

Hand Book 2023-2024**Contents**

S. No.	Details	Page No.
1	Staff at SICSR	2
2	Admission	4
3	Cancellation of Admission and Registration	10
4	Feedback / Redressal	10
5	Rules and Regulations	11
6	Code of conduct	12
7	Attendance Policy	17
8	General Regulations	18
9	Extracurricular activities at SICSR	19
10	Absence from the class	21
11	Identity card	21
12	Communication to students	22
13	Address and Name change	23
14	Clearance and no dues certificate	23
15	Programme Regulations	24
16	Evaluations	24
17	Programme Coordination	26
18	Placement Rules	26
19	Library Rules	27
20	Computer Lab Rules	28
21	SCHC at your Service	28
22	Health Care Facilities	29
23	Medical Attendance Policy	30
24	SCHC Campus wise EMS Helpline	31
25	List of Holidays	32
26	Academic Calendar	33

Staff at SICSR**Faculty**

Contact number: 020-25675601

Name	Designation	Official E-mail ID
Prof. Dr. Jatinderkumar R. Saini	Professor & Director	director@sicsr.ac.in
Dr. Parag Ravikant Kaveri	Assistant Professor	parag.kaveri@sicsr.ac.in
Dr. Sarika Gunjan Sharma	Professor	sarika.sharma@sicsr.ac.in
Dr. Rajashree Narendra Jain	Professor	rajashree.jain@sicsr.ac.in
Dr. D Rajesh Kumar	Professor (Research)	rajesh.dhanaraj@sicsr.ac.in
Mr. Shirish Chintaman Joshi	Associate Professor	shirish.joshi@sicsr.ac.in
Dr. Shraddha Vaidya	Assistant Professor (Sr. Scale)	Shraddha.Vaidya@sicsr.ac.in
Ms. Shubhashri Nikhil Waghmare	Assistant Professor	shubhashri@sicsr.ac.in
Dr. Priti Pankaj Kulkarni	Assistant Professor	priti.kulkarni@sicsr.ac.in
Dr. Shrikant Ashokrao Mapari	Assistant Professor	shrikant.mapari@sicsr.ac.in
Dr. Sachin Arun Naik	Assistant Professor & Dy. Director	Dy.director@sicsr.ac.in
Dr. Anuja Mahesh Bokhare	Assistant Professor	anuja.bokhare@sicsr.ac.in
Dr. Prafulla Bharat Bafna	Assistant Professor	prafulla.bafna@sicsr.ac.in
Ms. Hema Ajaysingh Gaikwad	Assistant Professor	hema.gaikwad@sicsr.ac.in
Dr. Shilpa Bhaskar Mujumdar	Assistant Professor	shilpa.mujumdar@sicsr.ac.in
Ms. Kumari Deepika	Assistant Professor	kumari.deepika@sicsr.ac.in
Dr. Amol Vibhute	Assistant Professor	amol.vibhute@sicsr.ac.in
Dr. Sandeep Gaikwad	Assistant Professor	sandeep.gaikwad@sicsr.ac.in
Mr. Prathamesh Vijay Lahande	Teaching Associate	prathamesh.lahande@sicsr.ac.in

Administrative staff

Contact number: 020 25675601

Name	Designation	Ext	Official E-mail ID
Admin Dept			
Dr. Deepali Suryavanshi	Administrative Officer	104	ao@sicsr.ac.in
Placement			
Mr. Sanket Kurdukar	Placement & Information Officer	162	placements@sicsr.ac.in
IT department			
Mr. Suresh Pawal	Network Administrator	158	sysadmin@sicsr.ac.in
Mr. Jalander Mohol	IT Support		
Academic Coordinators			
Ms.Pranita Dube	Sr. Coordinator	102	pranita.dube@sicsr.ac.in
Ms.Amruta Walimbe	Coordinator	155	amruta.walimbe@sicsr.ac.in
Ms.Priya Rajan	PA to Director	155	priya.rajan@sicsr.ac.in
Ms.Komal Shinde	Junior Lab Instructor	154	komal.suryawanshi@sicsr.ac.in
Mr.Mayur Kulkarni	Assistant Coordinator	154	mayur.kulkarni@sicsr.ac.in
Accounts Department			
Ms. Neeta Ghumatkar	Senior Accountant	141	accounts@sicsr.ac.in
Mr. Rakesh Vankar	Accountant	141	accounts@sicsr.ac.in
PA to Director			
Ms. Namrata Nirantar	Coordinator	143	Pa-director@sicsr.ac.in
Eligibility & Admin Department			
Ms.Mamta Guram	Sr. Coordinator	145	eligibility@sicsr.ac.in
Exam Department			
Ms.Gauri Kale	Sr. Co-ordinator	151	exam@sicsr.ac.in
Ms.Anagha Gosavi	Sr. Coordinator	155	exam@sicsr.ac.in
Ms.Suvarna Kulkarni	Sr. Coordinator - Exam	153	exam@sicsr.ac.in
Ms.Manisha Ingawale	Assistant Coordinator	153	exam@sicsr.ac.in
Library			
Mr. Dnyaneshwar Shahade	Library Incharge	149	dnyaneshwar.shahade@sicsr.ac.in
Mr. Laxman Javeri	Sr. Library Assistant	150	laxman.javeri@sicsr.ac.in
Admission Department			
Ms. Nikita Bhosale	Junior Lab Instructor	100	Admissions@sicsr.ac.in
Purchase			
Ms. Mayuri Mankar	Office Assistant	144	mayuri.mankar@sicsr.ac.in

Lab/Canteen/Estate Supervisor		
Lab 207	2nd Floor	163
Lab 307	3rd Floor	164
Lab 404	4th Floor	165
Lab 703	7 th Floor	166
Canteen	Ground Floor	152
Mr. Yadav	Estate Supervisor	157
Security Gate	Ground Floor	140

Admission

PG Admission (MBA(IT) & [MBA(DT)) Procedure with SNAP

The selection procedure consists of following steps:

1. Register online at www.snaptest.org for Symbiosis National Aptitude Test (SNAP)
2. Select institute- Symbiosis Institute of Computer Studies & Research (SICSR) & your preferred postgraduate programme [MBA(IT) & [MBA(DT) at SICSR.
3. Pay for SNAP registration and for Institute selection (SICSR)/ programme selection, through any one mode of payment specified at www.snaptest.org separately.
4. Appear for Symbiosis National Aptitude Test (SNAP).
5. Appear for Group Exercise - Personal Interview (GE-PI) at centers as per dates mentioned on www.sicmr.ac.in
6. Display of Merit list on www.sicmr.ac.in
7. The distribution of marks for the selection procedure will be given on www.sicmr.ac.in

PG Admission (MSC-CA) Procedure with Non-SNAP

1. Register online at www.sicmr.ac.in with given link.
2. Pay for non- Snap registration , through any one mode of payment specified at www.sicmr.ac.in .
3. Appear for Personal Interview (GE-PI) at centers as per dates mentioned on www.sicmr.ac.in
4. Display of Merit list on www.sicmr.ac.in
5. The distribution of marks for the selection procedure will be given on www.sicmr.ac.in

Medium language of instruction: **English**

PG PROGRAMME	ELIGIBILITY CRITERIA
MBA (IT), MSc. CA & MBA-DT	Graduate in any discipline of any statutory university with minimum of 50% marks. (45% for SC / ST).

