

SYMBIOSIS INSTITUTE OF HEALTH SCIENCES

A Constituent of Symbiosis International (Deemed University)



STUDENT HANDBOOK

Batch 2019–2021

MASTER OF BUSINESS ADMINISTRATION (HOSPITAL & HEALTHCARE MANAGEMENT)

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MESSAGE FROM DIRECTOR

Welcome to the Symbiosis International (Deemed University) (SIU), Symbiosis Institute of Health Sciences (SIHS) and to the programme in MBA (Hospital & Healthcare Management).

I take this opportunity on behalf of all of us at SIHS to welcome you to the threshold of an exciting, rewarding and satisfying learning experience.

SIHS brings together people from various specialties of the medical, health and allied professions and related sectors. This mix of professionals, which enables you to know your fellow students – both seniors and peers- and use them as a learning resource is an important part of the training methodology followed. At SIHS, we are committed to ensure that we maintain an institutional culture which fosters equality and celebrates diversity. In this endeavor our students have been our partners. Their active participation in enriching the learning experience is encouraged. We now look to you for similar participation.

I am sure that you will find your studies at SIHS professionally enhancing, personally stimulating and academically rewarding. It will provide you an opportunity for self-initiated independent study. Hands on training in the healthcare industry and practicals will form a major component of your learning experience. We shall provide the appropriate academic support and resources to help you in achieving success in academia as well as in life itself.

This Hand Book is designed to enable students to gain maximum benefits of the academic and practical training programmes designed for you which are necessary for the development of effective young managers of the growing health care sector. The purpose of this Handbook is to provide you with basic information about the Institute, the facilities available and guidelines on various issues which will be of importance during your learning experience with us.

We hope that you have an enjoyable and rewarding time full of learning here.

With Best Wishes,

Dr. Rajiv Yeravdekar
Director, Symbiosis Institute of Health Sciences
Dean, Faculty of Health and Biological Sciences, SIU

SYMBIOSIS INSTITUTE OF HEALTH SCIENCES (SIHS)

SIU Vision

Promoting international understanding through quality education

SIU Mission

- to inculcate spirit of 'Vasudhaiva Kutumbakam' (world is one family)
- to contribute towards knowledge generation and dissemination
- to promote ethical and value based learning
- to foster the spirit of national development
- to inculcate cross cultural sensitization
- to develop global competencies amongst students
- to nurture creativity and encourage entrepreneurship
- to enhance employability and contribute to human resource development
- to promote health and wellness amongst the students, staff and community
- to instill sensitivity amongst the youth towards community and environment
- to produce thought provoking leaders for the society

About SIHS:

Symbiosis Institute of Health Sciences (SIHS) is a constituent of the prestigious Symbiosis International University (SIU). SIHS has conceptualized & implemented a group of professional up-gradation programmes meant to equip the healthcare professional with the appropriate tools in order to survive this age of fierce competition and specialisation. The SIHS encourages a symbiosis of thought word & action of all such professionals who would address all the important issues of health in its totality. Through its unique, innovative career oriented programmes SIHS plans to raise a cadre of professionals who would ensure delivery of optimum health care services.

About MBA-HHM:

The two-year full time Masters in Business Administration - Hospital & Healthcare Management , MBA (HHM) is a programme with electives in Pharmaceutical management, Healthcare IT and Healthcare Insurance focuses on equipping students with the knowledge and skills required for the management of healthcare organizations. Be it Hospitals, Pharmaceuticals, IT, Insurance, Clinical research, Equipment manufacturing, Public healthcare establishment, Consultancies, NGOs, Wellness industry and others as may evolve. The programme aims at adopting a synergistic blend of academic knowledge and practical intricacies of the field to create professionals adept at identifying practical problems and using time tested and emerging managerial techniques to arrive at the most appropriate solutions.

The Future of SIHS: Health care and its management is one of the fastest growing sectors both in India and globally. The future of SIHS is closely linked to the future of the health care sector in India. We therefore share the vision of burgeoning growth in the near future. Similarly, the need for world class academic institutions is growing to keep pace with the demands of the expanding economies of the country. With its pioneering approach to meeting society's demands, the Symbiosis International (Deemed University) has shifted to a new 300-acre campus at Lavale on the outskirts of Pune City.

Symbiosis University Hospital & Research Centre (SUHRC)

Symbiosis University Hospital & Research Centre (SUHRC) is currently a 300 bedded hospital (scalable to 700 beds), located within the SIU campus at Lavale, Pune. SUHRC will be operational in the 3rd quarter of this year.

Besides, all the mother specialties, viz. Medicine, Surgery, Obstetrics & Gynecology, the SUHRC will also have sub-specialty departments of Pediatrics with Neonatology (including an NICU), Orthopedics, ENT, Ophthalmology, Gastro-enterology, Urology, Nephrology with dialysis beds, Pulmonology (chest medicine), Critical Care Medicine, Neurology & Neurosurgery, a full-fledged Pathology lab and a Blood bank. There would also be a Cardiology Dept (with a Cath lab). There would be 16 ICU beds with 6 High Dependency Unit (HDU) beds. SUHRC has 5 large Operation Theatres, which would cater to all the surgical disciplines, including one exclusively for Obstetrics & Gynecology. All theatres will be 'modular' with 2 way data transfer facilities.

The SUHRC would provide top quality clinical services, which are protocol driven and evidence based. The nomenclature of a 'University hospital and Research Centre' conveys the thrust on academics and research, which would be both interdisciplinary as well as translational. ETHICS with transparency of operations will be accorded topmost priority. Consultants would be encouraged to join as full timers; eminent Doctors from Pune would also be empaneled as Visiting Consultants. Accommodation (limited) would be provided on campus for Medical & Nursing staff.

Symbiosis Medical College for Women (SMCW):

The Symbiosis Medical College for Women (SMCW) is located in the scenic campus of the Symbiosis International University at Lavale. The annual intake will be 150 students. The medical college and its attached Symbiosis University Hospital and Research Centre will have state-of-the-art infrastructure and facilities. The presence of sister institutes within the campus like the Symbiosis Institute of Technology, Symbiosis School of Biological Sciences, Symbiosis Centre for Entrepreneurship & Innovation and the Research Centres such as Symbiosis Centre for Stem Cell Research (SCSCR), Symbiosis Centre for Medical Imaging and Analysis (SCMIA), Symbiosis Centre For Emotional Wellbeing (SCEW), Symbiosis Centre for Applied Artificial Intelligence (SCAAI), Symbiosis Centre for Behavioural Studies (SCBS), Symbiosis Centre for Nanoscience and Nanotechnology (SCNN) & Symbiosis Centre for Waste Resource Management (SCWRM) will assist in the strong focus on academics and research.

ACADEMICS: MBA (HHM), Programme conducted by the SIHS is an inter-disciplinary programme under the Faculty of Health Sciences and Biological Sciences under the aegis of the Symbiosis International (Deemed University) (Established under section 3 of the UGC Act, 1956, by notification no. F.9-12/2002 – 4.3 of the Government of India) .SIHS is a constituent of the SIU and is required to follow all SIU guidelines and rules as laid down/amended from time to time. The students are required to adhere to the guidelines.

The MBA (HHM) Programme is a two year full time programme with a total of four semester. The academic calendar for 2019-2020 is given in this handbook. Weekly schedules will be put up on the Notice Board. Students are advised to study the topics to be covered in the next week according to the weekly schedule. A student must attend all classes, trainings, in each semester, and examinations.

The induction program for Batch 2019-21 will begin on 18th June 2019. Further, the students will be divided into two batches of approximately 60 each. The induction programme will be common for both the batches. The regular classes will begin from 25th June 2019.

In second year of MBA the students need to choose any one of the three electives offered- namely Health Insurance, Information technology and Pharmaceuticals management.

I. ENGLISH ASSESSMENT

English test is conducted by ELTIS to assess spoken and writing English during induction week itself. The students are marked accordingly and the weak students are informed to attend ELTIS classes or any other English coaching classes to come up to the mark.

II. REGULAR CLASSES

Students must on their own read up the topics to be covered during the ensuing week so as to make the class room sessions more interactive. This along with 75% attendance is integral to the continuous internal assessment, which will be carried out. Internal assessment, in part or full may be carried out at the discretion of the faculty with little or no notice.

Students must be present for scheduled sessions before the arrival of faculty. Attendance to classes and other academic and extracurricular events will be marked at the beginning of the session. Students arriving after the faculty will be marked absent though may be allowed to attend the particular session at the discretion of the faculty.

Students may note that late arrival for a session will result in their being marked as absent for any continuous evaluation planned by the faculty for that session even though they have been permitted to sit in.

Mobiles must be switched off on entering the campus.

III. ACQUIRING ADDITIONAL/SPECIAL QUALIFICATIONS:

The MBA(HHM) Programme is designed to transform you into an effective health care system manager with special abilities, namely- knowledge of the practice of management along with a thorough understanding of the intricacies of the health care sector and the functioning of each of the health care verticals of major stake holders such as Insurance, Pharmaceutical, Clinical Research, NGOs, Hospitals, IT , Medical Equipment and Manufacturing industry etc. Students are imparted knowledge in all these areas as part of the basic, foundation syllabus. The training is imparted through both theory classes and practical training (“in field”) successfully completing the programme will certainly facilitate your entry into the field of healthcare management.

However, keeping in mind the demands of the rapidly growing healthcare sector, the students are also given an opportunity to acquire additional, market need based practical training in a phased manner through attachments with our “**Academic Partners**” who are recognized active players in the various domains of the health care sectors. The students can acquire in-depth practical knowledge in their domain of interest. The students, during these attachments complete a number of projects and case studies thereby enriching their knowledge base. Successful completion of these will find due recognition in the CVs of the concerned students for placement. The students also have an opportunity during summer internships to understand how core management functions such as finance, marketing, HR operations management and Business Analytics are applied in the health care sector. Workshops, e.g. NABH, AHPI, Six Sigma, Medical Tourism , Finance for Non-Finance managers ,Operations Management , value added courses like ICD 10, DRG are also conducted. All MBA-Hospital and Healthcare Management students of SIHS qualify to become future hospital administrators. In times to come, NABH accreditation will be looked upon as a mark of a quality hospital. This awareness program will be a value addition to student’s portfolio enabling them to be in greater demand at healthcare institutions.

These workshops require student to register and pay for the award of certificate. 100 % attendance for workshops is mandatory. Students missing the workshop shall be penalized (except for medical reasons). Medical certificate provided by SCHC only will be considered.

While participating in these add-on programmes is compulsory, students are advised to take advantage of this academic facility. Further, the students are also advised to learn a foreign language of their choice while doing the MBA (HHM) programme. The additional qualifications will be augmenting and not replacing, the basic syllabus of the MBA (HHM) programme.

