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About Symbiosis Society

Symbiosis is one of India's leading educational Institutions imparting quality education for over 40 years. Symbiosis is a family of 46 academic institutions spread across 9 campuses in and around Pune, Nashik, Bengaluru and Noida, and is host to over 40,000 students.

A 'Foreign Affair' that founded Symbiosis

The journey of a thousand miles begins with a single step. But, it is the first step that involves deliberation and much hesitation. The Symbiosis journey however began with a surge of enthusiasm spurred on by an incident that, in itself, makes a poignant tale.

“It was afternoon on a hot day; I was standing near a window of my house overlooking the first hostel block, of which I was a rector. A strange thing happened. A girl walked up to the window of the boys' hostel room, quickly handed over something and disappeared. My curiosity was aroused and I kept watching the girl walking up to the window day after day and suspected, like any other rector would, that an affair was afoot. So one day, I made up my mind and walked up to the door and knocked. When the door opened, I saw a Mauritian student lying in bed. His face pale and his eyes sunken low. I was puzzled.”

“When I turned to the boy for an explanation, he said, ‘Sir, I have an attack of jaundice & I’m feeling extremely weak. I cannot stand up, nor walk a few steps. A girl from my country brings me food. However, since ladies are not allowed to enter the boys’ hostel, she hands over the tiffin box through the window.’

I was stunned. After all, it wasn't the type of ‘affair’ I had expected. I was very much pained & decided something had to be done about this. "That was the instance, the golden moment that Symbiosis was born."

Symbiosis is a term in life science, meaning ‘living together of two different organism, for the benefit of each other’. Dr. Mujumdar, himself a professor of botany, thought this name apt for the institution.

Thus the institution was founded to alleviate the problems faced by foreign students coming to India. At the time, these problems included - accommodation, meals, medical care, guidance, coaching, information about the city, etc.

Symbiosis has come a long way since then and is now home to students from more than 75 different countries. These students are offered the best learning resources, industry exposure, a strong international students' alumni network, a global recognition, and above all, a truly enriching Indian experience.
From the President’s Desk

My dear International Brothers & Sisters
Welcome to India,
Welcome to Pune,
Welcome to Symbiosis,
You are in a country where no one is a foreigner,
Where all human races for ages, are living together.

You are in a country where teacher, mother and father are Gods,
and do you know? Where you, the guest, too, are regarded as the God.
You are in a country where women are worshipped and not merely loved,
where nothing shines like the shyness of a woman.

You are in a country where poverty & nobility live together,
where poor great are more remembered than kings & monarchs.
where sacred stones are costlier and greater, than the costliest diamonds.

You are in a country where right is might,
humility is not weakness, & where knowledge is power.

You are in a country where saints have noble past,
but sinners have nobler future.

Into this country, my international brothers & sisters,
may your stay become happier, and your mind nobler & broader.

Dr. S. B. Mujumdar
Constituent Institutes/Colleges of SIU
(as per notifications)

- English Language Teaching Institute of Symbiosis & Symbiosis Institute of Foreign & Indian Languages (ELTIS & SIFIL) - 1971
- Symbiosis Society’s Law College (SSLC) - 1977
- Symbiosis Institute of Business Management (SIBM) - 1978
- Symbiosis Institute of Computer Studies & Research (SICSR) - 1985
- Symbiosis Institute of Media & Communication (SIMC) - 1990
- Symbiosis Institute of International Business (SIIB) - 1992
- Symbiosis Centre for Management & Human Resource Development (SCMHRD) - 1993
- Symbiosis Institute of Management Studies (For Defence Personnel & their dependents) (SIMS)-1993
- Symbiosis Institute of Telecom Management (SITM) - 1996
- Symbiosis Centre for Information Technology (SCIT) - 1999
- Symbiosis Centre for Management Studies - Under Graduate (SCMS-UG) - 2004
- Symbiosis Institute of Design (SID) - 2004
- Symbiosis Institute of Geo-informatics (SIG) - 2004
- Symbiosis Institute of Operations Management (SIOM) - 2005
- Symbiosis Institute of Health Sciences (SIHS) - 2005
- Symbiosis College of Nursing (SCON) - 2007
- Symbiosis Institute of Technology (SIT) - 2008
- Symbiosis Institute of Business Management Bangalore Campus - 2008
- Symbiosis School of Economics (SSE) - 2008
- Symbiosis Institute of Mass Communication (SIMC) Bangalore - 2008
- Symbiosis School of Banking Management (SSBM) - 2010
- Symbiosis School of Biomedical Sciences – 2011
- Symbiosis School of Liberal Arts (SSLA) – 2011
- Symbiosis School of Photography – 2012
- Symbiosis Institute of International Studies – 2013
About SIT

Symbiosis Institute of Technology, a constituent of Symbiosis International University was established in the year, 2008 and currently offers B. Tech programmes in Civil, Computers, Electronics & Telecommunication, Information Technology and Mechanical Engineering, M. Tech programmes in Computer Science and Engineering, Computer Aided Design and Manufacture and Electronics & Telecommunication Engineering, Geoinformatics & Surveying Technology and M. Sc programme in Physics. In future, the Institute plans to start more Masters Programmes in specialized areas of Engineering & Technology with industry participation. Research programmes leading to Ph. D. Degree have already been started in Faculty of Engineering of Symbiosis International University.

The Institute endeavours to provide quality technical education in line with the requirements of today’s competitive industrial environment and fast paced technological developments. The curriculum developed by the Institute emphasizes both on basics and latest developments. Realizing the fact that faculty is the most important resource, special efforts have been made to find, recruit and retain highly qualified and competent faculty. Infrastructure created and acquired by the Institute, like all other Symbiosis Institutes, is of a very high quality and includes multimedia classrooms, well equipped labs including software for CAD/CAM, simulations and other applications, well stocked modern library with digital media, auditorium, seminar halls, separate hostels for boys & girls and playgrounds.

The Institute provides an environment conducive for harnessing the potential of both faculty and students through systematic and effective planning and control of the teaching learning process, both within and outside the classroom. The basic teaching learning process is supplemented by organizing techfest, cultural programmes, sports competitions, Industry-Institute meets, guest lectures by renowned personalities and student exchange programmes with various renowned foreign universities across the globe.

In an effort to realize the dream of Dr. S. B. Mujumdar Sir, Chancellor of SIU and creator of Symbiosis, of producing Gentlemen Engineers, the students are trained in liberal arts, performing arts, industrial history, human values and ethics and are offered to qualify a special diploma from SIBM and courses from other Symbiosis Institutes. Our Engineering students can take up subjects on product design, patents and copyrights and many other areas closely related to engineering. Students at SIT come from all parts of the country. This diversity coupled with their excellent schooling and family background creates an environment best suited for peer learning. They are ever eager to supplement their normal learning with carrying out technical projects, participation in contests, organizing events and so on.

Vision

To be a destination of choice for quality education focused on creating competent professionals with sound domain knowledge and skills, managerial acumen, human values and interpersonal skills.

Mission

To craft an ambience to provide high quality technical education, strongly integrated with human values of equality, compassion, sharing and social responsibility so as to realize the dream of “Vasudhaiva Kutumbakam” (The world is one family).
From The Director

Symbiosis Institute of Technology has all the ingredients to become a great institute of engineering and technology. With an ideal location, state of the art infrastructure including labs, classrooms and software, well planned teaching-learning process, use of computers in the governance, well qualified and dedicated faculty and so on.

In addition to teaching, the institute has laid emphasis on research, industry-institute interaction, and guest lectures. The institute has already started M. Sc. programme in Physics and M. Tech programmes in Computer Aided Design and Manufacture, Computer Science and Engineering, Electronics & Telecommunications Engineering and Geoinformatics and Surveying Technology. More master’s level programmes are planned in the near future.

One salient feature of our working philosophy and interaction with students is the approach of being ‘soft and firm’. We are always soft in our dealings with students; we listen to them and take care of their needs. But as far as rules and regulations pertaining to academics and discipline are concerned we are very firm and do not deviate from these regulations.

I hope this student handbook will serve to give the students required information. I welcome new students to the portal of this great seat of learning – Symbiosis.

Departments at SIT

Symbiosis Institute of Technology has five departments, established with the aim of providing the students the necessary support in academics or otherwise, for excelling in their respective fields of interest.

Department of Applied Sciences

The constituents of the Department of the Applied Sciences, at the Symbiosis Institute of Technology, are (a) Physics (b) Chemistry and (c) Mathematics. Applied Sciences provide the basic foundation of Engineering Sciences. Engineering Sciences are well understood and rationally interpreted if students have sound knowledge of Applied Sciences.

At present, the Applied Science Department has eighteen faculty members of which 12 are doctorates with good publications and two laboratory Instructors. The faculty is a homogeneous blend of rich experience and erudite young faculty members.

Syllabi of Applied Science contain carefully chosen topics that help engineering students to understand and appreciate the concepts of Engineering Sciences. The syllabus is regularly evaluated by the respective subject experts and necessary revisions are made as per the recommendations of the panel of subject experts.

The department also offers M. Sc. Physics Programme.

Department of Computer Science and Information Technology

The Department offers UG programs in Computer Science & Engineering and Information Technology and M. Tech programme in Computer Science & Engineering.

The students are imparted knowledge and skills in the conceptual and core areas of Computing as well as advanced programming and analytical skills. The department provides students lifelong
learning and leadership skills that enable them to grow in their profession and advancement to positions of responsibility by effective Industry-Institute Interaction. The students graduating this year have been placed in reputed IT companies. The Department is striving for good placements in prestigious software industries all over the world for its Undergraduate and Post Graduate students in future as well.

Faculty at the department comprises of 18 members, each one of them having a sound knowledge base in their respective areas of specialisation.

The Department of Computer Science and Information Technology has an infrastructure of eight well-equipped laboratories.

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of Lab</th>
<th>Major Equipment</th>
<th>Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Computer Lab 1</td>
<td>Hp 5800 Computers</td>
<td>22</td>
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<tr>
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<td></td>
<td>Printer HP P2035n</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hp Procurve Switch 48port</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Computer Lab 2</td>
<td>Hp 5800 Computers</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Printer HP P2035n</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Operating Systems Lab</td>
<td>Hp 5800 Computers</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Printer HP P2035n</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Graphics Lab 1</td>
<td>Hp 5800 Computers</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hp Procurve Switch 48port</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Printer HP P2035n</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Graphics Lab 2</td>
<td>Hp 5800 Computers</td>
<td>22</td>
</tr>
<tr>
<td>6</td>
<td>Programming Lab 1</td>
<td>Hp 2110 Computers</td>
<td>22</td>
</tr>
<tr>
<td>7</td>
<td>Programming Lab 2</td>
<td>Hp 2110 Computers</td>
<td>22</td>
</tr>
<tr>
<td>8</td>
<td>Programming Lab 3</td>
<td>Hp 2110 Computers</td>
<td>22</td>
</tr>
<tr>
<td>9</td>
<td>M.Tech Project Lab</td>
<td>Hp 2110 Computers</td>
<td>25</td>
</tr>
</tbody>
</table>

The labs are equipped with a number of software tools, including:

(a) IBM Rational Rose RSA Program  
(b) Visual Studio  
(c) Visual Studio MSDN

**Computer Society of India (CSI) - Student Chapter:**

SIT CSI Student Chapter was set up by the Computer Science Department in the year 2013. A student chapter serves as a gateway to forums, panel discussions, and symposia that further a student’s professional development. A number of seminars, workshops, exhibitions, training programmes for students are organized under the CSI Student Chapter.

