

SYMBIOSIS INTERNATIONAL UNIVERSITY

STUDENT SUPPORT SERVICES MANUAL

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1. ANTI-RAGGING REGULATORY MEASURES

1. Objective

To ensure that ragging of any form does not take place at any constituent institute/department of Symbiosis International University by proactively taking anti-ragging measures and making provisions for strict punishments to defaulters.

2. Terms of Reference

UGC Regulations on Curbing Menace of Ragging in Higher Educational Institution
2009

3. What Constitutes Ragging

- a. Any conduct by a student or students whether by words spoken or written or by act which has the effect of teasing, treating or handling with rudeness a fresher or any other student
- b. Indulging in rowdy or indiscipline activities by a student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student
- c. Asking any student to do any act which such student will not, in the ordinary course, do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher
- e. Exploiting the service of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person
- h. Any act or abuse by spoken words, email, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from activity or passively participating in the discomfiture to fresher or any other student
- i. Any act that affects the mental health and self- confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing of power, authority or superiority by a student over any fresher or any other student.

4. Measures for Prohibition of Ragging

- a. Ragging within the university campus including its constituent institutions/schools/departments and hostels is strictly prohibited.
- b. No person including students/faculty/staff shall participate or abet or propagate ragging in any form.
- c. Any person who contravenes the provisions listed above shall on conviction be punished as per these regulations.

5. Measures for Curbing Ragging before and during Admission and Registration

- a. Public declaration on the website/prospectus/handbook of the university and all its constituent institutes that '**ragging is totally banned in the institute/university.**'
- b. Admission docket with Admission letter will have full text of Anti-Ragging Regulations of UGC-2009
- c. Application form (submitted to the institute/department) will have signed hard copies of online anti-ragging affidavits which can be downloaded from www.ANTIRAGGING.in
- d. Publishing Anti Ragging Helpline number in the university prospectus and on the website and its display at all prominent places
- e. Students allotted hostel accommodations are to fill the hostel admission form and sign the undertaking regarding anti ragging
- f. Telephone number of the Anti-Ragging Helpline and all the important functionaries in the institute, members of anti-ragging committees and anti-ragging squads will be displayed
- g. Create awareness through posters among students, parents and guardians. Posters shall be displayed in all prominent places including hostels, cafeterias and common activity areas and entry points.
- h. Head of the institute shall convene a meeting of various functionaries sensitizing them regarding ragging. The minutes of the proceedings shall be prepared.
- i. Head of the institute shall create awareness and explain the consequences of ragging in the induction programme of freshers and assure them that measures of anti-ragging have been taken and advise them to report any unusual activity fearlessly.

6. Formation of Committees

The university shall have the following committees:

I. University Anti-Ragging Committee

- a. The Vice Chancellor- Chairperson
- b. Representative of Civil Community- Member
- c. Representative of Police Community- Member
- d. Representative of Local Media- Member
- e. Representative of Non-government organization involved in youth activities- Member
- f. Representatives of Parents- Member
- g. Representatives of students belonging to fresher category and senior students- Member
- h. Representatives of non-teaching staff- Member

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

II. University Monitoring Cell

- a. Dean/Director - Chairperson
- b. Directors from the constituent institutes/departments- Member
- c. Deputy Directors from the constituent institutes/departments - Member
- d. Senior Faculty members from the constituent institutes/departments - Member
- e. Dean Student Affairs- Member

The constituent institute/ department shall have the following committees:

I. Institute Anti Ragging Committee

- a. The Director of the institute/department - Chairperson
- b. Deputy Director of the institute/department - Member
- c. 3 to 4 faculty members of the institute/department - Member
- d. Administrative Officer/Assistant Administrative Officer/ Office Superintendent of the Institute- Member
- e. Students' representatives- Member

II. Institute Anti Ragging Squads

- a. To be nominated by the head of the institute/department with representation as may be considered necessary from the campus community.

- b. Each head of the institute/department will constitute a number of Anti Ragging Squads based on number of blocks and strength of the students so that Anti-Ragging measures can be effectively implemented.
- c. Anti-Ragging Squads will comprise of senior faculty members.

III. Mentoring Cells

To be re – constituted at the end of the academic year with the following considerations. Suggested structure may be as follows : -

- a. Senior students to act as mentors for the freshers
- b. One mentor for six freshers
- c. One mentor of higher level for six mentors
- d. One faculty member for a group of higher level mentors

7. Roles and Responsibilities of Anti Ragging Committees

I. University Anti Ragging Committee

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

II. University Monitoring Cell

- a. To coordinate with the institute/department to achieve the objectives of UGC regulations 2009
- b. To call reports from the Heads of the institute/department in regard to activities of Anti-Ragging Committees , Squads and Mentoring Cells
- c. To review the efforts made by institute/department to publicize anti ragging measures and soliciting of affidavits from students and parents

III. Institute Anti Ragging Committee

- a. To ensure compliance with the provision of UGC regulation 2009 at the institute/department level
- b. To monitor and oversee the performance of Anti-Ragging Squads in prevention of ragging in the institute/department

- c. To take appropriate action in case an incident of ragging is reported by Anti-Ragging Squad of the institute and to further inform/get approval of action to be taken from University Anti-Ragging Committee.

IV. Anti-Ragging Squad

- a. To make surprise raids on academic blocks/hostels and other places vulnerable to incidents of and having the potential of ragging.
- b. To conduct on the spot enquiry/action into any incident of ragging if noticed.
- c. Anti-Ragging Squad shall maintain the record in the register of these surprise visits.

V. Mentoring Cell

Senior Level

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

Junior Level

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

8. Action Procedure

- a. Anti-Ragging Squad will immediately inquire and report any incidence of ragging or abetment of ragging noticed by them immediately to the head of the institute/department and also to the Anti-Ragging Committee
- b. Immediate action as per the situation will be taken by the institute's/department's Anti Ragging Committee which may include:
 - i. Immediate suspension of involved students
 - ii. Sending reinforcements or any help if required.
 - iii. Forwarding the report of the incident to the Anti-Ragging Committee of the University.
- c. The Anti-Ragging Committee will examine the report and recommend appropriate punishment to University Anti Ragging Committee for approval (Reporting of the matter to the Civil Police or District Administration or lodging of complaint/FIR will not be done without the approval of the University Anti Ragging Committee).

- d. If any incident, even minor is reported, in addition to action taken with regard to that incidence the anti-Ragging measures will be reviewed and strengthened with immediate effect.

In case of any query or complaint, students can contact on 9552525725

2. GUIDELINES FOR MENTOR- MENTEE PROGRAMME

A large number of students at Symbiosis International University are from outside Pune or India and occasionally they face academic and adjustment challenges. To cope with such problems and to enable them to excel in academics and profession as per their potential, a Mentor Mentee Programme especially for undergraduate students of the university has been developed.

1. Objective

To ensure that students perform academically and professionally up to their potential through mutual support and a congenial learning environment.

2. Mentor- Mentee Programme Details

The constituent institute/department may develop their own programme according to the number of students, faculty members and needs of the discipline as well as of the programme. Following are the guidelines for the Mentor- Mentee programme:

- a. Students shall be assigned to Mentors (Teaching faculty) right from the first year of the programme.
- b. A mentor shall have a reasonable number of students as Mentees.
- c. The mentees preferably (may not be possible in some cases) be attached to the same mentor for the entire duration of the programme of study.
- d. The mentor shall meet the mentees regularly and record the outcome of the meeting in the hard copy or in the software, if available.. The details about each mentee will be recorded and periodically updated in the system.
- e. The mentor shall identify the students performing exceptionally well in curricular or co-curricular activities and report to the head of the institute/department for providing further motivation to advanced/gifted learners.
- f. The mentor shall also identify the students whose performance/attendance is below par. The mentor shall interact with the student and try to find out the cause of the problem or an indifferent behaviour. If required the mentor will involve the parents, head of the department or the Director for reforming the student.
- g. The mentor shall be a member in the disciplinary committee, if a student (mentee) violates the code of conduct.

3. Areas of Review

- a. Attendance: The mentor shall observe and monitor the attendance of the mentee. He/she shall advise and take necessary follow up actions with regard to students who do not meet the attendance norms of the University.
- b. Academic Matters: The mentor shall also keep a track of the academic performance of mentees including continuous assessment, term end examination and help the mentee through counselling or by arranging remedial teaching, if necessary.
- c. Behavioural and discipline matters
- d. Health and physical well being
- e. Achievements, talents and co-curricular activities

4. Duties/ Responsibilities of Mentor

- a. Introduce and discuss the concept of mentor-mentee system with the assigned mentees
- b. Call a meeting of all mentees and record their necessary details in the designated form, note any specific requirement of a student and discuss with them the complete schedule of future meetings.
- c. Keep a track of the attendance, academic performance and behavioural aspects of the student by interacting with the exam department and the hostel authorities etc.
- d. Support students academically and emotionally
- e. Contact parents to inform the progress of their ward, whenever required
- f. Maintain a record of the progress made by the identified underperforming students and take remedial actions wherever required
- g. To guide students and also to arrange for remedial teaching, if required

5. Duties/Responsibilities of Mentee

- a. Attend meetings regularly
- b. Fill personal information in the form at the time of joining the mentor mentee system.
- c. Provide details of attendance, continuous assessment, term end examination, co-curricular, extra-curricular activities to the mentor whenever asked for
- d. Repose confidence in the mentor and seek his/her advice whenever required

3. GUIDELINES FOR CONSTITUTION OF STUDENT COUNCIL

All constituent institutes/departments of Symbiosis International University shall have a student body named as Student Council (SC) comprising of student representatives and faculty members as per the constitution of SC.

