed, and there is no longer time to be wasted in vain hopes and inconsolable regrets.

Of all mankind, only the wise realize the comforts of learning. Wisdom ends fear; and fear is the tyrant that enslaves the uninformed.

Freed of fear, devoted to knowledge that elevates the mind and dedicated to service, human beings would surely achieve in creating a better world – an enlightened world.

- ENLIGHTENED LIVING

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## About the Handbook

This handbook is prepared for use by the students, faculty and staff of the NATIONAL SCHOOL OF BUSINESS (NSB). The contents here are a result of detailed deliberations in the NSB's Governing Council. This handbook provides useful information on the processes of admission, examination, evaluation, academic policies, learning environment, code of conduct, facilities etc. The students are expected to have full knowledge of the information contained herein and adhere to the same.

## Compliance

All concerned shall go through the contents thoroughly, equip themselves with various conditions, time schedules, processes and do all that is necessary for strict adherence and compliance. This handbook is updated from time-to-time and the updated version of the Handbook is available at [www.nsbindia.org/handbook](http://www.nsbindia.org/handbook). No part of it shall be reproduced and/or distributed without the written permission of the Director, National School of Business.

## School's Philosophy/Expectations

The School encourages and supports individuals in their intellectual pursuits. The learning environment envisions 'Quality Education.' Individuals in turn are expected to contribute and support continuously for the sustenance of community environment of the school.

## NATIONAL SCHOOL OF BUSINESS - A Brief History

National School of Business is a distinct initiative of National Educational and Social Trust (NEST), Bangalore. It is an outcome of intense deliberation that went into making management education more industry-compliant, nationalistic in spirit and global in outlook.

National School of Business is promoted by a group of eminent educationists from across the globe and industry professionals with a vision to create intellectual capital for the world. Successful professionals from various fields with proven credentials and rich experience are part of this endeavor. The institution is fully committed to offer the very best in every aspect of academics to give students a sound

footing in management career. National School of Business believes in settling for nothing less than total success and is willing to chase aspirations of students till the point of fulfillment.

## NATIONAL SCHOOL OF BUSINESS - Today

National School of Business has made steady progress towards realizing its goals. It has signed agreements / MoUs with 8 industry and university entities in India and abroad to offer world class programs.

The MBA program along with concurrent autonomous PGPM program is highly value driven and student-centric. National School of Business philosophy on education gives its students global orientation by organizing visits to foreign universities, global corporate establishments, and learning centers. Unique initiatives such as Student Exchange Programs and Student Senate make the students proactive and empower them to be more decisive in action.

At a global level, by the beginning of academic year 2009-10, National School of Business has active and operational Agreements for academic cooperation with ESC PAU, France, one of the top ranked business schools in Europe, a Deusto University, Spain, a leading Spanish University.

In the domestic scene, National School of Business offers MBA program of The University of Mysore. These tie ups have been the result of constant innovations, fresh thinking, market-driven outlook, societal demands, student future and several such issues which define National School of Business's approach to all its academic programs.

## NATIONAL SCHOOL OF BUSINESS - Future

National School of Business's priority is to establish its uniqueness in all its activities and translate them into tangible results for the student fraternity. National School of Business looks forward to become a center for excellence for business education, driven by holistic approach and value education. Towards this, the short term goals are to

- Build a new residential campus in a spacious eco-friendly environment.
- Seek accreditation from Global accreditation bodies for higher education.

- Look for new partners in every continent to create global opportunities for students.
- Involve industry bodies to ensure that the program content offered at National School of Business has a direct application to industry requirements.

National School of Business is all set to meet the demand for quality management education and scale new heights, creating new bench marks. With management education having become a very competitive sector, excellence alone rules supreme and National School of Business is committed to achieve this.

## Mission

To sow in the minds of students, seeds of profound management thoughts and see that they will bloom in thousands of flowers.

## Vision

To be amongst the most innovative B-schools with global outlook, committed to creating opportunities to individuals with character and competence to make them pragmatic and confident leaders who can shape businesses, human values, society, & the world.

## Tag line

“We make you more valuable” The tag line is a promise to the students who come the NSB fold. National School of Business shall pursue all possible means to add value to individuals and their careers.

## Logo

The flower which is positioned at the top of letter 'I' in the logo symbolizes growth, vibrancy and blossoming of talent. The logo is an apt representation of our positioning statement 'we make you more valuable.'

The colors used in the three petals symbolize the following.

- Red symbolizes action, confidence, courage, vitality
- Yellow symbolizes wisdom, joy, happiness, intellectual energy

- Green symbolizes hope, prosperity and growth

The 3 petals in the Logo also represent 3 major philosophies of NSB - **Character, Competence and Compassion**. NSB aims at admitting students with character and transform them into managers with competence and good content.

Management is the divine responsibility. The narrow purpose of management education, in the eyes of students, may be to get a better job. But managers, entrepreneurs and leaders who get trained at educational institutions have a bigger role to play. Today's corporations are truly the repositories of much of society's scarcest resources and knowledge.

NSB believes that management must create sustainable societies. The students whom NSB grooms should be holistic, driven by the philosophy of triple bottom-line as envisaged in 3 petals of our logo. These 3Ps represent: Profits, People and Planet. We would like our students to be simultaneously builders of economic wealth, who are societal conscious Inclusive in their outlook, and those who are committed to a Healthy Planet. They can become good managers, only if they are good persons in the first place (good Body, Mind and Soul).