IV. PROGRAM STRUCTURE: 2019-2021

*subject to change

Annexure A

Semester : I						
Catalog Course Code	Course Code	Course Title	Credit	Internal Marks	External Marks	Total Marks
Generic Core Courses						
T2239	40141101	Business Communication	2	60	40	100
T2353	40141102	Entrepreneurship	2	60	40	100
T2003	40141103	Financial Accounting	2	60	40	100
T2584	40141104	Human Resource Management	2	60	40	100
T3187	40141105	IT Applications for Healthcare	2	100	0	100
T2174	40141106	Materials Management	2	60	40	100
T2573	40141107	Organizational Behaviour	2	60	40	100
T2560	40141108	Principles and Practices of Management	2	60	40	100
T2225	40141109	Research Methodology	2	60	40	100
T4004	40141110	Biostatistics & Basic Epidemiology	2	60	40	100
T4001	40141111	Fundamentals of Hospital Planning and Engineering Issues	2	60	40	100
T4002	40141112	Planning & Management of Hospital Clinical Services	2	60	40	100
T4003	40141113	Planning & Management of Hospital Supportive Services	2	60	40	100
T3152	40141114	Advanced Excel	1	50	0	50
T6478	40141115	Creativity & Innovation	1	50	0	50
T4005	40141116	Integrated Disaster Management *				Letter Grade
			28	920	480	1400
Semester : II						
Catalog Course Code	Course Code	Course Title	Credit	Internal Marks	External Marks	Total Marks
Generic Core Courses						
T2216	40141201	Business Statistics	2	60	40	100
T2114	40141202	Essentials of Marketing Management	2	60	40	100
T2777	40141203	Management Accounting	2	60	40	100
T3188	40141204	MIS for Hospitals	2	100	0	100

T4007	40141205	An Overview of Health Insurance	2	60	40	100
T4006	40141206	An Overview of Pharmaceutical Sector	2	60	40	100
T4008	40141207	Health Regulatory Environment	2	100	0	100
T4301	40141208	Study Report :Public health Sector Undertakings / Healthcare Govt. agencies	2	100	0	100
T2219	40141209	Operations Research	1	50	0	50
T4598	40141210	Conceptualization & Management of Events - I	1	50	0	50
T4010	40141211	Non Profit Sector in Healthcare	1	50	0	50
			19	750	200	950
Generic Elective Courses						
T6562	40141212	Writing a Research Proposal: RM III	1	50	0	50
T4009	40141213	An Overview of Clinical Research	1	50	0	50
Semester : III						
Catalog Course Code	Course Code	Course Title	Credit	Internal Marks	External Marks	Total Marks
Generic Core Courses						
T4903	40141301	Summer internship programme	4	120	80	200
T2227	40141302	Business Analytics	2	100	0	100
T2035	40141303	Introduction to Financial Management	2	60	40	100
T2528	40141304	Management of Operations	2	60	40	100
T2220	40141305	Operations Research	2	100	0	100
T2193	40141306	Project Management	2	100	0	100
T2253	40141307	Strategic Management	2	60	40	100
T2283	40141308	Talent Management	2	60	40	100
T4013	40141309	Community Health	2	100	0	100
T4298	40141310	Conceptualization and Management of Events - II	2	100	0	100
T4012	40141311	Organisation & Administration of Super Specialty Hospitals	2	60	40	100
T4011	40141312	Health Economics	2	60	40	100
T4014	40141313	National Health Programme	1	50	0	50
			27	1030	320	1350
Generic Elective Courses						
T4870	40141314	Healthcare IT-1	4	120	80	200
T4871	40141315	Healthcare Insurance -1	4	120	80	200
T4872	40141316	Pharmaceutical Management 1	4	120	80	200

T3167	40141317	Introduction to Business Intelligence	2	60	40	100
T2087	40141318	Business Modeling and Planning	2	60	40	100
T1253	40141319	Information Technology & Intellectual Property	2	60	40	100
Semester : IV						
Catalog Course Code	Course Code	Course Title	Credit	Internal Marks	External Marks	Total Marks
Generic Core Courses						
T2236	40141401	Corporate Governance and Ethics	2	60	40	100
T4017	40141402	Industrial Regulatory Environment	2	100	0	100
T4016	40141403	Quality & Accreditation in Healthcare Sector	2	60	40	100
T4701	40141404	Dissertation	2	60	40	100
T4015	40141405	Comparative Health Systems	1	50	0	50
T4018	40141406	Emerging Trends in Healthcare Sector	1	50	0	50
			10	380	120	500
Generic Elective Courses						
T6014	40141407	Basic French I	2	60	40	100
T6012	40141408	Basic German I	2	60	40	100
Generic Elective Courses						
T4606	40141409	Healthcare IT-2	7	210	140	350
T4607	40141410	Healthcare Insurance 2	7	210	140	350
T4608	40141411	Pharmaceutical Management 2	7	210	140	350

*Integrated Disaster Management is mandatory for the award of the degree.

TEACHING, LEARNING & EVALUATION:

Academic Calendar: Students are given overview of whole academic year. Schedule mentioned is tentative. Any change in the schedule will be communicated via email and displayed on the notice board. Students are requested to update themselves on regular basis.

ACADEMIC CALENDAR 2019 - 2020		
MBA-HHM 2019-21		
Semester I		
Day	Date	Event
Monday	17-Jun-19	Hostel Registration
Tuesday	18-Jun-19	Inaugural Session (Induction Programme
Tuesday to Monday	June 18, 2019 to June 24, 2019	Induction Programme
Tuesday	25-Jun-19	Semester I classroom programme commences
	27 th June -29 th June 2019	Pandharpur Wari
Wednesday	31-Jul-19	Blood Donation Drive
	July third week	Welcome Meet
	Third Week of September	Panache
	Last week of September	IDMP Workshop
Saturday To Thursday	October 12, 2019 to October 24, 2019	Final Exam
Friday to Tuesday	October 25, 2019 to October 29, 2019	Diwali Vacation
Semester II		
Friday	1-Nov-19	Commencement of Teaching & Continuous Evaluation
Saturday	7-Dec-19	Alumni Meet
Sunday	8-Dec-19	Convocation
	Second week of December	NABH Workshop
	Second & Third Week on February	Public Sector Training
	First week of March	GEPIWAT
	Second week of March	Farewell
Monday to Tuesday	March 16, 2020 to March 31, 2020	Final Exam
	Third Week of April	National Seminar
Saturday To Thursday	May 02 to July 02, 2020	Summer Internship

*Holidays that fall on Sunday have not been mentioned in the list.

*Dates subject to change.

LIST OF HOLIDAYS FOR THE YEAR 2019

Date	Day	On account of
5-Jun-19	Wednesday	Ramzan Id
15-Aug-19	Thursday	Independence Day
2-Sep-19	Monday	Ganesh Chaturthi
12-Sep-19	Thursday	Anant Chaturdashi
2-Oct-19	Wednesday	Mahatma Gandhi Jayanti
8-Oct-19	Tuesday	Dassehra
25 to 29, October, 2019	Friday to Tuesday	Diwali
25-Dec-19	Wednesday	Christmas

*Holidays that fall on Sunday excluding mandatory holidays have not been mentioned in the list.

*Dates subject to change.

* Holidays for the year 2020 will be intimated latter.

Academic sessions will be conducted on Sunday/ holiday, if and when required at the discretion of authorities.

TIME TABLE:

Weekly time-table of theory, practical, co-curricular & extra-curricular sessions will be displayed at the respective notice board on every weekend. In addition to this, students will be informed via email. Students are requested to update themselves on regular basis. If there is any change in the Time-Table students are informed about the updated schedule by mail.

TEACHING METHODOLOGY IN ACADEMICS:

1. Didactic Lectures
2. Summer Internships
3. Self-Study
4. Guest Lectures from Academia and Industry
5. Workshops, Seminars
6. Case studies
7. Projects
8. Dissertations
9. Presentations
10. Assignments
11. Training Need Analysis

12. Presentations
13. Role Plays
14. Demonstrations & Simulations etc.
15. On-field visits

LEARNING RESOURCE CENTRES

I. LIBRARY:

SIHS library has a wide variety of learning resources with over 4890 books, 04 Journals 03 magazines, Project & Dissertation (Hard copy), 44983, Online database (Total 14 Databases available on SIU Library Portal) CDs, DVDs (1076) for the benefits of users.

The library provides following services to their users:

Online E-Database Service	students can access 18 database through library gateway portal subscribed by SIU Library SIU Library portal link Link : https://www.siu.edu.in/library.php
Circulation	Home Lending Services (Computerized Book lending)
	1. Students – 2books for 7 days
	2. Faculty / Staff/ Ph.D. Students: 05 books for 15 days
Inter Library Loan (ILL):	Inter library loan service is provided to Faculty members of Symbiosis Institutes located at various places.
Current Awareness Service:	Information about any current news on particular field inform by library.
New Arrival Alert:	Latest books acquired in the library will be displayed on the New arrival board of the library.
Net based services:	Scan copy of required book chapter & question paper will send all students on group Emil ID.
Online Public Access Catalogue (OPAC) link:	http://symbiosis-koha.informindia.co.in
Bibliography compilation:	Book List available on OPAC according to books rack number wise & Subject wise to easy to search particular books for users.
Reference Service	The Library maintains a separate reference collection consisting of encyclopedias, dictionaries, handbooks, CD -ROMs, etc. All books are arranged according to specialization subjects.
Other Services	• Reading Hall with IT Zone facility /Wi-Fi Facility
	• Reprography
	• Previews year scan Question Papers bank.
E-Journal (Subscribed by Institute)	Name of Journal: Journal of Health Management.
	Link: http://jhm.sagepub.com

II. COMPUTER LABORATORY:

The Computer Laboratory with Lease Line Connectivity of internet & intranet is available. 24x7 Wi-Fi connectivity to the student in the SIHS vicinity is also available. However, students are allowed to use their own laptops.

GUIDELINES FOR SUMMER INTERNSHIP:

The students will be required to undergo practical training through attachments to various health care establishments during the two years of the program. These establishments are our 'knowledge partners,' actively involved in their training. Students will be assigned a guide who will be nominated by the 'knowledge partner'.

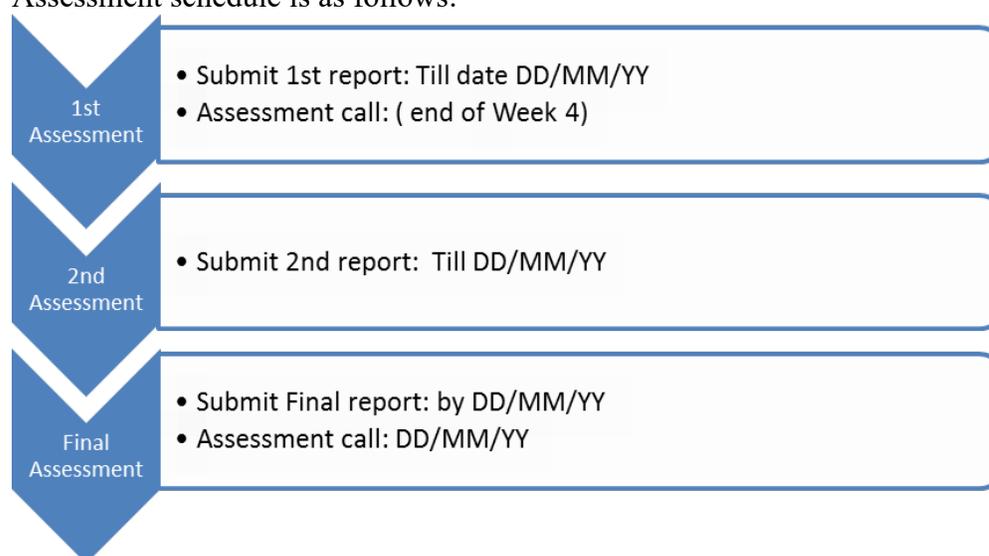
1. Wherever SIHS map students for Summer Internship, students cannot quit the organization after joining, and if student wishes to switch the organization, he/she required to take written permission from the concern HoD, failing of which strong disciplinary action will be initiated against defaulters.
2. Students are required to be punctual and adhere to the schedule laid down by SIHS knowledge partners and the guide assigned.
3. He/ She may be entitled for a weekly off at the discretion of the guide.
4. In case of planned leave he/she shall be required to submit a prior written application with the approval of the guide and SIHS.
5. He/she is required to be formally dressed (no jeans and t-shirts/top) at place of work.
6. He/she is required to take permission from appropriate authority before photocopying any material for the purpose of his training.
7. Students will be permitted to use the organizations' communication facilities only at the direction of the guide and management.
8. Students will conduct themselves in a correct manner at all times.
9. He/she will not leave the assigned task and place during scheduled hours without permission of the guide.
10. He/she shall be meticulous in completing assigned work in a timely manner and in accordance with guidelines and instructions imparted by the guide.
11. Students shall not involve themselves with any customer or client of the organization in a manner which is objectionable to the organizational and business interest of the knowledge partners.
12. At the end of the attachment, the guide (with the approval of respective management) will be submitting a comprehensive assessment report which is equivalent to external assessment on behalf of Symbiosis International (Deemed University) (SIU) and will count towards his/her Cumulative Grade Point Average (CGPA).
13. He/she is advised to keep SIHS informed about the developments at summer internship and complete the project to the best of his/ her capabilities.

14. He/she has to follow the process of Summer Internship Assessment. Students not returning on specified date after completion of SIP, will be penalized Rs 500/- per day, for each day of delayed arrival.
15. Each student will present their Project & Dissertation to the entire class after discussion with the internal faculty in the first week of their return after SIP.

