

# **SYMBIOSIS INSTITUTE OF HEALTH SCIENCES**

**A Constituent of Symbiosis International (Deemed University) SI(DU)**

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



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**B.Sc. Medical Technology**

**&**

**B.Sc. Radiotherapy**

**STUDENT HANDBOOK**

**Batch 2018 - 2021**

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## **MESSAGE FROM DIRECTOR**

Welcome to the Symbiosis International (Deemed University) SI(DU), Symbiosis Institute of Health Sciences (SIHS) and to the programme : B.Sc. (Medical Technology) & B.Sc. (Radiotherapy).

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

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

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

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

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

**With Best Wishes,**

**Dr. Rajiv Yeravdekar**  
**Dean, Faculty of Health and Biological Sciences, SI(DU)**  
**Director, Symbiosis Institute of Health Sciences**

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

### **SIU Vision**

Promoting international understanding through quality education

### **SIU Mission**

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

### **Achievements:**

- SIHS has received GOLD award in the category Health Skilling and Education as announced in India Health and Wellness summit 2016.
- SIHS was recognized as best Healthcare Management Institute of the Year Six Sigma Healthcare Excellence Awards 2017.
- The Post Graduate Diploma in Emergency Medical Services (PGDEMS) programme is recognized by the Los Angeles Paramedic Training Institute, USA.
- PGDEMS programme of SIHS is recognized by Saudi Commission of Health Specialties. Many of our alumni are placed overseas.
- 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.

- SIHS has trained 1.5 Lakh healthcare providers. All these training programmes were conducted across India, the quality of the training programme were maintained by strictly following the international programme guidelines and thus Out of 1200 International training centers in US and across 98 countries, SIHS has received Global recognition Award “Silver” consecutively for the two years 2014 & 2015 & “Gold” Award consecutively for the two years in succession 2016 & 2017. SIHS is recognized as approved site for conducting - Advanced Trauma Life Support® (ATLS®) - India Program Course of American College of Surgeons.
- SYMHEALTH - National Conference: Every year a two days Conference on Hospital & Healthcare Management, and healthcare related topics is hosted at Symbiosis International (Deemed University), Lavale-Pune that gives an opportunity to students of MBA-HHM to not only derive knowledge and present their research in form of paper and poster presentation but also organize this annual mega event with a legacy of 18 years. It attracts over 1200 delegates from all verticals of healthcare such as doctors, medico legal experts, insurance & IT professionals, NGOs, hospital administrators & clinical research professionals from all over India and abroad. Officials of institutional / corporate hospitals, government officials & representatives of the health care sector also mark their attendance for this event.
- African Medical and Research Foundation (AMREF): Students from MBA under the Chandaria School of Business visit SIHS annually for studying healthcare subjects and gaining practical inputs from hospitals and healthcare facilities organized with SIHS. The SIHS students participate in these academic activities and sessions getting an international perspective of healthcare. 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. PGDEMS programme of 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 is 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 aim to provide free emergency medical service to entire population in the state of Maharashtra. SIHS has trained 5000 Emergency Medical Service Providers in this project. These EMS professionals are working on 937 ambulances across State of Maharashtra and respond to emergency, calls, perform medical services and transport patient to appropriate hospital as required.
- SIHS has also trained EMPs for Delhi EMS project. These EMPs are providing free medical assistance through 265 ambulances and state of art emergency response center in Delhi and National Capital Territory. All zonal and district managers working for MEMS and DEMS are alumni of SIHS.
- SIHS has trained 1000 Police personnel’s of Madhya Pradesh working with Dial 100 project who attend emergencies as first responders.

- Ministry of Road Transport and Highway (MoRTH), Govt. of India, has entrusted SIHS to trained Rout Patrol Staff engaged by various concessionaries through NHAI and Police Personnel involved in handling trauma victim on all five National Highways emerging from the City of Pune. Total 400 first responders were trained in First Aid & Trauma emergencies by SIHS.
- 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.
- Symbiosis Centre for Health Skills (SCHS) is a multidisciplinary educational facility that strives to provide high-tech simulated and virtually created hospital set-up for teaching, training & assessment for all health care professionals in clinical and related management skills. The broad objective is to align with the National Agenda of Skill Development to create robust and vibrant eco system for quality education and skill development in healthcare sector in the country. This Centre provides education and training facilities to the exiting & new programmes which are skill based and competency driven.
- SIHS is also member of Healthcare Sector Skill Council (HSSC) constituted by National Skill Development Corporation and is affiliated with HSSC as a recognized training institute to conduct General Duty Assistant (GDA), Home Health Aid (HHA), Diabetes Educator (DE), Diet Assistant (DA), Dental Assistant (DA) & Emergency Medical Technician (EMT), Cardiac Care Technician, Anesthesia Technician, Phlebotomy Technician, Dialysis Technician & Radiology Technician courses.
- 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.

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

Symbiosis is in the process of developing a Health Sciences & Technology Park (HSTP) comprising of Centre for Health Skills, Research & Development Centres of healthcare organizations, a general hospital, a Paramedic Training Institute, a Centre for Complementary and Alternative Therapy etc. all contributing to a complete new world of healthcare

## **ACADEMICS**

B.Sc. Medical Technology & B.Sc. Radiotherapy programme has a synergistic blend of academic knowledge and practical intricacies in the field to train potential technologists to undertake a wide range of technological aspects of medical care with a good scientific foundation. These students will be in a position to competently assist the medical specialists, especially in high-tech medical procedures to cater to the health care industry globally.

B.Sc. Medical Technology & B.Sc. Radiotherapy, a three years full time degree programme, conducted by the SIHS, is a practically oriented programme for Budding Technologists 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). Students are therefore required to follow all SIU guidelines and rules as laid down/amended from time to time.

Experts in the respective fields, keeping in mind the current need & awareness of such innovative courses, design the B.Sc. Medical Technology programme. It is an optimum mixture of theoretical & practical components.

The theory is conducted at SIHS campus and in special instances at various hospitals. For practical *hands on* training, the foundation training is conducted at Symbiosis Centre for Health Skills (SCHS) and then the students are deputed to various tertiary care hospitals such as Poona Hospital & Research Centre, Deenanath Mangeshkar Hospital, Star Imaging, Oyster & Pearl Hospital, Jehangir Apollo Hospital, MMF's Joshi & Ratna Hospital, Anandpur Charitable Trust's Diagnostic Centre, Shashwat Group of Hospitals (Sanjeevan Hospital, Krishna Hospital, Shashwat Hospital), Kokilaben Dhirubhai Ambani Hospital, Mumbai, Noble Hospital, Janakalyan Blood Bank, Metropolis Laboratories (I) Pvt. Ltd. etc.

The B.Sc. Medical Technology & B.Sc. Radiotherapy Programme has two semesters in an academic year. The academic calendar for this year is given in this handbook. Weekly schedules are put up on the notice board. A student must attend all classes, labs, co-curricular and extracurricular activity, ongoing and periodic assessments and examinations. Students are advised to study the topics to be covered in the next week according to the weekly schedule 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 arrival of faculty. Attendance to classes and other academic and extra-curricular 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 to sit in. Mobiles must be switched off on entering the campus.

## **ENGLISH ASSESSMENT**

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

## REGULAR CLASSES

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

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

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

Mobiles must be switched off on entering the campus.

### Programme Structure: 2018-2021:

Catalog Course Code	Course Code	Course Title	Specialization	Credits	Internal Marks	External Mark	Internal Practical Marks	External Practical Marks	Total Marks
<b>Semester : 1</b>									
<b>Generic Core Courses</b>									
T4104	040121101	Basic Sciences		4	50	0	0	50	100
T4427	040121102	Medical Ethics and Legal Aspects		1	25	0	0	0	25
T4428	040121103	Communication Skills for Allied Health Professionals Foundation		2	0	0	0	50	50
T4565	040121104	Anatomy I		4	40	60	0	0	100
T4429	040121105	Physiology I		4	40	60	0	0	100
T4107	040121106	Basic Pharmacology		2	25	0	0	25	50
T4108	040121107	Basic Biochemistry		5	40	60	0	25	125
T4430	040121108	Hospital Practices and Patient Care I		2	25	0	0	25	50
<b>Total</b>				<b>24</b>	<b>245</b>	<b>180</b>	<b>0</b>	<b>175</b>	<b>600</b>
<b>Generic Elective Courses Group</b>									
T4431	040121109	Sociology		1	25	0	0	0	25
T4432	040121110	Psychology		1	25	0	0	0	25
T4433	040121111	Computer Skills		1	25	0	0	0	25
<b>Total Required Credits</b>				<b>1</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>