## Objectives

- To develop value-centric leaders for contemporary business practice through education that is entrepreneurial in spirit, ethical in focus, and global in orientation
- To create action-oriented graduates who embrace an enterprise perspective and lead with integrity, vision, judgment, determination, and social responsibility
- To nurture and develop global wealth creators and leaders
- To continuously benchmark with and better the best practices by other management institutions, not by competing but by excelling.
- To provide a caring atmosphere with demanding standards of Academic rigor and discipline

## Governing Council

- Prof K.V. Raghavaiah (Chairman)
- Prof S R Sridharamurthy (Convener)
- D. R. Nagaraj
- Dr. Anne Nelson
- Prof. Dominique SCHRAAUWERS
- Prof. Francine MOUBOURGUET
- Dr. Marie Halene ABBO
- Dr. Muneesh Kumar
- Prof. Nagendra, H.S.
- Prof. Prakash, B.S.
- Dr. Sanjay Sehgal
- Dr. Thippeswamy
- Prof. Y. P. Rao

## Scope and Content

The information, policies and procedures documented here are applicable to all the students of National School of Business “in the pursuit of making them more valuable.”

Applicability of these regulations must be understood in the context of the given Scheme of Study and Syllabus of the program.

Regulations given here must be understood in addition to all other rules and regulations notified at the time of admission.

The authorities at National School of Business may modify, add, delete, expand or substantiate any part of these regulations, syllabi, program features etc at any time, without prior notice

## Section 1: Admission Process

### 1.1. Objective

The objective of setting guidelines for admission process is to:

- a. To set benchmarks (minimum qualifications) for admissions
- b. To ensure recruitment of students who meet specified quality
- c. To make the selection process effective

### 1.2. Process

#### 1.2.1. Application: Eligibility for Application

A Degree from a recognized university. (Applicants waiting for their final year results may also apply. However, such students will be given admission subject to the submission of their Degree completion certificate).

#### 1.2.2. Selection Process

In admitting candidates, the selection committee will consider the following:

- Academic performance - During screening all academic records from 10th standard onwards are reviewed. Records are verified for consistency in performance.
- Test score - We accept scores of all management admission tests to ensure that there is no discrimination of applicants based on the test they have taken and to ensure equal opportunity for all well-qualified students to be in the program. An applicant who has not taken any one of these tests is required to take the National School of Business Test, which will be administered to the applicants on the day of personal interview.
- Performance in the Interview - Personal or Telephonic
- Prior work experience
- Level of maturity and motivation
- Ability and willingness to make a commitment to the postgraduate study in business
- Extra curricular achievements, honors and awards

#### 1.2.3. Provisional Admission

Those students who meet the criteria specified in selection process shall be given an Admission Letter.

The students who are eligible for scholarship are given scholarship letter

The offered students shall confirm their provisional admission by paying the prescribed admission confirmation fees.

#### 1.2.4. Issuance of Supporting Documents for Bank Loan

The bank documents may be issued to students who have confirmed their admission as described in the previous point

#### 1.2.5. Invitation for Joining

All students who have confirmed their admission shall be sent welcome letter well before the class commencement date. This welcome letter shall explain the date of commencement of the class, reporting formalities, things to bring, and orientation schedule.

#### 1.2.6. Record Verification and Submission

The students must submit all original documents indicated in the checklist. Any shortfall shall be indicated to the students immediately and the final date for the submission of such record shall be indicated.

#### 1.2.7. University Registration

The University application form shall be completed by all students provisionally admitted and is sent to university along with all necessary documents for approval of candidature by the University.

## Section 2: Payment of Fees and Refunds

### 2.1 Admission Confirmation Fees

All students must confirm their admission by paying the prescribed confirmation fee within the date prescribed in the offer letter. However, the Director will have the discretion to extend such deadline.

#### Deadline for Paying Fees

The last date for remittance of Program Fee would be as follows.

I Sem: Aug 30 (Joining Year)

II Sem: Feb 28 (Joining Year + 1)

III Sem: August 30 (Joining Year+ 1)

IV Sem: Feb 28 (Joining Year + 2)

#### Penalty for the late payment of fees:

In the interest of students, NSB has come out with a policy of imposing variable penalty for the late payments. The amount of penalty depends on 1) The outstanding amount and 2) the duration of default.

Accordingly, the late payment penalty is calculated as below:

**Duration of Delay (Number of days) x Outstanding Amount x 0.0007**

For e.g. If there is a 30 days delay in the payment of outstanding due of Rs10000, then the penalty is calculated as =  $30 \times 10000 \times 0.0007$ . This will result in a late payment penalty of Rs. 210.

### 2.2 Fee Payment Options

**Students can remit the fee by three options:**

- Directly by Cash / Demand Draft or Banker's Cheques, in favour of National School of Business payable at Bangalore.
- Cheques drawn in favor of National School of Business, payable at par at Bangalore may be deposited at Axis Bank counters available in your cities. In such case, the cheque shall be written as follows:

Account Name: **National School of Business**

Account Number: **9120 2006 7125 485**

Account Type: Current

Bank & Branch: Axis Bank Ltd. Rajajinagar Branch,  
Bangalore

IFSC Code: UTIB 0000559

Swift Code: AXISINBB 009

Immediately on making such deposit, the students need to submit the counterfoil duly signed and stamped by the bank accepting the deposit.

- Those having account with Axis Bank or where the student's education loan is sanctioned by Axis Bank, the remittance may be made through third party fund transfer. However, the student may obtain a written confirmation of such transfer from the transferring branch and produce the same in the college for records.

### 2.3 Fee Refunds

#### Refund of Admission confirmation Fees

Admission confirmation Fees is non refundable under any circumstances. However, partial refund may be considered in the following cases.

- Non completion of eligible qualification.
- Major Personal injury/poor health condition.

In all the above circumstances students are required to submit valid documents to the satisfaction of the Director of Admissions.

#### Tuition Fee Refunds

Tuition Fee refunds (in case of a student discontinuing from the program) are subjected to a deduction of 10% of the total annual fee per month or a part thereof plus equipment and material cost.