Process for Summer Internship Programme (SIP) Assessment (as shared with students):

While you are away from campus, we would like to know about your performance during Summer Internship.

1. After reporting to your SIP Location, you are required to provide your contact no., Name of your Guide, his/her Contact No. & Email ID to SIHS Placement Coordinators (email ID)
2. Format of report will be shared ; students have to submit report in the given format.
3. These reports will be used to assess and evaluate your performance during SIP as mentioned.
4. You are required to take schedule (date and time) from your respective guide for assessment(Telecom) with SIHS internal faculty from above mentioned period and convey it to the placement coordinator by mail/phone for fixing the date & time. Accordingly, faculty slots will be scheduled for telephonic discussion with guides to assess their performance.
5. Final assessment along with the internal faculty and external faculty will be scheduled after you are back on campus from your internship which will be in form of Project & Dissertation Report, Articles followed by VIVA by external expert panel.
6. Assessment schedule is as follows:



EVALUATION PATTERN:

The evaluation of the student will be on the basis of “Cumulative Grade Point Average (CGPA)” System & will have both internal and external components. The internal component will be continuous throughout the year and external component will be conducted by the University at the end of the year. A student would be required to pass each head, theory and practical (internal & external) separately. Student would be awarded Grade Point Average where grades would be based on class average.

INTERNAL EVALUATION PARAMETERS

1. Group Discussion /Group Exercise
2. Professional Viva
3. Written Test (Planned/Surprise)
4. Personal Assignments/Group Assignment
5. Presentations
6. Class Room Exam
7. Quiz
8. Case study Analysis
9. Group Assignment
10. Field Study
11. Assignments based on events conducted (BDC/Wari)

*There shall be no reassessment for internal evaluation except for medical reasons where a certificate issued by SCHC shall be submitted.

EXTERNAL EVALUATION:

Theory and practical examination will be conducted as per format of the SIU. Minimum 75% attendance to both theory and practical (separately) is a mandatory requirement to be eligible for external examination.

Details of Eligibility & Examination Rules published by SIU are available in the Faculty of Health and Biological Sciences Library. All students are advised to get acquainted thoroughly with these. Any amendments to this will be notified to the students.

EXAMINATION RULES & GUIDELINES:

Choice Based Credit System (CBCS): Cumulative Grade Point Average (CGPA) system for Academic Programs

- All Programmes of University shall follow the total credits as recommended by Board of Studies and approved by the Academic Council and will adhere to the distribution of

continuous evaluation and term end examination prescribed in the approved program structure.

- Over and above, mandatory 1 credit is allotted to Integrated Disaster Management course which is evaluated but not included in calculation of GPA.

Calculation of Grade Point

The grade points corresponding to nine grades will be as follows:

Letter Grade	Proportion	Grade Point
O	Top 3%	10
A+	12%	9
A	21%	8
B+	28%	7
B	21%	6
C	12%	5
D	Bottom 3%	4
F		0
AB (Absent)		0

- Relative Grading:** The grading of students will be based on the relative performance of the students compared to the class.
- Continuous assessment, Term end examination and Practical (if any) will be separate heads of passing.
- Passing in a course means securing 40% of absolute marks in each of the heads.
- Separate grade points will be calculated for continuous and term end examinations and the weighted average of both will be the grade point for the course.
- Re-evaluation:** In case of revaluation, the scores obtained will be fitted as per original range of marks of the grades.
- Backlog Examinations:** In case of students appearing for backlog examination, the marks secured in the subsequent attempt will be fitted back into the earlier distribution, i.e. original range of marks of the grades.

g) Calculation of GPA for Semester and overall CGPA

The Grade point average for the semester will be calculated by taking the weighted average of the course grade points.

The weights will be defined as per the credit points they carry. Similarly the CGPA for the programme will be calculated by taking the weighted average of the semester grade points where the total credit for the semester will act as the weight.

The formula is as below:

$$\text{CGPA} = \frac{\{(GPA \text{ of Sem I}) (\text{Credit Points of Sem I}) + (GPA \text{ of Sem II}) (\text{Credit Points of Sem II}) + (GPA \text{ of Sem III}) (\text{Credit Points of Sem III}) + (GPA \text{ of Sem IV}) (\text{Credit Points of Sem IV})\}}{\{\text{Total Credit Points}\}}$$

CGPA will be calculated upto two decimal points.

STANDARD OF PASSING:

- a) A student has to pass both internal & external exam separately i.e. obtain minimum GP of 4.00. A GP less than 4.00 will be treated as Grade F (Fail).
- b) A student will be awarded the degree only if he/she has a CGPA of minimum 4.00 on the completion of the programme and has cleared Integrated Disaster Management Program.
- c) **Conversion of CGPA to percentage marks: Percentage = CGPA/10*100**
- d) **There is no provision to appear in examination to improve marks or grade.**
- e) **Allowed to Keep Terms (ATKT)**
- f) **ATKT Rule for 2 Years to 2.5 Years Program**
- g) He/ She cannot appear for end Semester 3 exams if he/she has CGPA less than 4.00 up to Semester I irrespective of number of backlogs in Semester 1
- h) He/ She cannot appear for end Semester 4 exams if he/she has CGPA less than 4.00 up to Semester 2 irrespective of number of backlogs in Semester 2

TERM NOT GRANTED/COURSE NOT GRANTED (TNG/CNG)

- a) Institute/Department shall declare attendance every month.
- b) Institutes/Departments shall declare a list of students as Terms Not Granted/Course Not Granted (TNG/CNG) to those who do not fulfill minimum attendance requirement.
- c) Institute/Department should announce the cut-off date for calculation of the attendance of students well in advance and should communicate TNG/CNG list to the university at least one week prior to the commencement of term end exam.
- d) All those students who are granted TNG/CNG will be appearing the examinations in next season as a backlog. However, the candidate will not have to pay backlog exam fees for the immediate subsequent attempt.

RULES OF GRACE MARKS AND AMENDMENT OF RESULTS

Rules for Grace Marks for passing in each head of passing:

Heads of Passing	Grace Marks up to
Up to -50	2
051-100	3
101-150	4
151-200	5
201-250	6
251-300	7
301-350	8
351-400	9
And 401 & above	10

The examinee shall be given the benefit of grace marks only for passing in each head of passing in external or internal or practical exam as follows:

- Provided that the benefit of such gracing marks given in different heads of passing shall not exceed 1% of the aggregate marks only in the fresh attempt of exam.
- Provided further that the benefit of gracing of marks under this rule shall be applicable only if the candidate
- Provided further that the gracing of marks shall be shown in the statement of marks/Grade sheet in the form of asterisk and rule number.
- Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, NCTE, UGC, etc.

RULES FOR RE-EVALUATION:

- In case of non-fulfillment of eligibility criteria the results are withheld by University. These students are not permitted to apply for re-evaluation.
- However, students whose result is withheld for eligibility of non-academic certificates such as Transfer/Migration/Gap/Ragging Certificate and others can apply for re-evaluation of Sem-1 fresh exam. The Institute /department may communicate the grades to these students with the ledger issues by the university. On the list of re-evaluation form remark should be put of non-submission of specific document.(whichever is applicable)
- Students whose eligibility is withheld for any other are not permitted to apply for re-evaluation. The Director of the respective institute/department to ensure that these students do not apply for re-evaluation.

GRIEVANCES

Students may have grievances regarding results of term end exams declared by the University. In this event, they can apply for revaluation and subsequently review of answer scripts.

RESULTS & CONVOCATION

RESULTS:

Prior to external examination, students will be informed of their year round performance at internal assessments. Students are required to verify the marks obtained. Queries shall be discussed & sorted-out with Programme Head. Students are also required to duly sign and confirm the correctness of the internal marks. Within 45 days of completion the external examination, final results will be declared by SIU. Every student will be given year-wise consolidated grade sheet. On successful completion of the programme, consolidated grade sheet, passing certificate & transcript will also be issued to each student.

CONVOCATION:

Convocation of Symbiosis International (Deemed University) is held in the month of October of the year. Detailed information of the Convocation is displayed on the university and institute website (www.siu.edu.in and www.sihspune.org) in the month of September. All students who become eligible for obtaining the Degree Certificate need to submit their application by due date and follow the respective guidelines.

CO-CURRICULAR ACTIVITIES:

A. CONCEPTULIZATION AND MANAGEMENT OF EVENTS:

All SIHS students are encouraged and motivated to perform and excel not only in academics but also in developing all round skills. Students will be required to organize and conduct various events at SIHS. Typically these activities will be seminars, workshops, ISIL Forum, Promotional campaign, social service/ education camps, media and industry interactions, guest lectures, cultural events, placement activities etc. Students must conceptualize, manage and participate in these and other extracurricular and 'soft skills' development programmes concurrently with their academic activities as they contribute to all round development of the student. Participation in cultural programmes like drama, debate, outbound activities like trekking, inter-collegiate sports, attendance to the Recreation and Wellness Centre, etc. is highly recommended.

Following major events are listed below:

- **PANDHARPUR WARI : Dr. Meenal Kulkarni**

This conceptualization, management and participation will enable the students to have a unique experience of this annual yatra that attracts about millions of pilgrims.

- **SPEAK TO SUCCESS FORUM:Ms. Devika Shetty**

Speak to success is an initiative and student engagement program for preparing and grooming the students to develop confidence, unite them as a team and work towards a common goal, enhance public speaking skills, unleash their creative self, and help the students to have a taste of the competitive world outside.

- **BLOOD DONATION CAMP: Dr. Dharmendra Dubey**

On occasion of International Students' Day - 31st July, Blood Donation Camps are organized at all campuses of Symbiosis. Students are distributed in different portfolios and need to execute their duties thereof. The aim of this event is to motivate majority of the students and staff of Symbiosis to come forward and donate blood and contribute in the noble cause.

- **PANACHE :**

Panache is the annual sports and cultural event of FOHBS, where all institutes under FOHBS come together and participate in various sports & cultural events. Students are divided into various committees for planning, organizing and implementation of various activities related to the event.

- **SYMHEALTH - NATIONAL SEMINAR : Faculty In-Charge: All faculty at SIHS**

Committees for the National Seminar will be formed as per National Seminar core committee portfolio distribution during the month of Nov/Dec. Students will be distributed to the various committees depending upon quantum of work and availability of students. All the students will be evaluated based on their contribution and performance during Pre-Event, Event and Post-Event.

ACADEMIA AND INDUSTRY INTERACTIONS:

Guest lectures by various industry speakers will be organized at SIHS. Various industry / academic visits will be arranged. Attendance to these lectures & visits is mandatory. Renowned faculty are invited to deliver lectures at SIHS & SIU. It is related to hardcore academics, co-curricular or extra-curricular topics. This is a great opportunity to hear the views of these experts. This helps in updating of knowledge & overall development of student's personality. Students must ensure 100% attendance at guest lectures. Students failing to ensure 100% attendance, will become liable for disciplinary action which will make any such candidate debarred from Placements.

PLACEMENT ACTIVITIES, CAREER COUNSELLING SERVICES AND PLACEMENT ASSISTANCE:

The SIHS will assist all eligible students for placements, by periodic interaction with healthcare professionals and experts from the industry.

STUDENTS' COMMITTEES:

Students are encouraged to actively initiate and participate in academic, co-curricular & extra-curricular activities under guidance of Head of the Programme. The following are the present students committees:

ACADEMIC/ GUEST LECTURE AND CO-CURRICULAR COMMITTEE

FACULTY IN-CHARGE: Dr. Jagadeesha Marigowda

Objective: To enhance knowledge content of the academic activities.

Role & Responsibility:

- Organize knowledge-based events, quizzes, debates, presentations, seminars, etc.
- Identify current updates in Healthcare sector
- Identify new innovations/ programmes in various domains of the health care sector.
- Put up articles of relevant health care on the notice board.
- Encourage students to write articles for professional journals, Symbiosis Health Times etc.
- Collection of feedback from stakeholders for development of syllabus, course, curriculum and pedagogy.
- Identify speakers & topics for guest lectures and seminars.
- Prepare synopsis of talks proposed for information of guest speakers and seminar panelists/ speakers
- Prepare the table programme and detail comperes, facilitators and resource persons.
- Detail rapporteurs for the sessions and prepare a post seminar/ workshop report for dissemination.
- Committee Leaders will submit report of the Guest Lecture to Deputy Director-Academics and Dean-FoHBS.
- To Organize Journal Clubs to enhance Research orientation.