Intake for MBA (IT) : 60 students ,

Intake for MBA (DT) : 30 students

Intake for MSC-CA : 30 students

Programme Outcome's (PO) is a statement about knowledge, skill and attributes delivered through the specific programme for more details please visit link:

<https://www.sicsr.ac.in/programme-outcomes/>

RESERVATIONS

For all SICSR Post-graduate programmes:

1. **SC:** Scheduled Caste: (15% of intake capacity)
2. **ST:** Scheduled Tribe: (7.5% of intake capacity)
(SC/ST candidates are required to attach a copy of the caste certificate attested by a competent authority.)
3. **DA:** Differently Abled: (3% of intake capacity)
The seats will be allotted as per the guidelines given in "Persons with Disabilities Act, 1995 (Sec 39)"
4. **Children / Wards of Defence personnel:** (Only for MBA-IT Programme) (5% of intake capacity),
The term Defence Personnel would mean only those serving / retired Defence personnel from Army, Navy, Air Force. Retired defence personnel are those who fall in the category of ex-servicemen as laid down in Ministry of Defence letter no 36035/5/85- Estt (SCT) dated 14 April 1987. It includes children of defence personnel who died while in service or after retirement.

Over and above intake capacity:

Kashmiri Migrants (2 seats per programme)

(Kashmiri Migrant students will be admitted only if they submit the certificate issued by the Relief Commissioner of Jammu & Kashmir state.)

Quota for International Students:

International Students: (15% per programme)

(Admission to the International students is as per the rules of SIU. All admissions to International students will be done through the International students cell. Please refer to the section "For International Students" on SICSR website.)

Admission Rules

Every student of this institute shall abide by the rules of this institute, which may be updated from time to time. Admissions are subject to eligibility clearance from the University and will be confirmed only after payment of prescribed fees. Admissions will be cancelled in case of:

1. Not submitting the required documents in time. Submission of fake or incorrect documents.
2. Failing to fulfill required eligibility criteria of the respective Programme
3. Admissions sought by fraudulent means. Students carrying any backlog in the qualifying examination

For the subsequent years, students are required to register again as per the schedule declared from time to time by paying the prescribed fees for that year.

Rules regarding payment of fees

The students are required to pay the fees on or before the stipulated date. Late payment of fees is allowed in genuine cases only. In such cases the student has to submit written application to the Director and, on approval, has to pay the fees with a fine of Rs. 100/- per day. After paying the fees and securing the admission if the student does not report to the SICSR office within a month from commencement of classes, his/her admission will stand cancelled and fees will be refunded as per the Refund Rules.

Refund Rules

Please visit following link for refund rules:

<https://siu.edu.in/pdf/Symbiosis-International-University-Refund-Rules.pdf>

Important Admission Rule

Last date for admission: All admissions will be closed after one month from the start of the programme. Admissions after this last date will be done only with the prior permission of the Vice-Chancellor.

No Capitation is charged for Admission to any Programme at any Institute of Symbiosis

Symbiosis prides itself as an institution, which does not believe in the practice of capitation fees as a policy. No donation or capitation fee is required to be paid for admission.

Admissions of all International Students are done through The International Office of Symbiosis

To check if you are an international student, refer to the categories listed below:

Categories under International Students Admissions:

Undergraduate Level:

As an international student, you are eligible to apply as a Foreign National (FN) if you hold a Foreign Passport and have secured a minimum of 50% in your 10+2 examination.

As an international student, you are eligible to apply as a Person of Indian Origin (PIO) if you have a PIO card, and are a citizen of a country other than India; and have secured a minimum of 50% in your 10+2 examination.

As an international student, you are eligible to apply as a Non Residential Indian (NRI) if you have appeared for your last qualifying exam (equivalent to Indian 10+2) outside India.

Postgraduate Level:

As an international student, you are eligible to apply as a Foreign National (FN) if you hold a Foreign Passport.

As an international student, you are eligible to apply as a Person of Indian Origin (PIO) if you have a PIO card, and are a citizen of a country other than India.

As an international student, you are eligible to apply as a Overseas Citizens of India (OCI) if you have a OCI card, and are a citizen of a country other than India.

As an international student, you are eligible to apply as a Non Residential Indian (NRI) if you have appeared for your 10+2 examination outside India, and have appeared for your graduation either in India or outside India.

NOTE: It is mandatory for Post Graduate students, who fall in the NRI Category and have appeared for their graduation in India, to appear for the SNAP Test.

If you fall into any of these categories and wish to apply to Symbiosis Institute, kindly contact:

Symbiosis Center for International Education (SCIE)

Symbiosis Society

Senapati Bapat Road, Pune - 411004

Maharashtra, India

Tel: +91-(020)-25671905 Fax: +91-(020)-25673854, Mobile : +91 7720858521

Email: intadmissions@symbiosis.ac.in

URL: www.scie.ac.in

UG Admission Procedure (BBA-IT & BCA/BCA(honours)

Application Procedure:

For seeking admission to the Symbiosis Institute of Computer Studies & Research,Pune students should adopt and complete the following procedure: -

Step 1: Entrance Test Procedures for SET

- The applicant must register online for Symbiosis Entrance Test (SET) Examination, For more details please visit: www.set-test.org
- For mode of payment, please visit: www.set-test.org Applicant shall receive the prospectus from Symbiosis International University, Pune only.

Step 2: To apply to Symbiosis Institute of Computer Studies & Research (SICSR)

- While registering for SET, applicant has to also apply for SICSR in the same application form. A fee is to be paid for registration for SICSR. This is mandatory condition, without which applicant will not be considered for short-listing for the PI (Personal Interview) process.
- The payment for this can be made online by credit card, Net Banking, Axis Bank pay in slip along with the payment of SET registration OR by forwarding a Demand Draft in favour of Symbiosis Institute of Computer Studies & Research payable at Pune, to the Institute OR by paying through credit card at the time of online application to the institute OR through Net Banking (account details are available on the Application form).
- In case payment is made by Demand Draft, please mention your name and the SET ID number on the back of the Demand Draft and send it by speed post (EMS)/Registered AD.
- Please ensure that payment for application for SICSR is made separately. Without this payment, application shall not be considered.