## Section 3: Hostel Commitment & Payment

### 3.1 Minimum Commitment

The minimum commitment period for the hostel is 12 months and there are no exceptions to this unless one has taken a prior permission from the Director well before joining the Hostel.

### 3.2 Hostel Fee Payment

Accommodation fees must be paid at once at the beginning of the year. The food charges can be paid on monthly basis, on or before 25th of every preceding month. The students can pay up to the last calendar working day for the food along with a late payment penalty of Rs.250. Those who do not pay the fees in the preceding month will not be served food beyond that month.

Student will be liable for payment of Hostel fees, even when he/she is on vacation or is removed from the hostel for non-payment or disciplinary reasons

### 3.3 Hostel Code of Conduct

- Students are expected to be polite towards the management and staff of the hostel.
- **The boys' hostel will close by 10.30PM.** Special permission from Establishment Manager is a MUST beyond this time.
- **The girls' hostel will close by 9.30PM.** Special permission from Establishment Manager is a MUST beyond this time.
- National School of Business/hostel management will not be responsible for any untoward incidents if the students are not within the hostel premises as per the timings notified.
- Students should compulsorily sign the log register before entering/leaving the hostel.
- Students must not be found in the hostel premises during class hours unless prior permission is obtained from the Academic Coordinator.
- Students who wish to go out/stay with friends or relatives may do so, after a letter is given to the warden and proper permission is obtained.
- In case a student wants to visit his/her hometown, he/she will have to inform the warden in advance and

make entries in the register while going and on return.

- Indulging of any political and social activities that might be a nuisance (loud music, quarrels, arguments and interfering with other people's business) to the neighbors in the hostel premises will be viewed seriously by National School of Business and might lead to the expulsion of the students.
- Water and electricity should not be misused. Students are required to switch off the lights, fans and geysers and close the water taps properly. In case of any repairs, the charges will be recovered from the student.
- Students are not permitted to change their allotted hostel rooms or quit from the hostel in the middle of the academic year.
- No interchange of beds/furniture/rooms is allowed without prior permission.
- The hostel rooms and the surrounding premises must be kept clean & tidy.
- Students should consume food only in dining halls.
- Outside food should also be consumed ONLY in the dining area in the SPECIFIED timings.
- The charges towards damage/loss to the hostel property will be recovered from the caution deposit.
- Friends/relatives/visitors are not allowed to stay in the hostel under any circumstance.
- Visitors may be allowed only with prior permission from the hostel authorities. Visitors are allowed only till the meeting room.
- Consumption of alcohol, tobacco and any illegal substances is strictly prohibited in the hostel and any such act will result in immediate expulsion.
- All valuables (cash, jewelry, cloths, laptop, transistor and cameras etc.) are the sole responsibility of the students. Hostel management will not be responsible for any loss/theft of such or other items.
- The hostel fees shall not be refunded if the student is quitting the hostel in the middle of the academic year or doesn't utilize any facility at the hostel.

- Cooking and cooking equipment shall not be allowed within the hostel premises.
- Drilling, nailing and other works, which may alter the structure of the hostel are not permitted.

The management reserves the right to take any disciplinary action including expulsion from the hostel or penalty for violation of any rules and regulations. The management reserves the right to change and introduce any rules without informing the students and parents.

## Section 4: Academic Administration

### 4.1 Calendar of Events

The Director shall announce the COE at least one month before the commencement of the semester.

### 4.2 Time table

The Director shall announce the time table for the next semester at least two weeks before the commencement of the semester.

### 4.3 Academic Policies

#### 4.3.1 Reporting/Semester Commencement

Students must make note of the semester commencement dates from Calendar of Events. The dates mentioned are final and students must report to the college on that day at 9 AM.

Students must report to college on the first day of classes. Only those students who report to classes on first day will be given books and reading materials.

#### 4.3.2. Class Timings

**Monday to Friday:** 9.00 am to 5.30pm

Students are allowed to stay back in the college premises for their project work, library or internet facilities till 7.30 pm.

#### 4.3.3 Attendance

Student participation in classes is the key to success. The success of students in the program shall depend on the class participation given the nature of the course which calls for discussing practical implication of every theoretical concept. Therefore, NSB expects 100% attendance. A minimum attendance of 75% is mandatory to take the exams.

#### 4.3.4 Class Discipline

- Every faculty member's ambition is to transfer optimal learning benefits to the students. For this to happen, students should reciprocate by attending and participating in all scheduled classes without fail.

- If a student is unable to attend a class for any reason, he/she is expected to contact the concerned Class Mentor in advance or immediately following the absence.
- Students are expected to attend the classes on time. Dealing with late-coming, tardiness, absenteeism, late submission of assigned work etc would be entirely at the discretion of the concerned faculty. The consequences may include denial of entry in to classroom.
- Students are responsible for completing the readings, case preparations and other assignments prior to each class and actively participating in classroom discussions.
- When the classes are in session, students are not permitted to use their laptops or mobile phones (unless permitted by the faculty). Violations may result in stringent action which may include confiscation of asset, monetary penalties, denial of further presence in that hour, or any other action as the faculty may deem justifiable.

#### 4.3.5 Student support & Advisory Resources

- All students admitted to the program will be attached to a Mentor. Students shall meet their mentors periodically for advice on their academic or personal problems, whenever they need such help.
- Students in need of special academic help in any of their subjects may contact their Mentors. Special sessions for such students will be organized in order to resolve the student difficulties in a specific subject.

#### 4.3.6 Student feedback

- A system of student feedback is in place in order to give a fair consideration to the views of students with respect to the classroom teaching-learning process. The system is intended to elicit student problems, if any, in learning a particular subject. This feedback will help the concerned

faculty members in understanding the student problems and accordingly hone their teaching efforts and adopt improved, newer approaches in their teaching.

