

**SYMBIOSIS INSTITUTE OF HEALTH SCIENCES (SIHS)**  
**A Constituent of Symbiosis International University (SIU)**

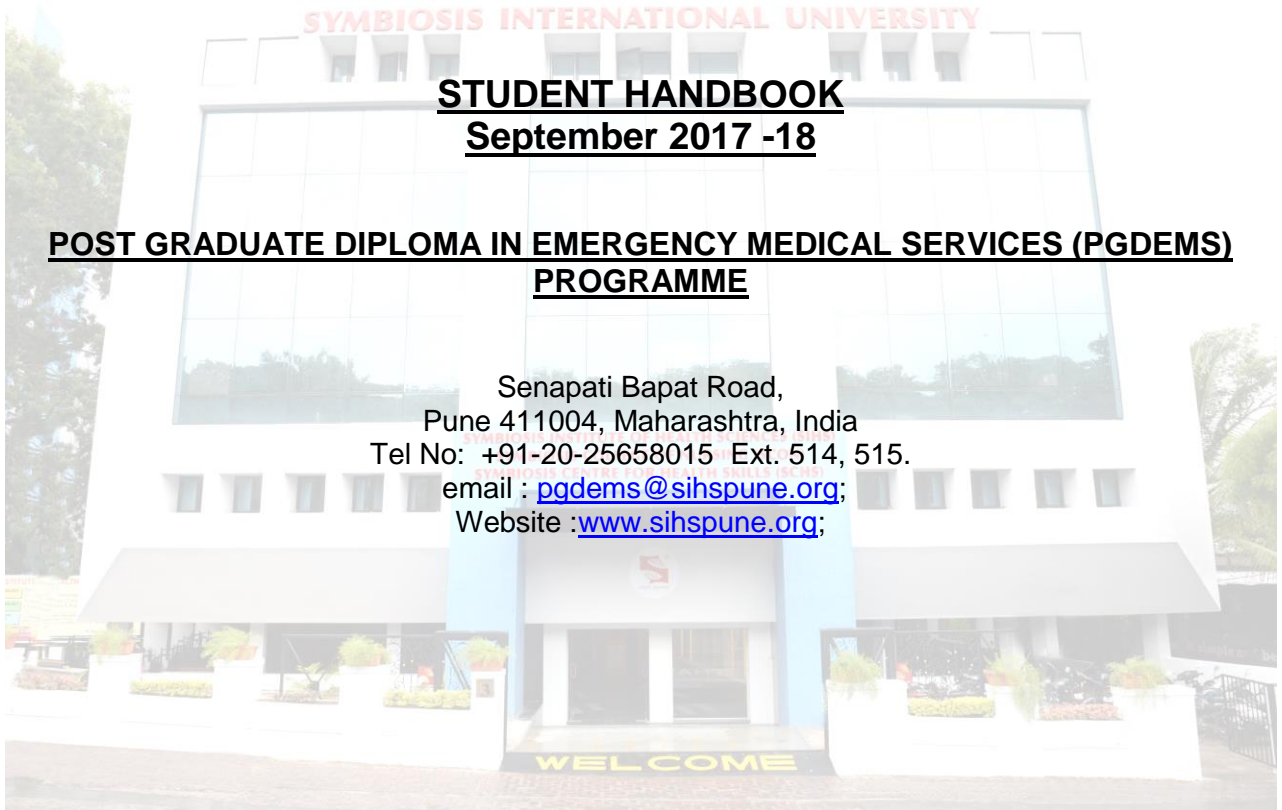


SYMBIOSIS INTERNATIONAL UNIVERSITY

**STUDENT HANDBOOK**  
**September 2017 -18**

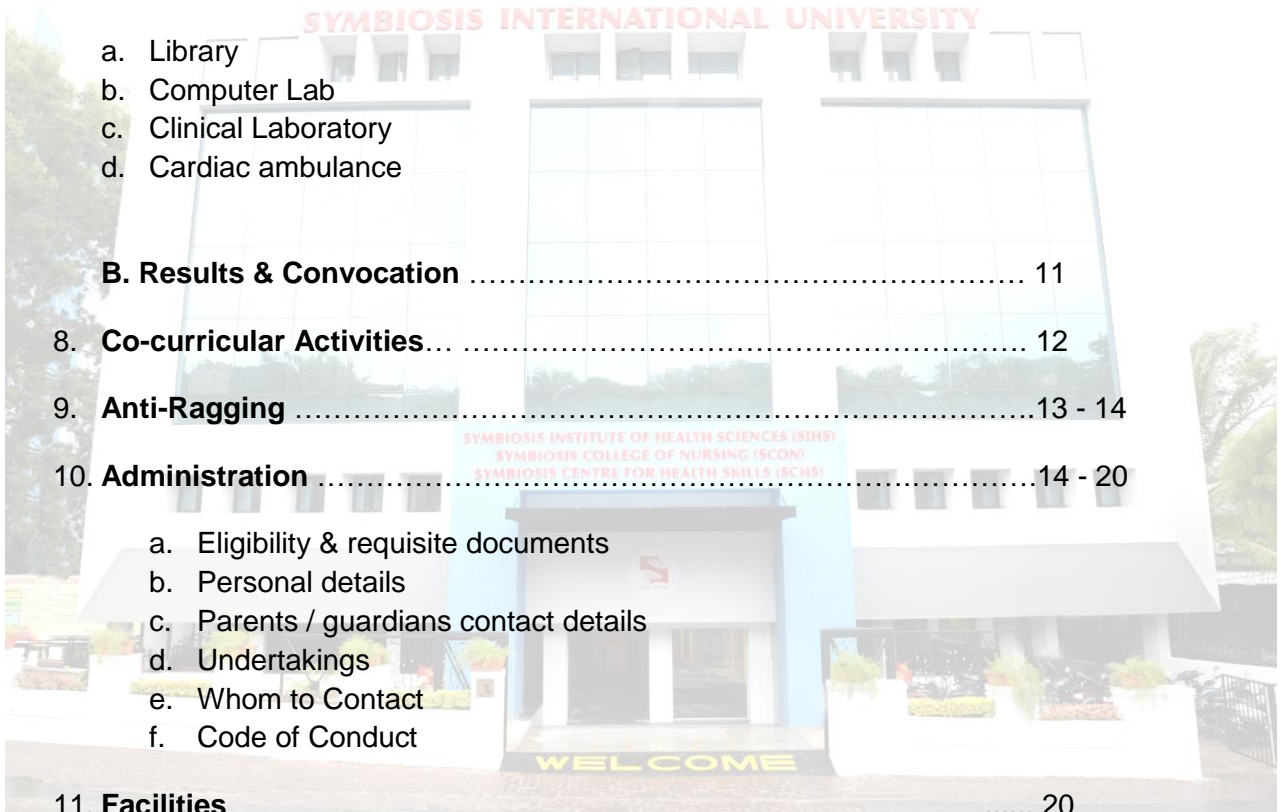
**POST GRADUATE DIPLOMA IN EMERGENCY MEDICAL SERVICES (PGDEMS)**  
**PROGRAMME**

Senapati Bapat Road,  
Pune 411004, Maharashtra, India  
Tel No: +91-20-25658015 Ext. 514, 515.  
email : [pgdems@sihspune.org](mailto:pgdems@sihspune.org);  
Website : [www.sihspune.org](http://www.sihspune.org);



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## **MESSAGE FROM DIRECTOR**

Welcome to the Symbiosis International University (SIU), Symbiosis Institute of Health Sciences (SIHS) and to the programme in PGDEMS.

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.

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 tertiary care hospitals and hospital rotation posting in tertiary care hospitals. Practicals will form a major component of your learning experience. We shall provide the appropriate academic support and resources to help you in achieving success in academia as in life itself.

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.

The Post Graduate Diploma in Emergency Medical Services (PGDEMS) is the first such programme in the country which will train medical professionals in the basics of emergency medical services (EMS) in line with the norms and standards of the Los Angeles Paramedical Institute, USA.

Timely provision of medical aid by such adequately trained and qualified personnel, even before the patient reaches the safety of the hospital can spell the difference between life and death!

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 Emergency Medical Professionals (EMP's) for the growing of health care sector. The purpose of this Handbook is to provide you with basic information about the Institute, the facilities available and guidelines on various issues which will be of importance during your learning experience with us.

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

With Best Wishes,

**Dr. Rajiv Yeravdekar**  
**Director, Symbiosis Institute of Health Sciences, SIHS**  
**Dean, Faculty of Health & Biomedical Sciences, SIU**

## **MESSAGE FROM CONSULTANT- EMS**

Dear Students,

Congratulations on securing admission to PGDEMS Programme of SIHS. SIHS has been the pioneering Institute to start PGDEMS since January 2002. It is the only programme under a University and hence the PGDEMS certificate issued by SIHS is valid all over the World. Many of our Students are very well placed and doing well in their careers both in India and abroad.

SIHS has initiated this programme to develop Emergency Medical services in India and SIHS has been the Institute which has created national EMS leaders.

