



सर्वसुखं कुटुम्बकम्।

SYMBIOSIS
INSTITUTE OF GEOINFORMATICS

**Symbiosis Institute of
Geoinformatics (SIG)**

**Symbiosis International
(Deemed University)**

**AN ESSENTIAL A-Z INFORMATION OF
THE INSTITUTE (SIG)**

STUDENT HANDBOOK 2017

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Staff at SIG

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Research Staff

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Administrative Staff

Contact number: 020 25672841/43

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Library			

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Mr Ravindra Gajmal	Office attendant	120	ravi@sig.ac.in
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SYMBIOSIS INSTITUTE OF GEOINFORMATICS
List of Visiting Faculties for M.Sc Geoinformatics
Academic Year 2017-18

Sr. No.	Name	Mail id	Course(s) Conducted
1	Mr Anant Kapre	anant.kapre@gmail.com	Software Testing Methodologies
2	Mr Vijayalaxmi Kale	viji.pa@gmail.com	GIS Application Design
3	Mr Ravi Kanitkar	ravi_kanitkar@hotmail.com	Enterprise Architecture
4	Mr Alok Mohgaonkar	ashalok2013@gmail.com, amohgaon@in.ibm.com	Quality Concepts, GIS Project Management
5	Ms Yamini Mathur	yamini.a.mathur@gmail.com	Business Communication, Organizational Behavior
6	Mr Shrikant Phadake	shrikantphadake@gmail.com	Applied Statistics
7	Mr Anubandh Hambarde	anubandh.hambarde@lavasa.com, anubandhh@gmail.com	Urban Planning and Rural Development
8	Col Supanekar	vsupanekar@yahoo.co.in	Disaster Scenario Mapping
9	Ms Vidya Kumbhar	vidya.kumbhar@sicsr.ac.in	R-Programming and Python

Admission

Admission and Registration

1. Eligibility criteria are defined and promulgated as per SYMBIOSIS INTERNATIONAL UNIVERSITY (SIU). Stipulations on which admission to a programme SIG is based. However, eligibility alone is not a guarantee for admission.
2. A candidate's admission to a programme is not transferable to any other person or another programme if not applied for another programme.
3. Students seeking admission have to pay applicable fees (non-refundable except as stipulated) and clear the initial payment within specific time limits for registration for the batch.
4. Admission and Registration at SIG is as per applicable University rules and the discretion of the management. All decisions on the matter will be final and binding by the management.
5. Admission will be confirmed only after payment of prescribed fees and fulfilling eligibility criteria.
6. Admissions will be cancelled in case of:
 - i. Not submitting the required documents in time.
 - ii. Submission of fake or incorrect documents
 - iii. Failing to fulfill required eligibility criteria of the respective programme

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

Provisional Admission

1. The eligibility criteria for admission to SIG for postgraduate is Graduates in Engineering, IT, Computer Science, Science, Agriculture, Management, Geography and Commerce with a Minimum of 50% marks (45% marks for SC/ST candidates). Final year students awaiting results may also apply
2. The eligibility criteria for admission to SIG for postgraduate programmes is Graduates possessing 50% marks (For SC/ST: 45%) in any faculty of any Statutory University.
3. Students are provisionally admitted to the full time programmes of SIG where admission and registration is subject to the submission of original documents of migration certificate and transfer/leaving certificate, photocopies of XII standard mark sheets, all semester mark sheets, passing certificate, and if applicable, gap certificate / affidavit for name change/ caste /category certificate (sc/st/j&k/defence/ph) at time of joining college. (Eligibility will be as per University stipulations).
4. Students whose graduation results have not been declared at the time of admission are provisionally admitted to the M.Sc.(Geoinformatics) programme of SIG subject to their submission of proof of clearing the eligibility criteria for admission as above, on or before the stipulated date of the year of admission, failing which their admission stands automatically withdrawn.
5. Mark-sheets, degree/diploma certificates will be physically checked and verified.

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

Rules and Regulations

SYMBIOSIS INTERNATIONAL UNIVERSITY

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 [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 both safe and free of invidious disruption. Rules and regulations are necessary to mark the boundaries of this needed order.

Article 2: Applicability The Code is applicable to all students, which includes all persons taking programmes at various constituent institutes of the University, either full time or part-time, pursuing undergraduate, graduate, professional studies. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular semester or term, but have a continuing relationship with the University, or who have been notified of their acceptance for admission are considered as "students". The Code applies to all locations of the University.

