



Celebrating 50 Years of Excellence

**SYMBIOSIS INSTITUTE OF BUSINESS MANAGEMENT (PUNE)**  
**(Constituent of Symbiosis International (Deemed University) (SIU))**

**Welcomes**

**43<sup>rd</sup> Batch**

**of**

**MBA - (Batch 2020-2022)**



**SYMBIOSIS INSTITUTE OF BUSINESS MANAGEMENT (PUNE)**  
**(Constituent of SIU)**  
**INAUGURAL PROGRAM SUMMARY (2020-22)**

Day	Date	Time	Event
1	Wednesday, 15 <sup>th</sup> July, 2020	11.30 am - 1.00 pm	Common Induction Programme
2	Thursday, 16 <sup>th</sup> July, 2020	10.00 am to 1.15 pm	Induction – Morning Session
		1.15 pm to 1.40 pm	Lunch Break
		1.40 pm to 4.00 pm	Induction – Afternoon Session
3	Friday, 17 <sup>th</sup> July, 2020	8.45 am – 9.45 am	Online Yoga Session
		10.00 am – 11.00 am	Introduction to Faculty and Staff Members
		11.00 am – 11.15 am	Tea Break
		11.15 am – 1.15 pm	Session on Academics by Dy. Director, SIBM Pune
4	Saturday, 18 <sup>th</sup> July, 2020	8.45 am – 10.00 am	Online Session by SYMBICARE
		10.00 am – 11.00 am	Session on Gender Sensitization
		11.00 am – 11.15 am	Tea Break
		11.15 am – 1.15 pm	The two year Journey at SIBM, Pune
5	Monday, 20 <sup>th</sup> July, 2020	10.00 am – 11.45 am	Rules, Code of Conduct & Examinations –
		11.45 am – 12.30 pm	Break
		12.30 pm – 2.30 pm	Awards Ceremony
6	Tuesday, 21 <sup>st</sup> July, 2020	10.00 am – 11.30 am	Corporate Expectations by SIBM Faculty
		11.30 am – 2.30 pm	Break
		2.30 pm – 4.00 pm	Corporate Expectations by SIBM Faculty
7	Wednesday, 22 <sup>nd</sup> July, 2020	10.00 am – 11.30 am	Interaction with Industry Experts
		11.30 am – 11.45 am	Tea Break
		11.45 am – 1.15 pm	Session from Symbiosis Centre for Entrepreneurship and Innovation
		1.15 pm – 2.00 pm	Lunch Break
		2.00 pm – 3.30 pm	Interaction with Industry Experts
		3.30 pm – 3.45 pm	Tea Break
8	Thursday, 23 <sup>rd</sup> July, 2020	10.00 am – 11.30 am	Interaction with Industry Experts
		11.30 am – 11.45 am	Tea Break
		11.45 am – 1.15 pm	Interaction with Industry Experts