Our students are holding key positions in 108 Emergency Medical Services in many states in India and are contributing to growth of EMS all over India.

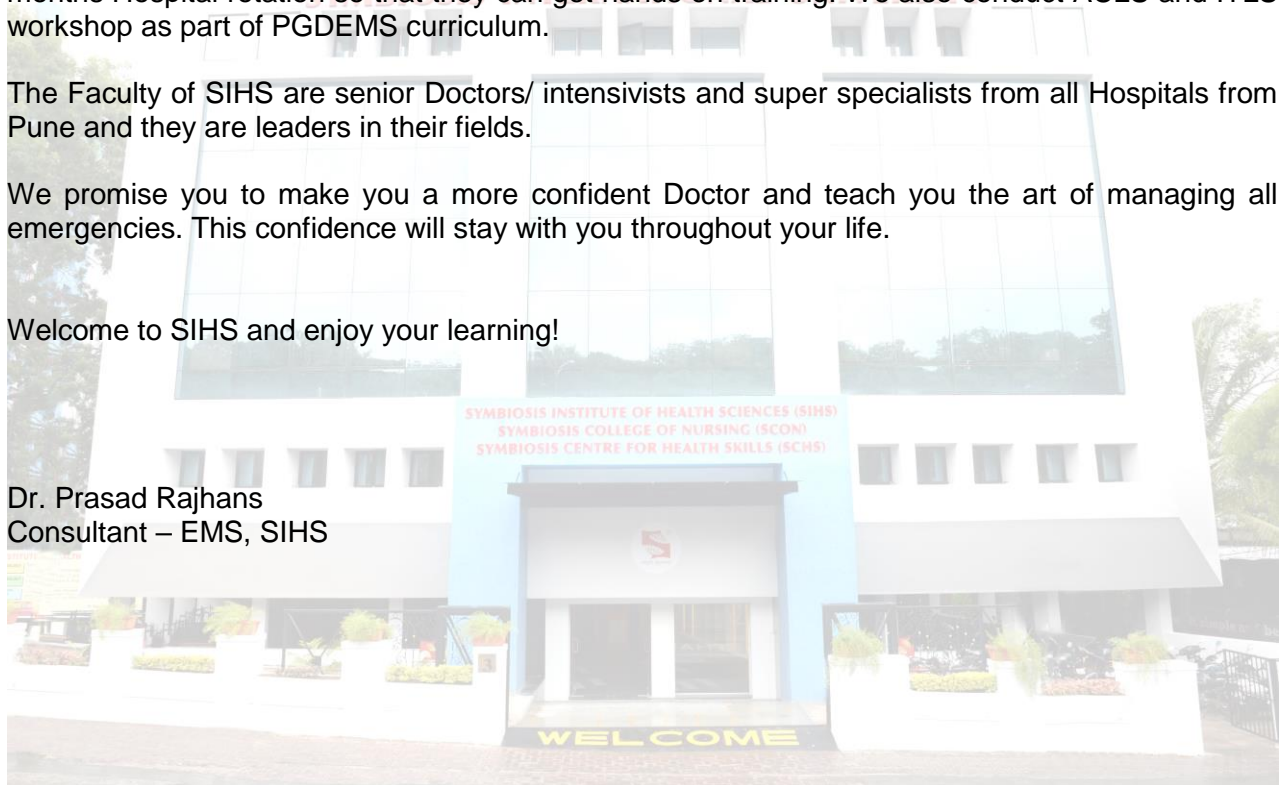
At SIHS we use modern teaching technology. We have use manikins, training videos, interactive videos, interactive MCQ's and like demonstrations teaching. We also post our students for 2 months Hospital rotation so that they can get hands on training. We also conduct ACLS and ITLS workshop as part of PGDEMS curriculum.

The Faculty of SIHS are senior Doctors/ intensivists and super specialists from all Hospitals from Pune and they are leaders in their fields.

We promise you to make you a more confident Doctor and teach you the art of managing all emergencies. This confidence will stay with you throughout your life.

Welcome to SIHS and enjoy your learning!

