

# SYMBIOSIS INSTITUTE OF HEALTH SCIENCES

A Constituent of Symbiosis International University

(Established under Section 3 of the UGC Act, 1956, by notification No.F.9-12/2001-U.3 of the Government of India.)

## STUDENT HANDBOOK



**Batch 2014–2016**

### MASTER OF BUSINESS ADMINISTRATION (HOSPITAL & HEALTHCARE MANAGEMENT)

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## **MESSAGE FROM DIRECTOR**

Welcome to the Symbiosis International 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 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  
Dean, Faculty of Health and Biomedical Sciences, SIU  
Director, Symbiosis Institute of Health Sciences

## **SYMBIOSIS INSTITUTE OF HEALTH SCIENCES (SIHS)**

### **MISSION:**

To foster relevant and pertinent knowledge in all domains of health through an interdisciplinary approach.

### **VISION:**

To become an internationally renowned institute which would offer contemporary, need based academic programmes suited to the ever-changing & ever expanding horizon of the healthcare sector.

The 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 specialization. SIHS encourages a symbiosis of thought, word & action of all such professionals who would address the all-important issue 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.

SIHS over the years has developed a large network of “industry-academia partners” locally and across the country in both the public and the private sectors, to provide the necessary “hands on” training and managerial experience, necessary for the students pursuing different healthcare related academic programmes.

### **HONORS & AWARDS:**

National Education Leadership Award, awarded at Dainik Bhaskar Education Leadership Awards function scheduled on 23rd October 2013.

### **ACHIEVEMENTS:**

Symbiosis Institute of Health Sciences has gained many laurels during the past years. The Post Graduate Diploma in Emergency Medical Services (PGDEMS) programme is recognized by the Los Angeles Paramedic Training Institute, USA. The American Heart Association (AHA), USA has conferred upon the institute, the coveted title of an International Training Center (ITC). It is also a recognized “Chapter” of the International Trauma Life Support (ITLS) Organization, USA. This is recognized by the American College of Emergency Physicians (ACEP), USA.

Recently SIHS is recognized as approved site for conducting - Advanced Trauma Life Support® (ATLS®) - India Program Course of American College of Surgeons.

SIHS is beneficiary of the various MOUs signed between SIU & national and international academic institutions, the Public Health Foundation of India (PHFI), the Georgia State University (GSU), USA to promulgate co-operation between the institutes to promote education, research, intercultural competence and understanding.

Maharashtra Medical Council (MMC) has accredited SIHS to conduct CME programs/ workshops/ seminars etc. By virtue of this coveted status, faculty and delegates participating in workshops organized by SIHS will be honored by credits hours from MMC.

Recently PGDEMS programme of Symbiosis Institute of Health Sciences (SIHS) is recognized by Saudi Commission of Health Specialties. Many of our alumni are placed overseas.

Maharashtra Emergency Medical Services (MEMS) is a project of the Government of Maharashtra- Department of Health, State Health Society under National Rural Health Mission (NRHM). This project will be operational in Public Private Partnership (PPP) with Bharat Vikas Group (BVG) India Ltd., Symbiosis Institute of Health Sciences (SIHS) and United Kingdom Specialist Ambulance Services (UKSAS) with the aim to provide free emergency medical service to entire population in the state of Maharashtra.

In the entire MEMS project SIHS will be academically associated exclusively for training & will not be responsible for ERC or any other operational matter.

On 28th June, 2013 Symbiosis Institute of Health Sciences (SIHS) and BVG India signed MOU of academic association and project was officially launched on 01st March, 2014.

### **THE FUTURE OF SIHS:**

#### **Health Sciences & Technology Park (HSTP) of the Symbiosis International University :**

SIU proposes to establish Health Sciences & Technology Park (HSTP). This HSTP will house:

The Symbiosis Institute of Technology (SIT) SIT offers Bachelor of Technology program in various disciplines. The Institute also endeavours to get into the specialized areas of Bioinformatics and Health Informatics. The Institute is also in the process of setting up a Centre for Radio Science focussing on measurement of radiations emitted by mobile phones, mobile towers and other gadgets and evaluating their effect on organism, specially the human beings.

Symbiosis School of Biomedical Sciences (SSBS) Established in 2011 under the Faculty of Health and Biomedical Sciences (FoHBS), SIU, the SSBS is devoted to training, research and development in the field of Biomedical Sciences.

SSBS offers M. Sc. and PhD programs with career prospects in the pharmaceutical companies with drug discovery and clinical research, biotechnology industry, hospitals and academia.

In addition to the above existing institutes, the park will house:

**Symbiosis Medical Project:** SIU is in the process of setting up Symbiosis Super Specialty Hospital & Research Centre which will have a Centre of Excellence in Minimal Access & Robotic Surgery with a focus on education, training and research. There would also be a General Hospital, Medical College, a School for Complementary & Alternative Medicine (CAM), a Bio-Medical Cluster etc., all contributing to a complete new world of healthcare.

**Symbiosis College of Nursing (SCON):** Currently SCON offers B.Sc. & M.Sc. programs and Post Basic Programs in Nursing.

**Symbiosis Institute of Paramedical & Allied Health Sciences** with focus on Bio Medical Instrumentation and Medical Technology. The paramedical and allied health programmes are unique, innovative, carrier oriented programmes designed to raise a cadre of professionals who would insure optimum delivery of healthcare services.

**R & D Centres of Pharma & Biomedical Companies.** Symbiosis International University is looking for collaborative partners in the field of Health, Biomedical Sciences, Pharma and technology; in area of research, technology transfer programmes and academics. These excellent technologically advanced state of the art infrastructure will provide a competitive edge to organizations wishing to set up a research base in India

Healthcare 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.

SIU is in the process of setting up Symbiosis Super Specialty Hospital & Research Centre which will have a Center of Excellence in Minimal Access & Robotic Surgery with a focus on education, training and research. There would also be a general hospital, medical college, Paramedic Training Institute, a School for Complementary & Alternative Medicine (CAM), a Health Technology Park, a Bio-Medical Cluster etc., all contributing to a complete new world of healthcare.

## **ACADEMICS:**

MBA (HHM), Programme conducted by the SIHS is an inter-disciplinary programme of the Faculty of Management and Faculty of Health Sciences under the aegis of the Symbiosis International 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 follow these guidelines without fail.

The MBA (HHM) Programme has two semesters in an academic year. The academic calendar for this year 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, ongoing semester, and examinations.

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 100% 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.

### **ACQUIRING ADDITIONAL/SPECIAL QUALIFICATIONS:**

The MBA(HHM) Programme is designed to develop 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, Pharma, 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 and operations management are applied in the health care sector.

Workshops, e.g. NABH, Six Sigma, Medical Tourism , Finance for Non-Finance managers , Operations Management are also conducted. All MBA-Hospital and Healthcare Management students of SIHS are qualifying 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.

While participating in these add-on programmes is voluntary, 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.