No. of students in committee: 15-20

No. of Committee Leaders: 2 (1 male student and 1 female student)

Meeting held: Monthly and as and when required as per the committee involvement in the event , Minutes of Meeting to be submitted to Dy. Director, Academics and Dean, FOHBS

EXTRA-CURRICULAR COMMITTEE**FACULTY IN-CHARGE: Dr. Meenal Kulkarni****Objective: To ensure active participation in extra-curricular activities in inter and intra college events.****Role & Responsibility**

- Planning, organizing and execution of various cultural and extra-curricular events at the institute level.
- Assist the student body to participate in local and state/national level, competitions and management fests etc.
- To organize outdoor activities for recreation and extra-curricular educational purposes.
- To organize minor activities (class based) on monthly basis.
- Committee Leaders will submit minutes of meeting and action plan to the committee head and Head of the Department, MBA (HHM) on regular basis.
- Committee will also make a presentation with respect to events planned to the Director-SIHS, as when required.

No. of students in committee: 15-20

No. of Committee Leaders: 2 (1 male student and 1 female student)

Meeting held: Monthly and as and when required as per the committee involvement in the event , Minutes of Meeting to be submitted to Dy. Director, Academics and Dean, FoHBS

CURRENT AFFAIRS COMMITTEE-:**FACULTY IN-CHARGE: Ms. Neha Ahire****Objective: To keep abreast with news and updation on industry front and circulate the same to all stakeholder at the institute.****Role & Responsibilities:**

- Identify and segregate the required information
- To make students aware of the latest happenings
- Create the information database
- Update the information database
- Circulation of news on weekly basis in a prescribed approved format to all concerned.
- To come up with e-newsletter on quarterly basis with the help of other committees.

- Preparing monthly reports based on the updates
- Committee Leaders will submit minutes of meeting and action plan to the committee head and Head of the Department- MBA (HHM).
-

No. of students in committee: 12-15

No. of Committee Leaders: 2 (1 male student and 1 female student)

Meeting held: Monthly and as and when required as per the committee involvement in the event
Minutes of Meeting to be submitted to Dy. Director, Academics and Dean, FoHBS

ADMINISTRATIVE COMMITTEE

FACULTY IN-CHARGE: Dr. Jagadeesha Marigowda

Objective: To provide administrative support for all activities

Role & Responsibility (In consultation with SIHS administration)

- Identify and cater for all administrative and infrastructural requirements for organizing SIHS activities.
- Coordinate and conduct administrative actions necessary for successful execution of activities as per the budgetary allocation.
- Coordinate & support in preparation of financial plan of events as per the budgetary allocation.
- Networking and developing working relationships with various service agencies/providers necessary for organizing major events
- Committee Leaders will submit minutes of meeting and action plan to DD Academics and Dean-FoHBS.

No. of students in committee: 5-10

No. of Committee Leaders: 2 (1 male student and 1 female student)

Meeting held: Monthly and as and when required as per the committee involvement in the event.
Minutes of Meeting to be submitted to Dy. Director, Academics and Dean, FoHBS

MEDIA COMMITTEE

FACULTY IN-CHARGE: Ms. Neha Ahire

Objective: To share the latest SIHS information on various media platforms

- Continuously update achievements & activities of SIHS on social networking sites.
- Provide academic and nonacademic contents for Blogs.
- Upload pictures and videos of various co- curricular & extra-curricular activities on various SIHS media platforms.
- Encourage students to write blogs/articles/poems for various SIHS portals.
- Committee Leaders will submit minutes of meeting and action plan to Deputy Director- Academics and Dean- FoHBS.

No. of students in committee: 10-15

No. of Committee Leaders: 2 (1 male student and 1 female student)

Meetings held: Monthly and as and when required as per the committee involvement in the event.

Minutes of Meeting to be submitted to Dy. Director, Academics and Dean, FoHBS

ASPIRANTS RELATION TEAM COMMITTEE

FACULTY IN-CHARGE: Dr. Meenal Kulkarni

Objective: Aspirants Relation Team bridges the gap between MBA HHM aspirants & SIHS, gives an insight of college activities & solve queries of aspirants.

Activities:

1. Pre GE-PI orientation & solving queries related to GE-PI.
2. Making aspirants aware about GE-PI process, schedule & its update time to time. To intimate aspirants about the documents to be carried, GE -PI tips & other relevant information.
3. Guiding aspirants during GE-PI.
4. Help in Planning, designing and organizing the entire Admission process at SIHS, Pune.
5. Connecting aspirants through social media, interacting with them using Facebook page, PagalGuy forum of ART.
6. Updating aspirants about admission process, accommodation, fee structure or any other related information.
7. Individual query solving about the course & future prospects by ART members.
8. Interacting with aspirants & making them feel that they are coming to a prestigious organization.
9. Branding of SIHS through social media.

Number of students in Committee: 15-20

Number of Committee Leader: 1

Meeting held: As and when required as per the committee involvement in different events.

RESEARCH COMMITTEE:

Faculty In- Charge: Dr. Dharmendra Dubey

Objective: To inculcate research culture and promote quality research output in the form of Projects and Publications.

Activities:

1. Organize lectures pertaining to research
2. Conduct of Journal Club
3. To work on Research Project/Publications under the guidance of faculty members

Number of students in Committee: 5-8 students

Number of Committee Leader: 1

Meeting held: As and when required as per the committee involvement in different events.

Minutes of Meeting to be submitted to Dy. Director, Academics and Dean, FoHBS

PLACEMENT COMMITTEE

IN-CHARGE: Ms. Devika Shetty, Head, Training and Placements, SIHS

Ms. Priti Kulkarni: Sr. Placements Coordinator

Objective: Ensure suitable placement for all students

Role & Responsibility:

- Identify appropriate companies for on campus recruitment
- Approach and remain in contact with companies
- Arrange for company visits and work in cooperation with Guest lecture & Seminar Committee
- Prepare all recruitment material including CVs of all students
- Manage Campus Recruitment Process in consultation with Faculty In charge.
- Committee Leaders will submit minutes of meeting and action plan to Deputy Director- Academics and Dean-FOHBS.

No. of students in committee: 15-20

No. of Committee Leaders: 2 (1 male student and 1 female student)

Meeting held: Monthly and as and when required as per the committee involvement in the event,

Minutes of Meeting to be submitted to Dy. Director, Academics and Dean, FOHBS

FAREWELL PARTY- Faculty In charge: Ms. Devika Shetty

Semester 2- Last Friday in the month of February- Farewell party for senior batch will be arranged by the junior batch students.

ALUMNI COMMITTEE**IN-CHARGE: Ms. Devika Shetty, Head, Training and Placements, SIHS****Objective: Establish SIHS Alumni club****Role & Responsibility**

- Update the alumni database
- Updating alumni through campus news
- Organizing alumni meetings
- Establish MBA (HHM) Brand image in the market through alumni networking
- Committee Leaders will submit minutes of meeting and action plan to Deputy Director-Academics and Dean-FOHBS.

No. of students in committee: 05-10

No. of Committee Leaders: 2 (1 male student and 1 female student)

Meeting held: Monthly and as and when required as per the committee involvement in the event ,
Minutes of Meeting to be submitted to Dy. Director, Academics and Dean, FoHBS

UNIVERSITY ANTI RAGGING COMMITTEE:

To ensure compliance with the provision of UGC regulation 2009 as well as the existing law concerning ragging.

COMPOSITION OF ANTI RAGGING COMMITTEE:**Anti-Ragging Committee at University level**

1. Chairperson

Dr. Rajani Gupte, Vice Chancellor, SIU

2. Representative of civil community

Mr. Siddharth Shirole, General Secretary. BJYM

3. Representative of Police Community

Mr. Bhanupratap Barge, Assistant Commissioner of Police, ATS, Pune

4. Representative of local media

Mr. Ashish Pinto, Chief Human Resource Officer, Sakal Media Group Pune

5. Representative of Non-Government Organization involved in youth activities

Ms.Sneha V. Khandekar, Corporate Trainer –Sexual Harassment & Gender Sensitization

6. Representatives of parents

Mrs. Nilakshi Louzardo

7. Representatives of students belonging to fresher category and senior students

I. Senior Students: (get it from Vijay Rajopadhaye)

1. Mr. Umang Choudhary – PRN 16020942033

2. Ms. Varsha Mehrotra - PRN 16020942073

II. Junior Students

1. Mr. Aditya Sinha - PRN 16050421009

2. Yogika Mittal - PRN 16050421146

8. Representatives of Teaching Staff

Mr.Avinash Aslekar, Associate Professor, SITM

9. Representatives of non-teaching staff

Mr.Nitin Sakore, Officer –Logistics, SIU

11. Secretary

Dr. M.S. Shejul, Registrar, SIU

Institute Level

1. To ensure compliance with the provision of UGC regulation 2009 at the institute level
2. To monitor and oversee the performance of anti-ragging squad in prevention of ragging in the institution
3. To take appropriate action in case an incident of ragging is reported by anti-ragging squad of the Institute and to further inform/ get approval of action to be taken from University Anti-Ragging Committee

Anti - Ragging Committee of SIHS:

1. Dr.Rajiv Yeravdekar, Director ,SIHS : Chairperson
(Mobile: 9822055554)
2. Dr.Sammita Jadhav,Professor ,Dy. Director-Academics ,SIHS :Member
(Mobile: 9527355053)
3. Dr.Parag Rishipathak,Associate Professor,Dy.Director,SIHS : Member
(Mobile: 9822040971)
4. Ms. Neha Ahire, Assistant Professor, SIHS: Member
(Mobile: 9975028557)
5. Ms.Sanjivani Maral ,Assistant Professor ,SIHS : Member
(Mobile: 9422314119)
6. Sub-Major B.S Ambre (Retd.),SIHS –Member
(Mobile: 9689924880)
7. Mrs. Dhanwanti More (Parent of Student)
(Mobile: 9158165193)
8. Ms. Sakshi Behel, Student of MBA(HHM) – II year : Member
(Mobile: 9818761371)
9. Ms. Bhuvi Jindal,Student of MBA(HHM) – I year: Member
(Mobile: 9812347388)
10. Ms.Sanu Sunny George, Student of B.SC.MT-III year: Member
Mobile: 9767177193
11. Mr.Rohan Bhagat,, Student of B.SC.MT-II year: Member
Mobile: 7744870770
12. Ms. Aakamsha, Student of Bsc.(MT) II year : Member
(Mobile: 7038131166)

Anti-Ragging Squad

1. To make surprise raids on hostels and other places vulnerable to incidents of and having the potential of ragging.
2. To conduct on the spot enquiry in to any incident of ragging

Please Contact:

1. Dr.Rajiv Yeravdekar, Director ,SIHS : Chairperson
(Mobile: 9822055554)
1. Dr.Sammita Jadhav,Dy.Director - Academics ,SIHS : Member
(Mobile: 9527355053)
2. Ms. Neha Ahire,Assistant Professor,SIHS:Member
(Mobile: 8308964201)
3. Ms.Sanjivani Maral ,Assistant Professor ,SIHS : Member
(Mobile: 9422314119)
4. Sub-Major B.S Ambre (Retd.),SIHS –Member
(Mobile: 9689924880)
5. Dr.Parag Rishipathak,Rector-Boy’s Hostel
(Mobile: 9822040971)
6. Ms.Naseem Rodrigues,Warden –Girls’ Hostel
(Mobile: 8698472433)
7. Brig.Prakash Lakhe (Retd.) :Chief Admin
(Mobile: 9552528254)

UNIVERSITY MONITORING CELL:

1. To coordinate with the institutes to achieve the objectives of UGC regulations 2009
2. To call reports from the Heads of the Institutes in regard to activities of Anti- Ragging Committees, squads, and mentoring Cells
3. To review the efforts made by institutes to publicize anti ragging measures and soliciting of affidavits from students and parents

MENTORING CELL AT INSTITUTE: FACULTY IN-CHARGE: All faculty of MBA

A mentoring Cell is a system wherein senior batch students mentor the juniors under the guidance of the faculty. The objective is to create a bonding between the senior and junior batch. They support and encourage their mentee by offering suggestions and knowledge. Mentors also give academic advice and techniques related to how to cope up with stressful situations. The number of mentors mentoring the juniors will be decided based upon the strength of junior batch.