Dr. Prasad Rajhans  
Consultant – EMS, SIHS





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

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

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

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

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

### **Achievements:**

- 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 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 in the year 2016.
- SIHS has received GOLD award in the category Health Skilling and Education as announced in India Health and Wellness summit 2016.
- SIHS is recognized as approved site for conducting - Advanced Trauma Life Support® (ATLS®) - India Program Course of American College of Surgeons.
- 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) 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 University (SIU) 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**

### **PROGRAMME HIGHLIGHTS**

- The first and only University accredited academic programme, the PGDEMS programme conducted by the SIHS under the aegis of SIU is recognized by the University Grants Commission (UGC), Ministry of HRD, Govt. of India
- The Curriculum and its implementation is recognized by the Los Angeles Paramedic Training Institute and Department of Transportation, USA.
- Unique programme pedagogy consisting of ten months of weekend training (Saturday @ 8 hours including theory & Practical) + 2 months of supervised hospital rotation.
- The BLS, ACLS, PALS and ITLS modules are included as an integral part of the PGDEMS Programme. Conducted as per the International Programme Guidelines (IPG) of the AHA and the ITLS International, USA, the certifications of these programmes are therefore internationally accepted.
- Modern teaching methodologies and well equipped learning resources. Complete set of imported manikins for Adult, Pediatric and Trauma modules. Uniform and standardized teaching through CD ROMs, simulation studies etc.
- A rigorous supervised hospital rotation with major Institutional Hospitals of the city with exposure to various departments like emergency room ICU, CCU, PICU & NICU, cardiac ambulance calls and various other pre-hospital skills.
- To date, trained more than 6,500 doctor students. A few are pursuing advanced studies in EMS at different Universities like London South Bank University, UK. & many of them are placed overseas in different EMS set ups in U.K., UAE, Saudi Arabia etc.
- Many of them are placed in Maharashtra Emergency Medical Services (MEMS) at various levels like Chief Operating Officer (COO), Zonal Managers, District Managers and as Instructors.
- Internationally qualified, experienced faculty.
- Community based EMS projects during hospital rotation.
- Soft skills training in addition to the basic academic curriculum to ensure an all round personality development to enable effective functioning as an Emergency Medical Professional.
- Placements assistance in renowned Hospitals & other EMS Organizations.
- Educational Loans at subsidized interest rates through various support agencies.



## PROGRAMME SPECIFICATIONS

*What You Need To Know About Your Programme?*

### One Year Post Graduate Diploma in Emergency Medical Services (PGDEMS)

#### Outline of the programme:

You will have a total of six academic modules in this one year programme. Each module would be covered in one & half month approximately, such that all the six modules are distributed over a total period of 10 months of training. A Mid Term Examination will be conducted on completion of the first three modules. The first ten months of the programme would consist of weekend (Saturday Only) theoretical lectures followed by practicals. This would also include sessions on Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS) of the American Heart Association (AHA), USA & Advanced Trauma Course of the International Trauma Life Support (ITLS), USA.

The next two months are practice sessions. Important concepts would be reiterated. Practical's and revision lectures etc. During these two months' hospital rotations will be conducted with due maintenance of log book. You will be having your preliminary examinations during these months with subsequent final examination by SIU after a gap of about one month.

Participation, as Emergency Medical Professionals (EMP's) in various social activities such as Pandharpur Wari, Pune International Marathon, and community outreach programs, are mandatory and are an integral part of the training programme.

## PROGRAMME STRUCTURE

### EXAMINATION & METHOD OF ASSESSMENT:

#### EXAMINATION SCHEME:

#### Annexure A

#### Year I

Temporary Course Code	Course Code	Course Name	Theory	Skill Stations/ Practical's	Total Hours	Credits
T4334	040163101	Advanced Pre-hospital Care, Patient Assessment & Medical Emergencies	120 Hrs.	-	120 Hrs.	8
T4337	040163102	Trauma Emergencies, Emergency Drugs, Special Considerations & Operations	105 Hrs.	-	105 Hrs.	7
T4635	040163103	EMS Practical	-		450 Hrs.	15
		Total	<b>225 Hrs.</b>	<b>450 Hrs.</b>	<b>675 Hrs.</b>	<b>30 Hrs.</b>



Temporary Course Code	Course Code	Course Name	Credits	Internal Marks	External Marks	Total Marks
T4334	040163101	Advanced Pre-hospital Care, Patient Assessment & Medical Emergencies	8	240	160	400
T4337	040163102	Trauma Emergencies, Emergency Drugs, Special Considerations & Operations	7	210	140	350
T4335	040163103	EMS Practical	15	750	-	750
<b>Total</b>			<b>30</b>	<b>1200</b>	<b>300</b>	<b>1500</b>

### Annexure B Summary

Year	Internal Credits	External Credits	Total Credits	Total Marks
I	15	15	30	1500

### STANDARD OF PASSING AND AWARD OF TITLE

The Assessment of the student for each examination is done, based on relative performance. Maximum Grade Point (GP) is 4.000 corresponding to A+. For all course, a student is required to pass both internal and external examination separately with minimum Grade point 2.000 corresponding Grade D. 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 2.000 out of maximum of 4.000 for the program.