UG PROGRAMME	ELIGIBILITY CRITERIA
BBA-IT & BCA/ BCA Hounors	XII pass from any stream OR government diploma in Engineering and Technology with minimum 50% marks (For SC/ST: 45%)

Intake for BBA (IT) : 120 students

Intake for BCA : 180 students

RESERVATIONS

For all SICSR Under graduate programmes:

1. **SC:** Scheduled Caste: (15% of intake capacity)
2. **ST:** Scheduled Tribe: (7.5% of intake capacity)
(SC/ST candidates are required to attach a copy of the caste certificate attested by a competent authority.)
3. **DA:** Differently Abled: (3% of intake capacity)
The seats will be allotted as per the guidelines given in "Persons with Disabilities Act, 1995 (Sec 39)"
4. **Children / Wards of Defence personnel:** (5% of intake capacity)
The term Defence Personnel would mean only those serving / retired Defence personnel from Army, Navy, Air Force. Retired defence personnel are those who fall in the category of ex-servicemen as laid down in Ministry of Defence letter no 36035/5/85- Estt (SCT) dated 14 April 1987. It includes children of defence personnel who died while in service or after retirement.

Over and above intake capacity:

Kashmiri Migrants (2 seats per programme)

(Kashmiri Migrant students will be admitted only if they submit the certificate issued by the Relief Commissioner of Jammu & Kashmir state.)

Quota for International Students:

International Students: (15% per programme)

(Admission to the International students is as per the rules of SIU. All admissions to International students will be done through the International students cell. Please refer to the section “For International Students” on SICSR website.)

a. Eligibility criteria are defined and promulgated as per University stipulations on which admission to a programme at SICSR is based. However, eligibility alone is not a guarantee for admission.

b. A candidate's admission to a programme is not transferable to any other person or another programme if not applied for another programmes.

c. Students seeking admission have to pay applicable fees (non-refundable except as stipulated) and clear the initial payment within specific time limits for registration for the batch.

d. Admission and Registration at SICSR is as per applicable University rules and the discretion of the management. All decisions on the matter will be final and binding by the management.

e. Admission will be confirmed only after payment of prescribed fees and fulfilling eligibility criteria.

f. Admissions will be cancelled in case of:

1. Not submitting the required documents in time.
2. Submission of fake or incorrect documents
3. Failing to fulfill required eligibility criteria of the respective Programme

Note: It is the responsibility of the candidates to ascertain whether they possess the requisite qualifications for admission. Having been admitted provisionally does not mean acceptance of eligibility. Final eligibility of admission will be decided by SYMBIOSIS INTERNATIONAL UNIVERSITY (SIU).

Students are provisionally admitted to the full time Programmes of SICSR where admission and registration is subject to the submission of original documents of Migration Certificate and Transfer/Leaving Certificate, photocopies of XII Standard Mark sheets, all semester mark sheets, passing certificate, and if applicable, Gap Certificate/Affidavit for name change/Caste/Category Certificate(SC/ST/J&K/Defence/PH) at time of joining college. (Eligibility will be as per University stipulations).

4. Students whose XII standard results have not been declared at the time of admission are provisionally admitted to the B.B.A.(IT) / BCA programme subject to their submission of proof of clearing the eligibility criteria for admission as above, on or before the stipulated date of the year of admission, failing which their admission stands automatically withdrawn.

5. Students whose graduation results have not been declared at the time of admission are provisionally admitted to the M.B.A.(IT), M.B.A.(DT) & M.Sc.(CA) programme of SICSR subject to their submission of proof of clearing the eligibility criteria for admission as above, on or before the stipulated date of the year of admission, failing which their admission stands automatically withdrawn.

6. Mark-sheets, degree/diploma certificates will be physically checked and verified. .

Note: It is the responsibility of the candidates to ascertain whether they possess the requisite qualifications for admission. Having been admitted provisionally does not mean acceptance of eligibility. Final eligibility of admission will be decided by SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY) (SIDU).

Cancellation of Admission and Registration

Notification of Withdrawal

A student who decides to withdraw from his/her Programme of study must apply online through Finance portal. The student must return his/her identity card to the Programme coordinator

A student's admission may also be cancelled due to non-adherence to norms of discipline promulgated by the College.

A student continually failing to display interest in the conduct of the education provided and the allied processes in spite of reminders may have his/her admission cancelled.

Feedback / Redressal

SICSR actively and continuously seeks, appreciates and acts upon feedback from students about its services in order to improve the quality of services provided to them. Students are free to approach their programme in charge or any SICSR faculty/staff member with queries/issues for assistance and guidance. Batch meetings are a suitable forum for the purpose. A suggestion box is also provided.

Student's feedback on the conduct and coverage of Programme is sought by obtaining a formal feedback every semester during conduct of the Programme. In exceptional cases, depending upon the situation, students may seek formal redressal of any grievance relating to their position as students. Complainants should always attempt to resolve complaints informally before moving to the use of the formal complaint procedure.

Rules and Regulations

Academic Regulations

A. Unfair practices

Students are prohibited from resorting to unfair practices at SICSR examinations, tests or other evaluated components. The following events (inclusive but not exhaustive) would be considered as having resorted to unfair practice(s) during examinations / tests:

1. Carrying any material to the examination hall in any manner, talking to other students, copying from others, or allowing others to copy from one's paper, taking or giving any kind of assistance, communicating with a person in or outside the examination hall, using cellular phones or resorting to any other means to provide/obtain unfair advantage. If students are found to be resorting to unfair practices, copying material, submitting for evaluation as his/her own, behaving in an undisciplined manner or causing nuisance or disturbance to other students then they will be liable to disciplinary action forthwith and can be awarded a fail mark.

2. Use of unfair means would lead to red-listing or cancellation of registration for the programme/striking his/her name off the rolls or any other academic action on the basis of the report submitted by the invigilator and the Controller of Examinations to the management about use of unfair means to SICSR.

3. Late entry for examination will invite provisions of above penalty.

4. University stipulations in this regard are binding on all.

B. Plagiarism

SICSR defines plagiarism as "the substantial unacknowledged incorporation in a student's work of material derived from the work (published or unpublished) of another". Plagiarism is an unethical practice and you must not adopt it.

It is expected that you will make reference to other people's work when preparing your assignments and your dissertation. This does not, however, mean that you should simply use their words. If you are reporting other people's thoughts, you should paraphrase, summarize and synthesize. You may quote, but quotation must be short and must be indicated by quotation marks at the beginning and the end. Awarding a fail mark for the assignment concerned can punish plagiarism.

C. Code of Conduct

SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

Article 1: Preamble

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

Article 2: Applicability

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

Article 3: Jurisdiction

The Code applies to the on-campus conduct of all students at all the location / campus of the University. The code also applies to the off-campus conduct of students in direct connection with: A. Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad / student exchange; B. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment; C. Any activity sponsored, conducted, or authorized by the university or by registered student organizations; Notification No. SI(DU)/28/293 Page 3 of 7 D. Any activity that causes substantial destruction of property belonging to the university or members of the university community or causes serious harm to the health or safety of members of the university community; or E. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for any act or omission. Students continue to be subject to the laws of the land while at the university, and violations of those laws may also constitute violations of the code. In such instances, the university may proceed with university disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved.