Senior Level

To guide and support as well as to interact with freshers through junior level mentors.

Junior Level

To mentor freshers, to interact with freshers and to provide congenial and welcoming environment on the campus.

PLACEMENT ELIGIBILITY RULES:

1. Campus placement is a facility and career assistance provided for the students of MBA-HHM. Students not interested in placement may opt out from the placements with the submission of consent form from the students, duly attested by the parents. (Annexure attached)
2. All students of the third semester who fulfill the following **eligibility criteria**:
 - i. Students must have cleared 1st and 2nd semester examinations with no backlogs.
 - ii. Further, for companies coming in 4th semester, students are required to clear the 3rd Semester with no backlogs.
 - iii. Defaulters who are involved in non-submission of assignments, malpractices in the exams/ tests / dishonesty in assignments / surveys / lack of attendance (less than 75%) etc. are not eligible for placements.
 - iv. Students, who have **75% and above attendance (for course classes) and 100% attendance at all guest lectures and training** are eligible for placements. 25% absenteeism is permitted only on medical grounds, duly authenticated by SCHC.
 - v. List of the non-eligible students based on the results for all semesters should come to the Placements Cell directly from HOD one week before the Placement commences and on an ongoing monthly basis.
 - vi. If for whatever reasons the student remains absent from any stage/round of the selection process, he/she would be withdrawn and not allowed to take part in the placements.
 - vii. Students must carry their I-cards at all times during interviews & screening tests.
 - viii. Pre Placement talk is compulsory for all the students irrespective of the placement status as the students will have a good knowledge of the visiting companies and can look forward to apply at any point of time in their career.

1. PRE PLACEMENT OFFERS:

- a) The student & company should inform Placement Cell if they have received/offered PPO/PPOs in written format, or else they are eligible for CRP.
- b) A student who has accepted a documented (written) Pre-Placement Offer during his /her Summer Internship training will be considered as placed. Such a student would not be eligible to participate further in the CRP.
- c) The student has to forward his/her acceptance of the PPO through the Training and Placement Cell.
- d) A pre - placement offer, if given should be accepted or rejected by the student before participating in the campus recruitment procedure.

2. PRE PLACEMENT PROCEDURE:

- The eligible students are required to prepare a Master CV / Resume with their recent photograph in a soft and hard copy in SIHS standard template. Template attached.
- It is expected that a student shall **NOT** add any ambiguous/ wrong/fraudulent/misleading information in his/her resume. Resume checks will continue throughout the placement

process. If, on verification, any discrepancies are found, the student would be debarred from the CRP. This may also attract strict disciplinary action.

- Students must carry a file with three copies of the resume, original certificates (if possible) and copies thereof while appearing for the interviews.
- At the time of appearing for interviews, students **MUST** carry copies of approved resume only.
- Placement cell receives job description from the company and as per the requirement the students are shortlisted where the students are allowed to sit for the pre placement talk and the other process.
- Prescreening is carried out by the companies by various methods like online tests, telephonic interviews and skype interviews.
- The pre placement talks are scheduled on the day according to the packages offered.

3. CRP: THE PROCESS

PRE-PLACEMENT TALK (PPT)

- The selection process generally starts with the ‘Pre-Placement Talk’ (PPT) by the company representatives, who give information about the company. This includes organizational structure, volume of business in terms of annual turnover, expansion plans, work culture, and training scheme, bond if any, salary structure etc. Questions are invited from the students at the end of the PPT.
- Notices of the PPT will be displayed on the notice board or emailed well in advance. Students should occupy their seat at the venue 15-minutes before the scheduled start of the PPT.
- Students must clarify details regarding future prospects, job profile, place of work, bond details etc. with the companies during PPT.
- Attendance of all students is mandatory in PPT as there is a lot to learn from every company’s presentation, failing which disciplinary action will be taken (debarred from subsequent CRP for next three placement for non-placed students.).
- The decision to apply & continue in the selection process of a particular company can be made by the student after the PPT, but he has to attend PPT.

ROLES AND RESPONSIBILITIES OF RECRUITERS:

- The recruiters should provide accurate job description (JD) according to the company’s requirements with specific CTC details in the provided annexure sent by placement Department.
- The recruiters should inform in writing about their recruitment process to the placement cell in detail.
- The most important responsibility of recruiters is to issue the offer letters on the day of the Recruitment drive or give a written confirmation within 5 days after completion of recruitment process.
- The job offer should be sent directly to the placement cell.

FINAL PLACEMENTS:

- Each student is eligible for one job offer only.
- If a student receives more than one offer owing to delay in the announcement of results by the companies, the student is bound to accept the written confirmation of job offer whose results are declared earlier.
- If the results are declared on the same day, the student may choose from the offers in hand and inform the placement office of her/his choice, within 24 hours of announcement of results.
- A student is advised to apply for a position only after he/she satisfies himself / herself about the location, job profile, and compensation package etc. Once a student applies for a particular position in a visiting company, he/she is required to attend all tests and interviews held by this company, failing which he/she will be debarred from the process subsequently.
- Each student will get three chances to apply for different company's interview and selection procedures.
- If a student attends a selection process and the company offers the position that student can accept or reject the offer. If she/he accepts the offer, then she/he will be excluded from the CRP.
- A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company for any absence on medical ground at any stage during placement season student should get approved medical certificate from SCHC. A warning letter will be issued for the repeat offenders and the company will be informed about their behavior.
- Once on the scroll, the student & the organization enter into an employer-employee agreement with no role of SIHS (SIU) thereafter.
- The date/time/venue of the interviews will be subject to changes which, at times, may be at a short notice. Students must keep themselves well informed by checking their emails regularly.
- There will be a BOOT camp before the starting the Campus Recruitment. It is **Mandatory** for all students to attend the camp, failing which the student will not be eligible for CRP.
- Dress code for students during campus recruitment procedure is as follows:

GENTS:

Uniform is mandatory with black shoes. The student should be clean shaved (unless he has taken prior permission) and have groomed hair without sporting any funky hairstyle. Jewellery of any sort is not permitted.

LADIES:

The student should have groomed hair (tied up into a pony tail if she has lengthy hair). Uniform is mandatory with scarf and formal black shoes. Inappropriate make-up and dangling earrings, jewellery are not permitted.

- Students should maintain proper decorum during the interview process. Strict action will be taken against any indiscipline.
- We insist that the company issue offer letters addressed to the institute. Acceptance by students also has to go through the placement cell of the institute to the company. Offer and acceptance are to be in writing to avoid confusion and lack of finality.

WITHDRAWAL:

- Any student who withdraws voluntarily in the midst of a selection process will not be eligible for the CRP throughout the season.
- If a student is selected by a company on campus and eventually does not join the company, Institute has right for denial to provide letter of recommendation.
- If a student would like to OPT OUT from the final placement, he/she should give an undertaking in the prescribed format before CRP commences.

DEBARRED:

- Any student with a conduct which is in violation of the SIU &SIHS CRP rules and regulations will be debarred from placements.

DISCLAIMER:

- The responsibility of the Training, Development and Placement Cell is limited to placement assistance only.
- Student selection process is solely subjected to company's recruitment process; placement cell is not involved in the same.
- After the selection and recruitment has been confirmed by the company, all responsibilities of the Training, Development and placement cell ends.

CLASS REPRESENTATIVE (CR):

A suitable CR will be nominated to represent students' interest in the day-to-day conduct of the programme and also for overall supervision of extra – curricular activities. The CR will be the “face” of the student body. The term of the CR is of one year however the can be changed in case of non-performance.

The Selection process is as under:

1. The Students are chosen from a pool of self-nominated candidates
2. Voting is done amongst the batch mates and the one who gets majority votes is selected as CR
3. The final selection is done by the HOD, MBA-HHM.

The CR is selected with due care for maturity, sincerity, commitment to excellence and interpersonal communication skills and abilities of the student. The CR will strive to represent genuine difficulties faced by students as a group. He/she does not have the discretion to represent individual grievances.

Two student representatives (one girl & one boy) from second year of MBA(HHM) will be representing the overall MBA(HHM) programme. They will represent the students

community during the SIHS monthly IQAC meetings & establish a rapport among the students & management.

SPORTS REPRESENTATIVE (SR):

The Students are chosen from a pool of self-nominated candidates.

They work for sports related events in close collaboration with University Sports Board. Two student representatives one each from 1st & 2nd year MBA-HHM will be responsible to conduct sports activities of SIHS & SIU.

ADMINISTRATION

ELIGIBILITY & REQUISITE DOCUMENTS:

Each student is required to fill & submit eligibility form along with requisite documents to the institute. It is responsibility of the student to ascertain whether he/ she possess the requisite qualification for admission. Having been admitted provisionally does not mean acceptance of eligibility. Final eligibility for admission will be decided by the Registrar, Symbiosis International (Deemed University). All admissions are provisional till confirmation of the eligibility from the Registrar, SIU.

The last date for submission of eligibility documents is 30th September, 2018. If this requirements is not fulfilled the admission is deemed to be cancelled.

PERSONAL DETAILS:

Apart from information already provided students will also give following information to the programme coordinator on arrival/ on occurrence/ on any change:- Personal email ID, mobile & land line number where he/ she can be contacted off campus, Residential address in Pune, Vehicle number & type (as applicable), etc.

Any changes in above should be intimated by the student immediately on occurrence.

PARENTS/ GUARDIANS CONTACT DETAILS:

Students shall check the contact details given in Institute records for correctness on first arrival. Any changes must be intimated immediately on occurrence. The following information regarding parents/ guardian/ Next of Kin (as applicable) shall be provided:- Name, relationship, permanent residential address, address for postal communication, residential and/or office telephone number, mobile number and email ID, etc.

UNDERTAKINGS:

Following undertakings shall be signed during the induction programme

1. Code of Conduct
2. Anti-Ragging
- 3 .Understanding of Students Handbook

WHOM TO CONTACT?

Student shall approach the Head of the Department through Coordinator for necessary guidance/ assistance with respect to Identity Card, PR No., Medical Insurance Card, Indemnity Bond, Uniform, Log-Book, Handbook, bonafie letter, educational loan, academic issues and any other relevant issues.

SCHOLARSHIP / FINANCIAL ASSISTANCE:

SIU does not provide any scholarship or educational loan facility to the students. However to obtain other institutional scholarship or educational loan, he/ she shall approach the Head of the Programme through Coordinator.

SUGGESTION BOX:

Suggestion Box is kept at ground floor near the library of the SIHS building. Students shall drop their suggestions in the suggestion box. Necessary action is taken in consultation with Director.

DEPARTMENT OF STUDENT AFFAIRS:

Department of Student Affairs has been set up by SIU to look into grievances of students as well as to provide out of classroom support. Students may contact the following for the same.

DEPARTMENT OF STUDENT AFFAIRS,

Contact Person- Mr. Vijay Rajopadhye
Head, Student Affairs,SIU
Phone No- 020-39116211/ 020-39116245
E-mail – studentaffairs@siu.edu.in

CODE OF CONDUCT:**SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)****Article 1: PREAMBLE**

The student code of conduct [Code] is established to foster and protect the core missions of the Symbiosis International (Deemed) University, Pune, to foster the scholarly and civic development of the University's students in a safe and secure learning environment, and to protect the people, properties and processes that support the University and its missions. However, the establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows for the pursuit of these objectives in an environment that is both safe and free of invidious disruption. Rules and regulations are necessary to mark the boundaries of this needed order.

Article 2: APPLICABILITY

The Code is applicable to all students, which includes all persons taking programmes at various constituent institutes of the University, either fulltime or part-time, pursuing undergraduate, graduate, professional studies. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular semester or term, but have a continuing relationship with the University, or who have been notified of their acceptance for admission are considered as "students". The Code applies to all locations of the University.