### **PROGRAM STRUCTURE : 2014-16**

*\*subject to change*

Year I-Semester I								
Old Course Code	Temporary Course Code	Course Name	Credits	External	Internal Marks (60%)	PR /Oral		Total Marks
				Marks (40%)		External Marks	Internal Marks	
External Courses								
40141101	T2279	Organizational behavior	3	60	90	0	0	150
40141102	T2280	Human Resource Management	3	60	90	0	0	150
40141103	T2002	Management Accounting	2	40	60	0	0	100
40141104	T2174	Materials Management	2	40	60	0	0	100
40141105	T2239	Business Communication	2	40	60	0	0	100
40141106	T4001	Fundamentals of Hospital Planning &	2	40	60	0	0	100



		Engineering Issues						
40141107	T4002	Planning & Management of Hospital Clinical Services	2	40	60	0	0	100
40141108	T4003	Planning & Management of Hospital Supportive Services	2	40	60	0	0	100
40141110	T2242	Principles & Practices of Management	3	60	90	0	0	150
		<b>Total – External</b>	<b>21</b>	<b>420</b>	<b>630</b>	<b>0</b>	<b>0</b>	<b>1050</b>
<b>Internal Courses</b>								
40141109	T2224	Research Methodology	1	0	50	0	0	50
40141111	T4004	Biostatistics & Basic Epidemiology	2	0	100	0	0	100
40141112	T3187	IT Applications for Healthcare	2	0	100	0	0	100
40141113	T0000	Community Project	2	0	100	0	0	100
40141115	T0000	Presentation Skills	1	0	50	0	0	50
		<b>Total – Internal</b>	<b>8</b>	<b>0</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>400</b>
		<b>Total Semester I – Internal &amp; External</b>	<b>29</b>	<b>420</b>	<b>1030</b>	<b>0</b>	<b>0</b>	<b>1450</b>
<b>YEAR I – SEMESTER II</b>								
<b>External Courses</b>								
Old Course Code	Temporary Course Code	Course Name	Credits	External	Internal Marks (60%)	PR /Oral		Total Marks
				Marks (40%)		External Marks	Internal Marks	
40141201	T2114	Essentials of Marketing Management	2	40	60	0	0	100
40141202	T2035	Introduction to Financial	2	40	60	0	0	100

		Management						
40141203	T4006	An Overview of Pharmaceutical Sector	2	40	60	0	0	100
40141204	T4007	An Overview of Health Insurance	2	40	60	0	0	100
40141205	T4008	Health Regulatory Environment	2	40	60	0	0	100
40141206	T3188	MIS for Hospitals	2	40	60	0	0	100
40141207	T2216	Business Statistics	2	40	60	0	0	100
		<b>Total – External</b>	<b>14</b>	<b>280</b>	<b>420</b>	<b>0</b>	<b>0</b>	<b>700</b>
<b>Internal Courses</b>								
40141208	T2219	Operational Research	1	0	50	0	0	50
40141209	T4009	An Overview of Clinical Research	1	0	50	0	0	50
40141210	T4010	Non Profit Sector in Health Care	1	0	50	0	0	50
40141211	T-0000	Study Report : Public health Sector Undertakings / Healthcare Govt. Agencies	2	0	100	0	0	100
40141212	T-040141212	Study Report : An Insight into Private Healthcare Industry	1	0	50	0	0	50
40141213	T-040141213	Conceptualization & Management of Events – I	2	0	100	0	0	100
<b>Total – Internal</b>			<b>8</b>	<b>0</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>400</b>
<b>Total Semester II – Internal &amp; External</b>			<b>22</b>	<b>280</b>	<b>820</b>	<b>0</b>	<b>0</b>	<b>1100</b>
<b>YEAR II – SEMESTER III</b>								
Old Course Code	Temporary Course Code	Course Name	Credits	External	Internal Marks (60%)	PR /Oral		Total Marks
				Marks (40%)		External Marks	Internal Marks	
<b>External Courses</b>								

40141301	T2253	Strategic Management	2	40	60	0	0	100
40141302	T2036	Financial Management	3	60	90	0	0	150
40141303	T2220	Operation Research	2	40	60	0	0	100
40141304	T4011	Health Economics	2	40	60	0	0	100
40141305	T4012	Organization & Administration of Super Specialty Hospitals	3	60	90	0	0	150
40141306	T2193	Project Management	2	40	60	0	0	100
<b>Total – External</b>			<b>14</b>	<b>280</b>	<b>420</b>	<b>0</b>	<b>0</b>	<b>700</b>
<b>Internal Courses</b>								
40141307	T4013	Community Health	2	0	100	0	0	100
40141308	T4014	National Health Programme	1	0	50	0	0	50
40141309	T4015	Comparative Health Systems	1	0	50	0	0	50
40141310	T0000	Conceptualization and Management of Events – II	2	0	100	0	0	100
40141311	T0000	Case Study	2	0	100	0	0	200
<b>Total – Internal</b>			<b>8</b>	<b>0</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>500</b>
<b>Total Semester III (Internal &amp; External)</b>			<b>22</b>	<b>280</b>	<b>820</b>	<b>0</b>	<b>0</b>	<b>1200</b>
<b>YEAR II – SEMESTER IV</b>								
Old Course Code	Temporary Course Code	Course Name	Credits	External	Internal Marks (60%)	PR /Oral		Total Marks
				Marks (40%)		External Marks	Internal Marks	
40141401	T4016	Quality & Accreditation in Healthcare Sector	3	60	90	0	0	150
40141402	T4017	Industrial Regulatory Environment	2	40	60	0	0	100
40141403	T2236	Corporate Governance & Business Ethics	2	40	60	0	0	100

40141404	T0000	Project	7	0	0	350	0	350
40141405	T0000	Dissertation	7	0	0	350	0	350
Total –External			21	140	210	700	0	1050
<b>Internal Course</b>								
40141406	T2353	Entrepreneurship	2	0	100	0	0	100
40141407	T4018	Emerging Trends in Healthcare Sector	1	0	50	0	0	50
40141408	T2068	Risk Management I	1	0	50	0	0	50
40141409	T0000	On Job Training	2	0	100	0	100	100
<b>Total – Internal</b>			<b>6</b>	<b>0</b>	<b>300</b>	<b>0</b>	<b>100</b>	<b>300</b>
<b>Total Semester IV (Internal &amp; External)</b>			<b>27</b>	<b>140</b>	<b>510</b>	<b>700</b>	<b>100</b>	<b>1350</b>

**SUMMARY – SEMESTER I – IV – MBA –HHM 2014-16**

Semester	Credits	External	Internal	Total Marks
Semester I	29	21	8	1450
Semester II	22	14	8	1100
Semester III	22	14	8	1200
Semester IV	27	21	6	1350
Total	100	70	30	5100

**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.

**MBA (HHM) ACADEMIC CALENDAR 2014\***

DAY	DATE	EVENT
Monday	02/06/2014	Hostel Registration
Tuesday	03/06/2014	Inaugural Session (Induction Programme)
Tuesday	03/06/2014 to 10/06/2014	Induction Programme
Wednesday	11/06/2014	Semester I classroom programme commences

Wednesday	08/08/2014	Semester III classroom programme commences
Tuesday	29/07/2014	Ramzan Id
Friday	15/08/2014	Independence Day
Friday	29/08/2014	Ganesh Chaturdashi
Monday	08/09/2014	Anant Chaturdashi
Thursday	02/10/2014	Mahatma Gandhi Jayanti
Friday	03/10/2014	Dasra
	October 2014	Semester I & III Examinations Commencement
Tuesday to Saturday	21/10/2014 to 25/10/2014	Deepawali
Monday	10/11/2014	Semester II & IV commences
Wednesday	25/12/2014	Christmas
Thursday	01/01/2015	New Year
	March 2015	Semester II & IV Examination
	1st Week of May 2015	XVII National Seminar
	7th May 2015 –7th Aug 2015	Summer Training

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

\*Dates subject to change.

#### LIST OF HOLIDAYS FOR THE YEAR 2014

DAY	DATE	EVENT
Thursday	01/01/2014	New Year
Tuesday	14/01/2014	Makar Sankranti
Sunday	26/01/2014	Republic Day
Monday	17/03/2014	Dhulivandan
Monday	31/03/2014	GudhiPadwa
Tuesday	29/07/2014	Ramzan Id
Friday	15/08/2014	Independence Day
Friday	29/08/2014	Ganesh Chaturdashi
Monday	08/09/2014	Anant Chaturdashi
Thursday	02/10/2014	Mahatma Gandhi Jayanti

Friday	03/10/2014	Dasra
Tuesday to Saturday	21/10/2014 to 25/10/2014	Deepawali
Thursday	25/12/2014	Christmas

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

\*Dates subject to change.