These guidelines relate to the objectives of the SC, its constitution, roles and responsibilities, frequency and conduct of meetings and the issues to be discussed by SC.

1. Objectives of Student Council

- a. The primary objective of SC is to involve students in institution building using their constructive feedback through formal meetings and other communication channels.
- b. To inculcate among the students a sense of ownership of the institute and their role and responsibility in its growth and development and thereby making them responsible citizens.
- c. To create a forum where students can communicate and discuss their problems, concerns, difficulties and other issues, if any, with the administration of the institute.

2. Constitution of Student Council

The membership of SC of an institute/department shall include 8- 10 students as per requirement of the institute. Students may self-nominate for various committees and existing committees and faculty members may conduct the selection of the team for the required activity .Once the nominations are received the selection process must be fair and transparent.

Process of Selection of Committee Members:

The selection Process as shown in the Figure 1 comprises of number of steps such as CV verification cum personal interviews by the Faculty In-Charge and the senior Student Committee Head which is finally approved the Director with value additions and changes if any. The metrics used are overall personality, skill set required, confidence, communication skills, and time commitment.



Figure 1-Selection Process

Eligibility of Student Member

Only those students shall be eligible for becoming members of SC who:

- a. Do not have any backlog in any course of any semester/year.
- b. Have no disciplinary action taken against them
- c. Have not been detained from the examination for shortage of attendance.

3. Formation of Student Council

Student Council will be formed within one month of the commencement of the academic year. Till that time the SC of the previous year shall remain active as a caretaker council.

4. Term of Student Council

This will be as defined by the institute.

5. Meetings of Student Council

Meetings will be conducted as required by the Director of the institute.

6. The Students' Council may handle activities such as

- Placements - Institutes should refer to Chapter No. 10 of Student Support Services Manual for suggested guidelines. Each Director may develop specific guidelines for his/ her Institute.
- Events / Co- curricular or Extra Curricular Activities
- Alumni - Institutes should refer to Chapter No. 11 for suggested guidelines of Student Support Services Manual
- Community Service
- Sports
- Library
- Research / Publications

Any other as identified by the Director of the institute.

Each team will be given specific tasks and their activities will be carefully monitored by the Director/ Faculty.

As an example, the guidelines for conduct of Co-curricular Activities is given below – (Similar Guidelines can be prepared by each Institute as required).

GUIDELINES FOR CONDUCT OF CO-CURRICULAR ACTIVITIES

All institutes of Symbiosis International University conduct co-curricular activities throughout the year. These guidelines have been prepared to bring uniformity in the areas of planning, conduct, documentation, review and compilation of these activities among all institutes of the University.

Procedure

Sr. No	Activity	Responsibility
1	Designating a Faculty In-charge for co-curricular activities in the institute	Director
2	Formation of clubs, societies, student chapters and Student Cultural Committee	Director, Faculty In-charge Co-curricular Activities
3	Allocation of funds for co-curricular activities in the budget of the institute	Director
4	Planning the activities for the academic year and for each semester before the beginning of the academic year along with the details of expected expenditure, teams of students and faculty and the tentative dates	Faculty In-charge Co-curricular Activities and Student Cultural Secretary
5	Communication of the calendar of co-curricular activities to students, faculty and staff of the institute as well as to the university and its display on the website of the institute	Faculty In-charge Co-curricular Activities
6	Contacting other institutes and inviting them for participation and competitions	Faculty In-charge Co-curricular Activities
7	Arranging sponsorship as per the guidelines laid down in the procedure of the Symbiosis Society/University	Students and the Faculty In-charge Co-curricular Activities
8	Formation of various committees such as reception, discipline, security, hospitality, organization, transport, accommodation, finance, sponsorships, public relations/branding, etc. of students with faculty in-charges in committees.	Students, faculty and Faculty In-charge Co-curricular Activities
9	Conduct of activities as per schedule and recording the necessary details both in terms of preparing a report and photography or videography.	Students, faculty and Faculty In-charge Co-curricular Activities
10	Detailed procedure for conduct of major cultural activities, issued by the Finance Department has to be strictly adhered to for expenditure, sponsorships, purchases, and settling of accounts	Faculty and students of Finance Committee, Faculty In-charge Co-curricular Activities, Accountant, Admin Officer, Director
11	Settling of accounts of the major activity within the specified time	Faculty and students of Finance Committee, Faculty In-charge Co-curricular Activities, Accountant, Admin Officer
12	Uploading the details of the programme on the institute website	Faculty In-charge Co-curricular Activities
13	Sending a report with all necessary details of activities carried out in each semester to the university	Faculty In-charge Co-curricular Activities, Director
14	Review the status of the conduct of the co-curricular activities every semester against the planned activities and take timely corrective action	Faculty In-charge Co-curricular Activities
15	At the end of the academic year prepare a final report and a compilation of all activities carried out in the year along with the expenditure	Faculty In-charge Co-curricular Activities, Accountant, Director
16	Use the final report information to plan the activities for the next year	Faculty In-charge Co-curricular Activities, Director

4. FACILITIES FOR DIFFERENTLY ABLED STUDENTS

Symbiosis International University provides following provisions/facilities for differently abled students.

1. The university has 3% reservation for admission for differently abled students in all programmes conducted by the University.
2. Barrier free environment in buildings for which ramps/rails or lifts and toilets are available in all campuses.
3. Wheelchairs for differently abled students are available.
4. Single occupancy rooms are reserved in the hostels for differently abled students.
5. Extra time in the examination is given to differently abled students who require a writer due to any disability.
6. The faculty members of the institutes provide mentorship and care to differently abled students wherever attention or guidance is required.

5. GUIDELINES ON SAFETY OF STUDENTS ON CAMPUS

1. Objective

To ensure safe, secure, comfortable and cohesive learning climate for Indian and foreign students

2. Physical Security

All campuses of SIU are gated campuses with only one Entry/Exit Gate to the campus and hostels, have 24 hour physical security and are covered by security cameras. If there is more than one entry to the campus, all gates are managed likewise.

Boundary walls and two feet coiled barbed wire fixed on top, wherever required, have been made encompassing the whole campus.

Round the clock security staff is available at the Main Entry Gates and all important places like Offices, Libraries Guest Houses, Hostels, etc. Female security staff is also provided at Main Entry Gates and Girls' Hostels.

Complete campus is kept under surveillance by means of CCTV coverage at Main Entry Gate, Hostels and Academic Blocks.

Visitors are allowed entry to the campus by security staff at entrance gate after verifying their credentials and making entry in the registers kept at the gate.

3. Attendance Marking

Biometric attendance marking machines are installed at institutes, offices and hostels.

4. Identity Cards

All students, faculty and staff are issued with Photo ID cards with instructions to display the same while on campus.

5. Ragging

All anti-ragging actions mandated are implemented in letter and spirit. Anti-ragging posters are displayed on notice boards at institutes, hostels, mess, etc. Anti-ragging committees and squads comprising faculty and staff are constituted to monitor and ensure ragging free campuses.

6. Central Announcement System

To warn students and staff against immediate threats or to make other important announcements, central PA systems have been installed in academic blocks and hostels.

Central messaging on E-mail is followed by each institute.

7. Student Buses

Buses are provided to students for safe travel from the campus to the city from the Lavale, Hinjewadi and Vimannagar campuses as per a preannounced schedule. Shuttle Bus service is provided at wide spread campuses like Lavale and Vimannagar for facilitating movement within the campus.

8. Student Counselling

The Resident Medical Officer refers students to counsellors from the approved panel of specialists.

9. Medical Facilities

A primary health centre with Medical Officer and adequate medicine functions round the clock at campuses. A fully equipped ambulance is also available at the campus under disposal of Medical Officer, for attending students requiring emergency treatment at empanelled hospitals.

10. Fire Fighting Arrangements

Firefighting arrangements as per the norms have been provided at all campuses. Portable firefighting equipment like ABC type fire extinguishers and BC-CO₂ type are made available at prominent and accessible places for firefighting. Lecture cum demonstrations are organized by institutes periodically by professional agencies to keep the students abreast of these procedures.

Security Staff are well trained in operating the fire extinguishers. The assembly area in case of fire/natural calamity is diagrammatically explained and communicated to all concerned.

11. Disaster Management Drills

Disaster management and evacuation drills are demonstrated under arrangements of SIHS by professional agencies periodically.

12. Quality of Food

Quarterly inspection of the campus and all eating establishments is managed by a team led by the Medical Officer. Daily inspection of mess, canteen and food outlet is done by the Campus Administrator to ensure hygiene. Annual health check-up, immunization and treatment of all food handlers (cooks and helpers) are done by the Campus Medical Officer.

13. Drinking Water

Water only from authorized sources is made available for drinking through a system of filters and coolers. The water is regularly tested from certified labs and reports monitored by experts. Water requirement of Lavale campus is met from River Mula. Water Treatment Plant processes more than 500,000 litre per day for domestic purposes. The drinking water is provided to the students and staff through water coolers connected from ROs. Water samples are sent every month for testing at State Public Health Laboratory, Pune which confirms the portability of water.