Catalog Course Code	Course Code	Course Title	Specialization	Credits	Internal Marks	External Mark	Internal Practical Marks	External Practical Marks	Total Marks
<b>Semester : 2</b>									
<b>Generic Core Courses</b>									
T4115	040121201	Introduction to Specialization		1	25	0	0	0	25
T4499	040121202	Medical Physics		1	25	0	0	0	25
T4435	040121203	Communication Skills for Allied Health Professionals Advanced		1	25	0	0	0	25
T4566	040121204	Anatomy II		3	50	0	0	25	75
T4436	040121205	Physiology II		3	50	0	0	25	75
T4112	040121206	Basic Microbiology & Parasitology		5	40	60	0	25	125
T4113	040121207	Pathology		5	40	60	0	25	125
T4437	040121208	Hospital Practices & Patient Care II		4	50	0	0	50	100
<b>Total</b>				<b>23</b>	<b>305</b>	<b>120</b>	<b>0</b>	<b>150</b>	<b>575</b>
<b>Generic Elective Courses Group</b>									
T4502	040121209	Computer Language		1	25	0	0	0	25
T4439	040121210	Nutrition & Dietetics		1	25	0	0	0	25
T4440	040121211	Applied Mathematics		1	25	0	0	0	25
<b>Total Required Credits</b>				<b>2</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>

### **TEACHING, LEARNING & EVALUATION:**

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

## Academic Calendar 2018–2019\*

### **Semester - I**

<b>Day</b>	<b>Date</b>	<b>Particulars</b>
Thursday	09/08/2018	Classroom programme commences
		Induction Programme
Monday to Saturday	05/11/2018 to 10/11/2018	Deepawali Vacation
Monday	03/12/2018	Semester End
Tuesday	04/12/2018	Internal Exam Marks Submission
Wednesday to Monday	05/12/2018 to 10/12/2018	External Practical Examination
Tuesday to Saturday	11/12/2018 to 15/12/2018	Semester End Examination

### **Semester - II**

<b>Day</b>	<b>Date</b>	<b>Particulars</b>
Monday	17/12/2018	Classroom programme commences
Monday to Saturday	24/12/2018 to 29/12/2018	Christmas Vacation
Thursday	11/04/2019	Semester End
Friday	12/04/2019	Internal Exam Marks Submission
Saturday to Thursday	13/04/2019 to 18/04/2019	External Practical Examination
Friday to Wednesday	19/04/2018 to 24/04/2018	Semester End Examination

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

\*Dates subject to change.

\*PANACHE- Last week of September

### **LIST OF HOLIDAYS FOR THE YEAR 2017**

<b>Date</b>	<b>Day</b>	<b>On account of</b>
16-Jun-18	Saturday	Ramzan Id
15-Aug-18	Wednesday	Independence Day
13-Sep-18	Thursday	Ganesh Chaturthi
2-Oct-18	Tuesday	Mahatma Gandhi Jayanti
18-Oct-18	Thursday	Dassehra
06-09-Nov-18	Tuesday to Friday	Diwali
25-Dec-18	Tuesday	Christmas

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

\*Dates subject to change.

\* Holidays for the year 2019 will be intimated latter.

### **TIME TABLE:**

Weekly time-table of theory, practical, co-curricular & extra-curricular sessions will be displayed at the notice board on every weekend. In addition to this, students will be informed via email. Students are requested to update themselves on regular basis.

### **TEACHING METHODOLOGY:**

- Didactic Lectures
- Demonstrations
- Practical
- Training at hospitals and research centers
- Guest Lectures from academia and industry
- Clinical case studies.
- In-House Workshops, Seminars.
- Presentations
- Simulation based training
- Training at Research Centre
- Clinico Technological Conferences.
- Industry Visits
- Summer internship
- On Job training

### **LEARNING RESOURCE CENTRES**

- a. Library
- b. Symbiosis Centre of Health Skills (SCHS)
- c. Computer Lab
- d. Anatomy museum
- e. Hospital Practices Lab

**LIBRARY:** SIHS library has a wide variety of learning resources with over 4727 books, Project Reports & Dissertation 14 Journals and 17 ,magazines(Hardcopy) No of E-journals(44983) E-Books (150400) can access through Online database (Total 09 Databases available on SIU Library Portal) CDs, DVDs (1076) 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 Internet & CD'S/DVD's
5. Reading Room
6. Current Periodical Section

7. SIU Library Portal for Access Online database (09) & WEB-OPAC ( Online Public Access Catalog)

**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.

**ANATOMY MUSEUM:** An anatomy museum with display of models, charts, skeleton, bone set & manikins is available for practical training.

**HOSPITAL PRACTICES LAB:** A simulation of hospital ward with nursing facility & manikins is provided for students to practice bedside clinical skills.

**GUIDELINES FOR PRACTICAL ATTACHMENT:** The students will be required to undergo practical training through attachments to various health care establishments during the program. These establishments are our 'knowledge partners' actively involved in your training.

The students will be representing Symbiosis Institute of Health Sciences 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. Students will be assigned a hospital / diagnostic center by the institute.

1. Be punctual and adhere to the schedule laid down by SIHS as well as the knowledge partners and the assigned authority from the hospital / diagnostic center.
2. In case of planned leave, you shall be required to submit a prior written application to the program head.
3. You are required to be in uniform / Formals with apron at place of work while on attachment.
4. You are required to take permission from appropriate authority before photocopying any material for the purpose of your training.
5. Photography, videography of equipment, procedures, patients or colleagues at place of work is not permitted unless specifically allowed by the guide and management.
6. You will conduct yourself in a correct manner at all times and will not shout, use abusive language or quarrel at place of work.
7. You will not leave the assigned task and place during scheduled hours without permission of the assigned authority from hospital / diagnostic center.
8. You will not threaten, harass, or coerce any employee at the place of work.
9. You shall be meticulous in completing assigned work in a timely manner and in accordance with guidelines and instructions imparted by the assigned authority from hospital / diagnostic center.
10. You shall not involve yourself with any customer or patient or client of the organization in a manner which is objectionable to the public or to the organizational and business interest of the knowledge partners.
11. You shall maintain the hospital practical training log in the LOG BOOK provided to you. It shall be completed regularly & duly signed by the assigned authority from hospital / diagnostic center.

12. You will remember at all times that at the end of attachment, the assigned authority from hospital / diagnostic center will be submitting a comprehensive assessment report which is part of internal assessment.

### **OBSERVERSHIP IN HOSPITALS**

- Time : Post semester II final exams
- Duration : 15 days
  
- **WRITE-UP ON SPECIALIZATION OF INTEREST**
  - Students to fill up the form for choices of specialization.
  - Students need to submit a report on their observer ship and area of interest.
  
- **ACADEMIC PERFORMANCE:**
  - GPA of semester I & II along with area of interest of the respective specialization is taken into consideration for allotment of specialization.
  
- **APPROVAL BY THE HOD:**
  - Final list of allotted specializations is approved by the HOD.
  
- **DISPLAY OF FINAL LIST:**
  - Final list approved by the HOD is displayed to the students at the beginning of semester III.

### **SUMMER INTERNSHIP PROGRAMME**

#### **Importance:**

Summer Internship provides students opportunities to gain clinical experience in hospitals. It provides an opportunity to gain hands on clinical work experience that students cannot get in the classroom. In this competitive Allied Health field, this summer training sets students of Medical Technology apart from the others. Students apply to various hospitals, diagnostic centers, etc. where the students get exposure to hands on practical training in the respective specialization (Cardiac Care, Respiratory Therapy, Imaging Sciences, Clinical Laboratory, Dialysis Technology & Operation Theatre & Anesthesia).

**Duration: 2 Months (1<sup>th</sup> April – 31<sup>st</sup> May)**

#### **Practical hands on training in Hospitals and Diagnostic centers for SIP**

- 1) In line with professional and clinical development of students and subject knowledge to date, the interaction would be a preparatory step, initiating first interface with the healthcare sector.
  
- 2) The objective of the visit is to initiate dialogue with the hospitals. The aim is also to introduce self and establish a rapport with the organization, make them aware about the institute, about the programme with various specialization and its salient features. This is thus an introductory, icebreaking session.

- 3) This visit is meant to be the initial handshake towards initiating a contact to build bridges to facilitate summer internship with that organization.
- 4) The Hospital selected for this purpose, should be a multispecialty or super specialty hospital where the focused specialization departments must be fully equipped.

### **Why should organizations accept the student for SIP?**

- a. Identify (at no cost to company) talented, young workforce.
- b. Having identified this potential future workforce, orient them and get them to align with organizational needs. Get them to identify with the organizational work ethos & culture, mission & vision.
- c. Evaluate (again at no cost to company) the potential envisaged. Monitor. Revise & reform opinion as regards the potential and utility of the individual to the organization.
- d. SIP will thus provide generically industry ready and specifically organizational ready talented future employees.
- e. SIP can help your staff develop new leadership & managerial skills while our student infuses enthusiasm and energy into your workplace.