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. Case studies and projects
6. In-house Workshops, Seminars
7. Dissertations
8. Presentations
9. Assignments
10. Case studies

### **TEACHING METHODOLOGY IN TRAINING:**

1. Training Need Analysis
2. Workshops
3. Presentations
4. Lectures
5. Role Plays
6. Assignment Worksheets

## LEARNING RESOURCE CENTRES

- a. Library
- b. Computer Lab

### **LIBRARY:**

SIHS library has a wide variety of learning resources with over 3900 books, Reports, 23 Journals and magazines and , 920 CDs, DVDs & Video Cassettes for the benefits of users.

The library provides following services to their users:

1. Circulation service (Home Lending)
2. Reference Services
3. Wi-Fi facility on the campus
4. Audio Visual Room for Accessing CD'S/DVD's
5. Reading Room
6. Current Periodical Section

Access to Online Database

1. EBSCO
2. EMERALD
3. JSTOR
4. SCOPUS
5. ISI emerging markets (accessible through Library Gateway Portal)

WEB-OPAC (Online Access Catalogue) You can search any book available in the library through OPAC (<http://symbiosi-koha.informindia.co.in> )

**COMPUTER LABORATORY:** The Computer Laboratory with Lease Line Connectivity of internet & intranet is available. 24 x 7 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 healthcare establishments during the programme. These establishments are our 'knowledge partners' actively involved in the training. Students will be assigned a guide who will be nominated by the 'knowledge partners'.

The students will be representing Symbiosis at all these institutions and it is necessary that they project a positive image of the institution and do nothing that will bring themselves or the SIHS under disrepute.

The following guidelines will be strictly adhered to in letter and spirit. The Organization would require you to follow the rules and regulations.

1. You are required to adhere to the schedule developed by the Management.
2. You are required to report to task on time as per the schedule specified by the Department.
3. You will be entitled for one weekly off, which may vary according to your departmental schedule.
4. The students will be required to work strictly in accordance to the working hours & timings as laid down by the training organization including working if required, on Sundays & holidays
5. You shall be required to submit a written application in case of any planned leave. Also, in case of emergency leave, the Functional coordinator and SIHS should be informed before proceeding on leave.
6. You are expected to wear appropriate clothing at the place where you report for your task.
7. You are required to take prior approval of the supervisor for photocopying any official document for the purpose of your project.
8. Photography, videography of equipment, employees, patients etc. is not permitted within the building premises or at the place where you report for task.
9. You are not allowed to use organizational facilities like telephone, internet or email for any personal work.



10. You are not supposed to gossip, quarrel, shout or use abusive language in the place where you report for your task.
11. You shall not leave the place during the specified hours without permission or notifying the concerned Supervisor or Departmental Head.
12. You should perform your task in a timely manner and in accordance with the guidelines and instructions imparted by the supervisor.
13. You shall not misbehave or show disrespect to any employee. You shall follow the guidelines laid down by your supervisor.
14. You shall not be involved with the customer in a manner objectionable to the public interest or business interest of the organization
15. You are supposed to maintain the confidentiality of the data received from the organisations and should not use it for any other purpose than pure academics
16. Your behavior with persons at the various institutes will be of the highest ethical order, enabling these organizations to look upon SIHS with due respect expected of a world class teaching institute.

#### **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
2. Professional Viva
3. Test
4. Assignments
5. Presentations
6. Class Room Exam
7. Quiz
8. Case study Analysis
9. Surprise Test

10. Written Test
11. Group Assignment

### **EXTERNAL EVALUATION:**

Theory and practical examination will be conducted as per format of the SIU. Minimum 75% attendance to both theory and practicals (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 Biomedical Sciences Library. All students are advised to get acquainted thoroughly with these. Any amendments to this will be communicated to the students via IQAC meeting & notice board.

### **EXAMINATION RULES & GUIDELINES:**

#### **SIU Grading Policy:**

At SIU, postgraduate programmes are conducted on semester pattern with four semesters over a period of two years.

It uses a system of grade points to judge the student's overall performance. The student is awarded letter grades A+, A, B+, B, C+, C, D+, D, & F for each course depending on the relative performance of the student in the class.

The class average will carry a grade of C+ and subsequent higher or lower grade will be as per table given below:

<b>Letter Grade</b>	<b>Proportion</b>	<b>Grade Point</b>
A+	Top 6%	4.000
A	10%	3.714
B+	15%	3.429
B	19%	3.143
C+	19%	2.857
C	15%	2.571
D+	10%	2.286
D	Bottom 6%	2.000
F	-	0

- a) Relative Grading: The grading of students will be based on the relative performance of the students compared to the class.
- b) Continuous assessment, Term end examination and Practical (if any) will be separate heads of passing.
- c) Passing in a course means securing 40% of absolute marks in each of the heads.

- d) 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.
- e) **Revaluation:** In case of revaluation, the scores obtained will be fitted as per original range of marks of the grades.
- f) **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:

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

#### **EVALUATION POLICY:**

- i. PG Programmes will be conducted on a semester pattern over a period of two years consisting of four semesters.
- ii. All PG Programmes of University shall have total 100 credits.
- iii. There shall be 70 credits evaluated through both continuous and term-end assessment and 30 credits shall be evaluated only through continuous assessment.
- iv. From batch 2013 onwards, IDMP will be 1 credit course.
- v. For all courses having term-end examination, the continuous assessment will be for 60% and term-end assessment will be for 40%.

#### **STANDARD OF PASSING:**

A student has to pass both internal & external exam separately i.e. obtain minimum GP of 2.000. A GP less than 2 will be treated as Grade F (Fail).

A student will be awarded the degree only if he/she has a CGPA of minimum 2.000 on the completion of the programme.

#### **BACKLOG:**

Separate backlog exams will be held for internal & external components as per Schedule intimated from time to time

#### **ATKT RULES:**

A student of 1st year (Semester I & II) will be allowed to the next year irrespective of backlogs at the first year.

However he/she will be permitted to take Semester III term-end examination only if the student has cleared Semester I (Student having only internal backlog & no external backlog of Semester I & clearing the same prior to Semester III external examination are permitted to appear for Semester III external examination) and Semester IV term-end examination only if the student has cleared Semester I & II. (Student having only internal backlog & no external backlog in Semester I & II and clearing it prior to external examination of Semester IV are permitted to appear for Semester IV external examination).

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

- i) Minimum 75% attendance in aggregate is mandatory for all the students of the University to be eligible to appear for the external examination of all courses of the term. If the aggregate attendance is below 75%, then the student will not be granted the permission to appear for the examination of the concerned course/s where the attendance is below 75%.
- ii) Institute shall declare a list of students as Terms Not Granted/Course Not Granted (TNG/CNG) to those who do not fulfill minimum attendance requirement as specified by the concerned Institute/University. Such students are not permitted to take that particular term end University Examination. Institutes should announce the cut-off date for calculation of the attendance of the students & should declare the list of TNG/CNG students at least one week before starting of term end examination.
- iii) All those students who are granted TNG/CNG will be appearing the examination in next season as a backlog. The candidate will not pay backlog examination fees, as fees are already collected.
- iv) Institute shall declare attendance every month.