Day	Date	Time	Event
9	Friday, 24 <sup>th</sup> July, 2020	10.00 am – 11.00 am	Interaction with Industry Experts
		11.00 am – 11.15 am	Tea Break
		11.15 am – 12.15 pm	Interaction with Industry Experts
		12.15 pm- 12.30 pm	Tea Break
		12.30 pm – 1.30 pm	Interaction with Industry Experts
		1.30 pm- 3.00 pm	Lunch Break
		3.00 pm – 4.30 pm	Interaction with Industry Experts
10	Saturday, 25 <sup>th</sup> July, 2020	10.00 am – 11.30 am	Interaction with Industry Experts
		11.30 am – 11.45 am	Tea Break
		11.45 am – 12.45 pm	Interaction with Industry Experts
11	Monday, 27 <sup>th</sup> July, 2020	10.00 am – 11.15 am	Student Council Presentations
		11.15 am – 11.30 am	Tea Break
		11.30 am – 12.45 pm	Student Council Presentations
		12.45 pm – 1.00 pm	Tea Break
		1.00 pm – 2.15 pm	Student Council Presentations
12	Tuesday, 28 <sup>th</sup> July, 2020	10.00 am – 11.30 am	Student Council Presentations
		11.30 am – 11.45 am	Tea Break
		11.45 am – 12.45 pm	Student Council Presentations
		12.45 pm – 1.30 pm	Lunch Break
		1.30 pm – 3.30 pm	Informal catch-up session with MBA2 organized by Co-Curricular Team
13	Wednesday, 29 <sup>th</sup> July, 2020	10.00 am – 11.30 am	Choosing Specialization for MBA
		11.30 am – 11.45 am	Tea Break
		11.45 am – 1.15 pm	Choosing Specialization for MBA
14	Thursday, 30 <sup>th</sup> July, 2020	10.00 am – 11.30 am	Choosing Specialization for MBA
		11.30 am – 11.45 am	Tea Break
		11.45 am – 1.15 pm	Choosing Specialization for MBA
15	Friday, 31 <sup>st</sup> July, 2020	10.00 am – 11.30 am	Choosing Specialization for MBA
		11.30 am – 11.45 am	Tea Break
		11.45 am – 1.15 pm	Choosing Specialization for MBA

**Please note** that from 1<sup>st</sup> August, 2020 all classes commence on online mode only.

Physical classes on campus will commence once notified by the University as per UGC & MHRD Guidelines.

**Day-1**

**Wednesday 15<sup>th</sup> July, 2020**

**Common Induction Program**

**Symbiosis International (Deemed University)**

<b>Time</b>	<b>Event</b>
11.30 am	Welcome address by Dr. Ruchi Jaggi, Director, SIMC, Pune
11.40 am	Introduction of Hon. Vice Chancellor
11.45 am	Address by Hon. Vice Chancellor, Dr. Rajani Gupte
12.00 pm	Introduction of Hon. Pro Chancellor
12.05 pm	Address by Hon. Pro Chancellor, Dr. Vidya Yeravdekar
12.20 pm	Introduction of Hon. Chancellor Sir
12.35 pm	Address by Hon. Chancellor Sir, Dr. S. B. Mujumdar
	Vote of Thanks

## Day-2

Thursday 16<sup>th</sup> July, 2020

Time	Event
10.00 am - 10.30 am	Welcome address by Dr. Ramakrishnan Raman, Director, SIBM, Pune
10.31 am – 10.33 am	Presentation of the late Ms. Chitralekha Pati award to Ms. Joycee Khanna – Highest CGPA in HR MBA (2018-2020)
10.33 am – 10.38 am	Address by Mr. Ishwar Pati (Father of late Ms. Chitralekha Pati)
10.38 am – 10.40 am	Conferment of Best Alumnus of the Year 2020 on Mr. Amit Chincholikar – Global CHRO – Tata Consumer Products
10.40 am – 11.00 am	Acceptance speech and Address by Mr. Amit Chincholikar – Global CHRO – Tata Consumer Products
11.00 am – 11.02 am	Conferment of Best Alumna Achiever of the Year, 2020 on Ms. Pallavi Tyagi, EVP and CHRO – Capgemini
11.02 am – 11.22 am	Acceptance speech and Address by Ms. Pallavi Tyagi, EVP and CHRO – Capgemini
11.22 am – 11.24 am	Conferment of Best Alumnus of the Year 2020 on Mr. Deepayan Sensharma Director HR – Marsh & McLennan Companies
11.24 am – 11.44 am	Acceptance speech and Address by Mr. Deepayan Sensharma Director HR – Marsh & McLennan Companies
11.44 am – 11.46 am	Conferment of Best Alumnus Achiever of the Year, 2020 on Mr. Vinay Deshpande – Chairman & Chief Trustee, Mahindra CSR Foundation
11.46 am – 12.06 pm	Acceptance Speech and Address by Mr. Vinay Deshpande – Chairman & Chief Trustee, Mahindra CSR foundation
12.06 pm – 12.08 pm	Conferment of Best Alumna Achiever of the Year, 2020 on Ms. Nidhi Jain – Director Corporate HR leader – Ernst & Young
12.08 pm – 12.28 pm	Acceptance speech and Address by Ms. Nidhi Jain – Director Corporate HR leader – Ernst & Young
12.28 pm to 12.30 pm	Conferment of Best Alumnus Entrepreneur of the Year, 2020 on Ms. Sarita Chand – Founder Indic AI foundation
12.30 pm – 12.50 pm	Acceptance speech and Address by Ms. Sarita Chand – Founder Indic AI foundation
12.50 pm – 12.52 pm	Conferment of Best Alumnus Achiever of the Year, 2020 on Mr. Sankalp Potbhare – Chief Commercial Officer – Asia at the Kraft Heinz Company
12.52 pm to 1.14 pm	Closing Remarks
1.15 pm	Close of Awards Ceremony
<b>1.15 pm to 1.40 pm</b>	<b>Lunch Break</b>
1.40 pm to 1.50 pm	Address by the Student President – Mr. Bhuvan Deepak Chada
2.00 pm to 4.00 pm	Address by Mr. Prakash Wakankar – C.E.O. Two Wheeler Businesses & Chief of International Ops (Farm Equipment Sector) for Mahindra & Mahindra Ltd; followed by Q&A session