### **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 September 2017 – 2018\*

Day	Date	Events
Saturday	23 <sup>rd</sup> September, 2017	Induction Program 10.00 a.m. to 11.00 a.m. followed by Lectures. Commencement of Module I
Saturday	September 2017 – October 2017	1st module, Total Lectures: 48 hours Practical: 16 Hours (Basic Life Support & Airway Practical's).
Saturday	October 2017 – November 2017	MCQ 1st Module. 2nd Module Commences. Total lectures: 24 Hours. Practical: 8 Hours. (BLS, Basic & Advanced Airway Management-skill stations)
Saturday	November 2017 – January 2018	MCQ's 2nd module. 3rd Module Commences. Total Lectures: 32 hours. Practical:29 hours (ACLS) ( Clinical Examination/ Patient Assessment-skill stations) (Participation of EMS Doctors in Pune international Marathon - mandatory component of academic program)
Saturday	January 2018 – February 2018	End of Third module. Mid Term Exam September Last week. (Tentative schedule with subject to change) Total Lectures: 16 hours. Practical: 16 hours
Saturday	February 2018 – March 2018	4th Module Commences. Total Lectures: 32 hours. Practical: 24 hours (Trauma Practical). Modules of AHA – BLS/ACLS & ITLS Advanced Trauma workshops based on the guidelines of AHA and ITLS, International organizations, USA.
Saturday	March 2018 – April 2018	5th Module Commences. MCQ test 4th & 5th Module Total Lectures: 16 hours Practical: 8 hours. Ambulance operations hands on training in well-equipped Cardiac Ambulances.
Saturday	April 2018 – May 2018	6th Module Commences, module 5 MCQ. Total lectures: 24 hours Practical: 16 hours
Saturday	May 2018 – June 2018	Total lectures: 24 hours Practical: 8 hours Revision Lectures, Practical and Case scenarios discussion – 4th week June, 2018 – Open House session & Student will proceed for hospital rotation posting. (Participation of EMS Doctors in Pandharpur wari - mandatory component of academic program)
Saturday	July 2018 – August 2018	Hospital Rotation Postings. Hospital Rotation begins. Prelim Exam: Tentative Schedule: subject to change. It will be conducted during Hospital Rotation.
	September 2018 3 <sup>rd</sup> /4 <sup>th</sup> Week	Final SIU Examination. (Tentative schedule with subject to change)
	December 2019	SIU Convocation Ceremony. To access the University's Policies, rules and regulations, please visit the University's website <a href="http://www.siu.edu.in">www.siu.edu.in</a> ; After September 2019.

***\*Dates subject to change.***

### **List of Holidays:**

- Holidays in the calendar year 2017 will be declared later.