**GRACE MARKS:** In the CGPA system, there is no provision for grace marks.

**RETESTS:** No retests on grounds of absence for any reason are permitted for internal /external evaluation.

#### **RULES FOR REVALUATION:**

Candidates appearing at the University examinations are eligible to apply for revaluation of his/her answer books of the theory paper/s of the University Examinations, subject to the following conditions:

- i). A candidate may apply for revaluation in any number of papers per semester in which he/she has appeared at the term end written examination.
- ii). The revaluation includes the process of verification of total. In case of error in total, the verified marks(**less or more**) shall be considered.

- iii). The revaluation of the answer-books, shall not be permitted in respect of scripts of Practical Examination/ Internal Assessment/ Dissertation/ Thesis/ MCQ and Viva – Voce etc.
- iv). A candidate shall submit an application only in the prescribed form to the Controller of Examinations, University, for revaluation, along with the fee as mentioned at Exam Rule No.10 within prescribed date,through the Head of the Institute.

Student who has not submitted transfer Certificate/ Migration Certificate may apply for Re-evaluation for Semester 1 fresh examination only.

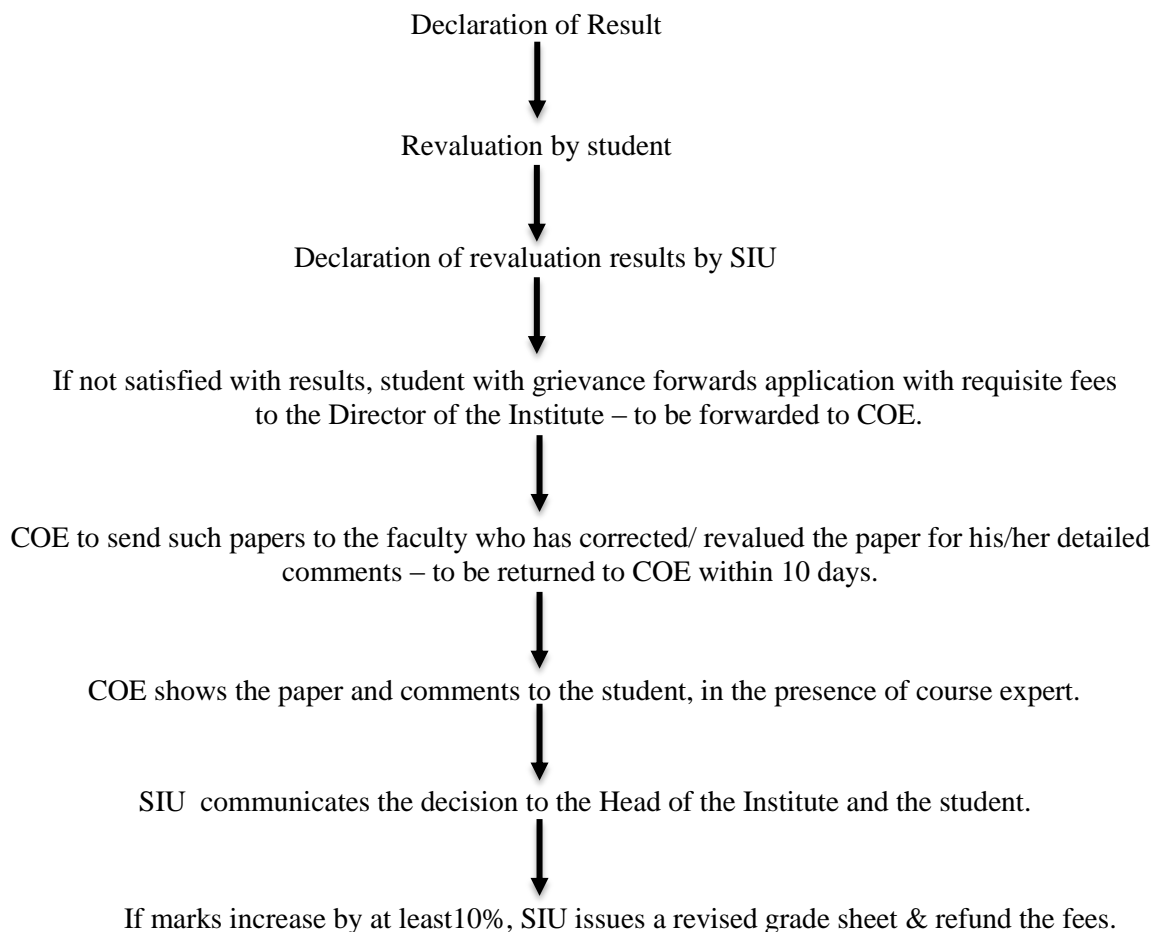
- v). No application for revaluation will be entertained unless:
  - a. A photocopy of the Statement of Marks/Grade sheet at the examination concerned is enclosed with application.
  - b. Seat number, nomenclature of theory paper/s, date of examination and examination center are correctly filled in.
  - c. Exact amount of fee as prescribed in the rule is remitted along with the application form.

The Head of the Institute shall collect the application forms of revaluation of answer-books of the theory paper/s along with prescribed fee of revaluation of the answer-books of the theory paper/s and send the same to the University.

- vi). A candidate applying for revaluation should note that the result of the revaluation of his/her answer book of the theory paper/s shall be binding on him/her and that he/she shall accept the revised marks/grades to his/her theory paper/s after revaluation.
- vii). The benefit of revaluation shall be given to a candidate if the original marks and the marks obtained after revaluation shall be given to a candidate if the original marks and the marks obtained after revaluation exceed by 10% or more of the maximum marks of the theory paper/s and only these marks will be accepted by the University and binding on the candidate.
- viii). However, in extreme cases, where the increase in the marks is more than 50% of the original marks obtained by the candidate, the Vice-Chancellor may use his discretion for getting second opinion for revaluation. In such case the answer book shall be re-examined by a separate examiner of the choice of the Vice-Chancellor. The average of the obtained marks, 1<sup>st</sup> revaluation and 2<sup>nd</sup> revaluation will be taken into account for the purpose of amendment of his/her result in accordance with the rules of the University made on that behalf.
- ix). For the purpose of this rule, revaluation of the answer-books of theory paper/s shall be deemed to be an additional facility provided to the students with a view to improving upon their results at the preceding University Examination, it being understood that delay in the declaration of revaluation result for any reason whatsoever shall not confer any right upon them for admission to the next higher class which matter shall always be regulated in accordance with the relevant rules or regulations framed by the University on that behalf.
- x). If as a result of revaluation the candidate attracts the provision of condonation of deficiency, the same shall be applied to him/her.

- xi). The charges for showing the answer script to the student are Rs.3000/- per paper. The procedure for showing answer script is shown below

**Procedure for sharing the answer script with the student**



**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 University is held in the month of November/ December of the year. Detailed information of the Convocation is displayed on the university and institute website ([www.siu.edu.in](http://www.siu.edu.in) and [www.sihspune.org](http://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:**

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 are expected to 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.

**1. I SPEAK I LEARN (ISIL) FORUM:**

It is a non academic activity conducted by the MBA (HHM) students. This is a regular event. All the students get an opportunity to make a presentation on non academic topics which also includes the recent happenings in the healthcare sector. This is an interesting activity which enhances the leadership qualities, presentation skills, extra-curricular knowledge, confidence & the overall personality of the student.

**2. SOCIAL SERVICE:**

On occasion of International Students' Day - 31st July, Blood Donation Camps are organized at all campuses of Symbiosis.

**3. 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 will be required to be 100%.

**4. GUEST LECTURES:**

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 update of knowledge & overall development of student's personality. Students must ensure 100%

attendance at guest lectures. Students failing to ensure 100% attendance, punitive action may be taken as deemed fit by competent authority.