14. Pest Control

Pest control is regularly conducted at messes, canteen and eateries every month and periodically at hostel rooms, guest house, etc. as on required basis. Fogging is carried out periodically for mosquito/flying insects.

15. Hygiene and Sanitation

Sanitary inspection is carried out by appointed team of Medical Officers from SCHC and corrective measures suggested are implemented.

16. Code of Conduct and Hostel Rules

The Code of Conduct for students and Hostel Rules are displayed on the SIU website and hard copies are kept at institutions and with Hostel Wardens.

17. Safety of Students while they are on Excursions/Tours/Academic Trips

Institutes ensure that expedition activities are carried out under the guidance and supervision of teachers. The itinerary and travel plan are worked out in advance and undertaking from the parents/guardians is taken by the institutes.

Depending on the type of tour (inbound/outbound), excursion, academic trips (inbound/outbound), a qualified Medical Officer with appropriate medical kit is provided by SCHC to the institute. However, during events like sports tournaments, convocation and conferences, etc. a well-equipped ambulance manned by Medical Officer is also available.

6. MEDICAL FACILITIES & SUPPORT FOR STUDENTS

Health and wellness are vital issues relevant to the academic success of students at Symbiosis. Symbiosis Centre of Health Care (SCHC), the in-house health care centre for the entire Symbiosis family makes conscientious efforts for the overall development of its staff and students by providing preventive, curative and health promotion programmes to enhance optimal health, reduce risk of disease and injury and promote healthy lifestyle choices.

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

Preventive Healthcare Programmes

1. Annual Health Checkup

SCHC conducts annual health check-up programme for the students of Symbiosis and maintains a detailed record on individual health cards and Paper Tracer software. More than 35 consultants/specialists from different specializations such as Medicine, Paediatrics, ENT, Ophthalmology, Dentistry and Pathology visit SCHC regularly and provide their expertise to the comprehensive health check-up programme as follows:

- a. Consultation
- b. Basic laboratory investigations viz. Haemogram, Urine (R), Blood group

2. HIV testing Policy

All international students are required to undergo HIV testing at SCHC only at the time of admission, as per UGC norms.

3. Health Education

Health education is an integral part of the SCHC activities. The health education programmes implemented by SCHC are based on internationally accepted modules suited to the Indian scenario. Towards this end, SCHC organizes numerous seminars, camps, workshops on various aspects of students' health, particularly focusing on the preventive aspects of health.

4. Online Health Counselling

Online health counselling is available to students between 1:00 pm to 3:00 pm on all working days at health@schcpune.org on Skype software.

5. Diet Counselling by Nutritionist

To address the Diet Related Disorders (DRD), one to one counseling of the students is also carried out by a qualified Nutritionist with prior appointment. Nutrition advice is also available online on nutritionadvice@schcpune.org

6. 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.

7. Admission under Differently Abled Category

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

8. Inspection of Eating Establishments and Campus

The Campus Medical Officer and the Nutritionist along with the campus administrator conduct inspection of eating establishments (mess/ canteen). The inspection parameters include:

- a. Hygiene/ sanitation of general surroundings
- b. Detailed inspection of hygiene of cooking and dining area including checking quality of cooked and uncooked food
- c. Checking ration stores
- d. Water testing through a public health laboratory
- e. Disposal of waste system
- f. Health Check-up: Cooks and food handlers undergo health check-up annually.

Promotive Healthcare Programmes

1. Recreation and Wellness Programmes

All campuses of Symbiosis have ultramodern, state of the art recreation and wellness facilities which include a Gymnasium, Aerobics Studio, Yogashala with Meditation Hall and a swimming pool. The innovative fitness programme is a blend of the finest eastern and western techniques. Guidance is provided for physiotherapy services also.

Curative Health Care Programmes

1. Out Patient Department (OPD) Services

SCHC as a primary Health Care Centre offers OPD services by medical officers at all campuses of Symbiosis. It also provides facilities as below:

At concessional rates:

- a. Consultation at SCHC with prior appointment
- b. Consultation by panel specialists in private clinics/hospitals
- c. Specialized blood, urine and other laboratory investigations

2. Medical Insurance

Every student and staff member at Symbiosis is covered under a unique medical insurance scheme. It has been introduced by Symbiosis with the benevolent intent and health care of students/staff in mind. It is the first medical insurance scheme offered by General Insurers' (Public Sector) Association of India (GIPSA) Viz. National Insurance Co.(NIC) introduced by an educational institute way back in 2002.

Salient features of Insurance Scheme

- a. Medical Insurance is under the Group Insurance Scheme.
- b. The student is covered for hospitalization up to Rs.50, 000/- in case of non-accidental emergencies (as per the Mediclaim Insurance Policy) and Rs.1,00,000/- in case of Rail / Road traffic accidents (Copy of FIR , M LC & Panchanama is required).
- c. Institute ID card serves as an 'Insurance Card'.
- d. In case of hospitalization, Medical Officer of SCHC personally visits the students to enquire about their wellness and progress and to ensure tender, loving care.
- e. A copy of the medical insurance policy document is always available with the administrative officers of all institutes and on the website www.schcpune.org
- f. For further details regarding the benefits of the policy, the student may contact the M.O. Insurance cell SCHC @ 9552525015/ insurance@schcpune.org and Medical Superintendent at medicalsuperintendent@schcpune.org/9552500357
- g. All terms and conditions are as per the policy document. Students are advised to read the document carefully.

Guidelines for Medical Leave Authentication for Symbiosis Students

1. Any absenteeism due to sickness has to be notified by the student to Campus Medical Officer

SCHC, on the first day of the illness by phone, SMS, email, fax or in person or by the parent/guardian.

2. SCHC will not retrospectively authenticate any sickness leave of which it has not been notified on the first day.
3. Campus Medical Officer is authorized to sanction medical leave for only up to 3 days of sickness absenteeism. The students are informed about this regulation through notifications.
4. Any sickness absenteeism beyond 3 days will have to be authenticated by Medical Superintendent, SCHC / Deputy Director SCHC.
5. No back dated medical leave will be granted to the student on any grounds what so ever.
6. SCHC, should it so deem necessary, will be the sole authority to conduct a medical audit of sickness absenteeism.
7. Sickness absenteeism will only be medically authenticated by SCHC.

Whom to Contact:

Medical Superintendent, SCHC

Contact No. : 9552500357

Email ID: medicalsuperintendent@schcpune.org

7. GUIDELINES FOR SPORTS PARTICIPATION AND ORGANIZATION OF SPORTS EVENTS FOR STUDENTS

Sports and games are an integral part of human life as well as important for human resource development. Sports help in channelizing the energy of youth for productive and meaningful purposes. With this in view, Symbiosis International University is promoting a 'Sports Culture' amongst students.

The university has established an independent body of Sports known as SIU Sports Board. The chief function of the board is to motivate students to participate in sports and games at inter institute as well as inter university level. The Sports Board also provides financial support to students and institutes for intra and inter- institute tournaments. The board is responsible for planning, monitoring, assessing and modifying university sports activities.

The following guidelines framed by SIU Sports Board are applicable to all constituent institutes/departments for participation in tournaments and sports activities within and outside the Symbiosis International University.

- a. The institutes can use the existing facilities or make use of the infrastructure available in the nearby institutes for conducting Intra Institute Tournament which culminates in Inter-Institute tournament to enable the University Selection Committee to select the teams for All India Inter Varsity Tournaments under the banner of SIU.
- b. The institutes can also utilize the facilities existing at Sports complex at the University, Lavale, for organization of Inter- Institute tournaments and coaching camps for various games.
- c. The request of institutes to utilize indoor or outdoor facilities of Lavale Sports Complex has to be routed through the Deputy Director, Physical Education.
- d. The institute will select teams and forward the same to SIU Sports Board and the Organizing Committee.
- e. University Sports Board will organize Inter-Institute tournaments as per the Sports Calendar approved in the annual Sports Board Meeting. Depending on the sports talent available, teams of Symbiosis International University would take part in Inter-University Sports competition organized by Association of Indian Universities.
- f. Institutes must send their representatives for the meeting of SIU Sports Board as and when called. All sports coordinators will attend the meetings. Repeated absence from meetings will result in the termination of the Sports Coordinator and the constituent institute/department from the membership of SIU Sports Board.

- g. A student having excellent track record in any individual sport other than listed by the Sports Board can approach Sports Board through the Sports Coordinator of his/her institute. The selection in a particular sport will be as per the decision of the Selection Committee appointed by the Sports Board.
- h. All sports activities undertaken by the institutes/departments have to be reported to the Deputy Director, Physical Education through the Sports Coordinator.
- i. Students are to seek written permission from the office of the University Sports Board for participation in sports tournaments organized by sports organizations other than the University Sports Board. Participation without permission will not be considered and no concession in terms of financial help, attendance and academic credit will be granted. In such cases strict disciplinary action as per University rules will be taken.
- j. All the Players/Coaches/Managers/Officials participating in Intra-Institute/Inter - Institute/Inter varsity /Camps/Tournaments organized by SIU Sports Board shall be given due concession in terms of attendance .
- k. All prestigious tournaments not organized by SIU Sports Board shall be considered in terms of concessions, only if prior permission is obtained from the office of the Sports Board.
- l. SIU Sports Board will intimate the institutes of the names of selected players and coaches called for the coaching camps and for AIU Inter varsity tournaments for granting concession in attendance.
- m. Sports Coordinators nominated by institutes on each campus shall facilitate the sports activities on the campus. While appointing Sports Coordinator preference shall be given to person having background of physical education and sports.
- n. Campus Administrator of the Campus shall facilitate the sports activities on the campus, in case, Sports Coordinator is not appointed by the institute.
- o. Intra-Institute sports will be organized by Sports Committees of each campus.
- p. Inter-institute sports will be organized by the SIU Sports Board and/or by the Sports Committee designated by the office of the University Sports Board.
- q. Each participating institute will pay the Entry Fee to SIU Sports Board as per the competition of games failing which the team entry to the tournament will not be entertained.
- r. A copy of rules and by laws will be provided to all Campus Administrators and Sports Coordinators of all institutes/departments for further reference on the University Sports Board Policies.

