

SYMBIOSIS INSTITUTE OF HEALTH SCIENCES

A Constituent of Symbiosis International (Deemed University)



STUDENT HANDBOOK

Batch 2021–2023

MASTER OF BUSINESS ADMINISTRATION (HOSPITAL & HEALTHCARE MANAGEMENT)

Symbiosis Institute of Health Sciences (SIHS)
A Constituent of Symbiosis International (Deemed) University SIU,
Hill Base Campus,
Lavale, Mulshi, Pune - 412115.

MESSAGE FROM DIRECTOR

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

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

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

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

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

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

With Best Wishes,

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

SYMBIOSIS INSTITUTE OF HEALTH SCIENCES (SIHS)

SIU Vision

Promoting international understanding through quality education

SIU Mission

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

About SIHS:

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

About MBA-HHM:

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

The Future of SIHS:

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

Symbiosis University Hospital & Research Centre (SUHRC)

Symbiosis University Hospital & Research Centre (SUHRC) is currently a state of the art tertiary care hospital located within the SIU campus at Lavale, Pune. SUHRC is fully operational.

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

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

Symbiosis Medical College for Women (SMCW):

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

ACADEMICS : MBA (HHM), Programme conducted by the SIHS is a two year full time residential programme under the Faculty of Health Sciences under the aegis of the Symbiosis International (Deemed University) (Established under section 3 of the UGC Act, 1956, by notification no. F.9-12/2002 – 4.3 of the Government of India) .SIHS is a constituent of the SIU and is required to follow all SIU guidelines and rules as laid down/amended from time to time. The students are required to follow these guidelines without fail.

The MBA (HHM) Programme is a two years’ full time programme with a total of four semesters. The academic calendar for 2021-22 is given in this handbook. Weekly schedules will be put up on the Notice Board and will be circulated via mail. Students are advised to study the topics to be covered in the next week according to the weekly schedule. A student must attend all classes, trainings, in each semester, and examinations.

The online induction program for Batch 2021-23 will begin on 8th June 2021. Further, the students will be divided into two divisions of approximately 60 each. The induction programme will be common for both the divisions. The online classes will begin from 26th June 2021.

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

ACADEMIC AND INDUSTRY INTERACTIONS:

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

ACADEMIC CALENDER 2021 – 2022		
MBA – HHM 2021-23		
Semester I		
Day	Date	Event
Tuesday to Monday	08, June 2021 To 14, June 2021	Online Induction & Program Commencement
Tuesday	15, June 2021	Sem-1 Online teaching commences
Tuesday to Friday	07 December 2021 to 24 December 2021,	Term end examination
Monday to Saturday	01 November 2021 to 06 November 2021	Diwali Vacation

Semester II		
Monday to Saturday	3 January 2022 to 14 May 2022	Commencement of Teaching & Continuous Evaluation
Monday to Saturday	16 May 2022 to 21 May 2022	Final Exam

ENGLISH ASSESSMENT

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

REGULAR / ONLINE 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.

WORKSHOPS AND CERTIFICATIONS:

The MBA (HHM) Programme is designed to transform you into an effective health care system manager with special abilities, namely- knowledge of the practice of management along with a thorough understanding of the intricacies of the health care sector and the functioning of each of the health care verticals of major stake holders such as Insurance, Pharmaceutical, Clinical Research, NGOs, Hospitals, IT , Medical Equipment and Manufacturing industry etc. Students are imparted knowledge in all these areas as part of the basic, foundation syllabus. The training is imparted through both theory classes and practical training (“in field”) successfully completing the programme will certainly facilitate your entry into the field of healthcare management. However, keeping in mind the demands of the rapidly growing healthcare sector, the students are also given an opportunity to acquire additional, market need based practical training in a phased manner through attachments with our “**Academic Partners**” who are recognized active players in the various domains of the health care sectors. The students can acquire in-depth practical knowledge in their domain of interest. The students, during these

attachments complete a number of projects and case studies hereby enriching their knowledge base. Successful completion of these will find due recognition in the CVs of the concerned students for placement. The students also have an opportunity during summer internships to understand how core management functions such as finance, marketing, HR operations management and Business Analytics are applied in the health care sector. Workshops, e.g. NABH, AHPI, Six Sigma, Medical Tourism, Finance for Non-Finance managers Operations Management, value added courses like ICD 10, DRG are also conducted. All MBA-Hospital and Healthcare Management students of SIHS qualify to become future hospital administrators. In times to come, NABH accreditation will be looked upon as a mark of a quality hospital. This awareness program will be a value addition to student's portfolio enabling them to be in greater demand at healthcare institutions. These workshops require student to register and pay for the award of certificate. 100 % attendance for workshops is mandatory. Students missing the workshop shall be penalized (except for medical reasons). Medical certificate provided by SUHRC only will be considered.

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



Symbiosis Institute of Health Sciences, Pune
Master of Business Administration (Hospital and Healthcare Management)
Programme Structure 2021-23

1.	OBJECTIVE	To empower potential hospital & health care management professionals with indepth knowledge, skills, abilities & practical exposure to equip them with the required competencies for contributing to the health care and allied sectors in a meaningful manner			
2.	DURATION (IN MONTHS)	24 (Full Time)			
3.	INTAKE	120			
4.	RESERVATION	I. Within the sanctioned intake	a) SC (In Percentage)	b) ST (In Percentage)	c) Differently abled (In Percentage)
			15	7.5	3
		II. Over and above the sanctioned intake	a) Kashmiri Migrants (In Seats)	b) International Students (In Percentage)	
			2	15	
5.	ELIGIBILITY	Graduate from any recognised University/ Institution of National Importance with a minimum of 50% marks or equivalent grade (45% marks or equivalent grade for Scheduled Caste / Scheduled Tribes).			
6.	SELECTION PROCEDURE	Symbiosis National Aptitude Test (SNAP) Score , Group Exercise (GE), Academic Profile Score , Written Ability Test and Personal Interaction (PI-WAT)			
7.	MEDIUM OF INSTRUCTION	English			
8.	PROGRAMME PATTERN	Semester			
9.	COURSE & SPECIALIZATION	As per Annexure A			
10.	FEE		Academic Fee p.a	Institute Deposit	Total
			470000	20000	490000
		Indian Students	705000	20000	725000
		International Students (USD equivalent to INR)			
11.	ASSESSMENT	All internal courses will have 100% component as internal evaluation at the institute level. All external courses will have 60% internal component and 40% component as external (University) examination.			
12.	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 10 CGPA.					
13.	AWARD OF DEGREE/ DIPLOMA/ CERTIFICATE	Master of Business Administration (Hospital and Healthcare Management) will be awarded at the end of semester IV examination by taking into consideration the performance of all semester examinations after obtaining minimum 4.00 CGPA out of 10 CGPA.					
14. NATURE WISE DISTRIBUTION OF CREDITS							
Semester	Generic Core	Generic Elective	Specialization Core	Specialization Elective	Open Elective	Audit	Total
1	28	0	0	0	0	1*	28
2	20	1	0	0	0	0	21
3	27	6	0	0	0	1*	33
4	9	9	0	0	0	0	18
Total	84	16	0	0	0	0	100
* Satisfactory completion of the non letter grade courses 'Integrated Disaster Management' and 'Research Publication' is mandatory for award of degree.							

This Programme Structure is aligned with the norms laid down by the University and is approved by the Academic Council. Hereafter changes (if any) which conform to the policy on "Curriculum Development and Review" would be permissible, subject to revision of the Programme Structure, following the specified processes.