### **Stages of SIP:**

#### **1. Pre-Internship:**

- a. Students are trained in Symbiosis Center for Health skills  
During the training in the skill lab, the students are briefed regarding the basics of the core practical mentioned in the course curriculum.
- b. Students informed about SIP:  
During their Semester IV students are briefed regarding SIP and the opportunities available to them. By the end of the semester students are sent to the respective hospitals (KDAH) and gains practical hands on training.
- c. Application by Student:  
Once the organization is finalized students have to apply for this training programme. A formal application addressed to HOD has to be submitted by the student before the last date as declared by SIHS.
- d. Selection of students:  
Once applications are received students are selected as per the selection criteria of the organization and SIHS. No late application is reviewed.
- e. Selection criteria of SIHS:  
The criteria of selection of students for SIP as follows:
  1. Curricular excellence.
  2. Interest of the students
  3. Communication skills
  4. Co-curricular achievements.
- f. Briefing by HOD:

Once students are finalized for SIP, HOD will brief them regarding the internship, the rules and regulations of SIP and the code of conduct. (Annexure 7a)

## **2. During Internship:**

### **a. Visit by Faculty:**

After completion of one week of training one faculty of SIHS visits the organization and personally takes feedback of each student from the organization and the department.

### **b. Student feedback:**

The faculty also interacts with students regarding their experience and if they are facing any problems at the organization.

### **c. Mid-course correction:**

If any feedback i.e. of the organization or the student is not as per the standard, a mid-course correction is done where either the organization is changed or the student is removed from the programme.

## **3. Post-Internship:**

### **a. Students report back to the institute at the end of Summer i.e. 15<sup>th</sup> June. (Annexure 7b)**

### **b. A formal Thank you mail is sent to all organization (Annexure 7c).**

### **c. A Performance Feedback form is sent to the organization by mail requesting their feedback on the student's performance. (Annexure 7d).**

### **d. Final summer Training report needs to be submitted by the students within 2 weeks of reporting back on campus.**

## **ON-JOB TRAINING**

### **PREAMBLE:**

Today's Allied Healthcare industry is evolving and just classroom learning itself is not sufficient to survive in the ever growing industry and the competition. Hands-on experience in dealing with real-world problems of direct concern is essential. OJT provides a unique way for students to obtain this kind of practical experience.

As a part of the B.Sc. Medical Technology programme curriculum 3 months "ON THE JOB TRAINING" is essential where the student gets a chance to practice their learning. It provides work experience to the students. In this training, the students get an idea of how to handle responsibilities in an official environment with accountability.

### **ADVANTAGES OF OJT:**

#### **To Organization:**

OJT can be utilized by the organization for induction / training/ orientation. Organization can provide the initial training and can get faster results from the candidate. Organization can understand the gap (if any) in academics and the job responsibility and thus can deal with the new joiners accordingly. The organization can impart training during this OJT so that students can be directly assigned to projects / job. It will serve the organization to know the student well and provide better guidance to him/her about the work he/she is expected to do. It would act as an ice-breaker between the students and the organization. Students can aid them in their ongoing projects in advance and give their inputs.

#### **To Students:**

Students get practical exposure / opportunity to get hands-on experience of the job during this period. OJT also helps in familiarization with the work place environment in order to perform better. It is an opportunity for the students to work and gain knowledge, from experienced industry persons first hand. After OJT when the students come back to college they can clarify their doubts if any with the concerned faculty. The students will know in advance about the field he has to work in. OJT programme will help students to improve their work skills and to put theory to practice.

**PERIOD OF OJT:** April (First Week) to June (last week)

## **PROCEDURE:**

### **Pre-OJT**

- Student undergoes the Corporate Readiness Program and completes it satisfactorily.
- Students will be addressed about OJT “Code of Conduct” and guidelines will be shared with the students.

### **During OJT**

- He/She is advised to keep SIHS informed about the developments at OJT.
- The department stays in regular touch with the students when deputed for OJT through phone calls & emails. The students are encouraged to get in touch with the concern person for any assistance or issues they face during their deputation.
- Reminders are sent to the students about report submission deadlines.

### **Post-OJT**

- Students report back to the institute at the end of project.
- A formal ‘Thank you’ mail is sent to all organization guides as well as HR person for their guidance and support.
- Final report needs to be submitted by the students within 1 week of completion of OJT.

## **GUIDELINES FOR STUDENTS**

1. Students are required be punctual and adhere to the schedule laid down by SIHS, knowledge partners and the guide assigned.
2. He/ She may be entitled to a weekly off at the discretion of the guide.
3. In case of planned leave he/she shall be required to submit a prior written application to SIHS Placement cell with the approval of the guide and HOD.
4. He/ She is required to be formally dressed at place of work.



5. He/ She is required to take permission from appropriate authority before photocopying any material for the purpose of his training.
6. Students permitted to use the organizations' communication facilities only at the direction of the guide and management.
7. He/ She will conduct himself in a correct manner at all times.
8. He/ She will not leave the assigned task and place during scheduled hours without permission of the guide.
9. He/ She shall be meticulous in completing assigned work in a timely manner and in accordance with guidelines and instructions imparted by the guide.
10. He/ She shall not involve himself with any customer or client of the organization in a manner which is objectionable to the organizational and business interest of the knowledge partners.

### **PARAMETERS FOR EVALUATION OF ON JOB TRAINING**

Certificate from the related organization should to be submitted to SIHS. Students should follow these parameters & submit a copy to Institute for evaluation. Each parameter should be described precisely.

- 1) Project / task handled / observational study (Explain your duties & the benefits to the organization).
- 2) Number of hours and Method by which the training was executed (procedure).
- 3) Skills and experience gained in 4-5 weeks.
- 4) Organization Feedback.

### **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 the University will conduct external component 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**

- Assignment
- Class Test
- Surprise Test
- Presentations
- Viva
- Tutorial
- Practical assessment
- Quiz
- Simulation based skill assessment

**Internal Evaluation Scheme:**

Catalog Course Code	Course Code	Course Title	Sub Title	Credits	Internal Marks	Assignment	Test	Presentation / Oral	Practical
<b>Semester : 1</b>									
<b>Generic Core Courses</b>									
T4104	040121101	Basic Sciences		4	50	0	0	50	100
		Mathematics & Statistics			10	-	10	-	-
		Chemistry			20	10	10	-	-
		Physics			20	10	-	10	-
T4427	040121102	Medical Ethics and Legal Aspects		1	25	10	10	5	-
T4428	040121103	Communication Skills for Allied Health Professionals Foundation		2	0	-	-	-	-
T4565	040121104	Anatomy I		4	40	10	10	10	10
T4429	040121105	Physiology I		4	40	10	10	10	10
T4107	040121106	Basic Pharmacology		2	25	10	10	5	-
T4108	040121107	Basic Biochemistry		5	40	10	10	10	10
T4430	040121108	Hospital Practices and Patient Care I		2	25	10	10	5	-
<b>Generic Elective Courses Group</b>									
T4431	040121109	Sociology		1	25	10	10	5	-
T4432	040121110	Psychology		1	25	10	10	5	-
T4433	040121111	Computer Skills		1	25	10	10	5	-
<b>Semester : 2</b>									
<b>Generic Core Courses</b>									
T4115	040121201	Introduction to Specialization		1	25	10	10	5	-
T4499	040121202	Medical Physics		1	25	10	10	5	-

T4435	040121203	Communication Skills for Allied Health Professionals Advanced		1	25	10	10	5	-
T4566	040121204	Anatomy II		3	50	10	10	10	20
T4436	040121205	Physiology II		3	50	10	10	10	20
T4112	040121206	Basic Microbiology & Parasitology		5	40	10	10	10	10
T4113	040121207	Pathology		5	40	10	10	10	10
T4437	040121208	Hospital Practices & Patient Care II		4	50	10	10	10	20
<b>Generic Elective Courses Group</b>									
T4502	040121209	Computer Language		1	25	10	10	5	-
T4439	040121210	Nutrition & Dietetics		1	25	10	10	5	-
T4440	040121211	Applied Mathematics		1	25	10	10	5	-

**Guidelines for internal Assessment:**

1. **Assignments:** Minimum 2 Assignments shall be given and average will be considered.
2. **Tests:** Minimum 1 test shall be conducted. In case of multiple examinations, average of all the tests will be considered.
3. **Presentation / Orals:** Minimum 1 presentation or Oral shall be conducted. In case of multiple presentations, average of all the tests will be considered.
4. **Practicals:** Minimum 1 Practical assessment shall be conducted. Practical shall include weight age for logbook, journal and hospital training (if any). Average of all will be considered.

❖ **Note :**

- a. The number of internal assessment may exceed according to the guidance of the internal faculty.
- b. Retests: No retests on grounds of absence for any reason are permitted for internal evaluation.

**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:**

### **SI(DU) Grading Policy:**

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

- All Programmes of University shall follow the total credits as recommended by Board of Studies and approved by the Academic Council and will adhere to the distribution of continues evaluation and term end examination prescribed in the approved program structure.
- Over and above, mandatory 1 credit is allotted to Integrated Disaster Management course which is evaluated but not included in calculation of GPA.