**Day-3**

**Friday 17<sup>th</sup> July, 2020**

<b>Time</b>	<b>Event</b>
8.45 am – 9.45 am	Online Yoga Session
10.00 am – 11.00 am	Introduction of Faculty and Staff Members
11.00 am – 11.15 am	Tea Break
11.15 am – 1.15 pm	Session on Academics by Dr. V.V. Ravikumar, Dy. Director, SIBM Pune

**Day-4**

**Saturday 18<sup>th</sup> July, 2020**

<b>Time</b>	<b>Event</b>
8.45 am – 10.00 am	Online Session by SYMBICARE
10.00 am – 11.00 am	Session on Gender Sensitization
11.00 am – 11.15 am	Tea Break
11.15 am – 1.15 pm	The two year Journey at SIBM, Pune by Col. Sunil Brijkrishan

SIBM Pune

**Day-5**

**Monday 20<sup>th</sup> July, 2020**

<b>Time</b>	<b>Event</b>
10.00 am – 11.45 am	Rules, Code of Conduct & Examinations – Dr. Mahima Mishra, Prof. Sunaina Kuknor and Dr. Santosh Gopalkrishnan
11.45 am – 12.30 pm	Break
12.30 pm – 2.30 pm	Awards Ceremony

SIBM Pune



**Day-6**

**Tuesday 21<sup>st</sup> July, 2020**

<b>Time</b>	<b>Event</b>
10.00 am – 11.30 am	Expectations from Corporates – Prof. Sandeep Bhattacharya
11.30 am – 2.30 pm	Break
2.30 pm – 4.00 pm	Expectations from Corporates – Prof. Sandeep Bhattacharya

SIBM Pune

**Day-7**

**Wednesday 22<sup>nd</sup> July, 2020**

<b>Time</b>	<b>Event</b>
10.00 am – 11.30 am	1. Address by Ms. Swati Negi, Campus Co-ordinator Lead, Gartner 2. Address by Mr. Ketan Chawla, Assistant Vice President, JM Financial
<b>11.30 am – 11.45 am</b>	<b>Tea Break</b>
11.45 am – 1.15 pm	Session by Symbiosis Centre for Entrepreneurship and Innovation – Prof. Yogesh Bramhankar / Prof. Ismail Akbani
<b>1.15 pm – 2.00 pm</b>	<b>Lunch Break</b>
2.00 am – 3.30 pm	Address by Mr. Samar Singh Shekhawat, Independent Business Consultant, Start-up Advisory, Professional Public Speaker
<b>3.30 pm – 3.45 pm</b>	<b>Tea Break</b>
3.45 pm – 5.00 pm	Address by Mr. Prakash Rohera, Director, The Redwood Edge