Head - Academics

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Symbiosis Institute of Health Sciences, Pune
Master of Business Administration (Hospital and Healthcare Management)
Programme Structure 2021-23

Annexure A

Catalog Course Code	Course Code	Course Title	Specialization	Credit	Internal Marks	External Marks	Total Marks
Semester : 1							
Generic Core Courses							
T2239	0401410101	Business Communication		2	60	40	100
T2353	0401410102	Entrepreneurship		2	60	40	100
T2003	0401410103	Financial Accounting		2	60	40	100
T2584	0401410104	Human Resource Management		2	60	40	100
T3187	0401410105	IT Applications for Healthcare		2	100	0	100
T2174	0401410106	Materials Management		2	60	40	100
T2573	0401410107	Organizational Behaviour		2	60	40	100
T2560	0401410108	Principles and Practices of Management		2	60	40	100
T2225	0401410109	Research Methodology		2	60	40	100
T4004	0401410110	Biostatistics & Basic Epidemiology		2	60	40	100
T4001	0401410111	Fundamentals of Hospital Planning and Engineering Issues		2	60	40	100
T4002	0401410112	Planning & Management of Hospital Clinical Services		2	60	40	100
T4003	0401410113	Planning & Management of Hospital Supportive Services		2	60	40	100
T3152	0401410114	Advanced Excel		1	50	0	50
T6478	0401410115	Creativity & Innovation		1	50	0	50
T4005	0401410116	Integrated Disaster Management *		0	0	0	Non Letter Grade
Total				28	920	480	1400
Semester : 2							
Generic Core Courses							
T2216	0401410201	Business Statistics		2	60	40	100
T2114	0401410202	Essentials of Marketing Management		2	60	40	100
T2777	0401410203	Management Accounting		2	60	40	100
T3188	0401410204	MIS for Hospitals		2	100	0	100
T4007	0401410205	An Overview of Health Insurance		2	60	40	100
T4006	0401410206	An Overview of Pharmaceutical Sector		2	60	40	100
T4008	0401410207	Health Regulatory Environment		2	100	0	100
T4016	0401410208	Quality & Accreditation in Healthcare Sector		2	60	40	100



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Master of Business Administration (Hospital and Healthcare Management)
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Annexure A

Catalog Course Code	Course Code	Course Title	Specialization	Credit	Internal Marks	External Marks	Total Marks
T4301	0401410209	Study Report : Public health Sector Undertakings / Healthcare Govt. agencies		2	100	0	100
T2219	0401410210	Operations Research		1	50	0	50
T4598	0401410211	Conceptualization & Management of Events - I		1	50	0	50
Total				20	760	240	1000
Generic Elective Courses Group							
T4009	0401410212	An Overview of Clinical Research		1	50	0	50
T6562	0401410213	Writing a Research Proposal: RM III		1	50	0	50
Total Required Credits				1	50	0	50
Semester : 3							
Generic Core Courses							
T4903	0401410301	Summer internship programme		4	120	80	200
T2227	0401410302	Business Analytics		2	100	0	100
T2035	0401410303	Introduction to Financial Management		2	60	40	100
T2220	0401410304	Operations Research		2	100	0	100
T2193	0401410305	Project Management		2	100	0	100
T2253	0401410306	Strategic Management		2	60	40	100
T2283	0401410307	Talent Management		2	60	40	100
T4013	0401410308	Community Health		2	100	0	100
T4298	0401410309	Conceptualization and Management of Events - II		2	100	0	100
T4012	0401410310	Organisation & Administration of Super Specialty Hospitals		2	60	40	100
T4011	0401410311	Health Economics		2	60	40	100
TH4084	0401410312	Service Operations Management		2	60	40	100
T4014	0401410313	National Health Programme		1	50	0	50
T0100	0401410314	Research Publication *		0	0	0	Non Letter Grade
Total				27	1030	320	1350
Generic Elective Courses Group							
T4871	0401410315	Healthcare Insurance -1		4	120	80	200
T4872	0401410316	Pharmaceutical Management 1		4	120	80	200
T4870	0401410317	Healthcare IT-1		4	120	80	200



Symbiosis Institute of Health Sciences, Pune
Master of Business Administration (Hospital and Healthcare Management)
Programme Structure 2021-23

Annexure A

Catalog Course Code	Course Code	Course Title	Specialization	Credit	Internal Marks	External Marks	Total Marks
T1253	0401410318	Information Technology & Intellectual Property		2	60	40	100
T3167	0401410319	Introduction to Business Intelligence		2	60	40	100
T2087	0401410320	Business Modeling and Planning		2	60	40	100
Total Required Credits				6	180	120	300
Semester : 4							
Generic Core Courses							
T2236	0401410401	Corporate Governance and Ethics		2	60	40	100
T4017	0401410402	Industrial Regulatory Environment		2	100	0	100
T4701	0401410403	Dissertation		2	60	40	100
T4018	0401410404	Emerging Trends in Healthcare Sector		1	50	0	50
T4010	0401410405	Non Profit Sector in Healthcare		1	50	0	50
TH4085	0401410406	Global Health Systems		1	50	0	50
Total				9	370	80	450
Generic Elective Courses Group							
T6012	0401410407	Basic German I		2	60	40	100
T6014	0401410408	Basic French I		2	60	40	100
Total Required Credits				2	60	40	100
Generic Elective Courses Group							
T4606	0401410409	Healthcare IT-2		7	210	140	350
T4608	0401410410	Pharmaceutical Management 2		7	210	140	350
T4607	0401410411	Healthcare Insurance 2		7	210	140	350
Total Required Credits				7	210	140	350



Symbiosis Institute of Health Sciences, Pune
Master of Business Administration (Hospital and Healthcare Management)
Programme Structure 2021-23

Semester	Internal Credits	External Credits	Total Credits	Total Marks
Semester 1	4	24	28	1400
Semester 2	9	12	21	1050
Semester 3	11	22	33	1650
Semester 4	5	13	18	900
Total	29	71	100	5000

TEACHING, LEARNING & EVALUATION

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.

*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 2020 June to December

Date	Day	On account of
10 Sept. 2021	Friday	Ganesh Chaturthi
02 Oct.2021	Saturday	Mahatma Gandhi Jayanti
15 Oct 2021	Friday	Dussehra
01 Nov. to 06 Nov. 2021	Monday to Saturday	Diwali
25 Dec. 2021	Saturday	Christmas

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

*Dates subject to change.

*Holidays for the year 2022 will be intimated latter.

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

TIME TABLE:

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

TEACHING METHODOLOGY IN ACADEMICS:

1. Synchronous and asynchronous mode of learning.
2. Didactic Lectures
3. Summer Internships
4. Self-Study
5. Guest Lectures from Academia and Industry
6. Workshops, Seminars
7. Case studies
8. Projects
9. Dissertations
10. Presentations
11. Assignments
12. Training Need Analysis
13. Presentations
14. Role Plays
15. Demonstrations & Simulations etc.
16. On-field visits

GUIDELINES FOR SUMMER INTERNSHIP:

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

1. Wherever SIHS map students for Summer Internship which is for 2 months they are required to undergo practical training through various healthcare establishments and cannot quit the organization after joining. If student wishes to switch the organization, he/she required to take written permission from the concern HoD, failing of which strong disciplinary action will be initiated against defaulters.
2. Students are required to be punctual and adhere to the schedule laid down by SIHS knowledge partners and the guide assigned.

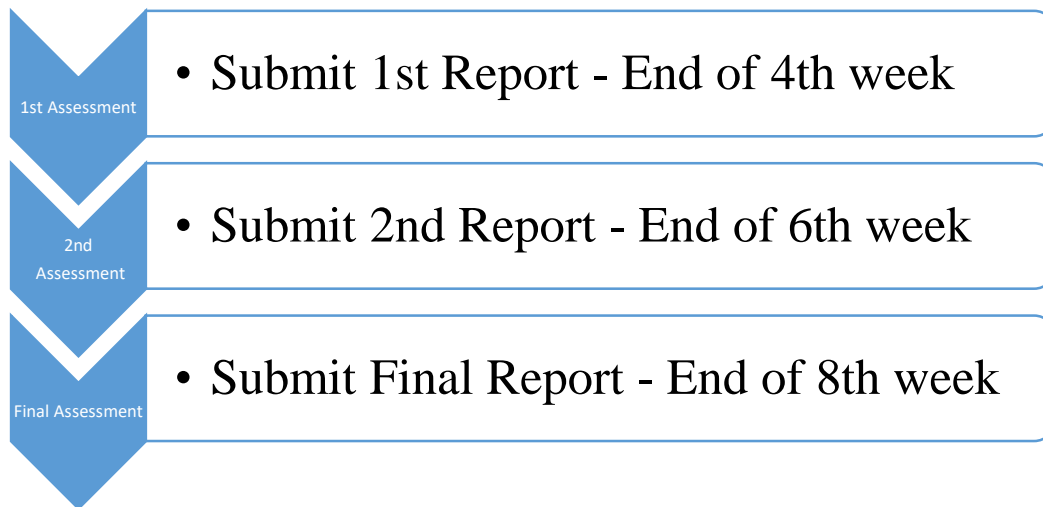
3. He/ She may be entitled for a weekly off at the discretion of the guide.
4. In case of planned leave he/she shall be required to submit a prior written application with the approval of the guide and SIHS.
5. He/she is required to be formally dressed (no jeans and t-shirts/top) at place of work.
6. He/she is required to take permission from appropriate authority before photocopying any material for the purpose of his training.
7. Students will be permitted to use the organizations' communication facilities only at the direction of the guide and management.
8. Students will conduct themselves in a correct manner at all times.
9. He/she will not leave the assigned task and place during scheduled hours without permission of the guide.
10. He/she shall be meticulous in completing assigned work in a timely manner and in accordance with guidelines and instructions imparted by the guide.
11. Students shall not involve themselves with any customer or client of the organization in a manner which is objectionable to the organizational and business interest of the knowledge partners.
12. At the end of the attachment, the guide (with the approval of respective management) will be submitting a comprehensive assessment report which is equivalent to external assessment on behalf of Symbiosis International (Deemed University) (SIU) and will count towards his/her Cumulative Grade Point Average (CGPA).
13. He/she is advised to keep SIHS informed about the developments at summer internship and complete the project to the best of his/ her capabilities.
14. He/she has to follow the process of Summer Internship Assessment. Students not returning on specified date after completion of SIP, will be penalized Rs. 500/- per day, for each day of delayed arrival.
15. Each student will present their Project & Dissertation to the entire class after discussion with the internal faculty in the first week of their return after SIP.