**Department of Civil Engineering**

Established in the year 2009, the Civil Engineering Department proposes to establish centres of excellence in the areas of Structural Engineering, Water Resources Engineering, Geographical
Information Systems (GIS) and Geotechnical Engineering. The Department has also started an M.Tech programme in Geoinformatics and Surveying Technology from the academic year 2013-14. A few students are also pursuing Doctoral Programmes.

The department has well equipped laboratories of Engineering Mechanics, Surveying, Fluid Mechanics, Strength of Materials and Concrete Technology, Geotechnical Engineering, Transportation Engineering, Environmental Engineering.

State of the art Fluid Mechanics & concrete Technology Laboratories have been developed to undertake research and related consultancy projects. The Department has also acquired a state of the art Tilting flume, which is 10m long with 0.5m x 1m cross section. Such flumes are used for conducting high quality research in the field of water resources engineering and hydraulics. Latest equipment like Total Station is procured for exposing students to modern Technologies in Surveying. Department is also planning to start consultancy for material testing using the Universal Testing Machine available in the laboratory.

In addition to the laboratories mentioned above, the strength of the department also lies in well qualified, highly experienced and dedicated faculty. The curriculum for the undergraduate course has been evaluated by the eminent professors from IIT Mumbai and the industry expert. The curriculum also emphasizes on interdisciplinary nature of the courses for understanding various issues in Civil Engineering. To enhance real life problem solving capabilities of the students live projects are undertaken. This will facilitate to maintain high quality in engineering education and to produce Industry ready professionals in civil engineering.

The Department of Civil Engineering has the following laboratories, which facilitate a more efficient learning process:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Lab</th>
<th>Major Equipments Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Strength of Materials Lab</td>
<td>Computerized Universal Testing Machine, Rockwell Hardness Tester, Brinell Hardness Tester, Impact testing machine, Vickers hardness tester, Cupping testing machine</td>
</tr>
<tr>
<td>2</td>
<td>Fluid Mechanics Lab</td>
<td>Bernoulli's Theorum apparatus, Metacentric height apparatus, Pipe friction apparatus, Calibration of venturimeter, Reynolds Number, Electrical analogy apparatus, Wind tunnel, Tilting flume, Francis turbine, Kaplan turbine, Pelton turbine, Centrifugal pump, Reciprocating pump, Hydraulic ram</td>
</tr>
<tr>
<td>5</td>
<td>Engineering</td>
<td>Combined coil &amp; belt friction apparatus, Digital balance,</td>
</tr>
<tr>
<td>Department</td>
<td>Apparatus/Equipment</td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Mechanics Lab</td>
<td>Curvilinear motion apparatus, Moment of inertia : tortional pendulum, Bar pendulum of compound bar, Polygon force apparatus, Space force apparatus, Slotted weight set, Shear Leg Apparatus, Jib Crane, Jointed Roof Truss on wheels, Parallel Forces Apparatus, Bell Crank Lever, Screw Jack, Moment of Inertia of Fly Wheel</td>
<td></td>
</tr>
<tr>
<td>6 Surveying Lab</td>
<td>Automatic level, Box compass, Digital planimeter, Dumpy level, global positioning system, Prismatic compass, PLAIN TABLE WITH FORK, Transit theodolite, Total station, Ultrasonic distance meter, Optical Squire, Line ranger, Telescopic Alidade, Tangent Clinometers, Hand Level, Abney Level, Ceylon Ghat Tracer, Box Sextant, Vernier Tansit, Theodolite-10&quot;, Vernier Tansit Theodolite-20&quot;, South Electronic Digital Theodolite, Garmin GPS, Digital planimeter</td>
<td></td>
</tr>
<tr>
<td>7 Environmental Engineering Lab</td>
<td>B.O.D. Incubator, Bacteriological Incubator, Autoclave, C.O.D. Reflux Apparatus, Digital pH Meter, Digital conductivity Meter, Digital Nephelo- Meter, Digital Flocculator</td>
<td></td>
</tr>
<tr>
<td>8 Geotechnical Engineering lab</td>
<td>Triaxial Test Apparatus, Direct Shear Test Apparatus, Infra –Red moisture Meter, Laboratory Vane Shear Apparatus, Digital Cone Penetrometer, Unconfined compression Testing</td>
<td></td>
</tr>
</tbody>
</table>

**Department of Electronics and Telecommunication**

The department is running undergraduate course in Electronics & Telecommunication Engineering since 2008 with initial intake of 60 students. The intake was increased to 120 students with effect from 2012 - 13. The Department is also offering M.Tech programme in Electronics & Telecommunication Engineering from the academic year 2012-13. Electronics & Telecommunication Engineering Department is highly concerned with advanced changes in technology and accordingly updating laboratories, library facilities and appropriate skill enhancement of teaching faculty. The department encourages in consistent Student-Industry interface and all round growth by organizing industrial visits as study tours and personality development programmes. It is a normal practice to host seminars, organize workshops, and conduct guest lectures by eminent personalities in the field.

The department conducts value added training on MATLAB, MultiSim/ VLSI Design LabVIEW etc; to enhance industry oriented practical skills of the students.

E&TC department has initiated the opening of SIT IEEE student chapter that will encourage student participation in paper presentations and motivates them to present research papers in conferences, project competitions, and various technical activities at state and national level. We are putting up an Alternate Energy Platform and apart from this also planning research programs in Biomedical Instrumentation and Microprocessors in Agriculture, all of which will have active student participation.
The mission of the department is to impart training to ensure that students acquire all the professional skills with necessary theoretical and conceptual knowledge. The vision of the department is to create professionally competent, innovative engineers, managers and good human beings for a better tomorrow.

**Students Forum for Electronic Engineers (SFEE)**

SFEE was started with the objective of creating a platform for electronics and telecommunication engineers to further harness their technical ideas and interests. The objective was to provide the framework to materialise ideas, concepts and projects; provide a forum for technical discussions and a body which promotes electronics and telecommunication through seminars, workshops, etc. Affiliated with the IEEE, the association seeks to promote technical research. Under its banner several workshops, seminars and guest lectures on varied topics such as robotics, supercomputers, embedded systems, communication systems, PCB designing have been organised along with several paper presentation forums. Over and above these functionalities, SFEE also strives to achieve college-industry interface, inviting industry players to interact with students, to bridge the gap of industry demands and requirements in the process and make our students industry ready.

**E&TC Lab Data**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Lab</th>
<th>Major Equipments in Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Digital Electronics Lab</td>
<td>Trainer Kits, IC Tester</td>
</tr>
<tr>
<td>3</td>
<td>Microprocessor and Microcontroller Lab</td>
<td>Development Boards of 8085, 8051, 8086, FIRE BIRD V, P89V51RD2 Robotic Research Platform, Universal IC Programmer</td>
</tr>
<tr>
<td>4</td>
<td>Communication Lab</td>
<td>Advanced Communication kits, DSO's, Spectrum Analyzer, Arbitrary Function Generator, TV and DVD Trainer kit, GSM and CDMA kits, Optical Fiber and Microwave Communication Kits</td>
</tr>
<tr>
<td>5</td>
<td>VLSI Lab</td>
<td>Spartan 3 FPGA Boards, Software: Xilinx -11.1, Mentor Graphics HEP1 and HEP2 package</td>
</tr>
<tr>
<td>6</td>
<td>Digital Signal Processing Lab</td>
<td>Software: Matlab 7.1</td>
</tr>
<tr>
<td>7</td>
<td>Power Electronics Lab</td>
<td>Power scope 1 MHZ, Power Electronics Kits, True RMS 4 &amp; 1/2 Digit Bench Top DMM, Software: Labview 11.0</td>
</tr>
<tr>
<td>8</td>
<td>Embedded Systems Lab</td>
<td>Oasis Arm 7 kits, Cypress PSoC 5 Development kit, Software: Keil µVision4</td>
</tr>
</tbody>
</table>

**Department of Mechanical Engineering**

The Department of Mechanical Engineering aims to produce quality professionals in Mechanical Engineering to compete globally and excel by carrying out basic and applied research in emerging areas by forging strong industry-institute interaction. The Department offers undergraduate program leading to B.Tech. Mechanical Engineering and Masters programme in Computer Aided Design and Manufacture. The department also plans to synergize with Electronics Engineering to offer programs in Mechatronics.
The department has following labs:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of Lab</th>
<th>Major Equipments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Applied Thermodynamics Lab</td>
<td>4 Stroke Diesel Engine Test Rig, Single cylinder 4-stroke petrol Engine Test rig, Exhaust Gas Analyzer, Two Stroke Air Compressor, Bomb Calorimeter, Separating &amp; Throttling Calorimeter</td>
</tr>
<tr>
<td>2.</td>
<td>Fluid Mechanics Lab</td>
<td>Bernoulli’s Apparatus, Flownet Apparatus, Orificometer Apparatus, Orifice/Mouthpiece Apparatus, Venturiometer Apparatus, Friction flow analysis Apparatus, Reynolds’s Apparatus, Metacentric Height Apparatus</td>
</tr>
<tr>
<td>4.</td>
<td>Fluid Machinery Lab</td>
<td>Tilting Flume ( 0.5m x 1m x 10m), Wind Tunnel, Kaplan Turbine 5HP, Pelton Wheel Turbine 5HP, Francis Turbine, Centrifugal Pump, Reciprocating Pump, Hydraulic Ram</td>
</tr>
<tr>
<td>6.</td>
<td>Metrology Lab</td>
<td>Optical flat with Monochromatic light source, Floating carriage Micro Meter, Angle Slip Gauge set, Gear Tooth Caliper, Measuring Set, Magnetic V Block 4, Digital Micro Meter, Adjustable Snap Gauge (Size – 6-13mm,13-19mm,19-25mm), Plain Plug Gauge , Thread Plug Gauge, Pitch Gauge (Metric Screw Gauge)</td>
</tr>
<tr>
<td>8.</td>
<td>CAD/CAM Lab</td>
<td>Pro-E Wildfire 4.0, AutoCAD 2010, CATIA V5 R 19</td>
</tr>
<tr>
<td>9.</td>
<td>Basic Mechanical Engineering Lab</td>
<td>Maruti Type Carburetor, Solex type Carburetor, Model of Wankel Engine, Pelton Turbine, Francis turbine, Model of Flange Coupling, Flexible Coupling, Hook’s Coupling, Model of Conical Clutch, Plate Clutch, Multplate Clutch, Model of Centrifugal Pump, Double Shoe Brake, Band Brake, Model of Spur Gear, Bevel Gear, Spiral Gear, Worm Gear, Model of Set of Keys, Rope Belt Drive ,V Belt Drive, Model of Lancashire Boilers</td>
</tr>
</tbody>
</table>

