

09/09/2023

To,
Neha Valecha

Dear Sir / Madam,

I am pleased to appoint you as a Visiting Faculty at **Centre of International Studies** for the subject "**Entrepreneurship**" of **Level 5** of **BACHELOR OF BUSINESS ADMINISTRATION (INTERNATIONAL BUSINESS)-7351** for the Academic Year **2023** for [**2**] DIV. You are required to conduct Theory /Practical /Tutorial classes for the above subject as per syllabus /Teaching Scheme during the term mentioned in Academic Calendar.

NMIMS is committed to providing quality education to UG /PG students. For better accountability, a detailed course outline with a session plan will be collaboratively prepared by the course anchor and the faculty teaching the course in the other campuses. Please contact Head of Department /Program Chair, for the schedule of classes. You need to rigorously adhere the final schedule given to you to avoid rescheduling / cancellation of classes. In case of your multifarious involvement to stick to the schedule, please contact us well in advance to make necessary alternate arrangements. You are requested to share course syllabus and teaching scheme along with component of Internal Continuous Evaluation and its schedule of conduct to the students before the beginning of classes.

You will be paid an honorarium of **Rs. 1500** per hour/session. Submission of marks at the end of the term to respective HOD/Program Chair should be done timely. NMIMS appreciates your engagement in below given parameters and Multi Campus Co-ordination wherever applicable.

- a. Use of pedagogy relevant to the course.
- b. Maintaining Uniformity in classroom teaching across campuses.
- c. Involvement in course outline preparation, question paper setting, evaluation and assessment of answer sheets, including the re-examination work.
- d. To attend all the meetings of the course level Multi Campus Co-ordination committee to ensure parity in content, delivery and to maintain standard of evaluation across all campuses
- e. To participate in all the efforts of Assurance of Learning processes/ Outcome based Learnings like training, meetings etc.

Look forward to your valued support and co-operation. Request you to sign and return one copy of this letter as a token of acceptance.

With warm regards

Yours sincerely,

Dean /Director

Encl:

1. Subject Syllabus and Teaching Scheme
2. Academic Calendar
3. Program Time Table / Faculty Time Table
4. Roles and Responsibilities of Visiting Faculty

SVKM'S

Narsee Monjee Institute of Management Studies

Deemed to be UNIVERSITY

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Roles and Responsibilities of Visiting Faculty :

- Follow guidelines and instructions need to be given by the University / School to the Visiting Faculty.