- Students are required to participate in this feedback process in a very objective way and use the system towards achieving their own performance improvement.

## Section 5: Specializations Offered

### Specializations Offered

The core and elective courses provide the fundamentals of management education with the flexibility of specialization in the chosen areas of interest. The specializations offered in the MBA program are:

- Finance
- Marketing
- Human Resource Management

The specializations offered vary from year to year depending on the feasibility, interest of the students, industry trends, resource considerations and enrollment of minimum number of students required to run a specialization. No specialization will be offered unless there are a minimum number of 10 students.

### PGPM Specializations

National School of Business offers additional specialization in International Business and Information Technology Management.

### Choosing Specialization

National School of Business organizes a formal workshop aimed at helping students to understand opportunities in all areas of specialization under consideration. Students are required to make decision on specialization following the review of:

- a. Individual dreams and Aspirations
- b. Personality
- c. Aptitude

## Section 6: Assessment (Evaluation) Criteria

### 6.1 Pattern of assessment

Assessment of the student in PGPM program will be on a continuous basis. The criteria is as under:

1. Case study presentations
2. Assignments
3. Class participation
4. Attendance
5. Written Test

Faculty of the concerned courses will decide on the assignment criteria.

Concerned faculty will announce the final grades at the end of each course and same will be notified to the students.

### 6.2 University Evaluation Pattern

MBA examination policies are determined by the respective universities. Students who fail in MBA courses are required to pay re-examination fees as prescribed by the respective Universities and appear for the supplementary examination.

### 6.3 Minimum Passing Marks

Every student must get a minimum of 40% marks in each subject to pass the PGPM course.

### 6.4 Letter grades

Students are awarded letter grades when he/she fails to pass the course for one or the other reasons.

**A - Absent:** Did not take final exam

**I - Incomplete:** Missed one or all components of the academic requirements

**W - Withheld:** Shortage of attendance

## 6.5 Supplementary Examinations

### 6.5.1 Failed Students

The student who has failed or restrained from taking final exam due to shortage of attendance in a semester can take supplementary examination during the next semester. The supplementary exam fee is ₹500/subject.

The supplementary examination will be conducted for a maximum of 75 marks and the internal marks is brought forward from the previous semesters without any change.

The supplementary examination for each semester will be conducted during the middle of the next semester. The schedule once announced is final and non amendable.

If a student fails to take up the supplementary examination OR has written the exam but does not pass, he/she would have to wait for a year to re-write the same.

In the event a student(s) miss their supplementary exams owing to being on exchange, the student will have to approach Academics within one month of arrival and have the exams scheduled.

PGPM clearance for all semesters is linked to placements.

### 6.5.2 Shortage of Attendance

Students who are prevented from taking final exam due to shortage of attendance **MUST** re-sit to classes during the next year.

## 6.6 Review of Grades

The concerned course instructor is completely responsible for the accuracy of student marks. In order to ensure the transparency in evaluation process, all students are given a fair opportunity to examine their answer scripts and seek clarifications from the concerned faculty, within a stipulated time. However no changes in marks are allowed, once the faculty submits final marks.

## 6.7 Issuing of Marks Cards

Marks cards will be issued to students within 30 days of announcement of final grades.

Issue of Duplicate /Second Copy Grade Card: Student can apply for duplicate/second copy of grade card in case if he/she loses the original and the charges for the same is ₹100. The application for the Second/Duplicate copy must be submitted in the appropriate form along with the prescribed payment.

## 6.8 Maximum period for the completion of the PGPM Program

The maximum period for the completion of the program shall be four years from the date of first admission to the program.

## Section 7: Grading Scheme

### 7.1 Internal Marks to University

Internal Marks to University shall be based on the final marks obtained in the PGPM (The marks scored for 100 shall be converted to 25)

### 7.2 Credit Transfer

Students can seek credit transfer to PGPM program, if they have completed a course from an Institution recognized by NATIONAL SCHOOL OF BUSINESS. At present credits obtained at ESC-PAU, FRANCE and UNIVERSITY OF DEUSTO, Spain, are being treated as equal to NATIONAL SCHOOL OF BUSINESS Courses.

## Section 8: Program structure & Course Curriculum

### 8.1 MBA (University) course structure and curriculum

MBA course structure and curriculum will be provided by respective Universities and same shall be given to students before the commencement of the program for all the semesters. Students can also refer to [www.nsbindia.org](http://www.nsbindia.org) to know the details.

**MBA Course Orientation- Once the program commenced Director shall orient student on following areas;**

- Course Duration
- Course Structure
- Minimum Passing %
- Grading System
- Internal & External Assessment Scheme
- Attendance Requirement
- Other details as necessary

### 8.2 PGPM Course Structure & Curriculum

#### 8.2.1 Objective

National School of Business offers Autonomous PGPM which will meet the following objectives;

- To offer contemporary courses that would abridge students of the latest forte and concepts in management education
- To offer these courses in association with industry bodies and eminent speakers to bring the right blend of Theory and practice.
- To train students on specialized areas to enhance students capabilities

#### 8.2.2 PGPM Course Structure & Curriculum

Note: The course structure and curriculum mentioned below is more specific to the particular academic year and shall be modified every now and then based on the market dynamics. The changes in the structure and curriculum shall be oriented to the students by Director before the commencement of the course. Students can also refer to [www.nsbindia.org](http://www.nsbindia.org) to know the details on the program structure.