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

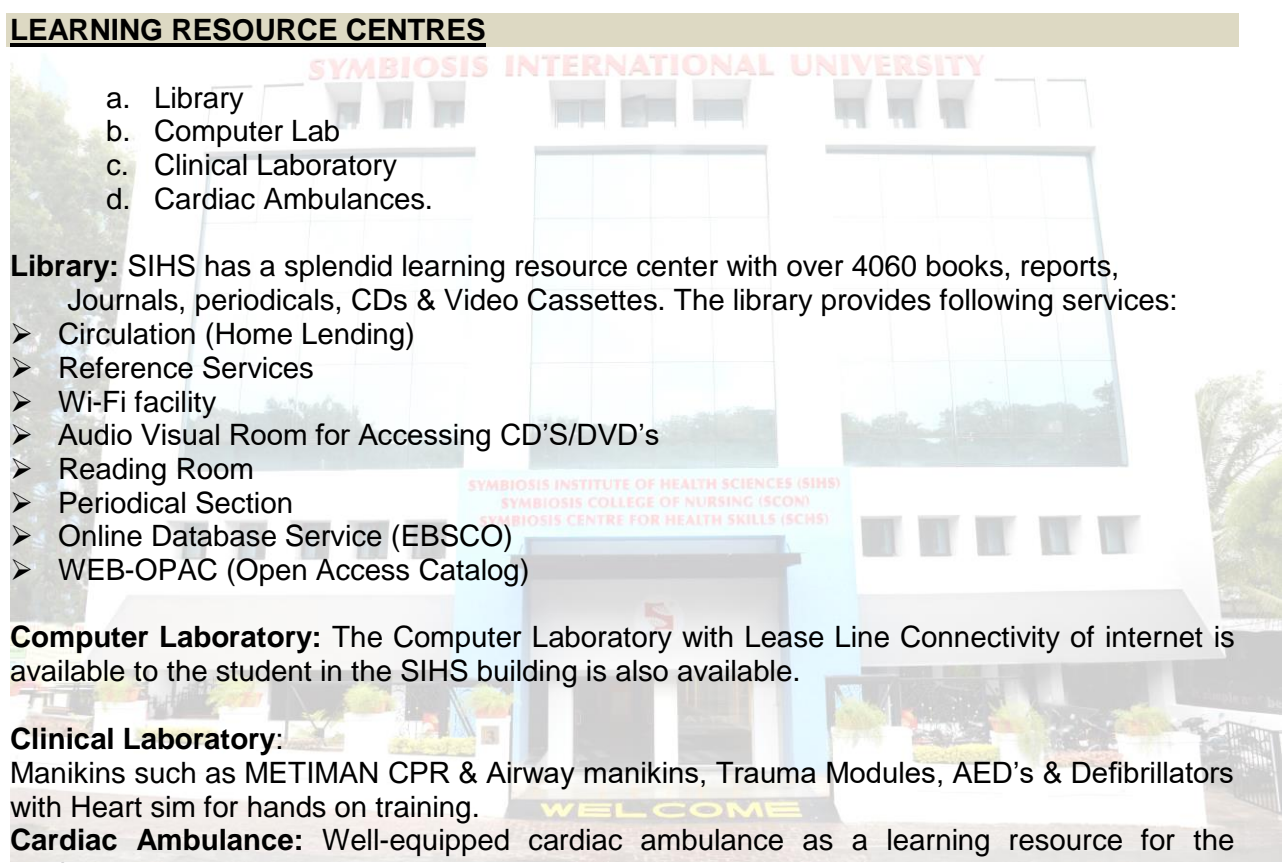
### **Time Table:**

Weekly time-table of theory, practical, co-curricular & extra-curricular sessions will be displayed at the respective notice board on every weekend. **Students are requested to update themselves on regular basis.**

### **Teaching Methodology:**

- Didactic Lectures
- Demonstrations
- Practical's
- Self Study
- Guest Lectures
- Workshops, Seminars, CME

## **LEARNING RESOURCE CENTRES**

- 
- a. Library
  - b. Computer Lab
  - c. Clinical Laboratory
  - d. Cardiac Ambulances.

**Library:** SIHS has a splendid learning resource center with over 4060 books, reports, Journals, periodicals, CDs & Video Cassettes. The library provides following services:

- Circulation (Home Lending)
- Reference Services
- Wi-Fi facility
- Audio Visual Room for Accessing CD'S/DVD's
- Reading Room
- Periodical Section
- Online Database Service (EBSCO)
- WEB-OPAC (Open Access Catalog)

**Computer Laboratory:** The Computer Laboratory with Lease Line Connectivity of internet is available to the student in the SIHS building is also available.

### **Clinical Laboratory:**

Manikins such as METIMAN CPR & Airway manikins, Trauma Modules, AED's & Defibrillators with Heart sim for hands on training.

**Cardiac Ambulance:** Well-equipped cardiac ambulance as a learning resource for the students.

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

## **RESULTS & CONVOCATION**

**Results:** Prior to final 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 final examination. On successful completion of the programme, consolidated mark sheet, passing certificate will also be issued to each student.

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



September/October. All students who became 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, social service (Pandharpur Wari & Pune International Marathon, community outreach programmes etc are mandatory and an integral part of the training programme), Education camps, guest lectures, placement activities, etc. Students are expected to participate in these academic activities as they contribute to all round development of the student.

**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 help 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 health care professionals and experts from the industry.

**Alumni Support:** Alumni shall approach administration ([admin@sihspune.org](mailto:admin@sihspune.org)) to obtain necessary assistance required from the institute for the purpose of higher education, employment or any other relevant matters.