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

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

1. After reporting to your SIP Location, you are required to provide your contact no., Name of your Guide, his/her Contact No. & Email ID to SIHS Placement Coordinators (email ID)
2. Format of report will be shared; students have to submit report in the given format.
3. These reports will be used to assess and evaluate your performance during SIP as mentioned.
4. You are required to take schedule (date and time) from your respective guide for assessment(Telecom) with SIHS internal faculty from above mentioned period and convey it to the placement coordinator by mail/phone for fixing the date & time. Accordingly, faculty slots will be scheduled for telephonic discussion with guides to assess their performance.

5. Final assessment along with the internal faculty and external faculty will be scheduled after you are back on campus from your internship which will be in form of Project & Dissertation Report, Articles followed by VIVA by external expert panel.
6. Assessment schedule is as follows:



EVALUATION PATTERN:

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

INTERNAL EVALUATION PARAMETERS

1. Group Discussion / Group Exercise
2. Professional Viva
3. Written Test (Planned/Surprise)
4. Personal Assignments/Group Assignment
5. Presentations
6. Class Room Exam
7. Quiz
8. Case study Analysis
9. Group Assignment

10. Field Study

11. Assignments based on events conducted (BDC/Wari)

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

EXTERNAL EVALUATION:

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

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

EXAMINATION RULES & GUIDELINES:

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

- All Programmes of University shall follow the total credits as recommended by Board of Studies and approved by the Academic Council and will adhere to the distribution of continuous evaluation and term end examination prescribed in the approved program structure.
- Audit courses shall not be considered for computation of GPA/ CGPA. The grade P (Pass) will be printed on the grade sheet only if the student passes the course. This course is evaluated 100% on a continuous basis

Calculation of Grade Point

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

Letter Grade	Proportion	Grade Point
O	Top 3%	10
A+	12%	9
A	21%	8
B+	28%	7
B	21%	6
C	12%	5
P	Bottom 3%	4
F		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) **Re-evaluation:** In case of revaluation, the scores obtained will be fitted as per original range of marks of the grades.
- f) **Backlog Examinations:** In case of students appearing for backlog examination, the marks secured in the subsequent attempt will be fitted back into the earlier distribution, i.e. original range of marks of the grades.
- g) **Calculation of GPA for Semester and overall CGPA**

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

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

The formula is as below:

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

CGPA will be calculated up to two decimal points.

STANDARD OF PASSING:

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

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

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

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

RULES OF GRACE MARKS AND AMENDMENT OF RESULTS

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

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

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

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

RULES FOR RE-EVALUATION:

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

Award of Degree

A student (UG/ PG) will be awarded the degree only if he/ she has a CGPA of minimum 4.00 on the completion of the programme and has cleared Integrated Disaster Management Programme. Publishing a Research Paper in recommended journal viz. Scopus/ Web of Science indexed is mandatory for award of degree for Post Graduate students admitted from Batches 2019.

GRIEVANCES

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

RESULTS & CONVOCATION

RESULTS:

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

CONVOCATION:

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

CO-CURRICULAR ACTIVITIES:

A. CONCEPTULIZATION AND MANAGEMENT OF EVENTS:

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

Following major events are listed below:

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

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

- **PANACHE : Dr. Prakash Kalke**

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

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

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

ACADEMIA AND INDUSTRY INTERACTIONS:

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

PLACEMENT ACTIVITIES, CAREER COUNSELLING SERVICES AND PLACEMENT

ASSISTANCE:

The SIHS will assist all eligible students for placements, by periodic interaction with healthcare professionals and experts from the industry, IT and other hospitals. Placement team of SIHS and faculties will facilitate for ensuring placement of all eligible and deserving students.

STUDENTS' COMMITTEES:

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

The following are the present students committees:

ACADEMIC/ GUEST LECTURE AND CO-CURRICULAR COMMITTEE

FACULTY IN-CHARGE: Dr. Roopashree MR, Assistant Professor, SIHS

Objective: To enhance knowledge content of the academic activities.

Role & Responsibility:

- Organize knowledge-based events, quizzes, debates, presentations, seminars, etc.
- Identify current updates in Healthcare sector
- Identify new innovations/ programmes in various domains of the health care sector.
- Put up articles of relevant health care on the notice board.
- Encourage students to write articles for professional journals, Symbiosis Health Times etc.
- Collection of feedback from stakeholders for development of syllabus, course, curriculum and pedagogy.
- Identify speakers & topics for guest lectures and seminars.
- Prepare synopsis of talks proposed for information of guest speakers and seminar panelists/ speakers
- Prepare the table programme and detail comperes, facilitators and resource persons.

- Detail rapporteurs for the sessions and prepare a post seminar/ workshop report for dissemination.
- Committee Leaders will submit report of the Guest Lecture to Deputy Director-Academics and Dean-FOHS.
- To Organize Journal Clubs to enhance Research orientation.

No. of students in committee: 15-20

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

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

EXTRA-CURRICULAR COMMITTEE

FACULTY IN-CHARGE: Dr. Vivek Chaudhari, Assistant Professor, SIHS & Dr. Prakash Kalke, Assistant Professor SIHS

Objective: To ensure active participation in extra-curricular activities in inter and intra college events.

Role & Responsibility

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

No. of students in committee: 15-20

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

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

FAREWELL PARTY- Faculty In charge: Ms. Devika Shetty

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

ALUMNI COMMITTEE

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

Objective: Establish SIHS Alumni club

Role & Responsibility

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

No. of students in committee: 05-10

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

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

PLACEMENT COMMITTEE

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

Ms. Priti Kulkarni: Sr. Placements Coordinator

Objective: Ensure suitable placement for all students

Role & Responsibility:

Identify appropriate companies for on campus recruitment

Approach and remain in contact with companies

Arrange for company visits and work in cooperation with Guest lecture & Seminar Committee

Prepare all recruitment material including CVs of all students

Manage Campus Recruitment Process in consultation with Faculty In charge.

Committee Leaders will submit minutes of meeting and action plan to Deputy Director-Academics and Dean-FOHS.

No. of students in committee: 15-20

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

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

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

CURRENT AFFAIRS COMMITTEE-:

FACULTY IN-CHARGE: Mr. Ankit Singh, Assistant Professor, SIHS & Ms. Prerana Dongre, Assistant Professor, SIHS

Objective: To keep abreast with news and updation on industry front and circulate the same to all stakeholder at the institute.

Role & Responsibilities:

- Identify and segregate the required information
- To make students aware of the latest happenings
- Create the information database
- Update the information database
- Circulation of news on weekly basis in a prescribed approved format to all concerned.
- To come up with e-newsletter on quarterly basis with the help of other committees.
- Preparing monthly reports based on the updates
- Committee Leaders will submit minutes of meeting and action plan to the committee head and Head of the Department- MBA (HHM).

No. of students in committee: 12-15

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

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

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

ADMINISTRATIVE COMMITTEE

FACULTY IN-CHARGE: Dr. Jagadeesha Marigowda, Assistant Professor, SIHS

Objective: To provide administrative support for all activities

Role & Responsibility (In consultation with SIHS administration)

- Identify and cater for all administrative and infrastructural requirements for organizing SIHS activities.
- Coordinate and conduct administrative actions necessary for successful execution of activities as per the budgetary allocation.
- Coordinate & support in preparation of financial plan of events as per the budgetary allocation.

- Networking and developing working relationships with various service agencies/providers necessary for organizing major events
- Committee Leaders will submit minutes of meeting and action plan to DD Academics and Dean-FOHS.

No. of students in committee: 05-10

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

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

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

MEDIA COMMITTEE

FACULTY IN-CHARGE: Ms. Neha Ahire, Assistant Professor, SIHS

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

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

No. of students in committee: 10-15

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

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

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

ASPIRANTS RELATION TEAM COMMITTEE

FACULTY IN-CHARGE: Dr. Shrikrishna Dhale., Assistant Professor, SIHS & Dr. Meenal Kulkarni, Assistant Professor, SIHS

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

Activities:

1. Pre GE-PI orientation & solving queries related to GE-PI.
2. Making aspirants aware about GE-PI process, schedule& its update time to time. To intimate aspirants about the documents to be carried, GE -PI tips & other relevant information.
3. Guiding aspirants during GE-PI.