It uses a system of grade points to judge the student's overall performance. The student is awarded letter grades O, A+, A, B+, B, C, P, F & AB 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>
O (Outstanding)	Top 3%	10
A+ (Excellent)	12%	9
A (Very Good)	21%	8
B+ (Good)	28%	7
B (Above Average)	21%	6
C (Average)	12%	5
P (Pass)	Bottom 3%	4
F (Fail)		0
AB (Absent)		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:

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

### **EVALUATION POLICY:**

The evaluation will have both internal & external components. The internal component will be continuous throughout the semester & external component will be conducted by the university at the end of the semester. A student would be required to pass in each head (internal and external) independently. Students would be assessed according to the Cumulative Grade Point Average (CGPA) system. Students would be awarded the Grade Point Average where grades would be awarded based on the class average. A student would be required to perform consistently well.

The Medical Technology programme will have a total of 150 credits in 3 years. Each credit is defined as 15 hours of teaching (Lecture or Lecture demonstration) or 30 hours of supervised practical. Each credit is assessed for 25 Marks. For all external courses internal assessment will be of 40% and external assessment will be of 60%. Practical will be 100% external. Internal courses will be evaluated 100% internally by the institute.

### **STANDARD OF PASSING:**

The assessment of the student for each examination is done, based on relative performance. Maximum Grade Point (GP) is 10 corresponding to O (Outstanding). For all courses, a student is required to pass both internal and external examination separately with a minimum Grade Point of 4 corresponding to Grade P. Students securing less than 40% absolute marks in each head of passing will be declared FAIL. The University awards a degree to the student who has achieved a minimum CGPA of 4 out of maximum of 10 CGPA for the program.

**Conversion of CGPA to percentage marks: Percentage = CGPA/10\*100**

**There is no provision to appear in examination to improve marks or grade.**

### **BACKLOG:**

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

### **ATKT RULES:**

He /she cannot appear for end Semester -3 exams if he/she has CGPA less than 4.00 up to Semester -1 Irrespective of number of backlogs in Semester -1

He/she cannot appear for end Semester -4 exams if he/she has CGPA less than 4.00 up to Semester -2 irrespective of number of backlogs up to Semester -II.

He/She cannot appear for end Semester -5 exams if he/she has CGPA less than 4.00 up to Semester -3 irrespective of number of backlogs up to Semester-III.

## GRACE MARKS:

Rules for Grace Marks for passing in each head of passing

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

The examinees shall be given the benefit of grace marks only for passing in each head of passing in External or Practical examinations as follows:

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

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

## RULES FOR REVALUATION:

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

Candidates appearing at the University examinations are eligible to apply for revaluation of his/her answer-scripts of the theory papers of the University exam,inations subject to the following conditions:

- 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.

- The revaluation includes the process of verification of total. In case of an error in total, the verified marks (less or more) shall be considered.
- The revaluation of the answer –scripts , shall not be permitted in respect of scripts of Practical Examination/Internal Assessment /Dissertation/Thesis/MCQ and Viva-voce etc.
- A candidate shall apply online for revaluation, along with the fee within prescribed date.
- The Head of the Institute /Department shall forward the list of students who have applied For revaluation of answer-scripts of the theory papers and send the same to the University.
- 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.
- There will be no change in marks if increase in revaluation marks is below 10% of the maximum marks.
- The revaluated marks will be accepted if increase is between 10% and 20% of the maximum marks.
- If the increase in revaluated marks is between 21% and 50% of the maximum marks then the average of original marks & re-evaluated marks will be considered for declaration of result.
- If revaluated marks increase by more than 50% of the maximum marks then the answer script Will be sent for 2 nd re-evaluation and the average of original marks, 1st re-evaluation marks and 2<sup>nd</sup> re-evaluation marks will be considered for declaration of result.
- However in extreme cases the Vice-Chancellor may use his/her discretion for getting second opinion for revaluation. In such case the answer-scripts shall be re-examined by a separate examiner of the choice of the Vice-Chancellor.
- Revaluation of the answer-scripts of the 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.
- If as a result of revaluation the candidate attracts the provision of condonation of deficiency, the same shall be applied to him/her only for fresh attempt.

## **RESULTS & CONVOCATION**

### **RESULTS:**

Prior to external examination, students will be informed year round performance of 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, after external examination, 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 held in the month of October of the year. Detailed information of the Convocation is displayed on the university and institute website ([www.siu.edu.in](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 the 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, Journal club, social service/ education camps, media and industry interactions, guest lectures, cultural events, Promotional campaign, placement activities, Jagruti 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.

### **COMPULSORY, NON- CORE CREDIT COURSES:**

**Global Immersion Program (GIP) / Service Learning, Liberal Arts & Inter Institute Credit transfer program** – Students of UG programs of SIU are offered Global Immersion Program (GIP) of 12 credits **OR** Service Learning, Liberal Arts & Inter Institute Credit Transfer equivalent to 12 credits in the 4<sup>th</sup> semester. The students can opt for Global Immersion Program (GIP) OR Service Learning, Liberal Arts & Inter Institute Credit Transfer as a mandatory component of the curriculum.

SIU believes in all round development of its student, thus every student is required to undergo compulsory non-core courses for 12 credits which is a compulsory component of program. Students are required to attend and successfully complete the non-core credit course/s as per the schedule. Every student will be evaluated by the respective faculty.

### **Compulsory, Non-Credit Hours:**

- English Language development program
- Communications Skills
- Personality Development
- Student-Industry Interaction
- Current affairs / Jagruti
- Extra-Curricular activities
- Guest Lectures

**CTC SEMINAR:** 'Clinico-Technological Correlation (CTC)' sessions, a regular activity by Medical Technology students with a view to fortify knowledge and enhance the ability to correlate clinically.



**JAGRUTI:** A non academic activity conducted by the Medical Technology students. This is a weekly event. All the students get an opportunity to make a presentation on nonacademic topics. They also include the recent NEWS, need to be known by everyone. This is an interesting activity which enhances the presentation skills, extra-curricular knowledge, confidence & the overall personality.

#### **SOCIAL SERVICE:**

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

#### **ACADEMIA AND INDUSTRY INTERACTIONS:**

Various industry / academic visits will be arranged. To develop interface between academia & industry, interaction with industry experts & visits to various Government and Non government organizations, Corporate Sectors, Private Setups, Charitable Trusts and Industry are arranged to get an insight on operations of these sectors e.g. B J Medical College, National AIDS Research Institute (NARI); Chest Research Foundation (CRF), Millennium Laboratories, Golwilkar Metropolis Laboratories (I) Pvt. Ltd. etc. Attendance to these interactions & visits will be required to be 100%.

#### **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.

#### **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.

#### **EXTRA-CURRICULAR ACTIVITIES**

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.

#### **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:

##### **1. ACADEMIC COMMITTEE**

**Committee Head:** Dr. Anupama Munshi & Ms. Maitreyi Sawant

**Objective:** To enhance knowledge content of the academic activities.

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

- Organize knowledge-based events, quizzes, debates, presentations, seminars, etc.
- Identify current updates in Medical Technology sector
- Identify new innovations/ programmes in various domains of the Medical Technology sector.
- Put up articles of relevance in Medical Technology 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 Head of Department.

No. of students in committee: 12

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.

## **2. EXTRA CURRICULAR ACTIVITY COMMITTEE**

**Committee Head:** Mr. Milind Chunkhare, Dr Shalbha Tiwari

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

### **Role & Responsibility**

- Organize Jagruti & cultural events, like Panache etc.
- In coordination with Academic Committee organize “soft-skills” development programmes and events
- Assist the student body to develop “fine arts” and participate in local and state/national level exhibition, competitions etc.
- Organize outdoor activities for recreation and extra-curricular purposes.
- Committee Leaders will submit minutes of meeting and action plan to Head of Department.

No. of students in committee: 12

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.

## **3. CO-CURRICULAR & GUEST LECTURE COMMITTEE**

**Committee Head :** Dr. Shalbha Tiwari, Ms Neelam Redekar

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

### **Roles & Responsibility:**

- Organize curricular activities like case presentation, Medical Technology News, Journal Club etc,
- Identify speakers & topics for guest lectures, workshops and seminars.
- Prepare synopsis of talks proposed for information of guest speakers and workshop & 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 Head of Department.

No. of students in committee: 12

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.

#### **4. ADMINISTRATIVE COMMITTEE**

**Committee Head: Ms.Sanjivani Maral, Ms Sanika Potdar**

**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.
- 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 Head of Department.

No. of students in committee: 12

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.

#### **5. ALUMNI COMMITTEE**

**Committee Head: Mr.Milind Chunkhare & Ms.Maitreyi Sawant**

**Objective: Establish SIHS Alumni club**

**Role & Responsibility**

- Update the alumni database
- Updating alumni through campus news
- Organizing alumni meetings
- Establish MEDICAL TECHNOLOGY Brand image in the market through alumni networking
- Committee Leaders will submit minutes of meeting and action plan to Head of Department.

No. of students in committee: 12

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.

#### **6. PLACEMENT ASSISTANCE COMMITTEE**

**Committee Head: Ms.Sanjivani Maral**

**ONLY PLACEMENT ASSISTANCE IS PROVIDED**

**Objective: Facilitate suitable placement for all students**

**Role & Responsibility:**

- Identify appropriate companies for recruitments. Prepare database of recruits.
- Approach and remain in contact with companies
- Prepare all recruitment material including CVs of all students
- Committee Leaders will submit minutes of meeting and action plan to Head of Department.