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

Article 4: Responsibilities Of Students: Students are members of the University community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the University. Admission to the university carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe

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

Article- 5: Disciplinary Misconduct Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the University reserves the right to take disciplinary action in appropriate circumstances not set out in this article. Notification No. SI(DU)/28/293 Page 4 of 7 The illustrative list of misconduct is as follows (Not exhaustive) :

DMC 1: Academic Misconduct: Academic Misconduct means plagiarizing; cheating on assignments or examinations.

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

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

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

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

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

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

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

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

DMC 8: Unauthorized Access and Use of Property & Facilities 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. Notification No. SI(DU)/28/293 Page 6 of 7

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

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

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

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

Article 5 (a): Grievance Cells of every institute: Every institute shall form Grievance Committee to address grievances of students. The students should be informed about the existence of such a committee, the members and the procedure of submitting grievances.

Constitution of Grievance Committee:

- i. Director/Deputy Director.
- ii. Senior Faculty nominated by the Director.
- iii. One member of teaching faculty who will necessarily be a female member.
- iv. Registrar/ Office Superintendent. (convener of the meetings)

Procedure:

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

- The Registrar/ Office Superintendent would convene a meeting of members within ten days of receiving the complaint.
- Where the Director is not a member of the committee, the report of the committee must be submitted to him/her within 5 working days of the meeting
- The decision taken would be communicated to the student within 3 further working days.
- Further the student can appeal to the University Grievance Committee (appellate authorities) within 5 working days. Notification No. SI(DU)/28/293 Page 7 of 7

Article 6: Hearing And Appeals Any student charged with violation of the Code shall have the opportunity to receive a fair hearing. To safeguard the rights of students, the Vice Chancellor shall ensure that there is an appeal procedure to govern the alleged violations of this policy. The appeals procedure shall provide both substantive and procedural fairness for the student alleged to have violated the Code and shall provide for resolution of cases within a reasonable period of time.3/4 Composition:

- The Vice - Chancellor-Chairman
- 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.

Conduct Regulations

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

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

Note: Strict action will be taken by the Director and concerned authorities against the students not adhering to above rules.

Identity Card

1. After Admissions and the commencement of the batch, each student is issued an identity card by the programme coordinator.
2. The identity card will contain the student's name, batch details, Symbiosis Registration Number (SRN), programmes details, and expiry date along with a recent passport size photograph duly stamped and signed by Controller of Examination.

3. Students are required to carry their identity cards at all times. They may be asked to produce the identity card on demand by personnel authorized by SIG for purpose of identification.
4. In case of loss of the identity card, a duplicate identity card will be issued on a written request subject to the approval of the Deputy Director and payment of applicable fee.

Communication to students

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

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

Communications with respect to changes in any instructions by SIG , or changes in student's rules, will be displayed on the notice board for a minimum period of a fortnight.

Any issue regarding these changes should be immediately communicated to the originator within this period. Students will be considered to have accepted the changes unless any query is received within this time frame.

Use of telephone

The telephone/intercom facility of SIG is for official use only. Students may not utilize the telephones for their personal usage.

Use of internet

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

Use of photocopying facility

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

Prohibition of smoking & use of any form of toxics in the institute premises

Use of any form of toxics by students on SIG campus is strictly prohibited.

Restriction in use of cell phones

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

Ban on ragging

Welcoming of new students and inter batch awareness requires to be promoted in a

healthy manner. All issues will be reviewed by Registrar for further action where required. The stipulations of the University will be adhered to in this regard.

Dress code

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

Address and name change

Procedure for name change

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

Procedure for address change

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

Financial Regulations

Fee for duplicate copies of mark sheet/transcript etc.

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

Fee for duplicate certificate

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

Fee for bonafide certificate

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

Clearance and no dues certificate

1. At the end of the programme all students are required to obtain 'Clearance Certificate' from all departments, and clear other dues, if any. Submission of the library cards to library and identity card to the Programme Coordinator are also required for this. Students staying in the hostel will have to obtain clearance for other services provided to them (laundry, newspaper etc),
2. All refundable caution/security deposits should be collected from accounts department after obtaining Clearance Certificate.

3. In the following cases 'No Dues Certificate' will be required by Accounts department:
 - a. Withdrawal from programme.
 - b. Discontinuation of studies from the programme.
 - c. Cancellation of provisional admission.
 - d. Struck off the rolls.