**Day-8**  
**Thursday 23<sup>rd</sup> July, 2020**

Time	Event
10.00 am – 11.30 am	1. Address by Mr. Jatin Panchal, Sales Director, Danone
	2. Address by Mr. Anoop Kamat, Head Talent Acquisition, Johnson and Johnson
	3. Address by Mr. Puncham Mukim, MD, Everstone Group
11.30 am – 11.45 am	Tea Break
11.45 am – 1.15 pm	1. Address by Ms. Neha Shenoy, Global Lead – Diversity and Inclusion, Reckitt Benckiser
	2. Address by Mr. Santosh Vellanki, Global HR Head Corporate and Talent Acquisition, United Phosphorus Limited

**Day-9**  
**Friday 24<sup>th</sup> July, 2020**

<b>Time</b>	<b>Event</b>
10.00 am – 11.00 am	Address by Mr. Rahul Bhatnagar, CEO, Asian Paints
11.00 am – 11.15 am	Tea Break
11.15 am – 12.15 pm	Address by Mr. Rajat Mathur, MD, Morgan Stanley
12.15 pm – 12.30 pm	Break
12.30 pm – 1.30 pm	Address by Ms. Leena Sahijwani, VP – Group Human Resources, TATA Administrative Services
1.30 pm – 3.00 pm	Lunch Break
3.00 pm – 4.30 pm	Address by Mr. Amit Malik, Chief People Operations and Customer Services Officer, Aviva Life Insurance

**Day-10**

**Saturday 25<sup>th</sup> July, 2020**

<b>Time</b>	<b>Event</b>
10.00 am – 11.30 am	1. Address by Mr. Rajesh Joshi, CEO, ICA-Pidilite Industries Ltd.
	2. Address by Mr. Aditya Mandloi, MD & Head Business Ranking, Standard Chartered
	3. Address by Ms. Esha Ganguly-Ahuja, CHRO, Wolters Kulwer India Market
	4. Address by Mr. P. D. Singh, MD, JP Morgan Chase
11.30 am – 11.45 am	Tea Break
11.45 am – 12.45 pm	Address by Mr. Sumit Mitra, Head - Group HR, Godrej Industries Ltd & Associated Companies

**Day-11**

**Monday 27<sup>th</sup> July, 2020**

<b>Time</b>	<b>Event</b>
10.00 am – 11.15 am	Student Council Presentations (ART, CIT & RSDT)
11.15 am – 11.30 am	Tea Break
11.30 am – 12.45 pm	Student Council Presentations (CoC, SMT & SECC)
12.45 pm – 1.00 pm	Tea Break
1.00 pm – 2.15 pm	Student Council Presentations (iSMaRT, Alumni & PAT)

**Day-12**

**Tuesday 28<sup>th</sup> July, 2020**

<b>Time</b>	<b>Event</b>
10.00 am – 11.30 am	Special Interest Groups Presentations (All 6)
11.30 am – 11.45 am	Tea Break
11.45 am – 12.45 pm	Presentation by RSDT on accessing Library Resources Online
12.45 pm – 1.30 pm	Lunch Break
1.30 pm – 3.30 pm	Informal catch-up session with MBA2 organized by Co-Curricular Team

**Day-13**

**Wednesday 29<sup>th</sup> July, 2020**

<b>Time</b>	<b>Event</b>
10.00 am – 11.30 am	Choosing Specialization for MBA
11.30 am – 11.45 am	Tea Break
11.45 am – 1.15 pm	Choosing Specialization for MBA

SIBM Pune

**Day-14**



**Thursday 30<sup>th</sup> July, 2020**

<b>Time</b>	<b>Event</b>
10.00 am – 11.30 am	Choosing Specialization for MBA
11.30 am – 11.45 am	Tea Break
11.45 am – 1.15 pm	Choosing Specialization for MBA