4. Help in Planning, designing and organizing the entire Admission process at SIHS, Pune.
5. Connecting aspirants through social media, interacting with them using Facebook page, Pagalguy forum of ART.
6. Updating aspirants about admission process, accommodation, fee structure or any other related information.
7. Individual query solving about the course & future prospects by ART members.
8. Interacting with aspirants & making them feel that they are coming to a prestigious organization.
9. Branding of SIHS through social media.

Number of students in Committee: 15-20

Number of Committee Leader: 1

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

RESEARCH COMMITTEE:

Faculty In- Charge: Dr. Sameer Phadnis, Associate Professor, SIHS & Dr. Pramod Mishra, Associate Professor, SIHS

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

Activities:

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

Number of students in Committee: 5-8 students

Number of Committee Leader: 1

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

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

UNIVERSITY ANTI RAGGING COMMITTEE:

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

COMPOSITION OF ANTI RAGGING COMMITTEE:

UNIVERSITY ANTI RAGGING COMMITTEE:

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

COMPOSITION OF ANTI RAGGING COMMITTEE:

Anti-Ragging Committee at University level

Campus Level

1. To ensure compliance with the provision of UGC regulation 2009 at the institute level and its amendments from time to time as well as the provisions of any law for the time being in force concerning ragging
2. To monitor and oversee the performance of anti-ragging squad in prevention of ragging in the Constituents.
3. To take appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging, the nature and gravity of the incident of ragging established in the recommendations of the Anti-ragging Squad.

Anti - Ragging Committee at the Lavale Campus:

1. Dr. R .Raman , Director Symbiosis Institute of Business Management (SIBM), Pune - Chairperson
2. Mr. Sudhir Joshi, Deputy Collector, Employment Guarantee Scheme (EGS), Pune Dist. Govt. of Maharashtra - Member
3. Mr. Sunil Dhumal , PSI, Paud Police Station, Pune - Member
4. Mr. Jaisurya Das, Co-Founder & Editorial Director at 365.com, MD Xanadu Consulting Group Pvt. Ltd. - Member
5. Dr. Geeta Bora , NGO Spherule Foundation - Member
6. a) Dr. Giri Hallur, Deputy Director, Symbiosis Institute of Telecom Management (SITM) - Member
b) Dr. Shailesh Rastogi, Professor, Symbiosis Institute of Business Management (SIBM), Pune - Member
7. a) Mr. Abhijit Vinayak Walimbe , Symbiosis Institute of Technology , Pune (Parent of Student) -Member
b) Mrs. Seema Kulkarni , Symbiosis School of Banking & Finance , Pune (Parent of Student) -Member
8. Ms. Tina Ratnoo, SSP , Pune -Member
(Prgramme : BA (Visual Arts & Photograpy) Year : I
PRN 19050522034)

- | | | |
|-----|---|-------------------|
| 9. | Mr. Soheb Ahmed, SIMC, Pune
Programme: MBA (Communication Management) Year II
(PRN 18050143008) | -Member |
| 10. | Lt. Col. Belvalekar RG Patil (Retd.), Campus Administrator
Lavale Hill Base Campus | -Member Secretary |

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

Anti-Ragging Squadat the Lavale Campus :

- | | | |
|-------|---|------------------------|
| (i) | Prof. Pramod Damle, Professor Symbiosis Institute of Telecom
Management (SIBM), Pune | -Chairperson |
| (ii) | Prof. Arpita Sharma, Assistant Professor , Symbiosis Institute of
Business Management (SIBM), Pune | -Member |
| (iii) | Mr. Wasim Khan , Sports Officer , Department of Sports Recreation
and Wellness (DSRW) | -Member |
| (iv) | a) Mr. Rahul Pandey, SIMC, Pune
(Programme : M.A (Mass Communication), Year II
PRN : 18050144057)
b) Ms. Kaveri Joshi, SSBF , Pune
(Programme : MBA (Banking and Finance), Year : II,
PRN : 18020942006) | -Member

-Member |
| (v) | Ms. Madhura Deshmukh, Assistant Administrative Officer,
Symbiosis School of Sports Sciences (SSSS), Pune | - Member |
| (vi) | Col. S.Atholi (Retd.), Campus Administrator, Lavale Hill Top
Secretary | -Member |

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

COMPOSITION OF MONITORING CELL:

- i) Dean of the Faculty nominated by Vice Chancellor –Chairperson
Dr. Jyoti Chandiramani, Dean, Faculty of Humanities and Social Sciences.
- ii) A nominee of the Academic Council from amongst its members – Member
Dr. Jatinderkumar R. Saini, Director, SICSR
- iii) Registrar or his nominee, not below the rank of Deputy Registrar – Member
Dr. Avinash Kakade, Deputy Registrar , SIU.
- iv) Controller of Examination or his nominee, not below the rank of Deputy Controller of Examinations – Member
Mrs. Shradha Chitale , Controller of Examinations, SIU
- v) Director, Department of Sports, Recreation and Wellness – Member
Dr. Nayana Nimkar . Director, SSSS
- vi) Two Professors / Associate Professors , out of which one shall be a woman , nominated by the Vice Chancellor – Members
 - 1) Dr. Adya Sharma, Associate Professor, SCMS, Pune
 - 2) Dr. Giri Hallur, Associate Professor, SIDTM, Pune.

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

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

Senior Level

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

Junior Level

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

PLACEMENT ELIGIBILITY RULES:

Campus placement is a facility and career assistance provided for the students of MBA-HHM.

Students not interested in placement may opt out from the placements with the submission of consent form from the students, duly attested by the parents. (Annexure attached)

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

1. PRE PLACEMENT OFFERS:

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

1. PRE PLACEMENT PROCEDURE:

- The eligible students are required to prepare a Master CV / Resume with their recent photograph in a soft and hard copy in SIHS standard template. Template attached.
- It is expected that a student shall **NOT** add any ambiguous/ wrong/fraudulent/misleading information in his/her resume. Resume checks will continue throughout the placement process. If, on verification, any discrepancies are found, the student would be debarred from the CRP. This may also attract strict disciplinary action.
- Students must carry a file with three copies of the resume, original certificates (if possible) and copies thereof while appearing for the interviews.
- At the time of appearing for interviews, students **MUST** carry copies of approved resume only.
- Placement cell receives job description from the company and as per the requirement the students are shortlisted where the students are allowed to sit for the pre placement talk and the other process.
- Prescreening is carried out by the companies by various methods like online tests, telephonic interviews and skype interviews.
- The pre placement talks are scheduled on the day according to the packages offered.

1. CRP: THE PROCESS

PRE-PLACEMENT TALK (PPT)

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

ROLES AND RESPONSIBILITIES OF RECRUITERS:

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

FINAL PLACEMENTS:

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

GENTS:

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

LADIES:

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

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

WITHDRAWAL:

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

DEBARRED:

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

DISCLAIMER:

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

CLASS REPRESENTATIVE (CR):

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

The Selection process is as under:

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

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

Two student representatives (one girl & one boy) from second year of MBA (HHM) will be representing the overall MBA (HHM) programme. They will represent the students community during the SIHS monthly IQAC meetings & establish a rapport among the students & management.

SPORTS REPRESENTATIVE (SR):

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

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

ADMINISTRATION

ELIGIBILITY & REQUISITE DOCUMENTS:

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

The last date for submission of eligibility documents is 30th September, 2020. If this requirements is not fulfilled the admission is deemed to be cancelled.

PERSONAL DETAILS:

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

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

PARENTS/ GUARDIANS CONTACT DETAILS:

Students shall check the contact details given in Institute records for correctness on first arrival. Any changes must be intimated immediately on occurrence. The following information regarding

parents/ guardian/ Next of Kin (as applicable) shall be provided:- Name, relationship, permanent residential address, address for postal communication, residential and/or office telephone number, mobile number and email ID, etc.

UNDERTAKINGS:

Following undertakings shall be signed during the induction programme

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

WHOM TO CONTACT?

Student shall approach the Head of the Department through Coordinator for necessary guidance/ assistance with respect to Identity Card, PR No., Medical Insurance Card, Indemnity Bond, Uniform, Log-Book, Handbook, bonafide 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 4th floor in the library of the SUHRC 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 – Ms. Veena Keni
Head, Student Affairs, SIU
Phone No- 020-28116796
E-mail – studentaffairs@siu.edu.in

CODE OF CONDUCT:

SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

1.1 PREAMBLE

Every University strives to deliver its academic programmes in an environment that is conducive to learning, critical inquiry, development of scientific temper, sensitivity towards community and respect for diversity. These have been enshrined within the mission statements of the Symbiosis International (Deemed University) (SIU). Students being *raison d'être* for any Institution, a lot of effort goes into ensuring an enriching student experience. Discipline is an important ingredient to not only foster effective teaching – learning process but also ensure the safety and security of all the stakeholders including students.