Attendance policy

1. The continuous evaluation system adopted at SIG clearly expects every student to be responsible for regularity in classrooms, submission of assignments, evaluation components and other tasks assigned to him/her in every course. Extraordinary absence would be taken a serious note and an immediately and suitable action would be initiated. Students are advised not to remain absent without prior authorization from the Director.
2. A minimum of 75% of attendance is compulsory for both internal as well as external evaluation otherwise there will be a reduction in the attendance for 15 days for the semester.
3. In all such cases, students will have to attempt pass through backlog exams. Such student can appear in examination, only if permitted especially by Controller of Examinations and in conformity with University regulations as promulgated. Each case will be handled on the basis of merit.
4. Parent/Guardian of students will be informed in case of irregularity of attendance or dropout.
5. Exemption to attendance on account of extracurricular activities is at discretion of the program head only if intimated ahead of time and permitted by the program head.
6. Absenteeism on account of medical grounds will be permitted for minimum more than three days provided reporting is done within two days of occurrence of the incidence.
7. Students must obtain official permission in writing from the Programme Head if they wish to be absent for any reasons other than illness.
8. The Programme Head must be notified of any absence of more than one day.
9. Medical certificate must be forwarded within two working days after absence due to illness.

Procedures in case of absence

Each student will have to fill in the leave application form and take the prior permission of the programmes In-Charge for not attending the lectures for a period. It is the student's

responsibility to inform their faculty and undertake any work completed by the class in their absence.

Academic Regulations

Unfair practices

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

1. Carrying any material to the examination hall in any manner, talking to other students, copying from others, or allowing others to copy from one's paper, taking or giving any kind of assistance, communicating with a person in or outside the examination hall, using cellular phones or resorting to any other means to provide/obtain unfair advantage. If students are found to be resorting to unfair practices, copying material, submitting for evaluation as his/her own, behaving in an undisciplined manner or causing nuisance or disturbance to other students then they will be liable to disciplinary action forthwith and can be awarded a fail mark.
2. Use of unfair means would lead to red-listing or cancellation of registration for the programme/striking his/her name off the rolls or any other academic action on the basis of the report submitted by the invigilator and the Controller of Examinations to the management about use of unfair means to SIG .
3. Late entry for examination will invite provisions of penalty.
4. University stipulations in all such regards as mentioned above are binding on all.

Plagiarism

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

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

Programme Regulations

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

1. Programme Curriculum: Consists of the detailed curriculum of each course and the topics to be discussed under the particular course.
2. Study Material: The textbooks, suggested reference books are indicated in the programme curriculum.
3. Schedule of Sessions: The number of sessions per programme varies as per the credit units of the particular programme. Students are required to attend lectures and sessions as scheduled. This includes classroom instruction, field visits, seminar and other interactions as specified in training programs.
4. Methodology: Individual online exams, assignments, cases, projects, presentations, dissertations etc. may be assigned to group of students or individuals as determined by the academic faculty/programme coordinator.
5. Format: All assignments of any nature will follow specified formats of submission.
6. The medium of instruction for all programmes is English.
7. The Institute is an equal opportunities organization without bias for gender, religion, caste or disability.

Programme Coordination

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

4. The dissertation or project work at the end of the programme will be a major piece of work that will require students to demonstrate research, self-management and data management skills.

Financial regulations

Fee for duplicate copies of mark sheet/transcript etc.

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

Fee for duplicate certificate

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

Fee for bonafide certificate

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

Clearance and no dues certificate

1. At the end of the programme i.e at time of graduation all students are required to obtain 'Clearance Certificate' from all Departments, and clear other dues, if any. Submission of the library cards to Library and Identity card to the Programme Coordinator are also required for this. Hostellers will have to obtain clearance for other services provided (dhobi, newspaper etc).
2. All refundable caution/security deposits should be collected from accounts Department after obtaining Clearance Certificate.
3. In the following cases 'No Dues Certificate' will be required by Accounts Department:
 - Withdrawal from programme.
 - Discontinuation of studies from the program.
 - Cancellation of provisional admission.
 - Struck off the rolls.
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Evaluations

1. Evaluation: SIG follows the concept of continuous evaluation comprising both internal evaluations by the respective faculty members as well written examinations at the end of the semester by SYMBIOSIS INTERNATIONAL UNIVERSITY (SIU). At the programme

commencement, the faculty announces his/her evaluation scheme in conformity with the guidelines given by the management. Components used by the faculty for evaluation of students may typically consist of case discussions, assignments, project work, research assignments, class participation, Quizzes (programmed and surprise) throughout the term. The faculty indicates the schedule of each evaluation component or may conduct a surprise test without prior intimation. The faculty also conveys the marks allotted for the component. Evaluations will be conducted as per University stipulations.