**Mechanical Engineering Student’s Association (MESA):** MESA (Mechanical Engineering Student’s Association) was constituted at Symbiosis Institute of Technology with the aim of bridging the gap between theoretical knowledge and practical knowledge. It also aims to play a
pivotal role in the development of students as engineers and to inculcate awareness about various disciplines of mechanical engineering. The four pillars of ethics include “Intelligent Machines and System”, “Advancement in Technology”, “Progressive Mechanical Structure”, “Service to the Society”. MESA had organised “MechTrice 10”, “MechTrice 11” which received an overwhelming response from over 25 colleges in and around Pune. Further, vocational Pro-E course was also organised for Second Year and Third Year Mechanical Engineering students. As a part of service to society, the association is undertaking a project for a biogas recycler cum accumulator which would solve problems related to waste management and an alternative fuel.
## Symbiosis Institute of Technology, Pune

### Academic Calendar July - Nov 2014

<table>
<thead>
<tr>
<th>Week</th>
<th>Month</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
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<td>8</td>
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<td>Teaching Schedule</td>
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<tr>
<td>2</td>
<td></td>
<td>14</td>
<td>15</td>
<td>16</td>
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**H** Holidays
# Symbiosis Institute of Technology, Pune

## Academic Calendar JAN - JUN 2015

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**H** Holidays

### Grading System

1. The CGPA system of 9 grades will be applicable for the batches admitted 2012 onwards.

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

<table>
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<th>Letter Grade</th>
<th>Proportion</th>
<th>Grade Point</th>
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<tr>
<td>A+</td>
<td>Top 6%</td>
<td>4.000</td>
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<tr>
<td>A</td>
<td>10%</td>
<td>3.714</td>
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<tr>
<td>B+</td>
<td>15%</td>
<td>3.429</td>
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<tr>
<td>B</td>
<td>19%</td>
<td>3.143</td>
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<tr>
<td>C+</td>
<td>19%</td>
<td>2.857</td>
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3. Passing in a course means securing 40% of absolute marks in each of the heads.

4. The grading of students will be done based on the relative performance of the students compared to the class. For small batches (below 20 students), the same 9 grades CGPA system is to be adopted with the provision that Faculty teaching the course may deviate from the proportion count with adequate justification.

5. In case of change in marks due to re-evaluation, the scores obtained by the student will be fitted as per original range of marks of the grades.

6. Faculty members teaching the course will evaluate the End-Semester Examination papers. There will be no External examiner.

7. The End Semester Examination will be conducted by SIU.

8. Several organizations seek conversion of CGPA to percentage marks. For this conversion the CGP will be multiplied by 25 to arrive at percentage.

**ATKT:**

A Student will attend classes of all the years with his/her batch. However he/she:

Cannot appear for end Semester - 5 exams if he/she has not cleared up to Semester - 1 entirely

Cannot appear for end Semester - 6 exams if he/she has not cleared up to Semester - 2 entirely

Cannot appear for end Semester - 7 exams if he/she has not cleared up to Semester - 3 entirely

Cannot appear for end Semester - 8 exams if he/she has not cleared Semester - 4 entirely

A student having only internal backlogs & clearing prior to commencement of external examination are permitted to appear for external examination.

**Attendance Requirement**

Minimum 75% attendance in aggregate is mandatory for all the students of the University to be eligible to appear for the external examination of all courses of the term. If the aggregate attendance is below 75% then the student will not be granted permission to appear for the examination of the concerned course/s where the attendance is below 75%.

All those students who are granted CNG/TNG will be appearing in the examinations in next session as backlog. The candidate will not pay backlog examination fees, as fees are already collected.

Students are advised to take the minimum attendance criteria very seriously to avoid the severe consequences.

**Internal & External Assessment**

Performance of students at Symbiosis Institute of Technology is assessed through a two tier system. Students are graded internally throughout the semester based on their performance in
Class Tests, Unit Tests, Quizzes, Home Assignments and other measures throughout the duration of the semester.

External assessment is done solely on the basis of the student’s performance in the end of semester examination. External examinations are conducted under the supervision of an external examiner, with no tolerance to any form of indiscipline or unfair means.

In addition, Practical Assessment is also done for certain subjects which involves performance of practical experiments in the laboratory as well as performance in Viva and Practical Exam.

**SIBM Diploma**

Symbiosis Institute of Business Management is one of the top ranked business schools of the country. The Institute is also located on the Lavale campus. All students of SIT can opt for and qualify a special diploma from SIBM during their course of studies at SIT. This arrangement gives the students an insight into basic functions of management like marketing, finance, human resources and operations, in addition to polishing their communication and inter-personal skills. The students are exposed to these aspects at an early age as compared to students of other management programmes. This helps a great deal in making the learned concepts and techniques of management become a part of their personality and normal way of life.

**Performing Arts and Communication skills**

It is often observed that moral values are not imparted amongst today’s engineering students through normed curriculum of many universities. *Artistry* and *aesthetics* are missing from engineering curriculum. Hence our founder Chairman of Symbiosis and Honourable Chancellor of the Symbiosis International University Padma Shree Dr. S. B. Mujumdar stressed the need of introducing Artistry and aesthetics subjects like Performing Arts and Liberal Arts.

We, at the Symbiosis Institute of Technology, offer some aesthetic courses in order to blend engineering minds with aesthetic sense. We offer Communication Skills, Performing Arts and Industrial History Courses to F.Y. students. There is a well equipped communication lab with trained faculty in the institute. Experts in these subjects are frequently invited to inspire our students to take the mechanical routine of engineering sciences off their minds and explore imagination and appreciation of the nature and development of a taste for aesthetic sense.

Our students have done many interesting sketches, paintings, paintings on earthen pots and many handicrafts.

**Student Code of Conduct**

It is hereby notified for information of all concerned that the Symbiosis International (Deemed University) has prepared common code of conduct for the students of all the Constituent Institutes of Symbiosis International (Deemed University) and is attached to this notification as Appendix ‘A’. All the students studying in the Constituent Institutes of Symbiosis International (Deemed University) are required to abide by this Common Code of Conduct. The Directors of Institute / Principals of Colleges are requested to bring the contents of the Common Code of Conduct to the notice of all the students studying in their institutes. Further the Directors / Principals are
requested to publish the Code of Conduct in the Prospectus/ Website of the institute & also in the student handbook. The Directors / Principals should ensure that an undertaking from each student is obtained at the time of admission that he /she has gone through the Code of Conduct and he/she will abide by the rules mentioned there in.

This notification supersedes the earlier notification No. SIU/28/181 dated 19 December 2007
SI(DU)/28/R/10/ Registrar
Date : 19 May 2010

Appendix ‘A’

Code of Conduct
SYMBIOSIS INTERNATIONAL UNIVERSITY

Article 1: PREAMBLE
The student code of conduct [Code] is established to foster and protect the core missions of the Symbiosis International [Deemed 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 fulltime or part-time, pursuing undergraduate, graduate, professional studies. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular semester or term, but have a continuing relationship with the University, or who have been notified of their acceptance for admission are considered as “students”. The Code applies to all locations of the University.

Article 3: JURISDICTION
The Code applies to the on-campus conduct of all students at all the location / campus of the University.

The code also applies to the off-campus conduct of students in direct connection with:
A. Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad / student exchange;
B. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
C. Any activity sponsored, conducted, or authorized by the university or by registered student organizations;
D. Any activity that causes substantial destruction of property belonging to the university or members of the university community or causes serious harm to the health or safety of members of the university community; or
E. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for any act or omission.
Students continue to be subject to the laws of the land while at the university, and violations of those laws may also constitute violations of the code. In such instances, the university may proceed with university disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved.

Article 4: RESPONSIBILITIES OF STUDENTS
Students are members of the University community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the University.

Admission to the university carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic community and the Society. They should refrain from any conduct that would interfere with university functions or endanger the health, welfare, or safety of other persons.

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

Article 5: DISCIPLINARY MISCONDUCT
Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all–inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the University reserves the right to take disciplinary action in appropriate circumstances not set out in this article.

The illustrative list of misconduct is as follows (Not exhaustive):
DMC 1: Academic Misconduct: Academic Misconduct means plagiarizing; cheating on assignments or examinations.

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

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

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

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

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

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

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

**DMC 7: Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking** - Symbiosis strongly supports the goals of "Drug Free Campuses". It is policy of Symbiosis that no student shall distribute, possess, or use illegal drugs, a controlled substance, on its premises. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. It is also the Policy of University that smoking is prohibited in all the campuses of Symbiosis.

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

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

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

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

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

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

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

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

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

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

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

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

**DMC 20: Violation of University rules** - Violation of other published university regulations, policies, or rules, or violations of law. These university regulations, policies, or rules include, but are not limited to, those rules, which regulate dress code, which regulate submission of assignments, which regulate examinations, which prohibit the misuse of library, misuse of computing resources, 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:**
- Director/Deputy Director.
- Senior Faculty nominated by the Director.
- One member of teaching faculty who will necessarily be a female member.
- 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 (appeal authorities) within 5 working days.

**Article 6: HEARING AND APPEALS**
Any student charged with violation of the Code shall have the opportunity to receive a fair hearing. To safeguard the rights of students, the Vice Chancellor shall ensure that there is an appeal procedure to govern the alleged violations of this policy. The appeals procedure shall provide both
substantive and procedural fairness for the student alleged to have violated the Code and shall provide for resolution of cases within a reasonable period of time.

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

Article 7: PUNISHMENT AND PENALTIES
One or more of the following programmes of action may be taken when a student has been found to have violated the student code of conduct:
1. Warning: A written letter of reprimand resulting from a student’s misconduct.
2. Suspension: Suspension is a sanction that terminates the student's enrollment at the university for a specified period of time.
3. Monetary Fines: Monetary Fines is a sanction in which a student is required to deposit amount as penalty or any amount deposited by him is forfeited or adjusted, resulting from misconduct. It also includes Restitution which means making compensation for loss, injury, or damage.
4. Confiscation. Confiscation means confiscation of goods used or possessed in violation of University regulations.
5. Restriction of Privileges - Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to a student 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.

Anti Ragging Measures

Anti-Ragging Committee
The following Anti-Ragging Committee has been constituted at Symbiosis Institute of Technology, Lavale as per UGC Regulations F, 1-16/2007(CPP-II) dated June 17, 2009;

- The Head /Director of the Institute - Dr. T. P. Singh
- Deputy Director/Vice Principal of the Institute –Member - Dr. Akshay Malhotra
- Administrative Officer/Registrar of the Institute –Member - Ms. Kavita Sahasrabudhe
• 3 to 4 Faculty members of the Institute – Members –
  
  - Prof. Sanjeev Kumar
  - Prof. L. S. Bhargava
  - Prof. Ambika Pawar
  - Prof. Rajesh Kherde
  - Prof. Gaurav Bansod

• Student’s Representatives – Members –
  
  - Jagtar Singh
  - Manvi Kapoor
  - Alisha Gonsalves
  - Anuj Sethi
  - Mandar Shirodkar
  - M. Parthasarathi

**Anti Ragging Squad**

During the first month of the semester for the new incoming batch, the institute organises an anti-ragging squad comprising of faculty and staff of the institute. This squad visits the girls and boys hostel regularly to prevent ragging.