SIBM Pune

**Day-15**

**Friday 31<sup>st</sup> July, 2020**

<b>Time</b>	<b>Event</b>
10.00 am – 11.30 am	Choosing Specialization for MBA
11.30 am – 11.45 am	Tea Break
11.45 am – 1.15 pm	Choosing Specialization for MBA

SIBM Pune

# Rule Book



## INDEX

Sr. No.	Topic
1	Attendance Rules
2	Anti-Ragging Rules
3	Placement Rules
4	Exam Rules
5	Grading Rules
6	Dress Code
7	SIU Code of Conduct

## **1. Attendance Rules**

At SIBM Pune, our endeavor is to maintain a high degree of academic rigor and discipline. **For the present, please ensure that you attend all the online sessions without fail.** We have observed that the quality and employability of students is related to attendance in classroom lectures, workshops, field visits, etc. As a result, we have decided to streamline and monitor the attendance process. **Please note following points once you are on campus:**

1. We expect **100% attendance** throughout all semesters. Leaves may be opted for activities related to student councils, inter institute competitions, personal or medical emergencies, to a maximum extent of 25%.
2. For every division, an academic coordinator will be allotted for taking attendance for every lecture. Please ensure that you report your attendance in the class itself when it is taken.
3. Forms for leave and exemptions will be available in the SIBM office. (Please note exemptions will not be treated as attendance in the system for any reason).
4. Application for leaves will be signed by the faculty in charge and will be sent to the Director/ Deputy Director for approval.
5. Unreported absence is not acceptable. Thus, to avoid further action, please fill and submit the leave/ exemption form **at least two days in advance.**
6. In case of emergency leave, please send an email to faculty in charge of attendance and attendance coordinator.
7. The status of your attendance can be checked online. Link is given below:  
<http://10.10.90.11/eSIBMUser/Login.aspx>
8. The attendance of minimum 75% is mandatory for all students of the University to be eligible for the external exams of all the courses of the term. If the criteria are not met by any student, the institute will declare it as TNG/ CNG (Term Not Granted/ Course Not Granted).
9. All those students granted TNG/CNG will have to appear for the respective examination in the next season as backlog.
10. Attendance for guest lectures/ workshops/field visits/ training programs organized by the institute is mandatory. Unreported absence will be treated with strict action.

#### 11. Exemptions for council activities:

Please note that having low attendance reflects poorly on any academic institute. It adversely affects the outsider's perception of the institute. It also impacts the quality and employability of students. Thus, for the benefit of students and the institute, it is essential to utilize exemptions in the best possible way.

Therefore, council members should apply for exemption only **whenever it is required** and for a particular **time period**.

Council coordinators are requested to fill in exemption forms in advance. They should fill in exemptions for council members as well as volunteers (if any). Applications for exemptions submitted **post the event will not be accepted**.

#### **2. Anti- Ragging**

1. Under "UGC Regulations on Curbing Menace of Ragging in Higher Educational Institution 2009" Ragging on any Symbiosis premises and campuses including hostels is strictly prohibited.
2. It has been impressed upon by the supreme court of India that if any incidence of ragging come to notice student shall be given liberty to explain and if his explanation is not found satisfactory the authority would expel him from the institute.

3. Anti-Ragging Committee:

- a. The Director of the Institute-Chairperson
- b. Deputy Director of the Institute-Member
- c. 3 to 4 faculty members of the Institutes-Member
- d. Administrative Officer -Member
- e. Students' representatives-Member

4. Anti-Ragging Squad:

- a. To be nominated by the Director with representation as may be considered necessary from the campus community.
- b. Number of Anti Ragging squads will be based on number of blocks and strength of the student so that Anti-Ragging measures can be effectively implemented.
- c. Anti-Ragging Squads comprises of senior faculty members.