Concessions for Students Participating in Sports

Attendance Related Rule for participation in Sports: University Notification no.SIU/28/523 dated December 09, 2014

As per Symbiosis International University rules, a student must have a minimum of 75% attendance to be eligible to appear in end semester examination.

University Sports Board adopts the following procedure in granting concession in attendance to the students for participation in sports:

- a. The total period of absence in case of Inter-Institute/Inter-Varsity/State/National/International level sports competitions shall not exceed 30 days including the journey period, in an academic year.
- b. University Sports Board will intimate the names of selected players called for the coaching camps and for the recognized tournaments to the respective Institutes. The final report of participation in the coaching camp and the competition will be sent by the Sports Board to the respective institute, mentioning the total number of days for which concession in attendance may be awarded, with reasons for the same.
- c. No concession in attendance will be given to students who participate in the tournaments organized by bodies other than the University Sports Board, SIU/Statutory bodies; unless prior written permission for participation in such tournaments has been obtained from the University Sports Board.
- d. A proper record will be maintained by University Sports Board of all such concessions given to students by the Institute.

In case the dates of Inter-Institute/Inter-Varsity/State/National/International level sports competitions clash with end semester examination then the dates for examination are rescheduled by the University for participating students (Examination Rule 5.11).

8. GUIDELINES FOR CONDUCT OF INSTITUTIONAL SOCIAL RESPONSIBILITY ACTIVITIES

All organizations including industry, business houses and educational institutions have a responsibility towards the society. Educational institutes have a dual role to play in this regard, first to carry out social work and second, perhaps more important, to sensitize students to the needs of the society. Symbiosis, being a welfare organization has been engaged in a large number of activities related to social work right from its inception. All institutes of Symbiosis International University carry out social and community activities throughout the year. These guidelines have been prepared to bring uniformity in the areas of planning, conduct, documentation, review and compilation of activities related to Institutional Social Responsibility (ISR) among all institutes of the University.

Procedure

Sr.No	Activity	Responsibility
1	Allocation of funds for ISR activities in the budget of the institute	Director
2	Designating a Faculty In-charge for ISR activities in the institute	Director
3	Planning for ISR activities for the academic year and for each semester before the beginning of the academic year along with the details of expected expenditure, teams of students and faculty and the tentative dates	In-charge ISR Activities
4	Communication of the calendar of ISR activities to all concerned in the institute as well as to the university and its display on the website of the institute	In-charge ISR Activities
5	Contacting the outside agencies including NGOs, if they are to be involved at an appropriate time and making necessary advance arrangements	In-charge ISR Activities
6	Conduct of activities as per schedule and recording the necessary details both in terms of preparing a report and photography or videography	In-charge ISR Activities
7	Uploading the details on the institute website	In-charge ISR Activities
8	Sending a report with all necessary details of activities carried out in each semester to the university	In-charge ISR Activities
9	Review the status of the conduct of the ISR activities every semester against the planned activities and take timely corrective action	In-charge ISR Activities
10	At the end of the academic year prepare a final report and a compilation of all activities carried out in the year along with the expenditure	In-charge ISR Activities
11	Use the final report information to plan the activities for the next year	In-charge ISR Activities

9 UNIVERSITY MERIT SCHOLARSHIPS

The University believes that no deserving/potential talent should go unrecognized or should be denied an opportunity to grow and fulfil its potential just because the talent wasn't adequately recognised or supported with desired resources.

It is one of our most important responsibilities towards society in general to recognize and reward talent while filling the vacuum created by a lack of resources.

The University Merit Scholarships under 'Institutional Social Responsibility' have opened platforms for 44 well deserving meritorious PG students and 22 UG students studying across various domains and disciplines to showcase their merit and get recognized.

9.1 Postgraduate Merit Scholarships

Sr. No	Institute	Programme	No of Scholarship	Percentage of Academic Fee
1	Symbiosis Institute of Business Management-Pune	MBA	1	50%
2	Symbiosis Institute of International Business	MBA (IB)	1	25%
3	Symbiosis Centre for Management and Human Resource Development	MBA	1	50%
4	Symbiosis Institute of Management Studies	MBA	1	25%
5	Symbiosis Institute of Telecom Management	MBA (TM)	1	25%
6	Symbiosis Institute of Operations Management	MBA (OM)	1	25%
7	Symbiosis Institute of Business Management –Bengaluru	MBA	1	25%
8	Symbiosis School of Banking & Finance	MBA (B&F)	1	25%
9	Symbiosis Institute of Business Management –Hyderabad	MBA	1	25%
10	Symbiosis Institute of Computer Sciences and Research	MBA (IT)	1	25%
		M.Sc. (CA)	1	25%
11	Symbiosis Centre for Information Technology	MBA(ITBM)	1	50%
12	Symbiosis Institute of Health Sciences	MBA(HHM)	1	50%
		M.Sc. (MT)	1	50%
13	Symbiosis College of Nursing	M.Sc. (N)	1	50%
14	Symbiosis School of Biomedical Sciences	M. Sc. (ND)	1	50%
		M. Sc.(BT)	1	50%
15	Symbiosis Institute of Media and Communication-Pune	MBA (CM)	1	50%
		MA (MC)	1	50%
16	Symbiosis School of Media and Communication- Bengaluru	MBA (CM)	1	50%
17	Symbiosis Institute of Geo informatics	M. Sc.(GI)	1	50%
		M .Sc.(GI)	1	50% topper among North East Students
		M .Sc.(GI)	4	50% for North East Students at entry level (as per merit list for admission)

9.1.1 Eligibility

1. Merit Scholarship in the P.G. programme will be awarded to the topper of semester I of the programme. In the subsequent semesters, the scholarship would be based on academic excellence, a minimum GPA of 7.50 earned by the same student during the preceding semester.
2. Only those students will be eligible for the award of Merit Scholarship who have cleared the courses prescribed for the respective programme up to the stage of award i.e. they should not have any backlog.
3. The student who has been awarded merit scholarship by the university shall not be debarred from stipend or any financial assistance from any other source. However, if the student is awarded any stipend or financial assistance from any other source, he/she shall communicate the same through the application form that each aspirant has to fill up .

(Annexure 1)

4. There will be no income limit of the parents/guardians of the students for the grant of merit scholarship.
5. In case a student is eligible for more than one scholarship/freeship by the university, he/she shall be awarded only one scholarship/freeship as per his/her preference.

9.1.2 Selection

1. The award of merit scholarship for PG programmes shall be announced every year by the university.
2. If a student declines or cancels his admission, the scholarship amount will not be awarded to any other student but will be refunded by the institute to the university.
3. The scholarship amount will not be paid to a student. It will be transferred by the university directly to the institute for the adjustment in academic fee. The cheque of the scholarship amount will be given to the student for the last semester of the programme.

9.1.3 Tie breaker

If two or more than two students have the same GPA/CGPA, then the weighted average of academic score of 10th, 12th and graduation shall be considered for breaking the tie for scholarship for semester I.

9.1.4 Withdrawal

If a recipient of merit scholarship is found guilty of gross misconduct, his/her case, after due warning shall be reported by the institute to the office of student affairs for withdrawal of merit scholarship.

The final decision in this regard will be taken by the Advisory Committee of Symbiosis Society Foundation.

9.2 Jayatee Deshmukh Scholarship (PG)

1. The scholarship will be given to a girl student securing the highest marks in SNAP test and admitted to any Symbiosis Institute (PG).
2. The scholarship amount of Rs.75, 000/- would be paid to the institute where the student gets admission and the amount would be adjusted against first installment of fee.
3. In case a student is eligible for more than one scholarship/freeship by the university, she shall be awarded only one scholarship/freeship as per her preference.