Any disturbance on account of student indiscipline impacts the harmony on the premises of the institute which is why institutes formulate code of conduct and lay down just and fair policies to inquire and decide with violation of code of conduct by students on its premises. It is binding upon any student, who seeks admission, to comply with the requirements of the code of conduct.

The Code of Conduct under these rules has been framed to foster and protect the core missions of the University, the scholarly and civic development of the students in a safe and secure learning environment, and to protect people, properties and processes that support the University and its missions. 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 objectives of the University in an environment that is both safe and free of invidious disruption.

Towards this end, the purpose of the Code of Conduct is to define limits of acceptable student conduct and defining violations thereof, as misconduct. Further, it lays down the disciplinary proceedings at the University within the applicable laws of the land ensuring that the actions taken are the pursuance of the same. However, the code reserves the right of the University to take necessary disciplinary actions against the alleged delinquent in the event of him/ her having been found guilty or convicted by the appropriate authority under the law to which s/he is subjected.

Hence, rules are necessary to mark the boundaries of this needed order in the form of this Code of Conduct.

1.2 Short title and Commencement

1.2.1 Short title: These Rules shall be called Symbiosis International (Deemed University) [Code of Conduct, Procedure to inquire and decide with Misconducts/ Indiscipline by students] Rules, 2019, which hereinafter shall be called the code of conduct for students.

1.2.2 Commencement: The Code of Conduct shall come in force from the date of its notifications and shall supersede all the existing Code of Conduct/ Rules/ guidelines/ Policies issued in this regard.

1.3 Definitions

In this Rules, unless the context requires-

1.3.1 'Aggrieved' means any complainant (and is not limited to stakeholders) who has suffered damage or injury either physically or mentally due to an act of the student, e.g. employees, fellow students and any person or institution related directly or indirectly to the University.

1.3.2 'Alleged Delinquent' means the alleged delinquent student alleged to have committed the misconduct

1.3.3 'Campus' means and includes the Main Campus and the Off campuses of the University.

1.3.4 'Campus Disciplinary Committee' means a committee constituted for each campus / location to inquire and decide with all (major and minor) issue(s) related to the disciplinary matters of students.

1.3.5 'Central Disciplinary Committee' means a committee constituted to inquire and decide on matters of drug abuse/ substance abuse, after preliminary inquiry by Campus Disciplinary Committee or any other case as may be directed by the University. The Committee shall also act as an appellate authority for appeals preferred in matters decided by Campus Disciplinary Committee.

1.3.6 'Constituent' means Institute/ School/ College/ Centre/ Department operating under the administrative, academic and financial control of the Sponsoring Body and declared as such under the Notifications, issued from time to time and includes Institute/ School/ College/ Centre/ Department established and notified by University thereafter from time to time.

1.3.7 'Main Campus' means Campus of the University as its headquarters, wherein its major facilities, faculty, staff, students and its' academic departments, i.e. Pune, Maharashtra. India and includes all the campuses situated in the same territorial jurisdiction.

1.3.8 'Misbehavior' means any behavior of a student which is contrary to the Code of Conduct of the University, Rules and Regulations of the University.

1.3.9 'Misconduct' as defined in the Article 7 of Chapter 2.

1.3.10 'Off-Campus Centre' means a Centre of the University, approved/ permitted by the Government and situated beyond its Main Campus within India.

1.3.11 'Off-shore Campus' means a Campus of the University, approved/ permitted by the Government of India and situated beyond its Campus outside India.

1.3.12 'Student' means a person duly admitted on roll, pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in University.

Provided that a student who is in the process of taking admission in the University, although Not yet admitted shall be treated, for the purpose of these rules, as a student of the University. where any incident of misconduct takes place against such student, in the University:

Provided that a person, who is not a student of the University, but is participating in any of The activities of the University shall be treated as aggrieved student or aggrieved individual. as the case may be, for the purpose of these rules, where any incident of misconduct takes place against such student within the University or at any other venue where the University has organized the activities;

1.3.13 'University' means Symbiosis International (Deemed University), declared by the Central Government under Section 3 of the UGC Act 1956;

1.3.14 'University Community' means Students, Faculty, Staff and the employees of service providers working in the University.

All words and expressions not defined in this Code of Conduct shall have the same meaning as defined in any other Rules/ Regulations of the University.

1.4 APPLICABILITY

The Code of Conduct is applicable to all students, admitted to the programmes at all Constitutes of the University as its main campus/ off-campus/ off-shore campus, pursuing degree/ diploma / certificate programs through full time/ part time/ distance/ open and online learning mode(s) and includes all on-campus and outside campus activities. The outside campus activities shall include internship(s), training(s)outbound activities, study visits, international exchange programs, representation or participation in sports and other co-curricular and extra-curricular activities or festivities or any other, as prescribed by the University from time to time.

1.4.2 The Code of Conduct applies to all the students in direct connection with:

- i) academic programme/ course requirements or any credit-bearing experience, such as internship, field trips, study abroad / student exchange programme;
- ii) any activity supporting pursuit of a 'title' (degree/diploma/certificate/credit), such as research another Institutions or a professional practice assignment;
- iii) any activity sponsored, conducted, or authorized by the University;
- iv) any activity that causes any destruction of property belonging to the University or members of the University community or causes any harm to the health or safety of members of the University community; or
- V) any activity in which report has been filled, a summon or indictment has been issued, or an arrest has occurred for any act or omission.

- Vi) any activity or event where a student is representing or participating as student of the University which may lead to damage to goodwill or reputation of the University;
- Vii) any act via electronic means, such as email or social media or print media or any other medium wherein the reputation/ goodwill of the university or its officials is adversely affected; and
- Viii) Refusal to cooperate in the process duly prescribed and the implantation of corrective Measure, it shall also be construed as 'Gross Misconduct' under the Code and shall subject the alleged delinquent/ individual to the proportionate penalty over and above the punishment s/he is liable to the for the original act for which s/he shall be found guilty.

While at the University, students continue to be subject to the laws of the land and violations of those laws may also constitute violations of the Code of Conduct. In such instances. the University may proceed with disciplinary action under the code of Conduct simultaneously with any judicial proceeding involving the same conduct and And may impose sanctions for violation of the need the code even if such proceeding is not yet resolved.

1.5 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 apart, 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 at large. 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.

1.6: JURISDICTION

For any student who feel aggrieved with the action taken by the competent authorities of the University for any breach of the Code of Conduct and who wishes to avail legal resources, the judicial jurisdiction shall be Pune.

Article 5: DISCIPLINARY MIS-CONDUCT

The students are expected to maintain absolute integrity at all times, observing courtesy and consideration towards one another and acting in the best interest of the University. However, in the event of any misconduct being reported by any person against any student of the University, measures may be taken by the competent authority depending upon whether the misconduct is of a major or minor nature.

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code of Conduct. 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 mis-conduct is as follows (Not exhaustive):

DMC 1: Academic Misconduct: Academic Misconduct means misconduct which include (a)unfair means used in examinations/ evaluations and or (b) plagiarism as defined in respective Rules / Regulations.

DMC 1[a]: Unfair Means: ‘Unfair means denotes any unethical means and malpractices adopted by the student during examinations or in submission of any assignments or any activity leading to internal and/ or external evaluation.

DMC 1[b]: Plagiarism: ‘Plagiarism’ means the practice of taking someone else’s work or idea and passing them as one’s own.

DMC 2: Disruptive Conduct -Disruptive conduct means Conduct that obstructs or disrupts teaching or freedom of movement or other lawful activities including workshop/ seminars conversations/ conventions/ moot courts/ student gatherings/ functions etc. on university premises or in connection with any university-sponsored event or activity, protesting against decision, rude/ unruly behavior towards staff / faculty, instigating students against the decisions.

DMC 3: Discrimination – Discrimination means 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.

DMC4: Falsification -Falsification means willfully providing false, misleading, or incomplete information; whether oral or in writing or in the form of document(s); to University offices or officials; 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 or Impersonation - Refusal to identify or falsely identifying one's self when requested by an authorized University official or impersonating.

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. A student having knowledge of occurrence of this misconduct shall report the same to Director/ Administrative Officer of the concerned Institute immediately. If the student fails to report despite knowledge he/she shall be liable for breaching this rule and shall be subjected to disciplinary action under the Code of Conduct.