5. Action Procedure:

- a. Anti-Ragging Squad will immediately inquire and report any incidence of ragging or abetment of ragging noticed by them immediately to the Director and also to the Anti-Ragging Committee
- b. Immediate action as per the situation will be taken by the Institute Anti Ragging Committee which may include:
  - i. Immediate suspension of involved students
  - ii. Sending reinforcements or any help if required.
  - iii. Forwarding the report of the incident to the Anti-Ragging Committee of the University.

The Anti-Ragging Committee will examine the report and recommend appropriate punishment to University Anti Ragging Committee for approval.
- c. If any incident, even minor is reported, in addition to action taken with regard to that incidence the anti-Ragging measures will be reviewed and strengthened with immediate effect.

**Institute Anti Ragging Committee (Names)**

- i) Dr. R Raman – Chairperson
- ii) Dr. V.V. Ravi Kumar – Faculty Member
- iii) Dr. Anugamini Priya Shrivastava – Faculty Member
- iv) Mr. Anand Singh- Non Teaching Staff Representative
- v) Two Student Representative

**Institute Anti Ragging Squad-(Names)**

- i) Dr. R. Raman – Chairman
- ii) Dr. Prabir Bandopadhyay – Faculty Representative
- iii) Prof. Arpita Sharma – Faculty Member
- iv) Mr. Anand Singh – Non Teaching Staff Representative
- v) Mr. Dattatray Patil – Warden Boys Hostel
- vi) Mrs. Manisha Gaikwad – Warden Girls Hostel
- vii) Col (Retd) Atholi – Campus Administrator, Lavale Campus

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



### 3. Placement Rules

#### a. Summer Internship Recruitment Program (SIRP)

Summer Internship at a B-school is an introduction of the real corporate world to the students as it gives them an opportunity to understand how processes work in the commercial world. Students gain cognitive, emotional and social skills, learn corporate etiquettes and understand corporate culture through the crown experiences and observations.

**SIBM PUNE**, since its inception in 1978, has always been regarded as one of the best Business Schools in India. SIBM Pune includes a two-month internship in its curriculum where students work with a host organization on a variety of live projects and case studies under the mentorship of a senior leader from the organization. SIBM Pune considers summer internships as an important stepping stone in a student's career and one of the most important aspects of the 2 year MBA program with a significant weightage given to it in terms of evaluation.

#### b. Highlights of Summer Internship Program

- i. Period of Internship : 8 Weeks
- ii. Working hours depend on the nature of the work and deliverables.
- iii. Students work as an Intern under the mentorship of Industry Stalwarts
- iv. Projects are generally live and based on the current scenarios in the market
- v. Organizations mostly implement fresh ideas and recommendations that are proposed by the students and derive value through internships.
- vi. During internship period the institute expects the students to demonstrate a professional behavior.
- vii. Students are requested to take up internship assignment only with a single organization and carry it through to its completion during the SIRP period.

**THE Placement Advisory Team working under the guidance of the DIRECTOR, SIBM, Pune will give you complete details before SIRP and Final Placements**

#### 4. Exam Rules

1. Evaluations include Internal (Continuous) and External (End-Term) Evaluations.
2. End-Term Evaluation is conducted at the completion of each Semester by SIU.
3. Internal evaluation is continuous in nature and is targeted at multi-level assessment and will have variety of components. Mid- term Exam is held during the course as part of Internal Evaluation.
4. The distribution of marks will be in the ratio of 60%-40%, 60% for continuous assessment and 40% for term end assessment.
5. Integrated Disaster Management course will be a grade based course and is compulsory.
6. Students having Backlogs in any subject may be allowed to appear for the same in the subsequent Exam Season. They will be “Allowed To Keep Terms” (ATKT) provided they fulfill the CGPA criteria of minimum 4.00 in Sem I and Sem II to be able to appear for Sem III and Sem IV respectively.
7. Any un-fair means adopted during the examination by any student will result in punishment in the form of:
  - a. Annulment of performance of student for the entire appearance of the said Examination Season or the Entire Semester, as per SIU norms.
  - b. Exclusion of the Student from University exams for one or two subsequent exam seasons.
  - c. Exclusion of student from University depending on the extent and gravity of the unfair means.