Article 4: Responsibilities of Students

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

to the academic community of the University. Admission to the university carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic community and the Society. They should refrain from any conduct that would interfere with university functions or endanger the health, welfare, or safety of other persons. As a citizen of State, a student should not discriminate on the basis of race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status. They should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

Article 5: Disciplinary Misconduct

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the University reserves the right to take disciplinary action in appropriate circumstances not set out in this article. Notification No. SI(DU)/28/293 Page 4 of 7 The illustrative list of misconduct is as follows (Not exhaustive) :

DMC 1: Academic Misconduct: Academic Misconduct means plagiarizing; cheating on assignments or examinations. DMC 1[a]: Cheating: The act of obtaining or attempting to obtain credit for work by use of dishonest, deceptive, or fraudulent means.

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

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

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

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

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

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

DMC 7: Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking –Symbiosis strongly supports the goals of "Drug Free Campuses". It is policy of Symbiosis that no student shall distribute, possess, or use illegal drugs, a controlled substance, on its premises. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. It is also the Policy of University that smoking is prohibited in all the campuses of Symbiosis. Notification No. SI(DU)/28/293 Page 5 of 7

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

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

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

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

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

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

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

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

DMC 16: Abuse of Electronic Communication - Using University or personal telecommunications, data communication networks for illegal or improper purposes or in violation of University regulations and policies, or related laws. Notification No. SI(DU)/28/293 Page 6 of 7

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

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

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

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

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

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

Constitution of Grievance Committee:

- i. Director/Deputy Director.
- ii. Senior Faculty nominated by the Director.

iii. One member of teaching faculty who will necessarily be a female member.

iv. Registrar/ Office Superintendent. (convener of the meetings)

Procedure:

The aggrieved student would submit in writing his/her grievance to the Registrar/ Office Superintendent.

The Registrar/ Office Superintendent would convene a meeting of members within ten days of receiving the complaint.

Where the Director is not a member of the committee, the report of the committee must be submitted to him/her within 5 working days of the meeting.

The decision taken would be communicated to the student within 3 further working days.

Further the student can appeal to the University Grievance Committee (appellate authorities) within 5 working days. Notification No. SI(DU)/28/293 Page 7 of 7

Article 6: Hearing And Appeals

Any student charged with violation of the Code shall have the opportunity to receive a fair hearing. To safeguard the rights of students, the Vice Chancellor shall ensure that there is an appeal procedure to govern the alleged violations of this policy. The appeals procedure shall provide both substantive and procedural fairness for the student alleged to have violated the Code and shall provide for resolution of cases within a reasonable period of time. $\frac{3}{4}$ Composition:

The Vice – Chancellor-Chairman

The Associate Dean-SIRI

The Associate Dean - Student affairs

The Registrar

The Faculty Member (Female) Other than the institute from where the students submit's grievance.

The Campus Administrator – Lavale Campus.

Article 7: Punishment And Penalties

One or more of the following programmes of action may be taken when a student has been found to have violated the student code of conduct: 1. Warning: A written letter of reprimand resulting from a student's misconduct.

2.Suspension: Suspension is a sanction that terminates the student's enrollment at the university for a specified period of time.

3.Monetary Fines: Monetary Fines is a sanction in which a student is required to deposit amount as penalty or any amount deposited by him is forfeited or adjusted, resulting from misconduct. It also includes Restitution which means making compensation for loss, injury, or damage.

4.Confiscation. Confiscation means confiscation of goods used or possessed in violation of University regulations.

5.Restriction of Privileges - Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to a student facilities, placement programmes, university events for a defined period of time.

6.Withholding of Diploma or Degree. Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.

7.Dismissal: Dismissal is a sanction which permanently separates a student from the university without opportunity to re-enroll in the future.

8.Other sanctions: Other appropriate sanctions may be imposed by the Competent Authority of the University singularly or in combination with any of the above-listed sanctions.

Attendance policy

a) The continuous evaluation system adopted at SICSR clearly expects every student to be responsible for regularity in classrooms, submission of assignments, evaluation components and other tasks assigned to him/her in every course. Extraordinary absence would be taken a serious note and an immediately and suitable action would be initiated. Students are advised not to remain absent without prior authorization from the Director.

b) A minimum of 75% of attendance is compulsory for both internal as well as external evaluation otherwise there will be a reduction in the attendance for 15 days for the semester.

c) In all such cases, students will have to attempt pass through backlog exams. Such student can appear in examination, only if permitted especially by Controller of Examinations and in conformity with University regulations as promulgated. Each case will be handled on the basis of merit.

d) Parent/Guardian of students will be informed in case of irregularity of attendance or dropout.

e) Exemption to attendance on account of extracurricular activities is at discretion of the program Coordinator only if intimated ahead of time and permitted by the program Coordinator.

F) Absenteeism on account of medical grounds will be permitted for minimum more than three days provided reporting is done within two days of occurrence of the incidence.

General Regulations

Conduct Regulations

In order to promote a conducive and a healthy environment for learning at campus, students need to strictly adhere to the following rules:

1. Keep your mobile phones or smart phones in off state during
2. The lectures or while being in the labs.
3. Be punctual in attendance and be in your seat during commencement of the lectures.
4. Follow the rules of discipline and coordination strictly in the course of teaching, administration, class discussions, IT labs and other facility or activity organized by SICSR .
5. No society, club or association will be started with out prior intimation and permission in written from the Director.
6. Formals with I cards are compulsory on the campus otherwise there will be a reduction in attendance for that day.
7. Do not permit unauthorized entry or use of SICSR facilities to outsiders.
8. Do not misdeemeanor or create obscene or behave and express disorderly in the institute or in the hostel or in the society while being a student at SICSR.
9. Do not use unfair means during the examinations.
10. Do not conduct forgery, alterations or misuse of transcripts or SICSR documents.
11. Do not damage or pilferage SICSR property.
12. Do not Smoke or drink on campus.
13. Do not bring your cars in side the campus.
14. Wearing I cards and dressing in formals is compulsory at SICSR.
15. Strict action will be taken by the Director and concerned authorities against the students not adhering to above rules.

Extracurricular activities at SICSR:

GNUUnify:A forum to unite Open Minds.

One of India's premier conferences on FOSS graced by International Speakers from Apache, MySQL, Sun, Intel, Mozilla etc. This is an annual gathering of the nerds. It is organized by the students of SICSR in association with the PLUG, to provide a platform for exchange of ideas and knowledge among the industry professionals, students and academia. GNUUnify was initiated in the year 2003, with an intention of establishing a platform for students and IT professionals of our country in the world of Free/Open source software.

Unify:A festival coordinated by students.

This involves various activities like Choreography, Western /Indian Vocals, street play Mad Ads, Quiz, Software Programming and Gaming.

Blood Donation Camp:

Every year, July 31st, the birth of the founder of Symbiosis Society, is the day we all unite to save lives by donating blood.

Alumina Congregate:

The congregation of the past and the present, a time to rejoice and give a warm welcome to the members of our family as they return home with the new experience of their successful life. The campus is colored in laughter, reminiscence zeal and fond memories of the wonderful time spent here. High spirits give a festive flick to the season and as all wish is the day should never end.

SARATHI – A unique mentorship program:

Sharing Care: A Student Driven Activity – Faculty as a Guide:

Students work with child-care organizations and Non Government Organizations (NGO's) who have the expertise for providing social service. Students identify applications of Information Technology to support every need of the NGO's Representatives from industries and corporate join in to provide technical guidance to Sharing Care students to help them design and implement effective IT applications.