**Anti Ragging Affidavit**

In pursuance to the Judgement of the Hon’ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, the University Grants Commission has framed “UGC Regulations on curbing the menace of ragging in higher educational institutions, 2009” which have been notified on 4th July, 2009 in the Gazette of India. These regulations are mandatory for all Universities/Institutions. The UGC has made it mandatory for all students/parents to submit anti ragging related affidavits to the institutions at the time of admission. These affidavits can be downloaded from the website of UGC and or related other websites and are reproduced below.
LETTER OF UNDERTAKING

I, ________________ ________________, Age: ___ Yrs., student of ___________ ____________________ _________________, [a constituent of Symbiosis International University, do hereby declare and undertake as follows:

1. I am pursuing _______________ with ________________. At the time of admission, the Institution had arranged for a detailed Induction Programme.

2. During the admission process, I have been explained the disciplinary rules of the Institution and I have understood the same. I was also made aware of the Code of Conduct, Academic Rules, Examination Rules, Dress Code, Library Policy of the Institute and I have understood the same.

3. As a student I understand and agree that I have joined this University for academic pursuits and for holistic development of my personality. I agree that University and/or Institution and/or its Authorized Representatives have no control on activities, which are not related to course curriculum and in which I decide to engage myself voluntarily. It also sometimes happens that during the course of performing authorized activities, students engage in activities on which there is no direct/indirect control of the authorities of the University / Institution.

4. I also understand that as a responsible student of the University I should not engage myself in activities which may cause injury to my person or property. In case, any injury is caused to my person/property due to my involvement/engagement in any manner in any activity, which is not authorized by the University and/or Institution or on which University and/or Institution does not have any direct/indirect control, which may or may not be during the course of performing authorized activities like participation in sports events, presentation, study excursion tour, presentation, out bound program, etc., then I am the person solely liable to bear its consequences. I undertake that I shall not hold the University / Institution liable in any manner whatsoever for the same.

5. Symbiosis also promotes sports, because it believes in the principle of “sound mind in sound body”. The participation in regular sports features or tournaments is completely voluntary.
6. I am well aware that any sports event has some inherent risks involved in it. I am also aware while playing some sports some accidents may be caused. However, since my participation to regular sports features of the Institute / University or any specific tournament is completely voluntary, I shall not make any claim any amount as compensation or otherwise due to any injury caused to person or property arising out of my voluntary participation.

7. During the process of induction / admission process the students were also informed that that Symbiosis Centre of Health Care (SCHC) has establishment on the Campus where the students can avail First Aid Facility. I therefore understand that SCHC is responsible only for primary medical assistance and any higher degree of medical care or any medical emergency will be addressed by referral to specialized centers.

8. I also understand that in case of a medical problem, certain medical procedures may need to be performed by hospitals to treat the Medical conditions. In such cases, as decided by the doctor, consent is required to perform the required medical procedures. Any delay in producing the consent may prove to be fatal and under any circumstance, medical treatment should not be delayed for want of consent from my parents/ guardian.

9. I therefore, in my interest, authorize the Symbiosis International University and /or the Institution and/or any person designated by the University /Institution, to give consent for me and on behalf to perform the medical procedures. I shall stand by this authorization and shall not hold Symbiosis International University and /or the Institution and/or any person designated by the University / Institution responsible / liable for giving consent.

10. Symbiosis has insured each student to meet medical expenses up-to Rs. 50,000/- in case of non accidental emergencies (as per the Mediclaim Insurance Policy) & Rs.1,00,000/- in case of Rail/Road Traffic accidents. But it may happen that in some cases (exclusion clauses), the insurance policy may not be honored. Hence the University/Institution may have to incur certain expenses. I and/or my parents undertake to pay the total amount within 15 days of demand by the University / Institute.

11. I have signed this Undertaking and authorized Symbiosis International University and /or the Institution and/or any person designated by University /Institution to give consent for medial procedure on my free will and without any influence / pressure from any person.

Hence this Undertaking and Authorization.

Place: Pune

Date:

________________________________________
Signature of the Student
Other Measures
The institute endeavours to prevent ragging by creating awareness among the students through posters, discussions, providing information on the institute website web site and by displaying notices on all notice boards of the institute and hostels.

Medical Facilities
Symbiosis Institute of Technology takes utmost care of students and their health. The state of the art medical facilities coupled with a comprehensive insurance scheme ensure the safety and well being of all students, whether they are on or off campus.

Emergency Contact
The contact for number in case of an emergency for SIT is 9552525652.

The number is to be used only in case of an emergency. Call for any other issues made on this number will be termed as indiscipline.

Insurance
Every student at SIT is medically insured, and should follow the following steps in case of a medical emergency:

1. Inform the SCHC doctor at your respective campus before hospitalization or immediately after hospitalisation.
2. Inform the college authorities accordingly.
3. At the time of admission in hospital, inform the hospital authorities about your insurance and show the insurance card accordingly to them. For this purpose you need to carry your insurance card with you at all times.
4. All the staff and students are requested to report to the SCHC at your campus after discharge from the hospital along with the discharge documents.
5. If the claim to an individual is denied, he/she will have to pay the hospital bill.
6. In case of reimbursements, all the required documents (original and 2 sets of photocopies) along with the duly filled claim form are to be submitted within 1 month at your campus SCHC.

In case of any queries regarding this, contact the SCHC Doctor at your campus.
In case of queries regarding pending insurance claims, contact Dr. Girish Bajaj (9552525015)

Guidelines for Medical Leave
1. The student should report about the sickness to the institute on telephone.
2. A leave application on medical grounds should be attested by the “on duty medical officer of Symbiosis Centre of Health Care.
3. For leave up to 3 days, If the person takes treatment from a private doctor, then he/she has to submit the leave certificate to the institute on the day of rejoining the college. The office of the institute will at the discretion of the Head may accept it or require the student to have authenticated from SCHC.
4. For Local students : In case, the medical leave is likely to extend for a period of more than 3 days, then it is mandatory for the student to be present in person or to inform on telephone to
Symbiosis Centre for Health Care about the sickness. Sanction of leave more than 3 days will have to be obtained before the 4th day itself and not at the time when the student comes back to Institute. Continuation of sick leave beyond 3 days will have to be notified to SCHC.

5. For out station students: In case the student is admitted to a hospital or has fallen sick during a visit home or is so incapacitated, it is obligatory for him/her to send certificate by doctor treating his / her medical condition by fax directed to the Medical Officer, Symbiosis Centre for health Care (Tele. Fax (020) – 25678680 Ext. 204) the possibility of medical leave extending beyond 3 days.

6. No back dated medical leave will be granted to the student on any ground what so ever.

**Health Check Up**

The annual health check-up is a mandatory procedure for all students of Symbiosis Institute of Technology. Every student is advised to undergo the medical check-up without fail to ensure the continuity of the Insurance cover, and more importantly for their own welfare.
LETTER OF UNDERTAKING / AUTHORISATION

I, _________________ __________________, father/ guardian of: _________________ __________________, student of ____________ ___________________ [a constituent of Symbiosis International University do hereby declare and undertake as follows:

1. My son / daughter / ward is pursuing _______________ at _______________.

2. I understand and agree that University and / or Institution and/or its Authorized Representatives have no control on activities, which my son / daughter / ward decide to engage him / herself voluntarily. He / She should not engage himself / herself in activities which may cause injury to his / her person or property.

3. In case, any injury is caused to person / property of my son / daughter / ward due to his / her involvement / engagement in any manner in any activity, which is not authorized by University and / or Institution or on which University and / or Institution does not have any direct / indirect control, which may or may not be during the course of performing authorized activities like participation in sports events, presentation, study excursion tour, presentation out bound program, etc then in such case entire responsibility rests upon my son / daughter / ward and I undertake that I shall not held University and / or Institution responsible for causation of such injury.

4. I have been given to understand by my son / daughter / ward that Symbiosis also promotes sports, because it believes in the principle of “sound mind in sound body”. The participation in regular sports features or tournaments is completely voluntary.

5. I am well aware that any sports event has some inherent risks involved in it. I am also aware while playing some sports some accidents may be caused. However, since my son / daughter / ward participation to regular sports features of the Institute / University or any specific tournament is completely voluntary, I shall not make any claim any amount as compensation or otherwise due to any injury caused to person or property arising out of voluntary participation of my son / daughter / ward.

6. I also understand that in case any injury is caused to my son / daughter / ward, certain medical procedure need to be performed by hospitals or other specialised health care centres, to address the medical problem. In certain cases, consent is required to perform the required medical procedures. I also understand that any delay in producing the consent may prove to be fatal for my child and under any circumstance; medical treatment should not be delayed for want of my consent.

SIT Student Handbook
7. I therefore in interest of my child authorize the Symbiosis International University and/or the Institution and/or any person designated University and/or Institution, to give consent for me and on my behalf to perform the medical procedures on my son/ daughter/ ward.

8. I shall stand by this authorization and shall not hold Symbiosis International University and/or the Institution and/or any person designated by the University / Institution responsible / liable for giving consent.

9. Symbiosis has insured my son /daughter/ ward to meet the medical expenses to Rs. 50,000/in case of non accidental emergencies (as per the Mediclaim Insurance Policy)& Rs.1,00,000/- in case of Rail/Road Traffic accidents. But it may happen that in all cases the insurance policy may not be honored hence the University/Institution may have to incur the expenses. I undertake to pay the total amount within 15 days of demand by the Institute.

10. I have signed this Undertaking and authorized Symbiosis International University and/or the Institution and/or any person designated by University and/or Institution to give consent for medical procedure to be performed on my son /daughter/ ward on my free will and without any influence / pressure from any person.

Hence this Undertaking and Authorization.

Place:

Date:

________________________________________
Signature of the Parent
**Bus Facilities**

Hostel Students can avail the dedicated bus service for students to visit the main Symbiosis Campus at Senapati Bapat Road and nearby areas for various purposes. In addition, bus services are available for students to the hilltop campus at Symbiosis Knowledge Village every morning and evening for recreational purposes.

**Bus Timings**

Two 50-seater buses ply between the Senapati Bapat Road Campus and SIT campus.

**Monday to Friday**

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<th>SIT to S. B. Road</th>
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**Sunday & Closed Holidays**

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For specific events and programs, on demand bus trips can be made.
Bus Route
1. Symbiosis Institute of Technology.
2. Pashan Circle.
4. Senapati Bapat Marg.
5. Symbiosis Campus, S.B. Road.