9.3 Under graduate Merit Scholarships

Sr. No	Institute	Programme	No of Scholarship	Percentage of Academic Fee
1	Symbiosis Law School-Pune	B A.LLB (Honours)	1	25%
		BBA.LLB (Honours)	1	25%
2	Symbiosis Law School-Noida	B A.LLB	1	25%
		BBA.LLB	1	25%
3	Symbiosis Law School-Hyderabad	B A.LLB	1	25%
		BBA.LLB	1	25%
4	Symbiosis Centre for Management Studies- Pune	BBA	1	50%
5	Symbiosis Centre for Management Studies- Noida	BBA	1	50%
6	Symbiosis Institute of Computer Sciences and Research	BBA (IT)	1	50%
		BCA	1	50%
7	Symbiosis Institute of Health Sciences	B.Sc. (MT)	2	50%
8	Symbiosis Institute of Design	B. Des	1	50%
9	Symbiosis Centre for Media and Communication	B A (M C)	1	50%
10	Symbiosis School of Photography	B A(VA &P)	1	50%
11	Symbiosis School of Economics	B.Sc. (Eco) Hon.	1	50%
12	Symbiosis School for Liberal Arts	B.A./B. Sc.(LA)	1	50%
13	Symbiosis Institute of Technology	B. Tech	5 (One for each discipline)	50%

9.3.1 Eligibility

1. Merit Scholarship in the UG programme will be awarded to the topper of semester I of the programme. In the subsequent semesters, the scholarship would be based on academic

excellence, a minimum GPA of 8.75 earned by the same student during the preceding semester.

2. Only those students will be eligible for the award of Merit Scholarship who have cleared the courses prescribed for the respective programme up to the stage of award i.e. they should not have any backlog.
3. The student who has been awarded merit scholarship by the university shall not be debarred from stipend or any financial assistance from any other source. However, if the student is awarded any stipend or financial assistance from any other source, he/she shall communicate the same through the institute to the office of Student Affairs, SIU.
4. There will be no income limit of the parents/guardians of the students for the grant of merit scholarship.
5. In case a student is eligible for more than one scholarship/freeship by the university, he/she shall be awarded only one scholarship/freeship as per his/her preference.

9.3.2 Selection

1. The award of merit scholarship for UG programmes shall be announced every year by the university.
2. If a student declines or cancels his admission, the scholarship amount will not be awarded to any other student but will be refunded by the institute to the university.
3. The scholarship amount will not be paid to a student. It will be transferred by the university directly to the Institute for the adjustment in academic fee. The cheque of the scholarship amount will be given to the student for the last semester of the programme.

9.3.3 Tie breaker

1. If two or more than two students have the same GPA/CGPA score, then the weighted average of academic score of 10th and 12th shall be considered for breaking the tie for scholarship for the semester I.

9.3.4 Withdrawal

If a recipient of merit scholarship is found guilty of gross misconduct, his/her case after due warning shall be reported by the institute to the Office of Student Affairs for withdrawal of merit scholarship.

The final decision in this regard will be taken by the Advisory Committee of Symbiosis Society Foundation.

9.4 Jayatee Deshmukh Scholarship (UG)

1. The scholarship will be given to a girl student securing the highest percentage in SET and admitted to any Symbiosis institute (UG).
2. The scholarship amount of Rs.25, 000/- would be paid to the institute where the student gets admission and the amount would be adjusted against first installment of fee.
3. In case a student is eligible for more than one scholarship/freeship by the university, he/she shall be awarded only one scholarship/freeship as per his/her preference.



Symbiosis Society Foundation

**University Merit Scholarship Application Form
Academic Year 20 -**

SNAP /SET ID:														
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SNAP/SET Score														
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Affix your photograph of 3.5x4.5 cm

Institute _____ **Programme** _____ **PRN** _____

Personal Details

1) **Name**

First Name														
Middle														
Last Name														

2) **Category:** Indian International Sports Person Others

3) **Gender:** Male Female Transgender

4) **Date of Birth:**

--	--

 (Date)

--	--

 (Month)

--	--	--	--

 (Year)

5) **Father's/Husband's Name :**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6) **Mother's Name:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

7) **Mailing Address:**

City :	State :
Pin Code :	

8) **Permanent Address:**

City :	State :
Pin Code :	

9) **E-Mail ID:**

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10) **Alternate E-Mail ID:**

Educational Details

	Year of Passing	School /College	Board/ University	Stream	Degree	If completed (Aggregate % of marks of all years)	If appearing for Final year (Aggregate % of marks of all years appeared)
Xth							
XIIth							
Graduation							
Post Graduation							
Any Other							

Academic Performance in the Semester

Programme	Semester Passed (I,II,III,IV,V,VI,VII,VIII,IX) Year Passed (1,2,3)	GPA	CGPA

(Attach photocopy of detail marks card)

Declaration

- (i) I hereby declare that the information given above is correct.
- (ii) I am not availing any other scholarship from any other source.
- (iii) I shall abide by the terms and conditions for sanction of the merit scholarship.
- (iv) I undertake, that if at any stage, it is found by the sanctioning authority that the information given by me is false or if I violate the terms and conditions of the scholarship, the scholarship sanctioned to me, may be cancelled and I will refund the sanctioned amount.

Date:

Place:

Signature of the Student

Verification/Information to be furnished by the Head of the Institute/Departments

It is certified that the information filled in the above mentioned columns by Mr/Ms _____ S/O,D/O,W/O Mr. _____ who is admitted in _____ programme for the academic year _____ in _____ institute is correct.

For Renewal of Scholarship:

It is certified that the above mentioned student has passed the _____ examination for _____ (semester/year) and has attained _____ GPA/CGPA.

Date: Signature of the Head of the Institute

Place:

Official seal

Recommended

Approved

Chairman, Screening Committee

Chairman, SSF

9.5 SPORTS SCHOLARSHIPS

The students proficient in sports shall be eligible for the sports scholarships, the merit of which shall be evaluated according to their level of participation in different games in different competitions as per rules for the academic year under consideration.

1. Objective

To recognize achievements of young sports persons and their outstanding performance at the state, national and inter university level

The Symbiosis Sports Board is committed to provide a network of support services, expertise and practical solutions to students who have the talent and dedication to combine a high level of academic study with excellence in sport.

2. Eligibility

- a. The scholarships will be awarded on the basis of sports performance in recognized competitions held between the previous two calendar years. Both the prospective as well as bonafide students of Symbiosis International University can apply for sports scholarship.
- b. A scholarship holder shall not receive any other sports scholarship from any other source and should not be inmate of sports hostel of Sports Authority of India/State Govt. In case the scholarship holder is already in receipt of any such award/facility, he/she will have to surrender that in order to avail the benefits of this scholarship. A selected candidate may, however enjoy merit scholarship for academics other than sports scholarship and /or fee concession, if given by the Symbiosis Society or Symbiosis Society Foundation.
- c. The applicant shall apply only in one discipline in which he/she has achieved the highest performance between the previous two calendar years.
- d. If the dates of competitions or timing/distance/height/weight/points, etc. achieved are not mentioned in the certificate, the applicant may obtain the same from the concerned agency and enclose the same to the application failing which the application will NOT be considered.
- e. The eligible sportsperson will have to submit his/her performance report immediately after the completion of a tournament with necessary press clipping through the Head of Institution/ Principal or from his/her State/National Association.
- f. The University Sports Board has the right to decide awarding the scholarships as mentioned above depending on the vacancies available in the games.

3. Duration of Sports Scholarship

- a. The scholarship awarded under the scheme will be for one year and will be renewable every year provided the awardee is improving/maintaining the proficiency in game concerned, passing last annual examination or does not have any backlog in the subject and fulfilling other eligibility conditions. However, one failure in studies can be condoned in the entire duration of programme for scholarship.
- b. The awardee should submit a new application on prescribed form for the renewal of scholarship every year failing which it will be stopped even if one is eligible.
- c. The Head of the Institute will certify the correctness of contents of application filled in by the candidate. The form should then be forwarded through proper channel to the Deputy Director of Sports Board, SIU, Symbiosis Knowledge Village, Lavale Campus, Pune.

4. Selection

- a. A duly constituted Selection Committee will scrutinize the applications and select candidates on the basis of performance and merit.
- b. The decision of the Committee will be final and abiding and no correspondence in this regard will be entertained.

5. Result of Application

The outcome of application will be notified via email/letter.

6. Discipline covered The sports disciplines covered under the scheme for scholarships are:

- a. Priority Disciplines: Cricket ,Archery , Athletics , Badminton , Basketball, Football , Gymnastics , Hockey , Tennis , Shooting , Swimming , Table- Tennis , Volleyball, Wrestling, Squash
- b. Other Disciplines: Billiards & Snookers, Chess, Boxing, Equestrian, Golf, Kayaking & Canoeing, Power lifting, Weight Lifting & Best Physique, Softball, Judo

7. Award of Scholarship

The scholarships will be awarded by Symbiosis Society Foundation.

- a. The value of this scholarship will be Rs. 24, 000/- per annum (12 months) i.e. Rs.2000/- per month.

- b. Number of Sports Scholarships- 05
- c. The applicant should be a regular bonafide student of constituent institute of Symbiosis International University.
- d. The applicant should be eligible for selection in the combined university team and his/her performance should meet the minimum qualifying standard laid down for measurable events.
- e. The scholarships will be decided on the basis of performance/participation in major recognized International sports events like Olympic Games, World Cup championships, Commonwealth Games/Championships, Asian Games/Championships as a member of the National team/ State team /District teams, etc.

8. NOTE

Any student placed on conduct probation/expelled from the hostel/college/ university/rusticated and punished for any reason, what so ever, will not be eligible for scholarship.

9. Application

The sports persons will be required to send their resume along with passport size photograph as per the format given in the website and also the family details. The sports persons will also be required to attach with the application form the photo copies of the press cuttings and the certificates, duly authenticated by their respective State Association or the Principal of the school/college.

10. Deadline

The students have to submit application form between 1st June to 31st July of every academic year. No application will be entertained after the due date.