DMC 8 (a): Smoking of cigarettes, tobacco - Smoking of cigarettes and tobacco is prohibited on the premises of the University and its Constitutes. any such behavior shall amount to violation of the Code of Conduct.

DMC 8 (b): Possession, consumption or distribution of Alcohol/ Alcoholic Beverages: It is a policy of symbiosis that no student shall possess, consume or distribute alcohol or alcoholic beverages on premises of the University and its constitutes. Any such behaviour shall amount to violation of the Code of Conduct.

A student having knowledge of occurrence of this misconduct shall report the same to Director/ Administrative Officer of the concerned Institute immediately. If the student fails to report despite knowledge he/she shall be liable for breaching this rule and shall be subjected to disciplinary action under the Code of Conduct.

DMC 9: Unauthorized Access and Use of property & facilities - Unauthorized access means accessing without authorization University property, facilities, services, or information systems, or

obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

DMC 10: 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 person/ students 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, disturbing academic and administrative environment on the campus.

DMC 11: 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 belongings to University/ residents/ students / or any other person on the campus.

DMC 11: Recording of Images without Knowledge/ altering of photograph of a student(s)/ person(s) - 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, or altering/ enhancing/ distorting/ photograph of a student/ person. Which photograph may/ may not have been taken with consent, when such a recording/ altering/ enhancing/ distorting is likely to cause injury, distress, or damage to reputation of such student/ person. 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 13: Causing Disrepute to other students/ faculty – 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. A student shall be also not engage in filling a complaint on behalf of another student without the consent of such student.

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 on ‘Curbing the Menace of Ragging in Higher Educational Institutions’ and subsequent amendment’s thereto from time to time.

DMC 15 Sexual Harassment: Any Conduct or act which amounts to sexual harassment in any form as defined under University Grants Commission (Prevention, prohibition and Redressal of Sexual Harassment of women Employees and Students in Higher Educational Institutions) Regulations, 2015 and The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and subsequent amendment’s from time to time.

DMC 16: Unauthorized Agreements/Contracts: Students are prohibited from entering into verbal or written agreements or contracts with third parties 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.

DMC17: 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. Using social media platforms to malign the image, bring disrepute to the University, its officials, staff and other students. or make them subject of ridicule by the members of community or society.

DMC 18 : 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 prior written permission of the University.

DMC 19: 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 20: Presenting False Testimony: Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.

DMC 21: Denial/ Failure to comply with University or any other authority: Denial/ Failure to comply with legitimate of authorized University Officials, law enforcement agency in the performance of their duties or violations of the terms of a disciplinary code.

DMC 22: Non-Payment of Fees: Failure to pay the prescribed fees within the stipulated time shall amount to violation of Code of Conduct.

DMC 23: Misuse of Learning Resources: Misuse of Learning Resources including theft, tearing pages, damage to e-resources, not returning books in time, any purposeful activity with respect to learning resources which is harmful to other students, staff and faculty shall amount to violation of Code of Conduct.

DMC 24: Causing Harm/ Disrepute While Involved in External Activities (Sports/ Internship/ Excursions/ Study Tours/ Cultural Events): Any Behavior causing damage/ harm/ disrepute to the University and its employees students and the property and persons of the place of general external activity shall amount to violation of Code of Conduct.

DMC 25: Violation of Hostel Rules: Any misbehavior in the Hostel shall amount to violation of Code of Conduct.

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

Article 5 (a): Campus Student Grievance Redressal Committee (Lavale Campus)

A grievance of an aggrieved student relating to the Constituent situated on the campus or regarding the campus shall be addressed to the Campus Student Grievance Redressal Committee.

The composition of the Campus Student Grievance Redressal Committee at Lavale Campus is as under:

- i. Dr. Ketan Kotecha, Director, Symbiosis Institute of Technology (SIT), Pune - Chairperson
- ii. Dr. Shailesh Rastogi, Professor, Symbiosis Institute of Business Management (SIBM), Pune - Member
- iii. Dr. Kavitha Chandrasekhara Menon, Professor, Symbiosis School of Biological Sciences (SSBS), Pune - Member
- iv. Dr. Giri Gundu Hallur, Associate Professor, Symbiosis Institute of Digital and Telecom Management (SIDTM), Pune - Member
- v. Mr. Saurabh Gupta, SIMC (Programme : MBA (Communication Management), Year : I, PRN : 19050143109) - Special Invitee
- vi. Mrs. Shubhadha Deshpande , Administrative Officer, Symbiosis Secretary School of Banking and Finance (SSBF), Pune - Member

Procedure:

- On receipt of online complaint by Director of the Constituent from an aggrieved student or in case the Grievance received on the Grievance Portal the Nodal Officer of the University, the same shall be referred to the Campus Student Grievance Redressal Committee along with the comments within 15 days of receipt of complaint.
- The Member Secretary of the Committee shall fix a date of hearing the grievance within 3 days which shall be communicated to the aggrieved student, Director of the Constituent to which the aggrieved student belongs and to the members of the Committee.
- The Committee shall conduct an inquiry within 6 days from the date of receipt of grievance.
- The Committee shall investigate the case thoroughly and take written statements from the concerned parties.
- The committee shall send its report with recommendations, if any to the Head Student Affairs within a period of 2 days of the meeting.
- The Head-Student Affairs after seeking approval from the Vice Chancellor shall forward the recommendations to the Director of the Constituent where the aggrieved student is from, within period of 2 days from the date of receipt of the recommendation(s) from the committee.
- The Director of the Constituent shall send the recommendation of the Campus Student Grievance Redressal Committee to the aggrieved student within two days with a copy to the Head-Student Affairs of the University.
- After ten days of sending the recommendations to the aggrieved student, if the student does not apply against the recommendation, to the Head-Student Affairs who is the Member Secretary

of the University Student Grievance Redressal Committee, the head student affairs shall inform the Director of the Constituent to act on the recommendations.

- Further if the student is aggrieved by the decision of the Campus Student Grievance Redressal Committee he/she may appeal to the University Student Grievance Redressal Committee. The details of the same are uploaded on the website of the university.

Procedure for Redressal of Grievances by Ombudsperson

1. (a) Any student aggrieved by the decision of the University Student Grievance Redressal Committee, he/ she may prefer an appeal to the Ombudsperson through the Head-Student Affairs, who shall forward the same to the Ombudsperson within a period of 15 days from the date of receipt of appeal from the aggrieved student.
(b) Grievances not resolved by the University Student Grievance Redressal Committee shall be referred to the Ombudsperson within a period of 15 days.
2. The University shall extend co-operation to the Ombudsperson or the University Student Grievance Redressal Committee(s), in early redressal of grievances, and failure to do so may be reported by the Ombudsperson to the Commission.
3. The Ombudsperson shall, after giving reasonable opportunities of being heard to both parties, on the conclusion of proceedings, pass such order, with reason there for, as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student.
4. The University, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson, and the university shall place it for general information on its website.
5. The University shall comply with the recommendations of the Ombudsperson, and the Ombudsperson shall report to the Commission any failure on the part of the University to comply with the recommendations.
6. The Ombudsperson may recommend appropriate action against the complaint, where a complaint is found to be false or frivolous

FACILITIES

HOSTEL FACILITY: The institute will be provided accommodation to all admitted students Symbiosis campus.

MESS & CANTEEN: Mess provides subsidized meals on campus. Mess & canteen is functional at the SIHS, Lavale building.

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

HEALTH CARE, RECREATION & SPORTS

1. Out Patient Department (OPD) services:

The preliminary & emergency Health Care on campus, is being provided by SUHRC, Lavale campus which is well equipped with all basic and specialist OPDs / IPDs services to handle with all unforeseen medical emergencies as well as lifesaving treatment modalities at the time of need.

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 Mediclaim Insurance Policy) &Rs.1, 00,000/- in case of Rail / Road traffic accidents. Details of the policy are available with MO, Insurance cell SCHC @ 9552525015 / www.schcpune.org.

4. HIV testing Policy:

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 CEO, SUHRC on the first day of the illness by an Email
2. SUHRC will not retrospectively authenticate any sickness/ absenteeism of which it has not been notified prior.
3. SUHRC is authorized to sanction medical leave for sickness absenteeism which has been notified.
4. No back dated medical leave will be granted to the student on any grounds what so ever.
5. SUHRC will be the sole authority to conduct the medical audit of a sickness absenteeism.

Whom to Contact:

CEO, SUHRC

E-mail: ceo@suhrc.siu.edu.in

Emergency contact number – MO, SUHRC

9552525653

Lavale - Hill Base.