### Course Structure

	PGPM
<b>Semester I</b>	1. Life dairy 2. Business News Analysis 3. Basics of Business (Business of Business, Case Study Methodology, Article Review)
<b>Semester II</b>	1. Global Business Environment and Strategy 2. Pre Placement Training 3. Business News Analysis 4. Concept Review
<b>Semester III</b>	1. Pre Placement Training 2. Data and Flow Management- <b>DFM</b> (Data Analytics, Supply Chain Management)
<b>Semester IV</b>	Placements

## Section 9: Internship/Project & Placement

### 9.1 Eligibility

The following parameters will decide the eligibility of students for participation in processes like Placements, Summer Internships, and college approved/sponsored events & Fests etc:

- a. Regularity in Attendance
- b. Pass grade in every subject
- c. Good conduct
- d. Up-to-date fee payments
- e. Adherence to Placement prescribed placement policies
- f. Participation in Pre-placement Training

### 9.2 Internship/Project Policy

Students must refer and follow all the instructions mentioned in Project Guideline Kit (PGK), given to students during Project Orientation.

It is mandatory for all the students to complete an internship / research project in a company. Each student is mentored by a faculty member.

Internship will carry three credit hours. Evaluation of internship will be based on a written report and presentation before the evaluation panel i.e. Viva-Voce

Students must submit project/research report as per the date given in Project Guidelines.

#### 9.2.1 Late Submission & project report

Students must submit their project reports on the date specified in the PGK. Project reports submitted beyond this date will attract late submission penalty as specified in the PGK.

#### 9.2.2 Codes and Conduct

1. Students should come in formals dress for any interview with a neat gesture.
2. Before attending the interview it is mandatory to meet the CRC for a quick review of the preparation
3. Any student who disobeys the placement guideline of

CRC, such students will be kept out of placement process.

4. SMS, Mails and Notice Board Facility will be the point of communication. All students should keenly keep a watch on these things and get well prepared
5. CRC would be sending periodical articles and necessary preparation materials to make students equipped with latest trends in preparing for Interview

#### 9.2.3 Guidelines for Students

1. Student should decide which sector they wish to work in and make this relevant to their interests, for example if marketing and you are interested in Software, then maybe chose to apply to the marketing department of a software company. This will help to widen your job search.
2. Complete your CV along with a standard format in consultation with the Placement Officer with authentic and actual details, indicating experience, achievements, contributions etc.
3. Complete your Covering letter in consultation with Placement Officer. This is an addition to your CV whereby you write about the experience you have gained
4. Make your own list of say 20 companies to apply to, using research tools such as, the internet, intranet, media, magazines, newspapers, yellow pages, word of mouth, Placement Officer reference and service.
5. Student should start applying for companies either by apply online or via post. Send out your applications with proper check and word along with cover letter and CV.
6. Follow up your applications with a phone call a week after sending your CV and letter, unless the company has stated that they will get back to you by a certain date.
7. If you have not received any response, or if your application has not been successful, then expand the sectors that you would like to work in, build up another list of companies, and apply to those

8. Once you have a work offer inform the Placement Officer, giving your Human Resource managers name, work address, telephone number and email etc.
9. Once work placement details have been received contracts will be sent out from the Placement Officer. These should be signed and returned before you start your work
10. The Placement Officer is available to offer any help or advice whilst you are on placement or on of placement

#### **9.2.4 Placement Responsibilities – Student Role**

1. Recognize that placement preparation and the search for a placement are co-operative activities, with input from students, Placement Officer and other faculties in school
2. Prepare for the job interview process, by attending all special lectures, pre placement talks and placement events organized in school
3. Properly research job vacancies/companies before making applications to ensure the highest possible standard of applications
4. Discuss and agree with the Placement Officer before withdrawing a job application at any stage or from an interview. They must notify employers immediately if they are unable to keep an appointment

Each & every student will be observed through out the academic program on every aspect of their behavior, performance, communication skill, rapport with faculties, relationship and attitude with the corporate cell. If any student found or has negative remarks with corporate relation cell, such students will be strictly kept out of Placements.

#### **9.2.5 Placement Offers**

1. All placement offers (PO) extended to any students have to be routed through the placement cell.
2. Any student, who receives a PO, is required to report the same to the placement office within one working day, if in case it is not routed the placement office.
3. All companies which take students for internships will be asked in advance about any probable PO that they are

extending to the students. The student will be given a choice to accept or reject the offer before the start of the placement season. In cases where the students accept it, the PO would be treated equivalent to securing a job through the placement cell. If the student does not accept the offer, the company would be notified of the same. Further the student would be allowed to apply for companies in the regular fashion.

4. Any breach of these rules shall lead to the student getting debarred from the placement process.

#### **9.2.6 Placement Procedure**

1. Invitations are sent to companies/ organizations with relevant information and job response form (JRF).
2. Company fills the JRF online or email to placement house, along with the preferable dates for Pre placement Talk .
3. The JRF is made available to the students along with all the information provided by the company. Interested students should register for PPT.
4. Resumes of the interested candidates are made available to companies for short-listing desirable students.
5. The company visits the campus on the given date and conduct Aptitude/Technical test/ Group Discussion/ Personal Interviews as part of the selection procedure.
6. The company is required to furnish the final list of students as soon as possible after the completion of the selection procedure.
7. The placement office will register a job against the selected students & they may or may not be allowed to appear for other interviews as per the placement policy.

#### **9.3.7 Placement Calendar:**

Placement at NSB is a perennial activity. Job Opportunities are communicated to all the eligible students/alumni round the year.

However, for the administrative/academic reasons, the placements for passing out graduates will be spread across two waves:

**First Wave (PGPM Wave):** January to April: This wave aims at early placements of students who have completed the requirements of the PGPM program. To become eligible for early placements in this wave, the student must have:

- a. Cleared all 4 semesters of PGPM, including Internship.
- b. Must have paid all fees (tuition/hostel) till the end of third semester
- c. Must have attended the Placement Lab.

**Second Wave (MBA Wave):** This wave begins after the completion of the First Wave. This wave may begin as early as April and will go on till all the students are placed. To become eligible for the placements in this wave, student must have:

- a. Cleared all 3 semesters of MBA, including Internship.
- b. Must have cleared tuition fees till the end of fourth semester.
- c. Must have attended the Placement Lab.