After the deadline, ad-hoc requests will be considered, depending on the nature of the activity and the availability of the remaining funds. Students must forward their application for Scholarship in the format available on www.siu.edu.in at least 2 months in advance, to dydirectorsports@siu.edu.in

9.6 Symbiosis International Scholarships

The Chancellor of SIU, Dr. S.B. Mujumdar believes that education is the only way of bringing about international peace and understanding. Set up in 1971, 'Symbiosis' was created to offer a home away from home for foreign students from Africa, Asia and the Middle East.

Symbiosis is keen to offer scholarships* to foreign students to give them the opportunity to take advantage of the educational programs available at Symbiosis. The scholarships are offered preferably in conjunction with the education ministries / embassies of participating countries. Close cooperation with these foreign governments will assist in ensuring that scholarships are awarded to the most deserving candidates.

The Symbiosis International Scholarships are funded by the Symbiosis Society Foundation and are offered to deserving and meritorious foreign students from various African, Asian and Middle Eastern countries. All scholarships are administered by the Symbiosis Centre for International Education (SCIE) Office in conjunction with the office of the Symbiosis Society Foundation. The Scholarship Committee shall endeavour to maintain gender balance and include students from diverse backgrounds while selecting candidates.

Under this policy, the following scholarships are available for participating countries –

- One Partial (50%) Academic Scholarship for a Post Graduate Program at any Institute of SIU.
- One Full (100%) Academic Scholarship for an Under Graduate Program at any Institute of SIU.
- One Partial (50%) Academic Scholarship for an Under Graduate Program at any Institute of SIU.
- Two Partial (25%) Academic Scholarships for an Under Graduate Program at any Institute of SIU.

*** These scholarships cover only academic fees. Students must bear all additional costs including application fee, IELA exam fee, administrative fee, travel, housing, food, etc.**

9.6.1 Selection Criteria and Process

APPLICANT ELIGIBILITY

International Scholarships are only for 'Foreign Nationals'. Person of Indian Origin (PIO) and Overseas Citizen of India (OCI) card holders and Non Resident Indians (NRI) are not eligible to apply for this scholarship.

APPLICANTS MUST:

- Hold a valid foreign passport.
- Have obtained more than 75% as a qualifying grade in 12th Std. (in case of Undergraduate programs) and 60% as a qualifying grade in Graduation (in case of Postgraduate programs).
- Applicants must have completed their last qualifying exam and should have their results.
- Have appeared for an English Proficiency Test conducted by British Council (IELTS) with a minimum score of 6 or the IELA Test with a minimum band of 4.
- Fulfill the specific eligibility criteria (if any) of the desired program. (Click here in case of Undergraduate programs and Click here in case of Postgraduate programs)

EXCEPTIONS:

This policy does not cover the following categories:

- Indian, NRI, PIO and OCI students
- International Students on short term programs
- Students who are appearing for their last year/semester exams and their results are awaited
- Doctoral programs
- Part time programs

SELECTION CRITERIA

The following criteria will be applicable for evaluating applications:

- Academic Transcripts to support the record of sustained academic Excellence.
- *Letter of Recommendation from the Ministry of Higher Education of the respective Country/ The Embassy/High Commission of the Country in India
- Bank Statement of the parents for the last 1 year
- Statement of Purpose
- Specific Eligibility Criteria: Students must verify and satisfy the specific eligibility for a program for which he/she is applying including English language requirement.

*** Providing a Letter of Recommendation from the Ministry of Higher Education of the respective Country/ The Embassy/High Commission of the Country in India though not mandatory, may carry weightage in availing the Scholarship.**

9.6.2 How do I apply?

Step: 1

Visit www.scie.ac.in to apply online.

Step: 2

Fill the Online Application Form.

Step: 3

Make the payment of application fee. For payment details refer www.scie.ac.in

Step: 4

Click on the 'Apply for Scholarship' tab and fill in the required fields and upload documents.

Step: 5

Click on the submit button.

Step: 6

Please ensure to take a print out of the Terms and Conditions duly signed and dated and email the scanned copy to rupali@symbiosis.ac.in and amruta@scie.ac.in.

Please Note: All the applications received by SCIE will be verified and evaluated by a Selection Committee and the shortlisted students will be informed accordingly.

Incomplete application as well as application submitted after the deadline (last date of online application form) will not be considered for the scholarship. Please check the website www.scie.ac.in for changes in dates and other details.

Terms and Conditions:

1. The Selection Committee will select the candidate for scholarship on the basis of academic achievements, statement of purpose and references submitted. The decision of the Selection Committee will be final. Reasons for not being awarded the scholarship will not be given.
2. This scholarship is a semester/year based scholarship related to the scholar's academic performance. The academic status will be reviewed every semester for continuation of Scholarship. The scholar must maintain satisfactory academic progress with no backlogs.
3. All scholarship students should be in good mental and physical health.
4. It is mandatory for the International students to make all transactions in USD.
5. The student shall not be allowed to change the program or the Institute for which he/she is given scholarship even if the duration and the tuition fee is the same.

6. Scholarship holder is responsible for securing an appropriate Student Visa to SIU and for any fee associated with the visa, including medical examination (visa purpose). The offer of a scholarship does not guarantee that a student visa will be granted.
7. The scholarship covers only academic fees (Either – 100% / 50% / 25%). The Scholarship holder must bear all additional costs including application fee, IELA exam fee, administrative fee, travel, housing, food, etc.
8. The tenure of the scholarship offered is for the duration of the program. The scholarship is applicable from the commencement of the program till the declaration of result/receipt of provisional certificate and not up to the issuance of degree by the Institute/University.
9. Students shall finish their program within a stipulated duration. Delay in completion of program will not be covered under the scholarship. In case of delay in completion, the scholarship holder shall be responsible for paying additional charges.
10. The scholarship duration will not be extended if the scholar is detained /debarred from appearing in the examination due to shortage of attendance. Suspension from the University will result in immediate withdrawal of the scholarship.
11. Students on scholarship are permitted to go to their home country only during vacations without any financial liabilities on SIU and must ensure compliance with all attendance criteria.
12. Students must have 75% attendance.
13. Directors of the institute they belong to must provide a good behaviour / character certificate at the end of each year so as to facilitate the continuance of the scholarship. Scholarship recipients may be asked to participate in media activities for the promotion of these scholarships, SCIE and SIU.
14. SCIE reserves the right to cancel the awarded scholarship with immediate effect if any document lacks authenticity. Student is required to show original transcripts and documents submitted with scholarship application.

15. Symbiosis International University reserves the right to withdraw the scholarship, if there is an adequate proven evidence of serious allegations of illegal activities against the scholarship holder. In such cases, SIU will not have any role to play when the FRRO investigates the case.
16. In case a scholarship holder violates the code of conduct of Symbiosis International University, his/her scholarship would be cancelled immediately.
17. Any dispute will be settled by arbitration, subject to the exclusive jurisdiction of Pune court only.

9.6.3 SCHOLARSHIP MONITORING, PAYMENT AND CESSATION

1. Scholarship Monitoring will be undertaken by SCIE and SSF to ensure that scholarship recipients are abiding by the terms and conditions of their scholarship. This monitoring will include but is not limited to –
 - Academic performance.
 - Re-assessment of personal circumstances, if required.
 - Any feedback or new information received from the concerned embassies /ministries.
2. Scholarship Payment will not be made to the applicant directly in the form of money or any other financial benefits. Payments will be made by the Symbiosis Society Foundation (SSF) directly to the institute where the recipients are enrolled. This payment will be made continuously for each year of the duration of the program as long as the recipient is abiding to the terms/conditions.
3. Scholarship Termination: In case a student violates any terms/conditions of the undertaking, the scholarship will immediately be terminated. Amounts already disbursed in that year will be liable to be paid back to the Foundation (SSF). In case a student leaves the program halfway through the academic year, the scholarship will terminated immediately and the amount already disbursed for that year will be liable to be paid back to the Foundation (SSF). In case a student leaves the program at the end of an academic year, without completing it fully, the scholarship will terminate.

9.6.4 Exit Options

If the student has satisfactorily completed one academic year and chooses to leave the program, he/she will get a diploma for the year of completion. At the successful completion of two years of the program the student will receive an advanced diploma. Scholarship disbursements will cease as soon as the student leaves the program.

Where there is any doubt as to the interpretation or administration of the policies and procedures contained within this document, the Principal Director, Symbiosis and the Executive Director, SCIE will be responsible for making decisions.

10. GUIDELINES FOR PLACEMENT OF STUDENTS

All postgraduate students joining Symbiosis International University aspire for a better career and future. Many of them take admission with an expectation of getting placement after completion of the course. Every institute under SIU offering PG programs is expected to provide satisfactory support to find a suitable job for their students as it is an automatic and logical flow of the process. At the UG programs, some students may aspire to get employed. Director of such program may also create a placement cell.

Institutes may form a placement cell in their respective institution under the guidance of Head of the Institute to carry out placement activities. The Placement Cell has a faculty in charge and students representatives/Coordinators who act as facilitator and counsellor for placement related activities.

The objective of the placement activity is to provide an opportunity to all the students to gain entry into the business environment and effectively put into practice all that they have learnt at Institute. Each institute's endeavour is to assist all students in fulfilling their aspiration by placing them in the best possible companies. These guidelines relate largely to Institutes offering PG programs but may be adapted for UG programs as required .