No. of students in committee: 12

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

## **7. CURRENT AFFAIRS COMMITTEE**

**Committee Head: Ms. Sanika Potdar**

**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 Head of Department.

No. of students in committee: 12

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.

## **8. SPORTS COMMITTEE-:**

**Committee Head: Mr.Milind Chunkhare**

**Objective: To ensure participation of students in sports activity.**

**Role & Responsibility:**

- Identify sports events both at RWC and at inter university, districts, states and national levels competition.
- Motivation of students for participation in sports event.
- Prepare teams in various games like Basketball, Cricket, Volley ball, etc.
- Assist students in logistics
- To send names of selected students for participation in various sports event.
- Selection of Sports representatives (SRs) one from each year of B.Sc. Medical Technology.

No. of students in committee: 12

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.

## **9. INTERNATIONAL STUDENTS COMMITTEE-:**

**Committee Head: Dr Anupama Munshi**

**Objective: To bring all the SIHS students onto an international platform and sustain growth for SIHS Foreign Relations Policy to become Glocal.**

**Role & Responsibility:**

- To get local and foster foreign relationships
- To adopt global perspective in our way of thinking and sustain growth strategy for improving SIHS Foreign Relations.
- To encourage cultural relationships between Symbiosis and other international universities.

- To encourage all international students to participate in tree plantation, international food festival, panache and other events.
- To set up buddy system among international students and their senior colleagues
- To engage students to university trainings, industrial visits, conferences, summits & dialogues at international locations.
- To encourage students to do global immersion program (GIP).
- To invite international faculty, academicians, professors, authors etc to the campus for interaction with our students on diverse topics related to medical technology across the globe.

## **10. IT COMMITTEE:-**

**Committee Head:** Mr. Milind Chunkhare.

**Objective:** To deliver best-of-class information technology systems and services to SIHS students.

### **Role & Responsibility:**

- To provide best IT support services to the campus community.
- To resolve problems and meeting campus needs for information, support, and service.
- To look after the computer centre facility at the institute and to manage network infrastructure in tandem with the authorities and ensure effective use of technology.
- To maintain the various social website and portals of the college like facebook, twitter, etc.
- To provides able support to all other Committees and events being organized at SIHS irrespective of the nature of the event.

### **CLASS REPRESENTATIVE (CR):**

A suitable CR will be nominated to represent students' interest in the day to day conduct of the program and also for overall supervision of extra – curricular activities. The CR will be the “face” of the student body and will be selected with due care for maturity, sincerity, commitment to excellence and inter personal communication skills and abilities.

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 third year of Medical Technology will be representing the overall Medical Technology program. They will represent Medical Technology during the SIHS monthly IQAC meetings & establish a good understanding among the students & management.

## **UNIVERSITY ANTI RAGGING COMMITTEE COMPOSITION OF ANTI RAGGING COMMITTEES**

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

1. Chairperson

Dr. Rajani Gupte, Vice Chancellor, SIU

2. Representative of civil community

Mr. Siddharth Shirole, General Secretary. BJYM

3. Representative of Police Community  
Mr. Bhanupratap Barge, Assistant Commissioner of Police, ATS, Pune
4. Representative of local media  
Mr. Ashish Pinto, Chief Human Resource Officer, Sakal Media Group Pune
5. Representative of Non-Government Organization involved in youth activities  
Ms.Sneha V. Khandekar, Corporate Trainer –Sexual Harassment & Gender Sensitization
6. Representatives of parents  
Mrs. Nilakshi Louzardo
7. Representatives of students belonging to fresher category and senior students
8. Representatives of Teaching Staff  
Mr.Avinash Aslekar, Associate Professor, SITM
9. Representatives of non-teaching staff  
Mr. Nitin Sakore, Officer –Logistics, SIU
11. Secretary  
Dr. M.S. Shejul, Registrar, SIU

### **Roles and Responsibilities:**

#### **University Level**

➤ University Anti Ragging Committee

1. To ensure compliance with the provision of UGC regulation 2009 as well as the existing law 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 take appropriate action in case an incident of ragging is reported by anti-ragging squad of the Institute and to further inform/ get approval of action to be taken from University Anti-Ragging Committee

## **2. Anti - Ragging Committee of SIHS:**

1. Dr. Rajiv Yeravdekar, Director ,SIHS : Chairperson

(Mobile: 9822055554)

Dr.Sammita Jadhav,Professor ,SIHS :Member

(Mobile: 9527355053)

3. Dr. Parag Rishipathak,Associate Professor,Dy.Director,SIHS : Member

(Mobile: 9822040971)

4. Ms. Neha Ahire, Assistant Professor, SIHS : Member

(Mobile : 9975028557)

5. Ms.Sanjivani Maral ,Assistant Professor ,OS,SIHS : Member

(Mobile: 9422314119)

6. Sub. Maj. (Retd) B.S. Ambre, Sr. Office Superintendent

(Mobile9689924880)

7.Mrs Dhanwanti More ( Parent of student)

Mobile 9158165193

8. Sakshi Behi,Student of MBA ( HHM)- II year

Mobile 9818761371

9. Ms.Bhuvi Jindal ,Student of MBA(HHM): I year

(Mobile:9812347388)

10. Mr Sanu Sunny George Student of B.S.c MT III Year

Mobile 9767177193

11.Mr Roshan Bhagat Student of B.S.c MT II Year

Mobile 9664645566

12Ms. Aakansha, Student of M.Sc. MT II Year

Mobile 7038131166

### **➤ Anti-Ragging Squad**

1. To make surprise raids on hostels and other places vulnerable to incidents of and having the potential of ragging.

2. To conduct on the spot enquiry in to any incident of ragging

Please Contact:

1. Dr Rajiv Yervadekar Chairperson

Mobile 9822055554

2. Dr. Sammita Jadhav, Dy. Director - Academics ,SIHS : Member  
(Mobile: 9527355053)
3. Ms. Neha Ahire, Assistant Professor, SIHS : Member  
(Mobile : 9975028557)
4. Ms. Sanjivani Maral , Assistant Professor, SIHS : Member  
(Mobile: 9422314119)
5. Sub.Maj (Retd) B.S.Ambre,Senior Office Supreintendent Member  
Mobile 9689924880
6. Dr. Parag Rishipathak, : Rector – Boys Hostel  
(Mobile: 9822040971)
7. Ms. Naseem Rodrigues Warden Girls hostel  
Mobile 8698472433
8. Brig,Prakash Lakhe (Retd) : Chief Admin  
Mobile 9552528254

### **3. University Monitoring Cell**

1. Dr T.P Singh Dean, Faculty of Engineering Chairperson
2. Lt.Col Shobha Naidu (Retd) ,Deputy Director SCON Member
3. Dr Parimala Veluvalli ,Deputy Director ,SCMS Member
4. Dr,Shashikant Hazare,Professor SLS Pune Member
5. Dr Pranav Vyas,Officiating Head ,Students Affairs SIU Member Secretary

### **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**

1. To guide and support as well as to interact with fresher's through junior level mentors.

#### **Junior Level**

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

### **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 10th September, 2016. If these requirements are 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.

### **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 batch mates and the one who gets majority votes is selected as CR
3. The final selection is done by the HOD, Medical Technology

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 every year of Medical Technology will be representing the overall 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. Their interviews are taken by sports coordinator. Their sports achievements are listed out and the students with good knowledge of sports having national or state level participation is nominated for sports council member.

### **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
4. Indemnity Undertaking (Student, Parent)
5. Student Medical Undertaking

### **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.

### **Students Grievance Redressal :**

Students Grievance Redressal 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.

### **Suggestion Box:**

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

### **Department of Student Affairs:**

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

### **Department of Student Affairs,**

Contact Person- Mr.Pranav Vyas

Officiating Head, Student Affairs,SIU

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 even 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.

**The committee shall be constituted by VC and shall have following members:**

i. Dr. Sammita Jadhav – Chairperson

ii. Dr. Parag Rishipathak - Member

iii. Brig. Dr. Anil Pandit: Member?

iv. Ms. Sandhya Sharma : Special Invitee

- Procedure:
- The aggrieved student would submit in writing his/her grievance to the Administrative Officer / Office Superintendent

- The Administrative Officer /Office Superintendent would convene a meeting of members within five days of receiving the complaint
- The report of the committee must be submitted to the Director within 2 working days of meeting
- Further if the student is aggrieved by the decision of the grievance Redressal Committee he/she may appeal to the Ombudsman within 6 working days. The details of the same are uploaded on the website of the university.

### **Procedure in redressal of grievances by Ombudsman**

Redressal Committee:

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

## **ARTICLE 6: HEARING AND APPEALS**

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

### **Composition:**

The Vice – Chancellor-Chairman

The Associate Dean - Student affairs

The Registrar

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

The Campus Administrator – Lavale Campus.