## **Section 10: Global Mindset Trail**

GMT is an optional program. In order to participate in GMT, all students must submit:

- a. GMT Participation Form
- b. Passport
- c. GMT fees

## Section 11: International Student Exchange Program

Realizing the importance of international exposure to students in the context of globalization, exchange programs are organized under agreements with leading B-schools abroad. Currently, NSB organizes student exchange program with ESC-pau (France) and University of Dentso (Spain). Under this program, a few students from every class will be sent to France and Spain to study courses for one full semester, without any additional tuition fee.

Student exchange program is an optional program that helps students to get Global Exposure and International learning Experience.

### 11.1 Eligibility

The following parameters will decide the eligibility of students for participation in Student Exchange Program

- a. Regularity in Attendance
- b. Pass grade in every subject
- c. Good conduct / manners
- d. Class participation
- e. Up-to-date fee and other payments
- f. Adherence to Discipline
- g. No dues from all the departments

**Based on the criteria mentioned above and if found eligible, students shall submit the following forms**

- a. Submission of Student Exchange Form
- b. Submission of Passport

### 11.2 Selection for Exchange Program

Selection is strictly based on merit and the ability of the individual to succeed in the program. All students must undergo a panel interview as a part of the selection process.

The shortlisted students must prepare themselves on Country Culture and also on the guidelines issued by NSB before they depart.

### 11.3 Travel, Food & Accommodation related expenses

Students themselves are responsible for all the expenses arising out of this travel. Accommodation is normally arranged by the host institutions at the nominal prices. Students bear complete expenses related to travel to & living in a foreign country.

### 11.4 Code of conduct for Exchange Programs

- Students must understand & observe all institutional regulations of the host university.
- Students must obtain pass grade in all subjects taken in the semester.
- Students must represent NSB India and its culture as the ambassadors of this country.

## Section 12: Convocation

### 12.1 Convocation is conducted once in a year to award PGPM certificates to the successful students

Students desirous of participating in convocation must submit the Convocation Registration Form before the suggested deadline.

### 12.2 In Absentia

Graduates who cannot attend the convocation shall fill the convocation form In-Absentia.

### 12.3 Class Rankings & Awards

NATIONAL SCHOOL OF BUSINESS shall award top two meritorious students in each program. The award shall include a medal and a citation for their excellent performance. One medal will also be awarded for the student who had displayed extra-ordinary leadership. Such an award considers student's overall leadership, performance in Extra Curricular activities & his/her contribution to the institution by way of intellectual inputs. Moreover, topper of the class in each specialization will also receive awards.

## Section 13: Learning Environment

### 13.1 Orientation Program

A 2-3 week long orientation program is organized to provide instant comfort to the new students who come to the NATIONAL SCHOOL OF BUSINESS from diverse educational and social backgrounds. The modules of this program cover basic computer skills, Team-building skills, Time Management, Leadership skills, Case study methodology, presentations skills and so on.

This process not only helps students to make a smooth transition to the management academic environment, but also help them connect themselves with the system easily and develop a sense of community with their seniors and classmates.

### 13.2 Adventure Learning Program

Apart from the regular pattern of academics, the student learning at NATIONAL SCHOOL OF BUSINESS assumes a new dimension through experiential and adventure learning programs. This program gives the students an opportunity to go through dynamic learning process and instill in them a level of buoyancy that is needed to handle real problems effectively.

### 13.3 Personality Development Program

The well-designed PDP aims at cultivating a good personality in the students through Yoga & Meditation classes, series of lectures, discussions, seminars and workshops. The program runs all along the course providing valuable opportunity for the students to shape into better individuals.

### 13.4 Student Senate Activities

The entire management of several activities- both academic & non-academic is handed over to the students for self governance. This is aimed at providing real-time opportunities for leadership and management.

1. Hostel Committee
2. Sports Club
3. Nature and Adventure Club
4. Cultural Activities Club

5. Committee for CSR
6. Marketing Club
7. HR Club
8. Finance Club
9. E-Cell
10. Movie Club

#### **All leaders of these committees shall form a SENATE headed by the Director**

- Each of these committees will be headed by a student leader selected by the Faculty Council headed by the Director after getting the applications from interested students. Each committee shall have at least three students from each year.
- Each Team Leader will report to a Faculty Mentor.
- Each of these committees should make a presentation of a plan of activities for their team within two weeks of formation. This should be in both written & presentation format & these presentations should be made to the Faculty Council by each team leader in the presence of all the team members & also their mentor. These plans should cover the list of proposed activities, month wise schedules, expense budgets, etc. The Faculty Council should then formally approve these proposals with modifications wherever necessary. The finalized plan should then be circulated to the Faculty Council Members.
- Each of these teams will have to make monthly presentations to the Faculty Council on a predetermined date & time at the beginning of every month, briefing them about the previous month's activities & also any problems faced & changes required in the original plan.

## Section 14: Student Discipline

### 14.1 General Guidelines

We lay a great emphasis on discipline, positive conduct in classrooms, library, hostels, during project time and on other activities during student tenure.

#### 14.1.1 Academic Integrity

Students are expected to possess and display a high level of integrity and maturity in terms of their academic honesty. It is the primary responsibility of the students at NATIONAL SCHOOL OF BUSINESS. The following are common guidelines regarding academic integrity:

Students shall not collaborate while answering quizzes, class tests, take-home assignments which would determine their grades. Only those materials expressly and specifically permitted by the instructors may be used for reference in quizzes and examinations.

Students will not misrepresent others' work as their own. Material that a student might borrow/draw from other sources for his/her compositions, theses, and other reports shall duly credit the source by an explicit mention of the same.