### **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 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.

### **University Anti Ragging Committee**

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

### **University Monitoring Cell**

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

### **Institute Level**

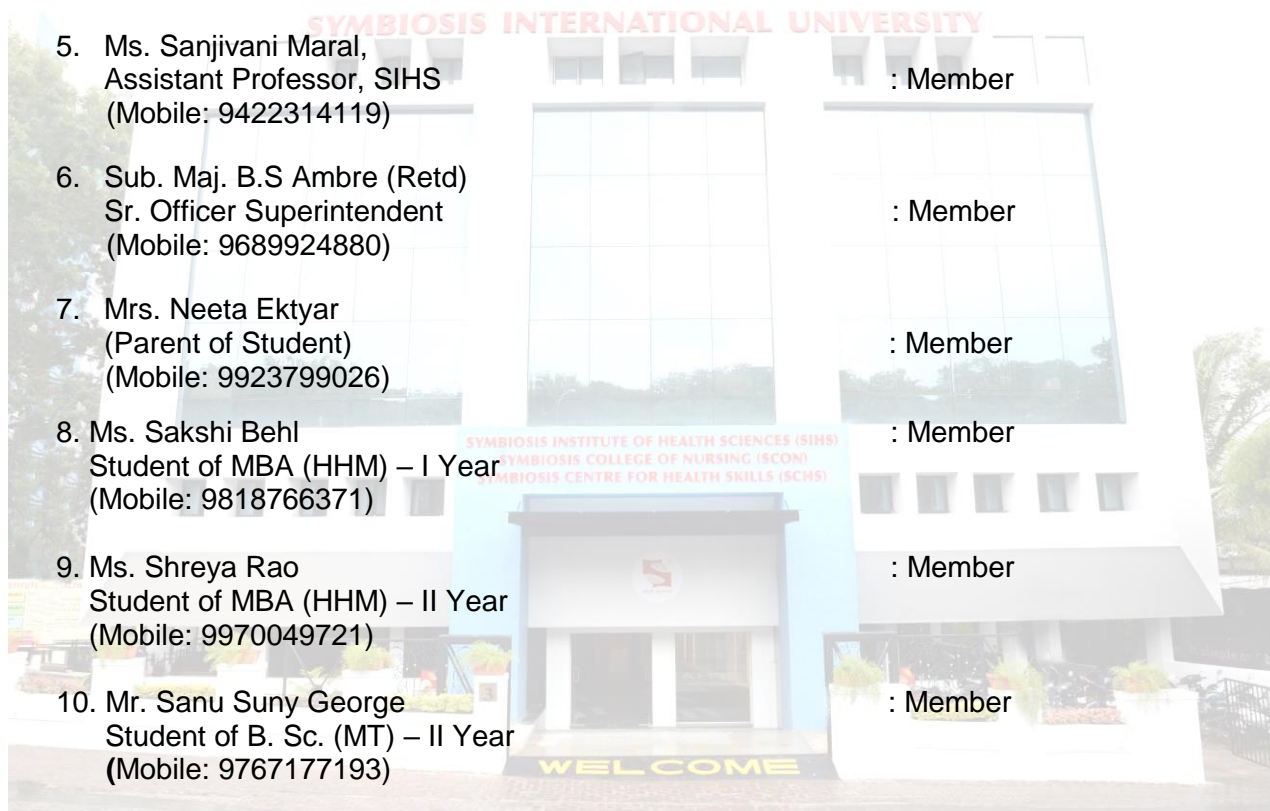
#### **Institute Anti Ragging Committee**

1. To ensure compliance with the provision of UGC regulation 2009 at the institute level
2. To monitor and oversee the performance of anti-ragging squad in prevention of ragging in the Institution
3. To conduct enquiry and take appropriate action in case an incident of ragging is reported in the Institute



### Anti - Ragging Committee of SIHS:

1. Dr. Rajiv Yeravdekar,  
Director, SIHS : Chairperson  
(Mobile: 9822055554)
2. Dr. Sammita Jadhav,  
Professor, SIHS : Member  
(Mobile: 9527355053)
3. Dr. Parag Rishipathak,  
Associate Professor & Dy. Director, SIHS : Member  
(Mobile: 9822040971)
4. Dr. Kasturi Shukla  
Assitant Professor,SIHS : Member  
(Mobile: 8308964201)
5. Ms. Sanjivani Maral,  
Assistant Professor, SIHS : Member  
(Mobile: 9422314119)
6. Sub. Maj. B.S Ambre (Retd)  
Sr. Officer Superintendent : Member  
(Mobile: 9689924880)
7. Mrs. Neeta Ektyar  
(Parent of Student) : Member  
(Mobile: 9923799026)
8. Ms. Sakshi Behl  
Student of MBA (HHM) – I Year : Member  
(Mobile: 9818766371)
9. Ms. Shreya Rao  
Student of MBA (HHM) – II Year : Member  
(Mobile: 9970049721)
10. Mr. Sanu Suny George  
Student of B. Sc. (MT) – II Year : Member  
(Mobile: 9767177193)
11. Mr. Nagesh Shridhar Moholkar  
Student of B. Sc. (MT) III Year : Member  
(Mobile: 9664645566)
12. Ms. Mayura Maitri  
Student of M. Sc. (MT) – II Year : Member  
(Mobile: 7387667124)