Article 3: JURISDICTION

The Code applies to the on-campus conduct of all students at all the location / campus of the University.

The code also applies to the off-campus conduct of students in direct connection with:

- A. Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad / student exchange;
- B. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
- C. Any activity sponsored, conducted, or authorized by the university or by registered student organizations;
- D. Any activity that causes substantial destruction of property belonging to the university or members of the university community or causes serious harm to the health or safety of members of the university community; or
- E. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for any act or omission.

Students continue to be subject to the laws of the land while at the university, and violations of those laws may also constitute violations of the code. In such instances, the university may proceed with university disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved.

Article 4: RESPONSIBILITIES OF STUDENTS

Students are members of the University community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the University.

Admission to the university carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and to respect the rights, privileges, and property of other members of the academic community and the Society. They should refrain from any conduct that would interfere with university functions or endanger the health, welfare, or safety of other persons.

As a citizen of State, a student should not discriminate on the basis of race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status. They should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

Article 5: DISCIPLINARY MISCONDUCT

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the University reserves the right to take disciplinary action in appropriate circumstances not set out in this article.

The illustrative list of misconduct is as follows (Not exhaustive):

DMC 1: Academic Misconduct: Academic Misconduct means plagiarizing; cheating on assignments or examinations.

DMC 1[a]: Cheating: The act of obtaining or attempting to obtain credit for work by use of dishonest, deceptive, or fraudulent means.

DMC 1[b]: Plagiarism: The act of taking ideas, words, or specific substances of another and offering them as one's own.

DMC 2: Disruptive Conduct - Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on university premises or in connection with any university-sponsored event or activity;

DMC 3: Discrimination - Engaging in verbal or physical behavior directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them. It also includes wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the University.

DMC 4: Falsification - Falsification means willfully providing University offices or officials with false, misleading, or incomplete information; forging or altering official University records or documents or conspiring with or inducing others to forge or alter University records or documents.

DMC 5: Refusal to Identify - Refusal to identify or falsely identifying one's self when requested by an authorized University official.

DMC 6: Illegal or Unauthorized Possession or Use of Weapons - Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.

DMC 7: Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking – Symbiosis strongly supports the goals of "Drug Free Campuses". It is policy of Symbiosis that no student shall distribute, possess, or use illegal drugs, a controlled substance, on its premises. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. It is also the Policy of University that smoking is prohibited in all the campuses of Symbiosis.

DMC 8: Unauthorized Access and Use of property & facilities - Unauthorized access means accessing without authorization University property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

DMC 9: Act of Violence, Threatening, Harassing, or Assaultive Conduct - Act of Violence, Threatening, harassing, or assaultive conduct means engaging in conduct that has caused injury to other residents of the campus, endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behavior.

DMC 10: Theft, Property Damage, and Vandalism - Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

DMC 11: Recording of Images without Knowledge - Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

DMC 12: Causing Disrepute to other students – Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which bring disrepute to other students / faculty of the University.

DMC 13: Failure to comply with university or any other authority - Failure to comply with legitimate directives of authorized university officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary sanction.

DMC 14: Ragging – Any act which amounts to ragging in any form as defined under the Maharashtra Prohibition of Ragging Act, 1999 and also under the UGC Prohibition of Ragging Regulations, 2009.

DMC 15: Illegal Contracts - Students are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability of any kind for University. The University will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.

DMC 16: Abuse of Electronic Communication - Using University or personal telecommunications, data communication networks for illegal or improper purposes or in violation of University regulations and policies, or related laws.

DMC 17 : Media Contact - Students are expressly prohibited from speaking on behalf of, or for, University with any media organization or publication, or from inviting the same to any University-owned or operated property, facility or event without the express written permission of the Office of University Communications.

DMC 18: Organization and Event Registration – A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the University.

DMC 18: Presenting False Testimony - Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.

DMC 19: Violation of University rules - Violation of other published university regulations, policies, or rules, or violations of law. These university regulations, policies, or rules include, but are not limited to, those rules, which regulate dress code, which regulate submission of assignments, which regulate examinations, which prohibit the misuse of library, misuse of computing resources, miscues of laboratory, which regulate acts which amounts to sexual harassment, rules for student and hostel rules and regulations.

Article 5 (a): GRIEVANCE CELLS OF EVERY INSTITUTE:

Every institute/Department shall constitute a Grievance Committee to address grievances of students. The students should be informed about the existence of such a committee, the members and the procedure of submitting grievances.

Constitution of Grievance Redressal Committee:

- | | | |
|------|------------------------------|---------------------------|
| i. | Dr. Sammita Jadhav | :Chairperson |
| ii. | Dr. Parag Rishipathak | :Member |
| iii. | Ms. Sanjivani Maral | :Member |
| iv. | Ms. Neha Ahire | :Member |
| v. | Ms. Hanupriya Nagiya | : Student Representative |
| vi. | Sub. Maj. (Retd) B. S. Ambre | : Convener of the Meeting |

Procedure:

Reporting of Grievance	Whom to Report	Time frame for Disposal	Report to	Check/ Control Point	Report to the Hon'ble Vice Chancellor of the University
Step I	• Written Grievance by the Student • Enter in the Register with inward number and date	• Grievance to be submitted to the Deputy Director/Registrar of the Institute	Maximum ten days for decision	If need be report to the Director of the institute	Director of the Institute to check the Grievance Register every week

Step II	• Hearing of the Grievance/ Getting to know the problem	• If required refer to Grievance Committee/ Disciplinary Committee• Hearing and taking decision	• If Committee is formed- two days for the committee• Maximum of ten days	Committee is to submit report to the Director/ Deputy Director	
Step III	Communicating the decision to the student in writing and getting the signature of the student in office copy within three working days after decision.	The decision of the committee is to be communicated to the Deputy Director/ Registrar of the Institute.	Within five working days	Report to the Director of the Institute	
Step IV	If student is not satisfied he has a right to appeal in writing against the decision of the institute's Grievance Committee.	The appeal can be sent to Universty Grievance Committee (Grievance redressal form can be filled).	• Appeal should be sent by student within five working days of the said decision• The decision will be conveyed in ten working days.	The decision will be communicated to the Director of the institute also by the office of the Associate Dean- Student Affairs.	Report to the Hon'ble Vice Chancellor of the University

Procedure:

- The aggrieved student would submit in writing his/her grievance to the Administrative Officer /Office Superintendent
- The Administrative Officer /Office Superintendent would convene a meeting of members within five days of receiving the complaint
- The report of the committee must be submitted to the Director within 2 working days of meeting

- Further if the student is aggrieved by the decision of the grievance Redressal Committee he/she may appeal to the Ombudsman within 6 working days. The details of the same are uploaded on the website of the university.

Procedure in redressal of grievances by Ombudsman and Grievance and Grievance Redressal Committee:

1. Each institution shall establish a registry headed by Administrative Officer/Office Superintendent where any aggrieved student may make application seeking redressal of grievance.
2. The address of the registry shall be published on the notice board and placed on the website of the Institute/Department.
3. On receipt of an application by the registry, Administrative Officer/Office Superintendent shall inform the Ombudsman or the Grievance Redressal Committee and shall immediately provide a copy of application to the institute for providing reply to the aggrieved student within seven days.
4. The Ombudsman or the Grievance redressal Committee shall fix a date for hearing the compliant which shall be communicated to the institute and the aggrieved student either in writing or electronically.
5. An aggrieved student may appear in person.
6. The Ombudsman or the Grievance redressal Committee shall ensure disposal of every application as early as possible as and not later than a month of receipt of the grievance.
7. The institution shall cooperate with the Ombudsman or the Grievance Redressal Committee, in redressal of grievances.
8. On the conclusion of proceedings, the Ombudsman or the Grievance redressal Committee shall pass order, with reasons for order, to redress the grievance.
9. Every order shall be provided to the aggrieved student and the institute shall be placed on the website of the institute.
10. The institute shall comply with the order of the Ombudsman or the Grievance redressal Committee
11. In case of any false or frivolous complaint, the Ombudsman may order appropriate action against the complainant /student.

ARTICLE 6: HEARING AND APPEALS

Any student charged with violation of the Code shall have the opportunity to receive a fair hearing. To safeguard the rights of students, the Vice Chancellor shall ensure that there is an appeal procedure to govern the alleged violations of this policy. The appeals procedure shall provide both substantive and procedural fairness for the student alleged to have violated the Code and shall provide for resolution of cases within a reasonable period of time.

Composition:

The Vice – Chancellor-Chairman

The Associate Dean - Student affairs

The Registrar

The Faculty Member (Female) Other than the institute from where the students submits grievance.

The Campus Administrator – Lavale Campus.

ARTICLE 7: PUNISHMENT AND PENALTIES

One or more of the following programmes of action may be taken when a student has been found to have violated the student code of conduct:

1. Warning: A written letter of reprimand resulting from a student's misconduct.
2. Suspension: Suspension is a sanction that terminates the student's enrollment at the university for a specified period of time.
3. Monetary Fines: Monetary Fines is a sanction in which a student is required to deposit amount as penalty or any amount deposited by him is forfeited or adjusted, resulting from misconduct. It also includes Restitution which means making compensation for loss, injury, or damage.
4. Confiscation: Confiscation means confiscation of goods used or possessed in violation of University regulations.
5. Restriction of Privileges - Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to a student facilities, placement programmes, university events for a defined period of time.
6. Withholding of Diploma or Degree. Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.
7. Dismissal: Dismissal is a sanction which permanently separates a student from the university without opportunity to re-enroll in the future.
8. Other sanctions: Other appropriate sanctions may be imposed by the Competent Authority of the University singularly or in combination with any of the above-listed sanctions.

FACILITIES

HOSTEL FACILITY: Hostel accommodation is available on first-cum-first-served basis and is allotted on confirmation of provisional admission for students of first year only. Students desirous of availing hostel accommodation should give a written application while submitting their first installment of tuition fees.

MESS: Mess provides meals on campus. Mess is functional at the basement of the SIHS building.

FOOD COURT: An all-day cafeteria ensures refreshments for busy minds at Senapati Bapat Road campus, cafeteria is at the ground floor of Symbiosis Vishwabhavan building.

DISASTER & EMERGENCY EVACUATION MANAGEMENT PLAN:

Symbiosis International (Deemed University) (SIU) has provided for development & distribution of evacuation safety plan. This guides the safe path to follow during emergency. The Emergency Evacuation Plan is developed & posted at all floors of SIHS building. All the members including students are advised to follow these instructions in case of emergency.

Symbiosis Centre of Health Care (SCHC)

The Symbiosis Centre of Health Care (SCHC) was established on 14th June 1997 as an 'In-house Health Care Unit' of Symbiosis. Under the Health Promoting University (HPU) initiative of the Symbiosis International (Deemed University), SCHC undertakes a host of preventive, promotive & curative healthcare services for the students and staff of the Symbiosis family. The vision of SCHC is 'Envisioning a state of positive health in the community' and its mission statement is 'To promote health & wellness amongst students, staff and community'.

It is operational at all the campuses of Symbiosis across India.

Promotive health care facilities:

1. Health Promotion Program: With an aim to spread health awareness and promote positive health amongst students, interactive sessions are organized by subject experts on various healthcare related issues.
2. Diet counselling by Nutritionists.
3. Campus Wellness Advisory Committee (CWAC) has been constituted at all campuses of Symbiosis. The frequency of conduct of CWAC is two times per semester. The objectives of the CWAC are:
 - To establish and review the student communications strategy for health & wellness services
 - To review all health & wellness policies and make recommendations accordingly
 - To advise management on aspects related to students & staff health & wellness
 - To serve as a forum for all stakeholders to voice their concerns on various issues related to health & wellness.

Preventive health care facilities:

1. Annual Wellness Checkup (AWC) of the students/staff of Symbiosis is conducted and health record is maintained electronically. The objective of the AWC is to assess the status of individuals about Health, Nutrition & Wellness. Consultants/ Specialists from different disciplines (Physician, Ophthalmologist, ENT specialist & Dentist) assess the health parameters including Lab investigations (Haemogram & Urine examination).
2. Pre-employment Check-up: Every prospective candidate is required to complete the process of Pre-Employment health check-up at Symbiosis Centre of Health Care.