Contact Number
For any queries regarding transportation, contact Mr. Prakash Deshmukh at 8806288191.

Hostel Accommodation

Symbiosis International University Hostel Rules and Regulations

A Student pursuing his / her studies at Symbiosis International University, may reside in Hostel, owned and maintained by University during the studentship of the academic programme. The University may provide hostel at its campuses. The information regarding hostels is being provided on the University website as well as in the prospectus. The rules and regulations are framed to ensure that the hostel property is protected; student staying in the hostel is comfortable in a conducive environment for healthy living and discipline is maintained amongst the inmates. As per University’s notification no. SIU/28/293 dated 19/5/2010, clause DMC 20, the students are required to abide by these Rules and Regulations.

1. Admission and Termination

1.1 Admission

Admission to a Hostel is provisional and will be confirmed only after approval from the Campus Administrator and is also subject to satisfactory medical examination and payment of fee as given below:

a. Medical Examination: The Medical examination is conducted by Symbiosis Centre of Health Care (SCHC). The Student is required to disclose all past medical history. Any nondisclosure of past medical history is at the risk of the student.

b. Hostel Fee: The student shall pay Hostel fee for one year as onetime payment, along with interest free refundable deposit in advance at the time of admission. The term for the hostel fee is one academic year as per the academic calendar of the respective programme of the concerned Institute. The fee shall be paid by Demand Draft /Electronic Transfer.

1.2 Mandatory Accommodation

For all residential campuses, hostel accommodation is mandatory. The hostel is treated as an extension of the institute and observance of rules and regulations of the Hostel is compulsory.
for all the students.

1.3 Room Allotment/Shifting

Room allotment is done by the Campus Administrator in consultation with the Director of the respective Institute. Each room can accommodate maximum of 4 students. Students shall not interchange their room with another student or shift into vacant room/bed without prior written permission from the Campus Administrator. The Campus Administrator has the right to shift any student from his/her room to another room in the hostel.

1.4 No Creation of Tenancy

No right in nature of tenancy or any other like right is created by occupation or use of hostel premises and property. A student is merely permitted to temporarily stay in the hostel, under the rules and regulations framed by the University, from time to time.

1.5 Re-allotment of Hostel Accommodation

Provision of hostel accommodation at the time of admission, for non-residential academic programmes does not automatically ensure its continuation in the subsequent years. The student has to apply every year for re-allotment in the specified Performa. Accommodation to candidates who apply for re-allotment will be provided subject to availability. Re-allotment can be denied to students with TNG, low academic performance and those indulging in acts of indiscipline.

1.6 Local Guardian

The student will register details of local guardian duly authenticated by parents. A copy of hostel rules will be signed by the local guardian. Student not having local guardian will be required to get a fax/e-mail from guardian/parent for night outs.

1.7 Safety & Personal Belongings

The hostel warden shall provide keys of the allotted room to the respective student. The student is personally responsible for safety of their all valuables and these should be kept in the cupboard under lock and key. The student should not leave mobile, ornaments and other valuables unguarded. Student will not change lock and key without permission of the Campus Administrator and are advised to get duplicate keys made with the permission of Campus Administrator to guard against loss of keys.

1.8 Furniture & Fixture

The student shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to the student must be cared for properly. The student will be required to pay double the original cost if any item is found damaged or missing from their room due to careless/negligent handling. The student will also be required to pay twice the charges of the repair of an item that is found to have been wilfully damaged or have been damaged on account of misuse or unfair wear and tear.

a. Interchange of Furniture/Fixture: Student is prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery
as imposed by the Campus Administrator, students involved in such activities may be expelled from the hostel.

b. Assets in Common Areas/Corridors: Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.

1.9 Electricity Restrictions

Electric appliances shall not be permitted in the room, defiance of which shall enable the Rector/Campus Administrator to confiscate the gadget forthwith. The lights in the bathroom should be used only as and when necessary and shall be switched off, when the bathroom is not in use. While leaving the room, students should take care to switch off the lights and fans without fail. In case of default on this account, a reasonable fine per default occasion will be imposed by the Campus Administrator. Table lamps can be used for study purpose after lights out time.

1.10 Water Timings

Water timings have been laid down and the same are always displayed on hostel notice board. The student should not leave taps open when the taps are dry, as it will result in subsequent loss of water and further aggravate the water problem.

1.11 Room Checking

The Campus Administrator / Hostel Wardens / or any other Officials of the University along with Security Guards may at their discretion inspect/check any room or student’s belongings in the presence of the students living there in any time of the day or night.

1.12 Vehicles

The student who have two wheelers shall get due sanction from the Campus Administrator by submitting a copy of registration papers and driving license. Vehicles with Symbiosis sticker only will be permitted inside the campus. Four wheelers of the students are neither allowed inside the Hostel/Campus nor allowed to be parked outside along the perimeter.

1.13 Notice Period

A boarder is expected to stay in the hostel till the completion of the academic year. In exceptional circumstances, other than disciplinary cases, one month notice is necessary in case a student desires to vacate the hostel. The balance of hostel fee and mess charges will be refunded after 10 days of vacating the room and on clearance of all dues. A student shall have to vacate the hostel within five days of completion of her/his examination or any such academic requirement, whichever is later. Any extra day will be charged as per norms and for such extra days, prior written permission from the Campus Administrator is required. In case a student does not vacate her/his room, the belongings will be removed from the room and room will be locked by the Campus Administrator in the presence of a senior officer with no responsibility of the Management for the loss, if any.
1.14 Expulsion from Hostel

The University/Institute/Campus Administrator reserves the right to terminate the temporary occupancy of the student for any wilful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-social, anti-national or undesirable activities. In such cases the deposit shall be forfeited and hostel fee will NOT be refunded. Students recommended for expulsion from the respective institutes, will also be expelled from the hostel and hostel fee will not be refunded.

1.15 Storage of Baggage during Vacation

During the vacation, belongings should be kept in the cupboard under lock. However, students may avail common storage facility for limited quantity (2 cartons). One month before the vacation period starts, an application endorsed by the Director of the institute to the campus administrator must be submitted informing the warden about the student’s official vacation period. On completion of the final year of the programme or when a student desires to vacate hostel accommodation at the end of an academic year, he/she should take all his/her belongings with him/her.

2 Attendance, Hostel Timings, Leave and Visitors

2.1 Attendance Register

Attendance is taken by the warden between 10:00 pm and 10.30 pm every night. Each boarder has to personally sign the attendance register/biometric attendance record every day between 10.00 pm to 10.30 pm (and 11.30 pm on Sundays/Holidays). After such prescribed time, the student is not allowed to go out of the hostel. Going out of the hostel will lead to a disciplinary action.

2.2 Returning to Hostel

The student shall return to the hostel before 10:30pm (11:30 pm on Saturday/Sunday/Holidays) after which gates will be closed. The gates will reopen at 6.00 a.m. the next day. Late comers will have to make an entry in the register kept at the gate, which will be informed to his/her Institute, parents and local guardians. Three late coming entries will lead to cancellation of permission to stay in hostel and fee will not be refunded. The same shall be informed to his/her parents, local guardian.

2.3 Outside Competitions

The student is permitted to go outstation for participating in various competitions only after submitting proof and application along with parent’s consent to the Rector and getting permission of the Rector. The student will intimate the Warden and make an entry in the Outstation Register kept with the Warden.

2.4 Celebration of Festivals and Birthdays

The student shall take prior permission of the warden/Campus Administrator for celebrating
any festivals and birthdays. Birthday celebration should be done at a common place for one to two hours preferably between 8.00 pm to 10.00 pm. There should not be any kind of discomfort to other students. No outside guest or interference of any kind will be allowed.

2.5 Medical Emergency

It is mandatory for all students to take medical insurance and health club membership from SCHC. SCHC provides First Aid to the students. Any student, who is not well, will immediately report to SCHC to avail treatment in nature of FIRST AID given by SCHC. In case of medical emergency, the student will be shifted/referred to the hospital. In case of hospitalization, minimum 24 hours stay in the hospital is essential for claiming reimbursement of expenses from medical insurance agency, provided other conditions and details of Medi-claim policy supplied by SCHC are fulfilled. Emergency Medical Help Line numbers are displayed in all the Hostels / Mess. Please inform the Rector about any previous medical history / drug and your blood group. This would be required when emergency aid has to be administered by specialised institutions.

2.6 Night Out

Night out shall be permitted by the Campus Administrator only under following conditions and circumstances:

- When permitted in writing by the Director of Institute for academic reasons.
- On holidays with written consent from parents/local guardian.
- Once night out permission is accorded; student will be permitted to report only after 6.00 am in the morning. However, in case of medical emergency student can contact the warden directly.
- In case where the student has the permission for more than one night out, student shall not be allowed in the hostel during the period mentioned even during the day timing.

2.7 Identity Card

The student will always carry their Identity cards provided to them by the Institute with them when moving out of the Campus, so that in case of an emergency/accident the institute can be contacted and informed. It is also necessary for treatment in an empanelled hospital under Medical Insurance Scheme. Student should co-operate with security personnel for verification and checking of Identity Card. The name of the student’s not carrying, Identity card with him/her will be reported to the Campus Administrator for action.

2.8 Visitors/Parents

Visitors/parents are allowed to visit a student only in the visitor’s lobby on the service floor between 9.00 am to 11.00 am and 6.00 pm to 8.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays. No student shall keep talking with visitors in compound, either in or outside the gate/lane. No student shall take any visitor including her/his parents to the room. Personal servants/domestic helpers are not allowed inside the rooms. The parents should give an undertaking to cooperate with the authority and should be available on call.
3 Mess and Dining Facility

3.1 Mess

The student shall pay mess fee for one year in advance at the time of admission to the hostel. If a student is sick, written application by the student endorsed by the Rector and medical certificate by SCHC should be given to supervisor for serving food in the room.

3.2 Mess Committee

A Mess Committee comprising of Directors, Warden, Campus Administrator, Faculty and students of various Institutes of a campus will be constituted. The mess committee will decide the menu, check food quality from time to time, maintain a record of such inspections and give feedback for improvement of food quality and other aspects of mess and dining.

3.3 Wastage of Food

Only members of the mess are permitted to dine in the mess. Outside food / dabbas are strictly forbidden in the Mess. Members are expected to inform their absence/dining out or night out to the Mess Supervisor well in advance, to avoid wastage of food.

3.4 Guests

Guests are allowed in mess only with prior permission of the Campus Administrator and on payment of charges applicable.

3.5 Mess Timings

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<th>Time</th>
<th>Days</th>
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<tbody>
<tr>
<td>Breakfast</td>
<td>7.30 am</td>
<td>7.30 am to 9.30 am (Up to 10.00 am on Sundays)</td>
</tr>
<tr>
<td>Lunch</td>
<td>11.30 am</td>
<td>11.30 am to 1.30 pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>7.30 pm</td>
<td>7.30 pm to 9.30 pm (Up to 10.30 pm on Saturday and Sundays)</td>
</tr>
</tbody>
</table>

These timings shall be strictly adhered to by all hostellers.