## Anti-Ragging Squad

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

1. Dr. Rajiv Yeravdekar, : Chairperson  
(Mobile: 9822055554)
2. Dr. Sammita Jadhav, : Member  
Dy. Director, SIHS  
(Mobile: 9527355053)
3. Dr. Kasturi Shukla : Member  
Assistant Professor, SIHS  
(Mobile: 8308964201)
4. Ms. Sanjivani Maral, : Member  
Assistant Professor, SIHS  
(Mobile: 9422314119)
5. Sub. Maj. B.S Ambre (Retd) : Member  
Sr. Officer Superintendent  
(Mobile: 9689924880)
6. Dr. Parag Rishipathak, : Rector – Boys Hostel  
(Mobile: 9822040971)
7. Naseem Rodrigues, : Warden - Girls Hostel  
(Mobile: 8698472433)
8. Brig. Praksh Lakhe (Retd.) : Chief Admin  
(Mobile: 9552528254)

## 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.

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

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

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

**Undertakings:** Following undertakings will be signed during the induction programme

1. Code of Conduct
2. Understanding of Students Handbook
3. Scope of Practice

### **Whom to Contact?**

Student shall approach the Head of the Department through Coordinator for necessary guidance/ assistance with respect to Identity Card, PR Number, Uniform, Log-Book, Handbook, bonafid letter, educational loan, academic issues and any other relevant issues.

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

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

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

### **Mentoring Cell**

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

### **Senior Level**

1. To guide and support as well as to interact with freshers 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.

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

**Department of Student Affairs,  
Contact Person- Dr. Jagdip Kaur  
Associate Dean- Student Affairs  
Phone No- 020-39116211  
020-39116245**

**E-mail – [studentaffairs@siu.edu.in](mailto: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 also to respect the rights, privileges and property of other members of the academic community and the Society. They should refrain from any conduct that would interfere with university functions or endanger the health, welfare or safety of other persons.

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

## **Article 5: DISCIPLINARY MISCONDUCT**

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

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

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

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

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

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

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

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

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

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

**DMC 7: Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking** – Symbiosis strongly supports the goals of "Drug Free Campuses". It is policy of Symbiosis that no student shall distribute, possess, or use illegal drugs, a controlled substance, on its premises.

Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. It is also the Policy of University that smoking is prohibited in all the campuses of Symbiosis.

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

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

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

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

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

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

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

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

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

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

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


**DMC 19: Presenting False Testimony** - Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.

**DMC 20: Violation of University rules** - Violation of other published university regulations, policies, or rules, or violations of law. These university regulations, policies, or rules include, but are not limited to, those rules, which regulate dress code, which regulate submission of assignments, which regulate examinations, which prohibit the misuse of library, misuse of computing resources, miscues of laboratory, which regulate acts which amounts to sexual harassment, rules for student and hostel rules and regulations.

**Article 5 (a): Grievance Cells of every institute:**

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

**Grievance Redressal Committee:**

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1. Dr. Sammita Jadhav,  
Professor & Deputy Director, Academics : Chairperson  
(Mobile: 9527355053)
  2. Dr. Parag Rishipathak,  
Associate Professor & Deputy Director : Member  
(Mobile: 9822040971)
  3. Brig. (Dr.) Anil Pandit (Retd.)  
Professor, SIHS : Member  
(Mobile: 9423212709)
  4. Ms. Sanjivani Maral,  
Assistant Professor, SIHS : Member  
(Mobile: 9422314119)
  5. Ms. Sandhya Sharma  
Student Representative : Member  
MBA HHM Student II Year  
(Mobile: 9500017550)

**Procedure:**

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

**Article 6: HEARING AND APPEALS**

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



### **Composition:**

- The Vice – Chancellor - Chairman
- The Associate Dean - SIRI
- The Associate Dean - Student affairs
- The Registrar
- The Faculty Member (Female) Other than the institute from where the students submit's grievance.
- The Campus Administrator – Lavale Campus.

### **Article 7: PUNISHMENT AND PENALTIES**

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

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

### **FACILITIES**

**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.

**Mess:** Provides subsidized meals on campus. Mess is functional at basement of SIHS 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.



### 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	Mrs. 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 Alaka 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	Mrs. 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, Pune (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 Pune (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	Ms. Sanjeevani Ayachit, Officiating Director
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	Mrs. Shobha Naidu, Officiating Director
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	Prof. Dr. Tejinder Paul Singh
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	Dr. 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 Biomedical Sciences (SSBS)	2011	2011	Dr. Vinay Rale
28. Symbiosis School of Photography (SSP)	2012	2012	Mr. Nithil Dennis
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	2014	Dr Mirza Iliyas Baig
33. Symbiosis Centre for Health Skills (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