2. Evaluation Components: SIG follows the grading system based on continuous evaluation. Thus the marks obtained in all the three components i.e. Internal Evaluations (online Quizzes, assignments, written test etc) and Term End examinations are taken into consideration for award of grade in all programmes. The written test and Term End examinations are the written test components of evaluation and are conducted as per pre announced schedule.
3. Management of SIG and SYMBIOSIS INTERNATIONAL UNIVERSITY (SIU) reserves the right to moderate / modify the marks scored by the students in the exams or conduct re-exams if condition's call for the same due to suspicion of malpractice.
4. Students should complete the required semester requirements and internals well before the term ends to enable smooth evaluations for that semester.
5. Evaluation of tests, assignments, cases and projects by the concerned faculty further submitted. to the Examination Department shall be final and binding on the student. All appraisals shall be as per University stipulations.
6. Examinations will be conducted as per University regulations. University regulations are separately promulgated by SYMBIOSIS INTERNATIONAL UNIVERSITY (SIU) from time to time
7. Backlog exams: It is mandatory to pass theory paper in internal backlog to qualify to appear for other components of internal evaluation.
8. There will be a minimum of 40% passing marks for both internal as well as external evaluation across all courses.
9. There will be separate heads of passing for both internal and external examinations"
10. He / She cannot appear for End of Semester -3 exams if he / she has CGPA less than 2.000 upto Semester -1 irrespective of number of backlog .He / She cannot appear for End of Semester -4 exams if he / she has CGPA less than 2.000 upto Semester -2 irrespective of number of backlog .

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

Library Rules

1. Each student will get one library card to serve the purpose of issuing book.
2. The loss of library card should be reported immediately to the librarian. Approximately Rs. 75/- will be charged for duplicate library card.
3. One book is issued for a week. If student would like to keep the book, he/she will have to reissue the same. In case student does not return/reissue the book, fine Rs. 10/- per day will be charged.
4. Students should use their own Library card. The students lending their card to others will have to suffer the losses, incurred in process of loss, damage, fine, etc.

Computer Lab Rules

1. All students should produce their identity cards during practical. The students without identity cards will not be allowed to enter the lab.
2. The students who wish to do extra practical should take prior permission of the lab faculty.
3. The students should use their own login/user names only.
4. The students are not allowed to relocate, attach or detach the hardware equipments.
5. The students are not allowed to load any external software without prior permission of the lab faculty.
6. The students should maintain silence in the lab. They should not roam around in the lab.
7. The students should keep their mobiles off during practical sessions. They are not allowed to use any musical instrument or device during the sessions.
8. Eatables are not allowed in the lab.
9. Strict action will be taken against the one who disturbs or destructs the lab Infrastructure.

Placement Rules

1. Participation in the placement program is voluntary. In case if student is not found eligible for placement program, institute reserves the right to debar the student from participating in placement program.
2. Only the Institute will monitor entire activity of placement. No student is allowed to contact any company individually for the placement without prior permission of the Institute.
3. All the correspondence from and to the company will routed through the placement cell.

4. An eligibility criterion for participating in test is set by the company. Institute will not interfere In the process of setting the criteria.
5. Each student ~should have 75% attendance in all the semesters and guest lecture conducted during the semesters to be eligible for placement program
6. Foreign/Sponsored students will not be a part of placement program
7. The students are expected to perform to his/her best. If it is observed that students are deliberately not performing up to the mark, he/she will be debarred.
8. Each student will be responsible to prepare in the areas of Aptitude, GD, PI and Technical. skills. Institute will give necessary guidance from time to time and will conduct sessions to check performance of the students. Such tests will be compulsory for all the students who are part of placement program. In case any student found absent in such tests, action will be taken against him/her.
9. It is mandatory for the all the students to appear for the Pre- Placement Talk (PPT) arranged irrespective of being placed/interested. If any student found not present without proper approval from the Placement Dfficer/Director, he/she will have to face the consequences, which may be to the extent of debar from placements or even offer being withheld.
10. Students shortlisted or given names for any specific company process, cannot back out in any case. If found so Placement office / Director will debar the student from the placement program.
11. Once the student is offered placement by a company, he/she cannot participate in subsequent campus recruitment process, does not have an option to reject the offer, and is out of placement program.
12. Submission of company offer letter to the institute is compulsory for its further \reference.
13. Institute reserves the right to take the final decision in case of exceptional conditions.