4 General

4.1 Dress Code

The students should be decently dressed when they are out of room. For girls, tight body hugging clothes, short tops, revealing clothes etc. are forbidden outside the room.

4.2 Silence

Strict silence shall be observed in hostel from 12.00 midnight to 6.00 am. Care shall be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations, which may cause disturbance to other inmates in the hostel premises, will not be allowed. Recreational facilities will be turned off at 10.30 pm.
4.3 Cleanliness

The student shall keep their rooms, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including trash, in such places or any premises in the hostel, except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors / balconies. The warden may confiscate any such clothes hung for drying in the balconies. No student shall store any cooked food in the room.

4.4 Registration of Personal computers, use of licensed antivirus software and compliance to internet policy

It is mandatory for all inmates to register their laptops/PCs and install licensed antivirus software. The student shall to abide by the Internet Usage Policy of Symbiosis International University.

4.5 Hostel Staff

The student shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind should be given to the staff of the Hostel.

5 Strictly Prohibited Activities

5.1 Ragging

Ragging in any form whatsoever is strictly BANNED. It is a cognizable offence and violation will invite action as per law of the land, in addition to expulsion from the institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting this is also an offence. Students should report any such incident immediately to any member of the Anti-Ragging Committee / Warden / Campus Administrator / Security Personnel / Deputy Director/ Director directly at any time of the day / night.

5.2 Alcohol / Drugs / Smoking

The student shall not bring, store, possess, consume and/or drink any alcohol / intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behaviour shall invite strict disciplinary action leading to expulsion from Hostel, rustication from the Institute and action as per law of land.

5.3 Gambling

No gambling of any kind whatsoever shall be allowed on the premises of the hostel. Any violation of this Rule violation will invite action as per law of the land, in addition to expulsion from the institute.

5.4 Misuse of Internet and Online Social Media

Any act of uploading derogatory remarks or image ridiculing a person in eyes of other against the Institute or any other person or organization will invite disciplinary action. Student should strictly refrain from indulging in any act of violating the code of internet use.

5.5 Political or Communal Activity
The student shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of any political or communal matters.

5.6 Information to Media

The student shall take prior written permission of the Warden /Campus Administrator before giving any information or interview regarding Hostel to any member of the Press, Print Media, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.

5.7 Firearms

Any type of storage or possession of firearm, ammunition, explosive and inflammable goods on the premises of the hostel is strictly prohibited. Violation of the rule will lead to expulsion from hostel and institute.

5.8 Pets

The student shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Student should desist from pampering stray dogs by offering food, petting them etc.

6 Violation of Hostel Rules

6.1 Disciplinary action

In addition to penalties, punishment and fine provided in these Rules, Disciplinary action as per the University Code of Conduct shall be taken against student violating these Hostel Rules and Regulations.

6.2 Recovery of Damage/Losses to Property

If any common property is lost/damaged/disfigured, the loss will be recovered from the students, in equal share, who are responsible for the damage or loss or in general use of that property. In case the damage/loss cannot be pinpointed to student(s), then collective fine to recover the loss will be levied by the Campus Administrator.

7 Suggestion Box/Register

Suggestions and complaints should be either deposited in the Suggestion Box or entered in the Suggestion Register kept in the hostel premises. Suggestion form will also be available in the hostel.
Contact Numbers

Col. N. K. Kadam (Retd) (Campus Administrator)  
Office: 020-39116357  
Residence: 020-39116350  
Cell: 9423572742  
Fax No.: 020-39116340

Mail Id: netaji.kadam@gmail.com

Mrs. Ranjana Gaikwad: Ladies Hostel 020-39116345  
Cell - 8983084892

Mr. Hanuman Zende: 020-39116340

Mrs. Bharati Salunke: 020-39116344 / 7875696264

Address of Office for Postal / Courier Services

Symbiosis Institute of Technology,  
Symbiosis International University Campus,  
Gram Lavale, Tal. Mulshi,  
Dist. Pune 412115  
Phone No. 020-39116300

Extra Curricular Activities

Cultural Activities

Symbiosis Institute of Technology focuses on the overall development of the students. Extra-curricular activities play a pivotal role towards achieving this. Keeping this into consideration a Cultural Club has been founded, which takes care of the cultural activities in addition to debates, extempore and other contests.

SIT has witnessed active cultural environment since its birth. The inaugural cultural fest “The Rising” was held in 2008, the very first year of the Institute, featuring events like Hindi play, interdivision quiz etc.

REVERB, an Annual Cultural Programme is organized in the month of February in which students from various Institutes participate and compete. The first “Reverb” was held in 2010, which attracted large group of students from in and around Pune. Reverb 2011 made a considerable improvement over reverb 2010 in terms of number of participating teams and quality of events and REVERB 2012 carried this tradition further. Reverb 2013 featured a host of guest performers in addition to a large number of participants and new events. The organizing committee for REVERB 2014 comprised of about 320 enthusiastic and hardworking student members and the theme followed was “Angels and Demons” which the design team managed to portray very beautifully on the walls as well as the props.

The Cultural Club is being headed by a Cultural Secretary who in turn has various individual student
coordinators for the respective events, responsible for ensuring student participation in the different areas.

Each department has a professional society. Students take up various professional activities under these societies. Students of Mechanical Engineering organized a Lathe competition in which a large number of students from other colleges also participated. A workshop on Aero-modeling was also organized.

**CAPOMAESTRO (Master Builder)** was a **Civil Engineering Technical Event** held in Reverb. It was a model making and functional drawing competition. Event had 30 participating teams from all across the state which were highest among others. Participants had to make a bridge model using Popsicle stick which was tested using weights upto 4cm deflection from before and the drawing part was executed by them in the college. The team with the strongest model & the most innovative functional design together, were awarded the title “CapoMaestro”. Department has sponsorship from well know companies like :- Morficon Systems and M.S.Khurana Engineering Ltd and prizes were worth Rs 25000/-.With proper co-ordination between the department faculty and students team the event was a grand success of the department and a proud making event.

**PROELIUM SAPIENTIA**, derived from Latin, means ‘The Battle of the Wise’ was an **Electronics and Telecommunication engineering Event**. For all the students pursuing engineering in Electronics branch, an opportunity to challenge and test the mettle within through Proelium Sapientia and walk away with not just the reward but also the glory! Proelium Sapientia was a two-day event in which the participants contested in three different rounds namely – Catechize (Technical Quiz), Contrivance (Circuit Designing) and Scavenger Hunt (Treasure Hunt + Circuit Building). ‘Twas a chance to win cash prizes worth Rs. 30,000, gift vouchers and participation certificates.

“**IRON, LION AND ZION**” was organized by the Mechanical Engineering Department for the Engineering Colleges in and around Pune. It was aimed at judging the creativity and skills of students in lathe works and creating useful objects from scrap.

**Faculties In charge for 2014-15:**

<table>
<thead>
<tr>
<th>Cultural Activities</th>
<th>Technical Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Dipika Jaspal</td>
<td>Mr. Ismail Akbani &amp; Mr. Yash Parikh</td>
</tr>
</tbody>
</table>

**Student coordinator for cultural events in the year 2013-14:**

**Cultural Secretary:** Divya Thanasekaran

**Sports Activities at SIT**

Sports activities are conducted in chess, carom, badminton, table tennis, squash, pool, cricket, football, volleyball, basketball and swimming

Students are permitted to use the sports infrastructure at SIU recreation centre (hilltop). Sports activities are also conducted at the SIT Hostel ground.
**Constitution of Sports Committee**

As per the guideline given by the SIU sports board the core committee comprises of

**Chairman:** Director, SIT

**Sports In charge:** Mr. Apurv Choubey

**Student Secretary Male** - Selected by Sports in charge

**Student Secretary Female** - Selected by Sports In charge

**Campus Administrator**

Besides the core committee there are also student secretaries for each sport. New secretaries are recommended by the outgoing secretaries. They are approved by Sports in charge and the Chairman

**Protathlitis - Inter College sports events**

Since 2010, each year SIT conducts intra college sports fest Protathlitis in February. This is an inter class/discipline tournament. The event is organised by SIT sports committee. The department teams are formed by selection process conducted by individual class/discipline. Sports secretaries are responsible for smooth and timely conduct of their respective sports event and address grievances with consultation of the sports in charge.

**Participating in SIU inter institute tournaments**

SIU sports board conducts inter institute tournaments each year in various sports from June to Dec/Jan based on the schedule of inter-varsity tournaments. The teams for SIU are selected from the players participating in this tournament. One must be a part of SIT team to participate in these tournaments. SIT team is selected from the performances of the students in the SIT intra college sports fest “Protathlitis”. The team selection activity is co-ordinated by individual sports secretaries with the approval of sports in charge. The college team is valid for one academic year and reconstituted each year based on performances in intra institute tournaments and Protathlitis. Players receive a Kit and transportation for participating in inter-institute tournaments.

**Getting selected in Symbiosis University Team**

Inter varsity matches are conducted each year in various outdoor and indoor sports at zonal level. SIU team participates in these tournaments. The university team is constituted of players from different constituent institutes of SIU. To be eligible to get selected in the SIU team one must represent SIT in the Inter Institute tournaments organised by the SIU sports board. Selectors for university team are present during the tournament. Based on your performance a student would be given a call for the trials for university team selection. If selected in SIU team the players need to attend the training camp. The players receive TA/DA to attend training camps as well as for participating in the inter varsity matches from SIU.
Participating in inter college tournaments.

For SIU Tournaments

For participating in the SIU tournaments the sports secretaries must perform the following things:

1. Write an application to obtain permission from the Director to participate in the tournament.
2. Prepare budget (equipments/apparels etc) for participating in the tournament and seek approval from the Director.
3. Arrangement of transportation for the players.
4. Sanction of leave of players for participating in the tournament.
5. Addressing specific problems of individual player with consultation of sports in charge.

Important points to Note:

1. All communication to the Director must be routed through the sports in charge.
2. To ensure smooth approvals all permissions must be sought well in advance (at least 3-4 days before) of the tournament.
3. Representing SIT in any tournament without obtaining proper permissions will result in strict disciplinary action and hence should not be practiced.

Training and Placement

Vision
To be a vital link between industry and institute with the twin objectives of aligning the curriculum and pedagogy with the industry needs and provision of professionals to the industry for mutual benefits.

Mission
To continuously contribute to making technical education more practical and meaningful, students employable and career oriented, and industry more satisfied by employing competent professionals.

Objectives

- To promote industry-institute interaction.
- To facilitate revision of curriculum and pedagogy by transmitting industry feedback to academic departments.
- To facilitate grooming of students in technical and soft skills by arranging training sessions, tests and contests.
- To arrange student internship/project semester in reputed industry.
To ensure final placement of students in reputed industry.
To provide career guidance to students.