#### 14.1.2 Academic dishonesty includes, but is not limited, to

- i. Cheating or knowingly assisting another student in committing an act of cheating;
- ii. Unauthorized possession or use of reference / aiding barred materials in examinations, destruction or hiding of relevant materials;
- iii. Copying from any kind of external source;
- iv. Unauthorized changing of marks or marking on examination records.

Acts of academic dishonesty will attract serious disciplinary action and heavy penalties, as may be decided by the Governing Council or any other authority empowered to stipulate such penalties.

#### Expectations

- i. Students are expected to spend a great deal of time in research, reading and practice.
- ii. Students are also expected to develop and maintain a positive professional attitude and approach throughout the Program, in all activities.

- iii. Apart from attending the classes, students are expected to effectively participate in all classroom learning activities.

#### 14.1.3 Dress Code

All students are required to adhere to the Dress Code. Students are advised to wear decent and formal dresses. T-Shirts with flashy pictures or slogans, dresses with plunging necklines or any kind of provocative dresses are banned.

#### 14.1.4 Mobile phones

Cell phones are strictly prohibited in the classrooms. While the first violation will attract a penalty of ₹200, repeat violation will result in the confiscation of the phone.

### 14.2 Acts of misconduct

The following are explicitly announced to be serious acts of misconduct:

- a. Forgery, falsification, alteration or misuse of documents, funds or property
- b. Damage, destruction or theft of property or services.
- c. Harassment of any kind.
- e. Acts of disruption, obstruction, physical assault, etc.
- f. Possession / use of any kind of weapons, or dangerous devices or chemicals.
- h. Possessing or consuming of alcohol or other intoxicants or drugs.
- j. Any other acts that could pollute or interfere with the learning environment.

This list being non-exhaustive, any other act that could be construed as misconduct or violation of institution's disciplinary stipulations, would be seen under the provisions of the institute's rules for student discipline.

#### 14.3 Misuse of IT facilities

Students indulging in misuse, abuse, damage, theft, manipulation, displacing, relocating etc of computers, peripherals, services, programs, data, network etc made available to them would entail serious punishments.

#### 14.4 Disciplinary Action

To a possible and practical extent, all disciplinary issues will be dealt with at the faculty level. Disciplinary procedures will be initiated at higher levels in case of serious violations.

Violations of this Code of Conduct would attract disciplinary actions of wide ranging intensity – including monetary penalties, personal counseling, warning, admonishing, denying of class attendance, calling in parents, suspension, expulsion from college/hostel, or any other penalty/punishment as may be deemed necessary and justifiable by the Governing Council or any other authority empowered to deal with disciplinary issues.

#### **14.5 Importance of Deadlines**

It is compulsory that students take the responsibility of reading the notice board announcements, dates and deadlines for various events such as registration/re-registration, supplementary exam application etc. In this regard, it may be noted that –

- a. The primary communication mode is Notice Boards and all information will be posted there.
- b. There will be no individual communication sent as a mandatory activity.
- c. Students are required to meet all deadlines and NATIONAL SCHOOL OF BUSINESS shall not be accountable for a student's failure to be responsible.

#### **14.6 Student Mentors**

All students in NATIONAL SCHOOL OF BUSINESS PG programs will be allotted a Mentor. Students shall meet their mentors periodically and seek advice on academic or personal issues.

#### **14.7 Official Language**

English shall be the official language at the Institute. Students are required to respect this policy and must transact in English. Students are discouraged from using their native languages while on the Institute premises. However, the State language would be exempt from this stricture.

#### **14.8 Hygiene**

The NATIONAL SCHOOL OF BUSINESS's approach to hygiene is quite pedantic. This aspect receives utmost attention in all places – be it on the campus or in the hostels. While this is so, students are expected to practice similar outlook for clean, tidy and healthy learning and living places.

#### **14.9 Contact Details**

Every student must update the phone number & e-mail ids of himself / herself and also the address & contact numbers of their parents.

### **Section 15: Other Priority Matters**

#### **15.1 Identification Cards**

All students enrolled in NATIONAL SCHOOL OF BUSINESS will be issued Identity cards. Students must wear the identity cards at all times of their presence in the institute premises. Students failing to comply with this requirement will not be allowed to enter the institute. The identity cards issued by the University shall be used by the students whenever they have a transaction with the university and during the University examinations.

#### **15.2 Library**

All NATIONAL SCHOOL OF BUSINESS students become eligible members of NATIONAL SCHOOL OF BUSINESS Library and they can borrow upto 3 books at any given time and keep them for upto 2 weeks. Retention of these books beyond the due dates will attract a penalty of ₹2.00 per day per book.

#### **15.3 Books/Study Material**

Students are provided with relevant Books/Study Material referred in the syllabus and recommended by the concerned Faculty. The Study Material is provided to the students who attend Class-I in each Semester. Students who abstain from attending Class-I are strictly not eligible to get the Study Material.

#### **15.4 Internet, Photocopying & Print outs**

NATIONAL SCHOOL OF BUSINESS provides unlimited wi-fi Internet Connectivity in the learning block. The access to Internet is free. Students can also use NATIONAL SCHOOL OF BUSINESS's photocopy and print service on payment basis.

**Form-1**

**Reinstatement Request**

<b>Name of the Candidate</b>	
<b>Registration Number</b>	
<b>Program studying</b>	
<b>Semester enrolled</b>	
<b>No Dues (Accounts Section)</b>	
<b>No Dues (Hostel)</b>	
<b>Fee Payment Details</b>	<b>Receipt No:</b> _____ <b>Date:</b> _____

Student Declaration:

I Mr./Ms..... hereby request you to consider my reinstatement request for.....semester. I hereby agree to follow the norms of semester admission formalities and fulfill the same before the due date.