Sharing Care nurtures values which help students to become a socially responsible individual: Passion and commitment, Shared learning, team leadership, networking, self and quick learning.

ARSH :

ARSH the ECell is the student chapter of NEN at SICSR. It helps the students in developing their entrepreneurial skills so as to become a successful entrepreneur. Arsh believes that there is an

opportunity today to inspire and prepare new and future entrepreneurs for this journey, to help them pursue and realize their dreams.

SDRCLabs -

Software Development and Research Centre Labs is a unique volunteer-driven group dedicated to developing software solutions for SICSr and SIU and the students as well while exploring various new technologies. SDRCLabs has come up with unique solutions like setting up a video conferencing solution (<http://live.sdrclabs.in>), an in-house wiki (<http://wiki.sdrclabs.in>), implementing Moodle - a Learning Management System (<http://elearning.sdrclabs.in>). SDRCLabs has developed software solutions right from the first fee-challan that the student receives when joining the college to the degree certificate he receives when passing out!

TEDxPune -

TED is a series of talks on Technology, Entertainment and Design organized by Massachusetts Institute of Technology. TEDx is a program that enables schools, businesses, libraries or just groups of friends to enjoy a TED-like experience through events that they themselves organize, design and host.

Pune Linux Users Group -

Pune Linux Users Group (PLUG) is a community of GNUz/Linux users in the city of Pune and it holds it's monthly meeting in SICSr.

Drupal Users Group -

A local user group dedicated to Drupal which hold it's meetings in SICSr. It recently celebrated the release of Drupal7 by holding a release party.

SICSr-Wikipedia Interaction and Meet - Erik Moeller, Deputy Director, Wikimedia Foundation; Danese Cooper, CTO, Wikimedia Foundation; and Alolita Sharma, Engineering Programs Manager, inaugurated SICSrWiki - a local wiki for SICSr and chatted with the students who were working on a mission called Get Wikipedia Associated With SICSr(GWAWS) during which they contributed to the open source software that powers Wikipedia. The three people from Wikimedia were in India as a part of the mission of Wikipedia to find out colleges in India they could associate with for software development activities.

Absence from the class

Students must obtain official permission from the Programme Coordinator if they wish to be absent for any reasons other than illness.

Absence of More than One Day

The Programme Coordinator must be notified of any absence of more than one day.

Absence due to illness

Medical certificate must be forwarded within five working days after absence due to illness.

Procedures in case of absence

Each student will have to fill in the leave application form and take the prior permission of the programmes In-Charge for not attending the lectures for a period. It is the student responsibility to inform their faculty and undertake any work completed by the class in their absence. It is essential that for them to do this to save unnecessary effort and inconvenience in following up incomplete assignments etc.

Identity card

- 1) After admissions and the commencement of the batch, each student is issued an identity card by the Programme coordinator.
- 2) The identity card will contain the student's name, batch details, Symbiosis Registration Number (SRN), Programmes details, and expiry date along with a recent passport size photograph duly stamped and signed by Controller of Examinations.
- 3) Students are required to carry their identity cards at all times. They may be asked to produce the identity card on demand by personnel authorized by SICSR for purpose of identification.
- 4) In case of loss of the identity card, a duplicate identity card will be issued on a written request subject to the approval of the Deputy Director and payment of applicable fee.

Communication to students

Any information affecting the students or class schedule will be communicated to the students via the notice boards and the intranet site. It is important for them to be aware of any changes of timetable details and other announcements communicated via notice-board.

It is the responsibility of students to update themselves with these communications made from time to time, irrespective of whether they are attending or not attending sessions.

Communications with respect to changes in any instructions by SICSr, or changes in student's rules, will be displayed on the notice board for a minimum period of a fortnight. Any issue regarding these changes should be immediately communicated to the originator/registrar within this period. Students will be considered to have accepted the changes unless any query is received within this time frame.

Use of telephone

The telephone facilities of SICSr are for official use only. Students may not utilize the telephones fitted to facilitate college activities for their personal usage.

Use of internet

The Internet facility is to be used by students judiciously as per the guidelines issued by SICSr and for academic purposes. Students are prohibited from misusing the connectivity provided for private or objectionable usage.

Use of photocopying facility

The photocopying facility is outsourced at SICSr and available for official purposes. However, students can use these facilities for their own use on payment.

Prohibition of smoking & use of any form of intoxicant in institute premises

Use of any form of intoxicant by students on SICSr campus is prohibited.

Restriction In use of cell phones

Use of cell phone/pager in the academic block, classroom and examinations is strictly prohibited. Such use will invite confiscation.

Ban on ragging

Welcoming of new students and inter batch awareness requires to be promoted in a healthy manner. All issues will be reviewed by Registrar for further action where required. The stipulations of the University will be adhered to in this regard.

Dress code

Formals are compulsory on the campus otherwise there will be a reduction in attendance for that day.

Address and Name change

Procedure for Name change

Students who wish to change any part of their name must provide official documentation supporting the requested change. Students are required to submit the same to admission department.

Procedure for Address Change

In case of a change in permanent address or local address, the students are required to incorporate the same with the admission department.

Financial Regulations

Fee for duplicate copies of mark sheet/transcript etc.

Students/alumni requesting duplicate copies of their grade sheets/transcripts will have to apply for the same along with a prescribed fee per additional copy.

Fee for duplicate certificate

Students/alumni requesting duplicate certificate will have to apply along with prescribed fee format , submit an affidavit and FIR indicating reason(s) for requiring duplicate copy(s).

Fee for bonafide certificate

Bonafide certificate application form can be collected from the administration department. A student has to pay applicable fees for issue of bonafide certificate.

Clearance and no dues certificate

1.At the end of the programme i.e at time of graduation all students are required to obtain 'Clearance Certificate' from all departments, and clear other dues, if any. Submission of the library cards to library and identity card to the Programme Coordinator are also required for this. Hostellers will have to obtain clearance for other services provided (laundry, newspaper etc).

2.All refundable caution/security deposits should be collected from accounts department after obtaining Clearance Certificate.

3. In the following cases 'No Dues Certificate' will be required by Accounts department:

Withdrawal from programme.

Discontinuation of studies from the programme.

Cancellation of provisional admission.

Struck off the rolls.

Programme Regulations

The Programme Regulations consists of the programme structure of the all the programme and evaluation guidelines covering the following:

1. Programme Curriculum: Consists of the detailed curriculum of each course and the topics to be discussed under the particular course.

2. Study Material: The textbooks, suggested reference books are indicated in the programme curriculum.

3. Schedule of Sessions : The number of sessions per programme varies as per the credit units of the particular programme. Students are required to attend lectures and sessions as scheduled. This includes classroom instruction, field visits, seminar and other interactions as specified in training programs.

4. Methodology: Individual online exams, assignments, cases, projects, presentations, dissertations etc. may be assigned to group of students or individuals as determined by the academic faculty/programme coordinator.