## **ARTICLE 7: PUNISHMENT AND PENALTIES**

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

1. Warning: A written letter of reprimand resulting from a student's misconduct.
  2. Suspension: Suspension is a sanction that terminates the student's enrollment at the university for a specified period of time.
  3. Monetary Fines: Monetary Fines is a sanction in which a student is required to deposit amount as penalty or any amount deposited by him is forfeited or adj usted, 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.
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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**

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

As the primary Health Care Centre on campus, SCHC offers OPD services at all campuses of Symbiosis. Additionally, dental services, eye care services, dietetic clinic & physiotherapy clinic is operational at SCHC, first floor, Senapati Bapat Road campus, Pune with prior appointment. To make an appointment contact Campus Incharge Medical Officer, SB Road @ 020-25652444 (Ext. 117)/ 9552525651 from 8.00 am to 8.00 pm.

#### 2. Annual Health Checkup:

Annual health check-up (AHC) of the students of Symbiosis is conducted and a detailed record is maintained electronically. Consultants/ Specialists from different disciplines (Physician, Ophthalmologist, ENT specialist & Dentist) conduct the Annual Health Check-up including Lab investigations (Haemogram & Urine examination).

#### 3. Medical Insurance

Every student and staff member at Symbiosis is covered under a unique group medical insurance scheme with the National Insurance Company (NIC) for hospitalization up to Rs.50,000/- in case of non-accidental emergencies (as per the Medclaim 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](http://www.schcpune.org).



4. HIV testing Policy:

All international students coming to India for studies, need to go through a medical test for AIDS. The Foreigner's Regional Registration Office (FRRO) requires this test as a pre-requisite for obtaining the residence permit form. We undertake pre-test counselling for HIV test for all foreign students and also take the necessary informed consent for the conduct of the test.

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 programs 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 **sybiosis.health** on Skype software.

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, and 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 Medical Superintendent, SCHC/Dy.Med.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 the medical audit of a sickness absenteeism.
7. Sickness absenteeism will only be medically authenticated by SCHC.

Whom to Contact:

Dy. Medical Superintendent, SCHC

Cell No. : 9552500357 / Email ID:dms\_hcs@schcpune.org

**Free Services:**

- Annual Health Checkup including basic laboratory investigations viz. Haemogram, Urine Routine, Blood grouping and X-Ray Chest. OPD Consultation - General and consultant (Physician, Eye, ENT, Dental) with medication
- Diet Counseling Email mo\_hcs@schcpune.org Online interactive health counseling sessions Email [health@schcpune.org](mailto:health@schcpune.org)
- Group psychological counseling Email letstalk@schcpune.org
- Online interactive health counseling sessions (email : [health@schcpune.org](mailto:health@schcpune.org))
- Recreation and Wellness Centre (Gym, Aerobics, Yoga, Swimming Pool) Email [bfit@schcpune.org](mailto:bfit@schcpune.org)
- Group Health Insurance for each student with Mediclaim cover of Rs. 50,000/- and Rail/road traffic accident cover of Rs. 1,00,000/- applicable anywhere in India on production of institute identity card. Cashless/ reimbursement facility will depend upon empanelment of hospital with TPA (MD India). Terms & conditions are as per policy document available on SCHC website - [www.schcpune.org](http://www.schcpune.org)

\* It is necessary for every student admitted to constituent institutes of Symbiosis International University, to undergo Annual Health Checkup. Schedule will be communicated by SCHC.

The students are required to fill in their basic health data online on following link prior to coming for Annual Health Checkup.

[https://symbiosis.papertracer.com/Manage/login.aspx?ReturnUrl=%2fDocument%2fInput+Template\\_Show.aspx%3fOrgID%3d180%26Template%3d1ffff0c0-4b22-40fb-abcc2bbf23c44b53@OrgID=180&Template=4b22-40fb-abcc2bbf23c44b53](https://symbiosis.papertracer.com/Manage/login.aspx?ReturnUrl=%2fDocument%2fInput+Template_Show.aspx%3fOrgID%3d180%26Template%3d1ffff0c0-4b22-40fb-abcc2bbf23c44b53@OrgID=180&Template=4b22-40fb-abcc2bbf23c44b53)

### **1. Healthcare Services at Concessional Rates:**

- Laboratory Investigations
- X-Ray Investigations
- Specialist consultation in private clinics/hospitals
- Cardio-vascular training exercises & personal coaching
- Individual psychological counseling.

### **2. Special care for B.Sc. Medical Technology students:**

- Hepatitis B Vaccination and Immune Status – SIHS will make arrangements for those who have not been protected, those students who have been adequately protected bringing valid proof are essential.
- All students are also required to voluntarily determine their HIV immune status.
- Students will be required to furnish Indemnity Bonds against exposure to radiation, wherever required TLD badges will be issued to them in accordance with Government safety norms.

( Compliance on above points is mandatory for continuation of enrolment & permission to appear in internal and SIU examinations.)

### **3. Medical Attendance Policy.**

- Students are advised to avail OPD services at SCHC, in case SCHC is closed any nearest medical facility of student's choice may be accessed. In the latter case SCHC should be informed at the earliest opportunity.
- In case of direct admission to hospital in emergency or in some other station please produce your identity card at hospital and inform SCHC at Emergency mobile No 9552525651 and SCHC Insurance Cell at 9552525015 for advice about medical insurance and regularization of absence.
- All leaves on medical grounds need to be recommended / authenticated by SCHC, for this purpose submit all relevant documents – prescriptions, investigation reports, medical and fitness certificates covering whole period of absence hospital discharge ticket etc. should be produced at SCHC.
- For availing medical insurance cashless or re-imburement of hospitalization expenses, a confirmatory mail/ claim intimation mail is required to be sent by SCHC within stipulated time frame, to the Insurance Co, therefore SCHC should be kept informed since beginning.

- For claims under road/rail traffic accidents copies of FIR, panchanama & MLC report are must.

### CONTACT DETAILS OF MEDICAL OFFICER, SCHC

#### SCHC Campus wise EMS – Helpline

Campus Name	Emergency Medical Services No.	E-mail
S. B. Road	9552525651	<a href="mailto:mo@schcpune.org">mo@schcpune.org</a>
ELTIS	9552382845	<a href="mailto:mo.eltis@schcpune.org">mo.eltis@schcpune.org</a>
SIMS	9552525663	<a href="mailto:mo.kirkee@schcpune.org">mo.kirkee@schcpune.org</a>
Hinjewadi	9552525650	<a href="mailto:mo.sic@schcpune.org">mo.sic@schcpune.org</a>
SIU (Lavale Hill Top)	9552525653	<a href="mailto:mo.siu@schcpune.org">mo.siu@schcpune.org</a>
SIT (Lavale Hill Base)	9552525652	<a href="mailto:mo.sit@schcpune.org">mo.sit@schcpune.org</a>
Viman Nagar ( Old)	9552525654	<a href="mailto:mo.svc1@schcpune.org">mo.svc1@schcpune.org</a>
Viman Nagar ( New)	9552589179	<a href="mailto:mo.svc2@schcpune.org">mo.svc2@schcpune.org</a>
Insurance Cell , SCHC	9552525015	<a href="mailto:insurance@schcpune.org">insurance@schcpune.org</a>
Nasik	9552525658	<a href="mailto:monashik@schcpune.org">monashik@schcpune.org</a>
Noida	9910049924	<a href="mailto:mo.noida@schcpune.org">mo.noida@schcpune.org</a>
Bangalore	7022043266	<a href="mailto:mobangaluru@schcpune.org">mobangaluru@schcpune.org</a>
Hyderabad	9552589139	<a href="mailto:mo.hyderabad@schcpune.org">mo.hyderabad@schcpune.org</a>
Medical Superintendent	9552500357	<a href="mailto:medicalsuperintendent@schcpune.org">medicalsuperintendent@schcpune.org</a>
Deputy Medical Superintendent	2025678680	<a href="mailto:dms_hcs@schcpune.org">dms_hcs@schcpune.org</a>

#### RECREATION & WELLNESS CENTRE (RWC):

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

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

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

#### Vision

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

### **Mission**

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

### **Recreation & Wellness Infrastructure**

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

RWC offers students and staff services:

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

### **Whom to Contact :**

Ms. Shweta Sharma

Head, Recreation & Wellness Center

Symbiosis Centre of Health care ,

SIU, Lavale Campus ,

Tel: 020-39116279

E-mail: [head\\_rwc@schcpune.org](mailto:head_rwc@schcpune.org)

### **UNIVERSITY SPORTS BOARD (SIU)**

“Every human being has a fundamental right of access to physical education and Sports, which are essential for the full development of his/her personality. The freedom to develop physical, intellectual and moral powers through physical education and sports must be guaranteed both within the educational system and in other aspects of social life.

“Symbiosis today is already known for its excellence in education and we aim to transform the same in sports.”