#### **5. PLACEMENT ACTIVITIES, CAREER COUNSELING SERVICES AND PLACEMENT ASSISTANCE:**

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

#### **6. 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:

##### **I. ACADEMIC COMMITTEE**

**FACULTY IN-CHARGE: Dr. (Col) Vijay Deshpande(Retd.), HOD-MBA (HHM)**

**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.
- Provide inputs to the SIHS management for updating of syllabus pedagogy and modalities of conduct of activities.
- Committee Leaders will submit minutes of meeting and action plan to Deputy Director-Academics and Dean-FOHBS.
- To Organize Journal Clubs to enhance Research orientation.

No. of students in committee: 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

##### **II. CULTURAL COMMITTEE**

**FACULTY IN-CHARGE: Ms.Meenal Kulkarni, Teaching Assistant, MBA (HHM), SIHS**

**Objective:** To ensure active participation in co-curricular and extra-curricular activities

##### **Role & Responsibility**



- Organize sports & cultural events, like class based cultural activities, Panache etc.
- In coordination with Academic Committee organize “soft–skills” development programmes and events
- Assist the student body to participate in local and state/national level exhibition, competitions and management fests etc.
- Organize outdoor activities for recreation and extra-curricular educational purposes.
- Organize c-minor activities (class based) on monthly basis.
- Committee Leaders will submit minutes of meeting and action plan to Deputy Director-Academics and Dean-FOHBS.

No. of students in committee: 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

### **III. GUEST LECTURE / SEMINAR COMMITTEE**

**FACULTY IN-CHARGE: Dr.Brig.Pandit, Professor, MBA (HHM), SIHS**

**Objective:** To develop and strengthen academia - industry interaction

#### **Roles & Responsibility:**

- 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 compeers, facilitators and resource persons.
- Detail rapporteurs for the sessions and prepare a post seminar/ workshop report for dissemination.
- Committee Leaders will submit minutes of meeting and action plan to HOD-MBA(HHM) and Dean-FOHBS.

No. of students in committee: 05

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

### **IV. 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

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

**V. PLACEMENT COMMITTEE**

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

**Ms.Neha Naithani: 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: 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

**VI. CURRENT AFFAIRS COMMITTEE-: Ms.Meenal Kulkarni, Teaching Assistant, MBA (HHM), SIHS**

**Objective: To keep abreast with news and updation on industry front.**

**Role & Responsibility:**

- Identify and segregate the required information
- To make students aware of the latest happenings
- Create the information database
- Update the information database
- Preparing monthly reports based on the updates
- Committee Leaders will submit minutes of meeting and action plan to Deputy Director- Academics and Dean-FOHBS.

No. of students in committee: 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

**VII. ADMINISTRATIVE COMMITTEE**

**FACULTY IN-CHARGE: Ms.Neha Bhagatkar, Assistant Professor, MBA (HHM), SIHS**

**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 HOD-MBA(HHM) and Dean-FOHBS.

No. of students in committee: 05

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

## VIII. MEDIA COMMITTEE

**FACULTY IN-CHARGE: Ms. Neha Bhagatkar, Assistant Professor, MBA (HHM), SIHS**

**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

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

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

**\*Student committees for National Seminar will be formed as per National Seminar committees.**

**UNIVERSITY ANTI RAGGING COMMITTEE**

**COMPOSITION OF ANTI RAGGING COMMITTEES**

**1. Anti-Ragging Committee at University level**

The Vice Chancellor- Chairperson

Representative of civil community- Member

Representative of Police community- Member

Representative of local media- Member

Representative of Non-government organization involved in youth activities-  
Member

Representatives of parents- Member

Representatives of students belonging to fresher category and senior students-  
Member

Representatives of non-teaching staff- Member

**Diverse mix of membership in terms of level as well as gender**

## **2. University Monitoring Cell**

Dean/Director –Student Affairs- Chairperson

Directors from the constituent/affiliated Institutes- Member

Deputy Directors from the constituent/affiliated Institutes- Member

Senior Faculty members from the constituent/affiliated Institutes- Member

### **Roles and Responsibilities:**

#### **University Level**

➤ **University Anti Ragging Committee**

1. To ensure compliance with the provision of UGC regulation 2009 as well as the law for the time being enforced concerning ragging

➤ **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

### **Institute Level**

#### ➤ Institute Anti Ragging Committee

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 conduct enquiry and take appropriate action in case an incident of ragging is reported in the institute

Anti - Ragging Committee of SIHS:

1. Dr.Rajiv Yeravdekar, Director ,SIHS : Chairperson  
(Mobile: 9822055554)
2. Dr.Sammita Jadhav, Dy.Director - Academics ,SIHS :Member  
(Mobile: 9527355053)
3. Dr.Parag Rishipathak, Dy.Director -Administration ,SIHS : Member  
(Mobile: 9822040971)
4. Dr. (Col) Vijay Deshpande(Retd.), HOD-MBA (HHM), SIHS : Member  
(Mobile: 9860128407)
5. Brig (Retd.)Dr.Anil Pandit ,Profesoor,SIHS:Member  
(Mobile : 9423212709)
6. Ms.Sanjivani Maral ,Assistant Professor ,SIHS : Member  
(Mobile: 9422314119)
7. Dr.Chirag Dayal,student of MBA(HHM) : Member  
(Mobile: 999091369)
8. Dr .Beauty Sinha ,Student of MBA(HHM) : Member  
(Mobile: 8888951770)
9. Mr. Pratik Vijay Sapate ,Student of Bsc.(MT) : Member  
(Mobile:9763145253)
10. Tribornee Hemantkumar Mitra, Student of Bsc.(MT) : Member  
(Mobile: 9821454343)

➤ **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.Sammita Jadhav, Dy.Director - Academics ,SIHS : Chairman  
(Mobile: 9527355053)
2. Dr.Parag Rishipathak, Dy.Director -Administration ,SIHS : Member  
(Mobile: 9822040971)
3. Dr. (Col) Vijay Deshpande(Retd.), HOD-MBA (HHM), SIHS : Member  
(Mobile: 9860128407)
4. Brig (Retd.)Dr.Anil Pandit ,Profesoor,SIHS:Member  
(Mobile : 9423212709)
5. Ms.Sanjivani Maral ,Assistant Professor ,SIHS : Member  
(Mobile: 9422314119)

**MENTORING CELL**

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**

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

**Junior Level**

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

**PLACEMENT ELIGIBILITY RULES:**

1. A student cannot have any backlog for any examinations conducted till then.
2. A student must have a minimum of 75% attendance at academic sessions.
3. A student must have a minimum of 100% attendance at all guest lecture, training and placements related activities.
4. A student should secure the qualifying percentile for all training evaluations.
5. A student must have completed all formalities with respect to summer internship.
6. A student should not have any disciplinary violation case against him/her
7. A student must participate in all events organized by SIHS such as National Seminar, Industry presentations and other events.

**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 Selection process is as under:

1. The Students are chosen from a pool of self nominated candidates
2. Voting is done amongst the batchmates 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 University. All admissions are provisional till confirmation of the eligibility from the Registrar, SIU.

The last date for submission of eligibility documents is 30<sup>th</sup> September, 2014.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 will be intimated by the student immediately on occurrence.

### **PARENTS/ GUARDIANS CONTACT DETAILS:**

Students will 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) will 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 will be signed during the induction programme

1. Code of Conduct
2. 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, bonafied 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.

**Students Grievance Redressal Cell:**

Students Grievance Redressal Cell is to help the students to solve their problems regarding academics, career guidance and counseling. A suggestion box is put up near the Library. Students can place their grievances in written format in the suggestion box. This box is opened once in a month. Confidentiality is maintained. The Deputy Director – Administration, SIHS is responsible to open and coordinate to resolve the grievances under guidance of Director. If required, unresolved cases are directed to the Registrar, Symbiosis International University.