**Summer Internship Programme**

1. Students of 2010-11 batch and subsequent batches have ‘Project semester’ of six months duration in sixth or seventh semester as laid down in the curriculum.
2. The Institute arranges internships in various organizations. Students are allotted internship in a company based on merit or any other criterion laid down by the company.
3. In some cases the students may be allowed to arrange internship on their own. In that case a student can take a letter from the placement department and contact the company. The confirmation letter from the company has to be submitted in the placement department.
4. The students will maintain a record of the work done in the industry on a daily basis and submit a report in the institute within one week of the start of the next semester. The certificate and the report has to be duly signed by a responsible official of the company.
5. The institute will arrange evaluation of the internship within 15 days of the start of the semester. The date of evaluation will be notified at least one week before the date of evaluation.
6. In case of companies coming to the institute for selecting students for internship, all regulations of ‘placements’ will be applicable for such internships.

**Placements**

The training and placement department will arrange campus placements by the following procedure:

- Constitution of Placement Council of students and further contact with the companies through placement council.
- Preparation of a list of the companies with complete contact details and identification of contact person.
- Establishing contact with the company through email, letters, telephone talks.
- Visit to companies
- Invitation to concerned officials of the companies to the institute.
- Preparation and regular updating of list of eligible students who are interested in campus placements. Organising campus placements as per regulations, selection of students and their placement in various companies.

**Contact**

Mrs. Nilisha Itankar:  nilishai@sitpune.edu.in

Mr. Suman Patra:  sumanp@sitpune.edu.in
International Cell

The International Cell at Symbiosis Institute of Technology works in close association with the Symbiosis Centre for International Education (SCIE) which was formalized through a Board of Management (BOM) resolution made in February 2008. It is a department of the University, providing leadership & support for the University’s efforts aimed internationalization. At Symbiosis there are international students from over 75 countries who undertake undergraduate and postgraduate studies. Students and faculty are provided with opportunities to pursue their international academic interests to the fullest, be it through academic exchanges, or exposure to international conferences, seminars, workshops, etc.

International Student’s Admission

The process of International Student’s Admissions at SCIE is designed taking into consideration the requirements and difficulties faced by International Students. The admissions are centralized for all the constituent institutes of Symbiosis International University and routed through this office. The online admission procedure has made it accessible to each and every student from different parts of the world and in the comfort of their homes.

In addition, various support services like help with visa issues and an orientation aimed at acquainting students with the Symbiosis family, rules and regulations of the University, importance of legal procedures, medical facilities available and other miscellaneous matters of importance and interest during their stay in India are also provided.

International Initiatives

Symbiosis being an International University has taken various initiatives with regards to international relations and students exchange over the past years. Some of these include:

a) Study India Program - A three weeks intensive program imparting students an unparalleled opportunity to experience a combination of academics with diverse cultural activities.

b) Scholars In Residence Program – A program which invites professors of International repute to be associated with Symbiosis.

c) Semester Abroad Program – Students from various international universities spend a semester at Symbiosis. Similarly students of various institutes of Symbiosis undertake ‘Semester Abroad programme at many foreign universities.

d) Area Study Centres (Japan and Europe) – These Centres were inaugurated keeping in mind the objective to design and develop a viable contemporary interdisciplinary study Centre offering undergraduate and postgraduate joint degree/dual degree programs.

Apart from the above, various conferences and visits have been made to foster better relations and provide the students at Symbiosis a truly universal experience. Dr. Vidya Yeravdekar has undertaken visits to a large number of countries for understanding their academic processes and for interacting with the academic administrators and academicians. Dr. T. P. Singh undertook visits to Nanyang Technological University Hannover, Germany. Dr. Akshay
Malhotra, Deputy Director also visited LUH for two weeks. Twelve students of SIT accompanied by a faculty visited LUH, Hannover, Germany and various industries in Germany from June 18-29, 2012. Three students of Ingolstadt University, Germany were at SIT for a complete semester from July - November 2012. Few students are currently at the Nanyang Technological University, Singapore for a semester as part of the Summer Research Internship Programme. Three students also spent a semester at Indiana University Purdue University, Indianapolis (IUPUI); USA in 2013. Few from the 2013-2017 batch will be attending Berlin Summer School for Computational Engineering Program.

Collaborations with Foreign Universities

- Indiana University-Purdue University Indianapolis

- Leibniz University Hannover, Germany

- Nanyang Technological University

- Ingolstadt University of Applied Sciences, Germany

- Berlin School of Economics and Law

- University of Bremen

- Frankfurt School of Finance & Management, Germany

- Maastricht University
Faculty Coordinator

Dr. Meena Laad       meena@sitpune.edu.in
Mrs. Meeta Kumar       meeta.kumar@sitpune.edu.in

Administration

Symbiosis International University Administration

<table>
<thead>
<tr>
<th>DESIGNATION</th>
<th>NAME</th>
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<tbody>
<tr>
<td>Chancellor</td>
<td>Dr. S. B. Mujumdar</td>
</tr>
<tr>
<td>Principal Director</td>
<td>Dr. (Mrs.) Vidya Yeravdekar</td>
</tr>
<tr>
<td>Vice Chancellor</td>
<td>Dr. Rajani Gupte</td>
</tr>
<tr>
<td>Registrar</td>
<td>Col. Ajit Palekar (Retd.)</td>
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<tr>
<td>Associate Dean Student Affairs</td>
<td>Dr. Jagdeep Kaur</td>
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Symbiosis Institute of Technology Administration

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<tr>
<th>DESIGNATION</th>
<th>NAME</th>
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<tbody>
<tr>
<td>Director</td>
<td>Dr. T. P. Singh</td>
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</table>
Faculty
The faculty at Symbiosis Institute of Technology is well qualified and fully capable to impart quality education to the students, enabling them to become skilled engineers ready to face any challenge in the competitive outside world.

Department of Applied Sciences

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name</th>
<th>Designation</th>
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<tbody>
<tr>
<td>1.</td>
<td>Dr. Arundhati Warke</td>
<td>Associate Professor (H.O.D.)</td>
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<tr>
<td>2.</td>
<td>Dr. Meena Laad</td>
<td>Associate Professor</td>
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<tr>
<td>3.</td>
<td>Dr. Dipika Jaspal</td>
<td>Assistant Professor</td>
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<td>4.</td>
<td>Dr. Brajesh Pandey</td>
<td>Associate Professor</td>
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<tr>
<td>5.</td>
<td>Dr. Anindita Ghosh</td>
<td>Assistant Professor</td>
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<td>6.</td>
<td>Dr. Rupali Nagar</td>
<td>Assistant Professor</td>
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<td>Sr. No.</td>
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<tr>
<td>1.</td>
<td>Mrs. Shraddha Phansalkar</td>
<td>(H.O.D)</td>
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<tr>
<td>2.</td>
<td>Dr. Aarti Dixit</td>
<td>Associate Professor</td>
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<tr>
<td>3.</td>
<td>Dr. Himanshu Agrawal</td>
<td>Associate Professor</td>
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<td>4.</td>
<td>Dr. Preeti Mulay</td>
<td>Associate Professor</td>
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<td>5.</td>
<td>Mrs. Swati Ahirrao</td>
<td>Assistant Professor</td>
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<td>6.</td>
<td>Mrs. Ambika Pawar</td>
<td>Assistant Professor</td>
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<td>7.</td>
<td>Mr. Pravin Gubbala</td>
<td>Assistant Professor</td>
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<td>8.</td>
<td>Mrs. Maya Shelke</td>
<td>Assistant Professor</td>
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<td>9.</td>
<td>Mrs. Meeta Kumar</td>
<td>Assistant Professor</td>
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<td>10.</td>
<td>Mr. Rahul Joshi</td>
<td>Assistant Professor</td>
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<td>11.</td>
<td>Mrs. Suman Tanwar</td>
<td>Assistant Professor</td>
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<td>12.</td>
<td>Mrs. Seema Patil</td>
<td>Assistant Professor</td>
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<td>13.</td>
<td>Mrs. Manisha Tijare</td>
<td>Assistant Professor</td>
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<td>14.</td>
<td>Mrs. Pooja Kamat</td>
<td>Assistant Professor</td>
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<td>15.</td>
<td>Mrs. Shilpa Gite</td>
<td>Assistant Professor</td>
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<td>16.</td>
<td>Ms. Poorva Agrawal</td>
<td>Assistant Professor</td>
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<td>17.</td>
<td>Mrs. Nisha Auti</td>
<td>Assistant Professor</td>
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<tr>
<td>18.</td>
<td>Ms. Prerana arote</td>
<td>Assistant Professor</td>
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### Department of Civil Engineering

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<tr>
<th>Sr. No.</th>
<th>Name</th>
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<tbody>
<tr>
<td>1.</td>
<td>Dr. Kanchan Khare</td>
<td>Professor (H.O.D.)</td>
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<tr>
<td>2.</td>
<td>Mr. Rajesh Kherde</td>
<td>Assistant Professor</td>
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<tr>
<td>3.</td>
<td>Mr. Rushikesh Kulkarni</td>
<td>Assistant Professor</td>
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<tr>
<td>4.</td>
<td>Mrs. Anuradha Salunke</td>
<td>Assistant Professor</td>
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<td>5.</td>
<td>Mrs. Dhanya N.</td>
<td>Assistant Professor</td>
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<tr>
<td>6.</td>
<td>Mrs. Mugdha Kshrisagar</td>
<td>Assistant Professor</td>
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<tr>
<td>7.</td>
<td>Ms. Humera Khanum</td>
<td>Assistant Professor</td>
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<tr>
<td>8.</td>
<td>Ms. Sayali Sandbhor</td>
<td>Assistant Professor</td>
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<tr>
<td>9.</td>
<td>Mrs. Rupali Zope</td>
<td>Assistant Professor</td>
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<tr>
<td>10.</td>
<td>Mr. Sagar Kolekar</td>
<td>Assistant Professor</td>
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### Department of Electronics and Telecommunication

<table>
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<tr>
<th>Sr. No.</th>
<th>Name</th>
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<tbody>
<tr>
<td>1.</td>
<td>Dr. Neela Rayavarapu</td>
<td>Professor (H.O.D.)</td>
</tr>
<tr>
<td>2.</td>
<td>Dr. Akshay Malhotra</td>
<td>Deputy Director</td>
</tr>
<tr>
<td>3.</td>
<td>Dr. Narayan Pisharoty</td>
<td>Professor</td>
</tr>
<tr>
<td>4.</td>
<td>Ms. Sushma Parihar</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>5.</td>
<td>Mr. Mrudang Shukla</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>6.</td>
<td>Mrs. Smita Khole</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>7.</td>
<td>Ms. Gauri Mantri</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>8.</td>
<td>Mrs. Swati Kadlag</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>9.</td>
<td>Ms. Priti Shahane</td>
<td>Assistant Professor</td>
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## Department of Mechanical Engineering

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<tr>
<th>Sr. No.</th>
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<tbody>
<tr>
<td>1.</td>
<td>Dr. T. P. Singh</td>
<td>Director</td>
</tr>
<tr>
<td>2.</td>
<td>Col. Nitin Solke</td>
<td>Assistant Professor (H.O.D.)</td>
</tr>
<tr>
<td>3.</td>
<td>Mr. Laxman Bhargav</td>
<td>Professor</td>
</tr>
<tr>
<td>4.</td>
<td>Dr. Ranjith Maniyeri</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>5.</td>
<td>Mr. Abhijeet Auti</td>
<td>Assistant Professor</td>
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<tr>
<td>6.</td>
<td>Mr. Ashok Chavan</td>
<td>Assistant Professor</td>
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<tr>
<td>7.</td>
<td>Mr. Ismail Akbani</td>
<td>Assistant Professor</td>
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<tr>
<td>8.</td>
<td>Mrs. Nishtha Vijra</td>
<td>Assistant Professor</td>
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<td>9.</td>
<td>Mr. Amol Ubale</td>
<td>Assistant Professor</td>
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<tr>
<td>10.</td>
<td>Mr. Amol Dalvi</td>
<td>Assistant Professor</td>
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</table>
Innovation and Research Club

A Student Centric Activity encouraged at SIT

A Faculty member is assigned to help students to progress on some idea of their own, or on topics that are announced by different agencies which the students want to participate in.