5. Format: All assignments of any nature will follow specified formats of submission.

6. The medium of instruction for all programmes is English.

7. The Institute is an equal opportunities organization without bias for gender, religion, caste or disability.

Evaluations

1. Evaluation: SICSR follows the concept of continuous evaluation comprising both internal evaluations by the respective faculty members as well written examinations at the end of the semester by SYMBIOSIS INTERNATIONAL UNIVERSITY (SIU). At the programme commencement, the faculty announces his/her evaluation scheme in conformity with the guidelines given by the management. Components used by the faculty for evaluation of students may typically consist of case discussions, assignments, project work, research assignments, class

participation, quizzes (programmed and surprise) throughout the term. The faculty indicates when each evaluation component is scheduled and the marks allotted for the component. These will be conducted as per University stipulations.

2.Evaluation Components: SICSR follows the grading system based on continuous evaluation. Thus the marks obtained in all the three components i.e. Internal Evaluations (online quizzes, assignments, research, written test etc) and Term End examinations are taken into consideration for award of grade in all programmes. The written test and Term End examinations are the written test components of evaluation and are conducted as per pre announced schedule.

3.Management of SICSR and SYMBIOSIS INTERNATIONAL UNIVERSITY (SIU) reserves the right to moderate / modify the marks scored by the students in the exams or conduct re-exams if condition's call for the same due to suspicion of malpractice.

4.Students should complete the required semester requirements and internals well before the end term exams to enable them to be evaluated for that semester.

5.Evaluation of tests, assignments, cases and projects by the concerned faculty further submitted to the Examination Department shall be final and binding on the student. All appraisals shall be as per University stipulations.

6. Examinations will be conducted as per University regulations. University regulations are separately promulgated by SYMBIOSIS INTERNATIONAL UNIVERSITY (SIU) from time to time

7) Backlog exams: It is mandatory to pass theory paper in internal backlog to qualify to appear for other components of internal evaluation.

8) There will be a minimum of 40% passing marks for both internal as well as external evaluation across all courses.

9) There will be separate Coordinators of passing for both internal and external examinations.

10) You need to clear all the internal and external examination of first and second year to be eligible for the admissions to the third year.

NOTE: All assessed work will be marked according to the CGPA system AS PER University stipulations.

For more information regarding the examination rules and grading system kindly visit:

Link: [EXAMRULEBOOK-\(WEBVERSION\).pdf \(siu.edu.in\)](#)

Programme Coordination

- 1.The Programme Coordinator shall fix a schedule for classes and shall endeavor to adhere to the same. Each session is for an hour and half normally, unless otherwise specified. Students are required to attend lectures on days as scheduled. The management will make all efforts to run sessions as scheduled but shall not be responsible for any change in schedule, postponement or cancellation of lectures or classes/sessions, where the changes are beyond their control.
- 2.The faculty plays a significant role in ensuring quality education by effective interactive teaching methods, continuous multi-criteria evaluations and giving feedback to the students. The faculty provides information regarding the specific components of evaluation for the programme, their frequency, weightage and tentative schedule especially for his/her programme. Typically, syllabus will include of a mix of lectures, tutorials, group and individual activities, workshops and case study analysis. The students themselves are an important resource and will be encouraged to share their knowledge and experience. The role of faculty should be seen more as facilitators than lecturers.
- 3.At the commencement of the Programme, the orientation induction programme will ensure that students have the necessary competencies, innumeracy, team-working and IT to benefit from the Programmes.
- 4.The dissertation or project work at the end of the Programme will be a major piece of work that will require students to demonstrate research, self-management and data management skills.

Placement Rules

- 1.Participation in the placement program is voluntary. In case if student is not found eligible for placement program, institute reserves the right to debar the student from participating in placement program.
- 2.Only the Institute will monitor entire activity of placement. No student is allowed to contact any company individually for the placement without prior permission of the Institute
- 3.All the correspondence from and to the company will routed through the placement cell.
- 4.An eligibility criterion for participating in test is set by the company. Institute will not interfere in the process of setting the criteria.
- 5.Each student should have 75% attendance in all the semesters and guest lecture conducted during the semesters to be eligible for placement program.
- 6.Foreign/Sponsored students will not be a part of placement program
- 7.The students are expected to perform to his/her best. If it is observed that students are deliberately not performing up to the mark, he/she will be debarred.

8. Each student will be responsible to prepare in the areas of Aptitude, GD, PI and Technical skills. Institute will give necessary guidance from time to time and will conduct sessions to check performance of the students. Such tests will be compulsory for all the students who are part of placement program. In case any student found absent in such tests, action will be taken against him/her.

9. It is mandatory for all the students to appear for the Pre-Placement Talk (PPT) arranged irrespective of being placed/interested. If any student found not present without proper approval from the Placement Officer/Director, he/she will have to face the consequences, which may be to the extent of debar from placements or even offer being withheld.

10. Students shortlisted or given names for any specific company process, cannot back out in any case. If found so Placement office / Director will debar the student from the placement program.

11. Once the student is offered placement by a company, he/she cannot participate in subsequent campus recruitment process, does not have an option to reject the offer, and is out of placement program.

12. Offer / appointment letters will be in the custody of placement cell and will be handed over to the students only after successful completion of the 4 semesters with an intimation of the same to the company.

13. Submission of company offer letter to the institute is compulsory for its further reference.

14. Institute reserves the right to take the final decision in case of exceptional conditions.

Library Rules

1. Identity Card is compulsory for library transactions
2. Students who visit the library and the reading hall should make an entry into the auto in-out system.
3. All library resources should be kept at the designated place.
4. Kindly keep your mobile phones switched off or on silent mode when you are in the library
5. No personal belongings are permitted in the library
6. Eatables are strictly not allowed inside the library and the reading hall
7. Do not litter.
8. Students should return the allotted books in two weeks. On failure of returning books on the due date, Rs.5/- per day will be charged as fine.
9. Periodicals and CDs will be issued for 2 days only and must be returned on the next working day. On failure of returning, a fine of Rs.5/- per day will be charged.
10. Any reference material (reference books, latest periodicals) will be issued against the ID card only.
11. The Reading hall will be open on Sundays between 10.00 am and 5.00 pm during examinations with prior notice.
12. Strict action will be taken on misconduct and violation of rules

13. Students loosing / Damaging the library resources issued to him / her shall provided the replacement or has to pay the fine.
14. Student shall not write upon or mark any signs / symbols / remark on any book belonging to the library.
15. Students may suggest, recommended book (s) which are useful for their study through SIU OPAC. (<http://symbiosis-koha.informindia.co.in>)
16. No photograph of the Library shall be taken without the prior permission of the Library In-Charge.
17. Library In-Charge reserves the right to suspend the membership of any student found misbehaving, abusing the library staff or behaving in an indecent manner.
18. Students should maintain the silence in the library and reading room.