**Mentoring Cell**

A mentoring Cell is a system wherein senior batch mentor the juniors. The objective is to create a bonding between the senior and junior batch. Mentoring is also provided by the faculty. They support and encourage their mentees by offering suggestions and knowledge .Mentors give academic advice and techniques related to how to cope up with stressful situations.

**Senior Level**

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

**Junior Level**

- a. To mentor fresher's, to interact with fresher's and to provide congenial and welcoming environment on the campus.

**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- Dr. Jagdip Kaur  
Associate Dean- Student Affairs  
Phone No- 020-39116211/ 020-39116245

E-mail – studentaffairs@siu.edu.in

## **CODE OF CONDUCT**

### **SYMBIOSIS INTERNATIONAL UNIVERSITY**

#### **Article 1: PREAMBLE**

The student code of conduct [Code] is established to foster and protect the core missions of the Symbiosis International 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 - 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:** 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 19:** Presenting False Testimony - Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.

**DMC 20:** 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 shall form 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 Committee:**

- i. Director/Deputy Director.
- ii. Senior Faculty nominated by the Director.
- iii. One member of teaching faculty who will necessarily be a female member.
- iv. Registrar/ Office Superintendent. (Convener of the meetings)

**Procedure:**

The aggrieved student would submit in writing his/her grievance to the Registrar/ Office Superintendent. The Registrar/ Office Superintendent would convene a meeting of members within ten days of receiving the complaint. Where the Director is not a member of the committee, the report of the committee must be submitted to him/her within 5 working days of the meeting. The decision taken would be communicated to the student within 3 further working days. Further, the student can appeal to the University womens Committee (appellate authorities) within 5 working days.

**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-SIRI

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:** The institute will provide assistance to all admitted students to secure hostel accommodation in Symbiosis campus or in areas close to the institute. An accommodation is available on first-cum-first-served basis and is allotted on confirmation of provisional admission. Students desirous of availing hostel accommodation should give a written application while submitting their first installment of tuition fees.

**MESS:** Mess provides subsidized 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 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.

### **HEALTH CARE, RECREATION & SPORTS**

Symbiosis is committed to provide comprehensive health care to its student community as well to its faculty. This encompasses health care, Recreation & Wellness and Sports which are assigned to the following centers respectively.

1. Health Care Centre
2. Recreation & Wellness Centre
3. University Sports Board

#### **Health Care Centre**

The following primary health care services are provided by the Symbiosis Centre of Health Care (SCHC):

##### **1) Out Patient Department (OPD) services:**

As the primary Health Care Centre on campus, SCHC offers OPD services at all campuses of Symbiosis.

##### **2) Annual Health Checkup:**

Annual health checkup of the students and staff of Symbiosis is conducted and a detailed record is maintained on individual health cards. Consultants/ specialists from different faculties including Lab and X-Ray conduct the same.

### 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 upto 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. Details of the policy are available with MO, Insurance cell SCHC @ 9552525015 / www.schcpune.org.

### 4) **HIV testing Policy:**

As per UGC norms, all International Students are required to undergo HIV testing at SCHC (once only at the time of admission).

### 5) **Admission under Differently Abled Category**

SCHC authenticates admission of all students admitted under the above category. Any admission is liable for cancellation under the said category, should the case not be authenticated by the SCHC.

### 6) **Health Education**

Health education is an integral part of the SCHC activities. The health education programmes are implemented by SCHC at the school, graduate and post-graduate levels.

### 7) **Online Health Counselling**

- Online health counseling is available to students between 1:00 pm to 3:00 pm on all working days at health@schcpune.org on skype software.
- Psychological counseling is available on letstalk@schcpune.org
- Nutrition advice is available on nutritionadvice@schcpune.org

### 8) **Campus Health Advisory Committee.**

Campus Health Advisory Committees (CHAC) have been constituted at all campuses to look into diverse health aspects of students and to review the students' communication strategy on health matters. It advises management on health requirements of the students.

### 9) **Directives for Medical Leave Authentication for Symbiosis students**

1. Any sickness absenteeism has to be notified by the student to Campus medical officer SCHC, on the first day of the illness by Phone, SMS, Email, Fax or in person/parent/guardian.
2. SCHC will not retrospectively authenticate any sickness absenteeism of which it has not been notified prior.
3. Campus Medical Officer is authorized to sanction medical leave for only up to 3 days of sickness absenteeism which has been notified.

4. Any sickness absenteeism beyond 3 days will have to be authenticated by Dy. Director, SCHC/ Medical Superintendent, SCHC.
5. No back dated medical leave will be granted to the student on any grounds what so ever.
6. SCHC (should it so deem necessary) will be the sole authority to conduct a medical audit of a sickness absenteeism.
7. Sickness absenteeism will only be medically authenticated by SCHC.

**Whom to Contact:**

Medical Superintendent, SCHC

Cell No. : 552525651 / Email ID: medicalsuperintendent@schcpune.org

**RECREATION & WELLNESS CENTRE**

Recreation & Wellness Centres play an important role in fostering a Wellness mindset in the minds & hearts of the Staff and students of Symbiosis.

**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, managed by the qualified & certified Fitness trainers. Designed by wellness experts, the innovative fitness programmes, blend the finest of Eastern and Western techniques provided on campus.

RWC offers the following services:

- General training
- Personal training
- Dietitian
- Physiotherapist
- Wellness Events
- Outbound activities
- Online Counseling on Skype (bfit@schcpune.org)

**Whom to Contact :**

Exe. Officer, Recreation & Wellness Center,

Tel : 020-39116279 / e-mail: exe.officer\_rwc@schcpune.org

## UNIVERSITY SPORTS BOARD

Physical education and Sports are essential for the full development of every human being. The freedom to develop physical, intellectual and moral powers through physical education and sports must be provided both within the educational system and in other aspects of social life. Symbiosis today is known for its excellence in education and we aim to transform the same in sports!

USB, SIU has developed its Sports Policy. Its mission is “One Student - One Sport (at least).”

The mission propagates that each student should participate in health promotional, fitness, recreational and sporting activities and the elite sportsmen should take part in National and International sports competitions.

### UNIVERSITY SPORTS BOARD (SIU)

The University Sports Board (SIU) is the principal sports promotion body through development of sports infrastructure, participation in sports at grass-root levels as well as excelling at National / International Sports Tournaments.

The USB (SIU)

- Organizes Symbiosis Inter institute competitions in specified games and sports for the students & staff of SIU annually.
- Offers sports scholarship, prizes and other awards to outstanding athletes and sportsmen and women.

### Infrastructure and Facilities

USB has developed state of art Sports and Recreation infrastructure and facilities at SIU, Lavale Campus. Facilities include an indoor wooden flooring badminton hall (2- courts), 1 wooden flooring squash court, Basketball court, Volley ball court, Swimming Pool and a scenic Multipurpose football & Cricket ground.