Some typical activities that students were involved in the previous years were:

Students participated in a project to design an underwater autonomous vehicle development project and then built a windmill as a part of an Alternate Energy Experiment Platform a John Deer sponsored competition related to novel ideas in improving activities in an agricultural farm.

Faculty Coordinator

Dr. Narayan Pisharoty  narayanp@sitpune.edu.in

Library Rules and Regulations

Library Facilities

1. Library Timings

Monday to Friday: 10.00 am to 09.00 pm
Saturday     : 10.00 am to 05.00 pm
Sunday       : 10.00 am to 05.00 pm (During the Examination Period only)
2. Library Collection

- Number of Titles: 3180
- Number of volumes: 10105
- Number of National Journals: 62
- Number of International Journal: 2

3. Library Sections

- **Circulation Area** stacks books which can be issued to the students and staff.
- **Reference Section** has a collection of encyclopaedias, dictionaries, handbooks, manuals and reference books.
- Spacious and well lit **Reading Hall**.
- **Periodical Section** displays the latest volumes of international and national journals and magazines.
- **Reprography Section** has photocopiers, printers, etc.

4. Library Services

- **Current Awareness Service**: Information about seminars, workshops, newspaper clippings, articles on various subjects related to the latest developments in technologies, is made available to users.
- **New Arrival Alerts**: Library displays the latest books acquired in the library, for a week, on the display stand.
- **Net Based Services**: Excess of material from the internet for helping students in their present projects, competitive exams, further studies etc.
- **Access to e-journals**: ASME, IEEE, Wiley on line library, J Gate, ASTM Digital Library, DELNET, Mcgraw Hill General Engineering and reference database.

**Library Rules**

1. The normal loan period for books is one week. Students can get two books issued at a time for seven days.
2. Borrowers are to produce their library cards when borrowing library books.
3. No books or library materials may be brought out of the library until the loan has been recorded. Unauthorized removal of library material is an offence.
4. Current issues of journals/magazines can be used only in the library.
5. Reference material to be used only in the library. Audio visual material to be used in the library or in the computer lab.
6. Overdue books - Books must be returned by the due date or earlier, if recalled by the librarian. Failure to return a book by the date specified will be treated as an offence.
7. Fine imposed on borrowers for late return of books is Rs.5/-per day.
8. Loss or damage of books - Students should check the books before issuing them. At the time of return if the books are torn or pages are missing, the borrower will have to make up for the damage. A borrower is allowed to either replace the lost or damaged book or has to pay twice
the market price of the book. All books replaced in this manner must be of the latest edition. If the book is one of a set or series, the whole set or series has to be replaced.

**General Rules**

1. Consumption of food is not permitted in the Library.
2. No materials like bags, umbrellas, parcels, mobile phones etc, are allowed in the library. Adequate storage facility has been provided at the entrance to the library for these materials. However files and books may be brought into the library only up to the outer reading area.
3. On leaving the library, users are required to show books and other items being taken out of the library.
4. Silence has to be observed in the library.
5. Students must be decently dressed and conduct themselves properly in the library.
6. The library staff on duty has the right to request a user to leave the library premises if he/she is found to be violating any of the library rules.
7. The library will not accept any responsibility for the loss or misplacement of personal belongings.

**Important Places in Pune**

**Indian Institute of Tropical Metrology**  
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**National Chemical Laboratory**  
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**Central Water and Power Research Station**  
Khadakwasla, Pune 411024  
Phone: 020-24380511, 24380825  
Fax: 020-24381004  
Email: wapis@cwprs.gov.in  
Website: cwprs.gov.in

**National Institute of Construction Management and Research**  
25/1, Balewadi, N.I.A. Post Office, Pune 411045, India.  
Tel: 020-66859100/200, 020-27291342/0070/3473 Fax: 020-27291057  
Email: mail@nicmar.gov.in

**DYP-DC Centre for Automotive Research and Studies**  
C/O, DY Patil Knowledge City, Charoli Bk., Via Lohegaon, Pune 412105, India
Contact No. 020-30612841, 30612842
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Fax: +91-20-25503131

Automotive Research Association of India (ARAI)
Survey No. 102, Vetal Hill, Off. Paud Road, Kothrud, Pune – 411038.
P. B. No. 832, Pune 411004
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Auto Cluster Development & Research Institute Ltd.
H-Block, Plot No. C-181, Chinchwad, Pune – 411019
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Email Id: info@autoclusterpune.org

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Bhaskaracharya Pratishthana
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Armament Research & Development Establishment (ARDE)
Armament PO, Pashan, Pune 411021
Email Id: director@arde.drdo.in
Phone: 020-25893274, 25885007

High Energy Materials Research Laboratory (HEMRL)
High Energy Materials Research Laboratory,
Sutarwadi, Pune 411021
Email Id: director@hemrl.drdo.in
Phone: 020-25869303
Historical Places

1. **Agakhan Palace** is one of the most beautiful constructions in the city of Pune and a trip to this city is incomplete without a visit to the famous Agakhan palace. This is the place that boasts of a rich legacy of history and makes one of the most important sites in the Pune Darshan. The Palace is just 2 km away from the famous Bund Garden in Yerwada that stands on the Pune-Nagar Road.

2. **Kesari Wada**—previously known as Gaikwad Wada—has become a historical monument in Pune hallowed by a long stay there of the Father of Indian Unrest and a great leader Lokmanya Bal Gangadhar Tilak. The site has witnessed many important events in the Indian Freedom Struggle and hence boasts of history and culture. This famous place is located in the Narayan Peth area of the city. Distance from the Swargate Station to Kesari Wada is about 5 km while that from Deccan Bus Stop is about 2 km. The Omkareshwar Temple and the Modi Ganesh Temple can be given as nearby famous landmarks.

3. **Lal Mahal** means Red Palace. Those who are listing down the places worth visiting in Pune should note that the list will be incomplete if they don’t include the Lal Mahal in it. This historical monument in Pune built by Shahjiraje Bhonsale, Chhatrapati Shivaji’s father holds its own historical significance in the history of Maharashtra and that of the Maratha Empire.

4. One of the favourite relaxation spots for the young and the old in Pune, **Parvati Temple** boasts of a rich legacy of history and culture. Here you find a cluster of Hindu temples. These temples are situated on the Parvati Hill which is 2100 feet high from the sea level. The Parvati hill is a very famous spot in Pune just 3 km away from the Swargate station.

5. **Phule Wada** in Pune is one such place sanctified by the serene presence of a leading visionary reformer in Indian history Mahatma Phule. The Wada was his residence and hence holds its own importance in Indian history. Phule Wada stands in the Ganj Peth area, a few kilometers away from the Pune Station. This is the place where Mahatma Jyotirao Phule
stayed with his wife Savitribai Phule for some time. The site is as old as 1852.

6. **Shaniwarwada** which symbolizes culture of Pune was built by 1st Bajirao Peshwa in 18th century. It was the head quarter of all the Peshwa Empire. Shaniwarwada is located in the centre of the city. Along with statue of 1st Bajirao Peshwa at entrance, you can see Aarsa mahal, Ganesh Mahal, Rang Mahal, Diwan Khana, Hasti Dant Mahal and fountains in Shaniwarwada.

7. If anyone wants to see Rajasthani architecture in Pune then you must visit **Shind’e Chattri** that is another feature to the hat of Pune’s pride. The monument is built in the memory of Mahadji Shinde who was a great warrior in the Maratha regime. To visit this beautiful architecture wonder you need to go to Wanowrie that is four kilometres from Pune camp and just two kilometres from race course.

8. **Tulshibaug** is one of the most crowded places in the city of Pune. The place that attracts everyone for some reason or the other; be it a child or an elder, Tulshibaug is famous for the widely spread shopping complex as well as the beautiful temple of Lord Rama. Those who come to Pune, surely reach this bustling area in Pune. Tulshibaug area is located right in the middle of the city, roughly 3km away from the Swargate Station. The busy market right in front of the famous Vishrambaug Wada is called the Tulshibaug market. From the Deccan Bus Stop, the distance to Tulshibaug is around 4 km.

9. **Pataleshwar Caves, Jangli Maharaj Road.** This temple was built in 700 AD in the Rashtrakuth period and records the existence of Buddhism in the city. The temple is dedicated to Lord Pataleshwar (God of the underground). It also has a shrine dedicated to Lord Shiva, Parvati and Ganesha. The carvings have been left incomplete here. In front of the excavation is a circular Nandi Mandapam, which is basically a circular pavilion dedicated to Nandi, the bull that Lord Shiva rides. It is open from 6 AM to 9 PM.

10. **Dr Babasaheb Ambedkar Museum and Memorial, Senapati Bapat Road.** This museum dedicated to Babasaheb Ambedkar is in the shape of a stupa (dome shaped vessel) and is built as per the classical Buddhist tradition. It gives you insights about how the man who fought for the rights of the depressed classes and drafted our constitution lived. Along with his personal belongings are his prized possessions here. These include the silver ink bottle gifted by the erstwhile Governor General of India Lord Mountbatten to him. His sacred ashes and the Bharat Ratna award are also preserved here. The museum is definitely worth a visit. The entrance fee is Rs. 5 and it is open from 8.30 AM to 5.30 PM.

11. **Raja Dinkar Kelkar Museum.** Dr. Dinkar Kelkar started collecting exhibits around 1920 and one by one, section by section he raised the collections to around 15,000 objects of great attraction till the year 1960. He was very much fond of showing these exhibits to his friends and visitors in the same way as he wanted them to grasp his poems. Gradually the
collection became a point of great attraction even to the visitors abroad. Dr. Kelkar could then easily win the minds of the authorities of the local bodies and of the State Govt. as well as of private institutions all over India, who came forward to help him to further collect the exhibits and convert the collection into a Regional Museum for Western India.