### **VISION**

Think Sport -----Think Symbiosis

One Student ----- One Sport (At Least)

### **UNIVERSITY SPORTS BOARD (SIDU)**

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 objectives of the SIDU Sports Board are as follows:-**

- To annually organize Symbiosis International University / Inter institute competitions in specified games and sports for the students & staff.
- To advice on providing equal opportunities & encouragement to all its students and staff for participation in sports at all levels.
- To offer sports scholarship, prizes and other awards to outstanding athletes and sportsmen and women.
- To review the progress on developing, maintaining and optimally utilizing sports

infrastructure.

- To advice on promoting excellence in sports by encouraging participation in National and International championships in large numbers.
- To advice on creating a culture of sports by imbibing higher moral and Ethical values, spirit of comradeship and the desire to excel.
- To recognize talent in sports and reward young women and men, who achieve excellence in sports.
- To organize workshops, seminars on sports related matters
- To make efforts to encourage adventure sports in SIU.
- To get associated and affiliated to recognize sports associations.

### **Sports and Fitness Infrastructure**

All Symbiosis campuses epitomize the Symbiosis motto, “Promoting International Understanding through Quality Education” and are a beehive of international students from all across the globe, being privy to Indian culture and hospitality. Many of these campuses are fully residential and recreational facilities include Gymnasiums, indoor games, yoga, swimming pools, amphitheaters.

Sports & Games are essential components of human resource development, helping to promote good health, comradeship & spirit of healthy Competition, which in turn has positive impact on holistic development of personality of the Youth who is potential source of energy, enthusiasm and inspiration for development, progress and prosperity of a nation.

With this in view, Symbiosis International University has developed its Sports Policy. Its mission is “One Student One Sport.” 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.

### **Recreation & Wellness Centers**

With the motto of Healthy mind lives in the healthy body, a massive drive was initiated in 2001-2002 to develop state-of-the-art Recreation & Wellness Centers with facilities of Gymnasium, Aerobics and Yoga.

Every student is expected to attend these activities and adequate incentives are given so that students take part in these activities voluntarily.

These facilities are available at following campuses:

- Banglore
- Nashik
- Hinjewadi, Pune
- Viman Nagar, Pune
- SB Road, Pune
- Kirkee, Pune
- Lavale, Hilltop Campus Pune
- Lavale, Hillbase campus Pune
- Noida
- Hydrabd Campus

### **Infrastructure and Facilities**

University Sports Board has developed state of art Sports and Recreation infrastructure and facilities at SIU, Lavale Campus. facilities including indoor wooden flooring badminton hall (2-court), 1- squash court wooden flooring, ,Basketball , Swimming Pool and scenic Multipurpose football & Cricket ground.

Every Campus of Symbiosis is provided with state of Art Recreation Facilities which includes fully equipped gymnasium with cardio sections managed by the Qualified Fitness trainers.

**Whom to Contact :**

Dr.Nayana Nimkar  
Director,SSSS.  
Symbiosis International University  
Tel: 020-39116243  
Telefax: 020- 39116206  
Email: [dydirectorsports@siu.edu.in](mailto:dydirectorsports@siu.edu.in)

**INSTITUTES OF SYMBIOSIS SOCIETY**

Institutes of Symbiosis Society	Estd.	Head of the Institutes
1. Symbiosis International Cultural Centre (SICC)	1971	Dr.Vidya Yeravdekar
2. Symbiosis College of Arts and Commerce (SCAC)	1983	Prof. Dr Hrishikesh Soman
3. Symbiosis Nursery School (SNS)	1983	Ms.Bhavna Shah
4. Symbiosis Primary School (SPS)	1984	Ms. Veena Havnurkar
5. Symbiosis Society's Dr. Babasaheb Ambedkar Museum & Memorial (SSBRAMM)	1990	Mrs. S. S. Mujumdar
6. Symbiosis Secondary School (SSS)	1991	Ms. Veena Havnurkar
7. Symbiosis Sports Centre (SSC)	1993	Prof. Dr. S. S. Thigale
8. Symbiosis Centre of Health Care (SCHC)	1997	Dr Alka Chandak
9. Symbiosis School, Harali, Dist. Kolhapur (SS)	1997	Mr. D. S. Deshpande
10. Symbiosis Kindergarten, Nashik (SK)	1999	Mrs. Yogini Deshmukh
11. Symbiosis School, Nashik (SS)	1999	Mrs. Surinder Sabharwal
12. Symbiosis Institute of Foreign & Indian Languages (SIFIL)		Prof. Shirish Sahasrabudhe
13. Symbiosis Society's Afro Asian Cultural Museum (SSAACM)	2001	Mrs. S. S. Mujumdar
14. Symbiosis Institute of Teacher Education (SITE)	2005	Ms.Bhavna Shah

15. Symbiosis International School (SIS)	2005	Mr. Narendra Kumar Ojha
16. Symbiosis Open School (SOS)	2006	Mr. Milind Chaudhari, Coordinator
Symbiosis International University	2002	Dr. Rajani Gupte Vice Chancellor

CONSTITUENT INSTITUTES OF SYMBIOSIS INTERNATIONAL UNIVERSITY

Under SIU

1. Symbiosis Law School (SLS)	1977	2002	Prof. Dr. Shashikala Gurpur
2. Symbiosis Institute of Business Management (SIBM)	1978	2002	Dr. R Raman
3. Symbiosis Institute of Computer Studies and Research (SICSR)	1985	2002	Prof. Lalit Kathpalia
4. Symbiosis Centre for Management Studies (SCMS)	2004	2004	Dr. Adya Sharma
5. Symbiosis Institute of Media and Communication, Pune (SIMC)	1990	2006	Ms.Ruchi Jaggi
6. Symbiosis Institute of International Business (SIIB)	1992	2006	Dr Asmita Chitnis
7. Symbiosis Institute of Management Studies (for Defense personnel and their dependents)(SIMS)	1993	2006	Prof. Brig (Retd) Rajiv Divekar
8. Symbiosis Centre for Management and Human Resource Development (SCMHRD)	1993	2006	Prof. Pratima Sheorey
9. Symbiosis Institute of Telecom Management (SITM)	1996	2006	Prof. Abhijeet Chirputkar, Officiating Director
10. Symbiosis Centre for Information Technology (SCIT)	1999	2006	Dr. Dhanya Pramod



11. Symbiosis Institute of Geoinformatics (SIG)	2004	2006	Dr Tarun Pratap Singh
12. Symbiosis Institute of Operations Management, Nashik (SIOM)	2005	2006	Prof. Dr. Vandana Sonawaney
13. Symbiosis Institute of Design (SID)	2004	2006	Prof. Atul Kedia
14. Symbiosis Institute of Health Sciences (SIHS)	2005	2006	Prof. Dr. Rajiv Yeravdekar

15. English Language Teaching Institute of Symbiosis (ELTIS)	1972	2006	Prof. Shirish Sahasrabudhe
16. Symbiosis College of Nursing (SCON)	2007	2007	Dr. Sharadha Ramesh
17. Symbiosis Institute of Business Management, Bangalore (SIBM)	2008	2008	Prof. Dr Rajesh Panda
18. Symbiosis School of Economics (SSE)	2008	2008	Dr. Jyoti Chandiramani
19. Symbiosis Institute of Technology (SIT)	2008	2008	Dr K Kotecha
20. Symbiosis School of Media & Communication (Bangalore) (SSMC)	2009	2009	Dr.Triveni Goswami
21. Symbiosis Centre For Research And Innovation (SCRI)	2009		Dr.Urvashi Rathod
22. Symbiosis Center of Media & Communication (SCMC) (UG) Viman Nagar	2009	2009	Prof. Anupam Siddhartha
23. Symbiosis School of Banking and Finance (SSBF)	2010	2010	Mrs. Manisha Ketkar
24. Symbiosis Law School, Noida (SLS)	2010	2010	Prof. Dr. C. J. Rawandale

25. Symbiosis Centre for Management Studies Noida (SCMS)	2010	2010	Prof. Shrirang Altekar
26. Symbiosis School for Liberal Arts (SSLA)	2011	2011	Mrs. Anita Patankar
27. Symbiosis School of Biological Sciences (SSBS)	2011	2011	Dr. Vinay Rale
28. Symbiosis School of Photography (SSP)	2012		Prof Vishal Bhende
29. Symbiosis Institute of International Studies (SIIS)	2013	2013	Ms. Shivali Lawale
30. Symbiosis College of International Education (SCIE)	2013	2013	Mrs. Anita Patankar Dy. Director
31. Symbiosis Institute of Business Management (SIBM), Hyderabad	2014	2014	Dr Ravi Kumar Jain
32. Symbiosis Law School. (SLS)Hyderabad	2014		Dr Mirza Iliyas Baig
33. Symbiosis Centre for Health Skill+s (SCHS)	2016		Dr. Parag Rishipathak
34. Symbiosis School of Culinary Arts (SSCA)	2016	2016	Mr. Atul Gokhale
35. Symbiosis School of Sports Sciences (SSSS)	2016	2016	Dr. Nayana Nimkar

### **ABOUT PUNE CITY**

Welcome to Pune, a city that has population of four and a half million people & is the eighth-largest city of India. It is located at confluence the Mula and Mutharivers. You will find that transportation, including air, rail, and road is available from Pune to the other major cities in India. Pune experiences three different seasons. These seasons are summer, monsoon and winter. Pune is known as “Oxford of the East,” because it has several well-known colleges. This city is a major industrial center, growing rapidly by the year. It is known as the “automobile city,” because it contains several different automobile manufacturers. Tata motors, manufacturer of India’s largest passenger car and commercial vehicle is located in the suburbs of Pune. Daimler Chrysler also has an assembly line for its Mercedes Benz in Pune. Of course, the manufacturers in Pune are

not limited to automobiles. Coca Cola and Frito Lay also have manufacturing plans in the city of Pune. The city of Pune holds many great aspects of India's past. Pune is home to many people who love to eat. You will find a variety of different foods here, ranging from sweets to spices. Pune has something to offer everyone, and you are bound to find an adventure when you visit here.