**Student Signature**

**Date:**



**Form-2**

**Request for the Cancellation of Admission and Declaration of Impunity**

**To**  
**The Director**  
**National School of Business**  
**Bangalore**

I Mr./Ms.....admitted for.....  
or studying in.....semester hereby declare that, I have requested for  
admission cancellation and refund of fees in following situation/s;

- 1.
- 2.

I hereby accept the full and final refund settlement of

₹..... by cheque bearing no..... dated.....

Further, I declare that I don't have any other claims now or in the future against National School of Business.

**Student Signature**

**Date:**

**Form-3**

**Supplementary Exam Form**

1. Name of the Student:.....

2. Register No.....

3. Class/Section:.....

Sl.No.	Subject Title

**Note:** 1. Student must pay a supplementary exam fee of Rs 500 per subject.

**Signature of the Student**

**Date:**

**For Office Use**

**Exam Fee Paid ₹..... Receipt No..... Date:..... Accountant:**

**Director's Signature:**



**Form-4**

### Specialization Option Form

**Name:**.....

**Reg. No.**.....

I understand that National School of Business is offering the following Specializations as a part of the MBA program.

- 1) **Financial Management**
- 2) **Marketing Management**
- 3) **Human Resource Management**

I hereby give my consent and opt ..... as my preferred specialization.

I also understand that once the specialization is chosen, the same cannot be changed in future for any reason.

**Place:**

**Date:**

**Signature of the Student**

Forwarded to the university for consideration.

**Place:**

**Date:**

**Director**



**Form-5**

**Internship Request**

<b>Name of the Candidate</b>	
<b>Contact No</b>	
<b>E Mail Id</b>	
<b>Registration Number</b>	
<b>Specialization</b>	
<b>No Dues (Accounts Section)</b>	
<b>No Dues (Hostel)</b>	

**Student Declaration:**

I Mr./Ms.....hereby express my interest to participate in internship interviews organized by Corporate Relations Department of NSB. I have understood the rules and regulations set by Corporate Relations Department and I agree to follow them.

**Note:** This request must be accompanied by the soft copy and one hard copy of your latest and well-edited resume.

**Student Signature**

**Date:**



**Form-6**

**Request for Delay Condonment**

**To  
Corporate Relations Officer  
National School of Business  
Bangalore**

I Mr./Ms..... studying  
in ..... semester request for Condonment of delay in submitting  
the project due to following reason/s;

- 1.
- 2.

I have paid late submission fees of ₹..... vide receipt no.....  
dated.....

I request you to kindly accept my project report and condone the delay in submission.

**Student Signature**

**Date:**

---

**Remarks of Corporate Relations Officer with his signature:**



**Form-7**

## Placement Registration Form

<b>Name of the student:</b>	
<b>Address for communication:</b>	
<b>Course:</b>	<b>Specialization:</b>
<b>College Registration number:</b>	
<b>Email id:</b>	<b>Mobile:</b>
<b>Career choice:</b>	
<b>Preferred Industry:</b>	

### Declaration cum student commitment & Promise

I strictly adhere to the placement policy specified in the student handbook. I may be removed from the placement list, if I violate any of the policy.

**Signature of the candidate**

**Date:**

**For Office Use**



**Form-8**

**GMT Participation Request**

<b>Name of the Candidate</b>	
<b>Registration Number</b>	
<b>Passport Number (Enclose Passport)</b>	
<b>No Dues (Accounts Section)</b>	
<b>No Dues (Hostel)</b>	

**Student Declaration:**

I Mr./Ms..... hereby declare that, I have understood the rules and regulations of GMT and I agree to abide by them. I also declare that I have taken permission from parents/guardians to participate in GMT. National School of Business, in no way, is responsible or liable for any eventuality arising out of any accident, injury or death or problem of any other nature. Accordingly, I indemnify NSB of any damages. I undertake that I am completely responsible for any liability arising out of unforeseen circumstances.

**Student Signature**

**Date:**

**Form-9**

**Student Exchange Application Form**

**Choose the Destination**

France	Spain	Any
--------	-------	-----

<b>Name of the Student</b>			
<b>Father's Name</b>			
<b>Contact Details</b>	<b>Phone:</b>	<b>Email:</b>	

**Passport Details**

<b>Passport Number</b>		<b>Place of Issue</b>	
<b>Date of Birth</b>		<b>Place of Birth</b>	
<b>Date of Issue</b>		<b>Date of Expiry</b>	

**Educational Qualifications (Class X onwards):**

Degree/Certificate	University/College	Year of Completion	Percentage/Grade

**Professional Experience**

Company	Position	Duration	Responsibilities Handled

**Answer the following questions on the reverse side of this application:**

1. How this exchange program is useful to you?
2. Why should we consider your application for the exchange program?

**Form-10**

**Convocation Application Form**

**Date, Month and Year of Convocation: 3rd December 2014**

<b>Name of the student</b>	
<b>E Mail</b>	
<b>Contact No</b>	

I hereby undertake that I have cleared all dues towards college.

I shall arrive at the venue before 4 pm; I understand that late comers will not be allowed in to the convocation hall.

**Student Signature**

**Date:**

**For Office Use**

**Accounts Department: No Dues:**

**Library: No Dues:**

**Academic Department: Application Accepted/Rejected:**

**Signature of the Director:**



**Form-11**

**Library Membership Form**

<b>DATE:</b>	
<b>Name of the Applicant (In Caps)</b>	
<b>Date of Birth</b>	
<b>Blood Group</b>	
<b>Father's Name</b>	
<b>Address : Permanent Address (In Caps)</b>	
<b>Temporary Address (In Caps)</b>	
<b>Contact No:</b>	
<b>E-Mail ID:</b>	

**Signature of the Applicant**

<b>For Library Use Only</b>	
<b>ID NO.:</b>	<b>Librarian:</b>
<b>Remarks:</b>	



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