RECREATION AND WELLNESS

Recreation & Wellness Centers 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

DEPARTMENT OF SPORTS, RECREATION AND WELLNESS (DSRW)

Sports and Games are essential components of human resource development, helping to promote good health, comradeship and 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. Symbiosis International (Deemed University) established its University Sports Board in 2010 and the Department of Sports, Recreation & Wellness was established in 2019. The DSRW particularly is responsible for the development of sports infrastructure, participation in sports at grass-root level, fitness testing for staff and students as well as excelling at National Sports Tournaments. Our emphasis is on Physical Literacy for our students, faculty and staff for lifelong improvement in their quality of life. The Department provides access to state of art playfields and Gymnasiums at all campuses, fitness and wellness programs, multiple group classes, sports competitions and counselling.

Objectives of the SIU Sports Board

- To advice on creating a culture of sports by imbibing higher moral and Ethical values, spirit of comradeship and the desire to excel.
- To advice on providing equal opportunities and encourage students and staff to participate in sports and fitness activities.
- To annually organize Symbiosis International (Deemed University) / Inter institute competitions in specified games and sports for the students & staff.
- To advice on promoting excellence in sports by encouraging participation in National and International championships in large numbers.
- To recognize talent in sports and reward young women and men, achieving excellence in sports.
- 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 and fitness infrastructure.
- To organize workshops, seminars on sports and fitness related subjects.

Activities at the Department of Sports, Recreation & Wellness

• Infrastructure and facilities

On campus sports and recreation facilities are some of the best and offer many outdoor recreation options for all. We boast of 13 **indoor and outdoor fitness** centers, Tennis Courts, Basketball courts, Volleyball Courts, Futsal Courts, Football Field, Cricket Field, Indoor Badminton Hall, Squash Courts, Gymnasiums, Swimming Pools, Yoga and Aerobic studios and offer many **group classes, coaching facilities, Yoga** for rejuvenation and stress management and options to participate in **outbound programs and competitions** at all levels.

• Inter Institute Championships and Participation in Inter Varsity Competitions

Inter Institute Competitions are conducted in 13 sport disciplines and from amongst them teams are selected and coaching imparted so as to represent Symbiosis International University at the Inter Varsity Competitions. Tournaments for staff are also organized annually.

- **Assessment of Physical Fitness**

Standard Fitness tests are conducted every year to have a base level understanding of Physical Fitness standards of all students, faculty and staff, analyse data, suggest interventions and offer free counselling and personal training.

- **Mass Sporting and Physical Activity events**

Emphasis is given to **large scale one-of its kind Mass Sporting and Physical Activity events** which are **Live** events, highly visual and very inspiring. These are accessible and welcoming for all ages, shapes and paces. They work towards personal wellness rather than fitness and build confidence rather than competitiveness. Some examples are **Happy Healthy campus** (a 3 hour activity taking you back to school, Rhythmic activity, fitness challenges and adventure sport with 500 to 1200 participants), **International day of Yoga** (at all 13 campuses), **Symbi- Fit** (Competition to showcase your fitness with 400-500 participants) **Institutional Social Responsibility** (Fitness challenge for children from underprivileged schools), **Fitness for Freedom Run** (a run to celebrate the Independence day) and several **Fitness challenges** that are held at our gyms located in every campus.

- **Innovative activities:**

These activities provide the variation and challenge that everyone is looking for and include - **Sports dating** (Exercising with a person of your choice), **Activity breaks** (Short Rhythmic activities 5-7mins in academic meetings, conferences in offices etc.), **Yoga Pop ups** on the screen, **Stair Snacking** (using the stairs to improve fitness), **10,000 steps challenge** and the **108 days Yoga challenge** .

- **Sports Scholarship**

The Sports Scholarship Scheme aims at recognizing achievements of young sports persons, their outstanding performance at the International, National, State and Inter University levels.

- **Credit programs**

Courses in Physical fitness, Wellness are offered as floating credit programs and value added courses in the existing Post Graduate and Under Graduate programs.

LIST OF FACULTIES

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

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	Dr. Hrishikesh M. Soman
3. Symbiosis Stars, Pune	1983	Mrs. Rashmi Kanakia
4. Symbiosis Primary School (SPS)	1984	Ms. Veena Havnurkar
5. Symbiosis Society's Dr. Babasaheb Ambedkar Museum Memorial (SSBRAMM)	1990	Mrs. Sanjivani 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. Sambhaji Karvekar Headmaster
10. Symbiosis Kindergarten, Nashik (SK)	1999	Mrs. Yogini Deshmukh
11. Symbiosis School, Nashik (SS)	1999	Mrs Sonali Lokur

12. Symbiosis Society's Afro Asian Cultural Museum (SSAACM)	2001	Mrs. Sanjivani S. Mujumdar
13. Symbiosis Institute of Teacher Education (SITE)	2005	Mrs. Rashmi Kanakia
14. Symbiosis International School (SIS)	2005	Mr. Narendra Kumar Ojha
15. Symbiosis Open School (SOS)	2006	Mr. Milind Chaudhari, Coordinator
16. Pune Police Public School (PPPS) under PCPF, Pune		Mrs. Gauri Umrani
17. Symbiosis Ishanya Cultural & Educational Centre (SICEC)		Professor Anupam Sidharth

Symbiosis International (Deemed University)	2002	Dr. Rajani Gupte Vice Chancellor
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CONSTITUENT INSTITUTES OF SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

Institutes of Symbiosis International Deemed University	Estd.		Head of the Institutes
1. Symbiosis Law School, Pune (SLS)	1977	2002	Prof. Dr. Shashikala Gurpur
2. Symbiosis Institute of Business Management (SIBM), Pune	1978	2002	Dr. R Raman
3. Symbiosis Institute of Computer Studies and Research (SICSR)	1985	2002	Dr. Jatinder kumar R. Saini
4. Symbiosis Institute of Media and Communication, Pune (SIMC)	1990	2006	Prof. Ruchi Jaggi
5. Symbiosis Institute of International Business (SIIB)	1992	2006	Dr Asmita Chitnis
6. Symbiosis Institute of Management Studies (SIMS)	1993	2006	Prof. Brig Dr. Rajiv Divekar (Retd)
7. Symbiosis Centre for Management and Human Resource Development (SCMHRD)	1993	2006	Prof. Dr.Pratima Sheorey
8. Symbiosis Institute of Digital & Telecom Management (SIDTM)	1996	2006	Prof. Abhijeet Chirputkar

9. Symbiosis Centre for Information Technology (SCIT)	1999	2006	Prof. Dr. Dhanya Pramod
10. Symbiosis Institute of Geoinformatics (SIG)	2004	2006	Dr Tarun Pratap Singh
11. Symbiosis Institute of Design (SID)	2004	2006	Ms. Sanjeevani Ayachit
12. Symbiosis Institute of Operations Management, Nashik (SIOM)	2005	2006	Prof. Dr. Vandana Sonawaney
13. Symbiosis Institute of Health Sciences (SIHS)	2005	2006	Prof. Dr. Rajiv Yeravdekar
14. Symbiosis Institute of Business Management, Bangalore (SIBM)	2008	2008	Dr Madhvi Sethi
15. Symbiosis Institute of Technology (SIT)	2008	2008	Prof. Dr. Ketan Kotecha
16. Symbiosis Law School, Noida (SLS)	2010	2010	Prof. Dr. C. J. Rawandale
17. Symbiosis Centre for Management Studies Noida (SCMS)	2010	2010	Dr. Venugopala Rao K
18. Symbiosis Centre for Health Skills (SCHS)	2015	2015	Dr. Parag Rishipathak
19. Symbiosis Institute of Business Management (SIBM), Hyderabad	2015	2015	Dr Ravi Kumar Jain
20. Symbiosis Law School. (SLS) Hyderabad	2015	2015	Dr. Sarfaraz Khan
21. Symbiosis Statistical Institute (SSI)	2018	2018	Dr. Sharvari Shukla

DEPARTMENTS UNDER SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

Departments of Symbiosis International Deemed University	Estd.		Head of the Institutes
1. English Language Teaching Institute of Symbiosis (ELTIS)	1972	2006	Prof Anupam Siddhartha
2. Symbiosis Institute of Foreign & Indian Languages (SIFIL)	2000	2006	Prof Anupam Siddhartha
3. Symbiosis Centre for Management Studies Pune (SCMS)	2004	2004	Dr. Adya Sharma
4. Symbiosis College of Nursing (SCON)	2007	2007	Prof. Dr. Sharadha Ramesh
5. Symbiosis Centre for International Education	2008	2008	Prof. Anita Patankar
6. Symbiosis School of Economics (SSE)	2008	2008	Dr. Jyoti Chandiramani
7. Symbiosis Center of Media & Communication (SCMC) Viman Nagar	2009	2009	Dr. Sreeram Gopalkrishnan
8. Symbiosis School of Media & Communication (Bengaluru) (SSMC)	2009	2009	Dr. Thilaka N Officiating Director
9. Symbiosis Centre for Research And Innovation (SCRI)	2009	2009	Dr. Vinay Rale, Officiating Director
10. Symbiosis School of Banking and Finance (SSBF)	2010	2010	Dr. Manisha Ketkar
11. Symbiosis Centre for Corporate Education (SCCE)	2010	2010	Prof. Dr. Seema Singh
12. Symbiosis School for Liberal Arts (SSLA)	2011	2011	Prof. Anita Patankar
13. Symbiosis School of Biological Sciences (SSBS)	2011	2011	Dr. Vinay Rale
14. Symbiosis School of Visual Arts & Photography (SSVAP)	2012	2012	Dr. Gagan Prakash