### Whom to Contact:

Dy. Director- Physical Education & Sports

Tel: 020-39116243 / Email: dydirectorsports@siu.edu.in

### INSTITUTES OF SYMBIOSIS SOCIETY

Institutes of Symbiosis Society	Estd.	Head of the Institutes
1. Symbiosis International Cultural Centre	1971	Dr. Vidya Yeravdekar
2. Symbiosis College of Arts and Commerce	1983	Prof. Dr Hrishikesh Soman

3. Symbiosis Nursery School	1983	Mrs. Ashwini Deshmane
4. Symbiosis Primary School	1984	Mrs. Leena Chaudhari
5. Symbiosis Society's Dr. Babasaheb Ambedkar Museum & Memorial	1990	Mrs. S. S. Mujumdar
6. Symbiosis Secondary School	1991	Mrs. Leena Chaudhari
7. Symbiosis SPA	1993	Prof. Dr. S. S. Thigale
8. Symbiosis Centre of Health Care	1997	Prof Dr Rajiv Yeravdekar
9. Symbiosis School, Harali, Dist. Kolhapur	1997	Mr. D. S. Deshpande
10. Symbiosis Kindergarten, Nashik	1999	Mrs. Yogini Deshmukh
11. Symbiosis School, Nashik	1999	Mrs. Surinder Sabharwal
12. Symbiosis Institute of Foreign & Indian Languages	2000	Prof. Shirish Sahasrabudhe
13. Symbiosis Society's Afro Asian Cultural Museum	2001	Mrs. S. S. Mujumdar
14. Symbiosis Institute of Teacher Education	2005	Mrs. Ashwini Deshmane
15. Symbiosis International School	2005	Mr. Narendra Kumar Ojha
16. Symbiosis Open School	2006	Mr. Milind Chaudhari, Coordinator

**Symbiosis International University**

2002 Dr. Vidya Yeravdekar

**CONSTITUENT INSTITUTES OF SYMBIOSIS INTERNATIONAL UNIVERSITY**

Under SIU

1. Symbiosis Law School	1977	2002	Prof. Dr. Shashikala Gurple
2. Symbiosis Institute of Business Management	1978	2002	Prof. Dr. Vivek Sane
3. Symbiosis Institute of Computer Studies and Research	1985	2002	Prof. Lalit Kathpalia
4. Symbiosis Centre for Management Studies (SCMS – UG)	2004	2004	Dr. Bhama Venkataramani

5. Symbiosis Institute of Media and Communication, Pune	1990	2006	Prof. Chandan Chatterjee,
6. Symbiosis Institute of International Business	1992	2006	Mrs. Manisha Ketkar
7. Symbiosis Institute of Management Studies (for Defense personnel and their dependents)	1993	2006	Prof. Rajiv Divekar
8. Symbiosis Centre for Management and Human Resource Development	1993	2006	Prof. Pratima Sheorey
9. Symbiosis Institute of Telecom Management	1996	2006	Prof. Sunil Patil
10. Symbiosis Centre for Information Technology	1999	2006	Prof. Dr. R. Raman
11. Symbiosis Institute of Geoinformatics	2004	2006	Prof. Dr G S Rao
12. Symbiosis Institute of Operations Management, Nashik	2005	2006	Prof. Dr. Vandana Sonawaney
13. Symbiosis Institute of Design	2004	2006	Prof. Vinay Mundada
14. Symbiosis Institute of Health Sciences	2005	2006	Prof. Dr. Rajiv Yeravdekar
15. English Language Teaching Institute of Symbiosis	1972	2006	Prof. Shirish Sahasrabudhe
16. Symbiosis College of Nursing	2007	2007	Prof. Jayalakshmi N
17. Symbiosis Institute of Business Management, Bangalore	2008	2008	Prof. Dr Rajesh Panda
18. Symbiosis School of Economics	2008	2008	Dr. Jyoti Chandiramani
19. Symbiosis Institute of Technology	2008	2008	Prof. Dr. Tejinder Paul Singh

20. Symbiosis Institute of Media & Communication (Bangalore)	2009	2009	Prof. Maya Chakraborti V.
21. Symbiosis Institute of Research and Innovation	2009		Prof Dr Manju Singh
22. Symbiosis Institute of Media & Communication (UG)	2009	2009	Prof. Anupam Siddhartha
23. Symbiosis School of Banking and Finance (SSBF)	2010	2010	Prof. Dr. Bhama Venkataramani ,Additional In-Charge
24. Symbiosis Law School, Noida	2010	2010	Prof. Dr. C. J. Rawandale
25. Symbiosis Centre for Management Studies Noida	2010	2010	Prof. Shrirang Altekar
26. Symbiosis School for Liberal Arts	2011	2011	Prof. Dr Shweta Deshpande
27. Symbiosis School of Biomedical Sciences	2011	2011	Dr. Abhay Saraf (OSD)
28. Symbiosis School of Photography	2012		Prof Vishal Bhende
29. Symbiosis School of Planning & Architecture	2013	2013	Col. Ajit Palekar (Retd.)
30. Symbiosis Institute of International Education	2013	2013	Mrs. Anita Patankar Dy. Director

### **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 Mutha rivers. 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.

### 24 HOURS 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, Sadashiv Peth, Near Alka Talkies Pune – 411030	24331707 - Ext - 215
RUBY HALL	Dhole Patil Road Sasoon Road	26123391 - Ext- 263
JEHANGIR HOSPITAL	NEAR PUNE STATION	26122551
KRISHNA HOSPITAL MEDICAL	2, Anjanwel Prashant Society Paud Road Pune - 411 029	25460625
LAXMI MEDICAL	29 , Ram Wadi , Pune 14	26682250
AMAR MEDICAL STORE	14 Yerawada Pune 6	26693978

### CHEMISTS NEAR S.B.ROAD

AKSHAY MEDICAL AND GENERAL STORES	Shop No 5, Gajalaxmi Co Op Society 3025/6b, Opp. State Bank Of India, Off. Senapati Bapat Road, Shivaji Nagar Model Colony, Pune - 411016	(020) 25652163
BHANDARI MEDICALS	401/6 Vinay Chambers, Vetal Baba Chowk, Senapati Bapat Rd, Senapati Bapat Road, Pune - 411004	(020) 25664514



MAHARASHTRA MEDICAL	968 Ratna Memoria Hospital, Senapati Bapat Rd, Senapati Bapat Road, Pune - 411004 	(020) 25672563
SHREYA MEDICAL & GENERAL SHOPPEE	Samaz Mandir Building, Opp Baramati Hostel , Patrakar Nagar, Off. Senapati Bapat Road, Senapati Bapat Road, Pune - 411004	(020) 25664036
SANJEEVNI MEDICALS	Kamdenu Building Ground Floor, Near Bank Of Baroda, Senapati Bapat Road, Pune - 411004	9850847897

**SHOPPING OUTLETS**

BIG BAZAAR	Survey No 212/1, Plot No 59, Hermes Waves, Yerwada, Kalyaninagar, Pune, 411006	+91-20-66290216, +91-20- 66290217
INORBIT MALL	Opp CTR Factory, Wadgaon Sheri,Pune Nagar Road, Pune – 411014	+91-20 6687 8600
KAKADE CENTER PORT	Cts No 2687, Next To E Square Multiplex, University Road, Ganeshkhind, Pune - 411007	(020) 66213234
NUCLEUS MALL	1, Church Road, Cp Tara Pore Road, Cantonment Area, Pune, 411001	91-20-24487543, +91-20- 24459194

OPTIMUS SHOPPING MALL	6th Flr City Mall, Nr Pune University, Pune University, Pune - 411007	(020) 25510352
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
	No 256, Konkord Towers, Boat Club Road, Bund Garden Road, Pune, 411001	(020) -30588529
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
	Nucleus Mall, Shop No 1, Church Road, Camp, Pune G P O, Pune, 411001	(020) -41400129

WESTSIDE	1, Modelina Road, Post Box No 67, Pune G P O, Pune, 411001	+91-20-26119920, +91-20-26119395
	Cts No 2687 B Kakade Centre Port, Next To E Square Multiplex, University Road, Shivaji Nagar, Pune - 411005	(020) 25514262
INORBIT MALL	Kargil Vijay Nagar, vadgaonsheri, Pune, Maharashtra 411014	91-20 6687 8600

**NET CAFÉ**

H COMMUNICATION	Survey No 767/3 Vishnu Smruti, Opposite Cosmos Bank, Bhandarkar Road, Deccan Gymkhana, Pune - 411004 Call: (020) 25665531
MATRIX INTERNET CAFÉ	Senapati Bapat Rd, Shree Krishna Nagar, Wadarvadi, Pune, Maharashtra 411016 Call: 9970826067
MAHALAXMI BROWSING CENTRE	1/6, Gokhale Nagar, Pune - 411016 Call: (020) 25651838