Computer Lab Rules

- a) All students should produce their identity cards during practical. The students without identity cards will not be allowed to enter the lab.
- b) The students who wish to do extra practical should take prior permission of the lab faculty.
- c) The students should use their own login/user names only.
- d) The students are not allowed to relocate, attach or detach the hardware equipments.
- e) The students are not allowed to load any external software without prior permission of the lab faculty.
- f) The students should maintain silence in the lab. They should not roam around in the lab.
- g) The students should keep their mobiles off during practical sessions. They are not allowed to use walkman, iPod or any musical instrument during the sessions.
- h) Eatables are not allowed in the lab.
- i) Strict action will be taken against the one who disturbs or destructs the lab infrastructure.

SCHC at your service !

Symbiosis Centre of Health Care (SCHC) is an in-house Health care Centre exclusive to the staff & students of various institutions of Symbiosis. The SCHC has a team of specialist doctors who conduct the annual health checkups. Outpatient treatment is provided to the students by the medical officers of SCHC. Seminars & health education workshops are also arranged by the SCHC.

The SCHC also provides an in house modern state of the art health club and fitness centre with the view to facilitate a holistic development of mind and body for an all round development of the students. Training facilities for strength, endurance, flexibility and cardio vascular fitness

including Yoga and Meditation will be provided in customized capsules suited to the unique requirements of the student population in confirmation with their academic curriculum. The centre thus provides preventive, promotive and curative health care services with a view to ensure positive health to all members of the Symbiosis family.

HEALTH CARE FACILITIES

Symbiosis Centre of Health Care (SCHC) Health and wellness are vital issues related to the academic success of students at Symbiosis. Symbiosis Centre of Health Care, the in-house health care center for the entire Symbiosis family has made a conscientious effort towards the overall development of its staff and students by providing preventive and health promotional programs to enhance optimal health, reduce risk of diseases and injury and promote healthy lifestyle choices. The SCHC, through its daily activities looks after the prevention, control and surveillance of health problems amongst students.

In-house Ultra-modern health clubs and recreation and wellness centers have also been established at all SCHC campuses to facilitate holistic development of mind and body of students. Training facilities for strength, endurance, flexibility and cardio-vascular fitness, Yoga and meditation are provided through customized capsules suited to the unique requirement of the student population in conformity with their academic curriculum.

Outpatient treatment is provided to students by medical officers of SCHC. A team of specialist doctors is present at Senapati Bapat Road establishment of SCHC from 8:30 am to 9:30 am and 2:30 pm to 3:30 pm.

The health center arranges seminars and health education workshops. This way SCHC takes care of preventive, promotive and curative aspects of health of students and staff.

The following services are provided by the Symbiosis Centre of Health Care.

Free Services: Annual Health Checkup including basic laboratory investigations viz. Haemogram, Urine Routine, Blood grouping and X-Ray Chest.

OPD Consultation - General and consultant (Physician, Eye, ENT, Dental) with medication

Diet Counseling Email mo_hcs@schcpune.org

Online interactive health counseling sessions Email health@schcpune.org

Group psychological counseling Email letstalk@schcpune.org

Recreation and Wellness Centre (Gym, Aerobics, Yoga, Swimming Pool)

Email : mo.eltis@schcpune.org

Group Health Insurance for each student with Mediclaim cover of Rs. 50,000/- and Rail/road traffic accident cover of Rs. 1,00,000/- applicable anywhere in India on production of institute identity card. Cashless/ reimbursement facility will depend upon empanelment of hospital with TPA (MD India). Terms & conditions are as per policy document available on SCHC website - www.schcpune.org

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

Healthcare Services at Concessional Rates: Laboratory Investigations X-Ray Investigations Specialist consultation in private clinics/hospitals Cardio-vascular training exercises & personal coaching Individual psychological counseling.

Medical Attendance Policy.

Students are advised to avail OPD services at SCHC, in case SCHC is closed any nearest medical facility of student's choice may be accessed. In the latter case SCHC should be informed at the earliest opportunity.

In case of direct admission to hospital in emergency or in some other station please produce your identity card at hospital and inform SCHC at Emergency mobile No 9552525651 and SCHC Insurance Cell at 9552525015 for advice about medical insurance and regularization of absence.

All leaves on medical grounds need to be recommended / authenticated by SCHC, for this purpose submit all relevant documents – prescriptions, investigation reports, medical and fitness certificates covering whole period of absence hospital discharge ticket etc. should be produced at SCHC.

For availing medical insurance cashless or re-imbursement of hospitalization expenses, a confirmatory mail/ claim intimation mail is required to be sent by SCHC within stipulated time frame, to the Insurance Co, therefore SCHC should be kept informed since beginning. For claims under road/rail traffic accidents copies of FIR, panchanama & MLC report are must.

SCHC Campus wise EMS – Helpline

NO.	CAMPUS	OPD TIMINGS	EMS NO. (BEYOND OPD TIMINGS)	E-MAIL ID	Incharge
1	S.B.Road	8.00 am to 8.00 pm	+ 91-95525- 25651	mo@schcpune.org	Dr.Ajay Mahajan Sr. Medical Officer, SCHC Mob:+91-7796656108 Email id: healtheducation@schcpune.org Contact No: +91-9075002405 Email id: smo.clinical@schcpune.org
2	Kirkee	9.00 am to 5.00 pm	+ 91-95525- 25663	mo.kirkee@schcpune.org	
3	Bengaluru	8.00 am to 8.00 pm	+ 91- 7022043266	mo.bengaluru@schcpune.org	
4	Nagpur	8.00 am to 8.00 pm	+91-86699- 87754	mo.nagpur@schcpune.org	
5	Hinjewadi	8.00 am to 8.00 pm	+ 91-95525- 25650	mo.sic@schcpune.org	
6	Lavale	As per timings of SUHRC	+91-77966- 88343	moic.lavale@schc.org	
7	Nashik	9.00 am to 5.00 pm	+ 91-95525- 25658	monashik@schcpune.org	
8	Model Colony	9.00 am to 5.00 pm	+ 91-95523- 82845	mo.eltis@schcpune.org	
9	Noida	9.00 am to 5.00 pm	+ 91-99100- 49924	mo.noida@schcpune.org	
10	Viman Nagar (Old)	8:00 am to 8:00 pm	+ 91-95525- 25654	mo.svc1@schcpune.org	
11	Viman Nagar (New)	8.00 am to 8.00 pm	+ 91-95525- 89179	mo.svc2@schcpune.org	
12	Hyderabad	8.00 am to 8.00 pm	+ 91- 9175673119	mo.hyderabad@schcpune.org	

In case the above numbers do not respond, kindly contact:

1. Dr.Kiran Mahajan. Mob: +91-9075002402.

2. Dr. Ketaki Washikar. Mob: +91-9552500357.

List of Holidays 2023

Date	Day	On account of
1-Jan-2024	Monday	New Year Day
15-Jan-2024	Monday	Makar Sankranti
26-Jan-2024	Friday	Republic Day
25-Mar-2024	Monday	Holi / Dhulivandan
9-Apr-2024	Tuesday	Gudhipadwa / Ugadi
11-Apr-2024	Thursday	Ramzan - Eid
1-May-2024	Wednesday	Maharashtra Day
15-Aug-2024	Thursday	Independence Day
19-Aug-2024	Monday	Rakshabandhan
7-Sep-2024	Saturday	Ganesh Chaturthi
17-Sep-2024	Tuesday	Anant Chaturdashi
2-Oct-2024	Wednesday	Gandhi Jayanti
12-Oct-2024	Saturday	Dussehra
28-Oct-2024 to 03-Nov-2024	Monday to Sunday	Diwali
25-Dec-2024	Wednesday	Christmas