Placement is an outcome of competency and the SIU grooms students to reach the desired level of competence. Hence, each student is eventually responsible for his/her placement by drawing upon the learning and other opportunities made available at the institute. Placement Cell is there to provide opportunities by getting the companies to the campus. One must become responsible and accountable to oneself for one's success.

At SIU, all the institutes work with the following guidelines to enable the students to achieve their desired career objectives:

1. All PG institutes under SIU are expected to provide placement assistance to the students.
However, the institutes are under no obligation to find a suitable job for students.
2. The Institute should approach the companies for inviting them from campus placements.
3. Institutes should try to maximize the number and quality of companies visiting the campus from diverse fields.
4. Every Institute should have a faculty in charge to guide and help the students in placement.
5. Every Institute should have a budget allocation for placements. A fair amount in budget should catered for placement related activities like :

- City visits for meeting corporates and placement brochure presentation (PBP) by faculty in charge and students.
 - Conducting the placement process on campus
 - Hospitality for the corporates
6. The institutes are also expected to conduct Pre-Placement Training Programs for students which include modules on Current Affairs, General Aptitude, Technical Aptitude, Presentation Skills, Group Discussion Skills, Debate Skills, Interviews Skills & Mock Interviews, Industrial Analytics Workshops, etc.

Duties and Responsibilities of the Student Placement Coordinators

1. Work under the directions, guidance, supervision and instructions of the Director and Placement Faculty in charge.
2. Gather recruitment related information from the various companies, and coordinate their visit to the campus or organize joint processes.
3. Coordinate and ensure smooth conduct of placement related activities during the Placement season, with respect to logistics, general administration, shortlists, CVs of the students etc.
4. Organize Pre-Placement Talks [PPT] as per company's guidelines
5. Attend to the queries of corporate as well as the students.
6. To keep the Director, abreast of the placement related developments during the Placement Season.
7. Liaison with other Institutes under SIU regarding Placements and Joint Processes.
8. Overall maintaining transparency and ensuring smooth functioning of the Placements cell
9. Maintain a log of all the conversations with the company representatives.
10. Maintain details of placements, companies visited and profiles offered.
11. Analyze the placements progress and work accordingly.
12. All the details of Placements will be kept confidential by the Placement Coordinators even after moving out of the roles and institute.
13. Improving the quality of placements in terms of job opportunities and companies with good packages.
14. Ensuring maximum visibility of the institution to the corporate world through frequent visits, interactions with the top management and facilitation of Student Visits, Training and Project Guidance under Corporate Action Plan.

15. Utilising the vast network of alumni and eminent personalities for the benefit in placement.
16. Obtaining feedback from employers on the performance of students to enhance the quality of students.
17. Assisting in improving the employability of the students by organising special training with the help of experts from industry.
18. Preparing the placement brochure with detailed information on the students' profile and programmes offered by the institution, for the benefit of potential recruiters and the corporate world.
19. Building rapport with the top management of companies by organising visits of CEOs, COOs, Presidents, VPs and GMs to the university.
20. The placement coordinators are required to do placement related activities after class room hours. In case there is a requirement of their involvement in the placement activities during the class room hours, they may be exempted for attending the classes. This is allowed only for a minimum number of classes.

Rules and Regulations for students relating to Placements

1. Any default in Project /Summer Internship will lead to being debarred from Final Placements.
2. Tuition fees and other dues should be cleared.
3. **Attendance**
 - 3.1. Minimum 90% attendance in each semester is required to participate in campus placement
 - 3.2. Failing to meet the above condition may lead to being debarred from the Final/ summer placement companies as defined by the Director of the Institute.
 - 3.3. The list of candidates eligible/ debarred for Final Placements based on attendance will be released before start of the placement process. An original copy of all the students' attendance will be put up by the Admin department to ensure transparency in the process.
4. **Backlogs**
 - 4.1. Students are expected to clear all their examinations (internal and external) to be eligible for placement.
 - 4.2. If the student (who has been barred due to backlogs) manages to clear the backlogs before the commencement of Placement season, then he/she may appear for interviews of the companies thereafter with permission from the Placement in charge.

5. Barred due to Disciplinary action:

5.1. The students may be debarred from certain number of companies due to disciplinary action against the student by the Disciplinary Committee or the Director. The number of companies to be barred is at the discretion of the Disciplinary Committee or the Director.

5.2. In case the student is already placed, his/ her offer letter will be withheld and in extreme cases, the offer by the company would be cancelled.

6. Absence:

6.1. From a process:

Students are informed to be present all throughout the placement season till they are placed. If a student is absent after applying for a job or after a company shortlists the student, he/she could be debarred from further placement assistance. For any serious illness, a certificate from SCHC only will be entertained and such has to be intimated to the Placement Coordinators before the start of the process by email with a CC to Head of Institute and the decision would be taken accordingly.

6.2. Presentations by the Companies (Pre-placement talk):

Students applying for a company are required to attend the PPT organized by that company. Sometime the students, who have not applied for a particular company, may also be required to attend the presentation by the company. Absence from any such Company presentations that was made mandatory will lead to a suitable penalty on students.

7. Information about the companies:

7.1. In the beginning of the academic year, all the profiles will be sent to the companies who request for students profile (based on their criteria).

1. In the event companies short list candidates based on the profiles sent to them, the shortlist will be shared via email/ placement portal/notice/ any other system as set by the institute.
2. Any student, if unwilling to participate in the interview process of the company, will be given an option to back out. If the student intends to back out from the process, he/she needs to communicate the same to Placement Cell within 12 hours of the release of the shortlist.
3. Post this deadline, the availability of the shortlisted candidates will be confirmed to the company. Beyond this point, no candidate will be allowed to back out from the process.

- 7.2. The students will be given information about the company coming on campus prior to the process.
- 7.3. The students are not allowed to communicate with the corporate or alumnus in the company about placements.
- 7.4. Maintain an appropriate level of confidentiality regarding any placement information as advised by placement cell.
- 7.5. Any leak of information and posting placement information on social sites will lead to being barred from 5 companies.

8. Applying to companies

8.1. How to apply

1. All placements related communication and jobs posting will be through email, placement portal, messages and notices. Students are allowed to apply for a job/company as per their interest.
2. It is compulsory for every student who has applied for a particular company, to attend the Pre Placement Talk (PPT) of that company.

8.2. The student is responsible to meet all deadlines set by the Institute. It will be the students' responsibility to check Placement Notice Board on a regular basis.

8.3. Students are required to keep their details up to date with placement cell.

8.4. The students are required to keep their resume up to date as the profiles and resumes may be sent to the company at any instant depending on the company's requirement.

8.5. Students are required to present proof for any particulars that they have put up in the resume if demanded by the company. Institute will not be responsible if the candidature of the student is cancelled for the same.

9. Conduct during placement process

1. Students must be punctual in reporting to the company for the Placement process.
2. Students participating in placement process have to be present in Institute dress code.
3. Students need to wear their ID card and present it if demanded by the company.
4. Students should not discuss any points (Package, Job profile, Location) at the time of interview. This is clearly stated by every company at the time of the **Pre - Placement Talks (PPT)**.
5. Students are not allowed to directly speak to HR regarding the shortlists for any round during the selection process

6. Any official communication between the students and the companies that participate in the Campus placement has to be routed through the placement cell only. No student shall contact the company personally. Non-compliance of the above said rule would deem the student out of placements and may solicit disciplinary action.
7. It is the responsibility of the short-listed candidates to intimate the result of the selection process immediately (within 24 hours); in case it is conducted outside the institute premises.
8. During the conduct of selection process, a student arrives late or is absent or resorts to unruly behaviour with placement coordinators or any one assisting in the process, he/she will be debarred from the placement process for that particular company.

10. Offer acceptance

- 10.1. **One student, one offer policy :** When a student has been given an offer by a company through the campus placement, he/she has to accept or decline the offer within the time specified by the company. If the offer is accepted, the student will be withdrawn from the placement process. If the offer is declined, it will be considered as a chance utilised and wasted. He/ she will be barred from sitting for any further placement processes.
- 10.2. Companies will be requested to issue offer letters addressed to the institute and acceptance or declining of such offers also goes through the placement cell. This is for the institute to monitor the process properly. In case offer letters are received by the students directly, a photocopy of the same is to be provided to the placement cell within 48 hrs of receipt of the offer letter by the student.
- 10.3. The making of an offer and acceptance of the same must be in writing always.
- 10.4. If a student accepts an offer and commits to a particular company but joins another one (not through campus placements), the institute reserves the right to withhold that student's certificate(s) if informed of the same by the former company. Breach of commitment is not acceptable. Institute may also inform the latter company, about the breach.
- 10.5. Should a student not join the company that he has been placed in through the Institute. The Institute could face unpleasant consequences in the future. The Director may therefore consider punitive actions such as barring student from the Alumni activities of denying letters of recommendation. Monetary penalties cannot be levied.
- 10.6. Every student is required to ensure that they have submitted a copy of the offer letter to the Placement cell for records.
- 10.7. No student will generally be permitted by the institute to join the company before the completion of the Course as per the Academic Calendar. Students must appear for all the examinations as per the institute schedule.

11. Placement Process

11.1. Keeping the company's convenience in view, selection processes may take place in any city/town in the states. The students may be required to travel and attend the same. The Placements Cell shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel and other arrangements.