## 5. CGPA System

1. As per the CGPA system, grade point will be allotted to each letter grade on a 10-point grade scale with grades denoted by letters O, A+, A, B+, B, C, P, F and AB.

Letter Grade	Proportion	Grade Point
<b>O (Outstanding)</b>	<b>Top 3%</b>	<b>10</b>
<b>A+ (Excellent)</b>	<b>12%</b>	<b>9</b>
<b>A (Very Good)</b>	<b>21%</b>	<b>8</b>
<b>B+ (Good)</b>	<b>28%</b>	<b>7</b>
<b>B (Above Average)</b>	<b>21%</b>	<b>6</b>
<b>C (Average)</b>	<b>12%</b>	<b>5</b>
<b>P (Pass)</b>	<b>Bottom 3%</b>	<b>4</b>
<b>F (Fail)</b>		<b>0</b>
<b>AB (Absent)</b>		<b>0</b>

## 6. Dress Code

**Students are expected to be dressed decently at all times.** Blazer, Full Shirt, Tie, trouser for boys and western formals for girls issued by the Institute and shall be worn for all guest lectures, seminars, PPTs and other important events announced by the institute time to time.

## **7. SIU Code of Conduct**

### **Article 1: PREAMBLE**

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

### **Article 2: APPLICABILITY**

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

### **Article 3: JURISDICTION**

The *Code* applies to the on-campus conduct of all students at all the location / campus of the University.

The code also applies to the off-campus conduct of students in direct connection with:

- A. Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad / student exchange
- B. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
- C. Any activity sponsored, conducted, or authorized by the university or by registered student organizations;

- 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 student 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- time 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;

**DMC3: 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<sup>1</sup>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 of property & facilities** - Unauthorized access means accessing without authorization University property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

**DMC 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: Illegal 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 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.

**DMC20: Violation of University rules** - Violation of other published university regulations, policies, or rules, or violations of law. These university regulations, policies, or rules include, but are not limited to, those rules, which regulate dress code, which regulate submission of assignments, which regulate examinations, which prohibit the misuse of library, misuse of computing resources, miscues of laboratory, which regulate acts which amounts to sexual harassment, rules for student and hostel rules and regulations.



**Article 5 (a): Grievance Redressal Committee of Institute:**

Every Institute/ Department shall constitute a Grievance Redressal 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 Redressal Committee:**

The committee shall be constituted by the Vice Chancellor and shall have following members:

- i. Professor / Associate Professor - Chairperson
- ii. Three Senior Faculty members on rotation basis nominated by Vice Chancellor Member
- iii. A student representing the college nominated based on the academic merit- Special Invitee
- iv. Administrative Officer/Office Superintendent (Convener of the meetings)

The committee comprises of the following members:

1. Dr. V. V. Ravi Kumar – Professor, Presiding Officer

Members:

- Dr. Preetha Menon - Member
- Prof. Sunaina Kuknor - Member
- Mr. Anand Singh – Member
- Student Representative

Procedure:

- The aggrieved student would submit in writing his/ her grievance to the Administrative Officer/ Office Superintendent.
- The Administrative Officer/ Office Superintendent would convene a meeting of members within five days of receiving the complaint.
- The report of the committee must be submitted to the Director within 2 working days of the meeting.
- The decision taken would be communicated to the student within further 3 days working days.
- Further if the student is aggrieved by the decision of the Grievance Redressal Committee he/ she may appeal to the Director within 6 working days. The details of the same are uploaded on the website of the university.

**Article 7: PUNISHMENT AND PENALTIES**

One or more of the following punishments 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.

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

4. 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.
5. 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.
6. Rusticate: Rustication is a sanction which permanently separates a student from the university without opportunity to re-enroll in the future.
7. 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.



\*\*\*\*\*