Academic Calendar 2023-24

Symbiosis Institute of Computer Studies and Research
B.C.A. - Honours/ Honours with Research
Academic Year: 2023-2024

Term I				
Batch	Semester	Activity	Start Date	End Date
2023-2027	1	Teaching	6-Jul-23	25-Nov-23
2023-2027	1	Preparatory Leave	27-Nov-23	2-Dec-23
2023-2027	1	Examination	4-Dec-23	16-Dec-23
2022-2025	3	Teaching	1-Jul-23	6-Nov-23
2022-2025	3	Preparatory Leave	7-Nov-23	23-Nov-23
2022-2025	3	Examination	24-Nov-23	20-Dec-23
2021-2024	5	Teaching	1-Jul-23	6-Nov-23
2021-2024	5	Preparatory Leave	7-Nov-23	23-Nov-23
2021-2024	5	Examination	24-Nov-23	20-Dec-23

Term II				
Batch	Semester	Activity	Start Date	End Date
2023-2027	2	Teaching	28-Dec-23	25-Apr-24
2023-2027	2	Preparatory Leave	26-Apr-24	6-May-24
2023-2027	2	Examination	7-May-24	28-May-24
2022-2025	4	Teaching	28-Dec-23	25-Apr-24
2022-2025	4	Preparatory Leave	26-Apr-24	6-May-24
2022-2025	4	Examination	7-May-24	28-May-24
2021-2024	6	Teaching	28-Dec-23	25-Apr-24
2021-2024	6	Preparatory Leave	26-Apr-24	6-May-24
2021-2024	6	Examination	7-May-24	28-May-24

Symbiosis Institute of Computer Studies and Research
B.B.A. (Information Technology) - Honours/ Honours with
Research

Academic Year: 2023-2024

Term I				
Batch	Semester	Activity	Start Date	End Date
2023-2027	1	Teaching	6-Jul-23	25-Nov-23
2023-2027	1	Preparatory Leave	27-Nov-23	2-Dec-23
2023-2027	1	Examination	4-Dec-23	16-Dec-23
2022-2025	3	Teaching	1-Jul-23	6-Nov-23
2022-2025	3	Preparatory Leave	7-Nov-23	23-Nov-23
2022-2025	3	Examination	24-Nov-23	28-Dec-23
2021-2024	5	Teaching	1-Jul-23	6-Nov-23
2021-2024	5	Preparatory Leave	7-Nov-23	23-Nov-23
2021-2024	5	Examination	24-Nov-23	20-Dec-23
Term II				
Batch	Semester	Activity	Start Date	End Date
2023-2027	2	Teaching	28-Dec-23	25-Apr-24
2023-2027	2	Preparatory Leave	26-Apr-24	6-May-24
2023-2027	2	Examination	7-May-24	28-May-24
2022-2025	4	Teaching	28-Dec-23	25-Apr-24
2022-2025	4	Preparatory Leave	26-Apr-24	6-May-24
2022-2025	4	Examination	7-May-24	28-May-24
2021-2024	6	Teaching	28-Dec-23	25-Apr-24
2021-2024	6	Preparatory Leave	26-Apr-24	6-May-24
2021-2024	6	Examination	7-May-24	28-May-24

Symbiosis Institute of Computer Studies and Research
M.B.A. (Information Technology)
Academic Year: 2023-2024

Term I

Batch	Semester	Activity	Start Date	End Date
2023-2025	1	Teaching	2-Jun-23	26-Sep-23
2023-2025	1	Preparatory Leave	27-Sep-23	8-Oct-23
2023-2025	1	Examination	9-Oct-23	23-Oct-23
2022-2024	3	Teaching	2-Jun-23	26-Sep-23
2022-2024	3	Preparatory Leave	27-Sep-23	8-Oct-23
2022-2024	3	Examination	9-Oct-23	6-Nov-23

Term II

Batch	Semester	Activity	Start Date	End Date
2023-2025	2	Teaching	1-Nov-23	13-Mar-24
2023-2025	2	Preparatory Leave	14-Mar-24	22-Mar-24
2023-2025	2	Examination	23-Mar-24	22-Apr-24
2022-2024	4	Teaching	7-Nov-23	20-May-24
2022-2024	4	Preparatory Leave	21-May-24	27-May-24
2022-2024	4	Examination	28-May-24	29-May-24

Symbiosis Institute of Computer Studies and Research
M.B.A. (Digital Transformation)
Academic Year: 2023-2024

Term I

Batch	Semester	Activity	Start Date	End Date
2023-2025	1	Teaching	2-Jun-23	26-Sep-23
2023-2025	1	Preparatory Leave	27-Sep-23	7-Oct-23
2023-2025	1	Examination	9-Oct-23	23 Oct 2023
2022-2024	3	Teaching	2-Jun-23	26 Sep 2023
2022-2024	3	Preparatory Leave	27-Sep-23	07 Oct 2023
2022-2024	3	Examination	9-Oct-23	6-Nov-23

Term II

Batch	Semester	Activity	Start Date	End Date
2023-2025	2	Teaching	1-Nov-23	13-Mar-24
2023-2025	2	Preparatory Leave	14-Mar-24	22 Mar 2024
2023-2025	2	Examination	23-Mar-24	22-Apr-24
2022-2024	4	Teaching	21-May-23	27 May 2023
2022-2024	4	Preparatory Leave	28-May-23	29 May 2023
2022-2024	4	Examination	7-Nov-23	20 May 2024

Symbiosis Institute of Computer Studies and Research
M.Sc. (Computer Applications)
Academic Year: 2023-2024

Term I				
Batch	Semester	Activity	Start Date	End Date
2023-2025	1	Teaching	15-Jun-23	14-Oct-23
2023-2025	1	Preparatory Leave	15-Oct-23	20-Oct-23
2023-2025	1	Examination	21-Oct-23	6-Nov-23
2022-2024	3	Teaching	20-May-23	15-Sep-23
2022-2024	3	Preparatory Leave	16-Sep-23	30-Sep-23
2022-2024	3	Examination	1-Oct-23	19-Oct-23
Term II				
Batch	Semester	Activity	Start Date	End Date
2023-2025	2	Teaching	20-Nov-23	30-Mar-24
2023-2025	2	Preparatory Leave	1-Apr-24	8-Apr-24
2023-2025	2	Examination	9-Apr-24	7-May-24
2022-2024	4	Teaching	1-Nov-23	30-Apr-24
2022-2024	4	Preparatory Leave	1-May-24	13-May-24
2022-2024	4	Examination	14-May-24	1-Jun-24