15. Symbiosis Teaching Learning Resource Centre (STLRC)	2011	2011	Prof. Dr. Sophia Gaikwad
16. Symbiosis Institute of International Studies (SIIS), Pune	2013	2013	Ms. Shivali Lawale
17. Symbiosis Centre for Entrepreneurship and Innovation (SCEI)	2014	2014	Dr. Ketan Kotecha
18. Symbiosis Centre for Waste Resource Management (SCWRM)	2015	2015	Prof. Dr. Manikprabhu Dhanorkar
19. Symbiosis School of Culinary Arts (SSCA)	2016	2016	Mr. Atul Gokhale
20. Symbiosis School of Sports Sciences (SSSS)	2016	2016	Dr. Nayana Nimkar
21. Symbiosis Centre for Nanoscience and Nanotechnology (SCNN)	2017	2017	Prof. Dr. Atul Kulkarni
22. Symbiosis Centre for Behavioural Studies (SCBS)	2017	2017	-
23. Symbiosis Centre for Medical Image Analysis (SCMIA)	2017	2017	Dr. Ketan Kotecha
24. Symbiosis Center for Alumni Engagement (SCAE)	2017	2017	Prof. Dr. Nilesh Kumbhojkar
25. Symbiosis Centre for Emotional Wellbeing (SCEW)	2018	2018	Prof. Dr. Girija Mahale
26. Symbiosis School for Open and Distance Learning (SSODL)	2018	2018	Dr. Abhay Saraf
27. Symbiosis Institute of Business Management (SIBM) Nagpur	2019	2019	Prof. Shrirang Altekar
28 Symbiosis Centre for Management Studies (SCMS) Nagpur	2019	2019	Dr. Shakti Bodh Bhatnagar
29. Symbiosis Centre for Yoga (SCY), Pune	2015	2015	Dr. Nayana Nimkar
30. Symbiosis University Hospital & Research Centre (SUHRC)	2019	2019	Dr. Vijay Natarajan, CEO
31. Symbiosis Medical College for Women (SMCW)	2019	2019	Lt Col (Dr) Vijaya Sagar, Dean

ABOUT PUNE CITY

Welcome to Pune, a city that has population of four and a half million people & is the eighth-largest city of India. It is located at confluence the Mula and Mutha rivers. You will find that transportation, including air, rail, and road is available from Pune to the other major cities in India. Pune experiences three different seasons. These seasons are summer, monsoon and winter. Pune is known as “Oxford of the East,” because it has several well-known colleges. This city is a major industrial center, growing rapidly by the year. It is known as the “automobile city,” because it contains several different automobile manufacturers. Tata motors, manufacturer of India’s largest passenger car and commercial vehicle is located in the suburbs of Pune. Daimler Chrysler also has an assembly line for its Mercedes Benz in Pune. Of course, the manufacturers in Pune are not limited to automobiles, Chemical; Industries, IT, Pharma industry and many more. 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.

SHOPPING OUTLETS

Name Of Outlet	Address	Contact Number
Pavillion Mall	The Pavillion, S B Road, Next To Jw Marriott, Pune – 411006	020 6642 1100
Westside	Amar Business Bay, Bhamburda, 893/2, Fergusson College Rd, Deccan Gymkhana, Pune, Maharashtra 411004	020 2565 1229
Westend Mall	Next To Westend Sector 2 (Reliance Mart), Near Parihar Chowk, Aundh, Pune, Maharashtra 411007	020 6500 1180
Pune Central Mall	Paranjape Mall, Near Mes Garware College, Karve Road, Erandwane, Pune - 411004	(020) 30554777
	Ascent Mall A Division, Pantaloon Ascent Mall Opposite E Square Multiplex Near Agriculture College, University Road, Ganeshkhind, Pune - 411007	(020) 66409800
Phoenix Market City	S No. 207, Viman Nagar Rd, Pune, Maharashtra 411014	020 3095 0000
SGS Mall	S No 231, SGS Mall, Moledina Road, Camp, Pune, 411001	91-20-26332865
Shopper’s Stop	Corporate Colony, Near Labour Office, Wakdevadi-Shivaji Nagar, Pune - 411003	(020) 41400557

LIBRARIES

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

PLACES TO VISIT

Places	Address
Ambedkar Museum	S.B.Road,411004
Shaniwarwada	Kasabapeth, Near Kasaba Ganapati,411011
Lal Mahal	National Highway 4, KasbaPeth,411011 .
Shrimant Dagdusheth Halwai Ganpati Temple	Shivaji Road, BudhvarPeth,411002
Raja Dinkar Kelkar Museum	Shukrawarpeth, Bajirao Road, 411002
Saras Baug	Sadashiv Peth, Pune- 411030
Parvati Hill & Temple	Parvati paitha, Near Sarasbaug,411009
Katraj Snake Park	Katraj, Pune Satara Road ,411046
Osho Ashram	Koregaon Park,411001
Chaturshringi Temple	Senapati Bapat Road,411016
Film And Television Institute Of India	Law College Rd. , 411004
Pataleshwar Caves	J. M. Road, 411021

The Pune University	Ganesh khind, 411007
Vishrambaug Wada	619, RB Kumthekar Rd, Perugate, Sadashiv Peth, Pune, Maharashtra 411030
Aga Khan Palace	Nagar Road,411 006.
National Defence Academy	Khadakwasla,411023
Sinhgarh Fort	Khadakwasla, 411041

BOOK SELLERS AND SHOPS

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

SPORTS SHOPS

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

ATM CENTERS

Name Of ATM	Address
Axis Bank ATM	Ground Floor, Near Reception SUHRC Building.
Axis Bank ATM	Shop No 2 Susgaon, beside Susgrampanchayt, Pune, Maharashtra 411021
Bank Of Maharashtra	Sus, Pune, Maharashtra 411021
State Bank Of India	Pashan, SUS Road Mulshi, Taluka, Pune, Maharashtra 411021
State Bank Of India	Sr. No 27/2, CTS No 917 P, Raj Square, Pashansus Road, Pashan, Pune, Maharashtra 411021

Travel Agents & Tour Operators

Name	Address
Sadguru Travels	Shop no 5, thaksen nagar, sus nande road, baner, Pune_411021, Baner, Pune, Maharashtra 411021 (Contact No:091587 97465)
Amit Tours And Travels	Samarth terrace,Sus gaon, near symboisis College, Maharashtra.
Mahesh Travels & Tempo Transport	Parkhe Vasti, Sus, Pune, Maharashtra 412115
Blue Bells Travels	Mont Vert-2, c-2, Sus Road, Near reliance Fresh, Pashan, Pune, Maharashtra 411021 (Contact No:099753 60360)
Yoho Travels Pvt. Ltd	102, Venketesh Residency, Vignaharta Chowk, Pashan - Sus Rd, Pune, Maharashtra 411021 (Contact No:098735 04040)
Kyra Tours	Mont Vert Marc, 5, Pashan - Sus Rd, Pune, Maharashtra 411021 (Contact No:+912025872212)
S R Tours & Travels	A2/3, Hillside Apartment, Sus Road, Pashan, Pune, Maharashtra 411021
Shama Travels	Sus Rd, Sutarwadi, Pashan, Pune, Maharashtra 411021 (Contact No:+919270035252)

Hospitals

Name	Address
Symbiosis University Hospital & Research Centre	Symbiosis Hill Base Campus, Lavale, Mulshi, Pune-412115.
Aditya Birla Memorial Hospital	Aditya Birla Hospital Marg Chinchwad Landmark Near Dange Chowk, Pune - 411033.
Jupiter Hospital	Near Bharatratna Dr Babasaheb Ambedkar Bridge, Baner Rd, Prathamesh Park, Pimple Nilakh, Pune, Maharashtra 411045

Railway Station	Distance From SIHS LAVALE
Pune Railway Station	20 Kms
Shivajinagar Railway Station	17 Kms

Airport

Airport	Distance From SIHS Lavale
Pune Airport	27 Kms

ROADWAYS TERMINUS

PUNE	Swargate
	Shivajinagar
	Pune Station