12. About PPOs/ PPIs

12.1. Acceptance and rejection of a PPO:

1. Once the company conveys its willingness to offer a PPO, the candidate needs to confirm his acceptance/ rejection within a stipulated time.
2. If the offer is accepted, the student will be withdrawn from the placement process. If the offer is declined, the candidate needs to sign a document stating the rejection of PPO with valid reasons.

12.2. In case of a PPI, the candidate needs to confirm whether he or she would like to attend the PPI. Once confirmed, the candidate will not be allowed back out from the process.

Other points:

1. Students are urged to work towards placement preparations, in earnest right from beginning of the course onwards and acquire skills required during placement interviews
2. Students should strive to get Certifications relevant to their specializations.
3. Any student not aspiring for placement should give an undertaking to their unwillingness of placement in mail with a CC to Head of Institute
4. Telephonic interviews and Video conference call may be held for companies as a part of the process. The students may be required to report to Placement Cell at a short notice. The students are requested to be available in the campus during working hours. Any absence from the campus needs prior permission from the Director.
5. Performance review: Students are requested to track their performance during processes and attempt to improve oneself.

11. GUIDELINES FOR FORMATION OF ALUMNI COMMITTEE

Introduction

The constituent institutes under Symbiosis International University may have alumni committees at the institute level. Alumni have a strong bond with the University and the institutes. Institutes may organize number of events throughout the year engaging with alumni. Symbiosis alumni are an important asset of the University and they all take pride in representing their alma mater in the social and corporate circles.

Each institute may have a dedicated faculty member / students' team handling all the activities related to alumni. The alumni committee comprises of students from the current batches. Students organize alumni meets, alumni reunion, publish newsletters, etc. while alumni participate in events, panel discussions, guest lectures, and provide inputs for keeping curriculum industry relevant.

The Alumni Committee may comprise of a faculty head, student committee head, student committee co-head. The number of students in each committee is decided by the faculty in-charge and the Director of the institute. In most institutes faculty in-charge and the Director attend alumni meets organized across various cities in the country.

Events Organised by the Alumni Committee

The programmes and events organized by the committee as shown in Figure 1 can be divided into two broad heads, Annual events that are held once a year and on-going programmes that are continuously running all through the year.

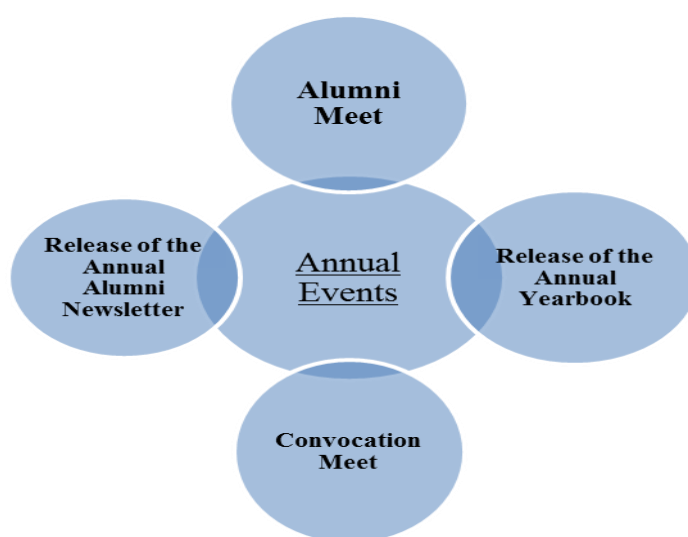


Figure 1-Events Organized by Alumni Committee

Alumni Meet: Institutes specific Alumni Committee Organizes Annual Alumni Meets every year in either the College Campus or other cities across the country. These meets are attended by several Alumni from all the batches. These meets serve as an ideal platform for the alumni to interact with each other and network with fellow alumni from different batches who are now spread over the country and also outside India.

Convocation Meet: The Alumni Committee also organizes the annual convocation meet. The timing of these meets is around the University convocation. Institutes welcome recently graduated batch back to the campus for the convocation.

Newsletter: The Committees publish an Annual newsletter to keep the Alumni abreast of the on-going activities in the college and keep them informed of the achievements of their fellow alumni. Newsletters also have interviews of senior alumni conducted by the student committees. The Newsletter is released and distributed during the Alumni Meets.

Annual Yearbook: The Alumni Committee also publishes the annual Yearbook which not only is a visual journey down the memory lane for the graduating students but also serves as a walk in the memory lane years down the road.

Operating Procedure for Conducting Events

Since alumni committee conducts several events every year in the campus and outside the campus, it is imperative to have set of guidelines to ensure highest quality is maintained for the conduct of the event and proper accountability is in place. This is also considered as a learning experience for students which prove to be useful once they join the corporate world. As shown in the Figure 2, there are various steps involved to be executed by the committee members working with the Head of the institution and faculty in-charge and the Finance department.

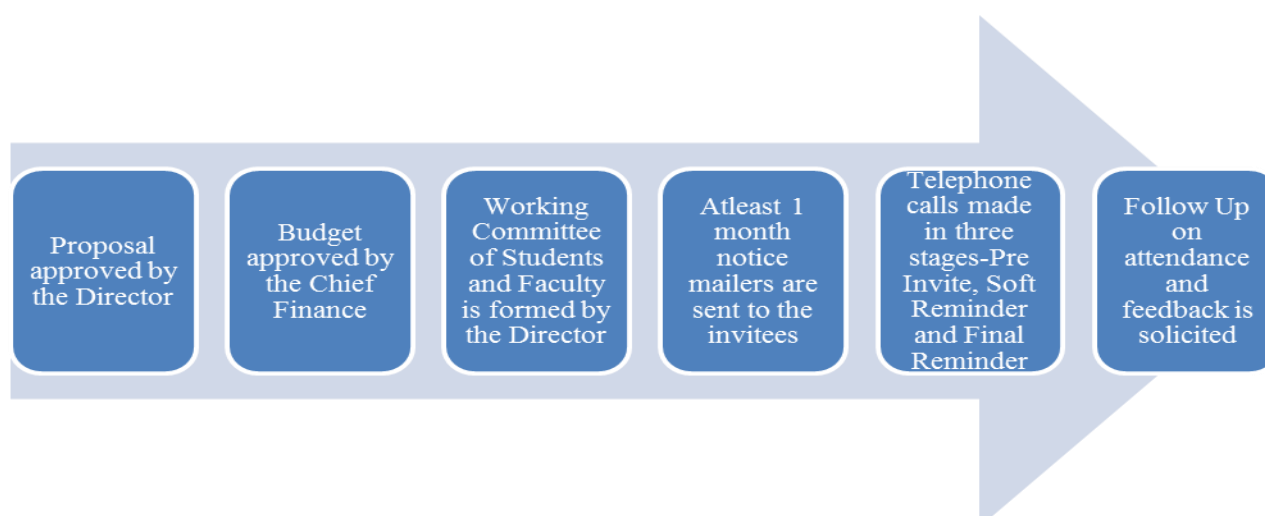


Figure 2-Standard Operating Procedure for all Events

On-going Activities and Programmes

The committee undertakes number of activities year throughout the year. The primary objective of these activities to stay connected with the alumni base. Alumni also help in several activities at the institute levels such as summer internship, final placements, advising or mentoring students, working as visiting faculty for teaching courses or delivering lectures in very specific domains. Figure 3 below shows yearlong activities undertaken by the committees.

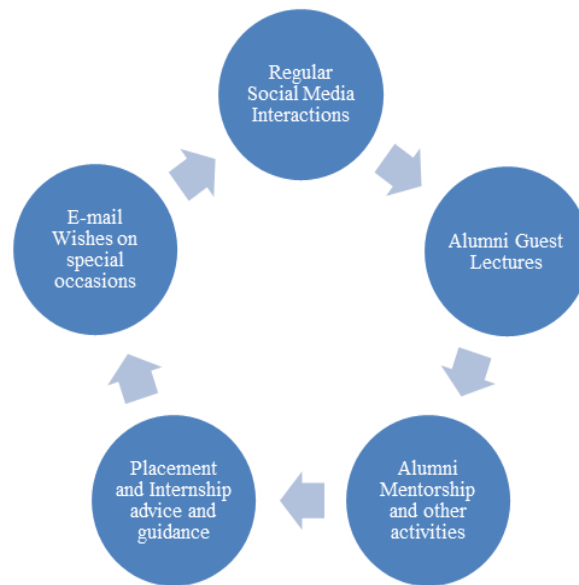


Figure 3-On-going activities and Programmes

Database building: The committee maintains a database of alumni which is constantly updated by the Alumni themselves through the Alumni Registration Portal that is available on the institute websites and by the committee itself through networking with other alumni, current students whose parents, relatives or friends are alumni.

Social Networking: The alumni committee maintains a Facebook page, Facebook group and a LinkedIn account to allow the alumni to interact with each other and for the committee to be able to keep them involved in the activities of the college.

E-mails: The committee maintains a dedicated alumni e-mail id on which the alumni can correspond if they require any assistance from the college. The committee send e-cards on public holidays and other newsletters and publications from the college to the Alumni.

Guest Lectures: The committee coordinates with the alumni to enable the alumni to interact with the current students by way of guest lectures, mentoring them, providing them latest happening in the industry, and preparing them for final placements.