**COURIER SERVICES**

ADITI ENTERPRISES	Room No 62, Arun Kadam Chowk Behind Mazed Janwadi Opposite S B Road, Senapati Bapat Road, Pune - 411004 Call: (020) 66491599
DTDC COURIER & CARGO LTD	890,Bhandarkar Rd,Deccan Jimkhana, Deccan Jimkhana., Opp.Bhosale Pavillion, Deccan Gymkhana, Pune - 411004 Call: (020) 66820336
INTERNATIONAL EXPRESS CARGO CAREER	Shop No 3 Gore Bldg, Opp Prabhat Lodge, Deccan Gymkhana, Pune - 411004 Call: (020) 66239023
SAFEXPRESS PVT LTD	Plot No 14 Erandawne Gaonthan, Opp Sharada Center, Erandwane, Pune - 411004 Call: (020) 66239415
BLUE DART EXPRESS LTD	Senapati Bapat Road, Pune – 411004 020 – 41516051
MARUTI COURIER	323, Nana Peth, Shri Ram Complex, Laxmi Road, Opposite Punjab National Bank Pune, 020 32418918

**LIBRARIES**

BRITISH LIBRARY	917/1 , F. C. Road, Pune 411 -004
JAYKAR LIBRARY	University of Pune

**PLACES TO VISIT**

PLACES	LANDMARK	DISTANCE FROM SIHS
AGA KHAN PALACE	Nagar Road	12 k. m

AMBEDKAR MUSEUM	S.B.Road	Near SIHS Campus Building
FTII	Law College Rd.	1 k. m
KATRAJ SNAKE PARK	Katraj, Pune Satara Road	12 k. m
NDA	Khadakwasla	14 k. m
OSHO COMMUNE	Koregaon Park	8 k. m
PARVATI HILL & TEMPLE	Parvati Pitha, Near Saras Baug	6 k. m
PATALESHWAR CAVES	J. M. Road	3 k. m
RAJA KELKAR MUSEUM	Shukrawar Peth, Bajirao Road	5 k. m
SARAS BAUG	Near Swargate, Sanas ground	7 k. m
SHANIWARWADA	Kasaba Peth, Near Kasaba Ganapati	6 k.m
SINHGARH	Khadakwasla	20 k. m
THE PUNE UNIVERSITY	Ganeshkhind	4 k. m
VISHRAMBAUG WADA	Near Chitale Bandhu	7 k. m

### BOOK SELLERS AND SHOPS

CROSSWORD, SENAPATI BAPAT ROAD	ICC Trade Towers, Senapati Bapat Road, Pune 020 -66033050/51
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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	S No 701, Nr Sitra Hotel Garware Bridge, J M Road, Deccan Gymkhana, Pune - 411004   View Map Call: (020) 25532479

**SPORTS SHOPS**

CHAMPION SPORTS	1251, F. C. Road, Deccan Gymkhana, Pune – 411 004 Tel – 020 2567 5117
SUNNY SPORTS BOUTIQUE	766/3, Deccan Gymkhana, Deccan Gymkhana, Pulachi Wadi Rd, Deccan Gymkhana, Pune, Maharashtra 411004. 020 2567 8282
CHAMP SPORTSWEAR	406/A, B B Bahirat Road, Shivaji Nagar, Next To Kunal Complex, Tatyaba Sadhuji Gaikwad Rd, Shivaji Nagar, Pune, Maharashtra, 020 2552 1103

**DTP CENTERS**

NAVRANG	917/22, Fergusson College Road, Opp. Hotel Rupali , Pune – 4 , Phone – 25671834, 4016685
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**ATM CENTERS**

BANK OF MAHARASHTRA	Adjacent to Symbiosis Canteen, S B Road, Pune
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BANK OF BARODA	Opp. Chaturshringi , S.B. Road, Pune – 4
CITIBANK ATM	Opp. Sunguard, Chaturshringi , S.B. Road, Pune – 4
HDFC ATM	Hanuman Nagar Chowk, Opp. SBI ATM, Senapati Bapat Road, Pune – 4 1158 / 13 B U Bhandari Landmark, Opp. Lalit Mahal Restaurant, F. C. Road, , Pune – 4
ICICI ATM	796 – B, Bhandarkar Institute Road, Deccan Gymkhana. Pune - 4 Ante Road. . Deccan Gymkhana Pune - 4
PUNJAB NATIONAL BANK	Senapati Bapat Road, near the Dominos Pizza , Pune -4
SBI ATM	Hanuman nagar Chowk, S. B. Road, Pune - 4 J. M. Road, Above Cross Word, Deccan Gymkhana, Pune - 4

### TRAVEL AGENTS & TOUR OPERATORS

TUSHAR TRAVELS	Kasba Peth, Pune, Maharashtra 411011, 9850089354
NAIDU TRAVELS	SBI Nagar,Panchavati, NCL colony ,Pune :411008 9822081770
JAGTAP TRAVELS	50/2 Shankar Rukhmini Apt, Opp Konark Pouram, Kondhwa Khurd, Pune – 411048, 9822115184
BRIGHT TOURIST SERVICES (BAGWAN)	Off Shirole Baug 1108 2,Ganeshkhind,Pune,411007  +91-20-25663803
PREET TOURS & TRAVELS	Jijau Apt, Behind Union Bank ATM, Dhayari, Pune – 411041, 9810349675
ANAND TRAVEL	Near nivisha restaurant , Sus pashan road, Sadashiv Peth, Pune – 411030, 9422002471
VIJAYA TOURS & TRAVELS	Prestige Corner, Alankar Police Station, Shailesh Society Road Main Road, Karve Nagar-Hingne Budrukh, Pune – 411052, +(91)-20-25468841, +(91)-9890328309

KK TRAVELS	Parijat Colony, Paud Road-Karve Nagar-Hingne Budruk, Karve Road Kothrud, Pune - 411038 +(91)-9579122122, 9049107822, 9028322245,
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**HOSPITALS**

RATNA MEMORIAL HOSPITAL	968, Senapati Bapat Rd, New Rajasthan Society, Pune, Maharashtra 411016 Phone: 020 4109 7777
DEENANATH MANGESHKAR HOSPITAL & RESEARCH CENTRE	HR Department 6th Floor C Wing, Near Himalaya Society, Erandwane, Pune - 411004 Call: (020) 40151000
POONA HOSPITAL AND RESEARCH CENTER	Near Alka Cinema 27, LB Shastri Rd, Sadashiv Peth, 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

**POLICE STATION**

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 STATION	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



**FIRE BRIGADE STATIONS**

Fire Brigade	Centre Aundh +(91)-20-25851788/25883098
Fire Brigade	Centre Erandawane +(91)-20-25468373
Fire Brigade	Fire Brigade Centre -Behind Timber Market Mahatma Phule Peth +(91)-20-26451707

**RAILWAY STATIONS**

<b>RAILWAY STATION</b>	<b>DISTANCE FROM S.B.ROAD</b>
PUNE RAILWAY STATION	5 KMS (3.00 MILES)
SHIVAJINAGAR RAILWAY STATION	3 KMS (2.00 MILES)

**AIRPORT**

<b>AIRPORT</b>	<b>DISTANCE FROM S.B.ROAD</b>
PUNE LOHEGAON AIRPORT	13 KMS (8.00 MILES)

**ROADWAYS CONNECTED TO PUNE**

PUNE	BOMBAY
	BANGALORE
	HYDERABAD
	NASHIK