3. Campus inspection is conducted once a year and assessment of catering establishments on campus is conducted three times in a year.
4. Annual Health Check-up of food handlers at catering establishments of Symbiosis.

Curative health care facilities:

1. SCHC Out Patient Department (OPD): Primary care is provided by medical officers. Patients/ students/ staff can be referred to a specialist/ consultant for treatment as per their condition.
2. Campus Medical Officers are available on call 24 X 7. Patients are also referred to multi-speciality hospitals if required. Contact numbers of campus medical officers are:

Sr. No.	Campus	OPD Timings	EMS No.
			(Beyond OPD Timings)
1	S.B.Road	8 am to 8 pm	+ 91 9552525651
2	Viman Nagar (New)	8 am to 8 pm	+ 91 9552589179
3	Viman Nagar (Old)	8 am to 5 pm	+ 91 9552525654
4	Hinjewadi	8 am to 8 pm	+ 91 9552525650
5	Lavale - Hill Top	8 am to 8 pm	+ 91 9552525653
6	Lavale - Hill Base	9 am to 5 pm	+ 91 9552525652
7	Kirkee	8am to 12 noon &	+ 91 9552525663
		4 pm to 8 pm	
8	Model Colony	9 am to 5 pm	+ 91 9552382845
9	Nashik	9.00 am to 5.00 pm	+ 91 9552525658
10	Noida	8 am to 8 pm	+ 91 9910049924
11	Bengaluru	8 am to 8 pm	+ 91 7022043266
12	Hyderabad	8 am to 8 pm	+ 91 7997883119

3. Medical Insurance: Every student and staff member at Symbiosis is covered under a unique group medical insurance scheme with the National Insurance Company (NIC) for hospitalization up to Rs.50, 000/- in case of non-accidental emergencies (as per the Mediclaim Insurance Policy) & Rs.1, 00,000/- in case of Rail / Road traffic accidents. Insurance policy is available on ww.schcpune.org. Contact MO, Insurance cell SCHC @ 9552525015 for further details.

Guidelines for Medical Leave Authentication for Symbiosis students

1. Any sickness absenteeism has to be notified by the student to Campus medical officer SCHC by visiting & consulting the Campus Medical Officer on the first day of the illness.
2. If the student is unable to visit the campus medical officer, then inform by Phone, SMS, Email, Fax by self/parent/guardian.
3. The student must submit all medical records to Campus Medical Officer on the day of joining

4. Un-notified medical illness to Medical Officer, SCHC, will not be considered to process authentication of medical leave.
5. Campus Medical Officer is authorized to sanction medical leave for only up to 3 days of sickness absenteeism which has been notified.
6. Any sickness absenteeism beyond 3 days will have to be authenticated by Medical Superintendent, SCHC/ Director, SCHC.
7. No backdated medical leave will be granted to the student on any grounds what so ever.
8. SCHC will be the sole authority to conduct a medical audit of sickness absenteeism.
9. Sickness absenteeism will only be medically authenticated by SCHC.

Authentication of 'Differently Abled Category' (DAC)

Students who apply for admission under the DAC:

- The candidate applying for admission should forward medical documents/ reports and certificate issued by the appropriate authority to the medicalsuperintendent@schcpune.org/ smo.clinical@schcpune.org
- The candidate must visit the campus medical officer at SCHC, SB Road, Pune between 9 am to 4 pm
- Medical board, SCHC reviews the records and authenticate the certificate of DAC.
- Please note: admission of all students admitted under the above category will be provisional until authenticated by Symbiosis Centre of Health Care (SCHC).

Community Outreach Program:

Organization of Blood Donation Drive:

Every year Blood Donation Camp is organized under Community Outreach Programme on 31st July & to celebrate International Students Day in various campuses of Symbiosis.

Whom to Contact:

1. Medical Superintendent, SCHC, Cell No. : 9552500357
Email ID: medicalsuperintendent@schcpune.org/dms_hcs@schcpune.org
2. Senior Medical Officer (Clinical), SCHC, Cell No: 9075002405
3. Senior Medical Officer (Insurance), SCHC, Cell No: 9552525015

Please visit www.schcpune.org & download the SymbiCare mobile application on application store.

RECREATION AND WELLNESS

Recreation & Wellness Centres play important role in Fostering a Wellness Mindset in the minds & hearts of the Staff and students of Symbiosis. Recreational activities provide the opportunity to develop healthier, more productive lifestyles that will carry on long after graduation. These same opportunities are available to staff and faculty, and have the potential to improve the health and wellbeing of employees, reduce sick time, and increase productivity.

Besides providing exercise and social interaction, participation in recreational activities provides the type of student involvement that is beneficial to the educational outcome and overall campus experience.

Studies have also shown that student involvement reduces stress, helps build character and community, improves management and leadership skills, enhances diversity, and improves overall happiness.

Vision

To emerge as the nodal Centre of excellence innovating to the changing dimensions of wellness in the community

Mission

To instill a feeling of wellness in the Symbiosis Community through the medium of Recreation & Wellness

Recreation & Wellness Infrastructure

All campuses of Symbiosis have an ultra-modern, state –of-the-art recreation & wellness facilities which includes a Gymnasium, Aerobics studio, yogshala with meditation hall and swimming pool. Designed by the wellness experts, the innovative fitness programmes is blend of the finest of Eastern and Western techniques provided on campus.

RWC offers students and staff services:

- General training
- Personal training
- Special population
- Workshops
- Wellness Events
- Outbound activity

Whom to Contact:

Ms. Shweta Sharma
Head, Recreation & Wellness Center
Symbiosis Centre of Health Care,
SIU, Lavale Campus ,
Tel: 020-28116279
E-mail: head_rwc@schepune.org

LIST OF FACULTIES OF SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

Sr. no.	Name of Faculty	Dean
1	Faculty of Law	Dr. Shashikala Gurpur
2	Faculty of Management	Dr. R Raman
3	Faculty of Computer Studies	Dr. Dhanya Pramod
4	Faculty of Health & Biological Sciences	Dr. Rajiv Yeravdekar
5	Faculty of Media and Communication	Dr. Ruchi Jaggi, Officiating
6	Faculty of Humanities & Social Sciences	Dr. Jyoti Chandiramani
7	Faculty of Engineering	Dr. Ketan Kotecha

CONSTITUENT INSTITUTES OF SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

Sr. no.	Name of the Institute	Head of the Institute
1	Symbiosis Law School (SLS)	Dr. Shashikala Gurpur
2	Symbiosis Institute of Business Management (SIBM)	Dr. R Raman
3	Symbiosis Institute of Computer Studies and Research (SICSR)	Prof. Harshad Gune, Offg. Director
4	Symbiosis Centre for Management and Human Resource Development (SCMHRD)	Dr. Pratima Sheorey
5	Symbiosis Institute of International Business (SIIB)	Dr Asmita Chitnis
6	Symbiosis Institute of Telecom Management (SITM)	Prof. Abhijeet Chirputkar
7	Symbiosis Institute of Management Studies (SIMS)	Dr. (Brig) Rajiv Divekar
8	Symbiosis Institute of Media and Communication, Pune (SIMC)	Dr. Ruchi Jaggi
9	Symbiosis Institute of Operations Management, Nashik (SIOM)	Dr. Vandana Sonawaney
10	Symbiosis Centre for Information Technology (SCIT)	Dr. Dhanya Pramod
11	Symbiosis Institute of Geoinformatics (SIG)	Dr Tarun Pratap Singh
12	Symbiosis Institute of Health Sciences (SIHS)	Dr. Rajiv Yeravdekar
13	Symbiosis Institute of Design (SID)	Mr. Atul Kedia
14	Symbiosis Institute of Business Management, Bangalore (SIBM)	Dr Rajesh Panda
15	Symbiosis Institute of Technology (SIT)	Dr. Ketan Kotecha
16	Symbiosis Law School, Noida (SLS)	Dr. C. J. Rawandale
17	Symbiosis Centre for Management Studies, Noida (SCMS)	Dr. Shirang Altekar

18	Symbiosis Law School. (SLS), Hyderabad	Dr. Sukhrinder Singh, Offg. Director
19	Symbiosis Institute of Business Management (SIBM), Hyderabad	Dr. Ravi Kumar Jain

DEPARTMENTS OF SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

Sr. no.	Name of the Institute	Head
1	Symbiosis Centre for Management Studies (SCMS)	Dr. Adya Sharma
2	English Language Teaching Institute of Symbiosis (ELTIS)	Prof. Shirish Sahasrabudhe
3	Symbiosis Institute of Foreign and Indian Languages (SIFIL)	Prof. Shirish Sahasrabudhe
4	Symbiosis College of Nursing (SCON)	Dr. Sharadha Ramesh
5	Symbiosis School of Economics (SSE)	Dr. Jyoti Chandiramani
6	Symbiosis Center of Media & Communication (SCMC) (UG), Viman Nagar	Dr. Sreeram Gopalkrishnan Officiating Director
7	Symbiosis School of Media & Communication (Bangalore) (SSMC)	Dr. Triveni Goswami
8	Symbiosis School of Banking and Finance (SSBF)	Dr. Manisha Ketkar
9	Symbiosis Centre for Corporate Education (SCCE)	Dr. Seema Singh
10	Symbiosis School for Liberal Arts (SSLA)	Mrs. Anita Patankar
11	Symbiosis School of Biological Sciences (SSBS)	Dr. Vinay Rale
12	Symbiosis School of Photography (SSP)	Mr. Nithil Dennis
13	Symbiosis Institute of International Studies (SSIS)	Ms. Shivali Lawale
14	Symbiosis Centre for Health Skills (SCHS)	Dr. Parag Rishipathak
15	Symbiosis School of Culinary Arts (SSCA)	Mr. Atul Gokhale
16	Symbiosis Centre for Yoga	Mr. Prashant Pandey
17	Symbiosis School of Sports Sciences (SSSS)	Dr. Nayana Nimkar
18	Symbiosis Statistical Institute (SSI)	Dr. Sharvari Shukla
19	Symbiosis School of Open and Distance Learning	Dr. Rajendra Awate

SUPPORT DEPARTMENTS OF SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

Sr. no.	Name of the Institute	Head
1	Symbiosis College of International Education (SCIE)	Mrs. Anita Patankar Dy. Director
2	Symbiosis Centre For Research And Innovation (SCRI)	Dr. Urvashi Rathod

3	Symbiosis Teaching Learning Resource Centre (STLRC)	Dr. Sofia Gaikwad
4	Symbiosis Centre for Entrepreneurship and Innovation (SCEI)	Dr. Nishant Tikekar
5	Symbiosis Centre for Alumni Engagement (SCAE)	Dr. Nilesh Khambojkar
6	Symbiosis Centre for Emotional Wellbeing (SCEW)	Dr. Girija Mahale

RESEARCH CENTRES OF SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

Sr. no.	Name of the Institute	Head
1	Symbiosis Centre for Advanced Legal Studies and Research (SCALAR)	
2	Symbiosis Centre for Waste Resource Management (SCWRM)	Dr. Manikprabhu Dhanorkar
3	Symbiosis Centre for Stem Cell Research (SCSCR)	
4	Symbiosis Centre for Behavioural Studies (SCBS)	Dr. Preetha Menon
5	Symbiosis Centre for Nanoscience and Nanotechnology (SCNN)	Dr. Atul Kulkarni
6	Symbiosis Centre for Medical Image Analysis (SCMIA)	Prof. Madhura Ingalthalikar

ABOUT PUNE CITY

Welcome to Pune, a city that has population of four and a half million people & is the eighth-largest city of India. It is located at confluence the Mula and Mutharivers. You will find that transportation, including air, rail, and road is available from Pune to the other major cities in India. Pune experiences three different seasons. These seasons are summer, monsoon and winter. Pune is known as “Oxford of the East,” because it has several well-known colleges. This city is a major industrial center, growing rapidly by the year. It is known as the “automobile city,” because it contains several different automobile manufacturers. Tata motors, manufacturer of India’s largest passenger car and commercial vehicle is located in the suburbs of Pune. Daimler Chrysler also has an assembly line for its Mercedes Benz in Pune. Of course, the manufacturers in Pune are not limited to automobiles. Coca Cola and Frito Lay also have manufacturing plans in the city of Pune. The city of Pune holds many great aspects of India’s past. Pune is home to many people who love to eat. You will find a variety of different foods here, ranging from sweets to spices. Pune has something to offer everyone, and you are bound to find an adventure when you visit here.