Extracurricular activities at SIG:

- **Sports Activities:** All sports activities are scheduled by the university sports board. All students are encouraged to participate in these activities.
- **Cultural Activities:** On the cultural front our students organise an event known as “khula munch” once in a quarter to showcase talent.

- **Social Activities:** Students are encouraged to participate in social activities like visiting old age homes, orphanages, Tree Plantation drive, creating helmet awareness drive etc..

SCHC at your service:

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

The SCHC also provides an in house modern state of the art health club and fitness centre with the view to facilitate a holistic development of mind and body for an all round development of the students. Training facilities for strength, endurance, flexibility and cardio -vascular fitness including Yoga and Meditation will be provided in customized capsules suited to the unique requirements of the student population in confirmation with their academic curriculum. The centre thus provides preventive, promotive and curative health care services with a view to ensure positive health to all members of the Symbiosis family.

Health Care Facilities

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

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

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

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

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

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

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

Diet Counseling Email mo_hcs@schcpune.org

Online interactive health counseling sessions Email health@schcpune.org

Group psychological counseling Emailletstalk@schcpune.org

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

Email bfit@schcpune.org

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

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

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

Medical Attendance Policy.

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

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

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

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

Emergency Helpline Numbers In Case of Medical Emergency

Contact SCHC Representative Senapati Bapat Road
Campus - **Mobile** No. 95525 25651

The proposed OPD timings w.e.f. 14th June 2014 are given below, this includes upcoming SCHC also. Patients coming outside these timings will be advised on Emergency Mobile number by the respective in-charge MO or attended by RMO (where available) if the condition requires.

Sr no.	Campus	OPDTimings
1	Senapati Bapat Road	8:00 am to 8:00 pm
2	Lavale Hill Top	8:00 am to 8:00 pm
3	Lavale Hill Base	9:00 am to 5:00 pm
4	Hinjewadi	8:00 am to 8:00 pm
5	VimanNagar(Old)	9:00 am to 5:00 pm
6	VimanNagr (New)	8:00 am to 8:00 pm
7	ELTIS (Atur Centre)	11:30 am to 2:30 pm
8	SIMS [Khadki]	12:30 pm to 2:30 pm
9	Nashik	9:00 am to 5:00 pm
10	Noida	9:00 am to 5:00 pm
11	Bengaluru	9:00 am to 5:00 pm

Academic Calender – 2017-18

M.Sc. (Geoinformatics) SEMESTER I and II

Day	Date	Event
Friday	June 2, 2017	Registration of students
Monday	June 5, 2017	Commencement of Semester I
Monday - Friday	June 5, 2017 - June 9, 2017	Orientation Programme
Saturday	October 14, 2017	Last academic day of Semester I
Monday- Thursday	October 23, 2017 – November 2, 2017	Preparatory Leave
Friday - Sunday	November 3, 2017 – November 12, 2017	Semester Exam
Monday	November 20, 2017	Semester II commences
Friday	March 9, 2018	Last academic day of Semester II
Saturday - Saturday	March 10, 2018 – March 17, 2018	Preparatory Leave
Monday -Wednesday	March 19, 2018 – March 28, 2018	Semester II examination
Monday - Thursday	April 2, 2018 – May 31, 2018	Project Module

M.Sc. (Geoinformatics) SEMESTER III and IV

Day	Date	Event
Monday	June 5, 2017	Semester III commences
Saturday	June 10, 2017	Two months presentation
Monday - Saturday	August 21, 2017 – August 26, 2017	Industry Liaison
Saturday - Saturday	October 7, 2017 – October 14, 2017	Placement Week
Saturday	October 14, 2017	Last academic day of Semester III
Monday- Thursday	October 23, 2017 – October 29, 2017	Preparatory Leave
Monday - Friday	October 30, 2017 – November 10, 2017	Semester III Exam
Friday	December 1, 2017	Semester IV commences

List of Holidays April 2017- March 2018

Date	Day	On account of
14-Apr-17	Friday	Ambedkar Jayanti
26-Jun-17	Monday	Ramzan Id
15-Aug-17	Tuesday	Independence Day
07-Aug-17	Monday	Raksha Bandhan
25-Aug-17	Friday	Ganesh chaturthi
05-Sep-17	Tuesday	Anant Chaturdashi
30-Sep-17	Saturday	Dasera
16 -Oct to 21- Oct 2017	Monday to Saturday	Diwali
01-Jan-18	Monday	New Year
26-Jan-18	Friday	Republic Day
02-Mar-18	Friday	Dhulivandan

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