## 24 HOURS PHARMACY

NAME OF HOSPITAL	ADDRESS	CONTACT NO.
AMAR MEDICAL STORE	14 Yerawada Pune 6	26693978
APOLLO PHARMACY	Apollo Pharmacy 31/IA & IB, Shop No. 1, Building-H, Liberty Co-operative Society, Koregaon Park, Pune	020 26156236
DEENANATH MANGESHKAR HOSPITAL	Erandawne, Pune - 411038 (Maharashtra) India	91-20-25466525
K.E.M. MEDICAL	Rasta Peth, Pune - 411011	26126500
KRISHNA HOSPITAL MEDICAL	2, Anjanwel Prashant Society Paud Road Pune - 411 038	25460625
LAXMI MEDICAL	14, Yerawada Pune 06	26682250
POONA HOSPITAL MEDICAL	27, Sadashiv Peth, Near Alaka Theater Pune – 30	24331707 - Ext - 215
RUBY HALL	Dhole Patil Road Sasoon Road	26123391 - Ext- 263

## 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, SenapatiBapat Rd, SenapatiBapat Road, Pune - 411004	(020) 25664514

MAHARASHTRA MEDICAL	968 RatnaMemoria Hospital, SenapatiBapati Rd, SenapatiBapat Road, Pune - 411004	(020) 25672563
SHREYA MEDICAL & GENERAL SHOPPEE	SamazMandir Building, OppBaramatiHostel ,Patrakar Nagar, Off. SenapatiBapat Road, SenapatiBapat Road, Pune - 411004	(020) 25664036
SANJEEVNI MEDICALS	Kamdenu Building Ground Floor, Near Bank Of Baroda, SenapatiBapat Road, Pune - 411004	9850847897
AMAR MEDICAL STORE	818, Alishan Appartment, Bhandarkar Rd, Deccan Gymkhana, Pune, Maharashtra 411004	26693978

### 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, WadgaonSheri,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
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, Maharashtra 411014	Pune, 91-20 6687 8600
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#### NET CAFÉ

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

#### COURIER SERVICES

MARUTI COURIER	323, Nana Peth, Shri Ram Complex, Laxmi Road, Opposite Punjab National Bank Pune, 020 32418918
BLUE DART EXPRESS LTD	SenapatiBapat Road, Pune – 411004 020 – 41516051
DTDC COURIER & CARGO LTD	890,Bhandarkar Rd,Deccan Jimkhana, Deccan Jimkhana., Opp.Bhosale Pavillion, Deccan Gymkhana, Pune - 411004 Call: (020) 66820336

#### LIBRARIES

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

**PLACES TO VISIT**

<b>PLACES</b>	<b>LANDMARK</b>	<b>DISTANCE FROM SIHS</b>
AGA KHAN PALACE	Nagar Road	12 k. m
AMBEDKAR MUSEUM	S.B.Road	1 k.m
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	ParvatiPitha, Near SarasBaug	5 k. m
PATALESHWAR CAVES	J. M. Road	3 k. m
RAJA KELKAR MUSEUM	ShukrawarPeth, Bajirao Road	5 k. m
SARAS BAUG	Near Swargate, Sanas ground	5 k. m
SHANIWARWADA	KasabaPeth, KasabaGanapati Near	4 k.m
SINHGAD	Khadakwasla	20 k. m
THE PUNE UNIVERSITY	Ganeshkhind	12 k. m
VISHRAMBAUG WADA	Near ChitaleBandhu	4 k. m

### BOOK SELLERS AND SHOPS

CROSSWORD, SENAPATI BAPAT ROAD	ICC Trade Towers, Senapati Bapat Road, Pune
INTERNATIONAL BOOK SERVICE	Sr. No 759/5, Next To Garware Building, Near Central Bank Of India, Deccan Gymkhana, Pune - 411004
PRAGATI BOOK CENTRE	917 / 22 , Fergusson College Road, Pune – 4
POPULAR BOOK HOUSE	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 – 411004
SUNNY SPORTS BOUTIQUE	Hotel Ajit, Deccan Gymkhana, Pune – 4 , Tel - 25672920
CHAMP SPORTSWEAR	406/A, B BBahirat Road, Shivaji Nagar, Next To Kunal Complex, TatyabaSadhuji 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 BARODA	Opp. Chaturshringi , S.B. Road, Pune – 4
BANK OF INDIA	Symbi Canteen, S.B. Road, Pune – 4
BANK OF MAHARASHTRA	Opp.SIHS, S.B. Road, Pune – 4
CITIBANK ATM	Opp. Sunguard, Chaturshringi , S.B. Road, Pune –
HDFC ATM	Hanuman Nagar Chowk, Opp. SBI ATM, SenapatiBapat Road, Pune – 4 1158 / 13 B U Bhandari Landmark, Opp. LalitMahal Restaurant, F. C. Road, , Pune – 4



ICICI ATM	796 – B, Bhandarkar Institute Road, Deccan Gymkhana. Pune - 4 Apte Road. , Deccan Gymkhana Pune - 4
PUNJAB NATIONAL BANK	SenapatiBapat Road, near the Dominos Pizza ,
SBI ATM	Hanuman nagarChowk, S. B. Road, Pune - 4 J. M. Road, Above Cross Word, Deccan Gymkhana, Pune - 4

### TRAVEL AGENTS & TOUR OPERATORS

GIRIKAND	759 / 90 bhandarkar Institute Road, Opp. PYC Ground, Deccan Gym. 25659970
PARSHURAM	775/3,Sunrise apartments , opposite kamala Nehru park
GAYATRI ENTERPRISES	769/6,Joglekar Quarters,Deccan Gymkhana,Pune
NETT SERVICES	SBI Nagar,Panchavati, NCL colony ,Pune :4110089822081770
AKSHAY TRAVELS	50/2 Shankar Rukhmini Apt, OppKonarkPouram, KondhwaKhurd, 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 0810340675
ANAND TRAVELS	Near nivisha restaurant , Suspashan road, SadashivPeth, Pune – 411030,9422002471
VIJAYA TOURS & TRAVELS	Prestige Corner, Alankar Police Station, Shailesh Society Road Main Road, Karve Nagar-HingneBudrukh, Pune – 411052,+(91)-20-25468841, +(91) 0800228200

### HOSPITALS

ADITYA BIRLA MEMORIAL HOSPITAL	Aditya Birla Memorial Hospital Aditya Birla Hospital Marg ,Chinchwad,Pune 411 033 Maharashtra ,India ,Tel: +91-20-3071 7655
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DEENANATH MANGESHKAR HOSPITAL & RESEARCH CENTRE	HR Department 6th Floor C Wing, Near Himalaya Society, Erandwane, Pune - 411004 Call: (020) 40151000
JEHANGIR HOSPITAL AND MEDICAL RESEARCH CENTRE	32, Sassoon Road, Pune 411005 Pune , Maharashtra Tel:+91-020-2612 2551/2605 0550/26135663/26050866
POONA HOSPITAL AND RESEARCH CENTER	Near Alka Cinema 27, LB Shastri Rd, SadashivPeth, Pune, Maharashtra 411030 020 6609 6000
RUBY HALL CLINIC	40, Sassoon Road, Pune- 411001, Maharashtra, India Tel : 0091 20 - 26163391 Fax : 0091 20 - 26164529 Email : info@rubyhall.com
SAHYADRI SPECIALITY HOSPITAL	Plot No 30 C, Karve Road, Erandwane, Pune - 411004 Call: (020) 67213000
RATNA MEMORIAL HOSPITAL	968, SenapatiBapat Rd, New Rajasthan Society, Pune, Maharashtra 411016 Phone: 020 4109 7777

#### 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 STATION	Near Nisarga Sea Food Restaurant Near Mehendale Garage, Off KarveRoad, Erandwane, Pune – 411004, Call: (020) 25468373
	Aundh, Pune - 411007 Call: (020) 25851788

### RAILWAY STATIONS

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

### AIRPORT

AIRPORT	DISTANCE FROM S.B.ROAD
PUNE LOHEGAON AIRPORT	13 KMS (8.00 MILES)

### ROADWAYS CONNECTED TO PUNE

PUNE	BOMBAY
	BANGALORE
	HYDERABAD
	NASHIK