Hospitals

Name	Address
Ratna Memorial Hospital	968, Senapati Bapat Rd, New Rajasthan Society, Pune, Maharashtra 411016 Phone: 020 4109 7777

Joshi Hospital	778, Shivaji Opposite Kamala Nehru Park, Pune Nagar Road, Deccan Gymkhana, Pune, Maharashtra 411001
Deenanath Mangeshkar Hospital & Research Centre	Near Mhatre Bridge, Erandawne, Pune 411004 Tel. +91 20 4015 1000 / 66023000 / 49153000 Fax. (+91) 20 2542 0104 Email: Info@Dmhospital.Org
Poona Hospital And Research Center	Near Alka Cinema 27, Lb Shastri Rd, Sadashivpeth, Pune, Maharashtra 411030 020 6609 6000
Sahyadri Speciality Hospital	Plot No.30 – C, Erandwane, Deccan Gymkhana, Pune 411004, Maharashtra, India Telephone: 020-6721 3000 / 25403000 / 25403040
Ruby Hall Clinic	40, Sassoon Road, Pune- 411001, Maharashtra, India Tel : 0091 20 – 26163391, Fax : 0091 20 - 26164529 Email : Info@Rubyhall.Com
Jehangir Hospital And Medical Research Centre	32, Sassoon Road, Pune 411001 Pune , Maharashtra 020-66811000 / 020-66819999
Aditya Birla Memorial Hospital	Aditya Birla Memorial Hospital Aditya Birla Hospital Marg ,Chinchwad,Pune 411 033 Maharashtra ,India ,Tel: 020-4070 7615

24 HOURS HOSPITAL PHARMACY

Name Of Hospital	Address	Contact No.
Deenanath Mangeshkar Hospital	Erandawne, Pune – 411038 (Maharashtra) India	020 4015 1041
K.E.M. Medical	Rasta Peth, Pune	020-26126500
Poona Hospital Medical	27, Sadashivpeth, Nearalka Talkies Pune – 411030	24331707 – Ext – 215
Ruby Hall	Dhole Patil Road Sassoon Road	26123391 – Ext- 263
Jehangir Hospital	Near Pune Station	26122551
Krishna Hospital Medical	2, Anjanwel Prashant Society Paud Roadpune – 411 029	25460625

Aditya Birla Memorial Hospital	Aditya Birla Memorial Hospital Aditya Birla Hospital Marg ,Chinchwad,Pune 411 033 Maharashtra ,India	020-4070 7615
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CHEMISTS NEAR S.B.ROAD

Name Of Chemists	Address	Contact No.
Ratna Memorial Hospital	968 Ratna Memoria Hospital, Senapatibapati Rd, Senapatibapat Road, Pune – 411004	(020) 25672563
Joshi Hospital	778, Shivaji Nagar, Opposite Kamala Nehru Park, Pune – 411004.	(020) 25676861, 25672563/64/66,
Sanjivan Super Speciality Hospitals Pvt. Ltd.	F. P23, Kashibai Khilare Path, Off Karve Road.Landmark: Opposite To Pune Central And Near Karve College.Karve Nagar, Pune Maharashtra, 411004	020 6725 0000
Shreya Medical & General Shoppee	Samaz Mandir Building, Oppbaramatihostel , Patrakar Nagar, Off. Senapatibapat Road, Senapatibapat Road, Pune – 411004	(020) 25664036
Sanjeevni Medicals	Kamdenu Building Ground Floor, Near Bank Of Baroda, Senapati Bapat Road, Pune – 411004	9850847897
Akshay Medical And General Stores	Shop No 5, Gajalaxmi Co Op Society 3025/6b, Opp. State Bank Of India, Off. Senapatibapat Road, Shivaji Nagar Model Colony, Pune – 411016	(020) 25652163
Bhandari Medicals	401/6 Vinay Chambers, Vetal Baba Chowk, Senapatibapat Rd, Senapatibapat Road, Pune – 411004	(020) 25664514

SHOPPING OUTLETS

Name Of Outlet	Address	Contact Number
Pavillion Mall	The Pavillion, S B Road, Next To Jw Marriott, Pune – 411006	020 6642 1100

Westside	Cts No 2687 B Kakade Centre Port, Next To E Square Multiplex, University Road, Shivaji Nagar, Pune – 411005	(020) 25514262
Westend Mall	Next To Westend Sector 2 (Reliance Mart), Near Parihar Chowk, Aundh, Pune, Maharashtra 411007	020 6500 1180
Pune Central Mall	Paranjape Mall, Near Mes Garware College, Karve Road, Erandwane, Pune - 411004	(020) 30554777
	Ascent Mall A Division, Pantaloon Ascent Mall Opposite E Square Multiplex Near Agriculture College, University Road, Ganeshkhind, Pune - 411007	(020) 66409800
Phoenix Market City	S No. 207, Viman Nagar Rd, Pune, Maharashtra 411014	020 3095 0000
SGS Mall	S No 231, SGS Mall, Moledina Road, Camp, Pune, 411001	91-20-26332865
Shopper's Stop	Corporate Colony, Near Labour Office, Wakdewadi-Shivaji Nagar, Pune - 411003	(020) 41400557

LIBRARIES

Name Of Library	Address
British Library	917/1 , F. C. Road, Pune 411 -004
Jaykar Library	University Of Pune

PLACES TO VISIT

Places	Address	Distance From Sihs
Ambedkar Museum	S.B.Road,411004	In Symbiosis Campus
Shaniwarwada	Kasabapeth, Near Kasaba Ganapati, 411011	6 Km
Lal Mahal	National Highway 4, Kasba Peth, 411011	6 Km
Shrimant Dagdu Sheth Halwai Ganpati Temple	Shivaji Road, Budhvar Peth, 411002	5 Km

Raja Dinkar Kelkar Museum	Shukrawarpeth, Bajirao Road, 411002	5 Km
Saras Baug	Sadashiv Peth, Pune- 411030	7 K M
Parvati Hill & Temple	Parvatipitha, Near Sarasbaug, 411009	6 Km
Katraj Snake Park	Katraj, Pune Satara Road ,411046	12 Km
Osho Ashram	Koregaon Park, 411001	8 Km
Chaturshringi Temple	Senapati Bapat Road, 411016	1.2 Km
Film And Television Institute Of India	Law College Rd. , 411004	1 Km
Pataleshwar Caves	J. M. Road, 411021	3 Km
Pune University	Ganeshkhind, 411007	4 Km
Vishrambaug Wada	Near Chitale Bandhu,411016	7 Km
Aga Khan Palace	Nagar Road, 411 006.	12 Km
National Defence Academy	Khadakwasla, 411023	14 Km
Sinharh Fort	Khadakwasla, 411041	20 Km

BOOK SELLERS AND SHOPS

NAME	ADDRESS
International Book Service	Sr. No 759/5, Next To Garware Building, Near Central Bank Of India, Deccan Gymkhana, Pune – 411004 Call: (020) 25676364
Pragati Book Centre	Sai Complex,917/ 22 , Fergusson College Road, Pune – 4 020 25663372
Popular Book House.	Shop No: 759/75/4, Deccan Gymkhana, Fergusson College Road, Pune – 4 , Phone - 25671737
Utkarsh Book Service	Sr. No. 701, Near Sitra Hotel Garware Bridge, J M Road, Deccan Gymkhana, Pune – 411004 Call: (020) 25532479

SPORTS SHOPS

Name	Address

Champion Sports	1251, F. C. Road, Deccan Gymkhana, Pune – 411 004 Tel – 020 2567 5117
Sunny Sports Boutique	766/3, Deccan Gymkhana, Deccan Gymkhana, Pulachiwadi Rd, Deccan Gymkhana, Pune, Maharashtra 411004, 020 2567 8282
Champ Sportswear	406/A, B Bbahirat Road, Shivaji Nagar, Next To Kunal Complex, Tatyabasadhuj Gaikwad Rd, Shivaji Nagar, Pune, Maharashtra, 020 2552 1103

ATM CENTERS

NAME	ADDRESS
Bank Of India	Adjacent To Symbiosis Canteen, S B Road, Pune
Bank Of Baroda	Opp. Chaturshringi , S.B. Road, Pune – 4
Citibank	Opp. Sunguard, Chaturshringi , S.B. Road, Pune – 4
HDFC Bank	Hanuman Nagar Chowk, Opp. Sbi Atm, Senapatibapat Road, Pune – 4 1158 / 13 B U Bhandari Landmark, Opp. Lalitmahal Restaurant, F. C. Road, Pune – 4
ICICI Bank	796 – B, Bhandarkar Institute Road, Deccan Gymkhana. Pune - 4 Apte Road, Deccan Gymkhana Pune - 4
Punjab National Bank	Senapatibapat Road, Near The Domino's Pizza , Pune -4
SBI Bank	Hanuman Nagarchowk, S. B. Road, Pune - 4 J. M. Road, Above Cross Word, Deccan Gymkhana, Pune - 4

Travel Agents & Tour Operators

Name	Address
Gayatri Enterprises	769/6, Joglekar Quarters, Deccan Gymkhana, Pune
Akshay Travels	50/2 Shankar Rukhmini Apt, Oppkonarkpouam, Kondhwa Khurd, Pune – 411048, 9822115184
Bright Tourist Services	Shirole Bunglow 1108 2, Ganeshkhind, Pune, 411007
Anand Travels	D-23, Surya Prakash Society, Bibwewadi Pune-
Ganesh Tours And Travels	Sr.No.46, Plot No.14, Samruddhi Enclave, Nirmal Baug, Near Mukhtangan School, Pune -411009

Travel At Time Car Rental Services	Sr.No.48/4,Ashirward Complex,Lane O.7,Ganesh Nagar,Old Mundhawa Roas,Wadgaonsheri,Pune-14
Magowa Enterprises	Sr.No.15/3/5,Ganesh Park Co-Oo Hsg. Soc. Flat No.C-17,Hingane Khurd ,Pune-411051
Shivpushpa Travels	332,Kasba Peth,Phadke Haud Chowk,Pune-411011
Vitesse Travels	Shop No.110,206 And 207,Vitoria,Fortaleza Kalyani Nagar,Pune-411006
Vishal Travels	12/8 A,Kohinor Compund,M.J.Phule Road,Near Sharda Talkies,Naigaon,Dadar(East) Mumbai
Sunny Travels & Transport	Madhavshri Society,J-52,Ganeshmala,Sinhagad Road,Pune-411030
Bharath International Travels (Mysore) Pvt. Ltd.	Sanjay Jain Group, Vishal Nagar, Pimple Nilakh - 411027
Abhishek Tours & Travels	Mourya Vihar Society, Kothrud Pune - 411038
Tnt Incorporation	Khandve Nagar, Kalwad Pune - 411032
Anand Enterprises	Shivratna Society, Bibwewadi - 411037

Police Station

Name	Address
Chaturshrungi Police Station	Near Chaturshrungi Temple Opposite Rajbhavan, Ganesh Khind Road, Chaturshringi, Pune - 411007 Call: (020) 25655335
Deccan Gymkhana Police Station	759/5, Prabhat Road, Deccan Gymkhana, Pune - 411004 Call: (020) 25675005
Prabhat Road Police Chowkey	Prabhat Road, Pune - 411004 Call: (020) 26208443
Shivaji Nagar Police Station	Near Police Ground F C Road Gate, F C Road, Shivaji Nagar, Pune - 411005 Call: (020) 25536263

Railway Stations

Railway Station	Distance From S.B.Road
Pune Railway Station	8 Kms (4.97 Miles)
Shivajinagar Railway Station	3 Kms (2.00 Miles)

Airport

Airport	Distance From S.B.Road	Contact No.
Pune Airport	13 Kms (8.00 Miles)	020-26683210

ROADWAYS TERMINUS

PUNE	Swargate
	Shivajinagar
	Pune Station